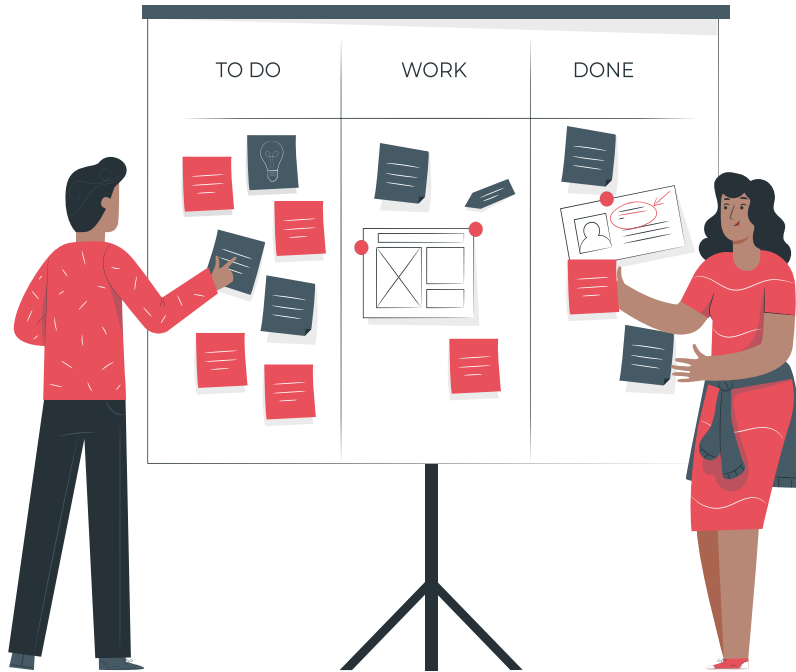# Academic Continuity

Teaching Strategies and Considerations when Creating and Deploying Online Tests through Blackboard Learn

Learning Innovation and Faculty Engagement

We partner with university stakeholders to advance the culture of teaching and learning at the U.

Contact life@miami.edu for teaching guidance.

Create resources, assignments and other curricula assets.

Provide evidence-based pedagogical guidance.

Recommend meaningful application of technologies.

Resources Students and Faculty

Online Interactive Course for Students

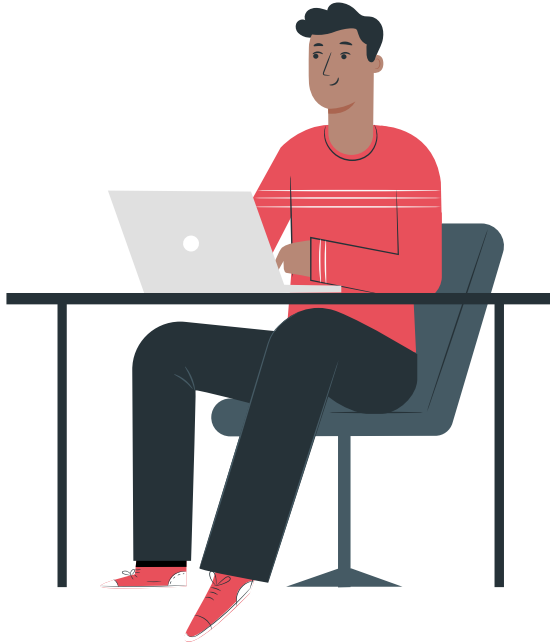Getting Started with Learning Online

Online Resource Page for Faculty (and Students)

Assessments and Academic Integrity

Technical Assistance and Guidance

Learning Platforms Team: learningplatforms@miami.edu. (305) 284-3949

Instructional Live Session

Creating a Test

Virtually Proctoring the Test

Pedagogical Recommendations

LockDown Browser

Terms of Use

RESPONDUS MONITOR
STUDENT TERMS OF USE

These Terms of Use ("Terms"), which incorporate the Respondus Help Center Terms of Use ("Help Center Terms") included at the end of these Terms, are an agreement between you and Respondus, Inc. ("Respondus"), and between you and your learning institution, or your school ("your Institution"), regarding your use of Respondus Monitor®. By using Respondus Monitor, you agree to these Terms in full and that you are age 14 or older, or age 16 or older in the EEA.

Respondus Monitor is a cloud-based service ("Respondus Monitor Services") and software ("Respondus Monitor Software") (also collectively referred to in these Terms as "Respondus Monitor"), that work together to provide an online interactive database of video, audio, and other data captured during student assessment sessions for use in monitoring students.

The Respondus Help Center is a group of services ("Help Services") provided by Respondus, Inc. that enable users of LockDown Browser and Respondus Monitor to troubleshoot technical issues. The Help Services include, for example, a webcam check, system check, the ability to report an issue to Respondus, and links to a knowledge base and technical support.

REQUIREMENTS OF YOUR INSTITUTION (e.g., your school)

As part of an effort to use available technology to improve your learning experience by providing

Agree   Disagree

🔒 LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK

STEP 3: ADDITIONAL INSTRUCTIONS

STEP 4: GUIDELINES + TIPS

STEP 5: STUDENT PHOTO

STEP 6: SHOW ID

STEP 7: ENVIRONMENT CHECK

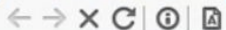STEP 8: FACIAL DETECTION CHECK

STEP 9: BEGIN EXAM

Webcam Check

Do you see your image in the window?

Yes   No

🔒 LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK ✓

STEP 3: ADDITIONAL INSTRUCTIONS

STEP 4: GUIDELINES + TIPS

STEP 5: STUDENT PHOTO

STEP 6: SHOW ID

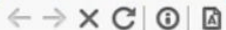STEP 7: ENVIRONMENT CHECK

STEP 8: FACIAL DETECTION CHECK

STEP 9: BEGIN EXAM

Additional Instructions

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.

Continue

🔒 LockDown Browser

STEP 1 TERMS OF USE ✓

STEP 2 WEBCAM CHECK ✓

STEP 3 ADDITIONAL INSTRUCTIONS ✓

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STEP 9 BEGIN EXAM

4 » **To improve the quality of your webcam video (and reduce flags), remember the following...**
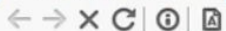
Don't wear sunglasses, baseball caps or hats with brims.

Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

Next

Webcam Check ×

🔒 **LockDown Browser**

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK ✓

STEP 3: ADDITIONAL INSTRUCTIONS ✓

STEP 4: GUIDELINES + TIPS ✓

STEP 5: STUDENT PHOTO

STEP 6: SHOW ID

STEP 7: ENVIRONMENT CHECK

STEP 8: FACIAL DETECTION CHECK

STEP 9: BEGIN EXAM

Student Photo

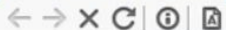Position your face so it fills most of the picture window below.

Look into the camera and click "Take Picture."

Continue   Try Again   It's not working

🔒 LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK ✓

STEP 3: ADDITIONAL INSTRUCTIONS ✓

STEP 4: GUIDELINES + TIPS ✓

STEP 5: STUDENT PHOTO ✓

STEP 6: SHOW ID

STEP 7: ENVIRONMENT CHECK

STEP 8: FACIAL DETECTION CHECK

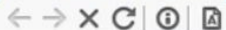STEP 9: BEGIN EXAM

Show Identification

Hold your identification to the camera and select "Take Picture."
(Only use the type of identification indicated by your instructor).

Continue   Try Again   It's not working

🔒 LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK ✓

STEP 3: ADDITIONAL INSTRUCTIONS ✓

STEP 4: GUIDELINES + TIPS ✓

STEP 5: STUDENT PHOTO ✓

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STEP 7: ENVIRONMENT CHECK

STEP 8: FACIAL DETECTION CHECK

STEP 9: BEGIN EXAM

Environment Check

Make sure the area around your computer is clear of papers, books, phones, etc.

Click "Start Recording" and slowly tilt/pan your webcam so a brief video can be made of the area around your computer. (If the webcam is built into the monitor, just do your best to show the surrounding area.)

Click "Stop Recording" when finished.

Recording ...

Recording

🔒 LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK ✓

STEP 3: ADDITIONAL INSTRUCTIONS ✓

STEP 4: GUIDELINES + TIPS ✓

STEP 5: STUDENT PHOTO ✓

STEP 6: SHOW ID ✓

STEP 7: ENVIRONMENT CHECK ✓

STEP 8: FACIAL DETECTION CHECK

STEP 9: BEGIN EXAM

Facial Detection Check

Your face needs to be well positioned in the video window and clearly visible during the exam. You may proceed once facial detection is successful.
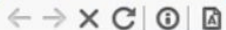
Success!
Click Continue to proceed

Continue

Recording

🔒 LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK ✓

STEP 3: ADDITIONAL INSTRUCTIONS ✓

STEP 4: GUIDELINES + TIPS ✓

STEP 5: STUDENT PHOTO ✓

STEP 6: SHOW ID ✓

STEP 7: ENVIRONMENT CHECK ✓

STEP 8: FACIAL DETECTION CHECK ✓

STEP 9: BEGIN EXAM

Begin Exam

The exam will now begin. Good luck!

Begin Exam

Technical Recommendations

Set up a **practice exam** or direct students to online course.

Share '**Home Wi-Fi FAQs and Tips**' with students.

Share **explicit instructions,** including how to prevent errors and what to do if something goes wrong.

Uncheck 'Force Completion' - leverage **timer/auto-submit**.

Add **images, files and web-links** to individual feedback.

Academic Integrity Recommendations

Allowing a 15-minute **buffer for technical issues**.
Time limits - restrict when the quiz is accessed & for how long.

Use question groups or question banks & **randomize questions**.

Have students **submit notes** via 'Upload a file' question.

Respondus Lockdown Browser (without Monitor).

Review and agree to **Honor Statement**.

Pedagogical Recommendations

Move beyond simple facts: Ensure questions prompt students to apply concepts to new scenarios, or ask them to identify the best of multiple correct answers.

Create open-book exams: Modify multiple-choice items to allow students to take exam as an open-book. An instructor can create more conceptual or applied questions that students cannot easily look up in a textbook.

Create user overrides: Blackboard Tests allow instructors to add additional time or allow multiple attempts for students who need accommodations.

Have students create test questions: For larger classes, consider having students work in teams to design their own assessments. Encourage them to create questions that would use higher-order thinking skills, that an instructor could use in the final exam (with minor modifications).

Academic and Business Continuity Guides

Teaching and Supporting Students During Times of Disruption
bit.ly/um_ac

UMIT Academic and Business Continuity
it.miami.edu/continuity

Tips for Exams and Alternative Assessments

Tips for Exams and Alternative Assessments

Alternatives to Traditional Testing

Handling Exams When Your Course Unexpectedly Moves Online