



PROCTORING WITH RESPONDUS TOOLS IN ECAMPUS

Presented by the Office for Academic Innovation

TRAINING OBJECTIVES



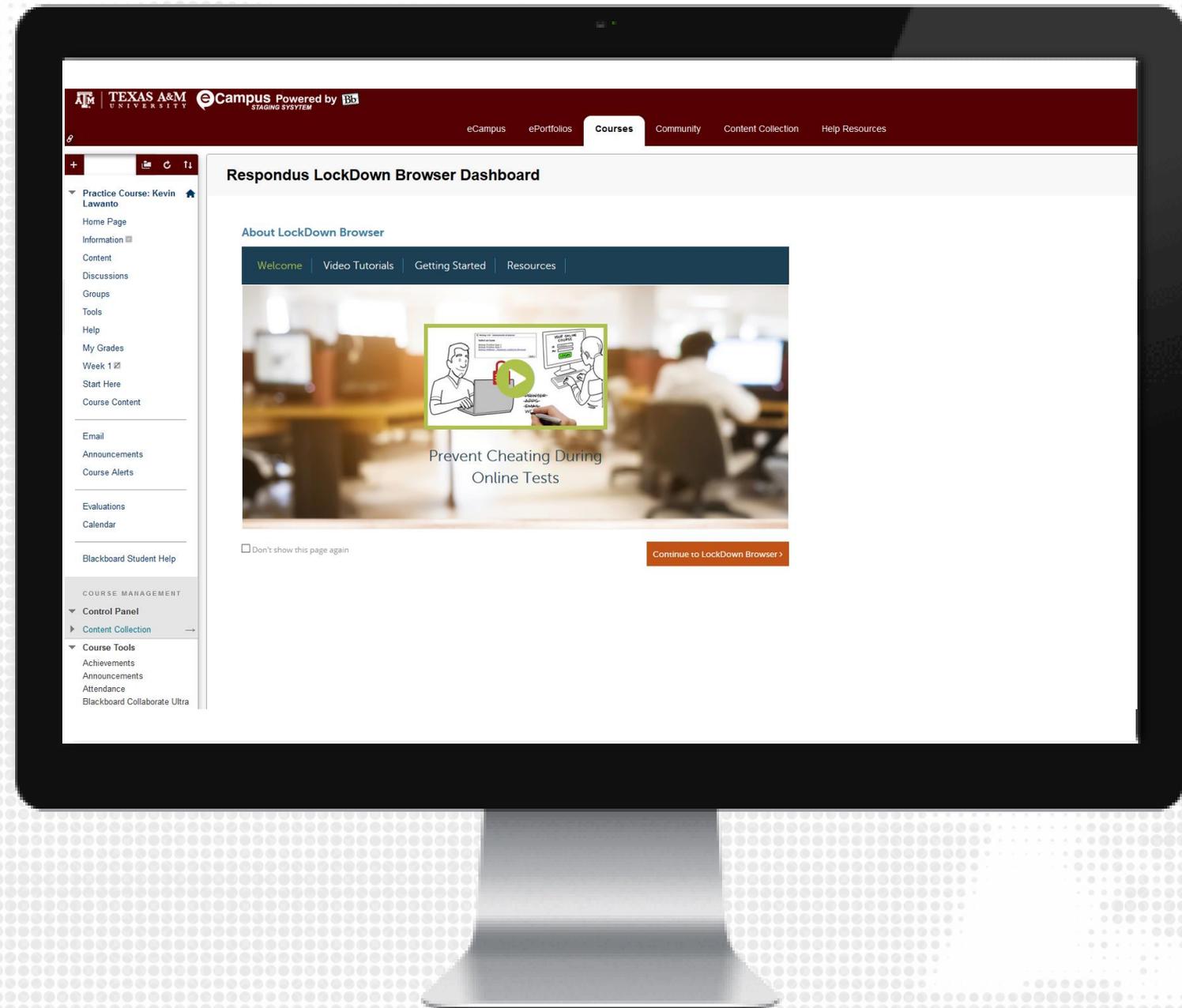
By the end of this training, participants will be able to:



Set-up and proctor an exam using Respondus Lockdown Browser and Respondus Monitor

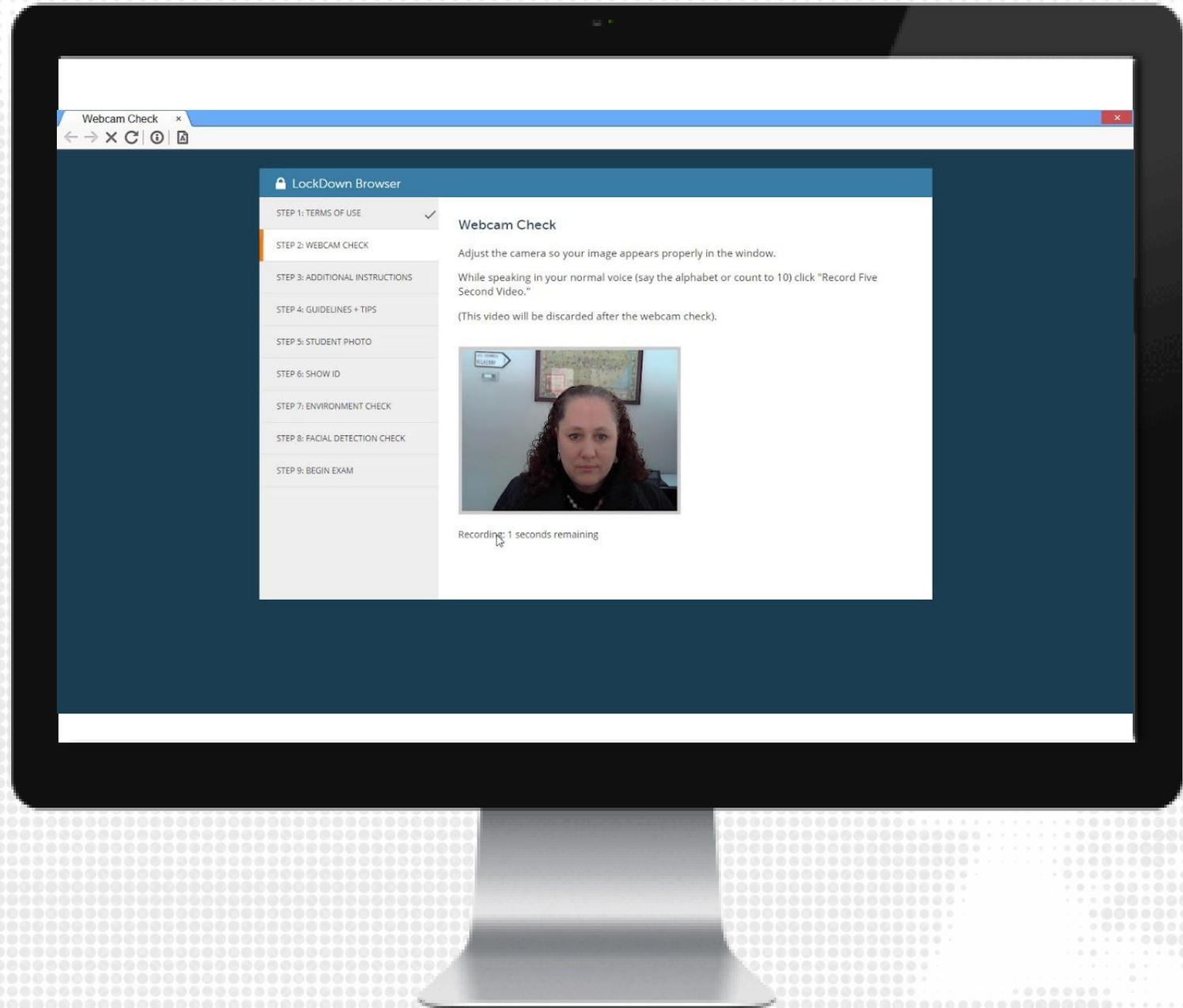
ABOUT RESPONDUS LOCKDOWN BROWSER

Respondus LockDown Browser is a web browser application that locks down the testing environment within online courses in Blackboard. Students are unable to access other websites and applications on their device, including other browsers and email, while using this tool until they submit their exam.



ABOUT RESPONDUS MONITOR

Respondus Monitor is video monitoring service that uses the Respondus Lockdown Browser. It serves as deterrent to students using secondary computers, phones, calculators, textbooks, or receiving assistance from other students. It utilizes the same Lockdown Browser product that students use to take exams that require Lockdown Browser. Therefore, students do not have to download any additional software other than the Lockdown Browser to take monitored exams.



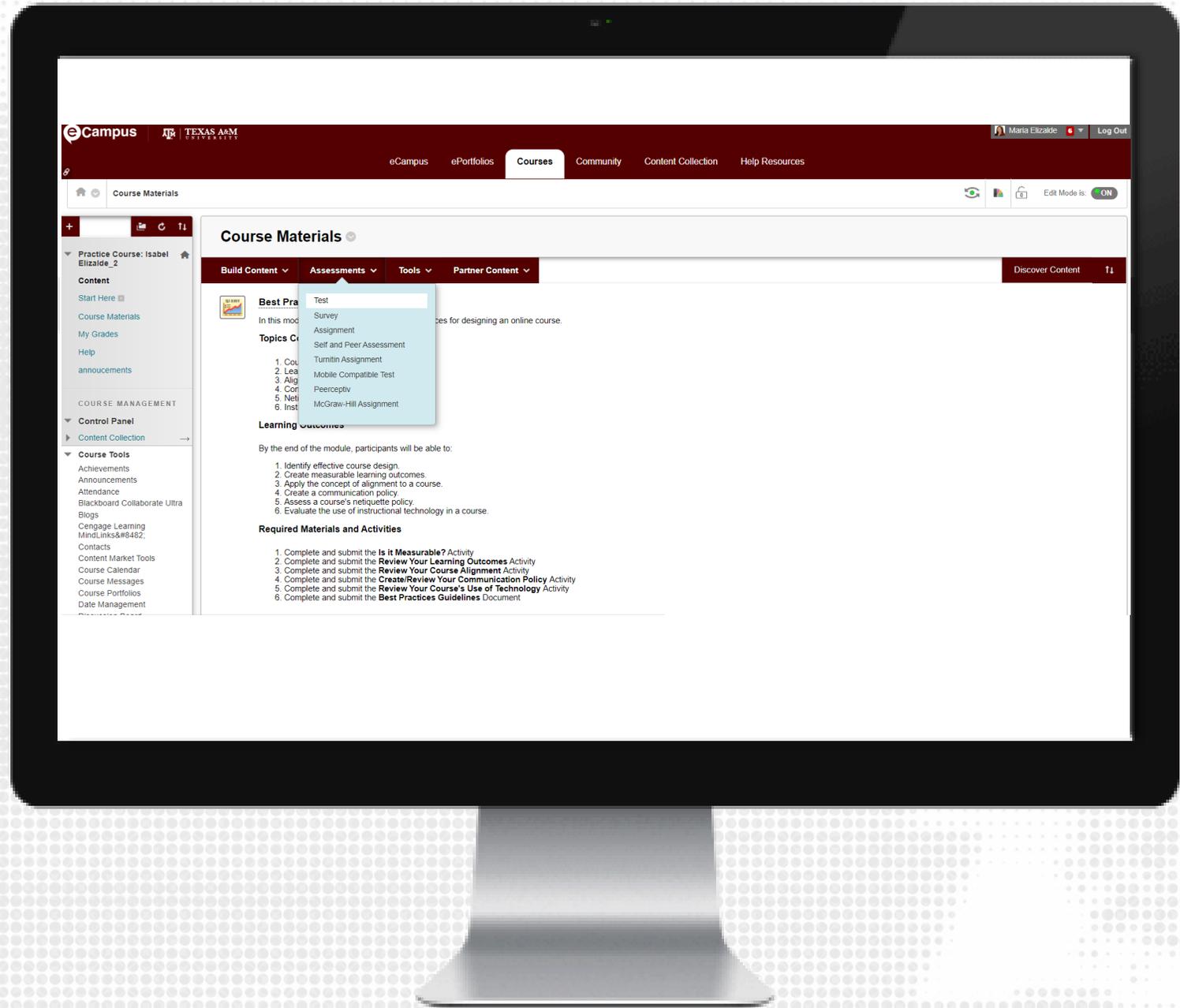
GETTING STARTED



This tool is integrated into eCampus and can only be used for eCampus exams.

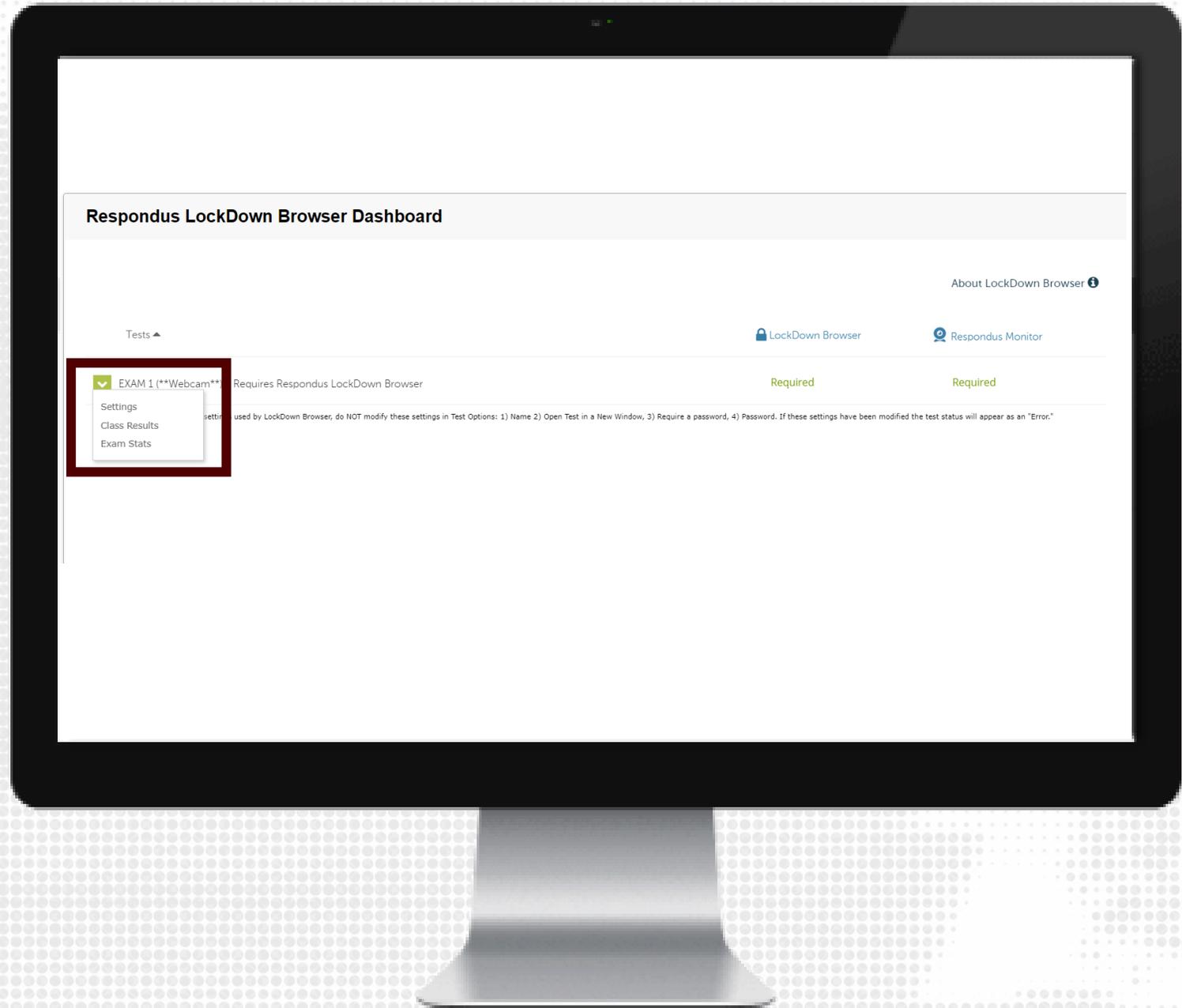
CREATE EXAM IN ECAMPUS

- Build an exam in eCampus using the Test tool.
- After you have built the exam and added questions, add it to desired content area by clicking Assessment and then Test.
- For more information on how to build a test in eCampus, view the **Keep Teaching with eCampus** training materials located on KeepTeaching.tamu.edu



RESPONDUS LOCKDOWN BROWSER TOOL

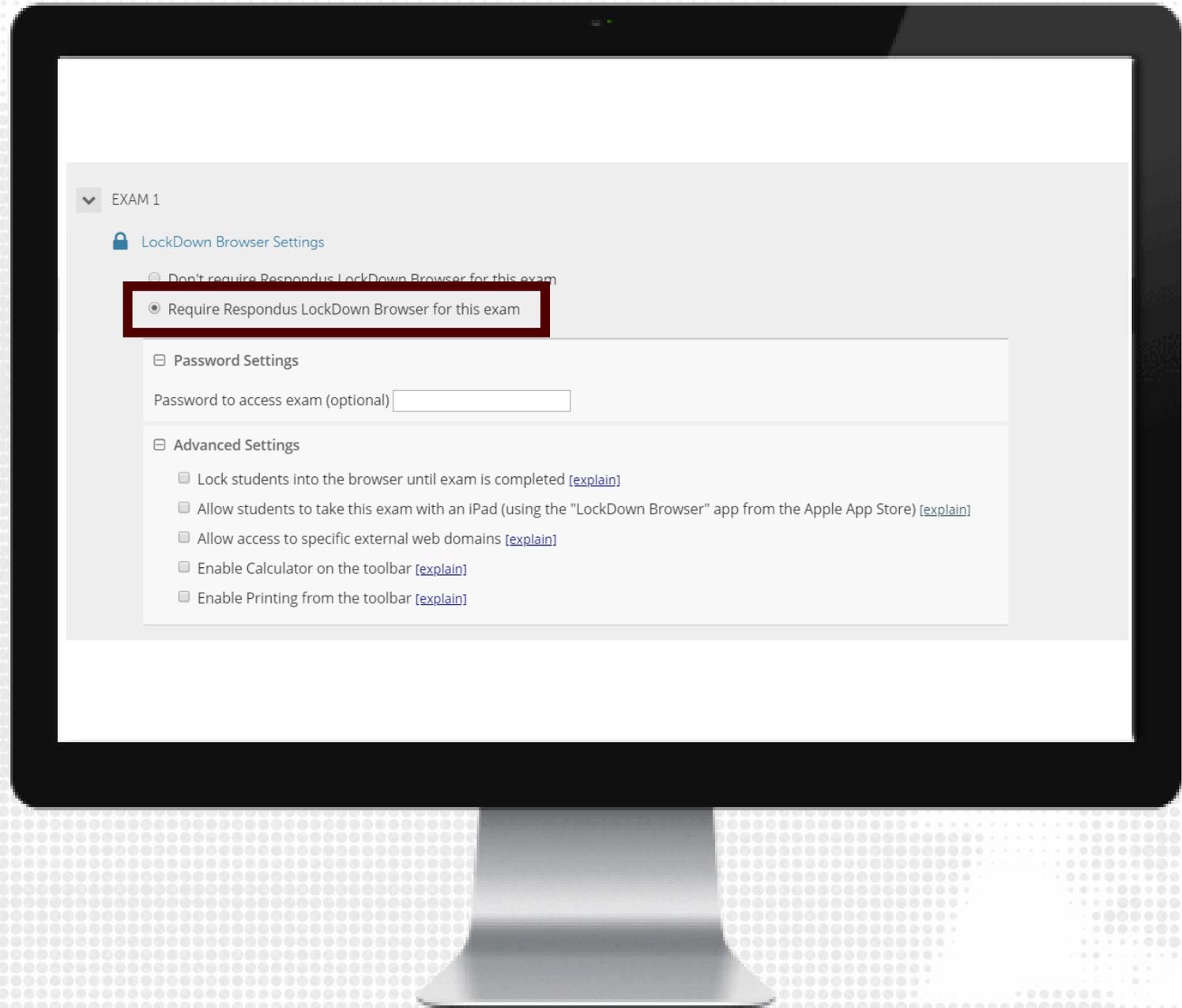
1. Under the **Control Panel**, click on **Course Tools** to expand the tool options
2. Click on **Respondus LockDown Browser**
3. Click on the downward facing arrow to the left of the exam that was created and select **Settings**



RESPONDUS LOCKDOWN BROWSER SETTINGS

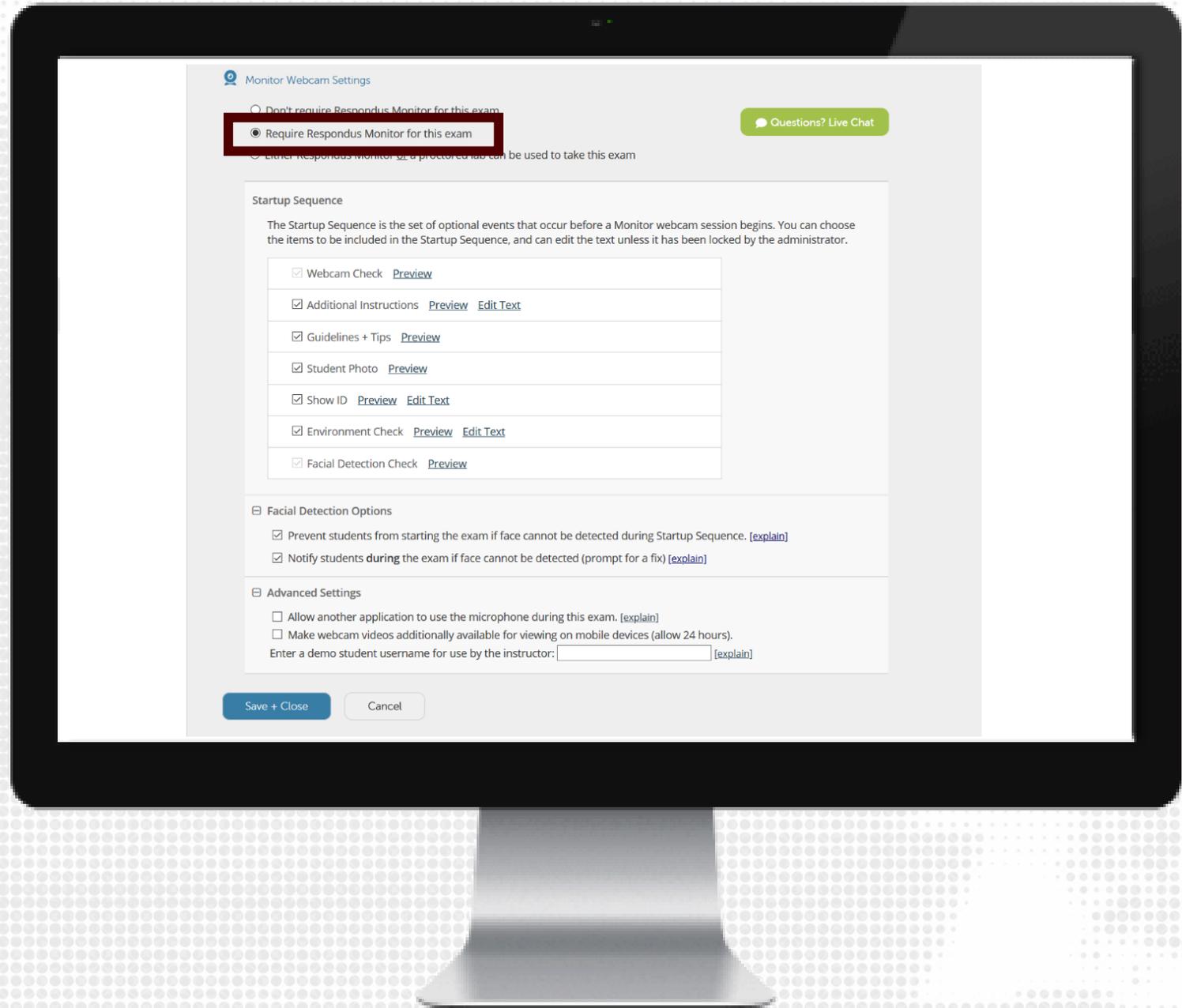
Click on Require Respondus LockDown Browser for this exam

- Password Settings (optional)
- Advanced Settings (optional)
 - Review and modify settings pertaining to the exam



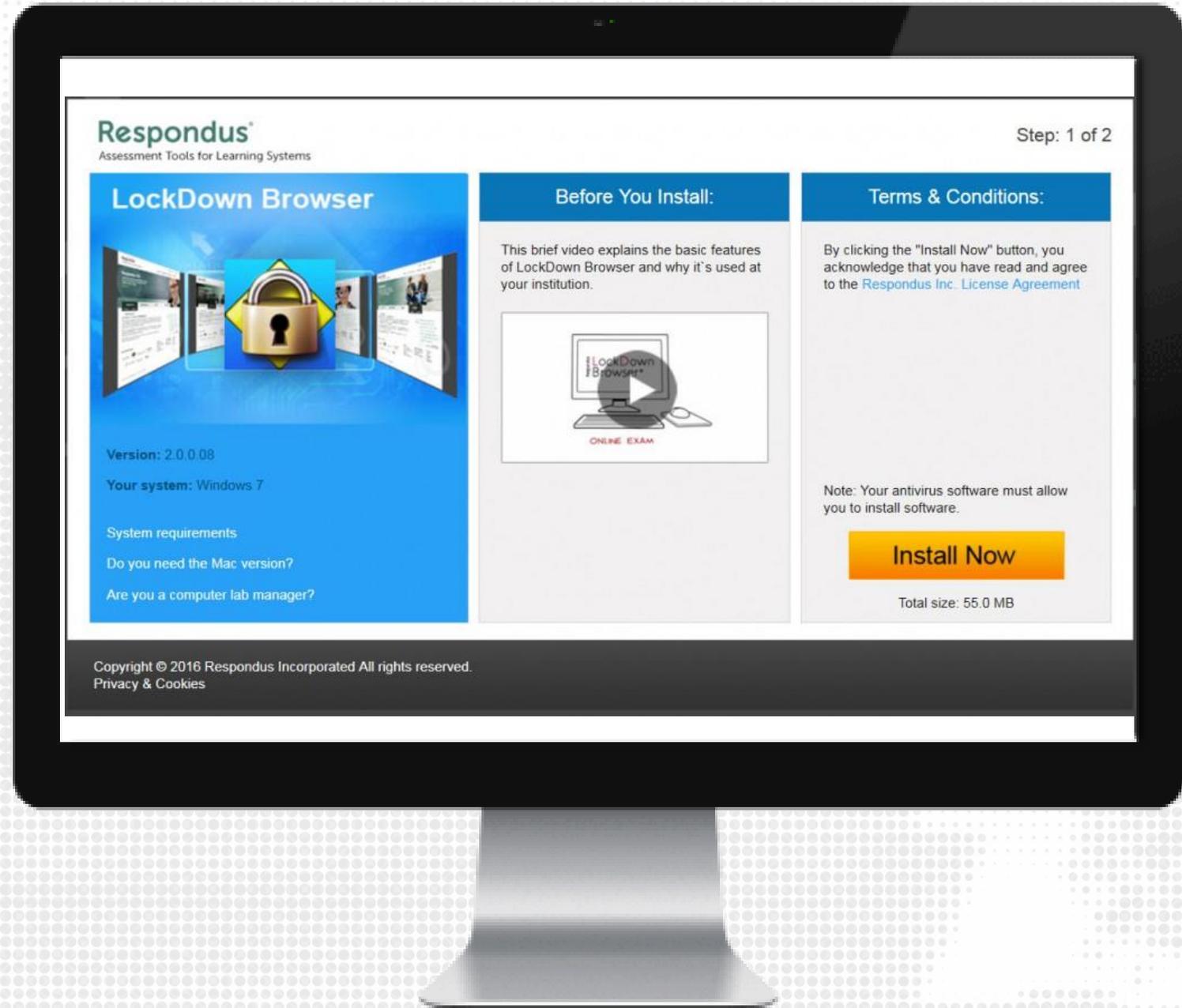
RESPONDUS MONITOR SETTINGS

1. Click on Require Respondus Monitor for this exam
2. Startup Sequence *(edit the text as needed)*
 - Webcam Check
 - Additional Instructions
 - Guidelines + Tips
 - Student Photo
 - Show ID
 - Environment Check
 - Facial Detection Check
3. Facial Detection Options
 - Prevent students from starting the exam if face cannot be detected during Startup Sequence.
 - Notify students during the exam if face cannot be detected (prompt for a fix)
4. Click on **Save + Close** when ready to submit



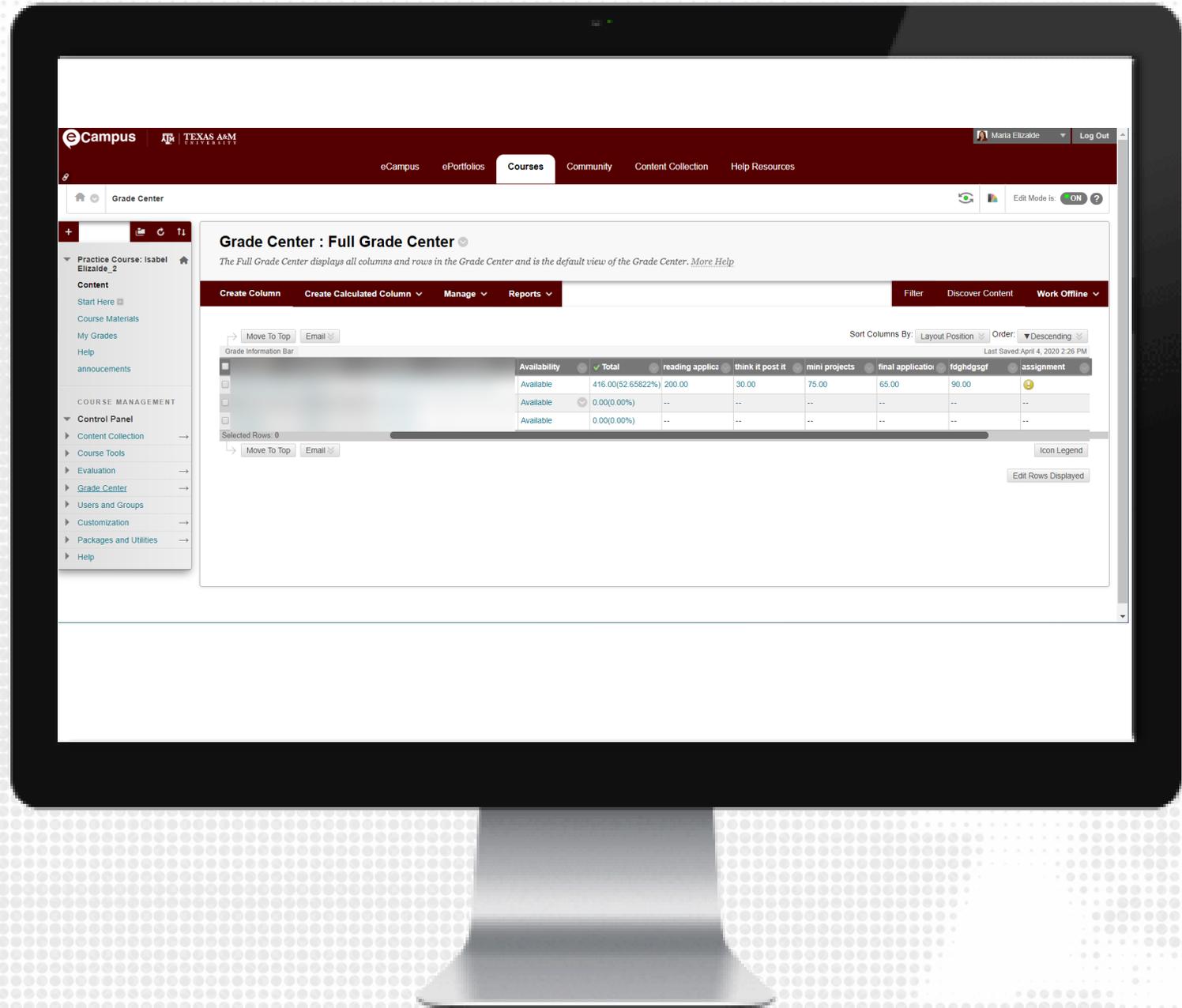
STUDENT INSTRUCTIONS

1. Deliver instructions to students on how to download and install Respondus LockDown Browser
 - Note: This application is only available for Window PCs and MacOS. Any other system will not be able to download this software.
 - For any other system, we recommend to use Zoom proctoring.
2. Students should launch the tool and ensure it works after downloading and installing



ADMINISTER EXAM

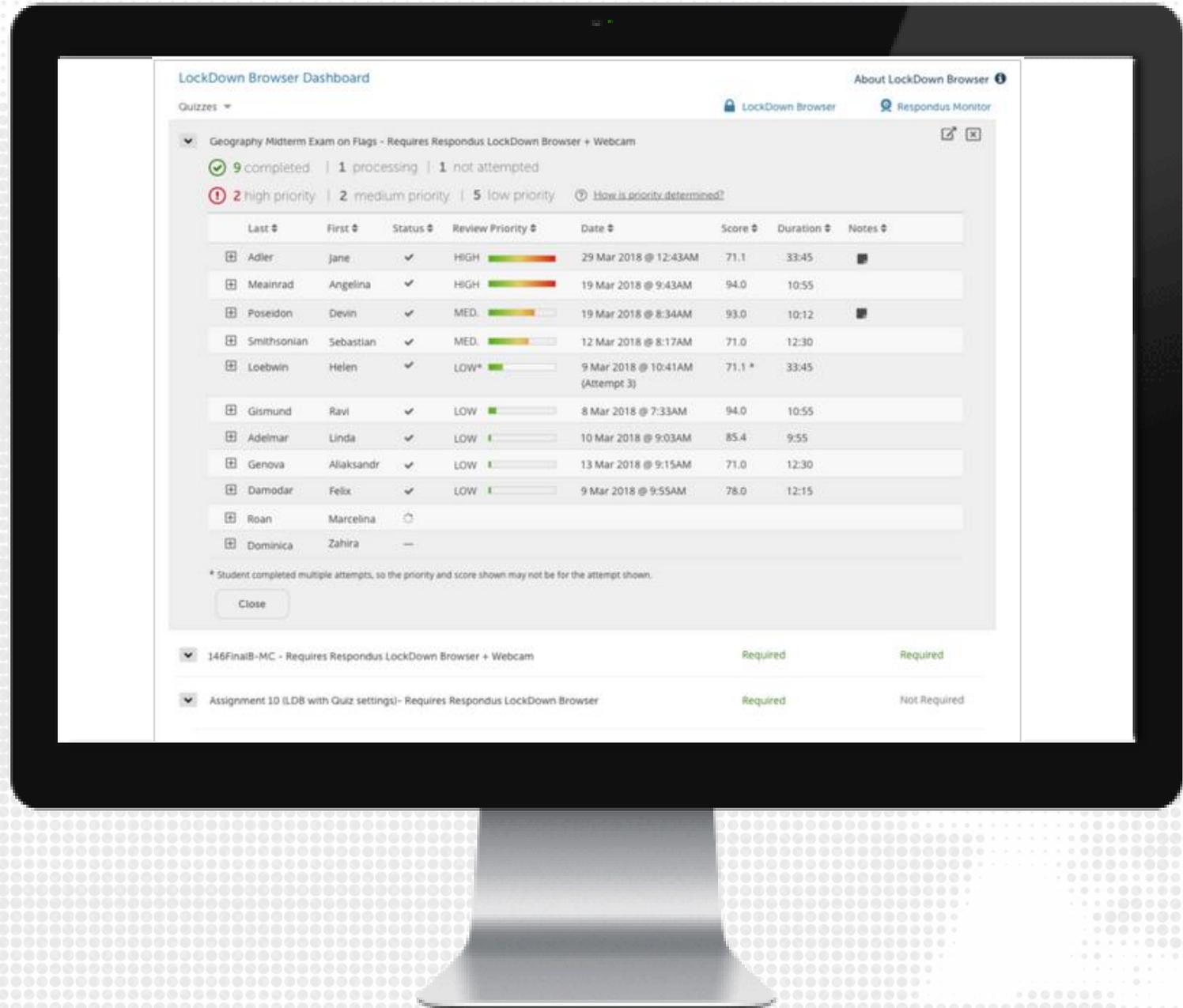
1. During the exam window, students will complete the exam using the Respondus LockDown Browser application to access eCampus.
2. When the exam is submitted, instructors and/or teaching assistants will be able to view the grades for the exam in the Full Grade Center.



REVIEW VIDEOS

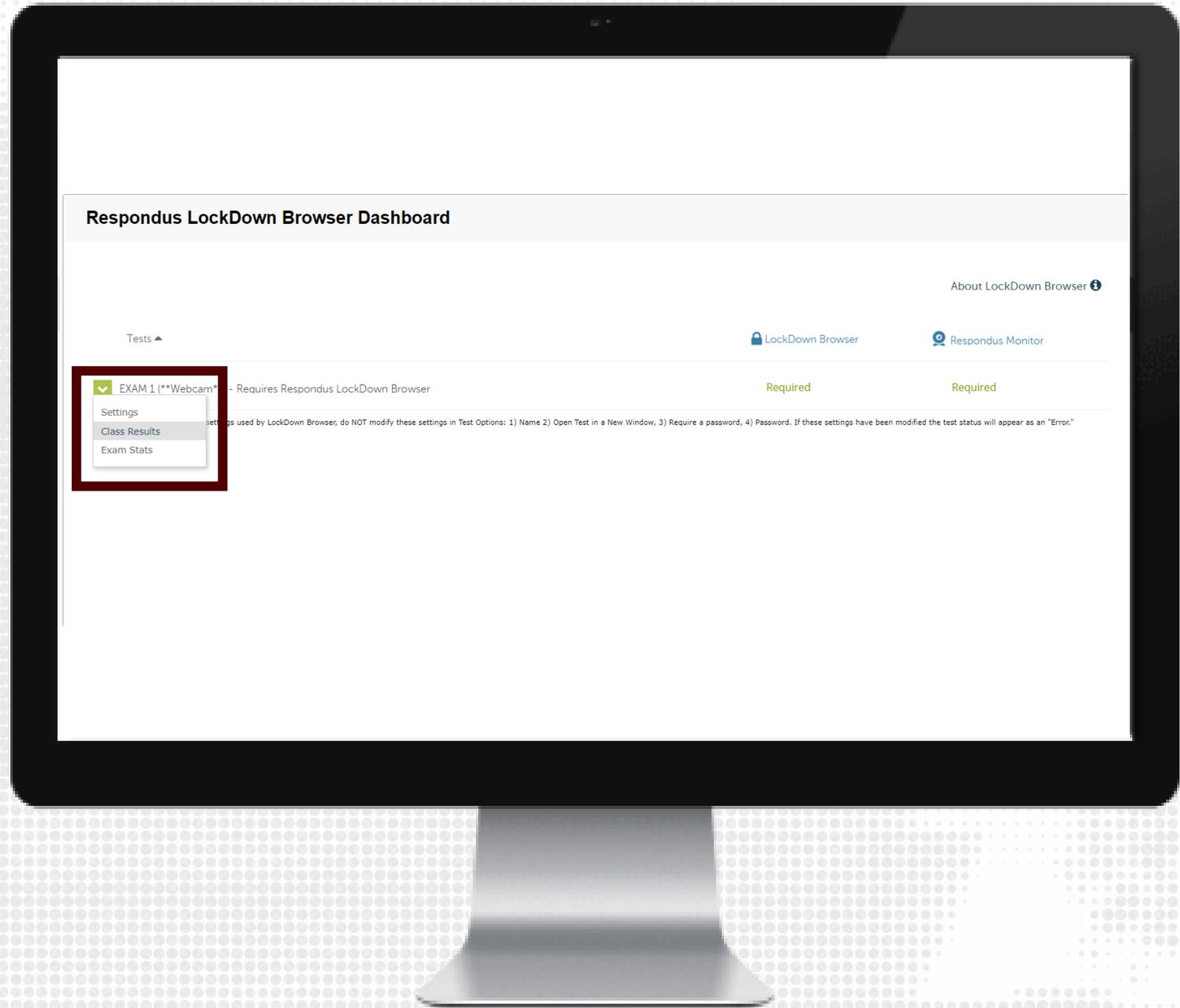
1. After students submit their exams, instructors and/or teaching assistants can review Respondus Monitor videos that require attention

Note: It may take up to 12 hours after the exam is completed for videos to process.



CLASS RESULTS

1. Under the **Control Panel**, click on **Course Tools** to expand the tool options
2. Click **Respondus LockDown Browser**
3. Click on the downward facing arrow to the left of the exam and click **Class Results**



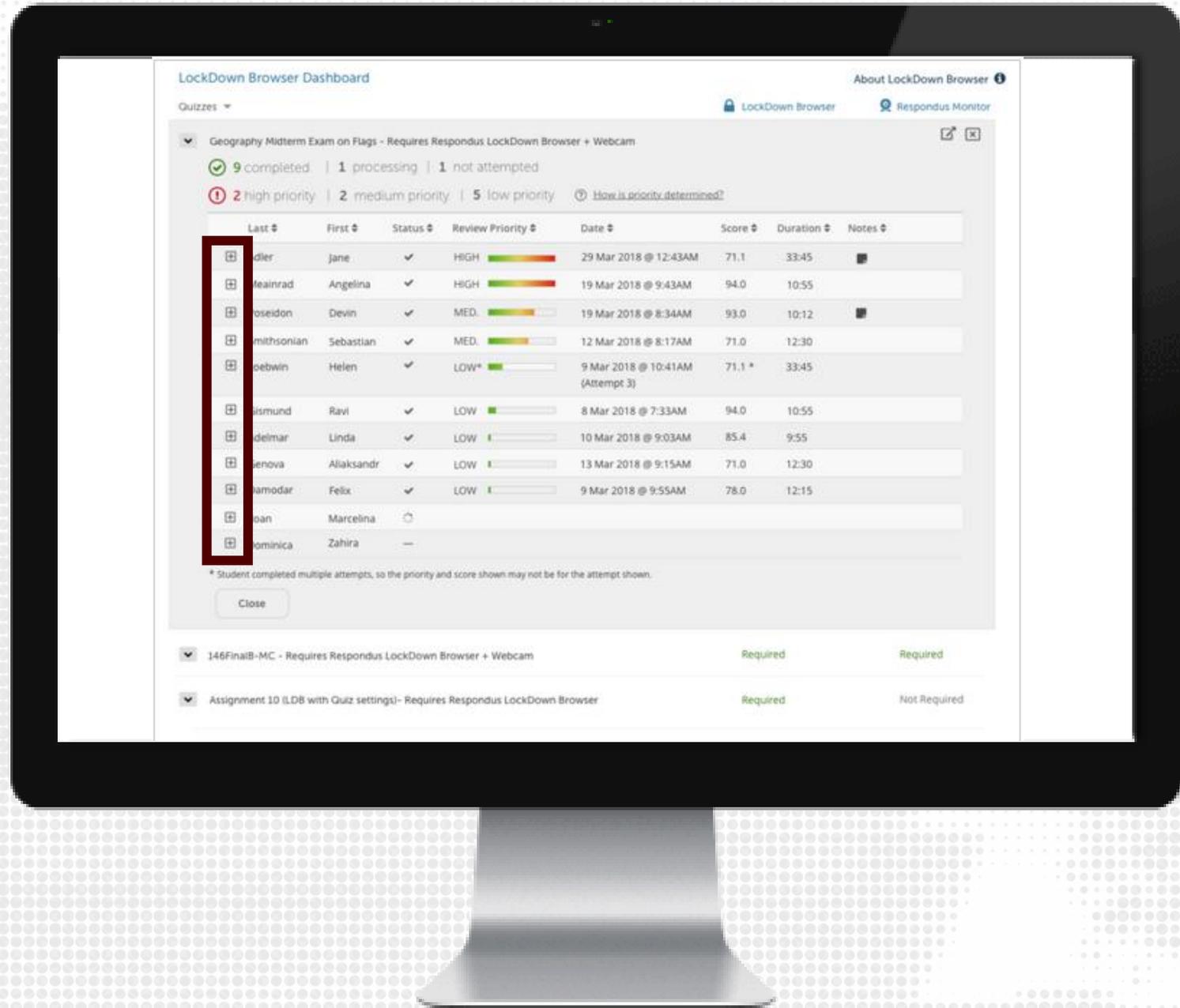
WATCH RECORDINGS

Exam statistics will be provided on the dashboard for the exam, including:

- Exam status:
 - Completed exam videos ready for review
 - Completed exams with videos still processing
 - Exams not attempted by students
- Priority for review
 - High, medium and low priority

Videos will need to be reviewed to determine if any academic dishonesty occurred.

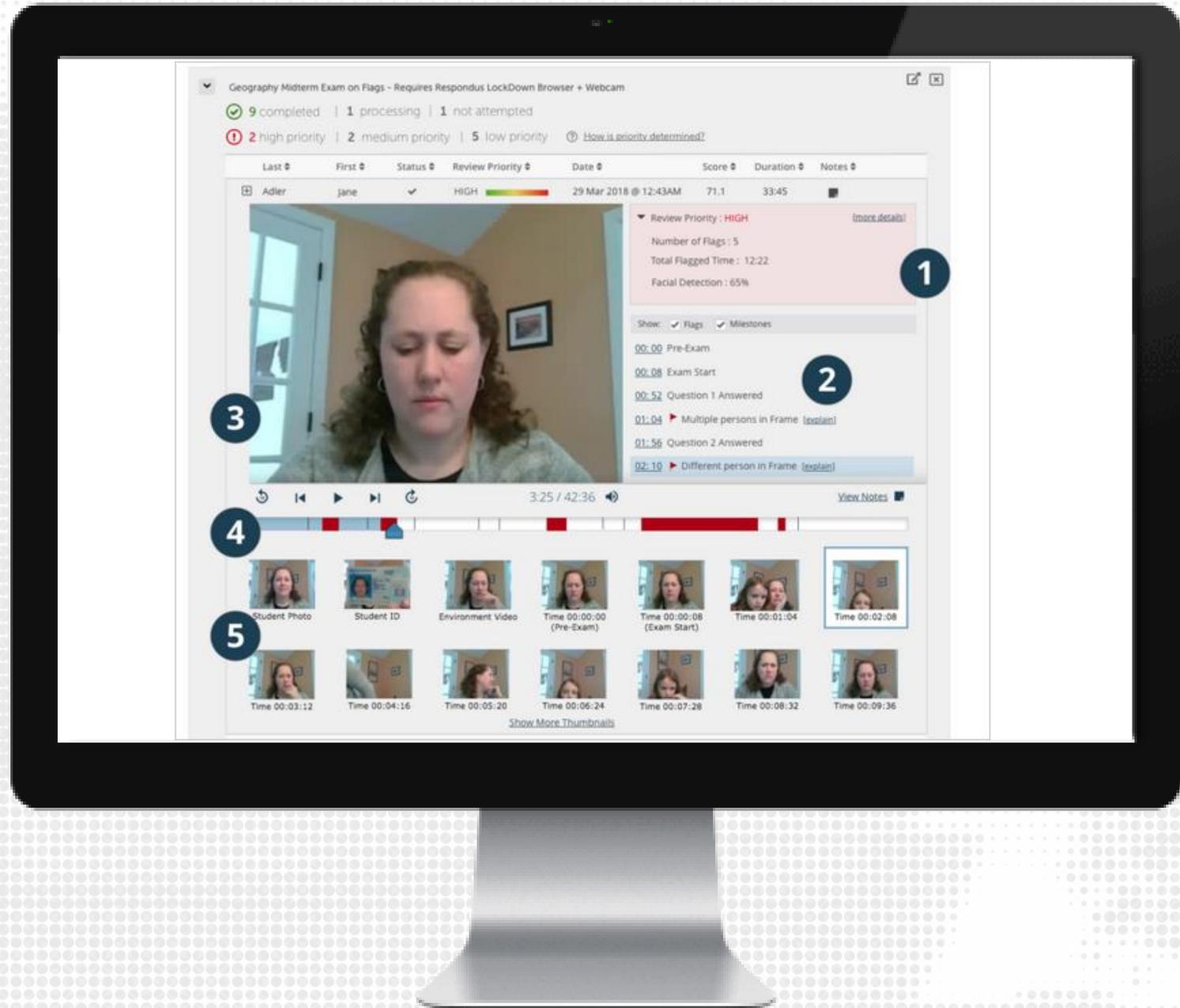
To view a student's recording, click the [+] button to the left of the student's name.



VIDEO REVIEW

The video review section will include:

- 1) Summary of key data
- 2) List of Flags and Milestones
- 3) Video playback and controls
- 4) Timeline with flags (red) and milestones (blue)
- 5) Thumbnail images from video



BEST PRACTICES

- We recommend to conduct a Pre-exam check using Respondus Lockdown Browser, such as a practice exam, at least 24 hours before the exam.
- Address any technical difficulties that may arise from students.
- We recommend faculty and/or TAs to be available for students during the exam window to assist with any issues they may encounter, including internet or technical issues with their device.



RESOURCES

KEEPTeaching.TAMU.EDU

SUPPORT

- AIHelp@tamu.edu
- 979-458-3417