



Respondus Monitor – Virtual Proctor

- Allows students to take a proctored exam from anywhere.
- Students must have high speed Internet and a web cam.
- Exams or quizzes are completed in D2L using the Respondus Lock Down Browser.

Note: As of publication, Lock Down Browser is not a viable option for our students with disabilities who require the use of Kurzweil. We are working to resolve this issue; however, in the meantime those students will require an additional accommodation for taking quizzes/exams with this resource. Please contact the eLearning office for more information.

Instructions

To use Respondus Monitor:

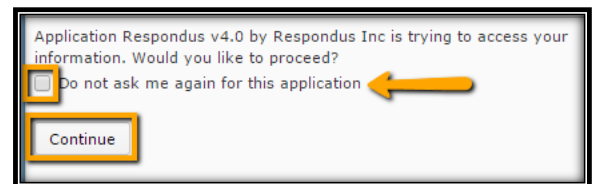
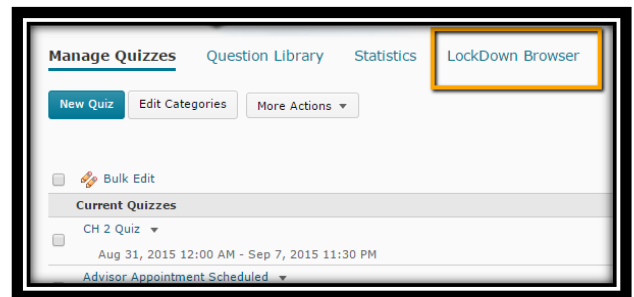
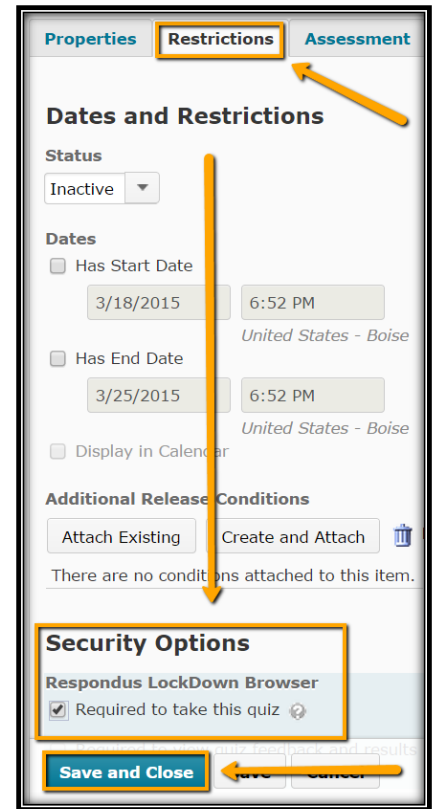
- 1) Create your quiz in D2L.

On the Restrictions tab, scroll down to the Security Options and check the box for Respondus LockDown Browser > Required to take this quiz.

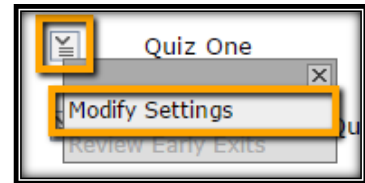
- 2) Save and Close your quiz.

- 3) Go to the LDB Dashboard Tab in the Quizzes Area.

- 4) Click continue if asked whether you'd like to proceed. This will open up the LDB Dashboard where you can see all of your quizzes for your course.



- 5) Click the dropdown menu to the left of the quiz for which you want to use Monitor and select Modify Settings.

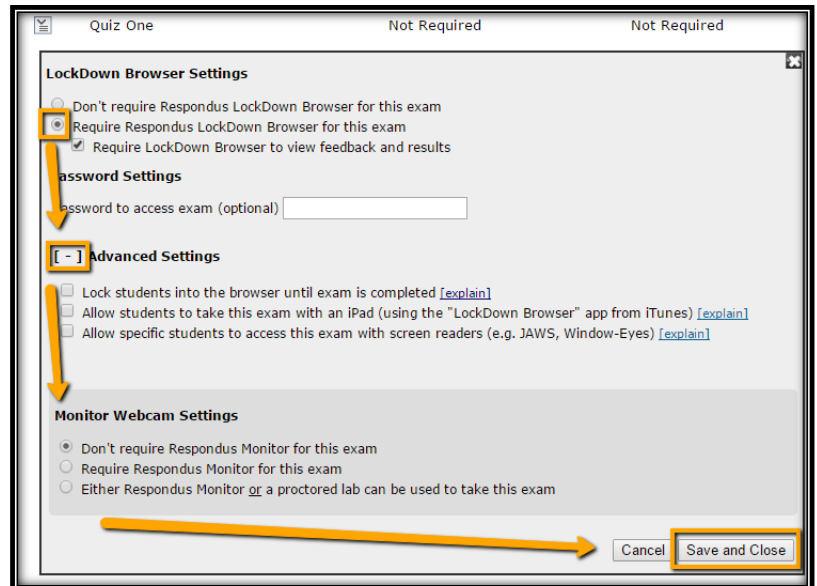


- 6) In the submenu that opens, click in the radio button for Require Respondus LockDown Browser (if it's not already selected).

- 7) Click the + sign to view the Advanced Settings if they are not already visible.

- 8) In the Monitor Webcam Settings, select the button to Require Respondus Monitor for this exam.

- a. There is also an option to either require Monitor or a proctored lab. This is a great option for students to be able to use the Testing Center if they want to or to use the Monitor proctoring service. It provides students with more flexibility.

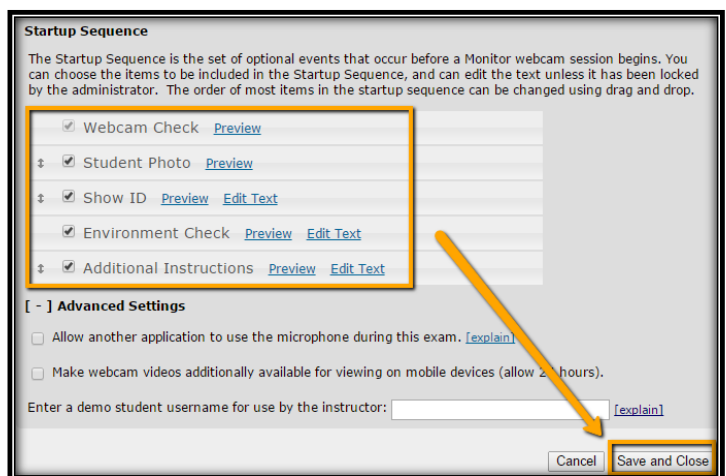


- 9) Read the message about using Monitor to make sure you understand how it works.
- a. The eLearning office recommends knowing prior to the start of the semester if you plan to use Monitor so that you can build the necessary information into your syllabus and provide students with appropriate expectations up front. For example, one instructor had to implement a "no shirt, no score" policy for taking the quizzes from home.
- b. Respondus has great resources for instructors and students on their website at <http://respondus.com/products/monitor>

- 10) Check the appropriate boxes for your Monitor expectations in the StartUp Sequence.

- 11) Click Save and Close.

- 12) Your quiz is ready to go!



All of your other D2L quiz settings should remain in effect. The only difference for using Monitor is that students need to have a webcam and a high speed Internet connection for videorecording while they take their quiz. If you give them the option and they do use the Testing Center, the quiz will be password protected and you will need to share that password with the Testing Center following the usual process.