

## Converting In-Class Exam to Remote Exam using Blackboard and Zoom

- Students must use two devices- phone/tablet (for Zoom) and laptop/desktop (for taking the test)

### Directions for instructor:

- Direct students to first download Respondus (instructions below)
- Create exam on Blackboard (Assessments) and set up assessment options. Make sure the exam is available, and set it to display at the time your test begins.
- Once you've made your exam, go to Course Tools: Respondus Lockdown Browser and require the use of Respondus by clicking the drop-down button- Settings next to your exam
- It is recommended to use a simple password for Respondus
- Create Zoom session (turn off ability to private chat in Settings)

### Directions for Students/ Prior to Exam:

- Students should close all applications on their testing computer
- Students should use the restroom, retrieve water, tissues, etc. prior to exam
- Students should make sure their devices are connected to a charger or are fully charged
- Students will log into Zoom room with camera on on their cell phone or tablet
  
- Instructor tells students that they must check their environments. Ask students to show a 360 view of their environments. This can be done in groups or one at a time, depending on class size.
  
- Instruction: We will be recording and monitoring video content and you are required to keep your video on you and your desk (but not your screen) throughout the exam. (You may want to use books or a stand to prop up your device so that it doesn't accidentally move). Please mute Zoom. Please keep your eyes on your screen and hands on your keyboard during the exam. Provide any additional directions for your exam (time limit, etc.).

### Exam:

- Once everyone has shown environment and is set up with video on students should open Respondus Lockdown Browser.
- Students now log on to Blackboard, and click on the course. Then they go to Assessments, and open the exam.
- The instructor can verbally provide the Respondus password, or type it into the Whiteboard feature on Zoom.
- Provide instructions that students show their completed screen when they finish the exam and wave to the instructor (or other instructions as desired).
- Instructor should proctor by scanning all faces during the exam.

**Limitation:**

- Questions during the exam or technical difficulties- students can talk into the microphone but all students can hear. Or students can chat but students have been asked not to use the Zoom device, and everyone would be able to see the chat if they had access to their Zoom device since private chatting has been turned off.

**Blackboard tips:**

- Technical difficulties- instructor can log onto Blackboard and provide additional attempts if needed. Instructor can view progress on exam by looking at the gradebook and viewing student responses individually. With Respondus, if a computer crashes, it should come back to the exam.
- Consider an additional proctor to watch students and respond to any technical difficulties. This proctor should have access to the Zoom room and also to the course Blackboard page. Texting works well between proctors.

## DOWNLODING RESPONDUS:

### **Students MUST download the Respondus Lockdown Browser.**

The Respondus Lockdown Browser must be installed on computers before the test. For students to download the Respondus Lockdown Browser, they can follow these steps:

1. On the computer you will be taking the test from, click this link:  
<https://download.respondus.com/lockdown/download.php?id=945755274>
2. If desired, watch the “**Before you install**” video.
3. Click “**Install Now**”.
4. Follow online instructions to install the Respondus Lockdown Browser on your computer.

### **Taking the test via the Respondus Lockdown Browser**

When students are ready to take their test, they must first do the following:

- Close all email applications.
- Close all any messaging systems (Skype, Teams, etc.).
- Close any screen capture applications.
- Close all running applications.

Note that while the exam is running students will not be able to access other applications, web sites not designated in the exam, and files located on their computer.

1. Launch the Respondus LockDown Browser. (Following the directions above should have placed it on your desktop.)
2. If asked, type the admin name and password for your computer.
3. Lockdown Browser should automatically take you to Blackboard’s login page.
4. Log into Blackboard as you normally do and open the course containing the test.
5. Locate your exam under “**Assessments**” and click it and type in the test password to begin taking the exam. (The Lockdown Browser will launch.)
6. Once you have completed your exam, be sure to save and submit it.
7. You can then close the Respondus LockDown browser. Once Respondus shuts down, you will regain access to your computer.