

HOW TO SETUP PROCTORIO ALONGSIDE RESPONDUS IN YOUR CLASS



[Company address]

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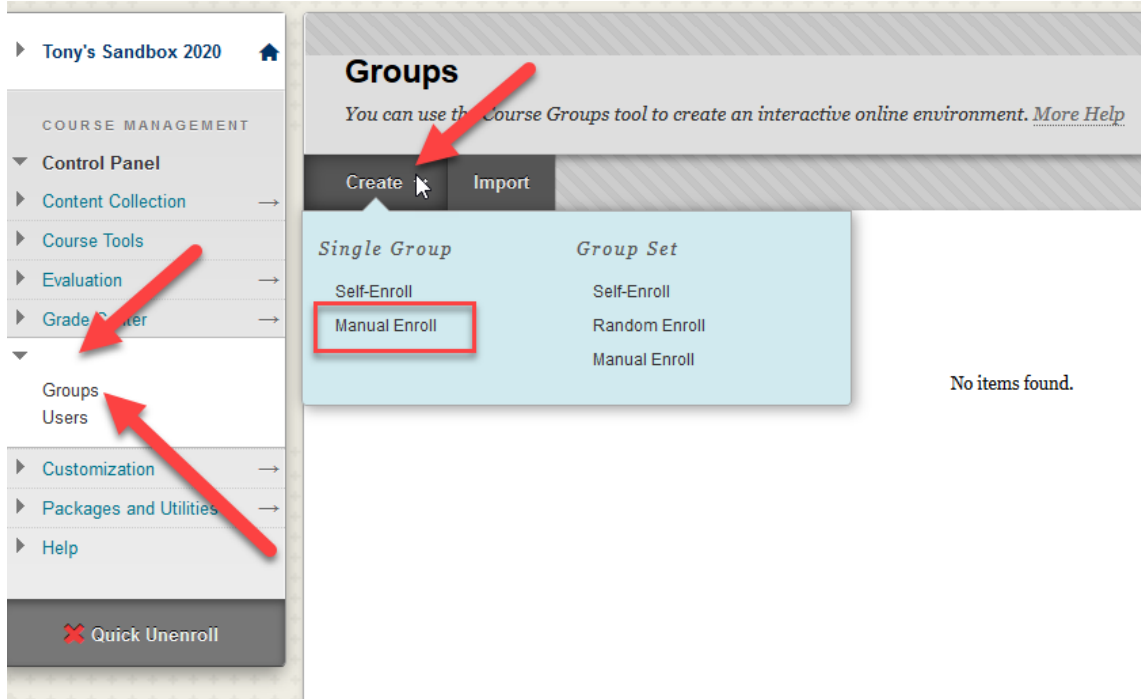
How To Set Up Proctorio Alongside Respondus In Your Class

This handout will provide directions for setting up Proctorio in your class when the majority of the class will be using Respondus Monitor. Unfortunately, Respondus LockDown Browser and Monitor are not compatible with Chromebooks. So if you have any students in your class who only have access to a Chromebook and want to take their exams on it, then you would need to set up Proctorio for them to take the exam on the Chromebook. There is a difference in price between the two systems: Respondus Monitor costs \$15/year unlimited classes and exams while at TAMIU, Proctorio costs \$5/exam, or \$20/class unlimited exams, or \$100 lifetime subscription.

The process of setting up Proctorio involves setting up groups, copying and deploying exam, setting up adaptive release, and finally setting up the Gradebook settings. Be sure you are using the **Google Chrome Browser** for these steps. We have a page dedicated online Proctoring and a section for Proctorio that contains the Faculty Guide, Syllabus Statements, Student Guide and more downloads at <https://www.tamtu.edu/distance/technology/test-proctoring-and-security.shtml>.

A. Set up groups

1. The first thing that we want to do is to ask the students who has access to only a Chromebook and wants to take the test using their Chromebook. Once you have the list of students, we need to create a couple of groups to ensure that the Respondus Monitor students only see their material/instructions and the Proctorio students only see their exam/instructions.
2. Go to the Control Panel>>Users and Groups >>Groups then click on the Create button on top of the screen and then click on Manual Enroll in the Single Group section to be able to create your groups.



3. Enter a name for the group, in this case I am naming it Respondus, set "No" the Group is visible to students, and uncheck all of the Tool Availability and Personalization options for the group. Then click on the Add Users button to select the users for this group.

Texas A&M International University
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My Institution Student Support Faculty Support Kilam Library Community System Admin

Groups > Create Group

Edit Mode is: ON

Tony's Sandbox 2020

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Groups Users
- Customization
- Packages and Utilities
- Help

Quick Unenroll

Create Group

You can create formal groups of students to collaborate on work. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name
Respondus

Description

Path: p Words: 0

* Group is visible to students
☒ No ☐ Yes

TOOL AVAILABILITY

☐ Blogs
☒ No grading
☐ Grade: Points possible:

☐ Discussion Board
☒ Allow any group members to create forums.
☐ Do not allow student group members to create forums.

☐ Email

☐ File Exchange

☐ Journals
☒ No grading
☐ Grade: Points possible:

☐ Tasks

☐ Academic Materials

☐ Blackboard Collaborate Ultra
☐ Allow all group members to create and access session recordings.
☒ Do not allow student group members to create or access session recordings.

☐ Content Market Tools

☐ Echo360 Video Library

☐ Wikis
☒ No grading
☐ Grade: Points possible:

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

☒ Allow Personalization

GROUP OPTIONS

☐ Create smart view for this group

MEMBERSHIP

Add Users

No users have been added.

Click **Submit** to proceed.

Cancel Submit

- Under the search parameters, be sure that Any and Not Blank are selected to view all the students. The page will only load 25 students per page but if you scroll down to the bottom of the page and click on the

Show All button to see all of your students in one page. Click on the checkbox next to the students name and then click on the submit button at the bottom when finished selecting. **TIP:** You can mass select everyone by clicking on the checkbox next to Username then uncheck the ones in the other group.

Add Users

Search: Any Not Blank Go
☐ Show all users regardless of role

<input type="checkbox"/> Username	First Name	Last Name	Role
<input checked="" type="checkbox"/> echo360student1	Student 1	Demo	Student
<input checked="" type="checkbox"/> echo360student10	Student 10	Demo	Student
<input checked="" type="checkbox"/> echo360student11	Student 11	Demo	Student
<input checked="" type="checkbox"/> echo360student12	Student 12	Demo	Student
<input checked="" type="checkbox"/> echo360student13	Student 13	Demo	Student
<input checked="" type="checkbox"/> echo360student14	Student 14	Demo	Student
<input type="checkbox"/> echo360student15	Student 15	Demo	Student
<input checked="" type="checkbox"/> echo360student16	Student 16	Demo	Student
<input checked="" type="checkbox"/> echo360student17	Student 17	Demo	Student
<input checked="" type="checkbox"/> echo360student18	Student 18	Demo	Student
<input checked="" type="checkbox"/> echo360student19	Student 19	Demo	Student
<input checked="" type="checkbox"/> echo360student2	Student 2	Demo	Student
<input checked="" type="checkbox"/> echo360student20	Student 20	Demo	Student
<input type="checkbox"/> echo360student3	Student 3	Demo	Student
<input checked="" type="checkbox"/> echo360student4	Student 4	Demo	Student
<input checked="" type="checkbox"/> echo360student5	Student 5	Demo	Student
<input checked="" type="checkbox"/> echo360student6	Student 6	Demo	Student
<input checked="" type="checkbox"/> echo360student7	Student 7	Demo	Student
<input checked="" type="checkbox"/> echo360student8	Student 8	Demo	Student
<input checked="" type="checkbox"/> echo360student9	Student 9	Demo	Student

Displaying 1 to 20 of 20 items

Add Users 17

- Click on the Submit button at the bottom of the next page to complete the creation of the group.
- Repeat steps 2-5 for the group that we will call Proctorio.
- Your two groups should look something like this when you are complete.

Groups

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Create Import Export Group Settings

Bulk Actions View Options

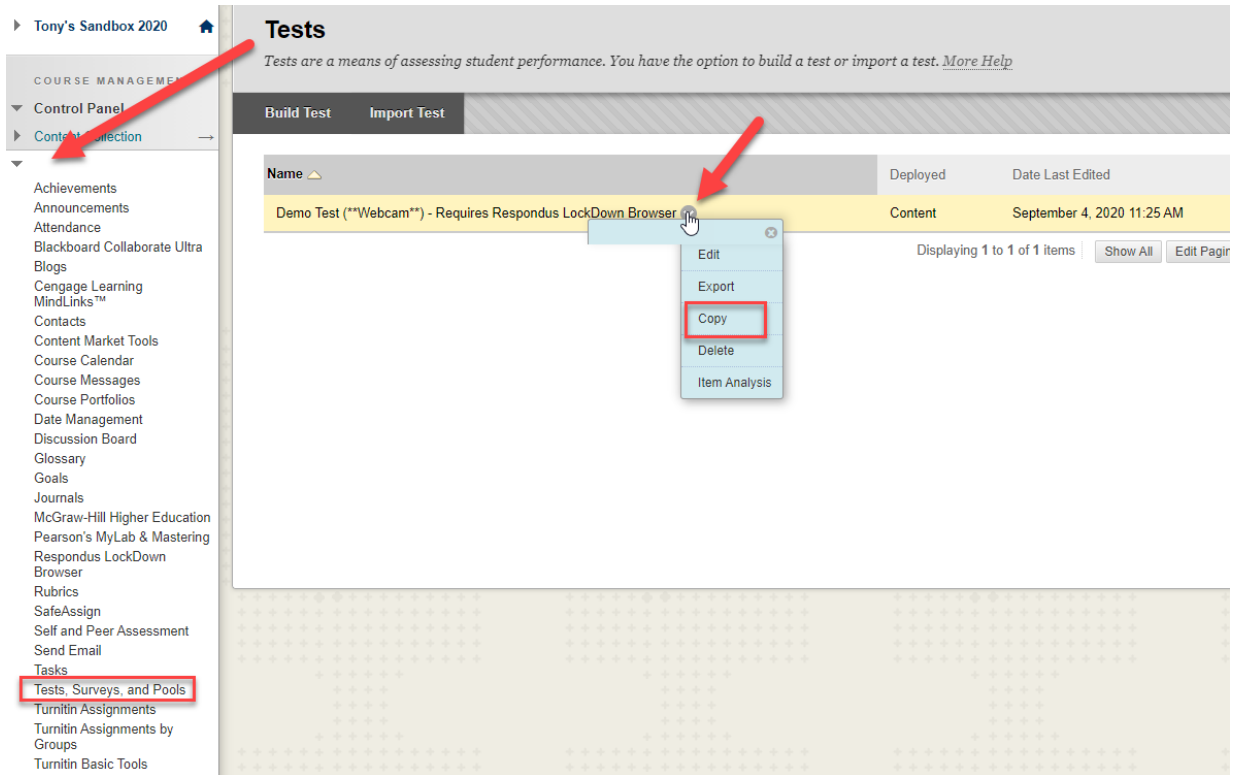
<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available
<input type="checkbox"/>	Proctorio	-	3	No	No
<input type="checkbox"/>	Respondus	-	17	No	No

Bulk Actions View Options

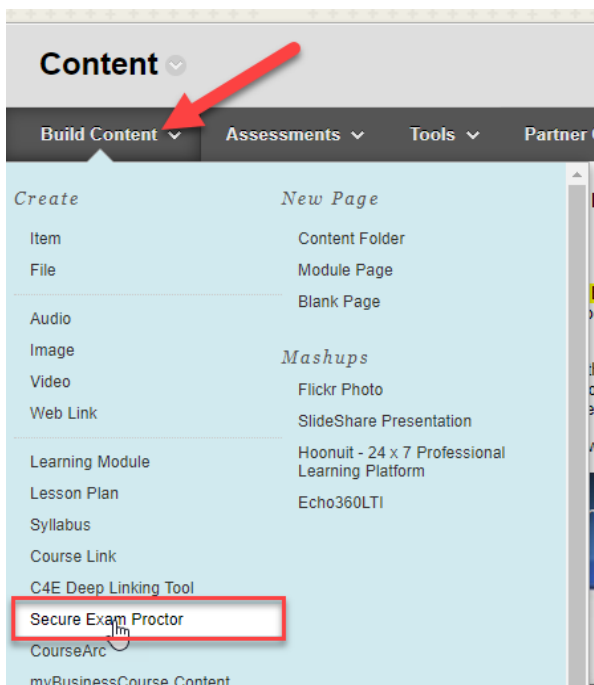
Displaying 1 to 2 of 2 items

B. Copy and Deploy Exam

1. Be sure to set up the settings on your Respondus Exam setting up the options for the exam such as the dates, exam duration, etc and by applying the Lockdown Browser in the LockDown Browser settings page.
2. Go to the Course Tools >> Tests, Surveys, And Pools >> Tests. Hover your mouse over the exam that you want to copy and click on the grey arrow that appears then click on Copy.



3. You should now see two exams with the same name. The copy will have a (1) at the end of the title.
4. Navigate to the content area and decide where you want your exams to appear, either content area or inside a particular folder. We need to install the Proctorio Secure Exam icon that will allow students to download the extension to their Chrome Browser. Click on Build Content >> Secure Exam Proctor.



- This will enable you to create the icon that students can click on to download the software. Be sure to name it Secure Exam Proctor. Otherwise, the link will not work. Then click on the Submit button at the bottom of page.

Create Secure Exam Proctor

* Indicates a required field.

INFORMATION

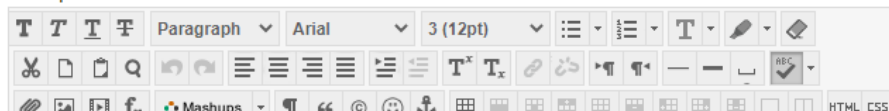
* Name

Secure Exam Proctor

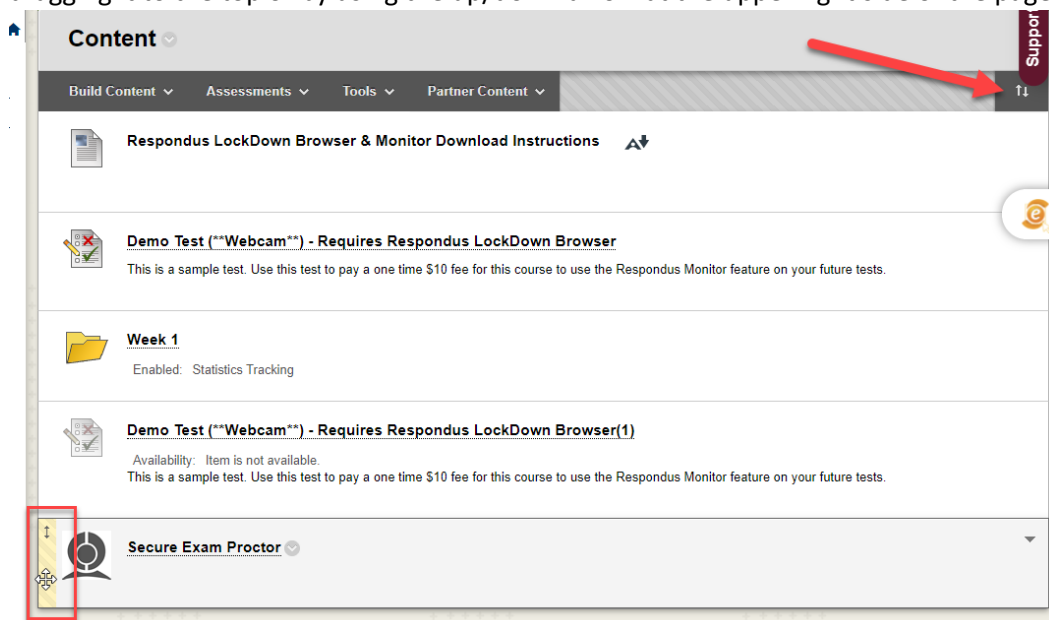
Color of Name

Black

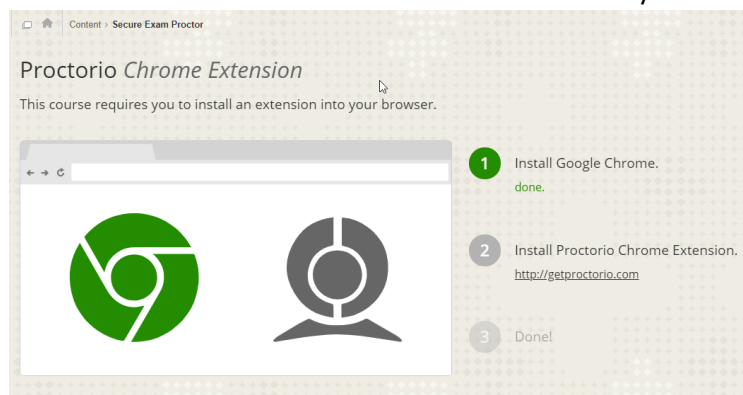
Description



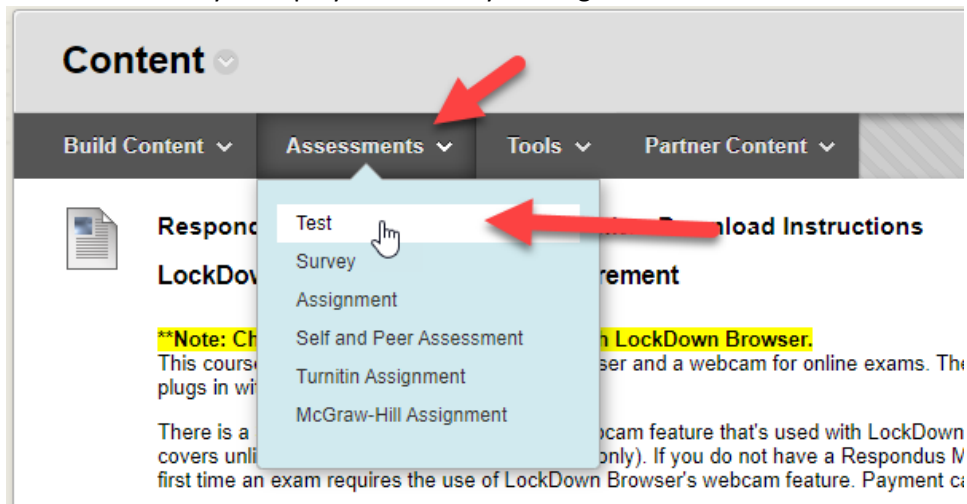
- Move the icon to the top of the page for easy access by clicking on the yellow bar next the name and dragging it to the top or by using the up/down arrow at the upper right side of the page.



- Click on the Secure Exam Proctor icon that we just created to download and install the extension to our Google Chrome browser. This extension will allow you to set up the Proctorio settings for this exam. Simply follow the directions on the wizard to install. You may continue after you have installed the extension.



8. We are now ready to deploy the exam by clicking on the Assessments>>Test.



9. Click on the Test to deploy it and then the submit button.

Create Test
Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Add an Existing Test
-- Select Test Below --
Demo Test (**Webcam**) - Requires Respondus LockDown Browser(1)

*Click **Submit** to add this test. Click **Cancel** to quit.*

10. Set up the exam with the same settings as the Respondus settings. **TIP:** You can change the title of the exam to remove any reference to Respondus.

TEST INFORMATION

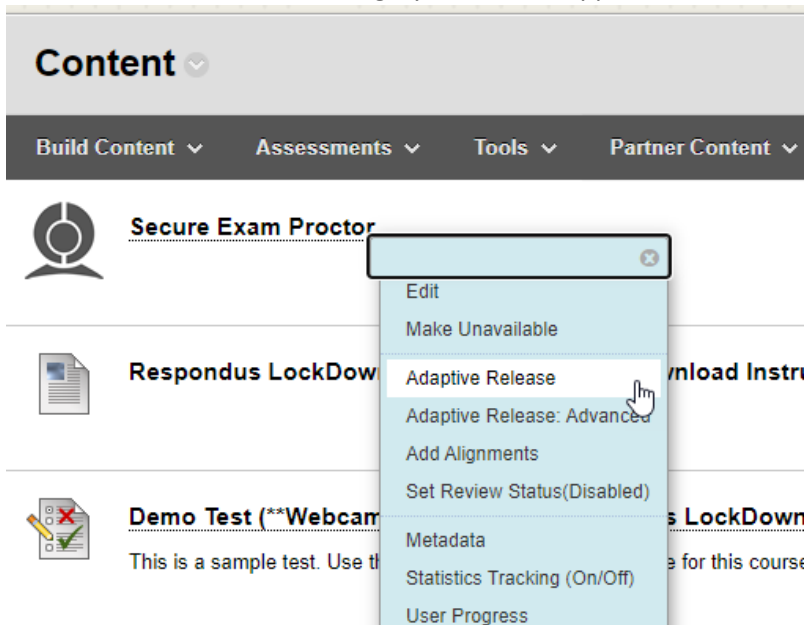
* Name
Demo Test (**Webcam**)

Choose Color of Name

- At the bottom of the settings page you will see a new link to enable the Proctorio Settings. Click on the checkbox next to Remote Proctoring. Be sure to reference the **Proctorio Getting Started Guide for Instructors** found at the Testing and Proctoring page at the top of this document to set up the Proctorio settings.

C. Set up Adaptive Release

- After you have set up the exams, it is time to make sure that students will only see the one that they will take. We will use adaptive release to “hide” the items. Hover your mouse over the first item, in this case the Proctorio link, and click on the grey arrow that appears then click on the Adaptive Release link that appears.



- If you have any dates at the top of the page, uncheck the box next to them to remove them. Under the section Course Groups, click on the group that needs to see this item to highlight it and then click on the right pointed arrow to move it to the Selected Items section. Click on Submit.

DATE

Setting a Date criterion for this item will restrict the dates and times of the visibility of this item.

Choose Date

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

MEMBERSHIP

This content item is visible to all users until a Membership criterion is created. Users must be specified in the Username list or must be in a selected Group.

Net ID

Enter one or more Net ID values or click **Browse...** to Search. Separate multiple Net ID values with commas.

Course Groups

Items to Select	Selected Items
<input checked="" type="checkbox"/> Proctorio <input type="checkbox"/> Respondus	<input type="text"/>

GRADE

Click **Submit** to proceed.

3. Repeat this process with all of the other items to ensure that students only see the ones that they need. You can verify that the settings are applied by seeing the “Enabled: Adaptive Release” under each item.

Content

Build Content **Assessments** **Tools** **Partner Content**

Secure Exam Proctor
Availability: Item is available, but some students or groups may not have access.
Enabled: Adaptive Release

Demo Test ("Webcam")
Availability: Item is not available, but some students or groups may have access.
Enabled: Adaptive Release
This is a sample test. Use this test to pay the desired Proctorio Fee. \$5 per exam or \$20 per course (unlimited exams) or \$100 for lifetime subscription (unlimited courses and exams)

Respondus LockDown Browser & Monitor Download Instructions
Availability: Item is available, but some students or groups may not have access.
Enabled: Adaptive Release
LockDown Browser + Webcam Requirement
****Note: Chromebooks are not compatible with LockDown Browser.**
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.
There is a \$15 annual fee (365 days) for the webcam feature that's used with LockDown Browser (sometimes referred to as Respondus Monitor). This covers unlimited courses and exams at TAMU (only). If you do not have a Respondus Monitor subscription, you will be prompted to make the purchase the first time an exam requires the use of LockDown Browser's webcam feature. Payment can be made with PayPal, Visa or Mastercard.
Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

Download Instructions
Click the **Student Support** top-middle tab located in Blackboard. Scroll down to the *Instructional Technologies* section and click on the *Respondus LockDown Browser* icon.
Once Installed

- Open LockDown Browser
- Log into Blackboard Learn
- Navigate to the test and begin

Note: You won't be able to access tests 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 test, follow these guidelines:

- Ensure you're in a location where you won't 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
- 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 other 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 backlighting (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" troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. 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 have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMU eLearning Team at elearning@tamiu.edu.

Demo Test ("Webcam") - Requires Respondus LockDown Browser
Availability: Item is available, but some students or groups may not have access.
Enabled: Adaptive Release
This is a sample test. Use this test to pay a one time \$10 fee for this course to use the Respondus Monitor feature on your future tests.

D. Gradebook Setup

1. If you are using a **points based gradebook**, then you really don't need to do anything since this type of gradebook simply add the total points up for each student. Students will only see the column that they were a part of depending on their group that they were assigned.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: September 4, 2020 3:11 PM

<input type="checkbox"/>	Last Name	First Name	Net ID	Total	Weighted Total	Demo Test (**W)	Demo Test (**W)
<input type="checkbox"/>	Demo	Student 1	echo360student1	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 10	echo360student10	0.00		0.00	--
<input type="checkbox"/>	Demo	Student 11	echo360student11	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 12	echo360student12	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 13	echo360student13	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 14	echo360student14	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 15	echo360student15	10.00		--	10.00
<input type="checkbox"/>	Demo	Student 16	echo360student16	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 17	echo360student17	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 18	echo360student18	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 19	echo360student19	10.00		--	10.00
<input type="checkbox"/>	Demo	Student 2	echo360student2	--		--	--
<input type="checkbox"/>	Demo	Student 20	echo360student20	--		--	--

Selected Rows: 0

2. If you use a **percentage based gradebook** or use the **Weighted Total column**, then you to make sure that it is attached to the correct category in order for it to be counted. To verify that they are part of the same category, click on Manage >> Column Organization from the full grade center.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position Last Saved: September 4, 2020 3:11 PM

<input type="checkbox"/>	Last Name	First Name	Net ID	Total	Weighted Total	Demo Test (**W)	Demo Test (**W)
<input type="checkbox"/>	Demo	Student 1	echo360student1	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 10	echo360student10	0.00		0.00	--
<input type="checkbox"/>	Demo	Student 11	echo360student11	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 12	echo360student12	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 13	echo360student13	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 14	echo360student14	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 15	echo360student15	10.00		--	10.00
<input type="checkbox"/>	Demo	Student 16	echo360student16	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 17	echo360student17	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 18	echo360student18	10.00		10.00	--
<input type="checkbox"/>	Demo	Student 19	echo360student19	10.00		--	10.00
<input type="checkbox"/>	Demo	Student 2	echo360student2	--		--	--
<input type="checkbox"/>	Demo	Student 20	echo360student20	--		--	--

Selected Rows: 0

Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views
Column Organization
Row Visibility
Send Email
McGraw-Hill Connect To Do List
Grade Approval and Transfer
WileyPLUS Grade Refresh
Manage Pearson MyLab & Mastering Grades
McGraw-Hill Connect Reports

3. You will see the list of gradebook columns, take a look at the category section and make sure that it is correct. If it is not correct, then click on the checkbox next to the name of the column and then click on the button on the bottom of the page labeled *Change Category to* and select the proper category. Finally, you can click on the submit button to apply your settings.

☐ Weighted Total (Frozen) Not in a Grading Period Calculated Grade None by student)
 10 (may vary by student)

Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input checked="" type="checkbox"/> Demo Test (**Webcam**) - Requires Responsive LockDown Browser	Not in a Grading Period	Test	None	Sep 4, 2020	10
<input checked="" type="checkbox"/> Demo Test (**Webcam**)	Not in a Grading Period	Test	None	Sep 4, 2020	10

Click **Submit** to process.

No Category
 Attendance
 Self and Peer
 Journal
 Blog
 Discussion
 Test
 Survey
 Assignment

4. You will see that the grades are now appearing in the weighted column. Students will only see the column that they were a part of depending on their group that they were assigned.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Sort Columns By: Order:

Last Saved: September 4, 2020 3:11 PM

Last Name	First Name	Net ID	Total	Weighted Total	Demo Test (**W	Demo Test (**W
Demo	Student 1	echo360student1	10.00	100.00%	10.00	--
Demo	Student 10	echo360student10	0.00	0.00%	0.00	--
Demo	Student 11	echo360student11	10.00	100.00%	10.00	--
Demo	Student 12	echo360student12	10.00	100.00%	10.00	--
Demo	Student 13	echo360student13	10.00	100.00%	10.00	--
Demo	Student 14	echo360student14	10.00	100.00%	10.00	--
Demo	Student 15	echo360student15	10.00	100.00%	--	10.00
Demo	Student 16	echo360student16	10.00	100.00%	10.00	--
Demo	Student 17	echo360student17	10.00	100.00%	10.00	--
Demo	Student 18	echo360student18	10.00	100.00%	10.00	--
Demo	Student 19	echo360student19	10.00	100.00%	--	10.00
Demo	Student 2	echo360student2	--	--	--	--

Selected Rows: 0