

How to Save the Respondus Monitor Completion Certificate

1. Once you successfully pass the Readiness Test and System Check, revisit the “Respondus Monitor Module” section of the Blackboard course to obtain your Certificate.
2. The section labeled “Respondus Monitor (RM) Completion Certificate” will be available.

☐  **Respondus Monitor (RM) Completion Certificate (Click here for PDF of Certificate)** ✓

You might only need to take the Readiness Test & System Check once per semester if you're enrolled in multiple online classes. Confirm with your instructors if they'll accept a certificate from another class or previous semester. Be sure to save your certificate, as access will be lost after the semester ends. Do not use LockDown Browser to view your certificate, as this will prevent the PDF button from functioning properly. Directions to save your Completion Certificate.

3. Click the link “Respondus Monitor Completion Certificate (Click here for PDF of Certificate).”

☐  **Respondus Monitor (RM) Completion Certificate (Click here for PDF of Certificate)** ✓

4. If prompted, click “Launch Course” if your browser has pop-ups blocked.
5. The certificate will automatically open with your name on it.
6. Click “Create PDF” in the upper right corner of the certificate.



7. To save your certificate, select “Save as PDF” as the destination. Click “Save,” choose a location on your computer to store it, and click “Save” again. Finally, either email the PDF to your instructor or upload it to Blackboard in the designated area.

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