

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 utilitizes 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

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✓ EXA!	M 1	
	LockDown Browser Settings	1000
	Don't require Respondus LockDown Browser for this exam	
	Require Respondus LockDown Browser for this exam	
	Password Settings	
	Password to access exam (optional)	
	Advanced Settings	
	Lock students into the browser until exam is completed [explain]	
	Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [explain]	
	Allow access to specific external web domains [explain]	
	Enable Calculator on the toolbar [explain]	
	Enable Printing from the toolbar [explain]	

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

	Monitor Webcam Settings		
	O Don't require Respondus Monitor for this exam-		
	Require Respondus Monitor for this exam	Questions? Live Chat	
	C Either Respondus Monitor of a proctorea hab can be used to take this exam		
	Startup Sequence		
	The Startup Sequence is the set of optional events that occur before a Monitor webcam sess the items to be included in the Startup Sequence, and can edit the text unless it has been loc	ion begins. You can choose ked by the administrator.	
	Webcam Check Preview		
	Additional Instructions <u>Preview</u> Edit Text		
	Guidelines + Tips <u>Preview</u>		
	Student Photo Preview		
	Show ID Preview Edit Text		
	Environment Check <u>Preview</u> <u>Edit Text</u>		
	Facial Detection Check <u>Preview</u>		
	Facial Detection Options		
	☑ Prevent students from starting the exam if face cannot be detected during Startup Seque	ence. [<u>explain]</u>	
	☑ Notify students during the exam if face cannot be detected (prompt for a fix) [explain]		
	Advanced Settings		
	Allow another application to use the microphone during this exam. [explain]		
	Enter a demo student username for use by the instructor:	s). xplain]	
1	Save + Close Cancel		

STUDENT INSTRUCTIONS

- 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

- During the exam window, students will complete the exam using the Respondus LockDown Broswer 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

 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.

*	Geography Midterm Exam on Flags - Requires Respondus LockDown Browser + Webram										ß	×
	09	9 completed 1 processing 1 not attempted										
	2 high priority 2 medium priority 5 low priority Bawls.socity.determined?											
	Last & First &			Status Review Priority			Date \$	Score & Duration &		Notes Ø		
	Œ	Adler	Jane	~	HIGH	-	29 Mar 2018 @ 12:43AM	71.1	33:45			
	Ħ	Meainrad	Angelina	~	HIGH	-	19 Mar 2018 @ 9:43AM	94.0	10:55			
	Ð	Poseidon	Devin	4	MED.	-	19 Mar 2018 @ 8:34AM	93.0	10:12			
	⊞	Smithsonian	Sebastian	~	MED.	-	12 Mar 2018 @ 8:17AM	71.0	12:30			
	Œ	Loebwin	Helen	~	LOW*	-	9 Mar 2018 @ 10:41AM (Attempt 3)	71,1 *	33:45			
	Ħ	Gismund	Ravi	~	LOW		8 Mar 2018 @ 7:33AM	94.0	10:55			
	Đ	Adelmar	Linda	~	LOW		10 Mar 2018 @ 9:03AM	85.4	9:55			
	Œ	Genova	Allaksandr	~	LOW		13 Mar 2018 @ 9:15AM	71.0	12:30			
	ŧ	Damodar	Felix	~	LOW	r	9 Mar 2018 @ 9:55AM	78.0	12:15			
	Œ	Roan	Marcelina	Ċ								
	Œ	Dominica	Zahira	-								
	* Student completed multiple attempts, so the priority and score shown may not be for the attempt shown. Close											
*	146Fin	alB-MC - Requir	es Respondus	LockDown I	Browser -	+ Webcam		Requ	ired		Required	
•	Assign	ment 10 (LD8 w	ith Quiz settin	gs)- Require	s Respon	dus LockDown B	rowser	Requ	ired		Not Required	d

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.

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	9 completed 1 processing 1 not attempted										
	2 high priority 2 medium priority 5 low priority 8 Haw is priority determined?										
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	Œ	amodar	Felix	~	LOW	9 Mar 2018 @ 9:55AM	78.0	12:15			
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	* Student completed multiple attempts, so the priority and score shown may not be for the attempt shown.										
	Close										
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•	Assigne	nent 10 (LDB w	ith Guiz settin	gs)- Require	s Respondus LockDown	Browser	Requ	ired	Not Re	quired	
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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

- <u>AlHelp@tamu.edu</u>
- 979-458-3417