



Online Assessment Basics for Emergencies

There are many ways to assess student learning in an online course. The following are some options you may choose to consider:

- Change selected response assessments (multiple choice, true/false, etc.) to constructed response assessments (essay, presentation, etc.)
- If you feel that a selected response assessment is most appropriate, there are a few options to enhance test security:
 - Proctorio (online proctoring). This tool is typically limited to online and distance courses, but we have approval to use it as instructors move face-to-face sections to online temporarily. [See instructions below.](#)
 - [Respondus Quiz Tool.](#) This tool allows you to create and manage question databases and exams that can be published directly to Blackboard.
 - [Respondus Lockdown Browser.](#) This tool can be used to deter cheating by locking down the online testing environment and preventing printing, copying, accessing a website, or email.

For more information about assessing online: [Faculty Services: Student Assessment](#)

For assistance from the eLearning Instructional Design Team:
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Proctorio Basics

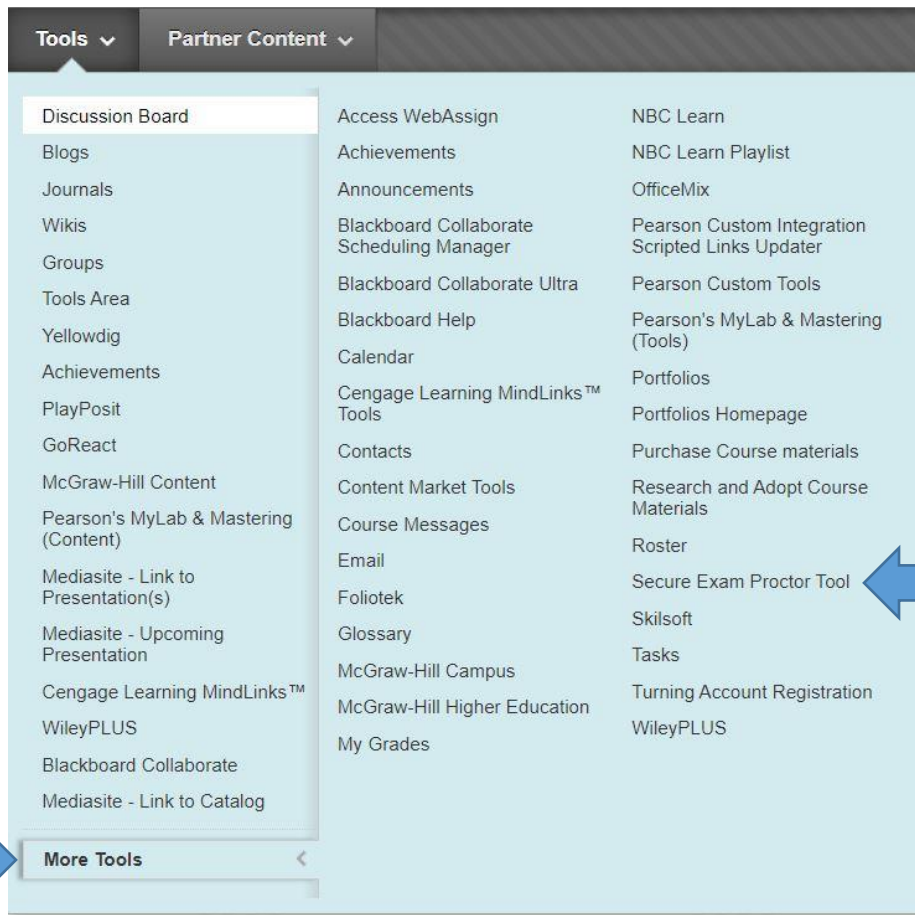
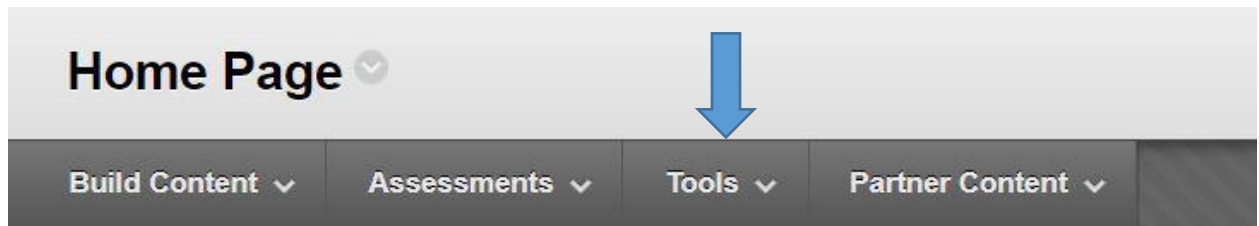
- Proctorio is only available to online/regional site courses due to licensing issues. In emergencies (when faculty/students are working remotely), Proctorio will be available as needed to the face-to-face classes that must go online.
- Proctorio requires students to have a webcam and a microphone on the computer that they use to take the exam.
- Proctorio strictly adheres to FERPA guidelines and has established a number of provisions to ensure student privacy.
 - Google Chrome is the only browser that can be used with Proctorio.

Installing Proctorio (One-time Task)

- Both instructors and students need to configure their computer before Proctorio will function.
- If students do not install Proctorio, they will not be able to take a Blackboard test that requires it.
- Proctorio has provided a [full setup guide for faculty](#) with videos.

Installing Google Chrome:

1. Download [Chrome](#), if necessary.
2. Open Chrome. **No other browser will work.** Navigate to Blackboard then click into the desired course.
3. Click on the **Tools menu** at the top of your course (under the Banner) > **More Tools** > and locate the tool "**Secure Exam Proctor.**" Click on it and create a link in your course (it does not need to be available to students). Click **Submit** and then click on the newly created link.



4. A screen will load indicating that a new Chrome Extension will need to be installed. Click the link to install on your browser. (Note: **This is machine specific**. If you open this course from a different computer, that computer's Chrome will also need to install the Extension.)
5. After the extension is installed, click "Done."
6. Click on the newly created link again.



7. A message reading "Secure Exam Proctor Plugin Successfully Installed! Please return to your course" will appear. Navigate back into your course.

Enabling Proctorio for a Class (Repeated for Each Course)

After the Proctorio Chrome extension has been installed on a machine, each course must enable Proctorio before the option is visible in quiz settings.

1. Click on the **Tools menu** (found under the Banner area) > **More Tools** locate the tool "**Secure Exam Proctor.**" (see screenshots above)
2. Click on it and create a link in your course (it does not need to be available to students).
3. Click **Submit** and then click on the newly created link.
4. A message reading "Secure Exam Proctor Plugin Successfully Installed! Please return to your course" will appear. Navigate back into your course.

Enabling Proctorio for a Test

Follow these steps to require proctoring on a given exam:

1. Create a quiz/test. In **Edit mode**, navigate to the quiz and click "**Edit the Test Options,**" and scroll to the bottom.
2. Checkmark the box labeled "**Remote Proctoring.**"
3. Select the settings for the exam and lock down options (see Best Practices below), and click **Submit** at the bottom.
4. Note that **any use of Proctorio requires a time limit**; there is not a way to require proctoring on an untimed test.
5. Proctorio has its own lockdown browser (in fact, the Respondus lockdown browser option disappears once the Chrome Extension is installed).
6. If you need to turn off proctoring for individual students, return to the quiz itself, click the edit menu arrow, and click on "Proctorio Availability Exceptions". You can uncheck boxes for individual students under the webcam icon. When you click "Change Proctorio Access Settings" you will be shown a unique exam password that should be given to the proctoring center or live proctor for the students for which you are creating exceptions.



Viewing Proctoring Results

1. To view the post-test results, find the exam you wish to review in the course Grade Center, select the downward facing arrow next to its name and click "**View Proctorio Gradebook.**" Once the Proctorio Gradebook is loaded, all of the test takers attempts will be displayed, sorted by suspicion level. There are examples on the [Grade Center page](#).
2. Instructors can click along the timeline (actually the dotted line ABOVE the timeline) to jump to different points in the video. The webcam icon in the top-right will open the Incident Log that will also flag moments of interest.
3. The Behavior Settings (strictness level) can be changed post-test in the "Proctorio Settings" tab at the top.

Quiz Description Information

To be entered as part of the instructions for each proctored exam. May also be included in the syllabus:

This exam is remotely proctored using Proctorio. The only browser that you may use with this proctored quiz is the most recent version of Chrome.

- To ensure a stable testing environment, take the exam on a desktop/laptop as opposed to a mobile device. Note the technical requirements for Proctorio minimum system requirements for testing.
- You must have the Proctorio extension to take this quiz.
- Make sure your internal or external webcam and microphone are enabled and working properly.
- Have a valid ID ready to present at the start of the quiz
- **NO ACCESS CODE** is necessary to complete this quiz.
- If you cannot access the quiz, please contact Proctorio Technical Support by clicking on the Proctorio extension (a gray shield) in the upper right corner of your browser.
- For further questions, please visit the Proctorio Student FAQ.