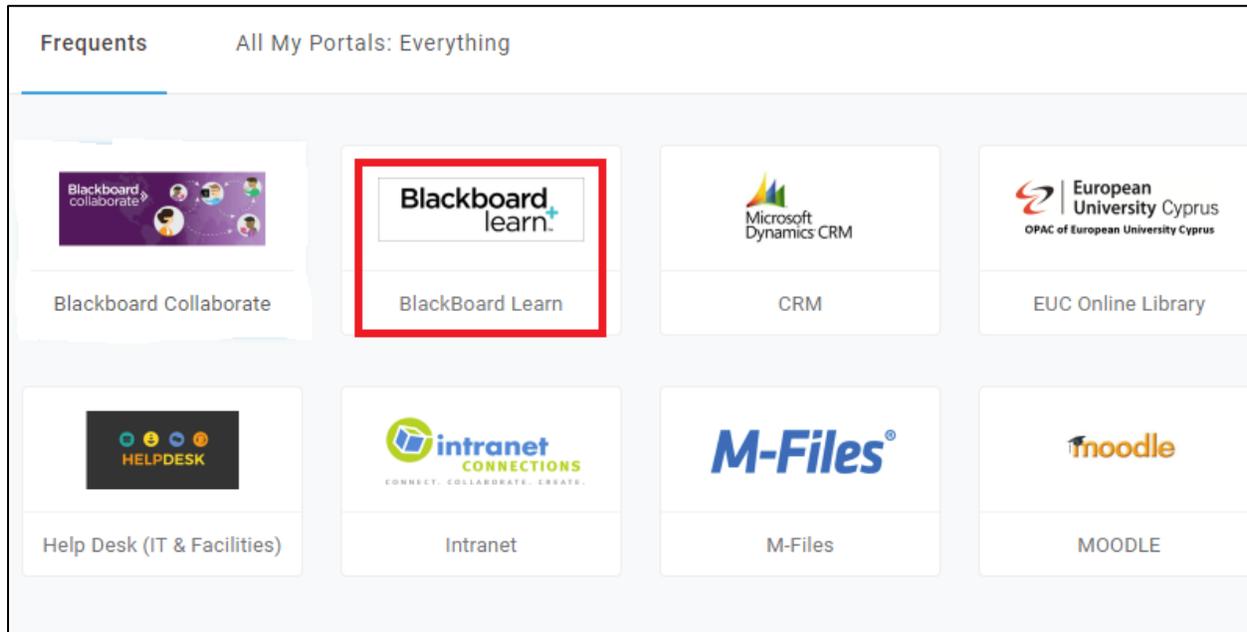


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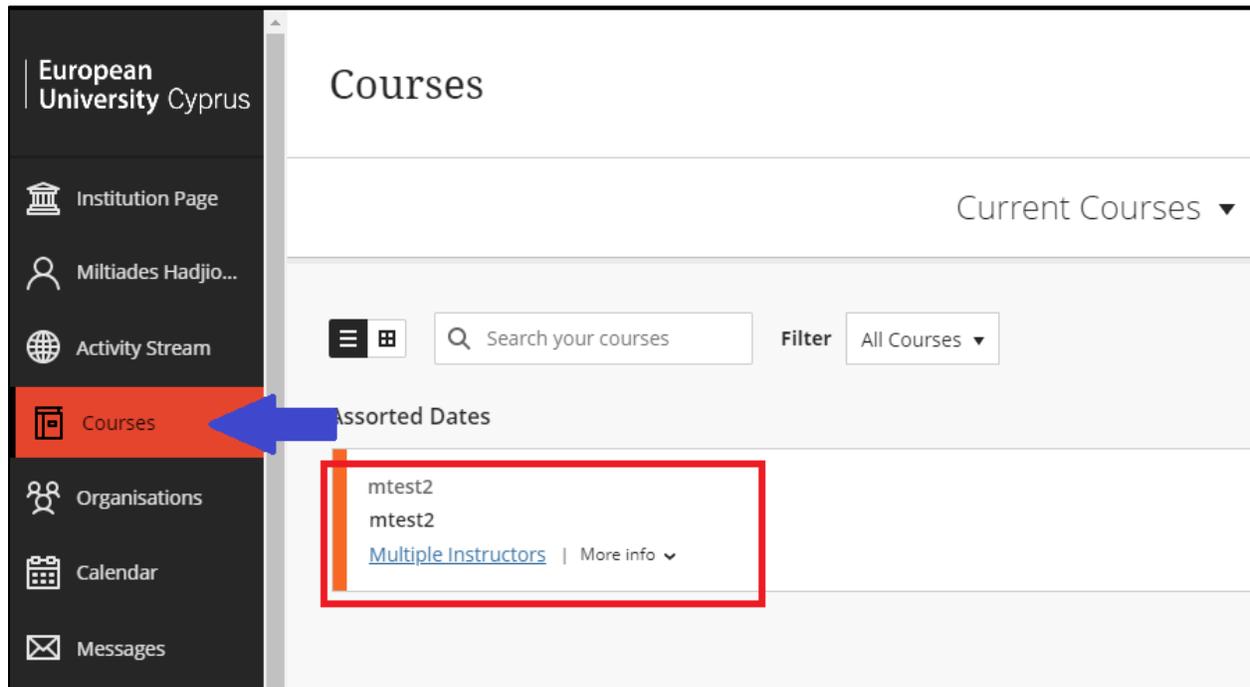
Login to Blackboard Learn

- Go to [My EUC Login](#) and log in using your EUC credentials
- Click on the Blackboard Learn icon to enter Blackboard

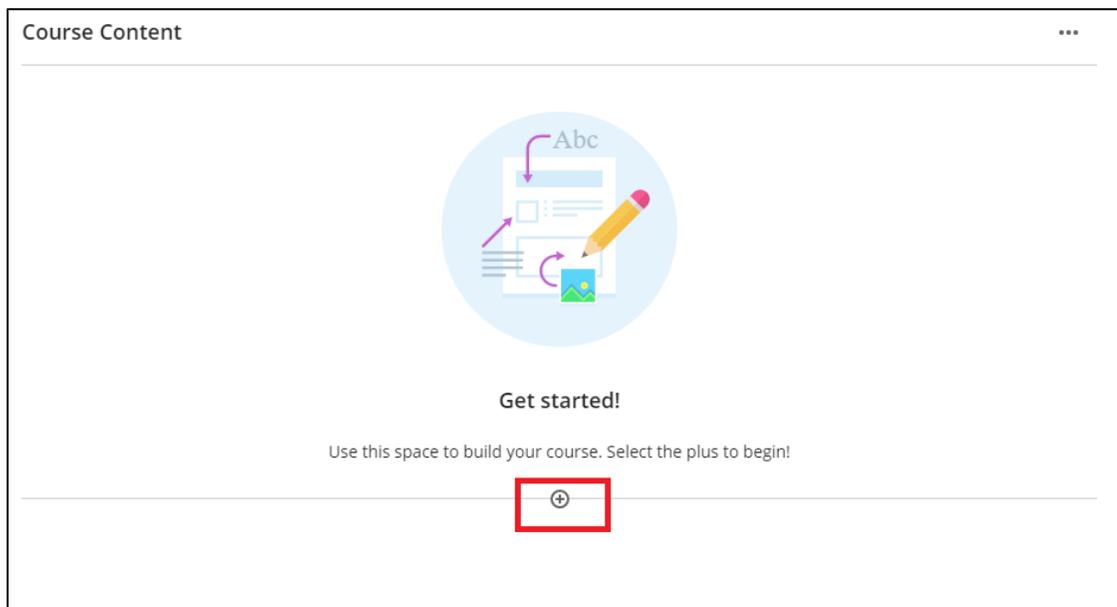


- On the left hand-side menu, click on the “courses” link to view the courses you are enrolled in and then find and click on the respective course you want to create an assignment in.

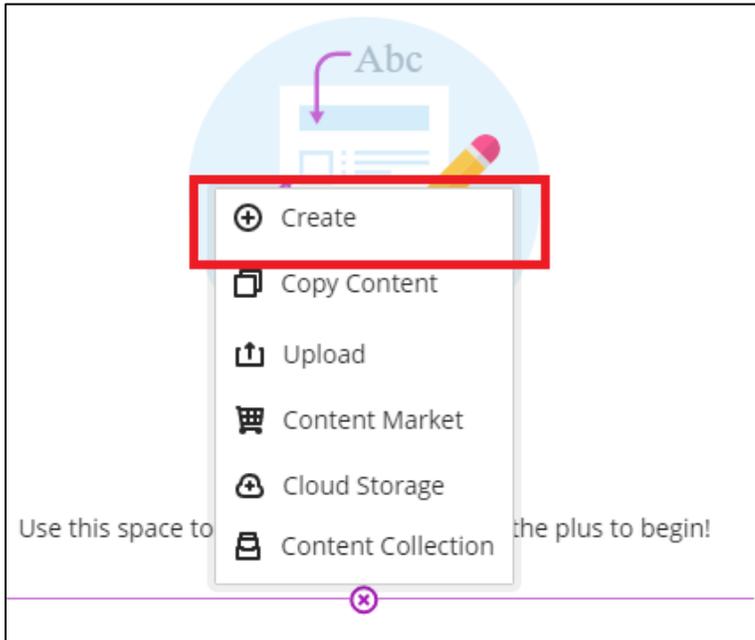
How to create an assessment (Test)



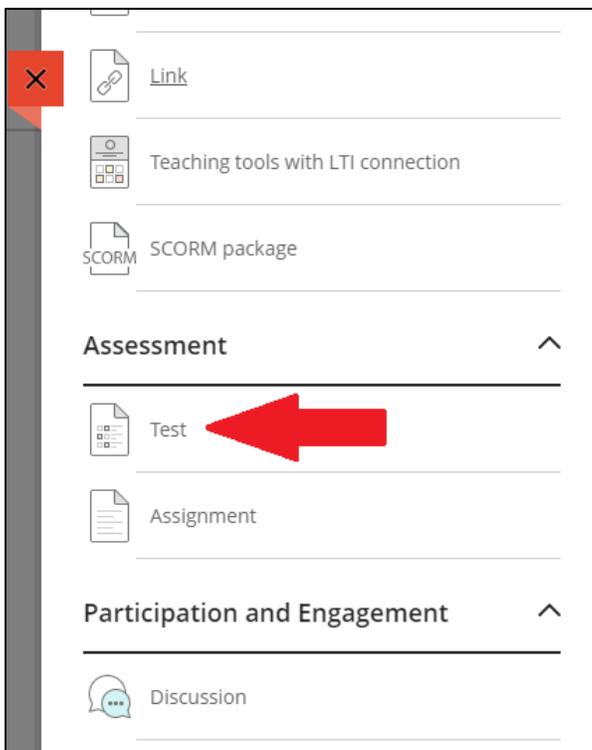
- In the course's main page, click on the cross symbol



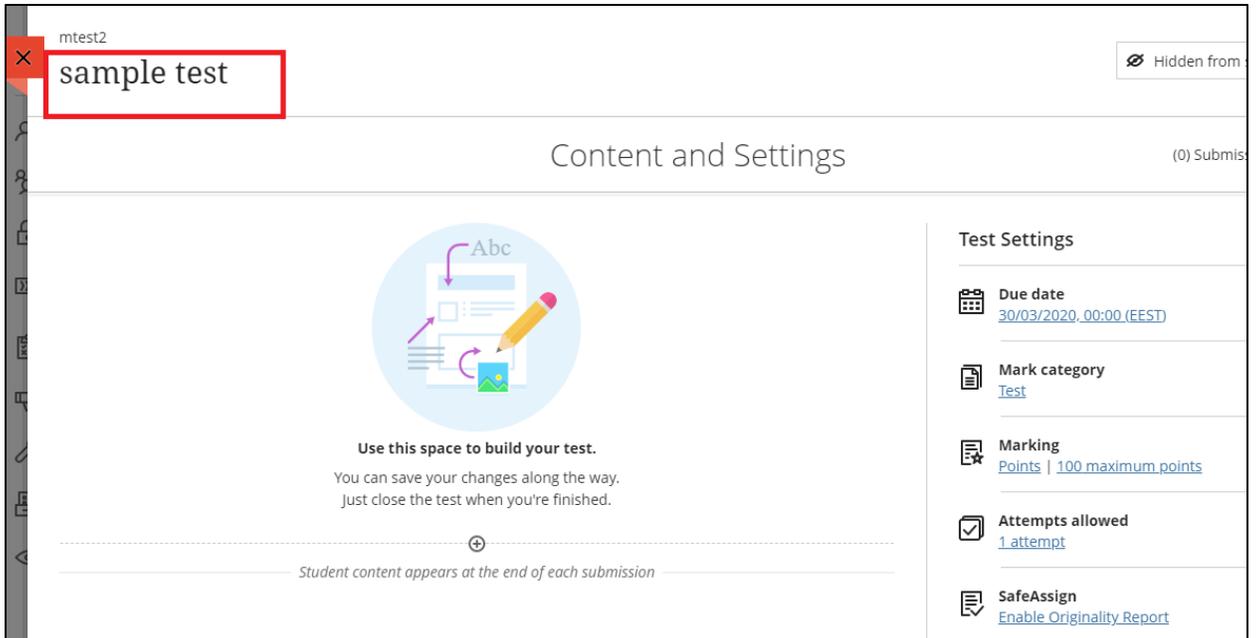
- On the pop-up menu click on the “create” link



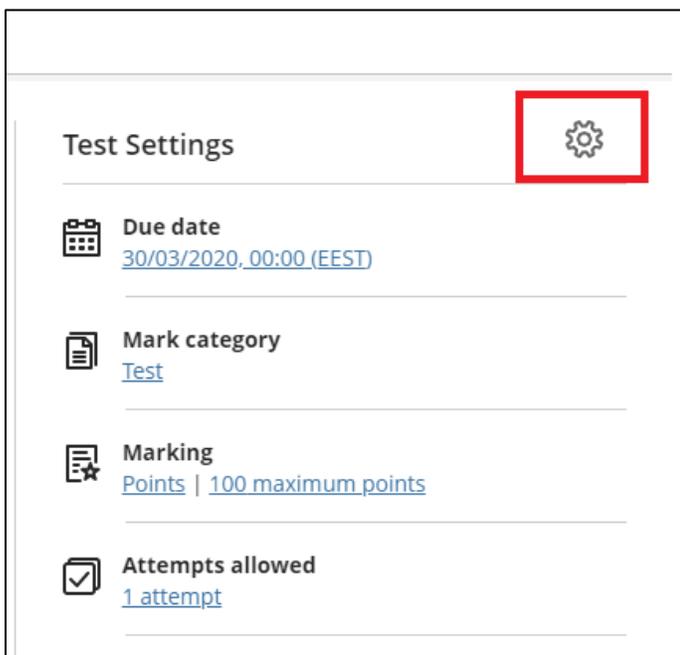
- A menu will come up on the right-hand side of the screen. There, click on the “test” option. You may have to scroll down a bit to see it.



- Give a name for your test



- Also, on the right-hand side of the screen you will see various options that you can change for your assignment. Click on the gear icon to view the various settings



Down below you can find an explanation of the most important settings that you can change.

Details & Information

There you can change the due date and time of the assignment

Details & Information

Due date

- Allow class conversations
- Randomise questions
Disabled until you add questions
- Randomise answers
Disabled until you add questions
- Collect submissions offline

Marking & Submissions

In the **Mark category** drop down menu you can choose the type of your assignment.

Marking & Submissions

Mark category


Turnitin Direct Assignment
Ιστολόγιο
Assignment
Test
Exam
Homework
Presentation
Quiz

Moreover, you can set the number of the allowed attempts as well as the maximum points of the assignment.

Marking & Submissions

Mark category

Test

Attempts allowed

1

Mark using

Points

Maximum points

100

Important:

Make sure to leave the “show the correct answers” option unchecked

Anonymous marking

Hide student names
You can't hide student names for an assessment with questions

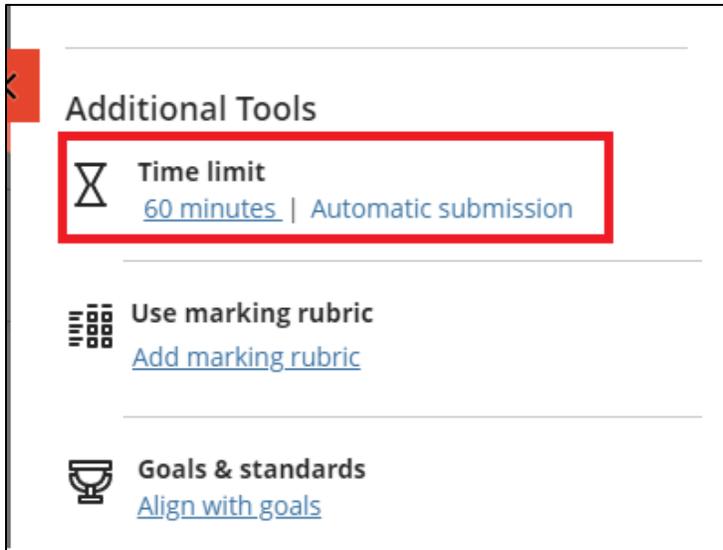
Assessment results

Show correct answers

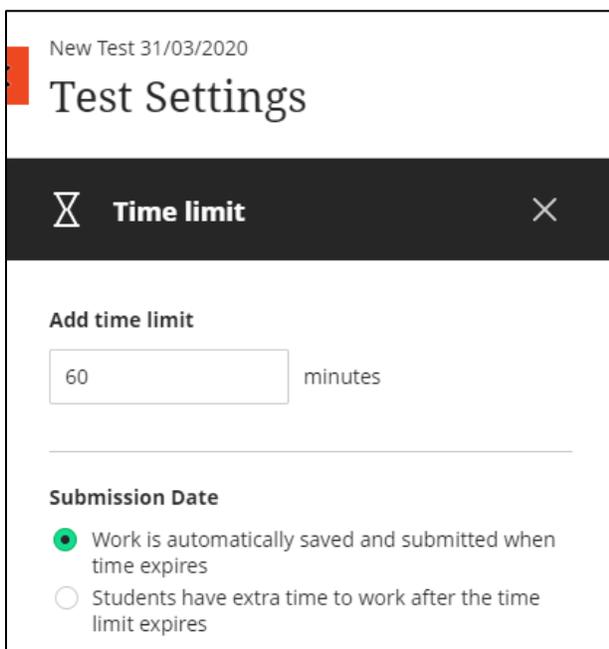
Evaluation options

Two markers per student
You can't enable parallel marking for an assessment with questions

By scrolling down to the **Additional Tools** section, you can set the time limit of the assignment.



By clicking the time limit, the following window appears on which you can set the exam time limit in minutes.



When you finish with the assignment settings, click the “save” button at the bottom of the screen.

 [Align with goals](#)

 **Assigned groups**
You can't create groups for a timed assessment

 **SafeAssign**
[Enable Originality Report](#)

 **Assessment security**
[LockDown Browser Dashboard](#)

Description



Multiple Choice

In the top right menu make sure to make the assignment to be visible by the students.

In the assignment window, click on the “cross” symbol to bring up the menu regarding the assignment question options.

mtest2
sample test

Content and Settings (0) Submissions

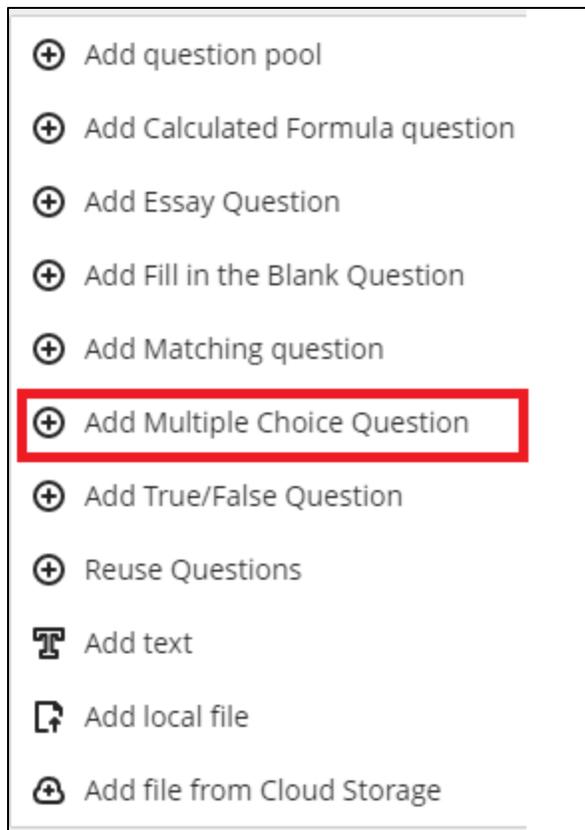
Use this space to build your test.
You can save your changes along the way.
Just close the test when you're finished.

Student content appears at the end of each submission

Test Settings

- Due date: 30/03/2020, 00:00 (EST)
- Mark category: Test
- Marking: Points | 100 maximum points
- Time limit: 60 minutes | Automatic submission
- Attempts allowed: 1 attempt

From there, choose the “Add multiple choice question” option

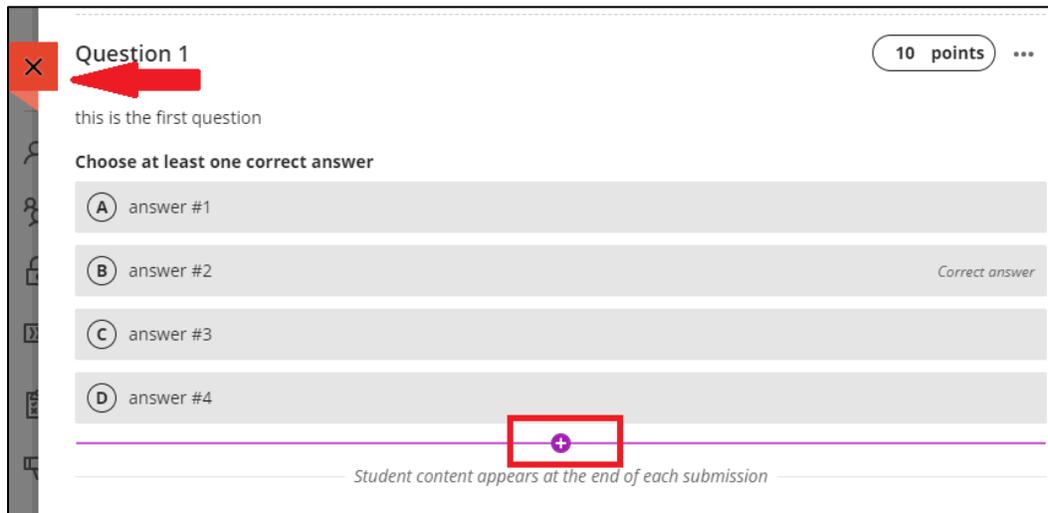


A menu with the question's settings will pop up.

In that window you can do the following:

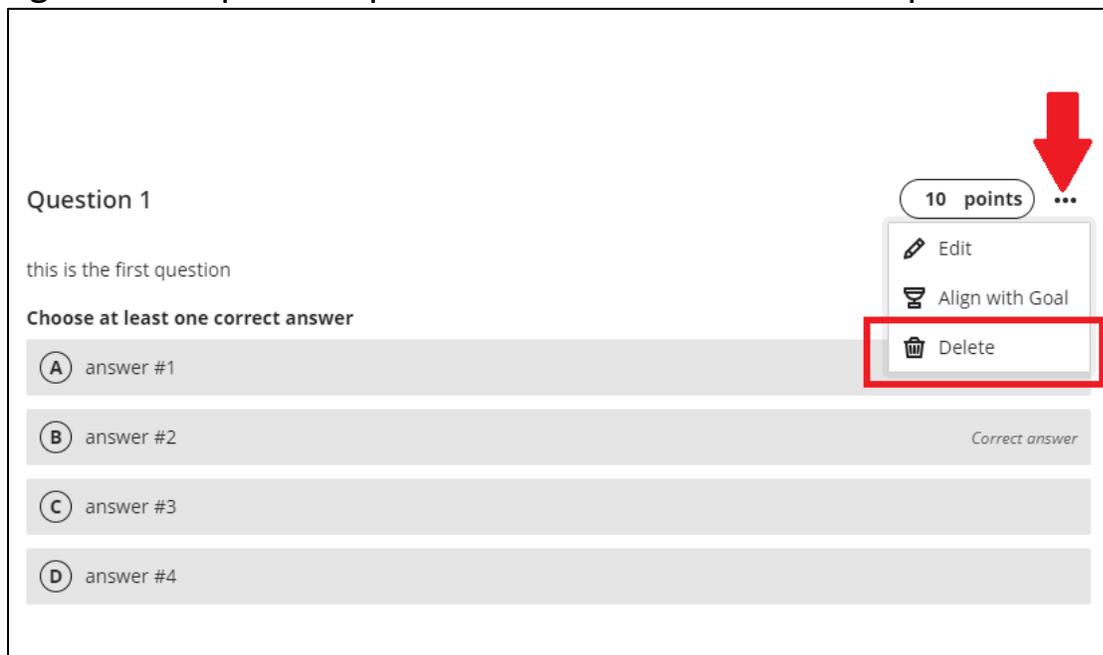
1. Write the question
2. Set number of points that this question is worth
3. Write the possible answers
4. Choose the correct answer by checking the corresponding box on the left of each question.
You can have multiple correct answers should you choose to.
5. You can add more possible answers by clicking on the "Add choice" option at the very bottom of the window.
6. You can delete an answer by clicking on the recycle bin icon on the right of each question you want to delete.

If you want to add another question just put your mouse just below the last question so that the cross sign becomes visible again and repeat the process.



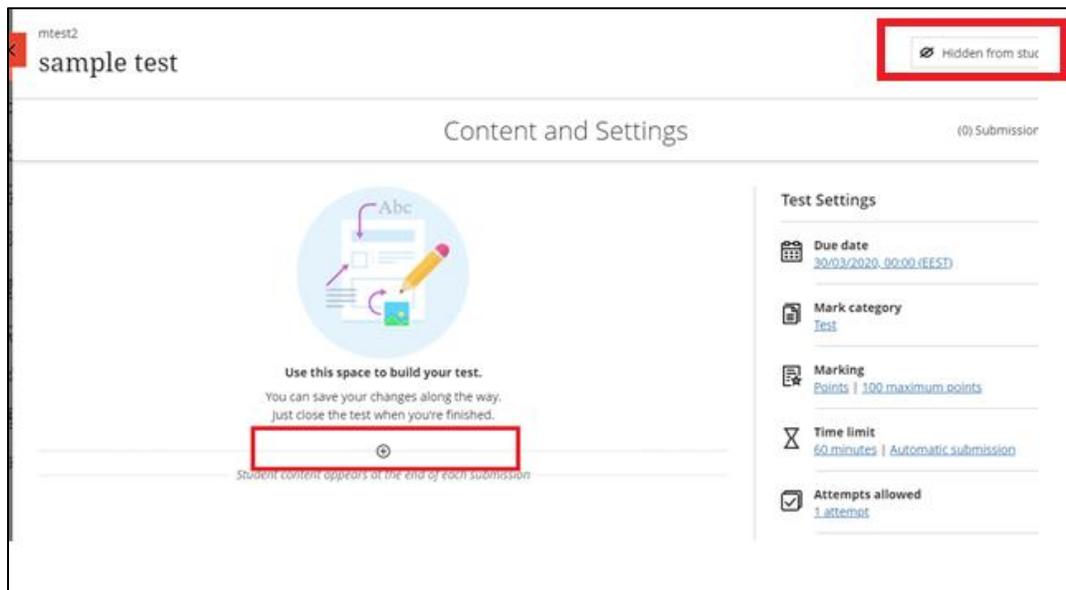
When you finish with setting up the assignment, click on the “X” button at the top left corner of the screen.

If you want to delete a question, click on the three dotted lines at the right of the question points and click on the delete option

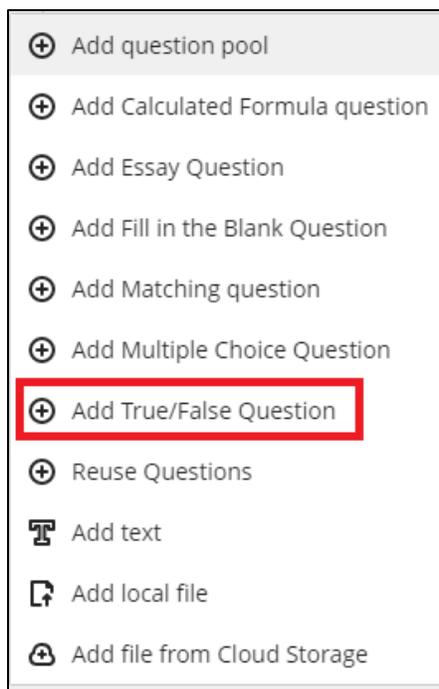


True / False

In the assignment window, click on the “cross” symbol to bring up the menu regarding the assignment question options.



From there, choose the “Add True/False question” option



On the question window that will show, set the question points, write the question in the appropriate text box, set whether this question is true or false and then click on the save button at the bottom.

The screenshot shows a question editor interface. At the top right, there is a '10 points' field with a red arrow pointing to it. Below this is a rich text editor toolbar with options for Text Style, Bold (B), Italic (I), Underline (U), Superscript (X²), Subscript (X₂), Bulleted list, Numbered list, Link, Image, Table, and a plus sign. The text area contains 'this is a true / false question'. Below the text area are two radio buttons: 'True' (selected) and 'False'. At the bottom right, there are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button. At the bottom center, there is a note: 'Student content appears at the end of each submission'.

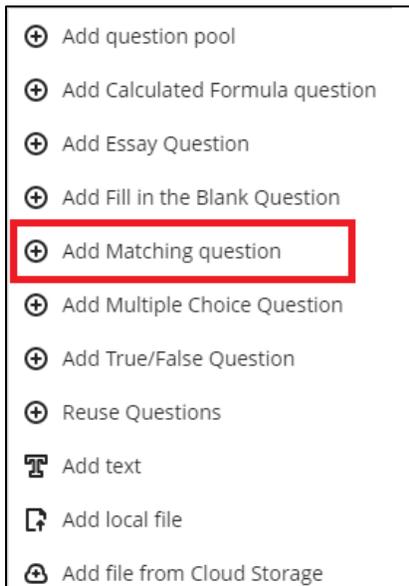
If you want to add another question just repeat the process.

Matching

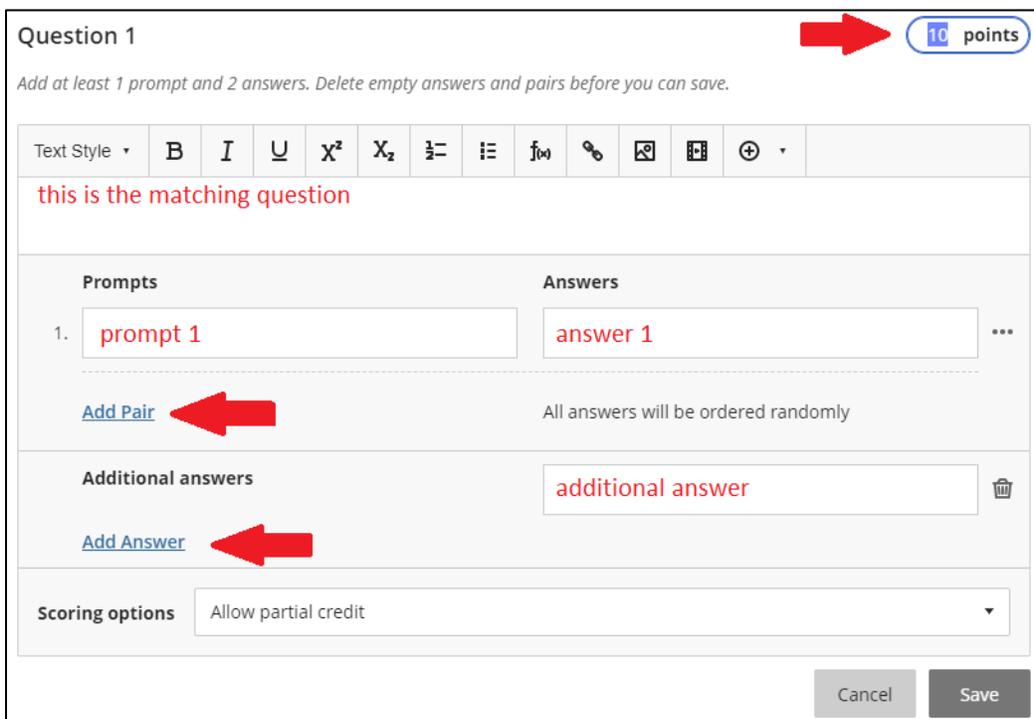
In the assignment window, click on the “cross” symbol to bring up the menu regarding the assignment question options.

The screenshot shows an assignment window titled 'sample test'. In the top right corner, there is a 'Hidden from students' checkbox, which is highlighted with a red box. The main area is titled 'Content and Settings' and contains a large circular graphic with a pencil and paper, and the text: 'Use this space to build your test. You can save your changes along the way. Just close the test when you're finished.' Below this text is a plus sign icon, which is also highlighted with a red box. At the bottom center, there is a note: 'Student content appears at the end of each submission'. On the right side, there is a 'Test Settings' panel with the following options: 'Due date' (30/03/2020, 00:00 (EEST)), 'Mark category' (Test), 'Marking' (Points | 100 maximum points), 'Time limit' (60 minutes | Automatic submission), and 'Attempts allowed' (1 attempt).

From there, choose the “Add Matching question” option



In the question window that will show up, you can set the various question options



- You can set the number of points that this question gets

Question 1 10 points

Add at least 1 prompt and 2 answers. Delete empty answers and pairs before you can save.

Text Style ▾ **B** *I* U x^2 x_2 $\frac{1}{2}$ \equiv \equiv \int ∞ ∞ ∞ ∞ \oplus ▾

Prompts	Answers
1. <input type="text"/>	<input type="text"/> ...
Add Pair	All answers will be ordered randomly
Additional answers	<input type="text"/>
Add Answer	

Scoring options

You can write the question in the corresponding box

Question 1 10 points

Add at least 1 prompt and 2 answers. Delete empty answers and pairs before you can save.

Text Style ▾ **B** *I* U x^2 x_2 $\frac{1}{2}$ \equiv \equiv \int ∞ ∞ ∞ ∞ \oplus ▾

Prompts	Answers
1. <input type="text"/>	<input type="text"/> ...
Add Pair	All answers will be ordered randomly
Additional answers	<input type="text"/>
Add Answer	

Scoring options

You can also set the scoring options in the highlighted area of the following image as you like

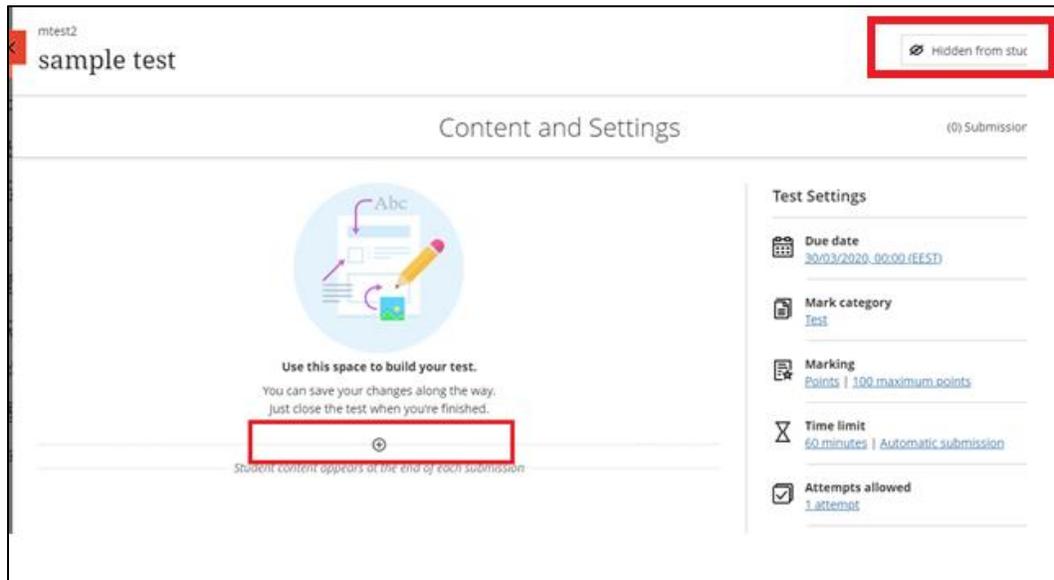
The image shows a question editor interface for "Question 1" with a 10-point value. The interface includes a rich text editor toolbar with options like Bold, Italic, Underline, and various mathematical symbols. Below the toolbar, there are sections for "Prompts" and "Answers". The "Prompts" section contains a single prompt field. The "Answers" section contains an answer field and a note that "All answers will be ordered randomly". There is also an "Additional answers" section with another answer field. At the bottom, a "Scoring options" dropdown menu is highlighted with a red box, currently set to "Allow partial credit". The interface also includes "Cancel" and "Save" buttons.

Click on the save button at the bottom when you finish with the question. All the answers will be ordered randomly once a student starts the test.

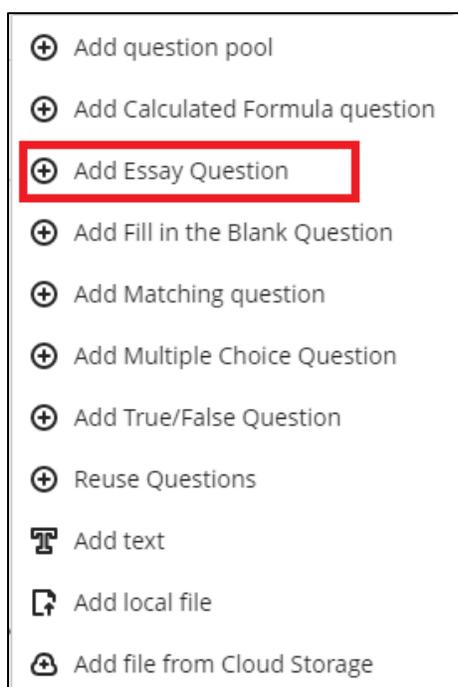
You can add another question by repeating the process.

Short answer / Essays

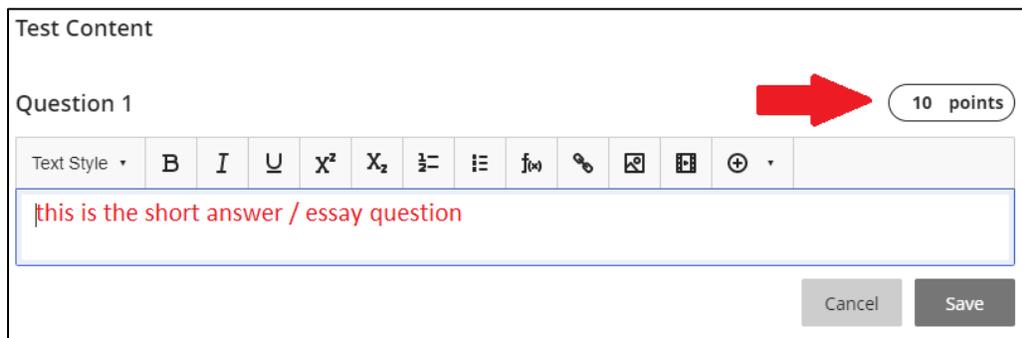
In the assignment window, click on the “cross” symbol to bring up the menu regarding the assignment question options.



From there, choose the “Add Essay question” option



Set how many marks this question is worth and in the text box just below, write the question.
Then click on the save button



The screenshot shows a 'Test Content' window for 'Question 1'. At the top right, there is a field for '10 points' with a red arrow pointing to it. Below this is a rich text editor toolbar with options for Text Style, Bold (B), Italic (I), Underline (U), Superscript (x²), Subscript (x₂), Bulleted List (≡), Numbered List (≡), Link (f), Unlink (f), Image, Table, and a plus sign in a circle. The text area contains the text 'this is the short answer / essay question'. At the bottom right, there are 'Cancel' and 'Save' buttons.

You can add another one by repeating the process

Essays that Require File Submissions Using Respondus

Because Respondus is a browser which totally locks the students PC and does not allow for file uploading in an exam, in case you want to give the possibility to the students to upload their hand-written documents as answers for some questions, you will need to create a different assignment and instruct the students to upload their documents to that new assignment.

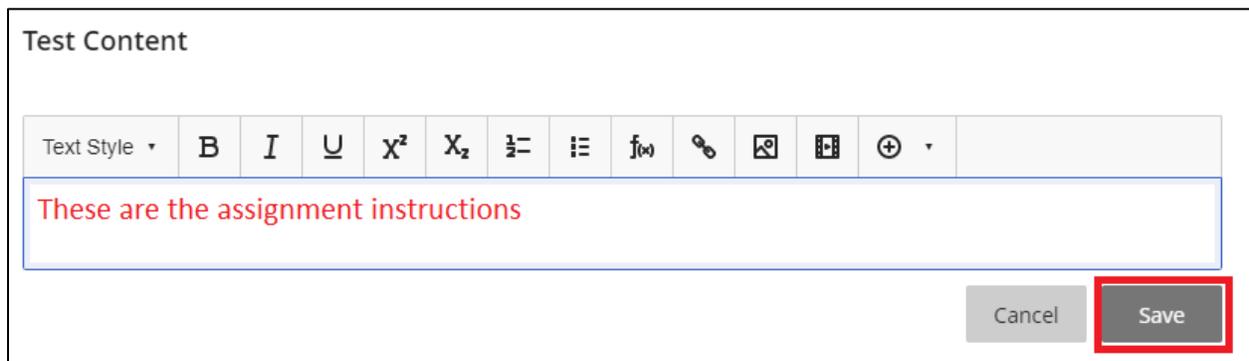
Project-based Assessment

In the assignment window, click on the “cross” symbol to bring up the menu regarding the assignment question options.

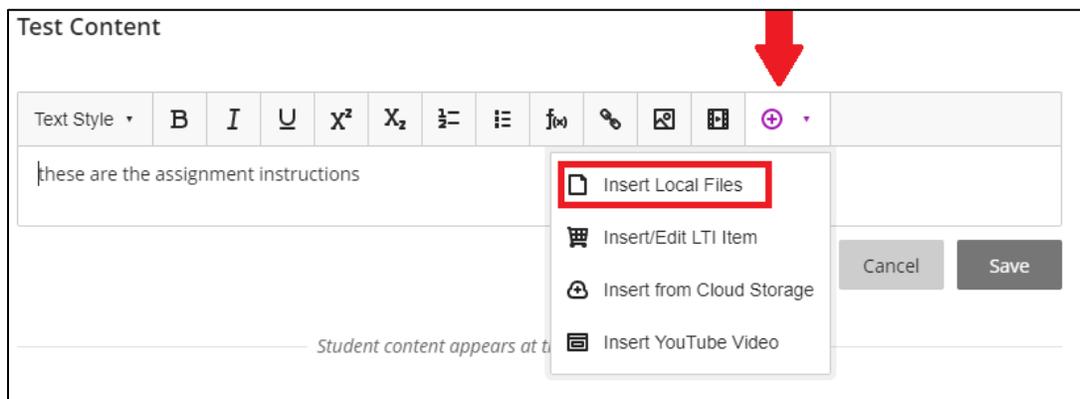
From there, choose the “Add text” options.

- + Add question pool
- + Add Calculated Formula question
- + Add Essay Question
- + Add Fill in the Blank Question
- + Add Matching question
- + Add Multiple Choice Question
- + Add True/False Question
- + Reuse Questions
- + Add text**
- + Add local file
- + Add file from Cloud Storage

Using the “add text” option you will have to write your exam instructions in the text box of the window that will open and then click on the save button.



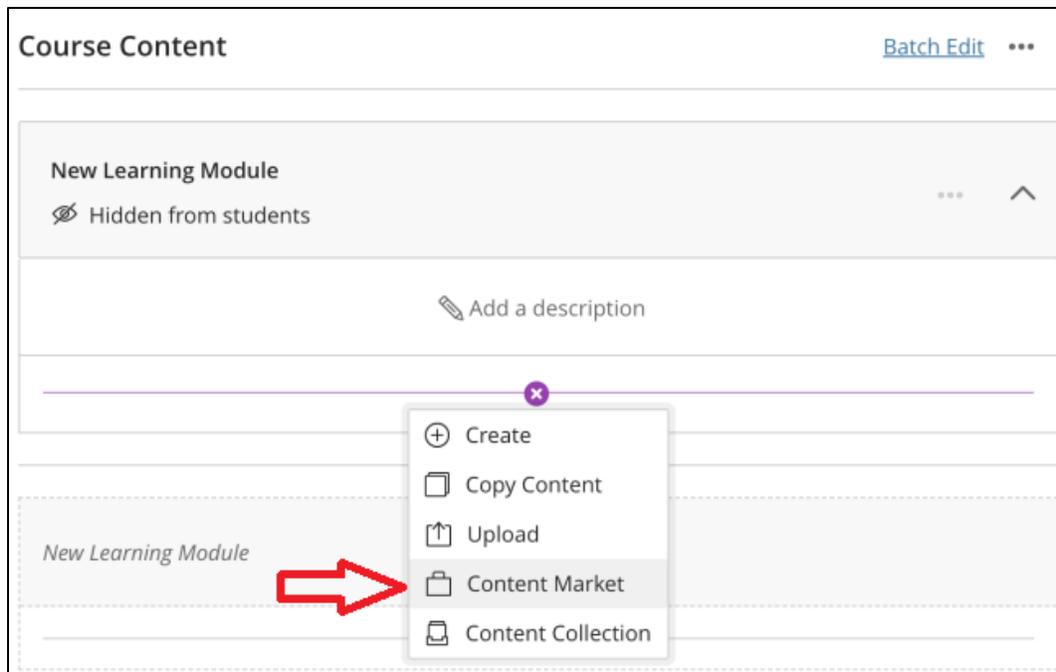
By clicking on the cross symbol on the far right of the menu bar, you can also add local files from your computer, for example word documents with further instructions for the assignment.



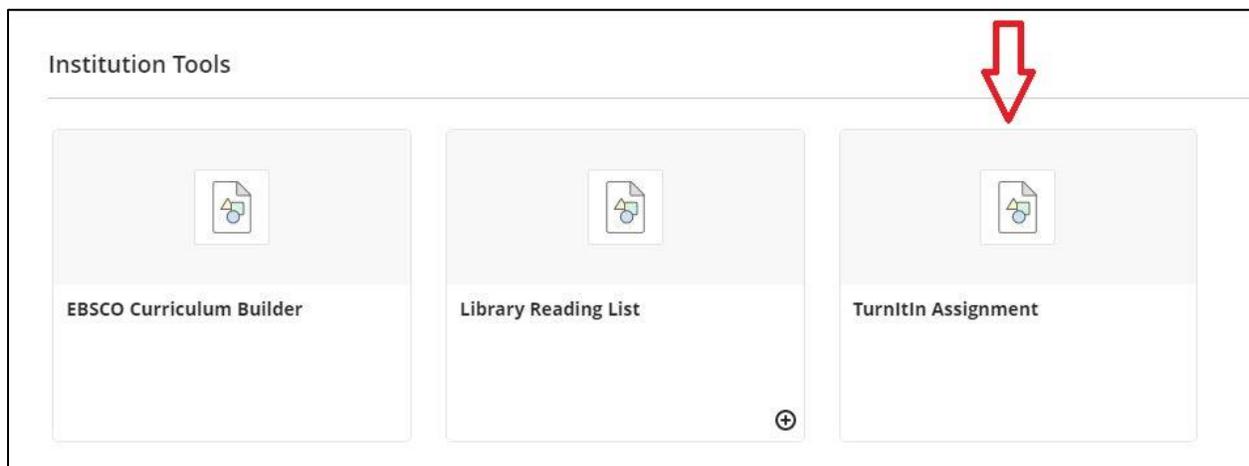
TurnItIn Assignment

After logging into Blackboard, select your Course, to access the assignment settings complete the following steps:

Click on + symbol and select Content Market from the below screenshot



From the below screenshot under Institution Tools, Select your **Turnitin Assignment**



Fill out the Turnitin assignment settings to complete the assignment setup.

The screenshot shows a form for creating an assignment. It is divided into several sections: 'Title' with a text input field containing 'Assignment Title'; 'Instructions' with a larger text area containing 'Assignment instructions'; 'Enable PeerMark' with an unchecked checkbox; 'Max Grade' with an empty input field; 'Start Date' with a date-time picker set to '2019-10-10 11:14 BST'; 'Due Date' with a date-time picker set to '2019-10-11 11:14 BST'; and 'Feedback Release Date' with a date-time picker set to '2019-10-11 11:14 BST'. At the bottom, there is a blue 'Submit' button and a grey button labeled 'Optional Settings' with a red arrow pointing to it from the right.

Assignment Title

Enter the assignment title that your students will see

Max grade

Set a point value for the assignment to allow a grade to be set by rubrics (if used) and be sent to the grade book. For example, if you set the max grade as 100, this is the highest grade your student can receive.

Start date

The start date is the date and time students can begin submitting to the assignment.

Due date

The due date is the date and time students' papers are due for the assignment.

Feedback release date

The feedback release date is the date and time students can begin viewing the comments and grades you have left on their papers. Feedback can only be released after the due date.

To complete the assignment setup, click on Optional Settings which is mandatory

Optional Settings

Submission settings

Submit papers to

Standard paper repository

- Allow submission of any file type ?
- Allow late submissions ?
- Enable Translated Matching [What languages does Translated Matching support?](#) ?

Compare against

- Student paper repository
- Institution student paper repository
- Current and archived web site content
- Periodicals, journals and publications

Similarity Report

Generate Similarity Reports for student submission

Generate reports immediately (students cannot resubmit)

- Allow students to view Similarity Reports ?
- Exclude bibliographic materials ?
- Exclude quoted materials ?
- Exclude small sources ?

Additional settings

- Save these settings for future use ?

Submit

Submission settings

- **Standard paper repository**

Student papers will be checked against other institutions' student submissions.

- **Institution paper repository**

Student papers will only be checked against other student papers within your institution. With this setting enabled, if a student from your institution submits a paper matching a paper of a student from another institution, Turnitin will not identify this match.

- **Do not store the submitted papers**

A similarity report will still be generated for paper submissions, but your students' papers will not be stored in the Turnitin standard paper repository or the institution's paper repository for future comparison.

- **Student's choice of paper repository**

Students have the freedom to choose where they would like their paper to be saved. It is advised that this setting is only used if you do not intend to use Turnitin to assess originality.

Compare against

These search options allow you to select the repositories that students' submissions will be checked against when processing Similarity Reports for papers. The similarity score may decrease if a repository option is deselected.

Report generation and resubmissions

- **Generate reports immediately (resubmissions are not allowed)**

Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. If, for any reason, a resubmission is required when this setting is selected, you must manually delete a student's submission from the assignment inbox to allow the student to submit again.

- **Generate reports immediately (resubmissions are allowed until due date). After 3 resubmissions reports generate after 24 hours.**

This option is typically used when students are self-reviewing and revising their submissions and able to view the Similarity Report. Similarity Reports will be generated immediately for each student's initial submission to this assignment.

- Students may resubmit as often as they wish until the assignment's due date.
- Similarity Reports for a second or subsequent submission will generate after 24 hours of submission.
- As all previous submissions are removed upon resubmission, only the latest submission is available to both you and the student.
- Similarity Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment.
- This report regeneration may cause a change in a paper's similarity score. No resubmissions are allowed after the due date and time of the assignment.

- **Generate reports on due date (resubmissions are allowed until due date)**

Originality Reports will not be generated for any submission until the due date and time of the assignment is reached. Students may resubmit as many times as needed until the due date and time, but will not receive reports during this period. No resubmissions are allowed after the due date and time of the assignment.

Allow students to view Similarity Reports

Select the checkbox to allow your students to view their Similarity Reports for submissions to this assignment. This option gives you more flexibility and control when creating assignments.

Exclude bibliographic materials

Select the checkbox to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Originality Reports. You can overwrite this setting in individual Similarity Reports.

Exclude quoted materials

Select the checkbox to exclude quotations from being checked for matches when generating Similarity Reports. You can overwrite this setting in individual Similarity Reports.

Exclude small sources

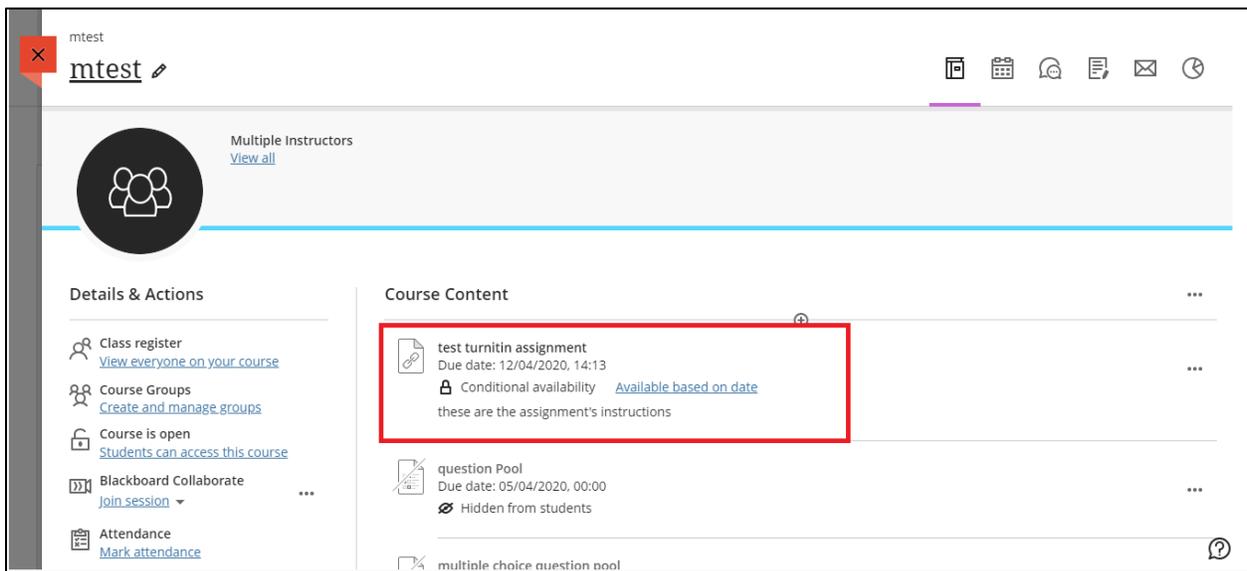
Select the checkbox to exclude matches that are not of sufficient length (determined by you) from being considered when generating Similarity Reports. A box will appear, where you can exclude matches by word count or by percentage.

Don't Forget to Submit!

Scroll to the bottom of the settings page and click the **Submit** button to save your settings.

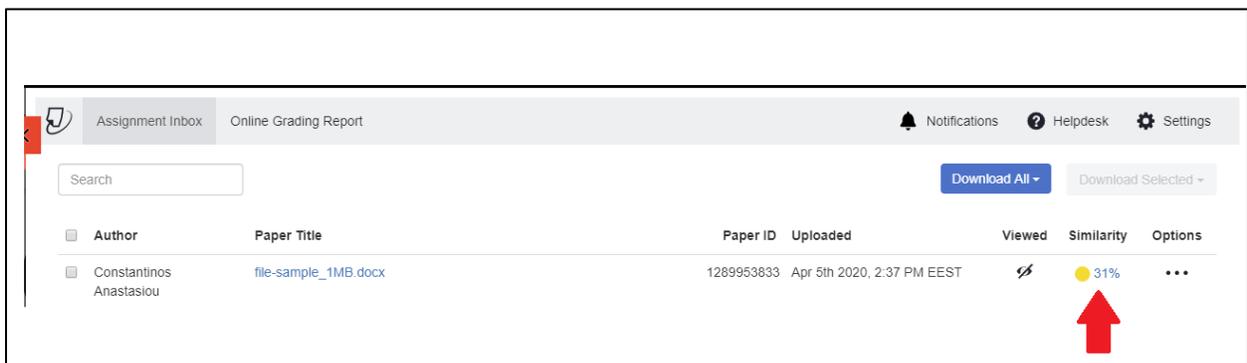
View the Similarity Report

Click on the assignment within your course



The screenshot shows a Blackboard course interface for 'mtest'. The 'Course Content' section is visible, with the 'test turnitin assignment' highlighted by a red box. The assignment details include a due date of 12/04/2020, 14:13, and a conditional availability setting of 'Available based on date'. The instructions for the assignment are 'these are the assignment's instructions'. Other course content items include a 'question Pool' due on 05/04/2020, 00:00, and a 'multiple choice question pool'.

A window with all the submissions and their respective similarity reports will load.



The screenshot shows the 'Assignment Inbox' window. The table below displays the submission details:

Author	Paper Title	Paper ID	Uploaded	Viewed	Similarity	Options
Constantinos Anastasiou	file-sample_1MB.docx	1289953833	Apr 5th 2020, 2:37 PM EEST		31%	

A red arrow points to the 31% similarity score.

Oral Assessment

For this type of examination, you can create Blackboard Collaborate online session to test and assess the students appropriately.

Please refer to the respected user manual on how to create and record blackboard collaborate sessions.

Computational Assessment

The instructor must prepare a series exercises with similar difficulty and distribute them randomly to the students in order to minimize the possibility of cheating.

In case the student has to submit a paper with his / her computations or a graph, etc. then he/she has to take a photo of the paper with a mobile phone or a web camera and add it as an attachment to the online assignment / quiz. A quick way of achieving this is to use the **Adobe Scan** app which is available on both Apple and Android devices which can take pictures of the answer and automatically convert it into a PDF which can then be uploaded to the answer area of each question. Even if the hand-written answer is more than one page, the app automatically combines them into a single PDF document.

For achieving that, please create and test or an assignment and add an essay question to the test.

In the assignment window, click on the “cross” symbol to bring up the menu regarding the assignment question options.

mtest2

sample test

Hidden from stud

Content and Settings

(0) Submissior



Use this space to build your test.
You can save your changes along the way.
Just close the test when you're finished.

Student content appears at the end of each submission

Test Settings

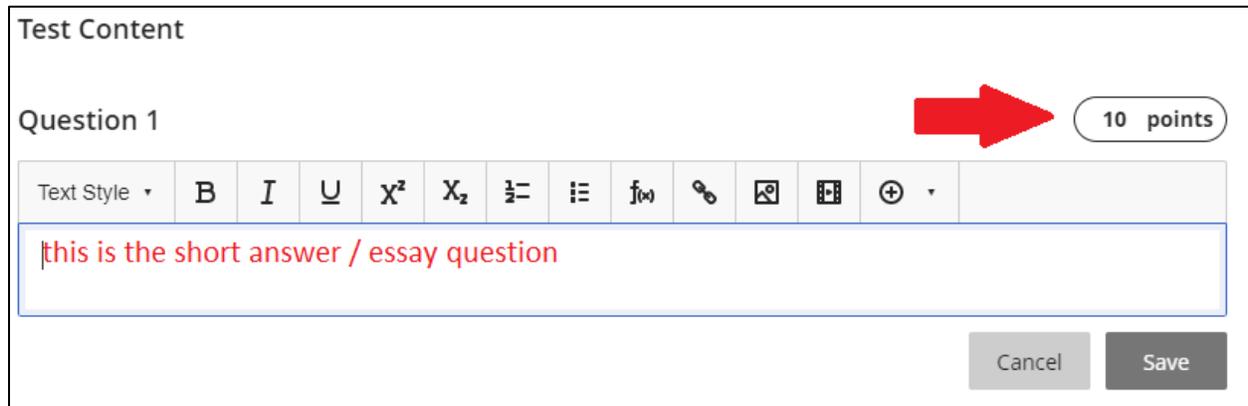
- Due date**
[30/03/2020 00:00 \(EEST\)](#)
- Mark category**
[Test](#)
- Marking**
[Points](#) | [100 maximum points](#)
- Time limit**
[60 minutes](#) | [Automatic submission](#)
- Attempts allowed**
[1 attempt](#)

From there, choose the “Add Essay question” option

- + Add question pool
- + Add Calculated Formula question
- + Add Essay Question
- + Add Fill in the Blank Question
- + Add Matching question
- + Add Multiple Choice Question
- + Add True/False Question
- + Reuse Questions
- T Add text
- f Add local file
- ☁ Add file from Cloud Storage

Set how many marks this question is worth and in the text box just below, write the question.

Then click on the save button



Test Content

Question 1

10 points

Text Style ▾ B I U x^2 x_2 $\frac{1}{2}$ $\frac{1}{3}$ $\frac{1}{4}$ $\frac{1}{5}$ $\frac{1}{6}$ $\frac{1}{7}$ $\frac{1}{8}$ $\frac{1}{9}$ $\frac{1}{10}$ $\frac{1}{11}$ $\frac{1}{12}$ $\frac{1}{13}$ $\frac{1}{14}$ $\frac{1}{15}$ $\frac{1}{16}$ $\frac{1}{17}$ $\frac{1}{18}$ $\frac{1}{19}$ $\frac{1}{20}$ $\frac{1}{21}$ $\frac{1}{22}$ $\frac{1}{23}$ $\frac{1}{24}$ $\frac{1}{25}$ $\frac{1}{26}$ $\frac{1}{27}$ $\frac{1}{28}$ $\frac{1}{29}$ $\frac{1}{30}$ $\frac{1}{31}$ $\frac{1}{32}$ $\frac{1}{33}$ $\frac{1}{34}$ $\frac{1}{35}$ $\frac{1}{36}$ $\frac{1}{37}$ $\frac{1}{38}$ $\frac{1}{39}$ $\frac{1}{40}$ $\frac{1}{41}$ $\frac{1}{42}$ $\frac{1}{43}$ $\frac{1}{44}$ $\frac{1}{45}$ $\frac{1}{46}$ $\frac{1}{47}$ $\frac{1}{48}$ $\frac{1}{49}$ $\frac{1}{50}$ $\frac{1}{51}$ $\frac{1}{52}$ $\frac{1}{53}$ $\frac{1}{54}$ $\frac{1}{55}$ $\frac{1}{56}$ $\frac{1}{57}$ $\frac{1}{58}$ $\frac{1}{59}$ $\frac{1}{60}$ $\frac{1}{61}$ $\frac{1}{62}$ $\frac{1}{63}$ $\frac{1}{64}$ $\frac{1}{65}$ $\frac{1}{66}$ $\frac{1}{67}$ $\frac{1}{68}$ $\frac{1}{69}$ $\frac{1}{70}$ $\frac{1}{71}$ $\frac{1}{72}$ $\frac{1}{73}$ $\frac{1}{74}$ $\frac{1}{75}$ $\frac{1}{76}$ $\frac{1}{77}$ $\frac{1}{78}$ $\frac{1}{79}$ $\frac{1}{80}$ $\frac{1}{81}$ $\frac{1}{82}$ $\frac{1}{83}$ $\frac{1}{84}$ $\frac{1}{85}$ $\frac{1}{86}$ $\frac{1}{87}$ $\frac{1}{88}$ $\frac{1}{89}$ $\frac{1}{90}$ $\frac{1}{91}$ $\frac{1}{92}$ $\frac{1}{93}$ $\frac{1}{94}$ $\frac{1}{95}$ $\frac{1}{96}$ $\frac{1}{97}$ $\frac{1}{98}$ $\frac{1}{99}$ $\frac{1}{100}$

this is the short answer / essay question

Cancel Save

You can add another one by repeating the process

Random Exams

You can create an exam which will distribute questions to the students randomly chosen from a question pool.

Creating the Question Pool

The question pool is nothing more than an ordinary exam which contains many questions in it.

You can also create multiple question pools. Maybe you would want to create a pool only with true or false questions.

So you go on and create an exams that has only true or false questions.

The if you want to create another pool that only has matching question, you go on and create a test that only has matching questions and so on.

The only thing to keep in mind is that you have to keep those exams hidden from the students, so they do not see them.

So, make sure that the “hidden from students” option is selected at the top right corner of the exam settings.

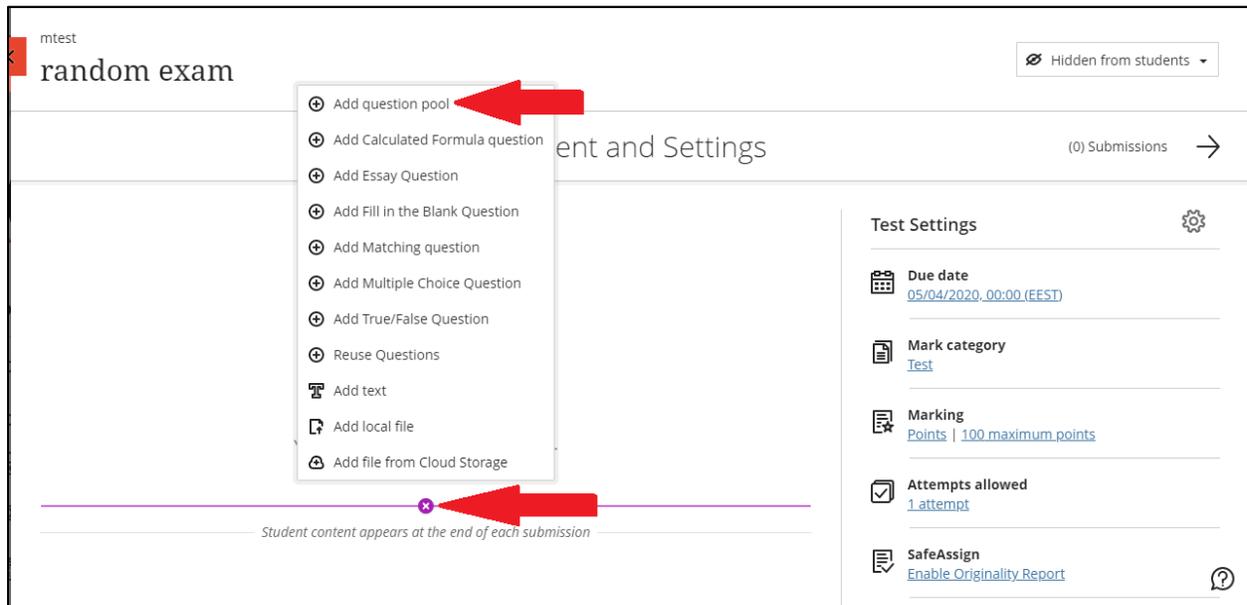
Creating the Random Exam

Click on the [+] symbol within your course

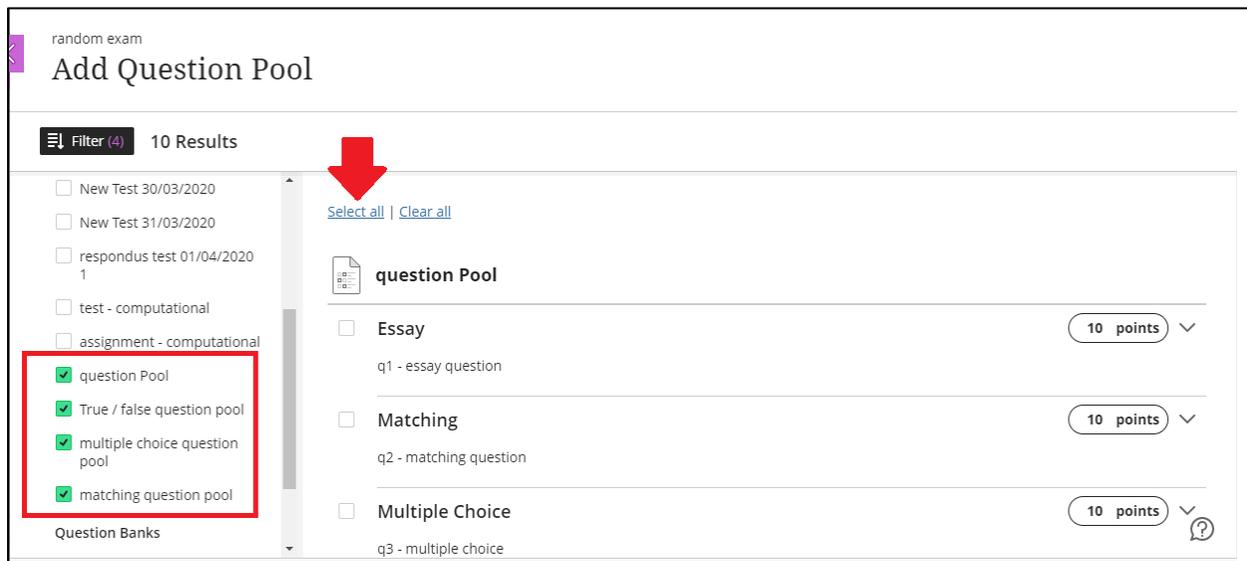
Select the “create” option and then choose “test”, as you would with a normal test. If you need further help please refer to the corresponding section of this manual on how to create an exam.

Give it a name and set the appropriate settings of the exam.

To add questions from a question pool, click on the [+] symbol



From the sources menu on the left, choose the pools that you want to be included in your random exam. You can have more than one question pool



Once the questions are added from the pool, click on “select all” and then on the “Add Questions” button at the bottom

random exam
Add Question Pool

Filter (4) 10 Results

- New Test 30/03/2020
- New Test 31/03/2020
- responsus test 01/04/2020 1
- test - computational
- assignment - computational
- question Pool
- True / false question pool
- multiple choice question pool
- matching question pool

question Banks

10 questions will be added

Cancel Add Questions

Then select how many questions from those you want to be included in your exam and click the “save” button.

In this example we have 10 question added from the pool to the exam, and from those 10 questions we choose to randomly display only 4 questions to the students.

mtest
random exam

Content and Settings

Test Content

Question Pool 10 points each

10 questions in this pool
View questions

Number of questions to display to students

4

Cancel Save

You can edit those options by clicking on the three dots and then the “edit” option.



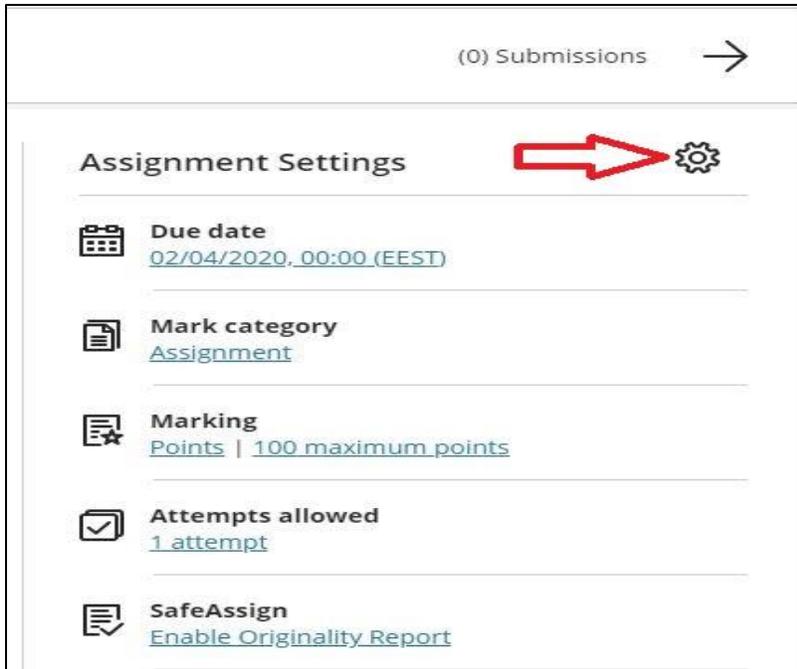
Creating a Rubric for an Assignment

A rubric is a tool that lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors use rubrics to ensure consistent and impartial grading.

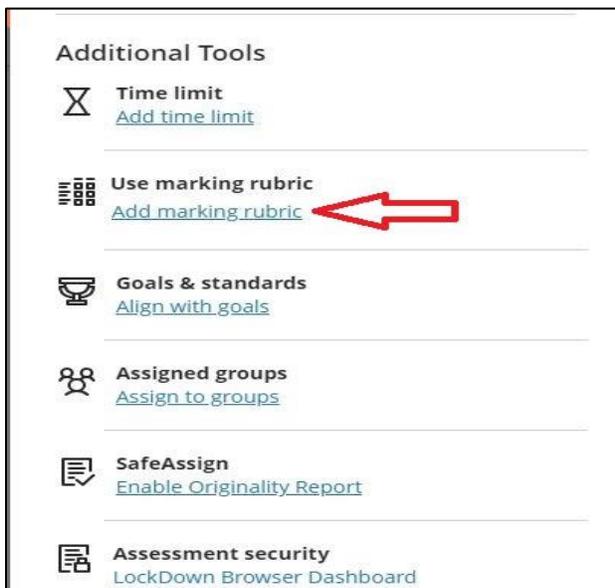
Why use Rubrics?

- To help you communicate your expectations to students.
- To assist students in devising effective work strategies.
- To ensure a high level of grading consistency and transparency throughout your course.
- To provide consistency across multiple sections of the same course.
- To make your time spent grading more efficient.

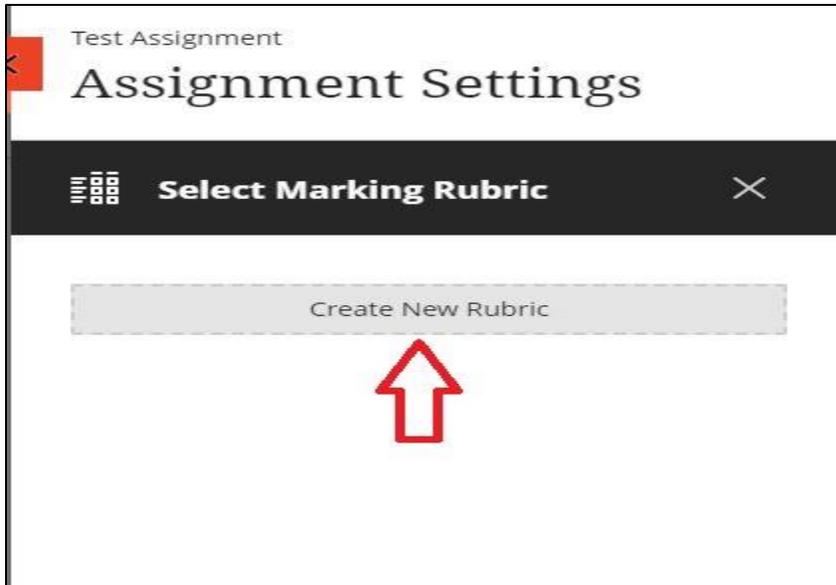
On the assignment select the **gear icon** at the top right of your page to open the Settings panel. See the below screenshot.



From Assignment Settings under Additional Tools click **“Add marking rubric”**, See the below screenshot.



See the below screenshot.



On the Rubrics page, select **“Create new Rubric”**

Type a title or name for the rubric. Also you can create two types of rubrics in an Ultra course. See the below screenshots.

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	100% <i>Type a description</i>	75% <i>Type a description</i>	50% <i>Type a description</i>	25% <i>Type a description</i>
25% of total mark				
Align with goals				

By default, four criteria rows and four achievement level columns appear. You can add, delete, and rename the rows and columns. Point to a cell to access the edit and delete icons. Select the plus sign wherever you want to add a row or column and type a title. If you don't want the new row or column, you can delete it.

You can create multiple rubrics in your course. Rubrics consist of rows and columns. The rows correspond to the criteria. The columns correspond to the level of achievement that describes each criterion.

You can also define level of achievement, See the below screenshot.

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	100% <i>Type a description</i>	 75% <i>Type a description</i>	50% <i>Type a description</i>	25% <i>Type a description</i>
25% of total mark				
Align with goals				

On description cells you can write

- **Percentage**

For percentage-based rubrics, the criteria total percentage must equal 100%. You may only use whole numbers. You may add rows set to 0% as long as your total percentage equals 100. If the percentages don't equal 100, a warning message appears at the bottom of the screen.

Rubric Type: <input type="text" value="Percentage"/>				
Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	100% <i>Type a description</i>	75% <i>Type a description</i>	50% <i>Type a description</i>	25% <i>Type a description</i>
25% of total mark				

- **Percentage-range**

For percentage-range rubrics, each level of achievement has a range of values. When you grade, you select the appropriate percentage level for a particular level of achievement. The system calculates the points earned by multiplying the weight x achievement percentage x item points.

Rubric Type: <input type="text" value="Percentage Range"/>				
Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	75 - 100% <i>Type a description</i>	50 - 75% <i>Type a description</i>	25 - 50% <i>Type a description</i>	0 - 25% <i>Type a description</i>
25% of total mark				
Align with goals				

When you finish click **“Save”** at the end

Using Respondus LockDown Browser and Respondus Monitor

Creating a quiz which will require Respondus LockDown browser

If you are using Respondus for your exams, please make sure that you add the following description in the settings / description of your exam. Choose English or Greek accordingly.

Terms and conditions

This exam uses the software Respondus LockDown Browser and Respondus Monitor. By entering this exam you agree to its use as per notification already received by the European University Cyprus.

Όροι και προϋποθέσεις

Αυτή η εξέταση χρησιμοποιεί το λογισμικό Respondus LockDown Browser και Respondus Monitor. Με την είσοδό σας σε αυτή την εξέταση συμφωνείτε με τη χρήση τους με βάση και την πληροφόρηση που λάβατε ήδη από το Ευρωπαϊκό Πανεπιστήμιο Κύπρου.

Create a test as you normally would in your Blackboard course using the steps described in the previous pages of this manual.

In the test's settings click on the "Assessment security" option

Use this space to build your test.
You can save your changes along the way.
Just close the test when you're finished.

Student content appears at the end of each submission

Test Settings

- Due date: 02/04/2020_00:00 (EEST)
- Mark category: Test
- Marking: Points | 100 maximum points
- Attempts allowed: 1 attempt
- SafeAssign: Enable Originality Report
- Assessment security: LockDown Browser Dashboard**

In case the following window comes up, just click on the “continue to lockdown browser” option to continue

Welcome | Video Tutorials | Getting Started | Resources

Prevent Cheating During Online Quizzes

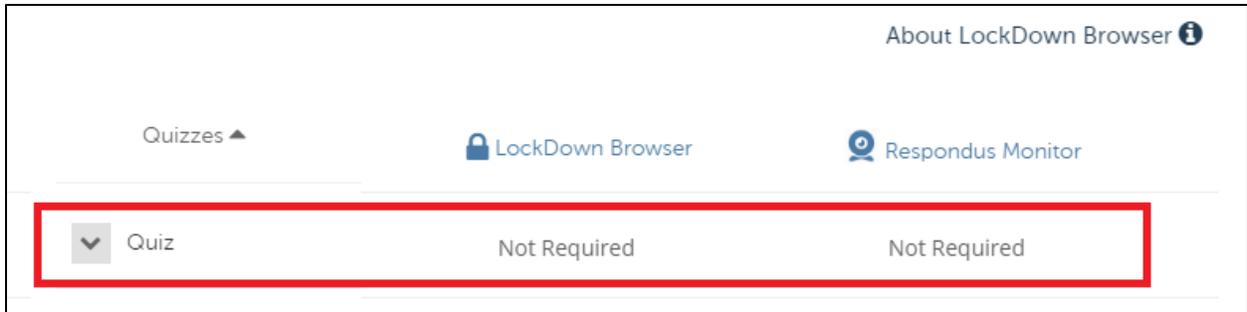
Don't show this page again

Continue to LockDown Browser >

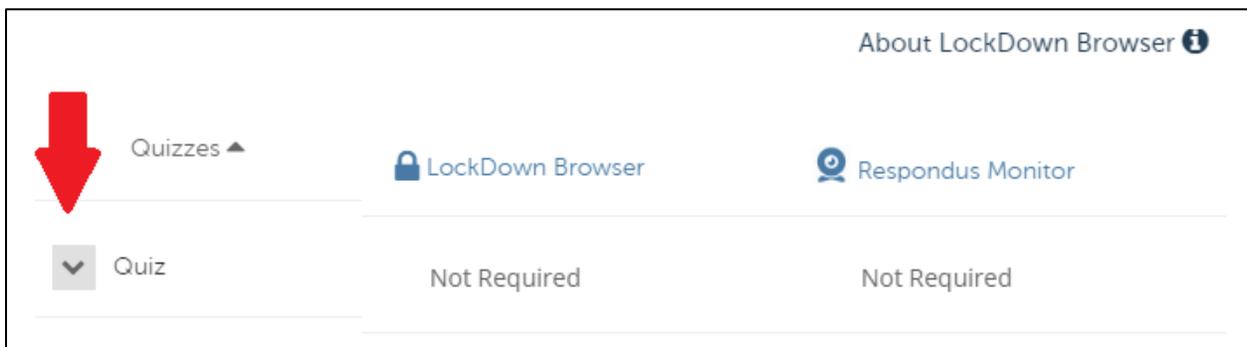
The respondus dashboard will load.

There you will see a list with all the quizzes created in your course.

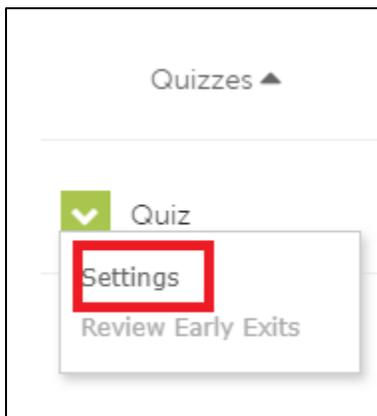
Also, you will see whether those quizzes require the lockdown browser and respondus monitor



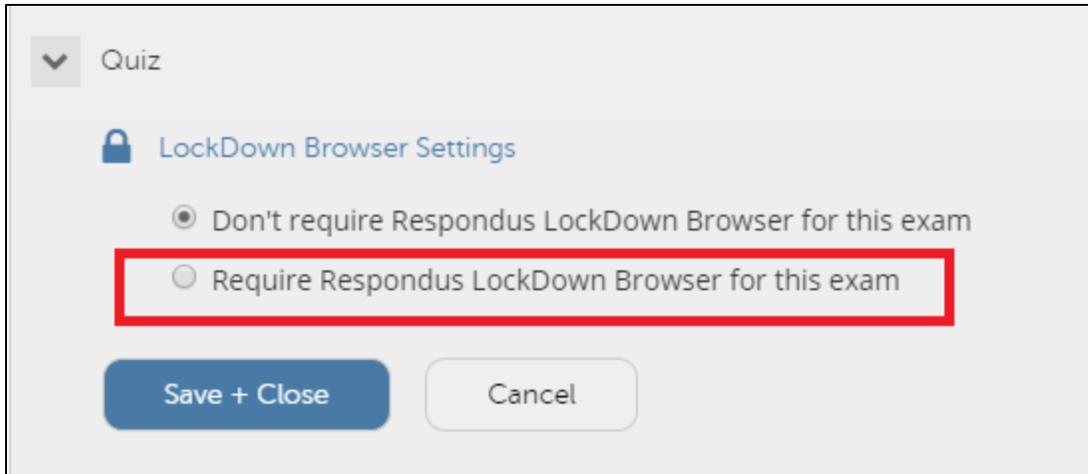
Find the quiz to apply LockDown Browser or Respondus Monitor and click on the arrow that is on the left of the quiz name.



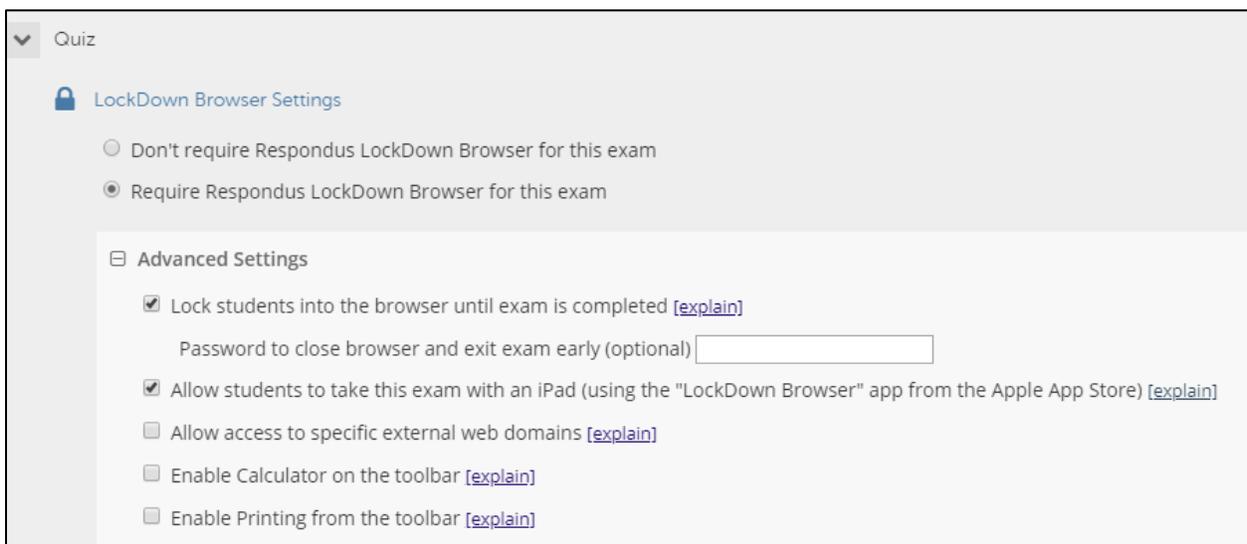
Click on "settings"



From the popup menu, choose the "require respondus lockdown browser for this exam" option



Then, in the next menu that will show up choose the restrictions that you want to use for your exam regarding the lockdown browser.



The optional password that you can write in the text box is a word, a password that you can give to your students in order to allow them to exit the browser before finishing the exams.

If you want to allow access to specific websites, you can check the “allow access to specific external web domains” option and write the websites in the text box.

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

Enter one or more web domains, separated by commas
(e.g. algebra-ebooks.com,calculus-ebooks.com)

Because as you should probably know, once the exam has started, the student is locked within this browser and cannot close it or open anything else. The only way for the student to close the browser is either to finish and submit the exam, or if the time limit of the exam is reached, or if the student uses the password given from the instructor.

If you want to use camera monitoring for the students during the exam, click on the “require Respondus monitor for this exam” option

 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

Following, you are instructed to choose a series of checks that the users must undertake before starting the test.

Make sure that you disable the Environment Check. Leave all others as they are.

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

X **Uncheck it** ←

Click on the “save + close” button to exit the respondus settings.

Save + Close Cancel

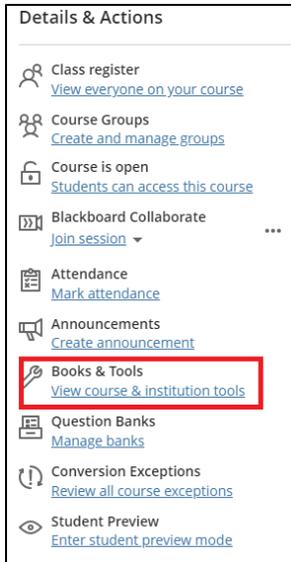
If everything is done correctly, you will see the following on your dashboard.

Quizzes ▲	LockDown Browser	Respondus Monitor
▼ Quiz	Required	Required

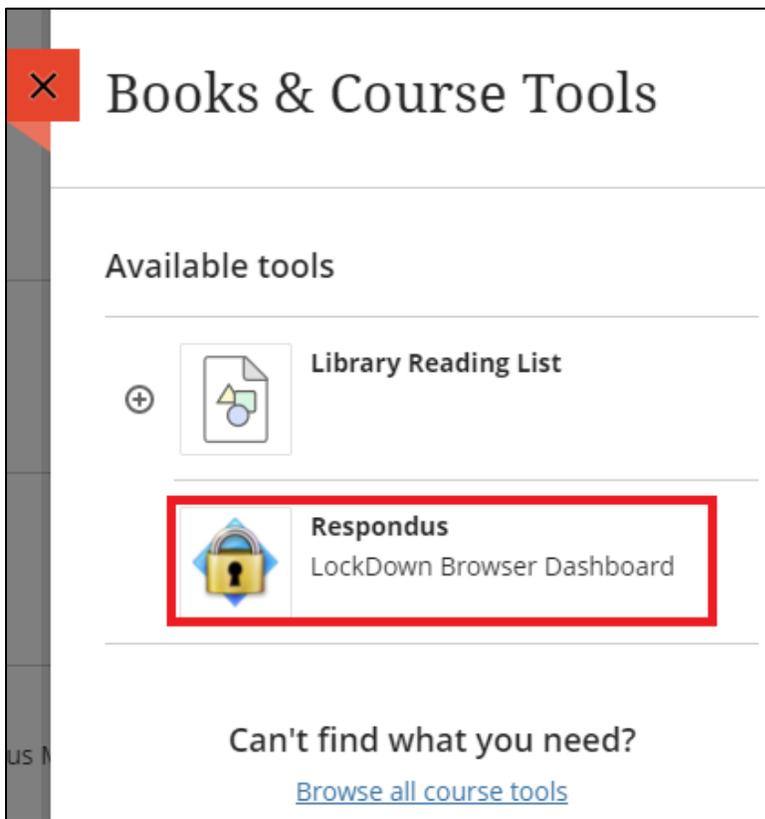
The setup is finished. Go back to the main page of your course.

Review quiz results and video responses

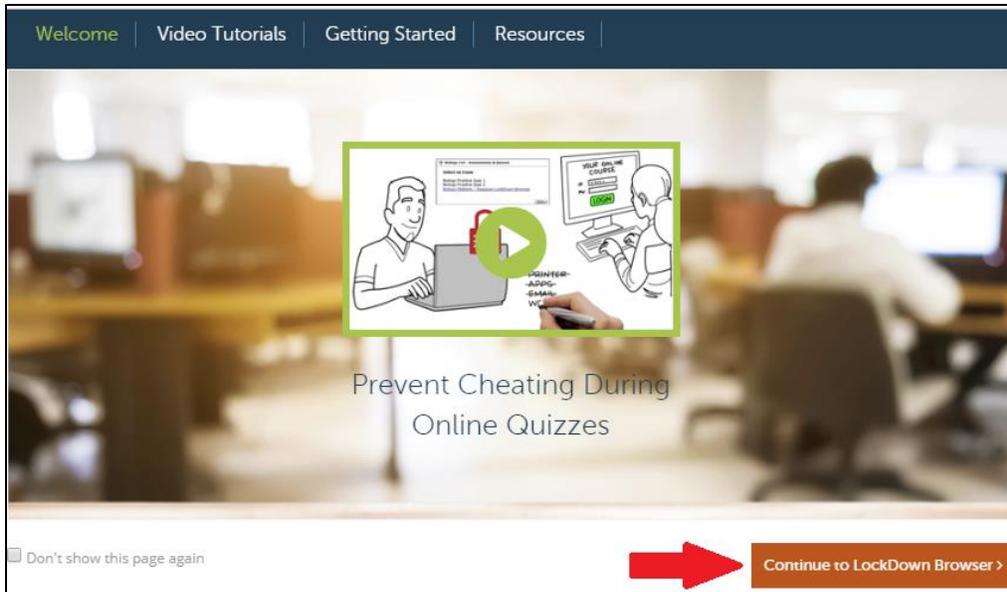
To review the video results of the students go to the dashboard by clicking on the “view course & institution tools” link that is on the menu on the left of the screen.



Click on the “Respondus” option to view the respondus dashboard

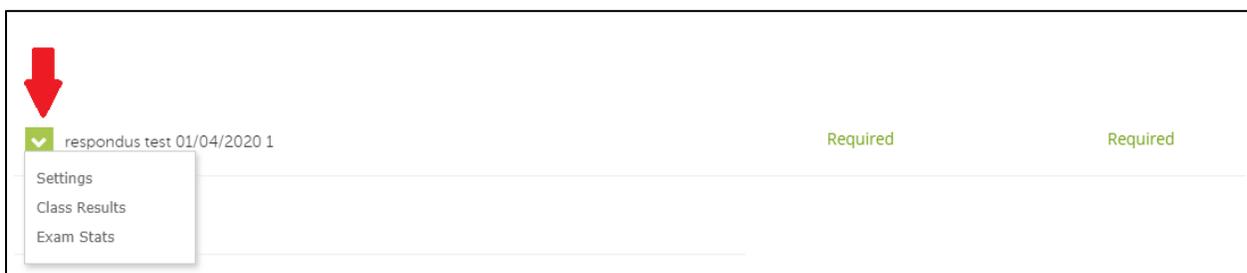


In case the following window comes up, just click on the “continue to lockdown browser” option to continue

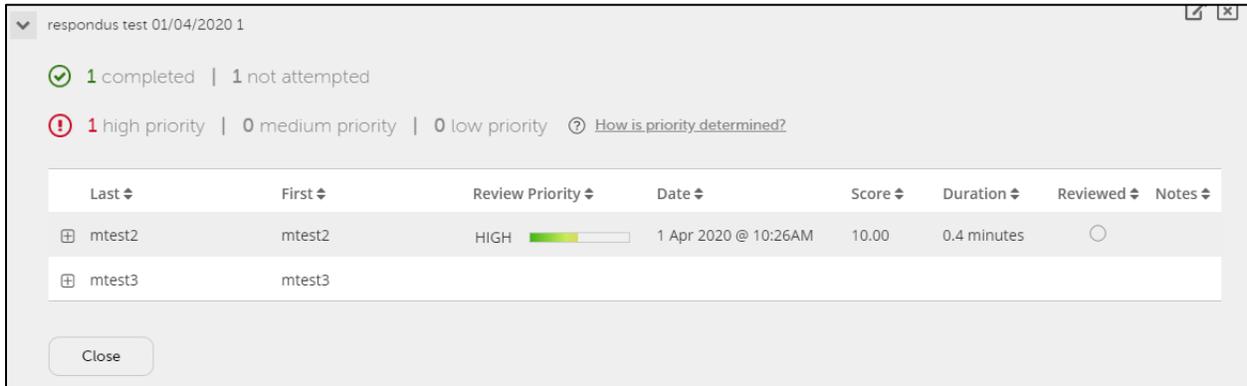


There you will see a list with all of your course quizzes.
 Find the one you want to check the results for and click on the arrow which is on the left of the quiz's name

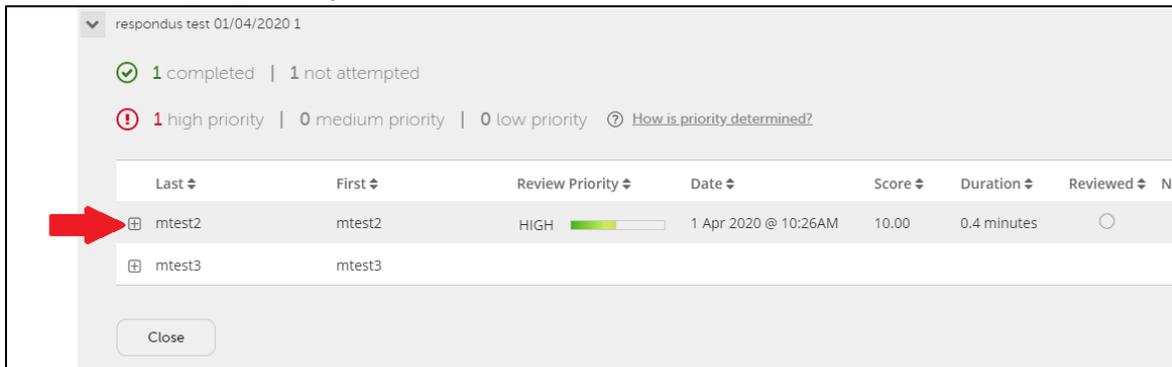
Respondus LockDown Browser Dashboard		About LockDown Browser ⓘ	
Tests ▲	LockDown Browser	Respondus Monitor	
▼ New Test 30/03/2020	Required	Not Required	
▼ New Test 31/03/2020	Not Required	Not Required	
▼ respondus test 01/04/2020 1	Required	Required	
▼ test respondus 3	Not Required	Not Required	



By clicking on the class results a roster of the students in the course is shown, along with the name, time, duration, review priority, and grade for the quiz.



Click on the [+] to expand the section for a student.



Details of the startup sequence and the exam session are shown in thumbnails. Click a thumbnail to view the video from the time indicated. Videos can be marked as reviewed or have comments added by the instructor.

Install and use Respondus 4.0 to create and upload exams on Blackboard

1. Install Respondus 4 on your Windows PC.

- a. Click on the download link:

<http://www.respondus2.com/downloads/Respondus4.exe>

- b. Open the downloaded file and install Respondus 4.0 on your PC

c. Copy the product key

Register Respondus

Before you can use Respondus, you must enter a "30-day Free Trial Password" or purchase a permanent "Activation Password". The steps to do this are fast and easy.

1. Go to: respondus.com
2. You will have the choice of obtaining an activation password for a free 30-day trial, or purchasing a permanent activation password.
You will need to include a valid e-mail address and this Product ID:
Product ID ←
3. Once you have completed the form, you will receive an email that contains the password you requested. Enter the password in the appropriate box below.

"30-day Free Trial" Password

Permanent Activation Password *

* not for reinstalling or installing to a second computer (see below)

Did you already purchase Respondus 4.0? Click this button for information on reinstalling Respondus 4.0 or installing it to a different computer.

d. Request a free 30-day trial:

<https://web.respondus.com/support/register-30-day-free-trial/>

e. You will receive your password by email.

f. Type the password to the "30-day Free Trial" Password box. Then click on continue.

g. Start Respondus 4.0

h. Each time you open the Respondus 4.0 program for the first time you will see the following window. Click on "Continue 30-day Trial" to proceed with the program.

Respondus - 30-day Trial ×

This is a fully-functional unregistered version for evaluation purposes only. A paid registration will allow you to continue using Respondus beyond the 30-day trial period.

To purchase a permanent Activation Password for this copy of the software, click the "Purchase Information" button below. Otherwise, click "Continue 30-Day Trial" to continue.



Product ID:

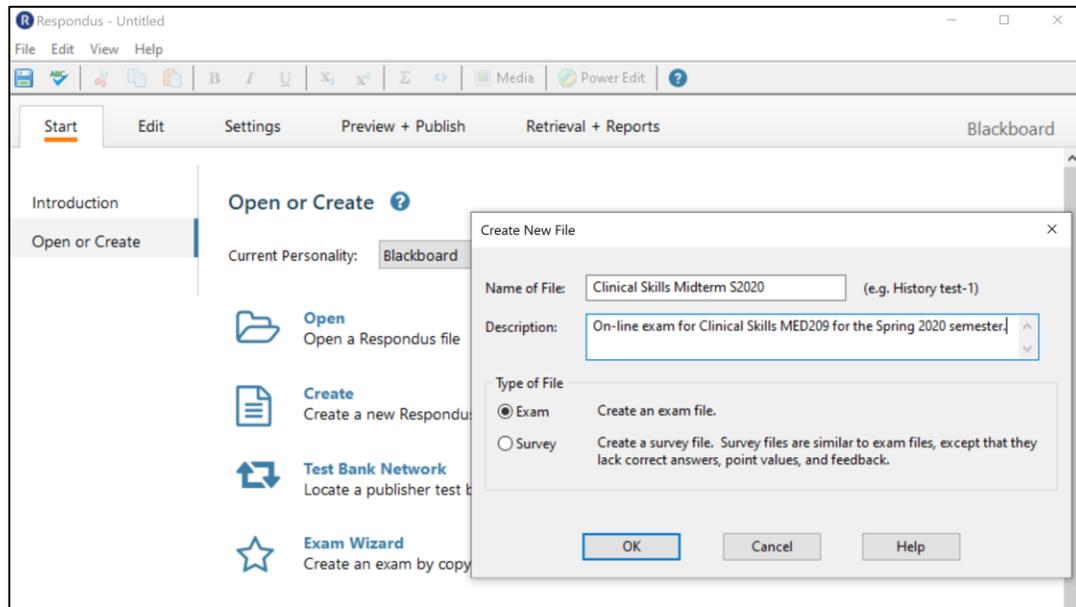
Permanent Activation Password: *

* not for reinstalling or installing to a second computer (see below)

Did you already purchase Respondus 3?

2. Create an exam in Respondus 4.0

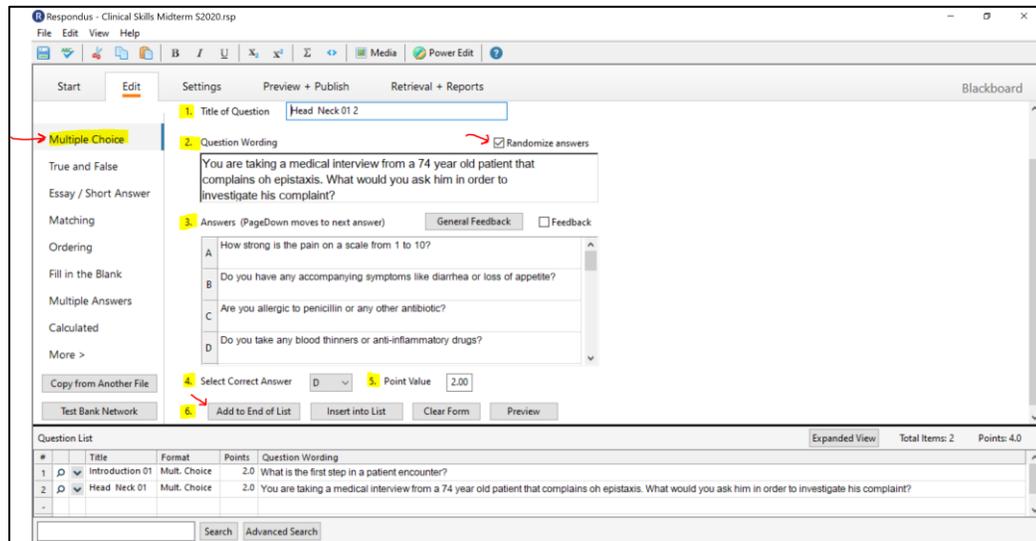
- a. Choose Blackboard in the “Current Personality” dropdown.
- b. Choose “Create a new Respondus file.”
- c. Fill in the exam name in the “Name of File” field. Write a description of the exam. Click OK.



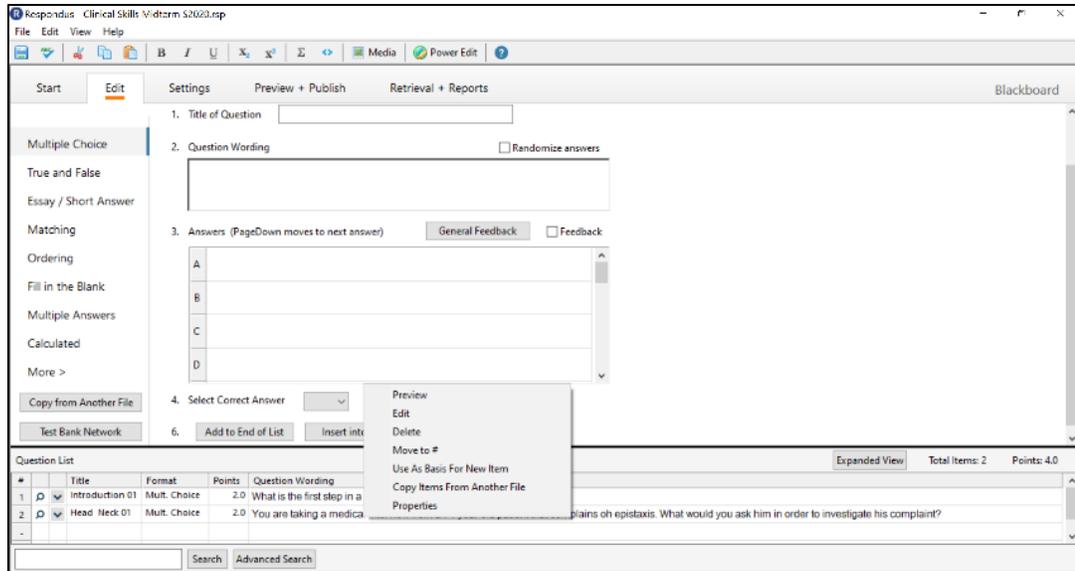
3. Create questions for the exam

- a. Select the question type you want to use. There is a wide option including Multiple Choice, True and False, and Essay.
- b. Choose **Multiple choice**
- c. Type the **title of your question** (1). This is for your reference and *it does not appear on the exam*.
- d. Type the question wording (2). This is the question that the student will see during the exam.
- e. Type the question distractors (possible answers) (3).
- f. Select the correct answer (4)

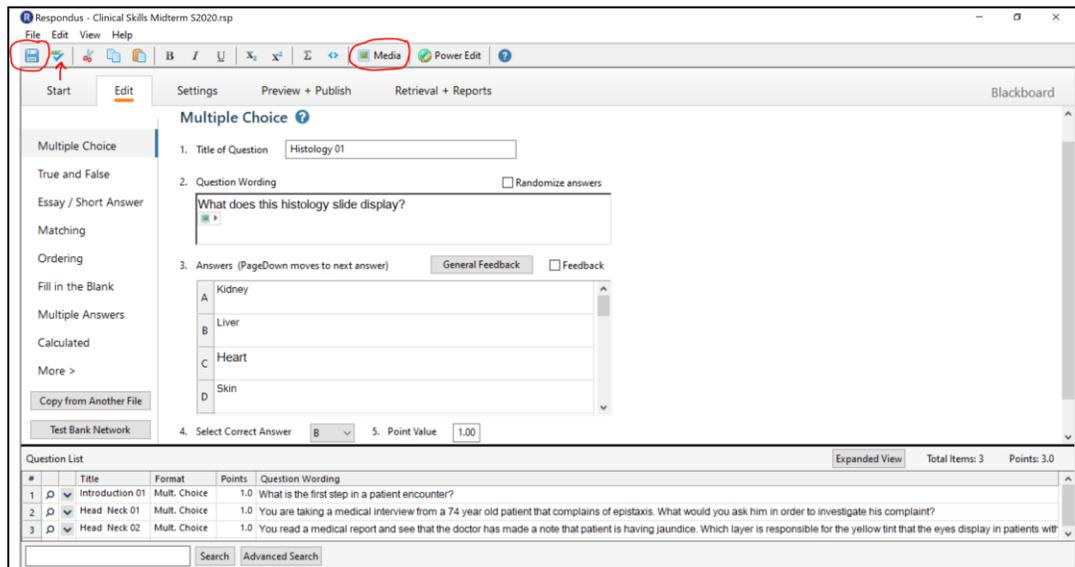
- g. Write the number of points a correct answer gets. In most cases you can leave this to 1 (5).
- h. Click on Randomize answers if you want to present the answers in a random order for each student.
- i. Click on Add to End of List to add your question to the test (6).



- j. You can repeat the previous process for all your questions. If you want, you can use one of your questions as a template to write another question. To do this, right click on the question and select “Use as Basis for New Item”. Then you will have a new question made from the previous question.
- k. In the same menu you can “Preview”, “Edit”, or “Delete” the question.

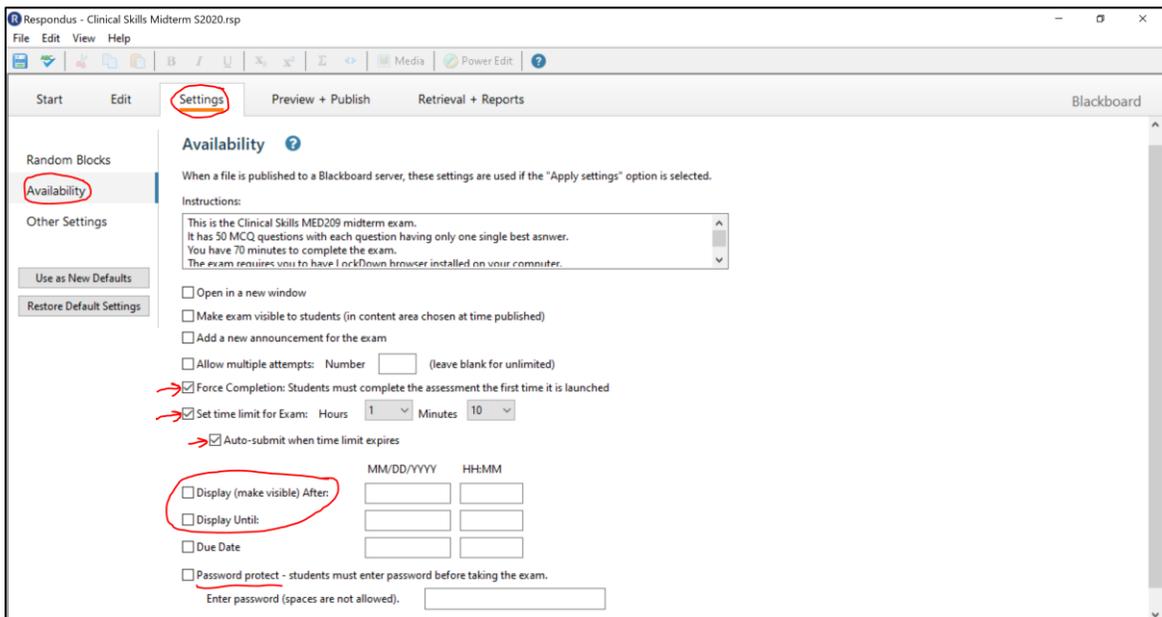


- l. If you want to save your questions, click on the disk icon.
- m. The “abc” icon will perform a spelling check on your questions and answers.
- n. You can insert images to your exam by choosing the “Media” icon. Images can be used in the questions and in the answers.



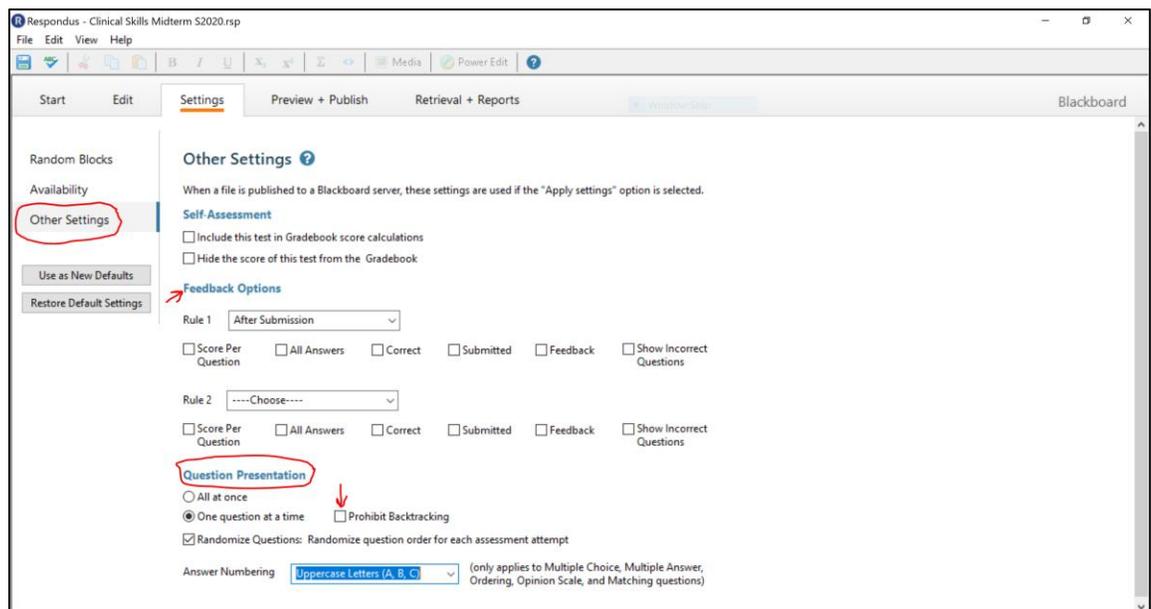
4. Select your exam settings

- a. Once you have finished typing your questions, select the "Settings" tab and click on "Availability"
- b. Write any instructions you have for the students in the "Instructions" field.
- c. Select "Force Completion"
- d. Select "Set time limit for exam" and fill in the time limit.
- e. Select "Auto-submit when time limit expires".
- f. The following options are to choose when the exam will be visible to students and until what time. You can set both of these manually on Blackboard.
- g. Password protect requires students to type in a password you provide in order to start the exam. This can be used to guarantee that everybody starts the exam only when you provide the password.



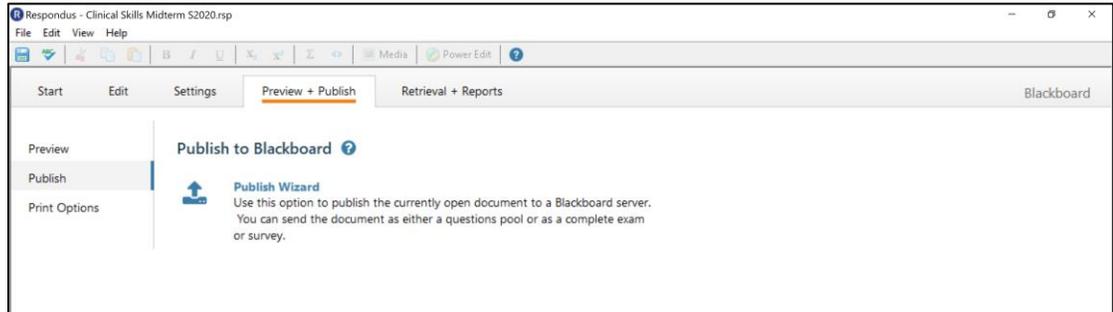
h. Click on Other Settings

- i. Make sure that all “Feedback Options” are *unchecked* otherwise the students will receive feedback (correct / incorrect questions) either after question or at the end of the test or after every question.
- j. In “Question Presentation” you have the following options:
 - i. **All at once** => all questions are visible in a single page.
 - ii. **One question at a time** => only one question is visible per page and the students have to change page to see the next one.
 - iii. **Prohibit backtracking** => the student cannot return to a previously answered question.
 - iv. **Randomize question** => the order of the questions is randomized and different for each student.
 - v. Answer Numbering selects how the answers will appear (e.g. “a, b, c, d” or “A, B, C, D”)

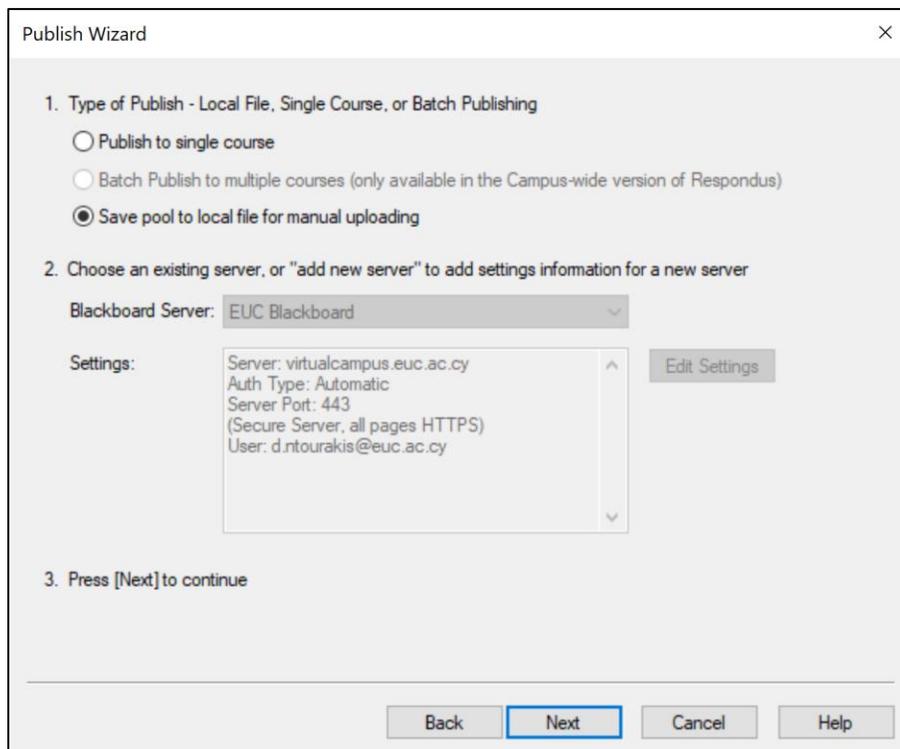


5. Export your exam to use in Blackboard

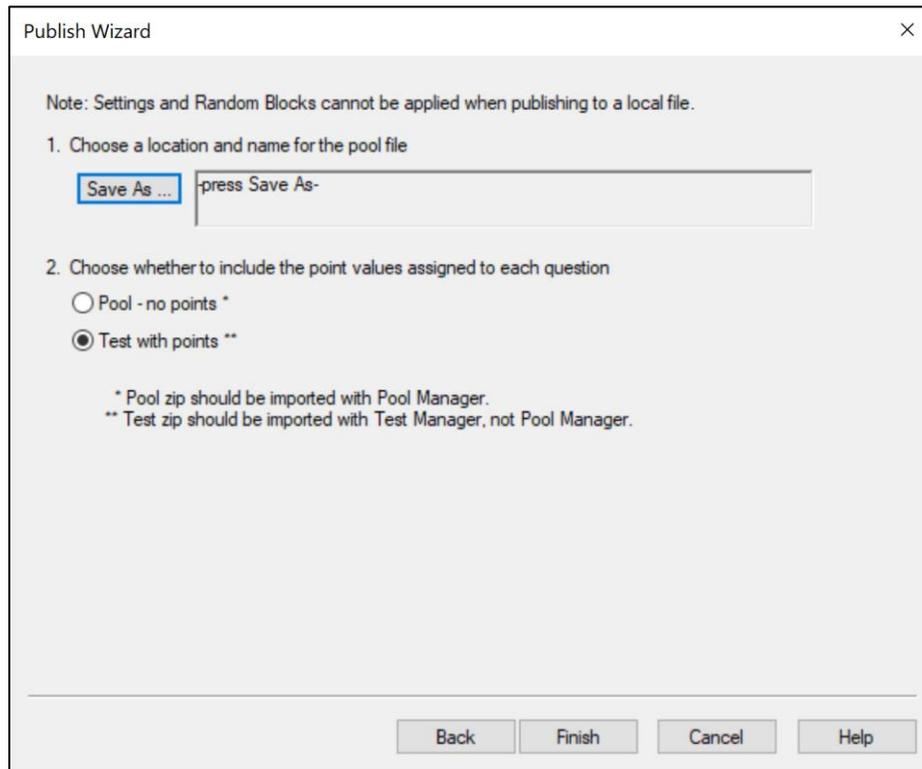
- a. Select the “Preview & Publish tab”. From there you can select “Preview” to see how your exam appears to students. Then choose “Publish” and click on “Publish Wizard”.



- b. On the window that appears:
 - i. Select “Save pool to local file for manual uploading”
 - ii. Click on “Next”.

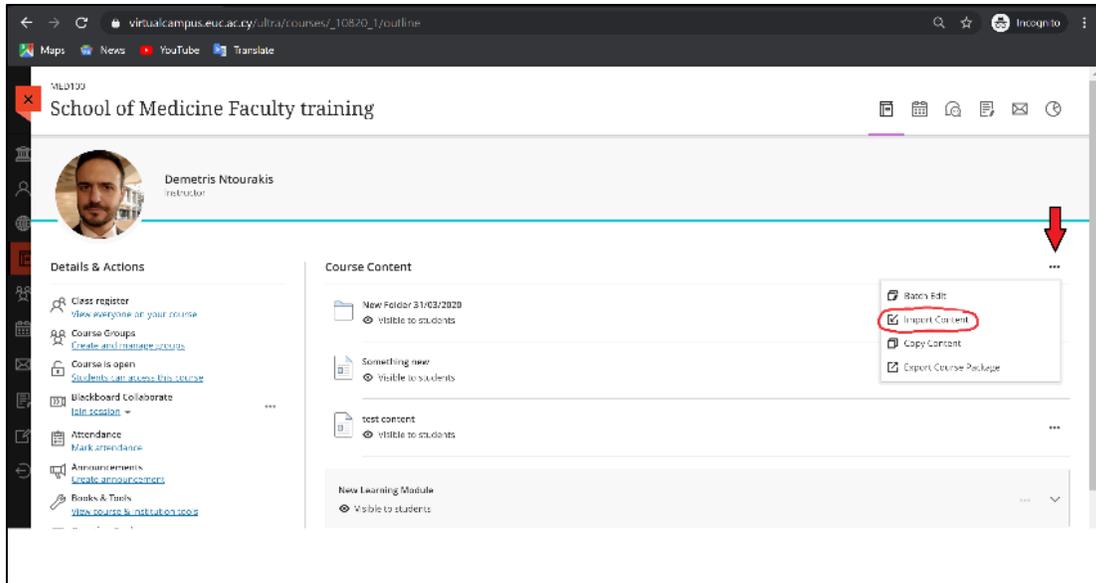


- c. In the following screen:
- i. Select “Test with points”.
 - ii. Select “Save as” to choose where to save your file.
 - iii. Click on “Finish” to create your export file.

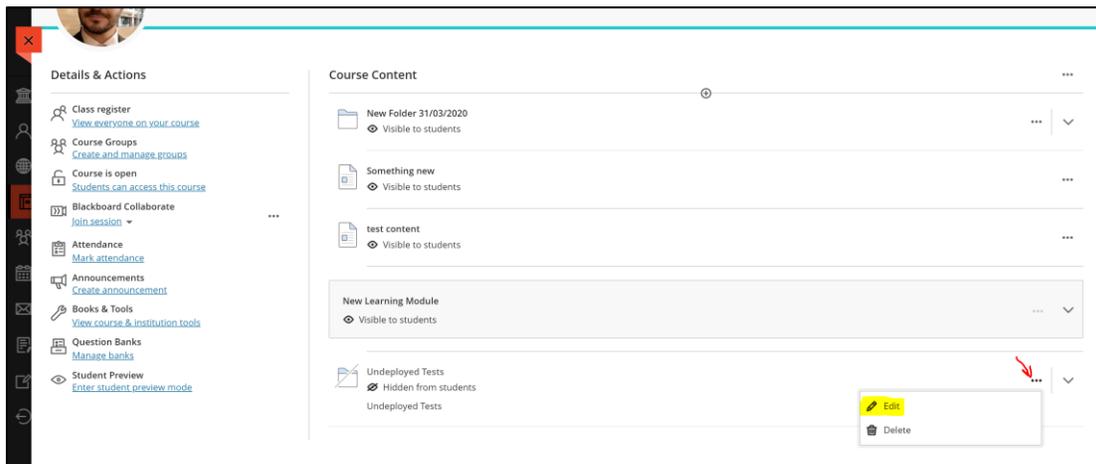


How to import an exam file to Blackboard

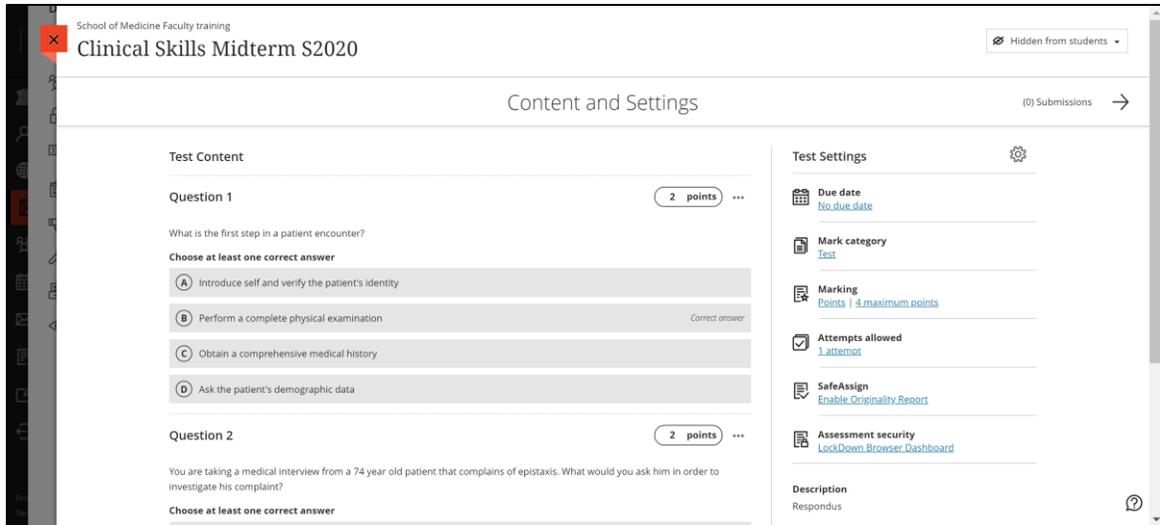
1. Open your Blackboard course.
2. Click on the three dots on the right upper side.
3. Select Import “Content”. Then select the file you have exported from Respondus 4.0.



4. The test will be added to the course.
 - a. Click on the three dots next to the course.
 - b. Select edit.

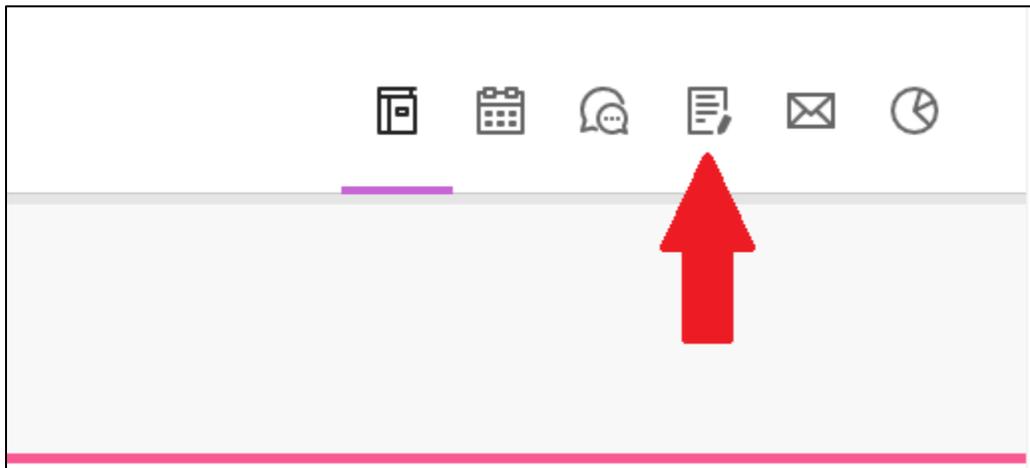


5. Choose the test settings according to the “How to create a test on Blackboard” tutorial.



Viewing and Grading Exam Submissions

Click on the gradebook icon at the top right corner of the page within your course.



You will see a list with all the quizzes and assignments of your course. Click on the name of the one you are interested at in order to view the submission information regarding the students who are enrolled in the course.

quiz 4/4/20 visible to students

← Content and Settings Submissions

1 of 2 SUBMITTED **0** TO MARK **0** TO POST

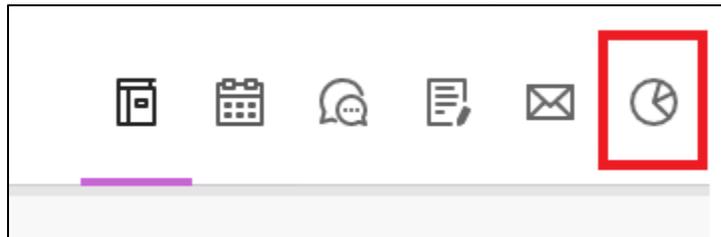
Search by student name Filter All statuses 25 items per page

Student	Status	Mark	
 mtest2 mtest2 Attempted on 04/04/2020, 14:11	Complete	10 / 30	Posted
 mtest3 mtest3 Unopened	Nothing to mark	--	

By clicking on a text box in the “Mark” column you can grade the assignment for that student.

Course Analytics

To view a more detail report about your exam, go to course analytics by clicking on the “Analytics” tool at the top right corner of your screen within your course.



Click on the “Run Report” button at the far right of the exam you want to generate a report for.

Course Analytics

Question Analysis SCORM Reports

Question Analysis
Question analysis provides statistics on overall performance, assessment quality and individual questions. This data helps you recognise questions that might be poor discriminators of student performance. Reports expire in 14 days.

Assessment	Due Date	Status	
 quiz 4/4/20	05/04/2020, 00:00	Completed on 04/04/2020, 15:06	 Run Report
 test	03/04/2020, 00:00	No questions in the assessment	Run Report
 New Test 30/03/2020	31/03/2020, 00:00		Run Report
 New Test 31/03/2020	01/04/2020, 00:00	Not enough data	Run Report

Wait for a few minutes until the report is generated.
After that, click on the name of the exam to view the report

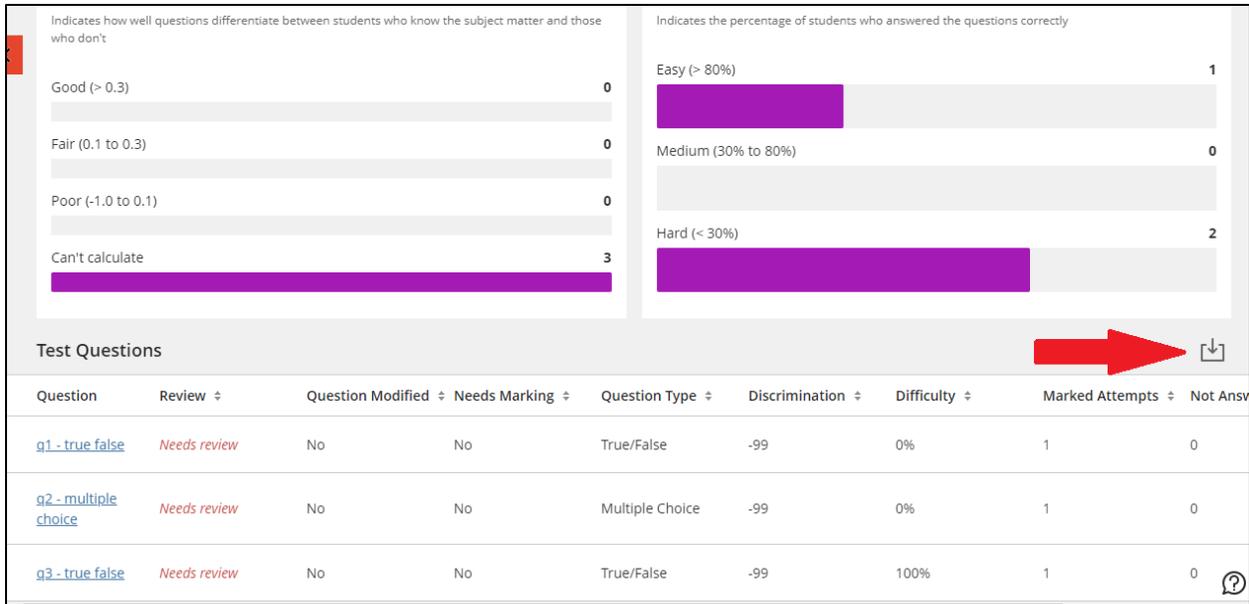
Course Analytics

Question Analysis SCORM Reports

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Question analysis provides statistics on overall performance, assessment quality and individual questions. This data helps you recognise questions that might be poor discriminators of student performance. Reports expire in 14 days.

Assessment	Due Date	Status	
 quiz 4/4/20	05/04/2020, 00:00	Completed on 04/04/2020, 15:06	Run Report
 test	03/04/2020, 00:00	No questions in the assessment	Run Report
 New Test 30/03/2020	31/03/2020, 00:00		Run Report
 New Test 31/03/2020	01/04/2020, 00:00	Not enough data	Run Report

You can also download the report by clicking on the download button



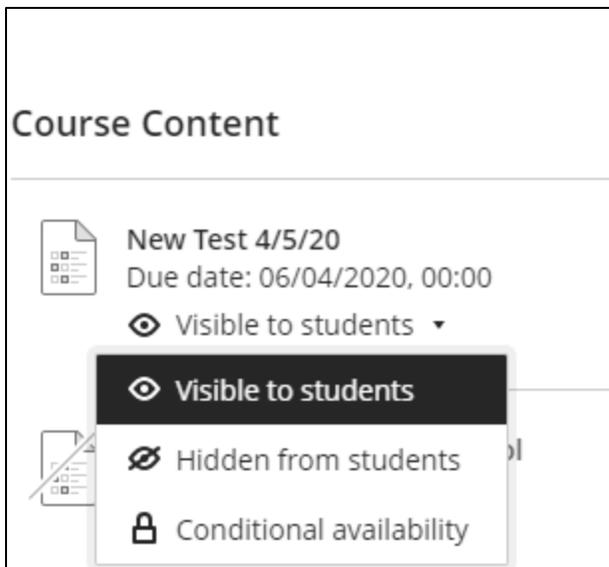
Make the exam Visible to Students

Your test should be made visible only when all the students have logged in to the platform and are ready to start the exam.

By default, the exam is hidden from the students

The interface shows a course management page for "Multiple Instructors". Under the "Course Content" section, there is a card for a "New Test 4/5/20" with a due date of "06/04/2020, 00:00". A red box highlights the card, and a small eye icon with a slash through it is visible, indicating the test is "Hidden from students".

Click on the small eye icon and select the "visible to students" option

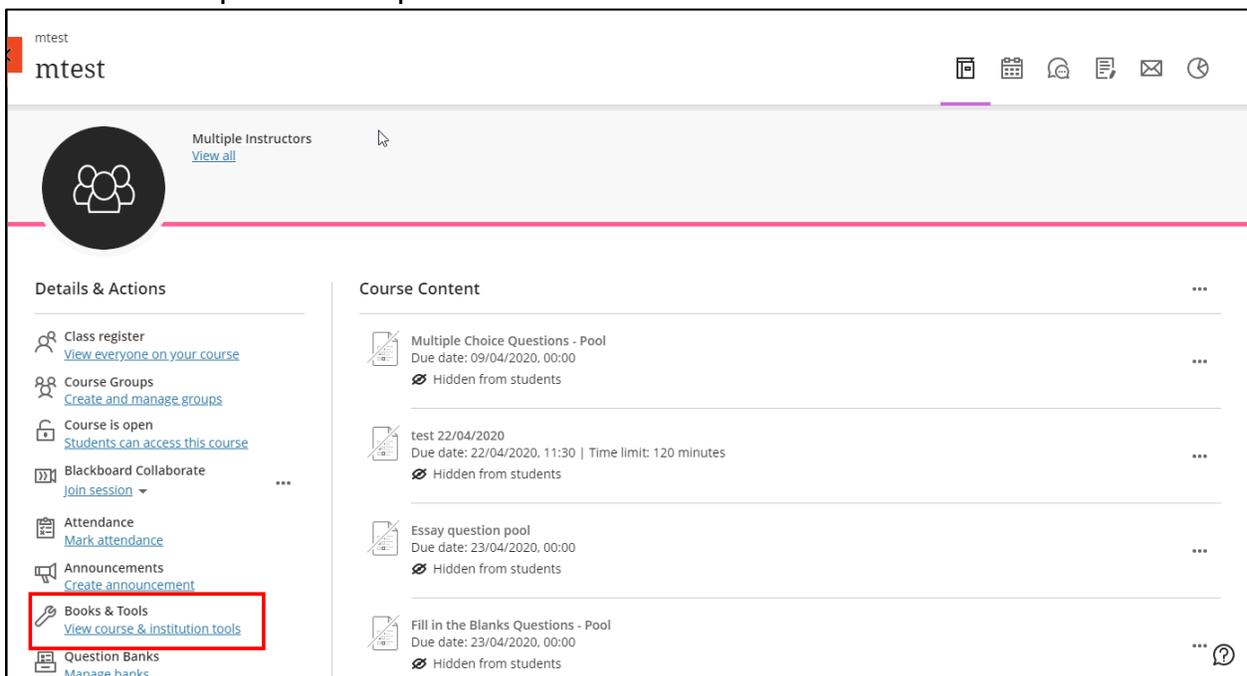


How to Supervise and Troubleshoot an Exam

A. Use Respondus Lockdown Browser Dashboard

The Respondus Lockdown Browser Dashboard **DOES NOT display live feed** of the students' video recordings during the exam. It may take up to 12 hours to have the Lockdown Browser report and video recordings.

- a. Open the Respondus Lockdown browser Dashboard.



The screenshot shows the Blackboard course interface. On the right, the 'Books & Course Tools' sidebar is open, displaying 'Available tools'. The 'Respondus LockDown Browser Dashboard' tool is highlighted with a red box. The main content area shows 'Course Content' with several quizzes listed, including 'Multiple Choice Questions - Pool', 'test 22/04/2020', 'Essay question pool', and 'Fill in the Blanks Questions - Pool'. The 'Details & Actions' sidebar on the left contains links for 'Class register', 'Course Groups', 'Course is open', 'Blackboard Collaborate', 'Attendance', 'Announcements', 'Books & Tools', and 'Question Banks'.

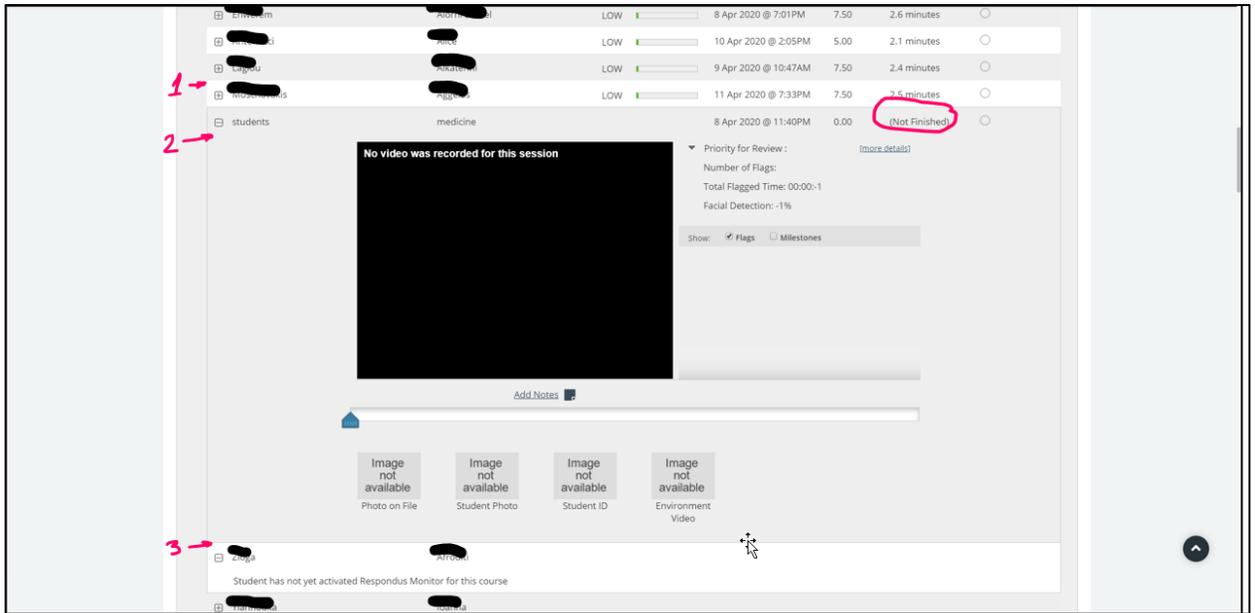
- b. Click on the arrow next to your quiz
- c. Select "Class results"

The screenshot shows the Respondus Monitor interface. At the top, there is a blue banner with the text: "New to Respondus Monitor proctoring? See the [Rapid Rollout Guide here](#). Find additional videos and guides using the About link above." Below this is a table of quizzes with columns for 'Quizzes', 'LockDown Browser', and 'Respondus Monitor'. The 'Med309_Mock_Exam' row is highlighted with a red arrow. A dropdown menu is open for this row, showing 'Settings', 'Class Results' (circled in red), and 'Exam Stats'.

Quizzes	LockDown Browser	Respondus Monitor
Exam 1	Required	Required
MED408 Mock	Not Required	Not Required
Med309_Mock_Exam	Required	Required
Quiz 1	Not Required	Not Required
Test exam 1	Not Required	Not Required
test quiz	Not Required	Not Required

- d. Assess the report.
- e. Click on the + arrow next the student's name.

- i. Student (1) has finished the exam has already the LockDown browser report. If you click the + sign you can review the video recording.
- ii. Student (2) is still undergoing the exam. You may be able to see his photo and the video recording of his surroundings.
- iii. Student (3) has not yet accessed Lockdown browser.



- f. Allow a student to **repass an exam**
 - 1. Click on the exam

Multiple Instructors [View all](#)

Details & Actions

- Class register**
[View everyone on your course](#)
- Course Groups**
[Create and manage groups](#)
- Course is open**
[Students can access this course](#)
- Blackboard Collaborate**
[Join session](#)
- Attendance**
[Mark attendance](#)
- Announcements**
[Create announcement](#)
- Books & Tools**
[View course & institution tools](#)
- Question Banks**
[Manage banks](#)
- Conversion Exceptions**
[Review all course exceptions](#)
- Student Preview**
[Enter student preview mode](#)

Course Content

- Multiple Choice Questions - Pool**
Due date: 09/04/2020, 00:00
Hidden from students
- test 22/04/2020**
Due date: 22/04/2020, 12:30 | Requires LockDown Browser + Respondus Monitor (webcam)
Visible to students
- Essay question pool**
Due date: 23/04/2020, 00:00
Hidden from students
- Fill in the Blanks Questions - Pool**
Due date: 23/04/2020, 00:00
Hidden from students
- True / False Question - Pool**
Due date: 09/04/2020, 00:00
Hidden from students

2. Click on submissions

mtest

test 22/04/2020 Visible to students

Content and Settings (1) Submission →

Test Content

Question 1 0 points ...

Please fill in your name and ID number

Students can use the editor to answer

Part 1 ...

Questions 2-3 POOL 1 points each ...

2 of 4 questions in this pool are displayed randomly to students
[View questions](#)

Part 2 ...

Test Settings

- Due date**
22/04/2020, 12:30 (EEST)
- Mark category**
Test
- Marking**
Points | [38 maximum points](#)
- Attempts allowed**
[1 attempt](#)
- SafeAssign**
[Enable Originality Report](#)
- Assessment security**
Students need to use Respondus LockDown Browser and Respondus Monitor (webcam) to complete this assessment
[LockDown Browser Dashboard](#)

3. Click on the three dots on the right of the student you want to make an exception for, and then click on “Edit settings”

mtest
test 22/04/2020 Visible to students

Content and Settings Submissions

1 of 3 SUBMITTED 1 TO MARK 0 TO POST

Search by student name Filter All statuses 25 items per page

Student	Status	Mark	...
Constantinos Anastasiou Unopened	Nothing to mark	--	...
mtest2 mtest2 Attempted on 22/04/2020, 11:45	1 attempt to mark	--	...
mtest3 mtest3 Unopened	Nothing to mark	--	...

Greenshot image editor

- On the “edit submission settings” change the “Attempts allowed” to two, and then click on the save button.

mtest
test 22/04/2020

Content and Settings Submissions

1 of 3 SUBMITTED 1 TO MARK 0 TO POST

Search by student name Filter All statuses

Student	Status	Mark
Constantinos Anastasiou Unopened	Nothing to mark	--
mtest2 mtest2 Attempted on 22/04/2020, 11:45	1 attempt to mark	--
mtest3 mtest3 Unopened	Nothing to mark	--

mtest2 mtest2
Edit Submission Settings

Show on
Date Time

Hide after
Date Time

Attempts allowed
2

Cancel **Save**

Make Grades and Feedback Visible to Students

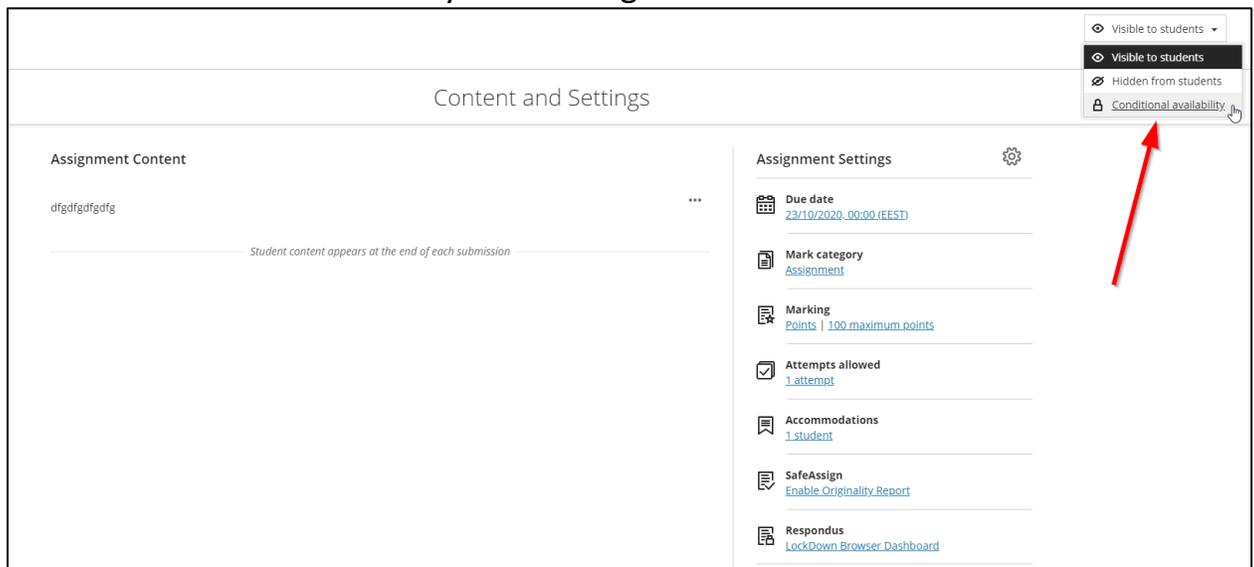
Once you grade the exam, the grade of the student is visible in the gradebook. In order now for any feedback to be visible to the student, make sure that the exam is visible to the students as well.

If the exam is hidden, then

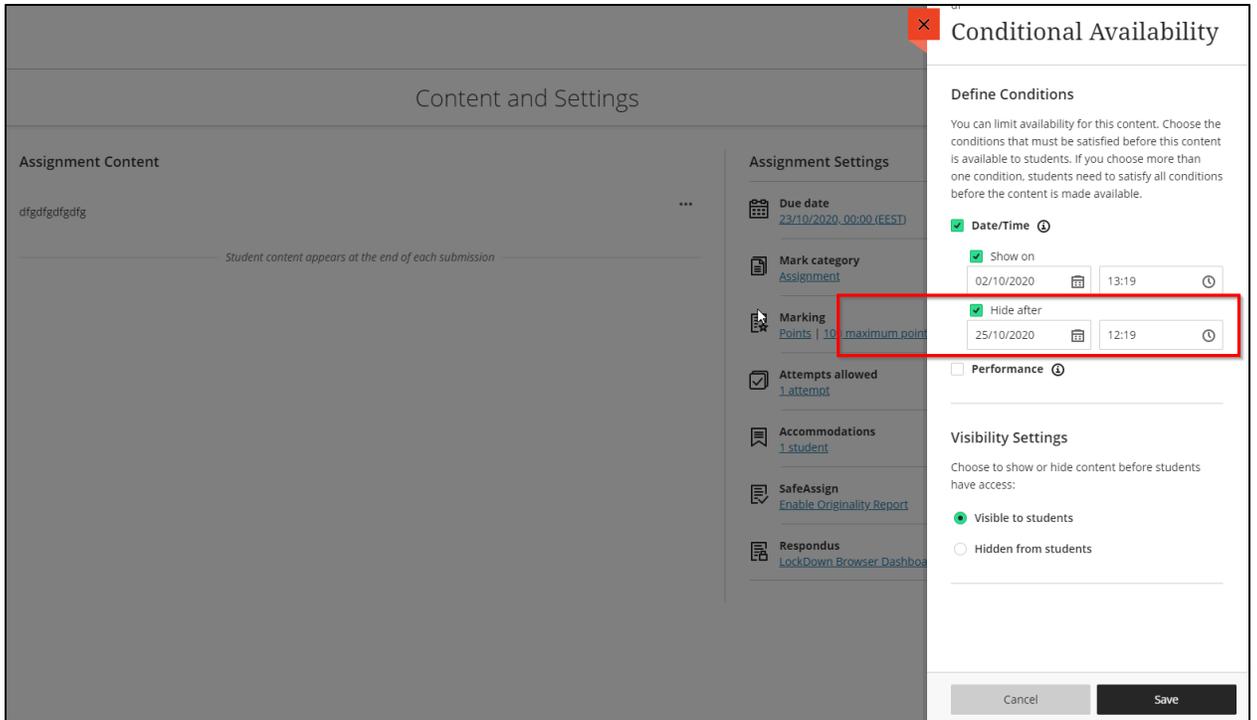
- a. The grade is visible
- b. The feedback is not visible

Give Extra Time to Students During an Exam

- Go to “Conditional Availability” and change the “Hide after” time



The screenshot shows the 'Content and Settings' page for an assignment. The top right corner features a dropdown menu with the following options: 'Visible to students' (selected), 'Visible to students', 'Hidden from students', and 'Conditional availability'. A red arrow points to the 'Conditional availability' option. The main content area is divided into two columns: 'Assignment Content' on the left and 'Assignment Settings' on the right. The 'Assignment Settings' column includes fields for 'Due date' (23/10/2020 00:00 (EEST)), 'Mark category' (Assignment), 'Marking' (Points | 100 maximum points), 'Attempts allowed' (1 attempt), 'Accommodations' (1 student), 'SafeAssign' (Enable Originality Report), and 'Respondus' (LockDown Browser Dashboard).



- Go to exam settings
- Change the “Due Time”

