About Respondus Monitor

Respondus Monitor provides faculty with a way to improve the integrity of online assessments that are delivered through MyClasses in a non-proctored setting. The software captures video during the student's assessment period and then allows the instructor to review the video.
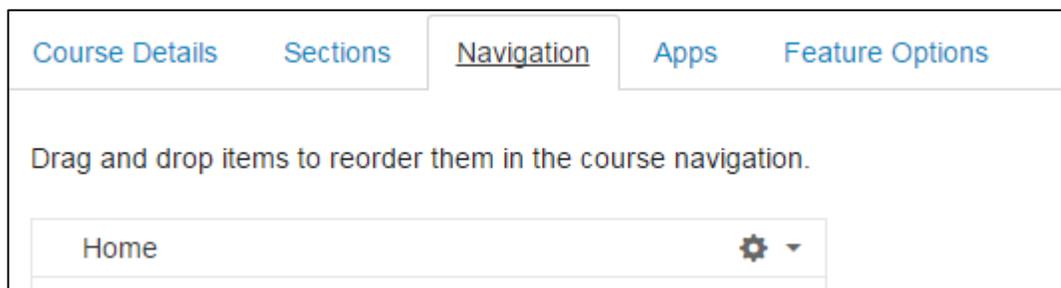
Monitor works with LockDown Browser as well so that students are unable to look up answers or switch programs on their computer. There is no additional software to install, and students use their own computers with a standard webcam to record assessment sessions.

In short, Respondus Monitor provides both instructors and students with flexibility as to when and where exams are taken, without sacrificing the integrity of the examination process which is very beneficial for online courses.
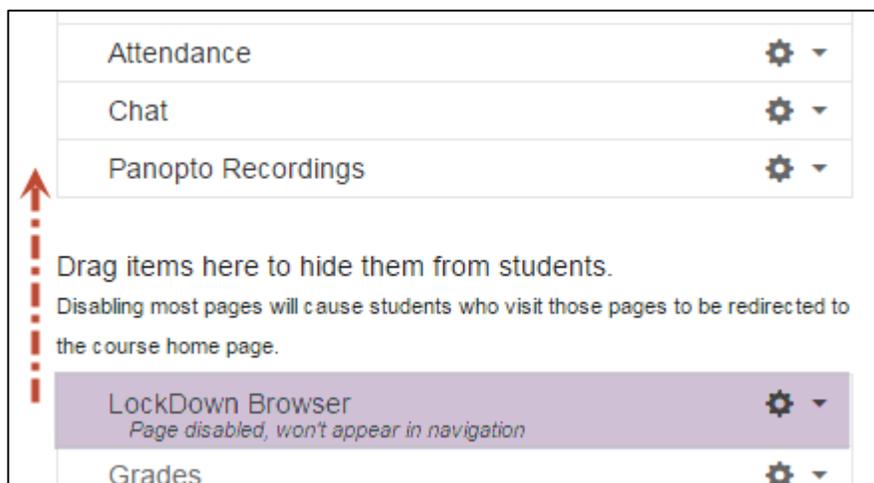
Integration with MyClasses:

LDB integrates fully with MyClasses. To enable LDB in your course:

1. From the course navigation on the left, select Settings.
2. Select the Navigation tab.

3. Locate LockDown Browser at the bottom of the list and drag to the top to enable this in your course.
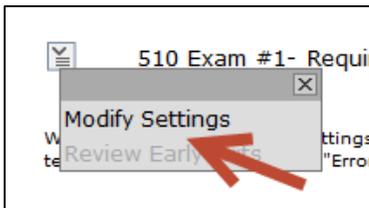
Setting up a Test

When using Respondus Monitor for the first time for the semester, it is a best practice to set up a trial or sample assessment, where students can take a short quiz with the LockDown Browser and Monitor. This will give your students a chance to download the Lockdown Browser software and be sure that they can get everything working on their home computer before the "real" assessment is required to be submitted.

The settings for Monitor are added to an assessment in MyClasses after the assessment has been published.

1. First, create and publish the assessment in a module or the quizzes area within the course.
2. Click **LockDown Browser** from the course navigation.
3. The Respondus LockDown Browser Dashboard will appear showing all of your assessments. Click on the small gray dropdown box before the title of an assessment and click **Modify Settings**.

4. Select **Require Respondus LockDown Browser** for this exam.

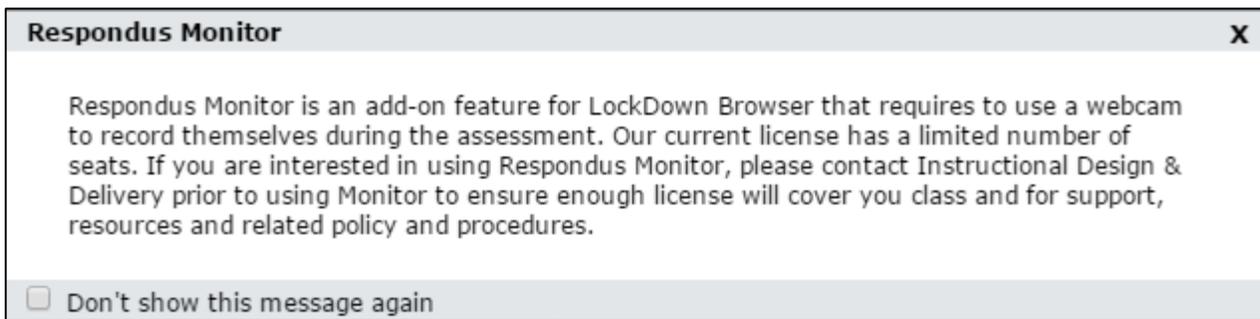5. Select **Require Respondus Monitor for this exam**. (Please consult ID&D for information about the Either Respondus Monitor OR a proctored lab option before using).

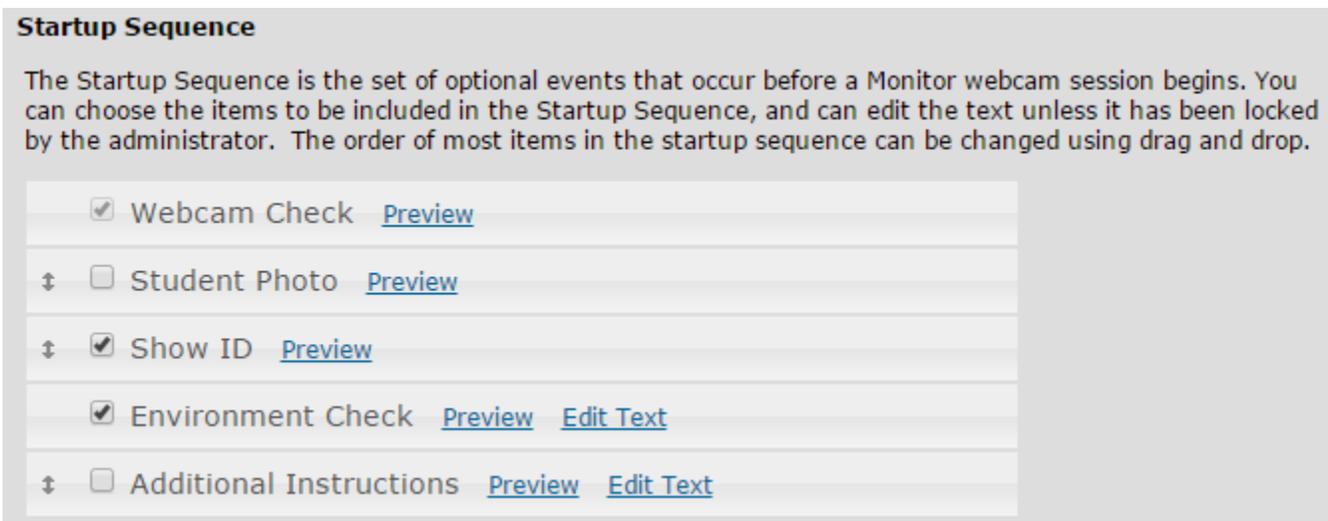**Warning: Salisbury University has a very limited license for Monitor. Please do not use without communicating with Instructional Design & Delivery. When turning on Respondus Monitor – you will receive the following warning.**

Respondus Monitor   X

Respondus Monitor is an add-on feature for LockDown Browser that requires to use a webcam to record themselves during the assessment. Our current license has a limited number of seats. If you are interested in using Respondus Monitor, please contact Instructional Design & Delivery prior to using Monitor to ensure enough license will cover you class and for support, resources and related policy and procedures.

☐ Don't show this message again

6. Prior to student's taking an exam, you will decide what features in the start up sequence the student's will need to complete:

Startup Sequence

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator. The order of most items in the startup sequence can be changed using drag and drop.

     ☑ Webcam Check   Preview

↕   ☐ Student Photo   Preview

↕   ☑ Show ID   Preview

     ☑ Environment Check   Preview   Edit Text

↕   ☐ Additional Instructions   Preview   Edit Text

       a. **Webcam Check (required)** – requires the student to ensure their Webcam is working properly.
       b. **Student Photo** – requires the student to use the Webcam to take a photo of themselves.
       c. **Show ID (recommended)** – requires the student to hold up their SU GullCard, Driver's License or other form of identification.
       d. **Environment Check (recommended)** – requires the student to move the web cam and record their surrounding desk and area.
       e. **Additional Instructions** – Provides additional instructions to the students regarding the testing environment. Be default this option will display:

         During this exam, you shouldn't access other resources (a phone, tablet, notes, books, etc.) or communicate with other people. Please stay in your seat and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and submitted it for grading.

         You may edit this test to clarify the expectations for your assessment.

7. You can click on Preview to see what your students will see for each item. You can also edit the text for some of the options.

8. Click **Save and Close**.

Review Student Videos

To review for assessment integrity purposes, after your students submit their exams, you can view the video recording as well as any of the options you select in Respondus Monitor—student picture, student ID, and environment check.

1. Log into your course.
2. Click **LockDown Browser** from the course navigation.
3. Click on the gray box in front of the assessment and click on video review.

4. A list of all of your students will appear (names are blurred in the example to protect student privacy). Click on the plus sign in front of a student's name to video their student photo, id photo, environment check and random video clips from their testing.

5. Click on any of the images and still photos will enlarge, videos will play on the right hand side.

   You can use the check boxes to make this student submission as either reviewed or flagged.

6. You can enter comments as Instructor Notes for yourself. Click Save & Close.