

## Dr. Albert's Respondus Resources

Below are a few of Dr. Albert's Respondus resources she graciously shared with us for how she implements Respondus into her courses.

### Student Instructions

<http://www.respondus.com/downloads/RLDB-QuickStartGuide-Instructure-Student.pdf> (Links to an external site.)

Demo-video (I hope this link works - I chose to embed the video in a Canvas page for easy viewing in Canvas)

[https://www.youtube.com/watch?time\\_continue=4&v=gWLoW5p9Q-Y&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=4&v=gWLoW5p9Q-Y&feature=emb_logo) (Links to an external site.)

I have all students complete a Test Quiz as a module requirement in order to get them prepared for their first exam:

This is the language I put in the Test Quiz instructions in Canvas (If anyone wants the Test Quiz I could share it to Commons, I haven't done this yet):

This quiz is in place to allow students to practice the use of the Respondus Lockdown Browser and to get feedback on its proper use.

You may take this quiz repeatedly to ensure that you follow the correct procedures for the Respondus Lockdown Browser. Email your instructor once you finished your Test Quiz in order to receive feedback asap.

For your own sake, if you change the environment in which you are testing you should repeat the Test Quiz and request feedback if at all possible, to ensure that you still fulfill all criteria for correct testing.

In short, you will be asked to show take a picture of yourself, then show your picture ID, then do an environmental check and then proceed to take the exam.

When you test with Respondus Lockdown Browser the following instructions will appear:

"Show ID"

Hold your identification (State issued driver's license or Student Picture ID) to the camera and select "Take Picture."

Make sure that the text is legible and the photo of you is clearly visible in the picture taken.

### "Environmental Check"

Make sure the area around your computer is empty.

The only item in the area by the computer should be a keyboard and a computer mouse.

Do not cover up in blankets or several layers of clothes.

Click "Start Recording" and slowly tilt/pan your webcam so a video is made of the area around your computer. Pan in each direction and also, tilt the camera down (if it is built into your screen you would have to tilt the screen) to show that the area in front of the screen is empty.

[make sure that you tilt the camera back up to show your face for taking the quiz]

Your microphone must be turned on for the duration of the exam.

Click "Stop Recording" when finished.

For the duration of the exam, the video recording should be free of interruptions and the bandwidth of your internet connection must be sufficient to support video.

### "Additional Instructions"

During this exam, you shouldn't access any other resources (a phone, tablet, notes, books, etc.) or communicate with other people. Please stay in your seat and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and submitted for grading. All rules have to be followed or you risk voiding your exam grade.

This is the Canvas Page that they are required to read in the Course Orientation Module". This language is also in their course syllabus:

## Proctored Exams - instructions on download and use of Lockdown Respondus Browser

### Proctored Exams:

Students need to complete four major exams, based on the assigned textbook chapters in consecutive order, as well as a pre-test, post-test and a final exam. Each exam is timed, with one attempt allowed. The exams have to be taken using the Lockdown Respondus Browser (needs to be downloaded and installed on your computer). Please be informed that this browser is not compatible with Chromebooks! **A web camera is required for use with the Lockdown Respondus Browser.** In short, you take the exam on your own, but are monitored by camera. You will need to follow the specified

start-up protocol to access the exam, where you are required to identify yourself with a Picture I.D.

**Please read and follow the instructions below carefully to download the Lockdown Respondus Browser.**

### **LockDown Browser + Webcam Requirement**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml> (Links to an external site.)Links to an external site. (Links to an external site.)

### **Download Instructions**

Download and install LockDown Browser from this link:

<https://www.respondus.com/lockdown/download.php?id=274640216> (Links to an external site.)Links to an external site. (Links to an external site.)

### **Once Installed**

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

### **Guidelines**

When taking an online assignment with the Respondus Lockdown Browser, follow these guidelines:

- Ensure you're in a location where you will not be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it without interruptions
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test

- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or another surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid back-lighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

### **Getting Help**

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- If you experience problems with Respondus Lockdown Browser, please contact the Canvas Helpdesk.
- Respondus has a Knowledge Base available from [Respondus Online Support \(Links to an external site.\) \(Links to an external site.\)](#). Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
- If you're still unable to resolve a technical issue with LockDown Browser, go to [Respondus Online Support \(Links to an external site.\) \(Links to an external site.\)](#) and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

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