



# Online examinations

March 23rd, March 24th 2020

# Translating in-class exams and other assessments to an online format

- Maintain alignment between the exam questions and your **learning objectives**. If the learning objective is that students should be able to “apply” particular concepts to a given situation, then be sure that your exam questions -- whatever format they appear in -- are asking students to demonstrate application knowledge.
- Consider allowing *multiple attempts* at an exam/quiz (unreliable internet)

**Advice/Guidance from Eberly**

# Strategies for online quizzes/exams

- Translate your existing assessments
  - Consider making them open book exams
    - Canvas allows for you to make exams timed
  - Consider making them take home exams
    - Not timed, but a larger window (48 hours) for submission
    - Points for completion instead of accuracy
- Redesign your existing assessments
  - Convert multiple choice to short answer questions
  - Change final exam into a project or paper
  - Presentations
    - If goal is presentation skills, have students record themselves and upload video
    - Otherwise, have students upload transcript plus slides for evaluation
- Break high stakes exams into smaller, weekly quizzes that target specific skills

**Advice/Guidance from Eberly**



# Important considerations

- Feedback for students is critical
  - Canvas has several ways you can manage this
    - Show answers for a limited period of time to students
    - Create a rubric or scoring key and integrate with SpeedGrader or GradeScope
    - Give whole class feedback via an “announcement” on Canvas
    - Give individual feedback via Zoom/office hours
- Be mindful of students in different time zones
  - Widen your exam window (while keeping time limit the same)
  - Assign different availability windows (depending upon time zone of students)
    - Requires knowing where each student is geographically

**Advice/Guidance from Eberly**

# Promoting academic integrity online

- Use short answer questions in addition to multiple choice questions
- Randomize order of answers for multiple choice questions
- Create two equivalent exams using a “test bank” on Canvas
- Use Respondus Lockdown Browser and Respondus Monitor
  - *These are deterrents only and cannot completely prevent cheating*
- Use Turnitin
  - Percentage merely indicates further investigation; it does not constitute proof of cheating/plagiarism
  - If students use the same sources/texts, it's normal to see ~15% matching

**Advice/Guidance from Eberly**

# Carnegie Mellon University Qatar

## Information Technology

# Using Canvas and Respondus for online assessments and remote exam monitoring

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Director of Educational and Media Technologies  
Information Technology

# Mapping of students learning assessments & available tools

Assess Students Learning	Tool
Online Quizzes & Exams	Use Canvas Quizzes Use Canvas Quizzes with Respondus Lockdown Browser Use Canvas Quizzes with Respondus Lockdown Browser and Respondus Monitor
An essay paper or other type of long-form written exam	Use Canvas Assignments with Turnitin Plagiarism Detection
Group or Individual recorded or narrated presentations	Use Canvas assignments or Box to allow students to upload their recorded or narrated presentations
Discussions	Use Canvas Discussions
Live presentations	Use Zoom



# The tools

## Canvas

- **Canvas Quizzes** for online assessments
- Briefly Touch on
  - Canvas Assignments
  - Canvas Discussions

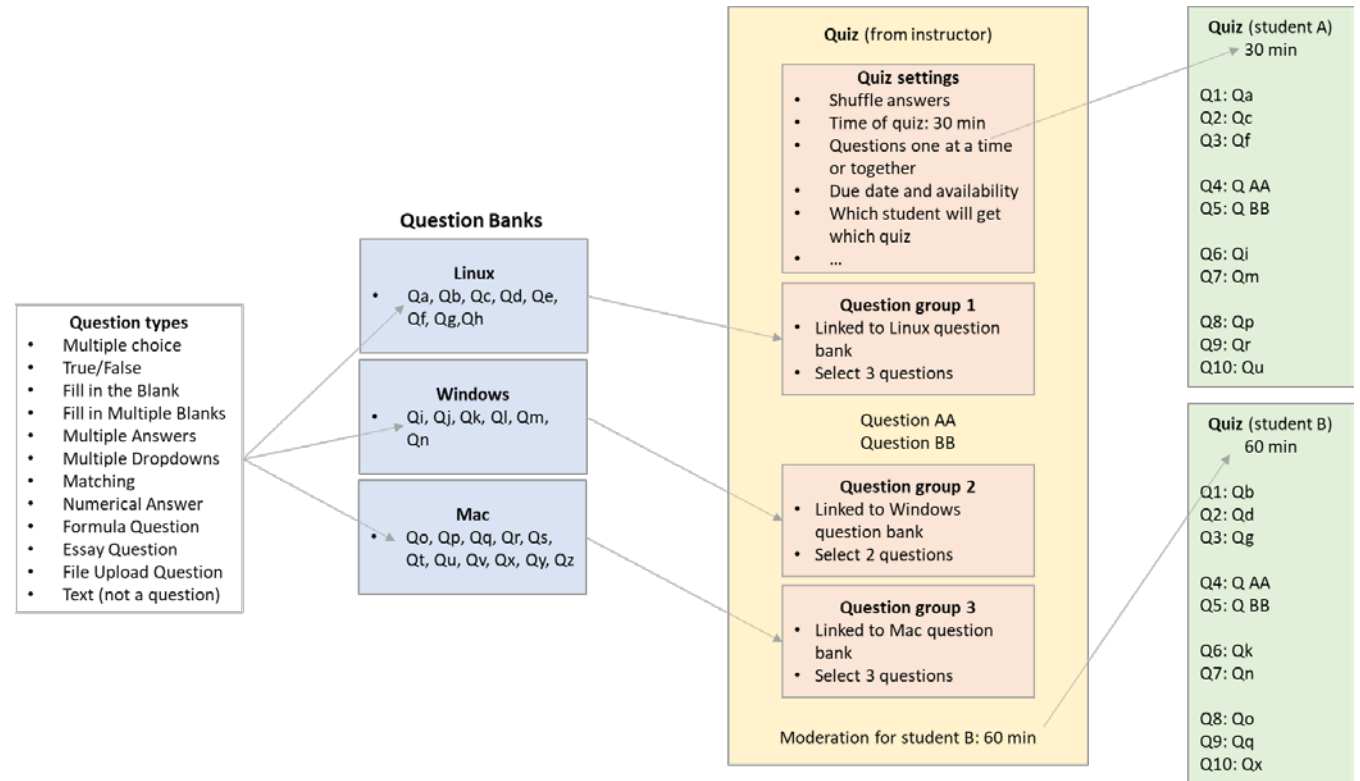
## Respondus

- **Respondus Lockdown Browser** locks students out on their computer to everything except the Canvas Quiz
- **Respondus Monitor** uses the webcam to record the student and the video is analyzed and flagged for suspicious behavior

# Canvas Quizzes

# Preparing a Canvas Quiz

1. Create a Quiz
2. Quiz types
3. Assignment Groups
4. Quiz settings
5. Types of Questions
6. Create Question Banks
7. Create Question Groups
8. Create the Quiz using Question Groups and Question Banks
9. Moderate a Quiz
10. SpeedGrader
11. Quiz Statistics



# Create a Quiz

Canvas Quizzes allow you to create online quizzes to assess students learning.

To begin:

1. Click the Quizzes link in Course Navigation.
2. Then click the Add Quiz button.

The screenshot displays the Canvas LMS interface for a course titled '99101-W1-Z1'. The left sidebar shows the 'Course Navigation' menu with the 'Quizzes' link highlighted. The main content area shows a list of existing quizzes under the 'Assignment Quizzes' section. The '+ Quiz' button is highlighted in the top right corner.

**Course Navigation Menu (Left Sidebar):**

- Account
- Admin
- Dashboard
- Courses
- Calendar
- Inbox
- Search
- Commons
- Help
- Quizzes
- Assignments
- Discussions
- Outcomes
- Conferences
- Collaborations
- Pages
- Search
- Settings

**Course Navigation Menu (Top):**

- Home
- Syllabus
- Modules
- Announcements
- Policies
- Resources
- Files
- Getting Help
- Known Issues
- Grades
- LockDown Browser
- Attendance
- Syllabus Registry
- People
- Quizzes
- Assignments
- Discussions
- Outcomes
- Conferences
- Collaborations
- Pages
- Search
- Settings

**Course Content (Main Area):**

99101-W1-Z1 > Quizzes

Search for Quiz

**Assignment Quizzes**

Quiz Name	Status	Due Date	Points	Questions	Actions
Privileges and Responsibilities Quiz	Closed	Due Sep 7, 2019 at 11:59pm	7 pts	7 Questions	✓
Copyright and Digital File Sharing Quiz	Closed	Due Sep 7, 2019 at 11:59pm	6 pts	6 Questions	✓
Exam-Readiness Quiz: Responsible Computing	Closed	Due Sep 7, 2019 at 11:59pm	20 pts	20 Questions	✓
Protecting Information and Resources Quiz	Closed	Due Sep 7, 2019 at 11:59pm	5 pts	5 Questions	✓
Effective Computing Pre-Assessment - Part 1	Closed	Due Sep 10, 2019 at 4:30pm	40 pts	8 Questions	⊘
Academic Spaces, Software, and Equipment Quiz	Closed	Due Sep 14, 2019 at 11:59pm	7 pts	7 Questions	✓
File Storage and Sharing Quiz	Closed	Due Sep 14, 2019 at 11:59pm	6 pts	6 Questions	✓
Exam-Readiness Quiz: Effective Computing	Closed	Due Sep 21, 2019 at 11:59pm	19 pts	19 Questions	✓
Getting Help and Reporting Problems Quiz	Closed	Due Sep 21, 2019 at 11:59pm	3 pts	3 Questions	✓
PaperCut Printing Quiz	Closed	Due Sep 21, 2019 at 11:59pm	7 pts	7 Questions	✓
Virtual Private Network Quiz	Closed	Due Sep 21, 2019 at 11:59pm	2 pts	2 Questions	✓





# Canvas Quiz Types

- Practice Quiz: Doesn't count for points
- Graded Quiz: For quizzes which should affect the students' grades;
- Graded Survey: count but only whether or not students completed it
- Ungraded Survey: optional survey

**If you are creating an online assessment using Canvas Quizzes, you need to set the quiz type to Graded Quiz**

The screenshot displays the Canvas Quiz creation interface. At the top right, it shows 'Points 0' and a 'Not Published' status. Below this, there are tabs for 'Details' and 'Questions'. The 'Questions' tab is active, showing a text input field for 'Name Your Quiz'. Below this is a 'Quiz Instructions' section with a rich text editor toolbar and a large text area for instructions. To the right of the main editor is a sidebar with tabs for 'Links', 'Files', and 'Images'. The 'Links' tab is active, showing a list of links to other content in the course. At the bottom of the interface, there is a 'Quiz Type' dropdown menu. The dropdown is open, showing four options: 'Practice Quiz', 'Graded Quiz' (which is highlighted in blue), 'Graded Survey', and 'Ungraded Survey'. The 'Assignment Group' dropdown is also visible, showing 'Assignments' as the selected option.

Points 0 Not Published

Details Questions

Name Your Quiz

Quiz Instructions:

HTML Editor

Add here your instructions and/or media using Rich Content Editor and Content Selector

p » strong

14 words

Quiz Type

Graded Quiz

Assignment Group

Assignments

Practice Quiz

Graded Quiz

Graded Survey

Ungraded Survey

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

# Assignment Groups

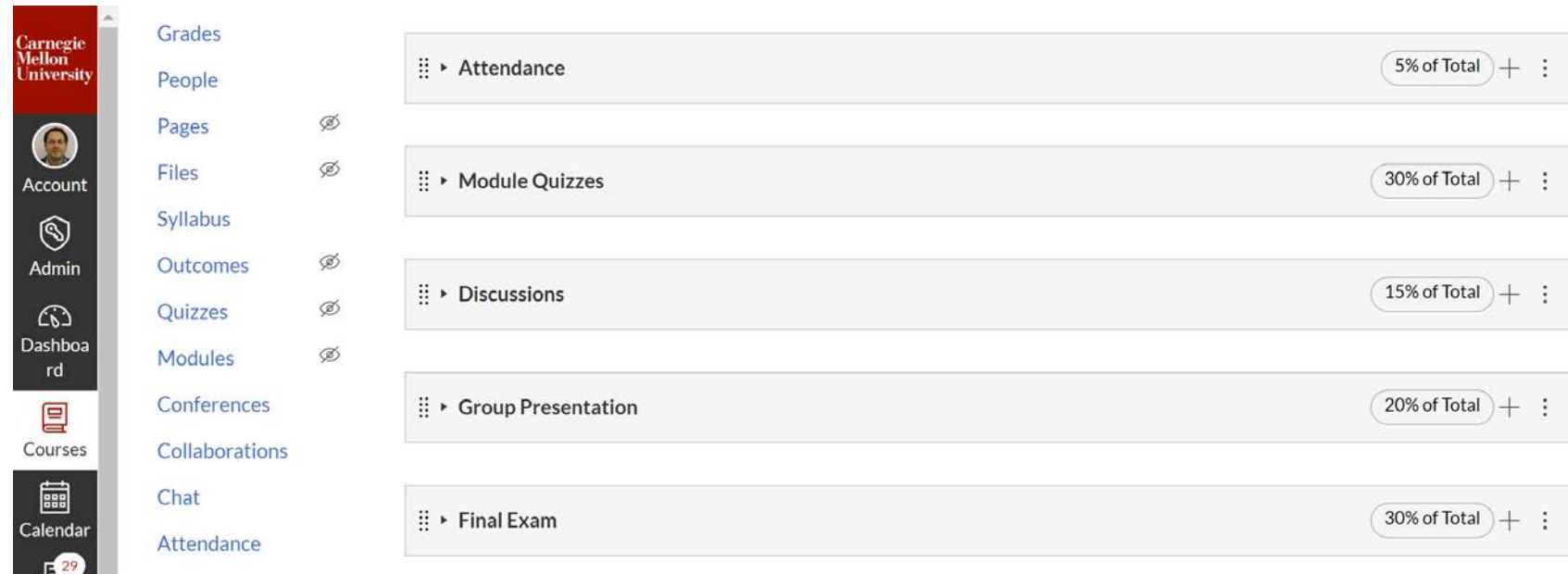
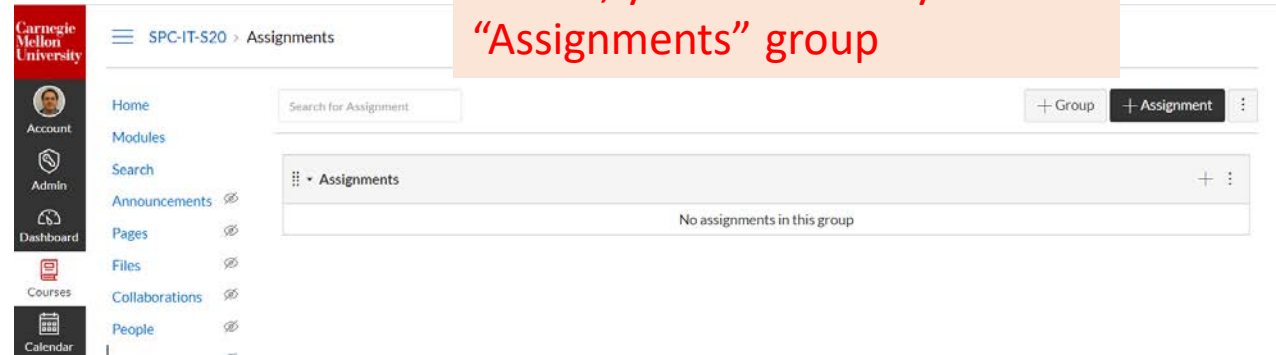
Setting up Assignment Groups helps you to organize your course Assignments

Every Quiz/Assignment must be in an Assignment Group

If you don't create Assignment groups, all your Quizzes will be under the default group "Assignments"

You can also use Assignment Groups to set up a Assignment Group weight of the final course grade which will automatically calculate the final grade in the gradebook.

When you create a new Canvas course, you will have by default "Assignments" group



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SPC-NASB-S20-02 > Assignments

Search for Assignment

+ Group + Assignment

Home

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LockDown Browser

New Analytics

Search

Settings

• Assignments

0% of Total

No assignments in this group

• Attendance

5% of Total

No assignments in this group

• Module Quizzes

30% of Total

No assignments in this group

• Discussions

15% of Total

No assignments in this group

• Group Presentation

20% of Total

No assignments in this group

• Final Exam

30% of Total

No assignments in this group

Carnegie Mellon University

Account

Admin

Dashboard

Courses

SPC-NASB-S20-02 > Grades

Gradebook View Actions

Search...

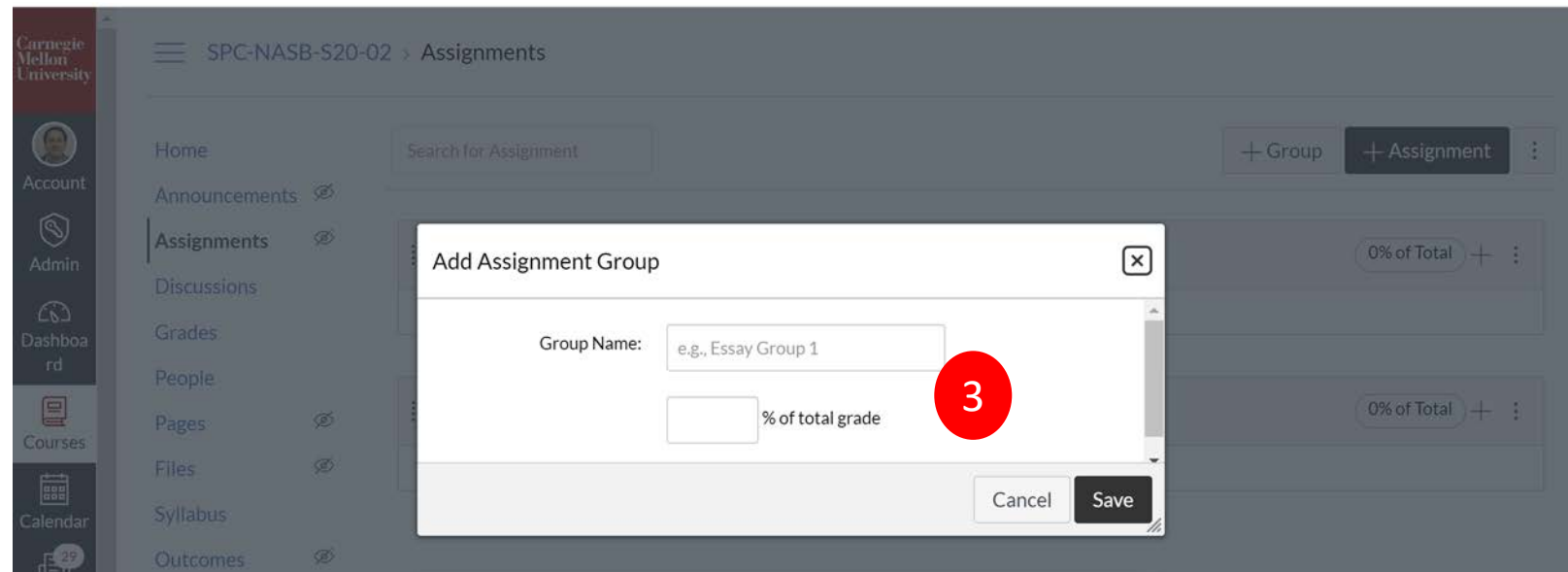
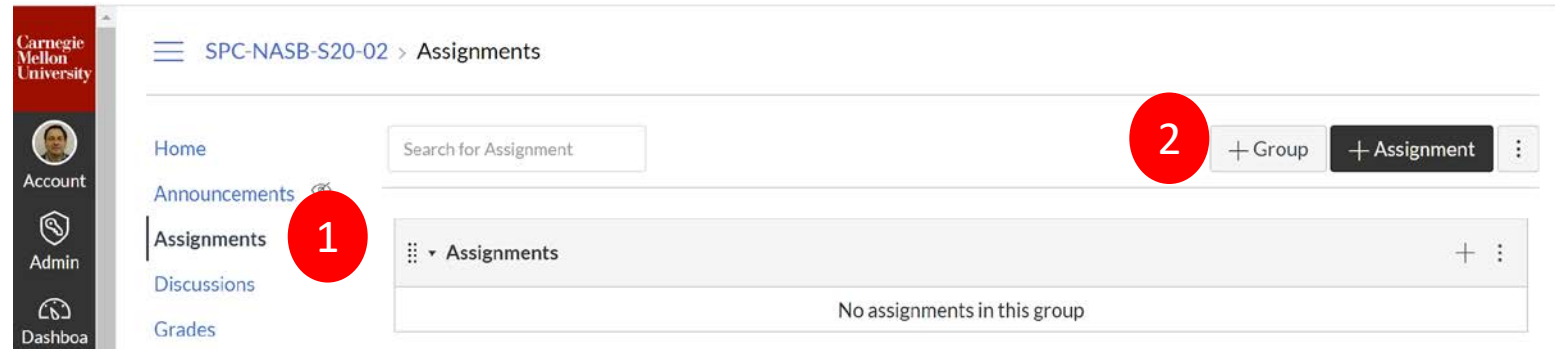
Student Name	Assignments 0% of grade	Attendance 5% of grade	Module Quizzes 30% of grade	Discussions 15% of grade	Group Presentation 20% of grade	Final Exam 30% of grade	Total
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# Create assignment groups

1. Click **Assignments** in the course navigation menu.
2. Click **+Group**.
3. Enter the first **Group Name** in the field provided. Note that until you've indicated that you will use "weighted" assignment groups, the **% of total grade** field will not show up.
4. Click **Save**.

Repeat steps 2-4 until you've created all assignment groups.



# Canvas Quiz Settings (1)

Quizzes on Canvas allow instructors to configure settings to provide useful options and feedback. The following can be updated in quiz settings:

Shuffle answers

Time limit

Multiple attempts

Students feedback

Show one question at a time

Require an access code

Filter IP Addresses

## Options

☒ Shuffle Answers

Make the order of the answer choices of a question random which will help to promote Academic Integrity Online

☒ Time Limit

10

Minutes

☐ Allow Multiple Attempts

Allow one attempt for an assessment

☐ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

☒ Show one question at a time

☐ Lock questions after answering

## Quiz Restrictions

☒ Require an access code

ex: Password85

Prevents students from accessing the exam until a password has been supplied

☐ Filter IP Addresses

# Canvas Quiz Settings (3)

## Provide student feedback

Provide students with a feedback on their assessments, consider these options:

- Limit the initial feedback to nothing or only see the score
- Once all the students have completed the exam, you can allow students to see their responses and the answers for a limited amount of time

☒ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

☐ Only Once After Each Attempt

☒ Let Students See The Correct Answers

Show Correct Answers at

Mar 23, 2020 10:00 am



Local: Mon Mar 23, 2020 10:00am Course: Mon Mar 23, 2020 10:00am

Hide Correct Answers at

Mar 31, 2020 10:00 pm



Local: Tue Mar 31, 2020 10:00pm Course: Tue Mar 31, 2020 10:00pm

Details

Questions

Unnamed Quiz

Quiz Instructions:

HTML Editor

**B** I A - [Image] - [Text] - [List] - [Table] - [Code] - [Link] - [Unlink] - [Media] - [Video] - [Audio] - [Image] - [GIF] - [PDF] - [Word] - [Excel] - [PowerPoint] - [Other]

[Grid] - [Table] - [List] - [Text] - [Code] - [Link] - [Unlink] - [Media] - [Video] - [Audio] - [Image] - [GIF] - [PDF] - [Word] - [Excel] - [PowerPoint] - [Other]

Paragraph - [Icon]

0 words

Quiz Type

Graded Quiz ▼

Assignment Group

Assignments ▼

Options

☐ Shuffle Answers

☐ Time Limit  Minutes

☐ Allow Multiple Attempts

☒ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked In Student Feedback)
 

☐ Only Once After Each Attempt
 ☒ Let Students See The Correct Answers
 

Show Correct Answers at

Hide Correct Answers at

☐ Show one question at a time

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

Assign

Assign to

Everyone ×

Due

Available from

Until

+ Add

☐ Notify users this quiz has changed
 Cancel Save & Publish Save

Points 0

Not Published

Details

Questions

+ New Question

+ New Question Group

Find Questions

☐ Notify users this quiz has changed

Cancel

Save & Publish

Save



# Canvas Quiz Settings (4)

## Set Due Date and Availability

- Due date will auto-populate into the course calendar and Canvas syllabus.
- If you'd like to restrict the visibility of the Quiz, Available from can be added.
- Add an until date or leave the until date blank to allow late submissions.

By default, Canvas will set your assignment for everyone in your course.

Add a Due Date

- Restrict the visibility of the quiz
- Widening the exam window (while keeping the students' completion time limit the same) to support students in different time zones

Assign

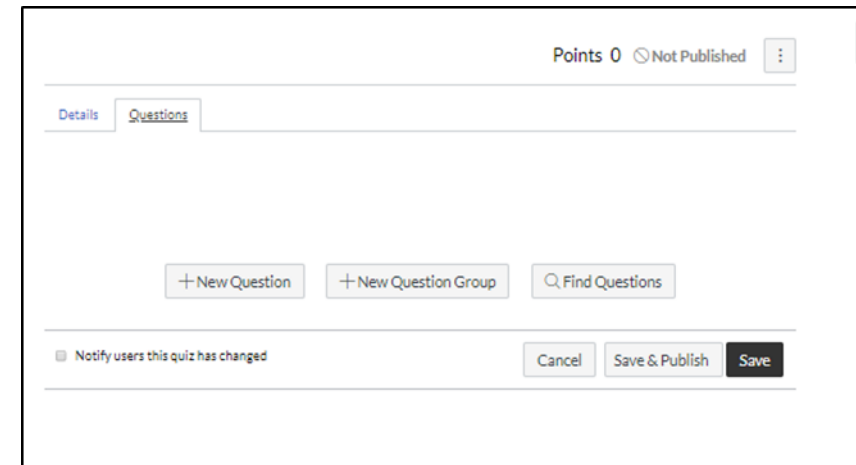
The image shows a screenshot of the Canvas 'Assign' interface. It features a dropdown menu for 'Assign to' currently set to 'Everyone'. Below this is a 'Due' date field with a calendar icon. Further down are 'Available from' and 'Until' date fields, each with a calendar icon and a time selection. The 'Available from' field is set to 'Mar 23 10am' and the 'Until' field is set to 'Mar 24 11:59pm'. Below these fields, there is a '+ Add' button. The interface is annotated with red text boxes and arrows: one box at the top right states 'By default, Canvas will set your assignment for everyone in your course.' with an arrow pointing to the 'Assign to' dropdown; another box on the left says 'Add a Due Date' with an arrow pointing to the 'Due' field; and a larger box at the bottom left contains two bullet points about restricting visibility and widening the exam window, with an arrow pointing to the 'Available from' and 'Until' fields.

Available from	Until
Mar 23 10am	Mar 24 11:59pm
Local: Mon Mar 23, 2020 10:00am	Local: Tue Mar 24, 2020 11:59pm
Course: Mon Mar 23, 2020 10:00am	Course: Tue Mar 24, 2020 11:59pm

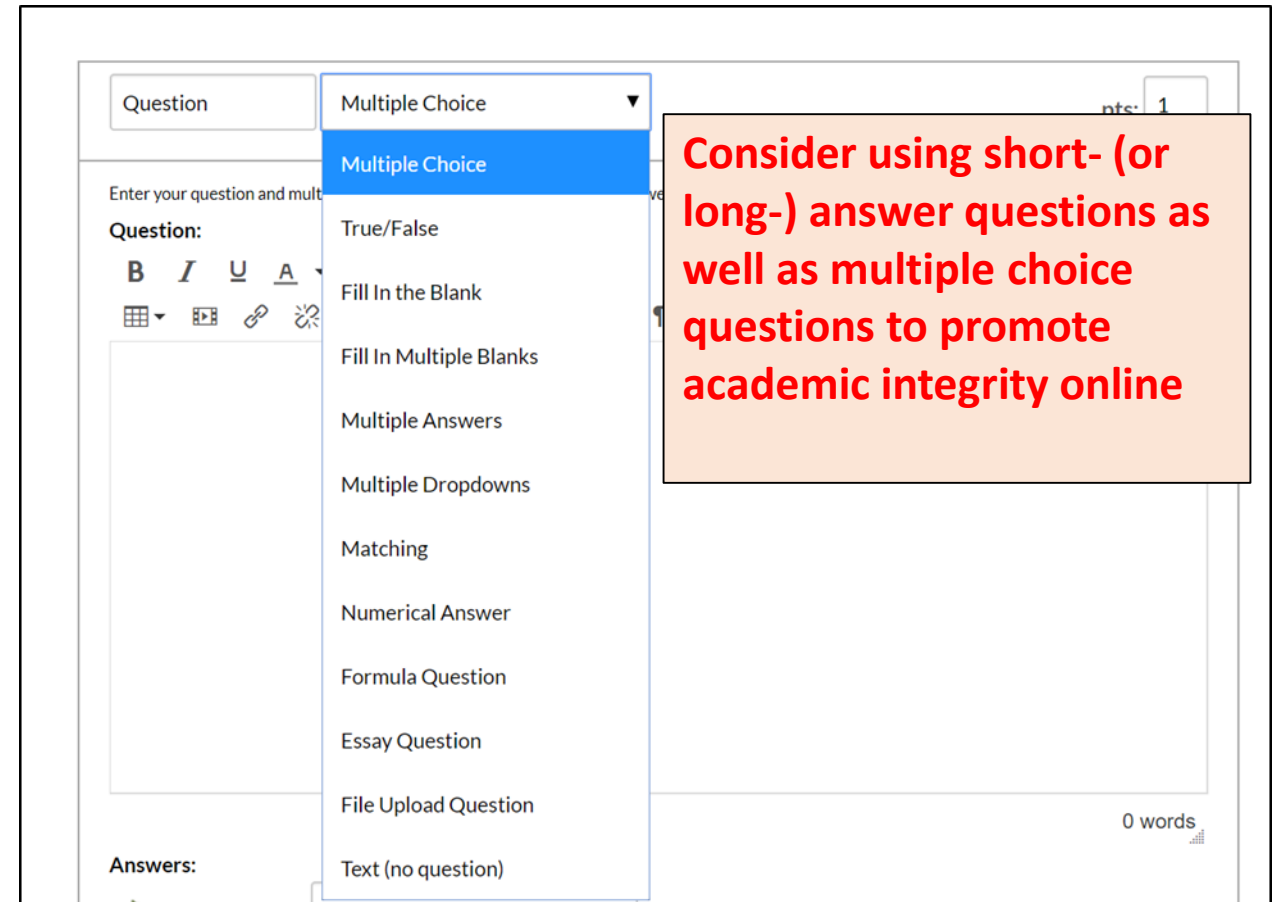
# Add Questions to a Quiz

There are various question types you can use when creating your Canvas Quiz.

1. [Multiple Choice \(Links to Canvas site.\)](#)
2. [True/False \(Links to Canvas site.\)](#)
3. [Fill-in-the-Blank \(Links to Canvas site.\)](#)
4. [Fill-in-Multiple-Blanks \(Links to Canvas site.\)](#)
5. [Multiple Answers \(Links to Canvas site.\)](#)
6. [Multiple Drop-down \(Links to Canvas site.\)](#)
7. [Matching \(Links to Canvas site.\)](#)
8. [Numerical Answer \(Links to Canvas site.\)](#)
9. [Formula \(Links to Canvas site.\)](#) (simple formula and single variable)
10. [Essay \(Links to Canvas site.\)](#)
11. [File Upload](#)



The image shows the 'Questions' tab of a Canvas Quiz. At the top right, it says 'Points 0' and 'Not Published'. Below this are tabs for 'Details' and 'Questions'. In the center, there are three buttons: '+ New Question', '+ New Question Group', and 'Find Questions'. At the bottom, there is a checkbox for 'Notify users this quiz has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'.



The image shows the 'Question' editor in Canvas. A dropdown menu is open, showing various question types: Multiple Choice (selected), True/False, Fill In the Blank, Fill In Multiple Blanks, Multiple Answers, Multiple Dropdowns, Matching, Numerical Answer, Formula Question, Essay Question, File Upload Question, and Text (no question). The main text area is empty, and the 'Answers' section is also empty. A red text box on the right says: 'Consider using short- (or long-) answer questions as well as multiple choice questions to promote academic integrity online'.

Question:

[illegible]

23 words

**Possible Answer** Your social networking accounts

Possible Answer	The Office of Student Affairs req
-----------------	-----------------------------------

 **Correct Answer** Your Andrew account is suspendi

[+ Add Another Answer](#)

Cancel Update Question

Multiple Choice

Question:

The toolbar contains various icons for text formatting (bold, italic, underline, text color, background color, strikethrough, bulleted list, numbered list, decrease indent, increase indent, superscript, subscript, link, unlink, insert table, insert image, insert link, insert video, insert code, insert table of contents, insert table of figures, insert table of contents, insert table of figures, insert table of contents, insert table of figures), font size (12pt), paragraph style (Paragraph), and a help icon.

30 words

 Possible Answer Install the recommended software  

Possible Answer	Click to ignore the pop-up messa
-----------------	----------------------------------

 **Correct Answer** Close or quit your browser comp

[+ Add Another Answer](#)

Cancel Update Question

Quiz saved at 6:20pm Submit Quiz



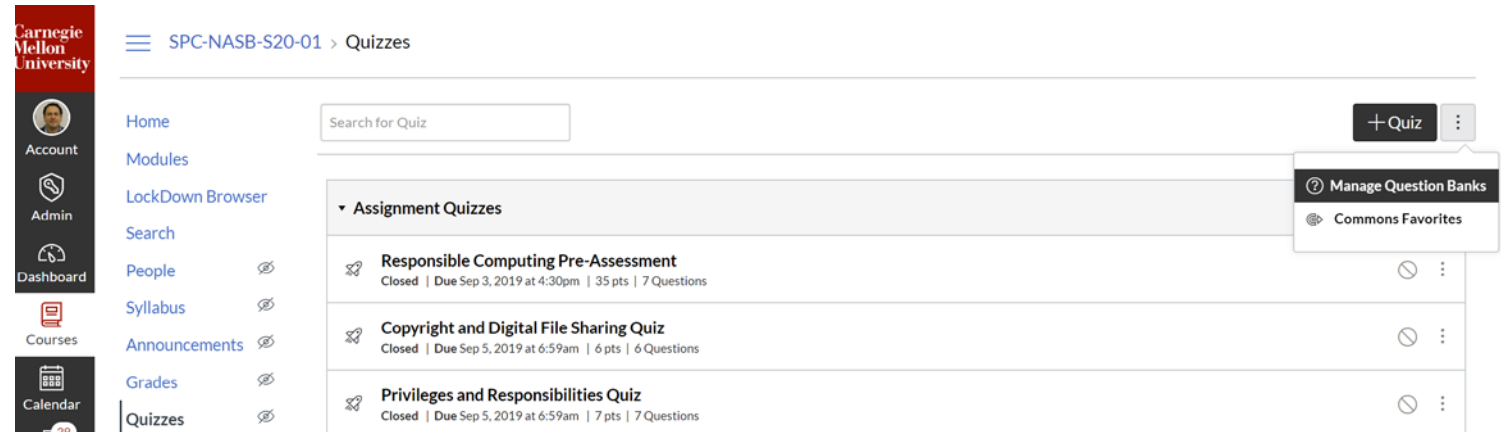
# Create Question Banks

Organize all of the questions available for a quiz

Allow you to store any questions that you created to use for future assessments

Questions automatically added to a Question Bank called "Unfiled Questions" incase you don't create a question bank.

Name the question banks into something you can recognize later on



Allows you to organize two or more versions of the exam equivalent in difficulty

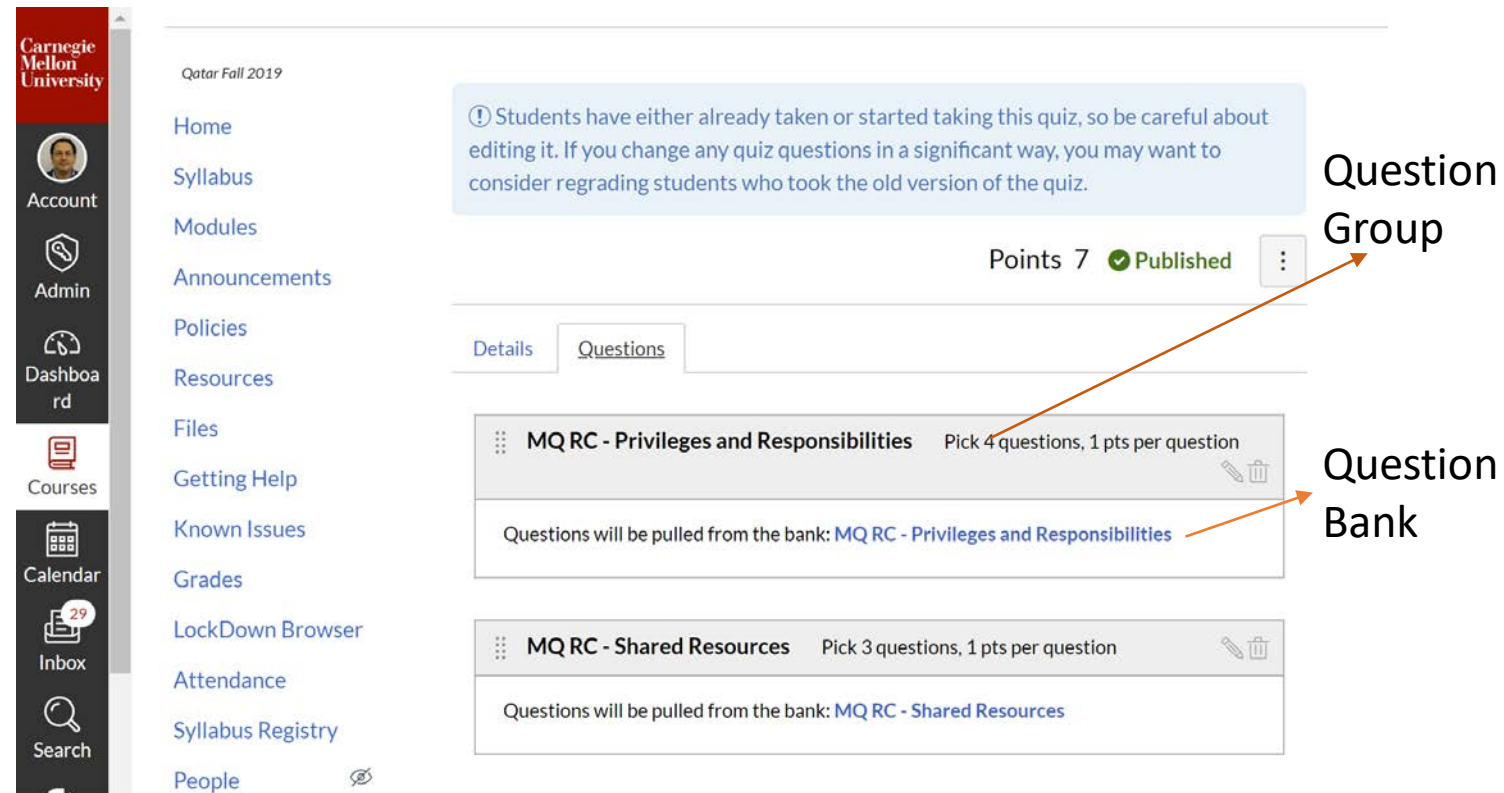
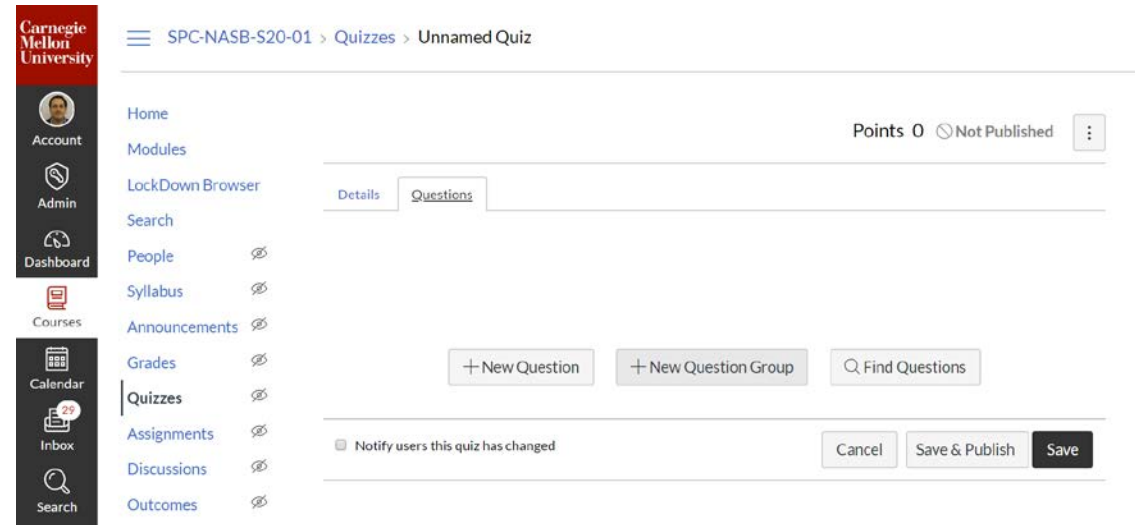


# Create Question Groups

Question groups allow you to place multiple questions within a group for students to answer.

You can choose the number of questions that should be answered from the group and how many points to assign each question.

Creating a question group randomizes questions within a quiz



# Moderate a Quiz

You can grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts.

**Students who have accommodations for Extra testing time, this feature allows you to assign different time limits to those students.**

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99101-W1-Z1 > Quizzes > Final Exam

Qatar Fall 2019

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Related Items

Quiz Statistics

Moderate This Quiz

SpeedGrader™

Final Exam

Quiz Type Graded Quiz

Points 72

Assignment Group Final Exam

Student Extensions

Extensions for

Extra time on every attempt:  
everyone already gets 10 minutes

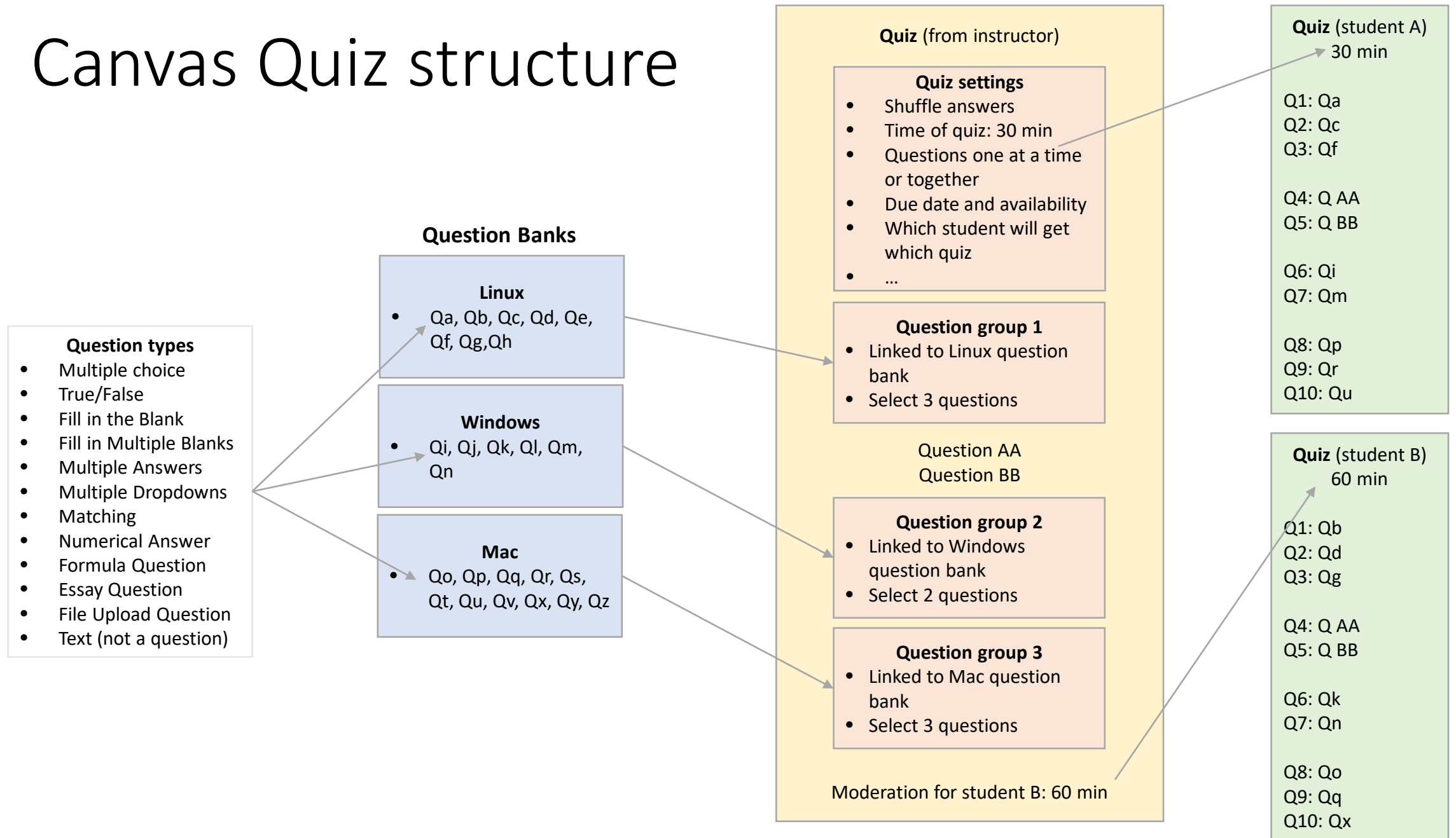
minutes

☐ Manually unlock the quiz for the next attempt

Cancel

Save

# Canvas Quiz structure



# SpeedGrader

You should access the quiz submissions in SpeedGrader to grade any Essay and file upload questions which require manual grading.

The screenshot shows the SpeedGrader interface for a 'Final Exam' quiz. On the left is a sidebar with the Carnegie Mellon University logo and navigation links: Account, Admin, Dashboard, and Courses. The main content area has a breadcrumb trail '99101-W1-Z1 > Quizzes > Final Exam' and a 'Qatar Fall 2019' semester indicator. A table lists quiz details: Quiz Type (Graded Quiz), Points (72), Assignment Group (Final Exam), and Shuffle Answers (Yes). On the right, there are buttons for 'Published', 'Preview', and 'Edit', along with a 'Related Items' section containing links for 'Quiz Statistics', 'Moderate This Quiz', and 'SpeedGrader™'.

Quiz Type	Points	Assignment Group	Shuffle Answers
Graded Quiz	72	Final Exam	Yes

This screenshot displays the 'Final Exam Results' page for a student. The top header shows 'Final Exam' and 'Due: No Due Date - 99101-W1-Z1'. The student's score is 117/122, with an average of 4/122. The main section shows 'Question 1' with a score of 1/1 pts. The question asks, 'When should you share your Andrew password with someone else?'. Four radio button options are provided, with the last one, 'Never, since authorized users are able to access everything they need from their own Andrew account.', selected and marked as 'Correct!'. A feedback message states: 'Correct. You should never share your Andrew password with anyone. It opens vulnerabilities too many aspects of your private life. Read more on this in the module Privileges and Responsibilities.' At the bottom, there is an 'Additional Comments' section with a text input field.

Score for this quiz: 117/122  
Submitted Oct 7, 2019 at 9:40am  
This attempt took 38 minutes.

**Question 1** 1 / 1 pts

When should you share your Andrew password with someone else?

- ☐ When they need to access your online student records.
- ☐ Only when they are helping you pick your classes for next year.
- ☐ When you need to have your password reset
- ☒ Never, since authorized users are able to access everything they need from their own Andrew account.

**Correct!**

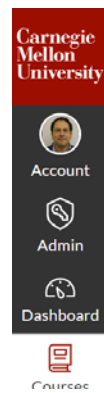
Correct. You should never share your Andrew password with anyone. It opens vulnerabilities too many aspects of your private life. Read more on this in the module Privileges and Responsibilities.

Additional Comments:

# Quiz Statistics

Show the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of quiz completion

Show also the Question Breakdown



99101-W1-Z1 > Quizzes > Final Exam

Qatar Fall 2019

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## Final Exam

Quiz Type Graded Quiz  
Points 72  
Assignment Group Final Exam  
Shuffle Answers Yes

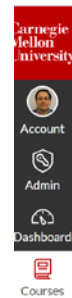
[Published](#) [Preview](#) [Edit](#) [More](#)

Related Items

[Quiz Statistics](#)

[Moderate This Quiz](#)

[SpeedGrader™](#)



99101-W1-Z1 > Quizzes > Final Exam > Statistics

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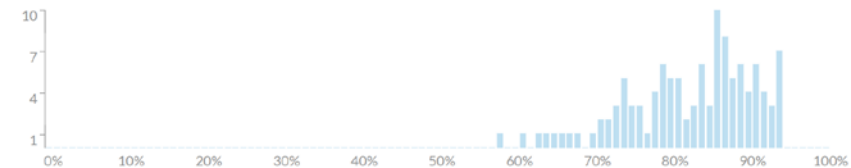
[Pages](#)

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[Settings](#)

## Quiz Summary

Average Score 83% High Score 94% Low Score 58% Standard Deviation Average Time 33:08



## Question Breakdown

Attempts: 115 out of 115

-0

Discrimination Index  
①

When should you share your Andrew password with someone else?

Never, since authorized users are able to access everything they need from their own Andrew account.	115 respondents	100%	✓
Only when they are helping you pick your classes for next year.		0%	
When they need to access your online student records.		0%	
When you need to have your password reset		0%	

100% answered correctly

# Briefly Touch on Canvas Assignments & Discussions



# Create an assignment

## Collect student submissions online

- Essay paper
- Other type of long-form written exam
- Presentation files
- Project files

The screenshot displays the 'Create new' assignment page in the Canvas LMS interface. The top navigation bar shows the course ID 'SPC-NASB-S20-01' and the path 'Assignments > Create new'. The left sidebar contains navigation links for Account, Admin, Dashboard, Courses, Calendar, Inbox, Search, Commons, Help, and Settings. The main content area is divided into several sections:

- Assignment Name:** A text input field for the assignment title.
- Rich Text Editor:** A large text area with a toolbar for formatting (bold, italic, underline, link, etc.) and a 'HTML Editor' toggle.
- Points:** A numeric input field set to 0.
- Assignment Group:** A dropdown menu set to 'Assignments'.
- Display Grade as:** A dropdown menu set to 'Points'.
- Submission Type:** A dropdown menu set to 'Online'. Below it, 'Online Entry Options' include checkboxes for Text Entry, Website URL, Media Recordings, File Uploads, and Enable Turnitin Submissions.
- Group Assignment:** A checkbox labeled 'This is a Group Assignment'.
- Peer Reviews:** A checkbox labeled 'Require Peer Reviews'.
- Assign to:** A section for selecting users, with a dropdown set to 'Everyone'. It includes fields for 'Due' date and 'Available from'/'Until' dates, each with a calendar icon.

On the right side, there are tabs for 'Links', 'Files', and 'Images'. The 'Links' tab is active, showing a list of links to other content in the course, including Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. At the bottom, there is a checkbox for 'Notify users that this content has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'.

# Canvas Discussions

Discussions can be created as an assignment for grading purposes:

- Reflection assignment
- Answer questions on specific topic
- Share solutions to a problem
- Share insights about a reading

Home
✔ Published

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Responsible Computing - Discussion

[HTML Editor](#)

**B** *I* U A ▾ A ▾ *T<sub>x</sub>* [List Icons] [Link Icon] [Image Icon] [Code Icon] [Undo] [Redo] [FontSize: 12pt] [Paragraph] [More]

You should have a better idea of what will be covered in this unit now that you've completed the Pre-Assessment, Reflecting on these topics, provide a brief answer to the following questions.

- What do you already know about these topics? (discuss at least 1)
  - When/how did you learn about it?
  - In what context?
- What do you still need to learn about these topics?
  - What would you like to learn more about during this module?
- How have you used or how can you imagine using what you know about these topics in your future experiences (academic, extracurricular, professional)?

97 words

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**Post to**

All Sections ×

Attachment

No file chosen

### Options

☐ Allow threaded replies  
☐ Users must post before seeing replies  
☐ Enable podcast feed  
☐ Graded  
☐ Allow liking  
☐ Add to student to-do

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Group Discussion

☐ This is a Group Discussion

Available From

📅

Until

📅

# Remote support for Teaching and Learning Canvas Course

Made available tutorial videos from Canvas LMS to show you the details of Assignments and Discussions if you haven't used these features before

[Assignments Overview \(Instructors\)](#)

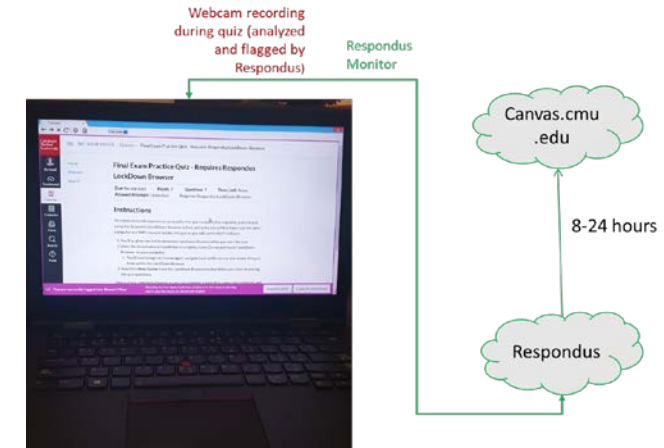
[Discussions Overview \(Instructors\)](#)

The screenshot displays the Canvas LMS interface for a course titled 'SPC-IT-S20'. The left sidebar contains navigation links: Home, Modules, Search, Announcements, Pages (selected), Files, Collaborations, People, Assignments, Discussions, Grades, Syllabus, Outcomes, Quizzes, Conferences, and Settings. Below these are links for Account, Admin, Dashboard, Courses, Calendar, Inbox (with a '29' notification badge), Search, Commons, and Help. The main content area is titled 'Canvas tutorial videos from Instructure' and includes a 'View All Pages' button. Below the title, a note states: 'The links below will open in a new tab (these are tutorial videos from instructure.com)'. A list of 15 links follows, each with an external link icon: [Announcements Overview \(Instructors\)](#), [Assignments Overview \(Instructors\)](#), [Calendar Overview \(Instructors\)](#), [Canvas Teacher App](#), [Canvas Overview \(Instructors\)](#), [Course Home Page Customization \(Instructors\)](#), [Course Settings \(Instructors\)](#), [Discussions Overview \(Instructors\)](#), [Files Overview \(Instructors\)](#), [Gradebook Overview \(Instructors\)](#), [Groups Overview \(Instructors\)](#), [Modules Overview \(Instructors\)](#), [Pages Overview \(Instructors\)](#), [People Overview \(Instructors\)](#), [Quizzes Overview \(Instructors\)](#), [SpeedGrader Overview \(Instructors\)](#), and [User Settings & Profile Picture \(All Users\)](#). At the bottom, there is a 'Previous' button.

# Remote Exam Monitoring using Respondus LockDown Browser and Respondus Monitor

# Using Respondus with your Canvas Quiz

1. Respondus LockDown Browser & Respondus Monitor
2. Enable Respondus LockDown Browser in your Canvas course
3. Setting up your Canvas Quiz for Lockdown Browser and Monitor
4. Understand the Respondus Monitor results
5. Taking a quiz using Respondus (Student Experience)



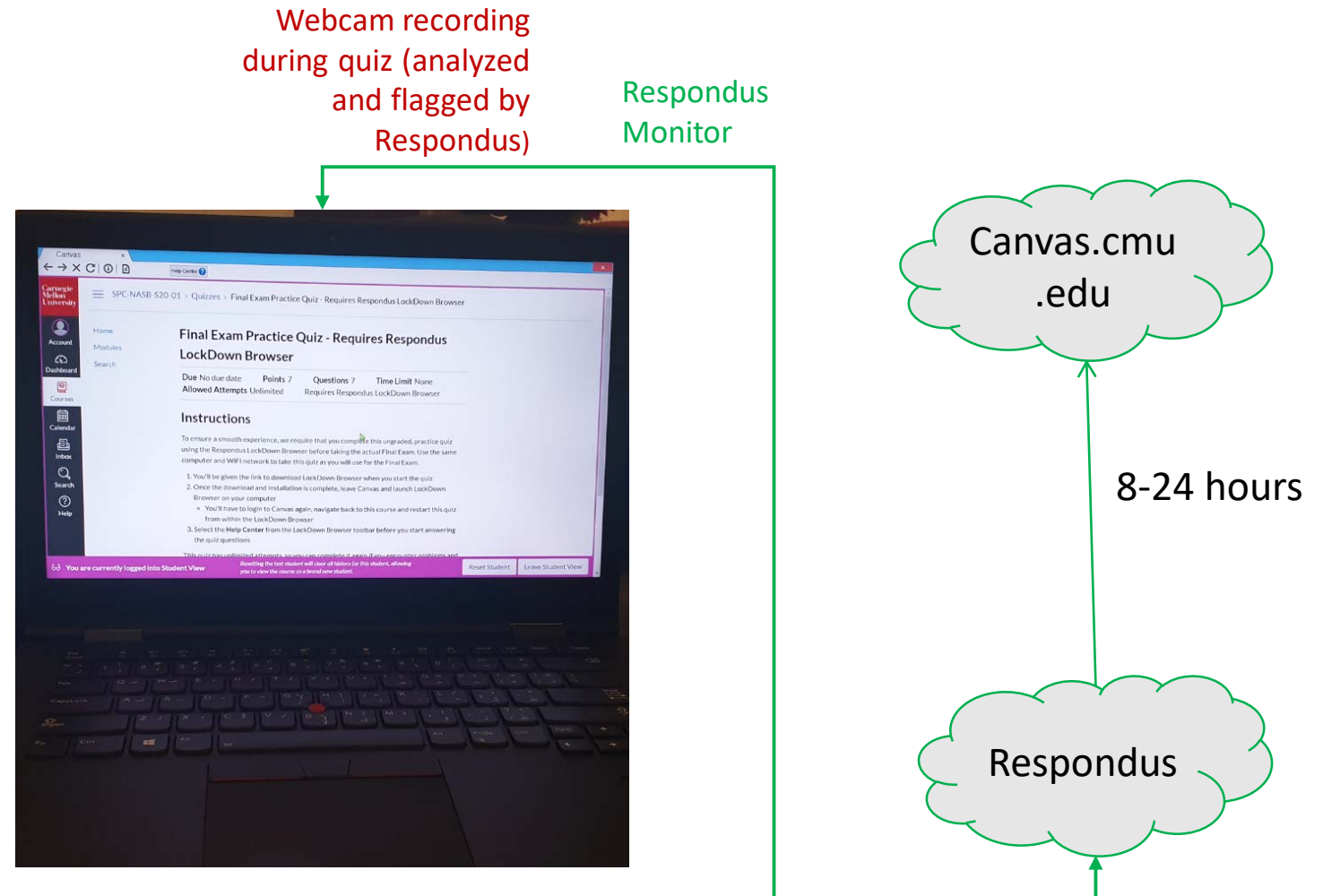
# LockDown Browser + Respondus Monitor

## What is Respondus lock-down browser?

- Prevent students from accessing the web or other applications during the exam
- Students are unable to print or copy during the exam

## What is Respondus Monitor?

Using the students webcam and microphone, the Monitor system records students activity during the exam



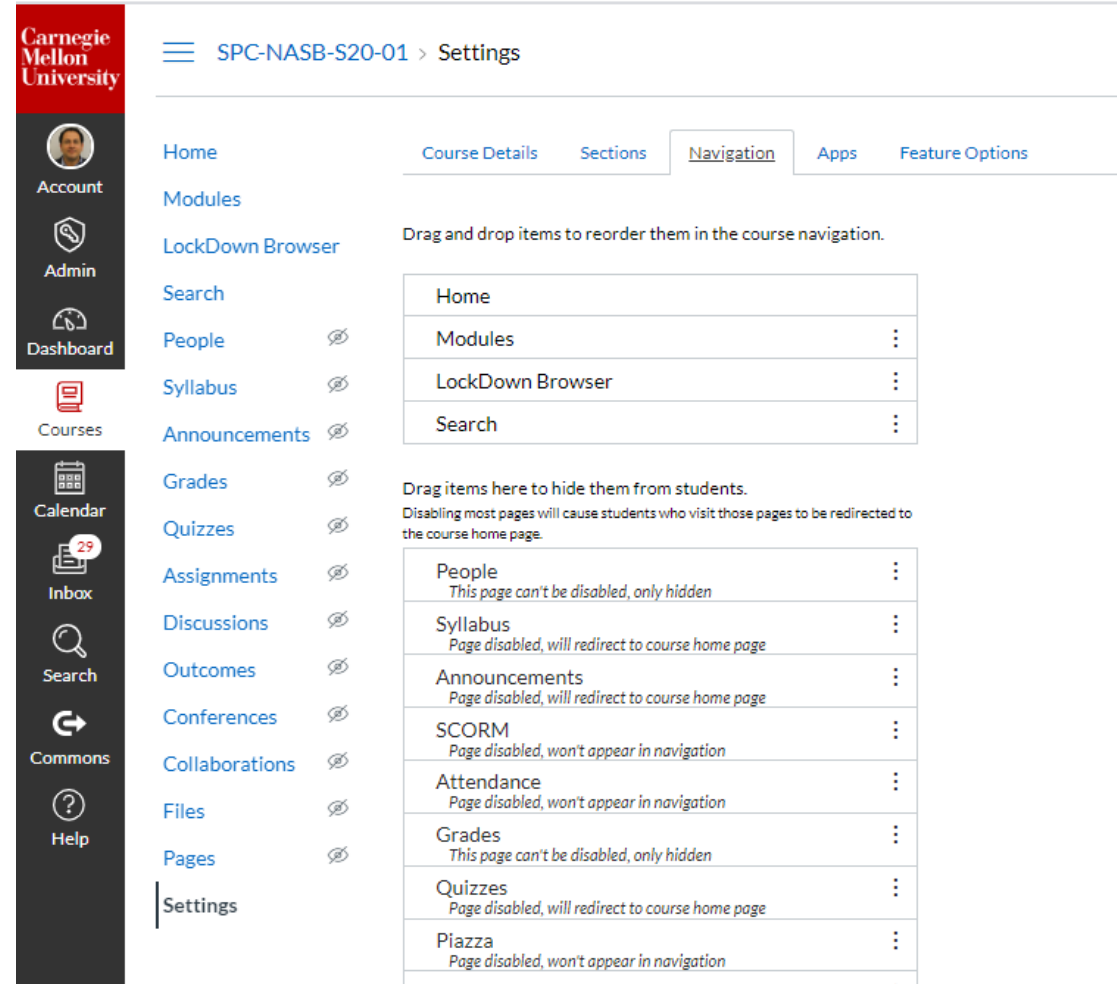
# Respondus in a Nutshell

	Can	Cannot
LockDown Browser	<ul style="list-style-type: none"><li>• Lock down the testing environment in Canvas</li><li>• Prevent switching to other apps</li><li>• Let students access certain permitted web pages/sites</li><li>• Compatible with only Mac, Windows, and iPad</li></ul>	<ul style="list-style-type: none"><li>• Allow another software to run (like Excel or PowerPoint or Zoom)</li><li>• LockDown Browser is not intended to replace your Browser</li></ul>
Respondus Monitor	<ul style="list-style-type: none"><li>• Video tape the student taking exam</li><li>• Can do environment check</li><li>• Flag suspicious behavior</li></ul>	<ul style="list-style-type: none"><li>• Video tape the full environment during exam</li><li>• Tell if the suspicious behavior was cheating (a human judgement is needed and must take into account the rules set down for the exam by the instructor)</li></ul>



# Enable Respondus LockDown Browser in your Canvas course

- Click on the “Navigation” tab from your Settings on your course navigation.
- Next, find the LockDown Browser icon from the list and enable it within your course.
- Click the Save button.
- LockDown Browser will now appear on your left Course Navigation menu.



The screenshot shows the Canvas LMS interface for a course named 'SPC-NASB-S20-01'. The left sidebar contains navigation links: Account, Admin, Dashboard, Courses, Calendar, Inbox, Search, Commons, and Help. The main content area is titled 'Settings' and has tabs for Home, Course Details, Sections, Navigation (selected), Apps, and Feature Options. Under the 'Navigation' tab, there is a section for 'LockDown Browser' with a list of items to be reordered: Home, Modules, LockDown Browser, and Search. Below this is a section for 'Disabling most pages will cause students who visit those pages to be redirected to the course home page.' with a list of items to be hidden: People, Syllabus, Announcements, SCORM, Attendance, Grades, Quizzes, and Piazza. The 'LockDown Browser' item is currently disabled, as indicated by a red 'X' icon next to it.

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SPC-NASB-S20-01 > Settings

Home Course Details Sections **Navigation** Apps Feature Options

Modules

LockDown Browser

Search

People

Syllabus

Announcements

Grades

Quizzes

Assignments

Discussions

Outcomes

Conferences

Collaborations

Files

Pages

Settings

Drag and drop items to reorder them in the course navigation.

Home	
Modules	⋮
LockDown Browser	⋮
Search	⋮

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

People	⋮
This page can't be disabled, only hidden	
Syllabus	⋮
Page disabled, will redirect to course home page	
Announcements	⋮
Page disabled, will redirect to course home page	
SCORM	⋮
Page disabled, won't appear in navigation	
Attendance	⋮
Page disabled, won't appear in navigation	
Grades	⋮
This page can't be disabled, only hidden	
Quizzes	⋮
Page disabled, will redirect to course home page	
Piazza	⋮
Page disabled, won't appear in navigation	

# Setting up your Canvas Quiz for Respondus Lockdown Browser + Respondus Monitor (1)

The screenshot displays the Canvas LMS interface for a course titled "SPC-NASB-S20-01 > IT Training - Canvas and Respondus for remote exams". The left sidebar shows the course navigation menu with options: Home, Modules, LockDown Browser (highlighted with a red circle and the number 1), Search, People, Syllabus, Announcements, Account, Admin, Dashboard, Courses, and a mobile app icon. The main content area is titled "Respondus LockDown Browser Dashboard" and includes a link to "About LockDown Browser". Below this, there are two tabs: "LockDown Browser" and "Respondus Monitor". A table lists the quizzes and their requirements:

Quiz	LockDown Browser	Respondus Monitor
✓ Your Life Online Quiz - Requires Respondus LockDown Browser + Webcam	Required	Required
work Quiz	Not Required	Not Required

A dropdown menu is open for the "Your Life Online Quiz", showing three options: "Settings" (highlighted with a red circle and the number 2), "Class Results", and "Exam Stats".

# Respondus Lockdown Browser Settings

▼

Final Exam - Requires Respondus LockDown Browser + Webcam

✕

🔒

LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

☐ Require LockDown Browser to view feedback and results

⊟ Password Settings

Access code for this exam (optional)

⊟ Advanced Settings

☐ Lock students into the browser until exam is completed [\[explain\]](#)


☒ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

☐ Allow access to specific external web domains [\[explain\]](#)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

# Respondus Monitor Settings

 Monitor Webcam Settings

☐ Don't require Respondus Monitor for this exam


☒ Require Respondus Monitor for this exam

☐ Either Respondus Monitor or a proctored lab can be used to take this exam

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.

<input checked="" type="checkbox"/> Webcam Check	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Additional Instructions	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Guidelines + Tips	<a href="#">Preview</a>
<input type="checkbox"/> Student Photo	<a href="#">Preview</a>
<input type="checkbox"/> Show ID	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Environment Check	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Facial Detection Check	<a href="#">Preview</a>

 Facial Detection Options

☒ Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)

☒ Notify students **during** the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

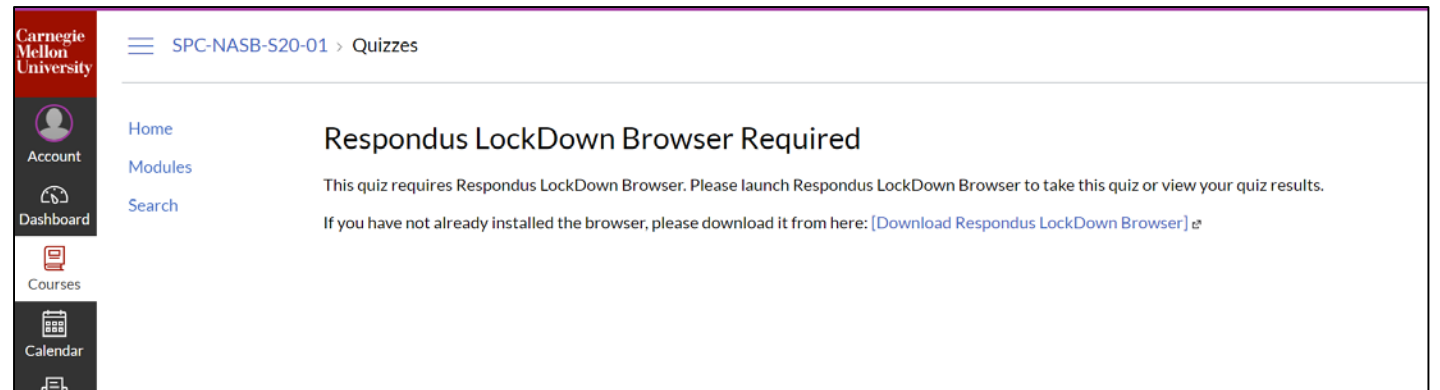
 Advanced Settings

Save + Close

Cancel

# Student Experience

- Upon opening the quiz in Canvas, students will be prompted to download the application and take the quiz.
- Make sure the students know well in advance that they must use Respondus LockDown Browser to take an online exam.
- This is important if the students are required to install Respondus LockDown Browser to their own computer.



# Understanding the Respondus Monitor results (1)

Final Quiz - Requires Respondus LockDown Browser + Webcam

9 completed | 1 not attempted

8 high priority | 0 medium priority | 1 low priority [How is priority determined?](#)

Last	First	Review	Priority	Date	Score	Duration	Reviewed	Notes
+		HIGH*	<div><div></div></div>	15 Mar 2020 @ 9:18AM (Webcam Session 4)	5.10 *	1.3 minutes	✓	
+		HIGH*	<div><div></div></div>	15 Mar 2020 @ 9:02AM (Webcam Session 2)	3.40 *	1.5 minutes	✓	
+		HIGH*	<div><div></div></div>	15 Mar 2020 @ 8:45AM (Webcam Session 3)	5.10 *	2.0 minutes	○	
+		HIGH*	<div><div></div></div>	15 Mar 2020 @ 9:13AM (Webcam Session 6)	3.40 *	3.2 minutes	○	
+		HIGH	<div><div></div></div>	15 Mar 2020 @ 8:50AM	6.80	0.6 minutes	○	
+		LOW	<div><div></div></div>	15 Mar 2020 @ 8:49AM	1.70	1.8 minutes	○	

# Understanding the Respondus Monitor results (2)

The screenshot displays the Respondus Monitor interface for reviewing a student's exam session. The main video player shows a blurred view of the student's face. The sidebar on the right provides session details and a list of flags.

**Session Details:**

- 15 Mar 2020 @ 9:02AM (Webcam Session 2): 3.40 \*, 1.5 minutes
- 15 Mar 2020 @ 8:09AM (Webcam Session 1): 1.5 minutes

**Flag Details:**

- Priority for Review : **HIGH** [\[more details\]](#)
- Number of Flags: 1
- Total Flagged Time: 00:00:00
- Facial Detection: 0%

**Flags:**

- Low Facial Detection [\[explain\]](#)

**Timeline:**

- Time 00:00:00 (Pre-Exam)
- Time 00:00:19 (Exam Start)
- Time 00:00:46

**Image not available**  
Photo on File

This flag indicates that facial detection could not be achieved for a significant portion of the exam. This may be due to poor lighting, improper positioning of the webcam, or the student moving outside of the webcam video frame.



# Practice quiz for Respondus

- It's recommended that you create a "practice exam" that requires the use of Respondus LockDown Browser.

The screenshot shows the Canvas LMS interface for a course titled "SPC-NASB-S20-01". The main content area displays the configuration for a "Final Exam Practice Quiz - Requires Respondus LockDown Browser". The quiz is marked as "Published".

**Final Exam Practice Quiz - Requires Respondus LockDown Browser**

To ensure a smooth experience, we require that you complete this ungraded, practice quiz using the Respondus LockDown Browser before taking the actual Final Exam. Use the same computer and WiFi network to take this quiz as you will use for the Final Exam.

- You'll be given the link to download LockDown Browser when you start the quiz
- Once the download and installation is complete, leave Canvas and launch LockDown Browser on your computer
  - You'll have to login to Canvas again, navigate back to this course and restart this quiz from within the LockDown Browser

Quiz Type	Practice Quiz
Points	7
Shuffle Answers	Yes
Time Limit	No Time Limit
Multiple Attempts	Yes
Score to Keep	Highest
Attempts	Unlimited
View Responses	No
One Question at a Time	No
Require Respondus LockDown Browser	Yes
Required to View Quiz Results	Yes
Webcam Required	No

Due	For	Available from	Until
-	Everyone	-	-

Preview

◀ Previous

Next ▶

# Get student's experience taking a quiz using Respondus Lockdown + Respondus Monitor

You may try the practice quiz using Lockdown Browser or/and using Lockdown Browser + Respondus Monitor to see things from student's perspective

You can self-enroll in the course "IT Training - Canvas and Respondus for remote exams" using this URL:

<https://canvas.cmu.edu/enroll/7AA4L6>

# Resources for Canvas Quizzes, Respondus LockDown Browser, and Respondus Monitor

<https://canvas.cmu.edu/courses/14692/modules>

Canvas and Online Proctored Exam (Respondus LockDown Browser + Respondus Monitor)			✓	+	⋮
If you need your online exam to be proctored, you may use Respondus Monitor and Respondus LockDown Browser.					
⋮	Respondus Monitor uses webcam and video technology to allow students to take quizzes or exams remotely. Respondus Monitor integrates seamlessly with Canvas Quizzes and is ideal for online exams that need to be proctored.		✓		⋮
⋮	Canvas tutorial videos		✓		⋮
⋮	🔗 <a href="#">Canvas Quizzes from Instructure</a> ↗		✓		⋮
⋮	📄 <a href="#">Canvas tutorial videos from Instructure</a>		✓		⋮
⋮	🔗 <a href="#">FAQ Canvas Quizzes</a> ↗		✓		⋮
⋮	🔗 <a href="#">Information on accommodations using Moderate Quizzes (extra time)</a> ↗		✓		⋮
⋮	🔗 <a href="#">CMU LinkedIn Learning (Search for Canvas 2019 after you sign in through CMU login webpage)</a> ↗		✓		⋮
⋮	🔗 <a href="#">Canvas Instructor Guides from the Eberly Center</a> ↗		✓		⋮
⋮	Respondus LockDown Browser + Respondus Monitor		✓		⋮
⋮	🔗 <a href="#">Lockdown browser tutorial video (from Respondus)</a>		✓		⋮
⋮	🔗 <a href="#">Preparing an Exam for Use with Respondus Monitor and LockDown Browser (from Respondus)</a>		✓		⋮
⋮	🔗 <a href="#">Instructor Quick Start Guides (from Respondus)</a>		✓		⋮
⋮	📄 <a href="#">Monitor-Syllabus-Example (from Respondus)</a>		✓		⋮
⋮	🔗 <a href="#">Enable Respondus lockdown browser in Canvas for online exams</a> ↗		✓		⋮
⋮	🔗 <a href="#">Introduction to Respondus LockDown Browser for Students</a>		✓		⋮
⋮	🔗 <a href="#">Student Quick Start Guides</a>		✓		⋮

Thank you

# Carnegie Mellon University Qatar

## Information Technology