

To allow the students to join a collaborate session when using the Respondus LockDown Browser you have to make the following steps.

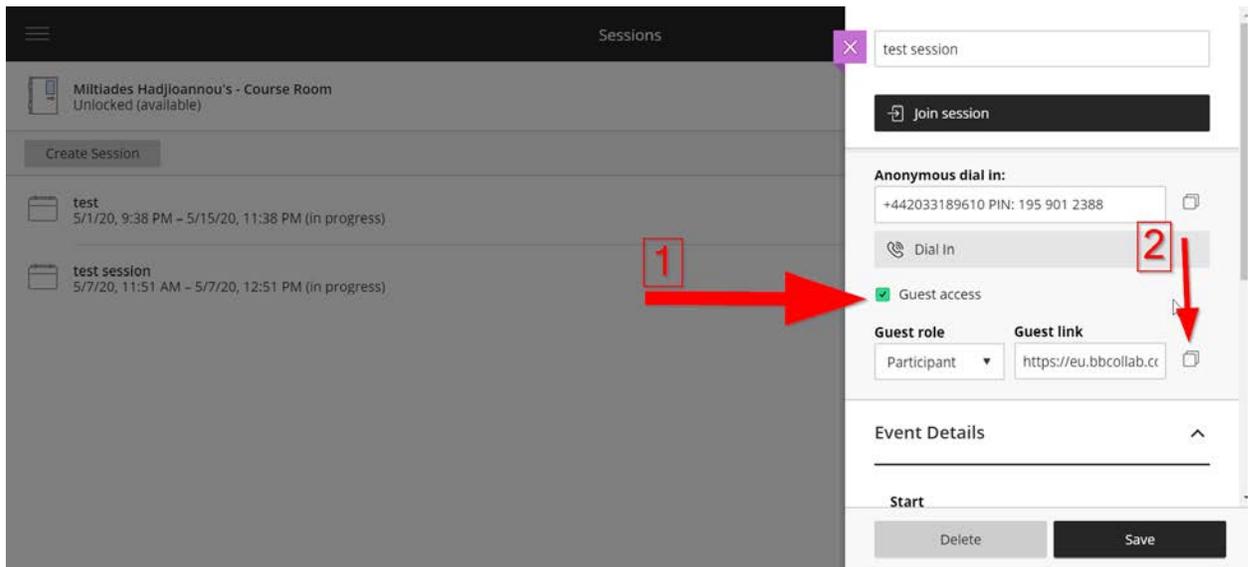
- A. Create the BB collaborate session and allow guest access
- B. Copy the session link
- C. Allow the session link in the Respondus settings of the exam
- D. Insert the link within the content of the exam so that students have access to click on it.

When students begin the exam, they can click on the session link, and a new tab will open with the collaborate session.

Please see a more detailed description of the steps down below.

## Blackboard Collaborate Session

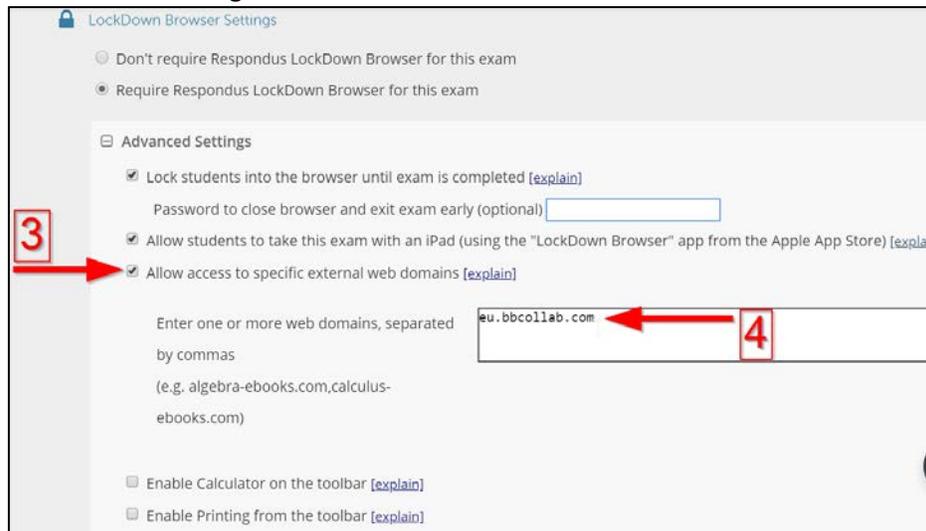
1. Create the Blackboard Collaborate Session as you normally would.
2. Set the “start date” and the “end date” accordingly.
3. Make sure that “Guest Access” is enabled (1).
4. Copy the session link (2).
5. Save the session.



The screenshot displays the Blackboard Collaborate Sessions interface. On the left, a list of sessions is shown, with 'test session' selected. On the right, the configuration for 'test session' is visible. The 'Guest access' checkbox is checked, and a red box labeled '1' highlights it, with a red arrow pointing to the 'Guest access' label. The 'Guest link' field contains the URL 'https://eu.bbcollab.cc', and a red box labeled '2' highlights it, with a red arrow pointing to the 'Guest link' label. At the bottom, there are 'Delete' and 'Save' buttons.

## Respondus Exam

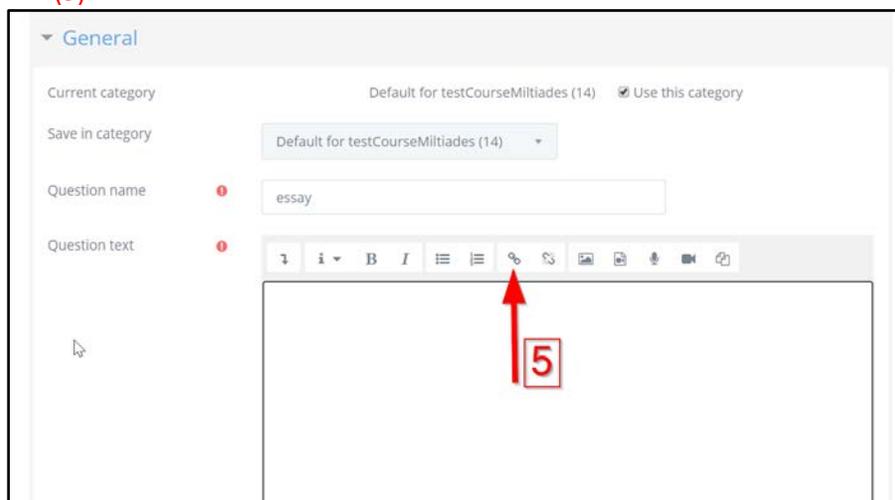
6. Create your exam on Moodle / Blackboard.
7. Configure your exam to use the Respondus LockDown Browser.
8. In the Respondus settings of your exam, go to advance settings.
9. Enable the "Allow access to external web domains" (3).
10. Enter the Blackboard Collaborate URL in the box (4).
11. Save the settings.



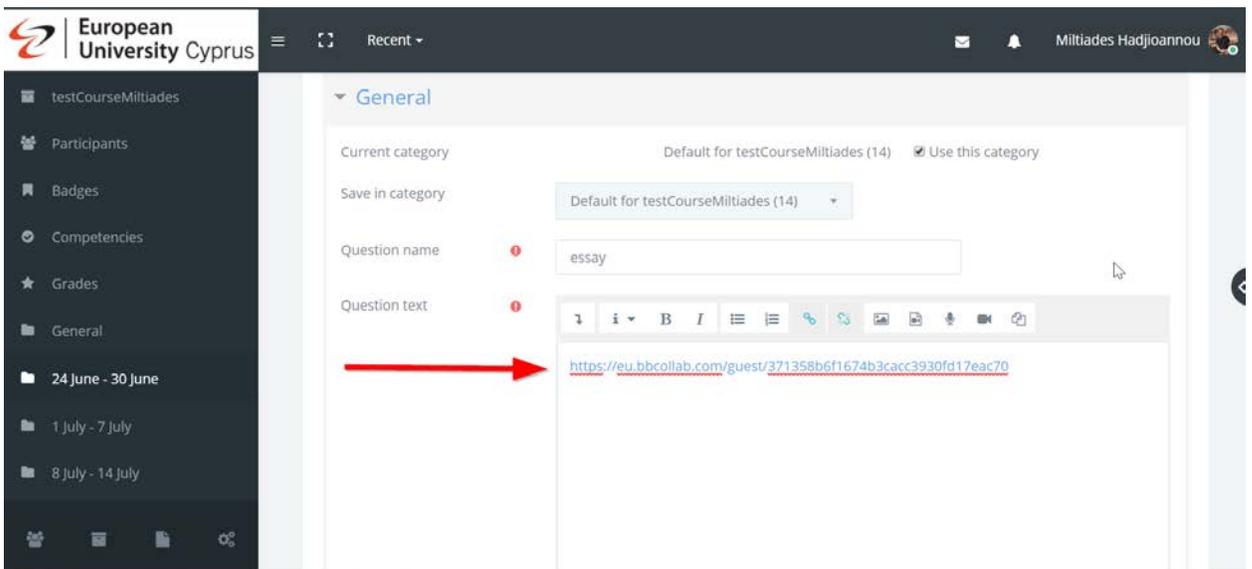
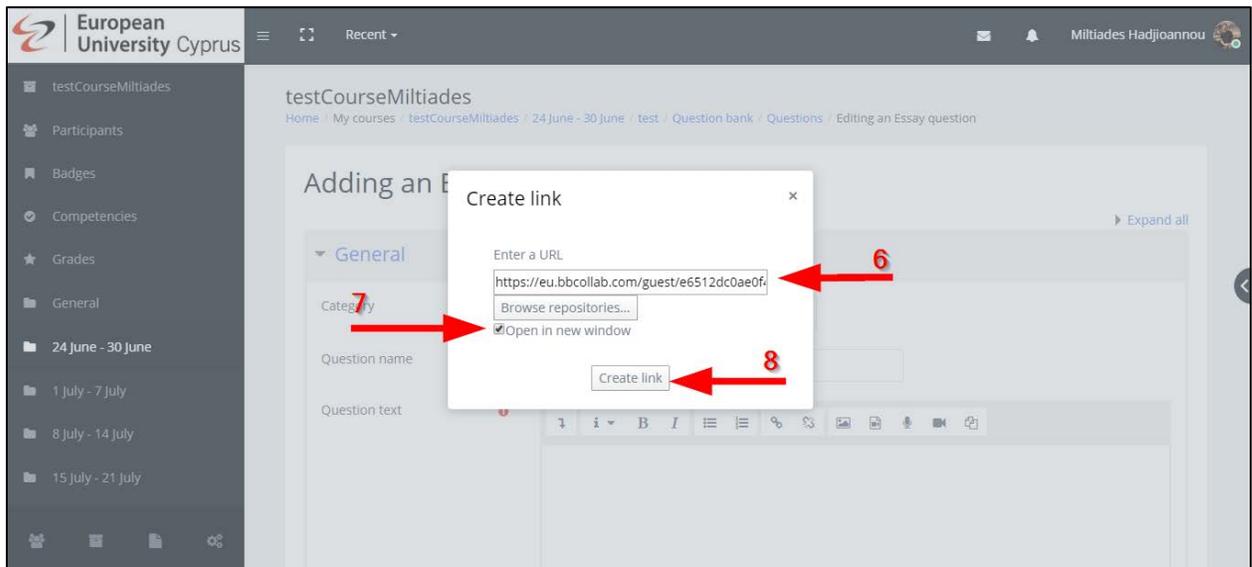
12. On the very top of your exam, create an essay question which is graded with zero point.
13. In the description of that question, create a link and paste the link of your BB collaborate session (step 4.)

## Essay Question on a Moodle Exam

14. Create an essay question which is graded with zero points.
15. In the text box where you write the description of an essay question click on the icon shown on (5).

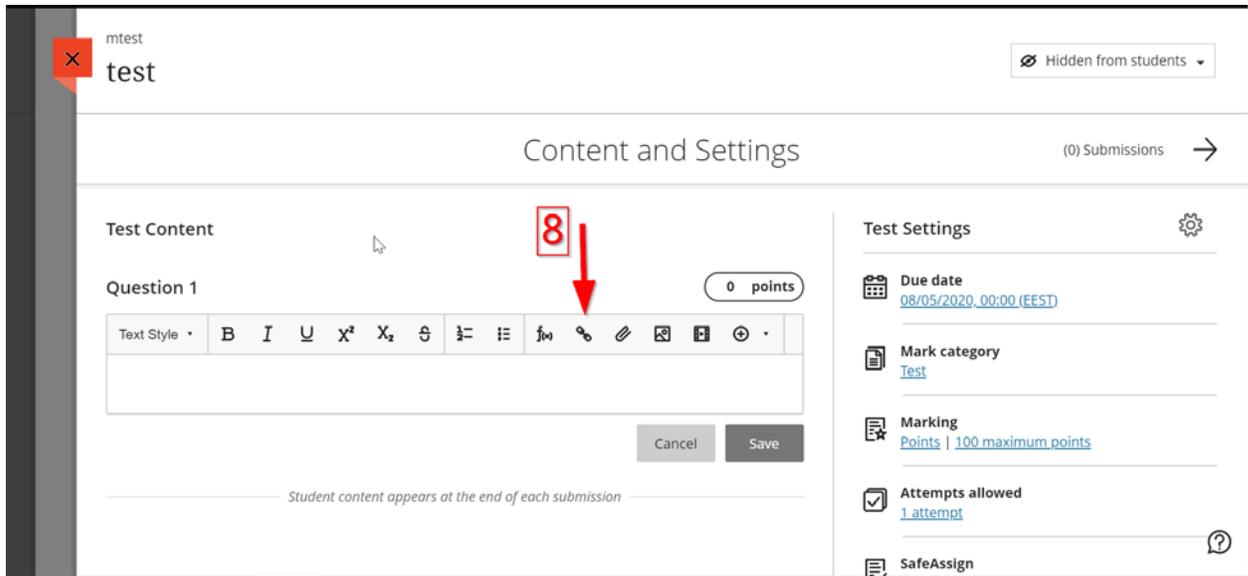


- Paste the URL of your BB Collaborate session (6) and make sure that the “open in new window” is selected (7).
- Click on create link (8).



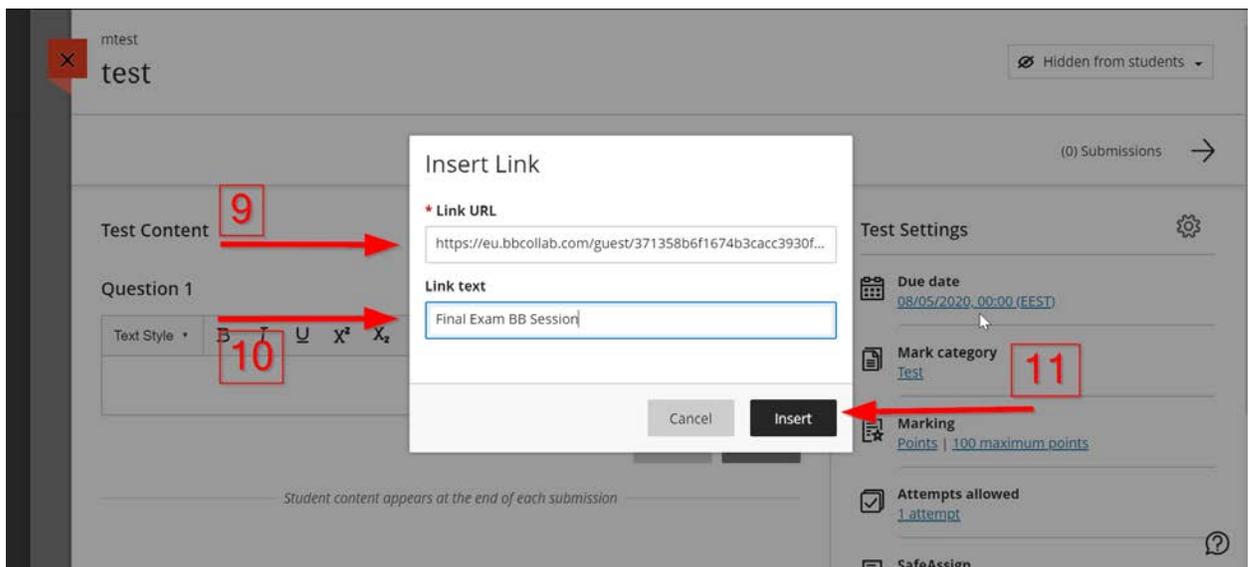
## Essay Question on a Blackboard Exam

18. Create an essay question which is graded with zero points.
19. Click on (8).



The screenshot shows the Blackboard Exam Editor interface. The top left corner displays 'mtest' and 'test' with a close button. A dropdown menu is set to 'Hidden from students'. The main area is titled 'Content and Settings' and shows '(0) Submissions'. The 'Test Content' section contains 'Question 1' with a '0 points' field highlighted by a red box labeled '8' and a red arrow pointing to it. Below the question is a rich text editor toolbar with various icons. The 'Test Settings' panel on the right includes fields for 'Due date' (08/05/2020, 00:00 (EEST)), 'Mark category' (Test), 'Marking' (Points | 100 maximum points), 'Attempts allowed' (1 attempt), and 'SafeAssign'.

20. Paste the BB Collaborate session link (9).
21. Give it a name (10).
22. Click on "insert link" (11).



The screenshot shows the 'Insert Link' dialog box overlaid on the exam editor. The dialog has two input fields: '\* Link URL' containing 'https://eu.bbcollab.com/guest/371358b6f1674b3cacc3930f...' and 'Link text' containing 'Final Exam BB Session'. The 'Insert' button is highlighted with a red arrow labeled '11'. In the background, the 'Test Content' section has a red box labeled '9' pointing to the question area and another red box labeled '10' pointing to the rich text editor toolbar.

23. Click on "save" (12).

