

Blackboard Tests and Respondus Tools

This guide outlines common tips, questions and answers about using Blackboard Tests, Respondus Lockdown Browser, and Respondus Monitor.

Tips for Using Blackboard Tests and Respondus Tools

Respondus Lockdown Browser/Monitor Considerations

LockDown Browser and Monitor are used to 1) determine if the student taking the exam is the student you expected to take the exam; 2) ensure students have an additional deterrent from cheating, and 3) review the behaviors and actions of the students during the exam. However, no software or system can eliminate cheating entirely, and students may not have systems that meet the technical requirements to use these tools. Therefore, for online exam-based assessments, instructors are encouraged to set time limits, ensure exam questions prompt students to apply concepts to new scenarios, use question groups and randomize questions.

Set up a Practice Exam with Example Question Types

If you plan to use Respondus Lockdown Browser and/or Monitor - set up a practice exam or direct students to the UM online course 'Getting Started with Learning Online.' This encourages students to download Respondus ahead of time, identify potential technical issues and understand the format and expectations for the exam. Include question types that would represent the exam, including potential directions (e.g. choose all that apply) to catch any potential problems before the live exam.

Share Technical Guidance and Instructions

Share explicit instructions with students, including how to prevent errors and what to do if something goes wrong. You can also share the ['Home Wi-Fi FAQs and Tips'](#) with students, to ensure their systems are prepared for a practice and live test.

Hide/Make Visible the Grade Center Column

If your exam is automatically graded, but you do not want students to see the grade immediately to allow you to review, hide your column from students within the Grade Center for this exam. View this [short video to learn how to hide columns](#).

Limit 'Face Detection' Settings

Within the Respondus Monitor Advanced Settings, **uncheck** the feature 'Notify students during the exam if face cannot be detected'. If checked, this will keep notifying students during the exam and add several 'flags' in their recorded session for you to review, particularly if students are permitted to use textbooks, resources or write notes during the exam.

Review Force Completion Settings

Within the Blackboard Test Options, if checked, the [force completion setting](#) prevents students from continuing the exam if they exit and would require an instructor to clear the attempt or allow an additional attempt. If unchecked, for instance, if a student loses their internet connection, it allows students to return and continue to complete the same exam instance. However, if a timer is set up, time will have passed in the exam, therefore you may need to allow extra time or set up multiple attempts if you wish to allow a second attempt.

Regrade Exams in Bulk

If you come across a mistake within your exams, you can correct it [Blackboard 'Edit Test' area](#) even after students have completed the exam, which will update every grade of every student.

Set Up Groups for Multiple Students with Accommodation Requests

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Within the [Test Availability Exceptions](#) you can add individual and groups of students who may need extra time or require accommodations. For multiple students with the same requirements, [create a group](#) and add in the 'Test Availability Exceptions' test options.

Using an iPad for exams

Respondus Lockdown Browser/Monitor is available through the iOS store and students can use their iPad, if the setting is checked within the Respondus settings. However, there are still some technical issues with using this device – where possible, encourage students to use a personal laptop or desktop computer to reduce technical issues.

Respondus Lockdown Browser

What is the difference between Lockdown Browser and Monitor?

Respondus LockDown Browser is a separate locked 'browser' for taking tests in Blackboard Learn. It prevents students from printing, copying, going to another website, or accessing other applications during a test. Respondus Monitor is a companion application for LockDown Browser that tracks students through their webcam while they take an online exam and examines student behavior patterns within the footage in order to detect potential cheating. You cannot use Respondus Monitor without enabling Lockdown Browser first. [Learn more here.](#)

Is Lockdown Browser available without using Blackboard?

Lockdown Browser is directly connected to Blackboard Tests, but other websites, documents and media can be linked within a test for students to refer to and use.

How do I enable a test using Lockdown Browser in my course?

To enable a test in Blackboard with the Respondus Lockdown Browser, [view this short video.](#)

How do students take a test using Lockdown Browser?

To take a test, students will need to download the Lockdown Browser before the exam, launch the login to their Blackboard course, and access their test.

How do students download the Lockdown Browser?

The University of Miami has a specific version of the Lockdown browser; please only share [this link to download and install the software.](#) This [video details how to download](#) the Respondus Lockdown Browser.

Does an instructor need to download Lockdown Browser?

Instructors do not need to need to download Lockdown Browser to edit or access the exam. If you wish to test for problems, you can download the Lockdown browser, launch the browser, login to the Blackboard course, turn on 'Student Preview' and access the test. You can then test the whole exam like a student.

Are webcams required when is a test is taken with the Lockdown Browser?

No, this application does not require a webcam, only Lockdown Monitor requires a webcam.

In advanced settings, what does 'lock students into the browser until exam is completed' mean?

Instructors have the option of locking students into an exam until they have submitted it for grading or allowing them to exit early. This optional exam setting for LockDown Browser has a default setting of "off". When set to off, students who leave an exam before submitting it will have to provide a reason for exiting the exam early. This reason can then be viewed by the instructor. [More information is shared here.](#)

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If I attach a statistical table to a question, will Respondus Lockdown Browser allow students to access it?

Instructors can include questions that have links to other websites, spreadsheets, PDF files, images and media files that students can access during an exam. To learn more about what is [possible view the guidance here](#).

Do I need to set a password on the test?

No, do not set any passwords. In Blackboard Learn, when a test is configured to use LockDown Browser, a random password is added under the Blackboard test settings. This internal password is not something students need to enter, nor should you provide this password to students. Rather, the password is used by LockDown Browser to prevent students from accessing the exam unless they are using LockDown Browser. Instructors should NOT delete or modify this password once the LockDown Browser setting has been required for the test.

How can I make sure my exam is set up and test all the Lockdown and Monitor features?

To test for problems, you can download the Lockdown browser, launch the browser, login to the Blackboard course, turn on 'Student Preview' and access the test. You can then test the whole exam like a student. To view this in action, see this in-depth video [providing guidance about the functionality of Respondus Monitor](#).

Respondus Monitor

Do students need to face the webcam when using Respondus Lockdown Browser?

Students can have a side positioning of the webcam. Within the Respondus Monitor Advanced Settings, uncheck the feature 'Notify students during the exam if face cannot be detected (prompt for a fix)'. If this setting is disabled, students will not receive notifications.

If a student is flagged high, what are the next steps? Are there any general guidelines?

[Respondus provides guidelines](#) about understanding proctoring results. 'High' warnings or flags do not necessarily mean a student is cheating but may highlight issues such as internet connectivity, lighting, or movement of student hair/clothes. Other steps may include reviewing the [Blackboard Test 'Access Logs'](#) to review how long and what questions students were engaged with during a test. The Learning Platforms team can also provide specific guidance.

Troubleshooting

Who do I contact for technical support?

The Learning Platforms helpdesk is 7 days a week. Call (305) 284-3949 or email learningplatforms@miami.edu.

How do students get technical support during the test?

In addition to the [live chat feature](#) for Respondus Monitor, students can contact the [Student Technology Help Desk](#) (STHD), STHD@miami.edu, (305) 284-8887.

[Review the Assessment and Academic Integrity Guide](#)