

Respondus Monitor for Instructors

Preparing the Test

1. Inform your students and provide them the link to download Respondus browser. Wording and link is on the syllabus template ([link to syllabus template](#)).
2. Set up a 1-point practice quiz for students to verify they have properly downloaded Respondus LockDown Browser and can access a test using the browser.
 - a. Link to a practice quiz you can import into your course ([link to zip file](#))
 - b. Directions for importing above zip file into your course ([link to directions](#))
3. Set up your test(s) in Blackboard as you normally would.
 - a. In the Blackboard test options do NOT select Force Completion.
 - b. In the Blackboard test options, do not enter a password (the Respondus program will fill in this field automatically)
 - c. The Blackboard question type File Response cannot be used with Respondus Monitor.
4. Enable the Respondus LockDown Browser and Respondus Monitor settings for each test.

Post-test Instructor Review

1. Access the Respondus Dashboard to view flagged behavior, video thumbnails and full video of student taking exam.
 - a. Click on Course Tools→Respondus LockDown Browser.
 - b. Click on the chevron next to the test title→Click on Class Results.
 - c. A roster of the students in the class is displayed along with the date, time, duration of the test, review priority and grade (if applicable).
 - d. Click the plus sign [+] next to a student name to view any flags, thumbnails or the entire video.
 - e. For more information, view the Instructor Quick Start Guide:
<https://www.respondus.com/downloads/RLDB-QSG-Bb-Instructor.pdf>
2. Automated video analysis; what is flagged:
 - a. Missing: No face in frame
 - b. Multiple: More than one face in frame
 - c. Different: Face in frame is different than face at start of exam

Support and More Information

1. Student help: Technical support for Respondus LockDown Browser (what students use) is provided by the IT Help Desk at 262-243-4357 or email support@cuw.edu.
2. Instructor help: For a face-to-face course, contact the Center for Excellence in Learning and Teaching (CELT) at celtsupport@cuw.edu or call 262-243-2358 or 1-888-377-7447 (select option 2). For fully online and dual-credit courses contact the Office of Continuing and Distance Education (OCDE) at blackboardsupport@cuw.edu or call 262-243-4327 or 1-888-377-7447 (select option 1).
3. Video of student's perspective when accessing and taking a test using Respondus Monitor ([link to video](#)).
4. Students can view test questions and responses only through Respondus LockDown Browser.
5. Google Chromebooks and non-iPad tablets are NOT compatible with Respondus.
6. Respondus Monitor resources developed by Respondus ([link to web page](#))
7. Respondus LockDown Browser resources developed by Respondus ([link to web page](#))
8. Respondus Monitor requires additional set up and use must be approved (this requirement is suspended for the Spring 2020 semester).