

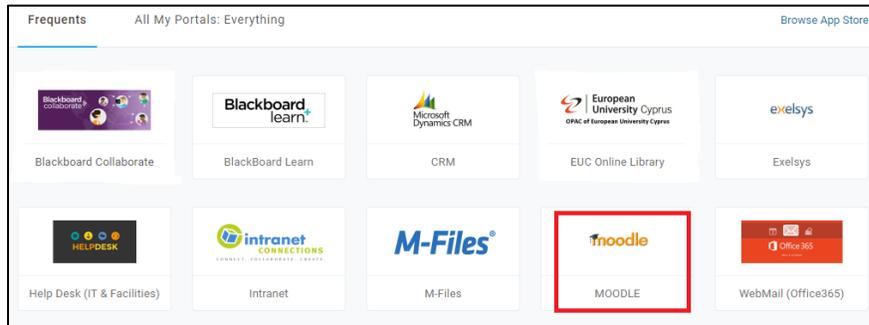
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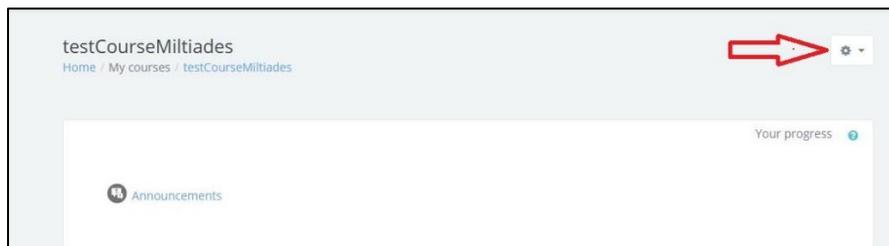
Login to Moodle

- Go to [My EUC Login](#) and log in using your EUC credentials
- Click on the Moodle icon to enter Moodle and then go to your course.

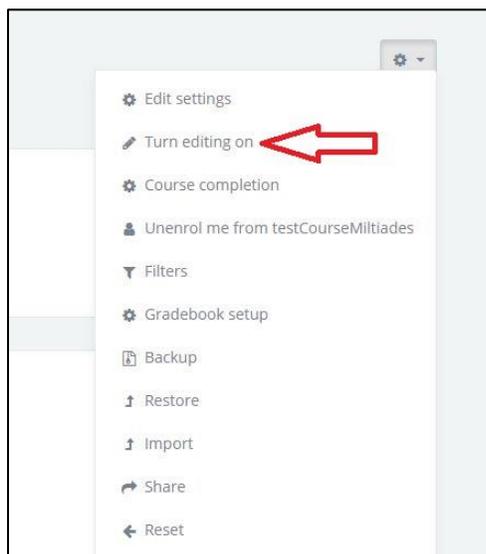


Creating a Quiz

In your Moodle course, click the **gear icon** at the top right of your course page



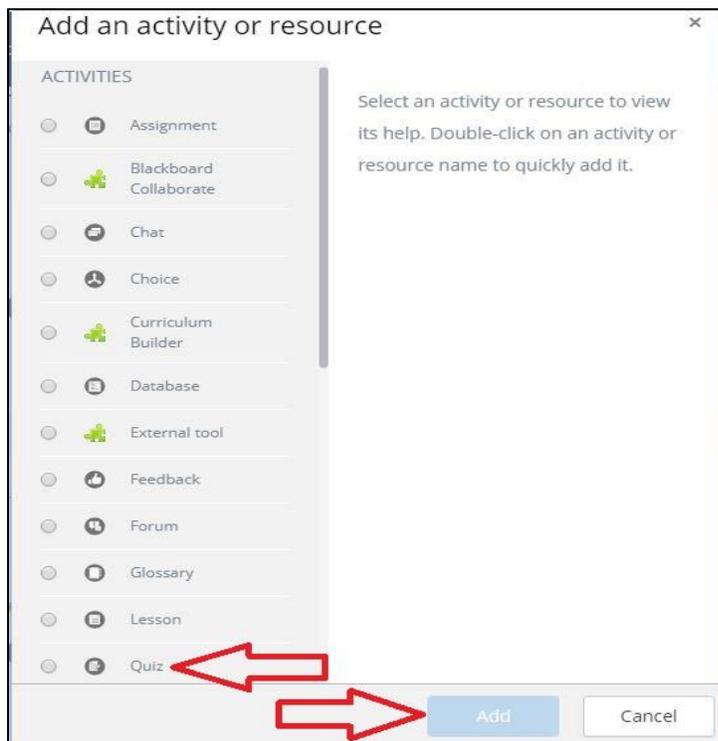
For the Drop Down menu, Click the **Turn editing on** option



In the week/topic you wish to add it to, click on the **+Add an activity or resource** menu



Form the drop down menu under activities select **quiz and then Add**



You will be taken to a screen that allows you to create the quiz activities and set its parameters

Give a name to your Quiz

Adding a new Quiz ?

▶ Expand all

General

Name 

Description



Display description on course page ?

Then you will have to configure a set of parameters for your quiz.
The most important of them are explained down below.

- ▶ Timing
- ▶ Grade
- ▶ Layout
- ▶ Question behaviour
- ▶ Review options ?
- ▶ Appearance
- ▶ Extra restrictions on attempts
- ▶ Overall feedback ?
- ▶ Common module settings
- ▶ Restrict access
- ▶ Activity completion
- ▶ Tags
- ▶ Competencies



Timing: The options present here, help you schedule a quiz at a particular time. A student can attempt a quiz in between the open and close quiz times. If you set a time limit for a quiz, it comes into play when a student attempts a quiz. If the time runs out the quiz is automatically submitted.

▼ Timing

Open the quiz 30 March 2020 19 47 Enable 1

Close the quiz 30 March 2020 19 47 Enable

Time limit 0 minutes Enable 2

When time expires Open attempts are submitted automatically 3

Submission grace period 1 days Enable

On (1) you can define the time period in which your exam will be available to the students.

On (2) you can set the time a student will have at his disposal to complete the quiz from the time he chooses to start the quiz.

One (3) you can define what will happen once the time limit of the quiz has passed.

Grade: You can set the number of the allowed attempts to an exam by a student.

▼ Grade

Grade category Uncategorised

Grade to pass

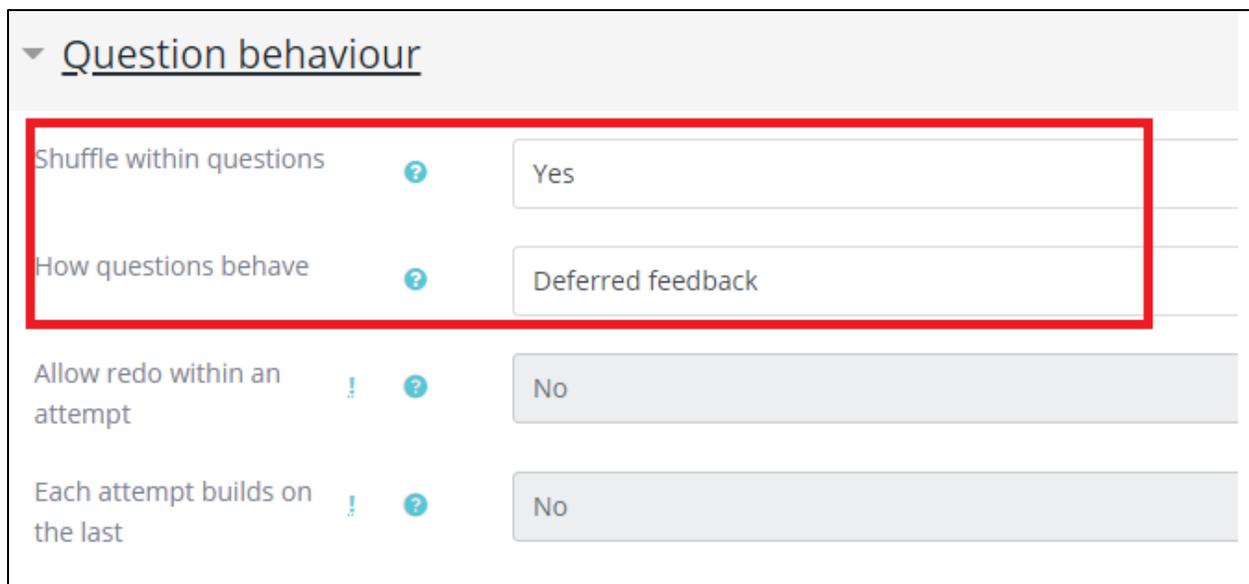
Attempts allowed 1

Grading method Highest grade

Question behavior: You can choose to shuffle the answers where there are multiple answers to a question or in the case of a matching question.

In this setting, you control how feedback is offered to students during a quiz. The most popular options are

- Deferred Feedback: feedback is offered only upon quiz completion
- Immediate Feedback: the feedback is offered after each question
- Interactive Feedback: where hints can be given, and the student has the option to re-attempt the question



▼ Question behaviour

Shuffle within questions	?	Yes
How questions behave	?	Deferred feedback
Allow redo within an attempt	! ?	No
Each attempt builds on the last	! ?	No

Review Options: (Important)

Make sure to UNCHECK all the review options, except those in the “during the attempt” section (those are disabled anyway)

If you don't uncheck the review options

- a. Students will automatically get feedback on whether their answers are correct or not for all the true / false, multiple choice questions etc.
- b. They will be able to share the correct answers with students who are still on the quiz.

Review options ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt ?	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct ?	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Marks ?	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback ?	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ?	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer ?	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

Extra restrictions on attempts: (Important)

You can lock the quiz using a password. Once every student is locked into the platform and they clicked on the “attempt quiz” button, you can give them the password in order to be sure that they will start at the same time.

Extra restrictions on attempts

Require password ? ?

Press enter to save changes

Show more...

Click on the “show more...” option to reveal more options for this category.

Extra restrictions on attempts

Require password ? [Click to enter text](#) ?

Show more...

If you want to use the Respondus LockDown Browser make sure to select the appropriate option in the Browser security option

▼ Extra restrictions on attempts

Require password ? [Click to enter text](#)

Require network address ! ?

Enforced delay between 1st and 2nd attempts ! ? Enable

Enforced delay between later attempts ! ? Enable

Browser security ! ?

Allow quiz to be attempted offline using the mobile app ! ?

When finished click the **Save and display** button at the bottom of the page

Notice that it says, “No questions have been added yet.” Click the **Edit Quiz** button to add

Test ⚙️

Grading method: Highest grade

✖ No questions have been added yet ✖

Once you have accessed the quiz editing screen as above, where you can change the maximum grade of the exam. You can add questions from several locations Click the **'Add'** link as in the screenshot below.

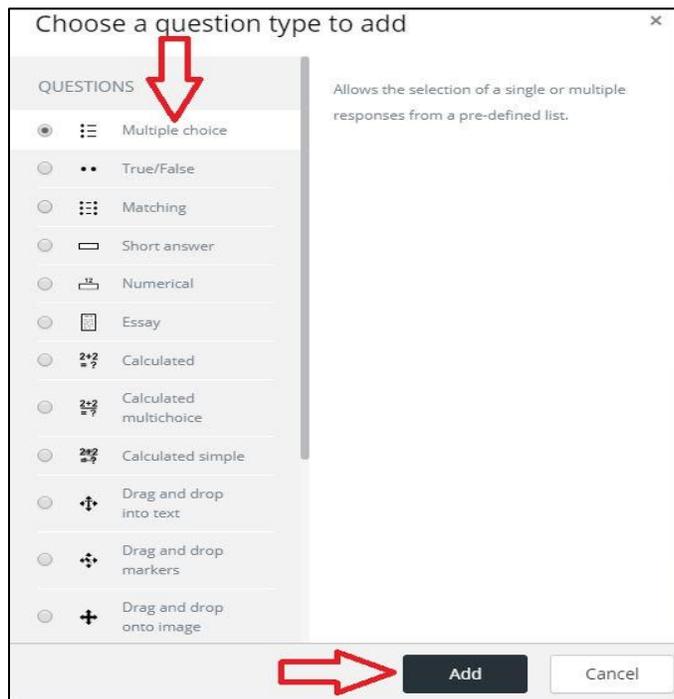


On the drop down, choose either to add a **new question**, to select a question from the question bank or to add a random question.

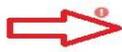
Moodle offers a range of question types you can use,

Multiple Choice

Select a Multiple choice question from the below screenshot and then click **Add**



On the Adding a Multiple-choice question page, enter a Question name and some Question text, and the Default mark, then complete the remainder of the fields as required

Question name  Question One

Question text  How did Spider-Man get his powers?

Default mark  5

Activate Windows
Go to Settings to activate Windows.

You can choose whether there will be one, or multiple answers to the question and also choose whether to shuffle the answers of this particular question or not.

One or multiple answers? One answer only

Shuffle the choices? 

Number the choices? a., b., c., ...

Next, fill in the possible answers for this particular question and also set the scoring of each one.

Answers

Choice 1

Military experiment gone awry

Grade 100%

Feedback

Choice 2

Born with them

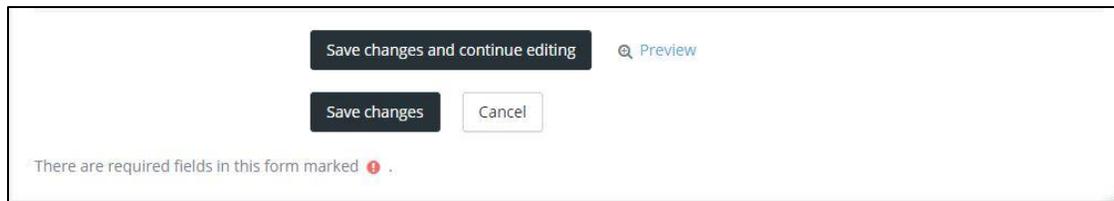
Grade None

Feedback

Activate Windows
Go to Settings to activate Windows.

If you have only one right answer for a multiple question, then, that question should be graded with 100%, if you have two correct answers 50% each, if you have 3 correct answers 33.3% each etc.

Click "Save changes". If you want to see your Question, click Preview, if you want to add another question just repeat the process.

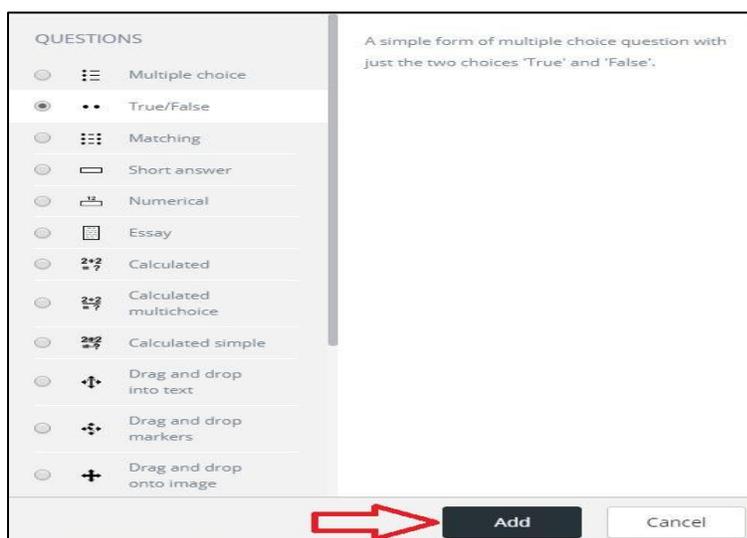


True / False

Click the 'Add' link as in the screenshot below.



Select a **True/False** question from the below screenshot and then click **Add**



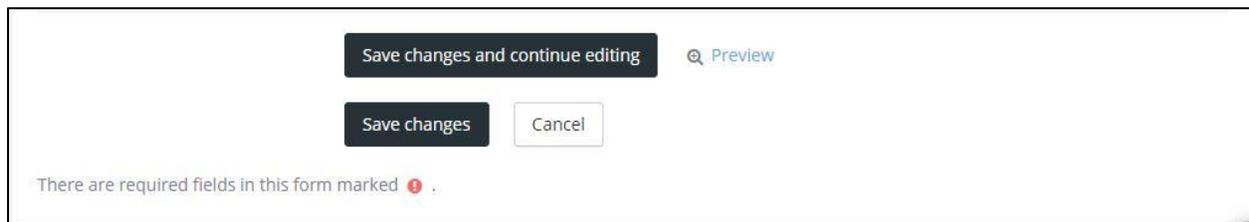
On the Adding a [True / False] question page, enter a Question name and some Question text, and the Default mark, then complete the remainder of the fields as required.

in the appropriate text box, set whether this question is true or false



Correct answer: False

And then click on the **save changes** button at the bottom. If you want to see your Question, click Preview.



Save changes and continue editing Preview

Save changes Cancel

There are required fields in this form marked .

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

Matching

Click the **'Add'** link as in the screenshot below.



Editing quiz: Test

Questions: 0 | This quiz is open

Maximum grade 10.00 Save

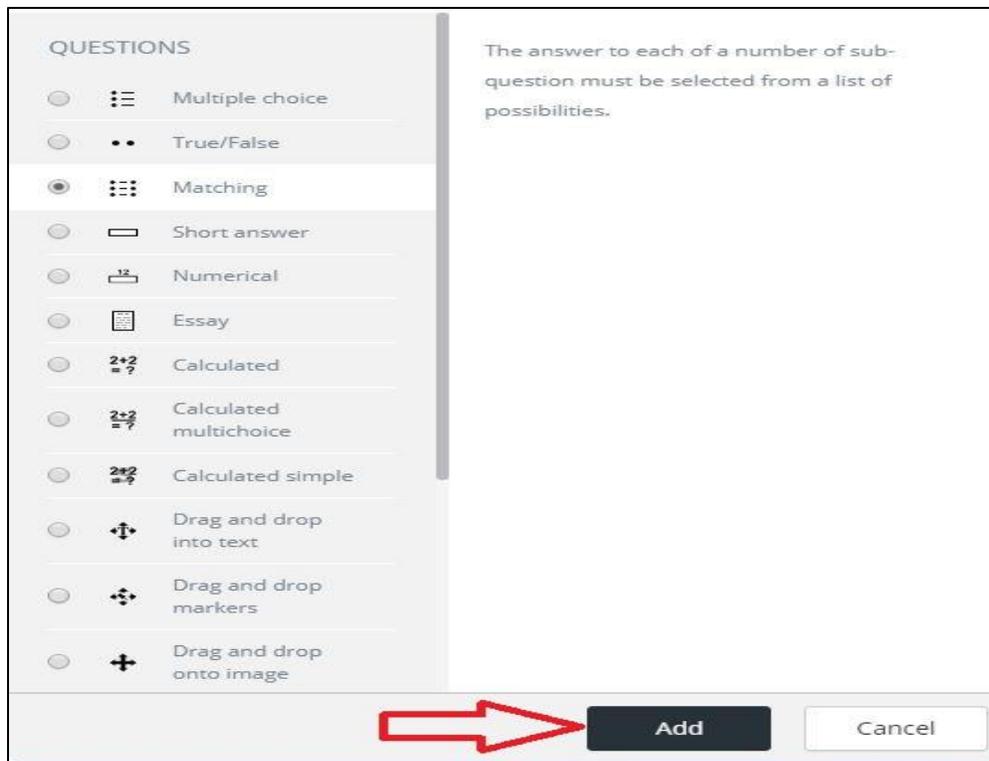
Repaginate Select multiple items

Total of marks: 0.00

Shuffle Add

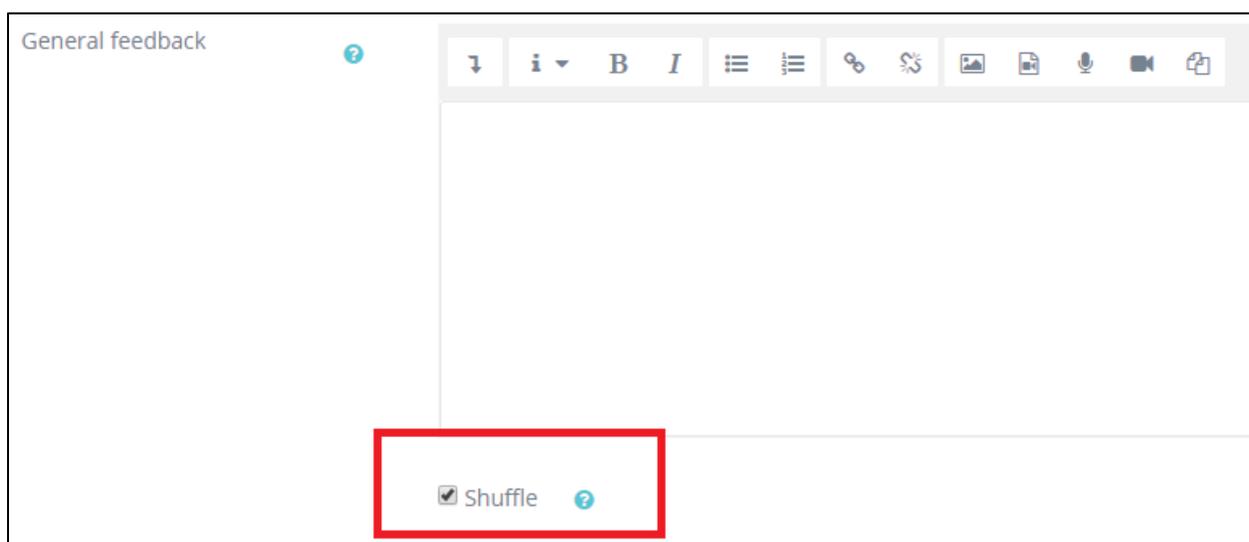
- + a new question
- + from question bank
- + a random question

Select a **Matching** question from the below screenshot and then click **Add**



On the Adding a [Matching] question page, enter a Question name and some Question text, and the Default mark, then complete the remainder of the fields as required.

Under the general feedback section you can find a check box which allows you to shuffle the answers of a particular question.



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

▼ **Answers**

Available choices You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1

Answer

Question 2

Answer

Question 3

Answer

Question 4

Answer

Activate Windows
Go to Settings to activate Windows.

And then click on the **save changes** button at the bottom. If you want to see your Question, click Preview.

There are required fields in this form marked !.

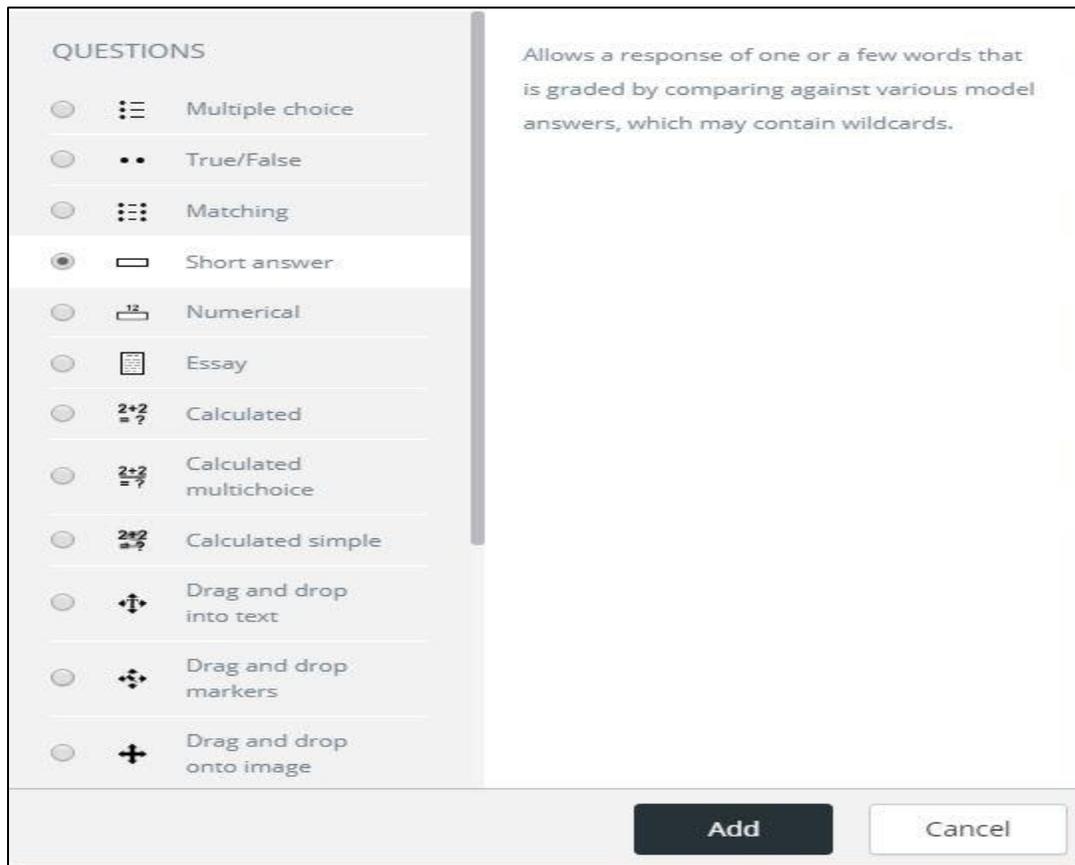
If you want to add another question just repeat the process.

Short answer

Click the **'Add'** link as in the screenshot below.



Select a **short answer** question from the below screenshot and then click **Add**



On the Adding a [**short answer**] question page, enter a Question name and some Question text, and the Default mark, then complete the remainder of the fields as required.

In the below screenshot that will show up, you can set the various questions

Answers

Answer 1 is the study of mathematical models of stratej 100%

Feedback

Answer 2 Sensible decision-making is critical for the suc None

Feedback

And then click on the **save changes** button at the bottom. If you want to see your Question, click Preview.

Save changes and continue editing Preview

Save changes Cancel

There are required fields in this form marked

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

Essays

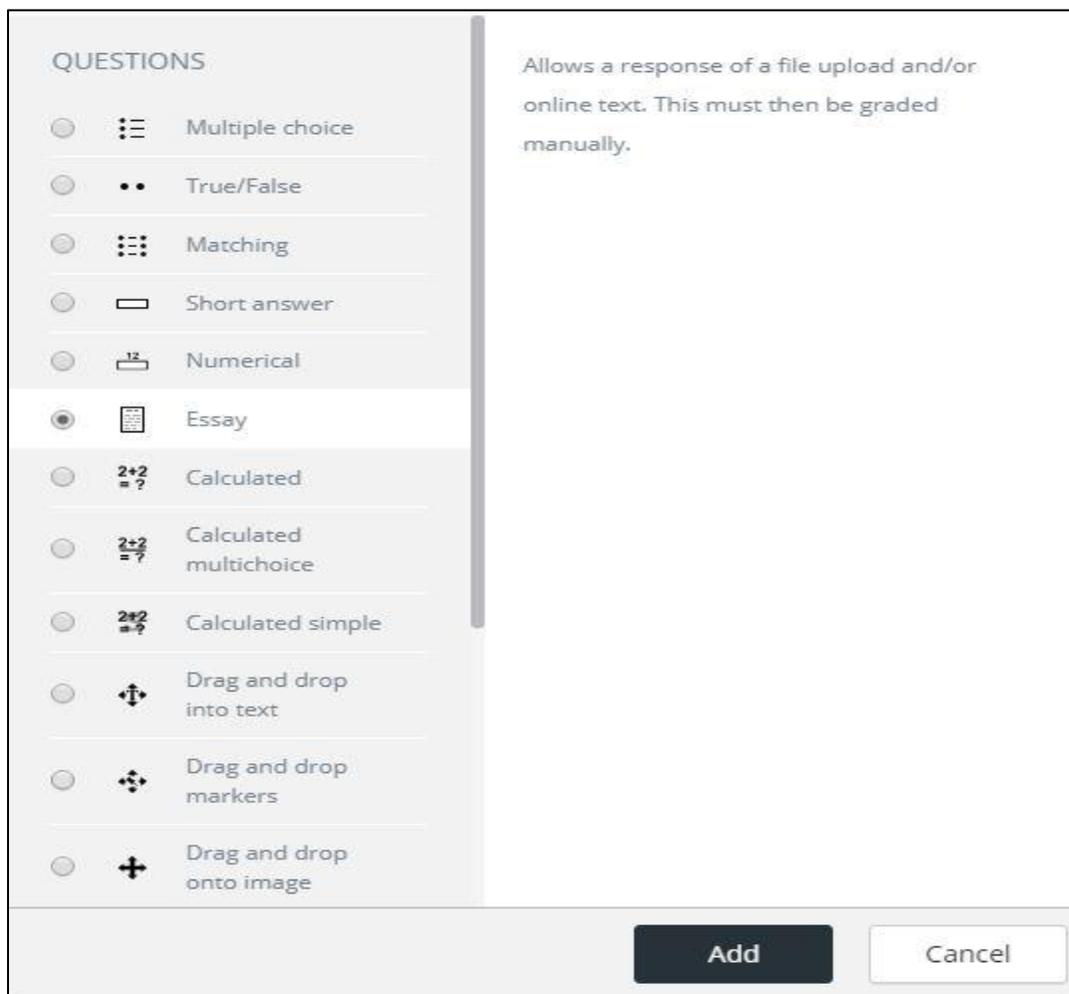
Important note for the essay questions: Please keep reminding your students to save their answers in regular intervals by clicking the “Next” and “Back” buttons, whichever one is available, and then coming back to the question again to continue. If they fail to do that, they might lose what they wrote in that question either by session expiration, browser crashing, server http errors etc.

Moodle does not restore anything written in the question’s answer field and then students will have to answer the question starting from scratch.

Click the 'Add' link as in the screenshot below.



Select an **Essay** question from the below screenshot and then click **Add**



On the Adding a [**Essay**] question page, enter a Question name and some Question text, and the Default mark, then complete the remainder of the fields as required.

In the below screenshot that will show up, you can set the various options. You can also choose whether to allow the student to submit attachments as well.

▼ Response Options

Response format: HTML editor

Require text: Require the student to enter text

Input box size: 15 lines

Allow attachments: No

Require attachments: Attachments are optional

Choose

And then click on the **save changes** button at the bottom. If you want to see your Question, click Preview.

Save changes and continue editing Preview

Save changes Cancel

There are required fields in this form marked

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

Essays that Require File Submissions Using Respondus

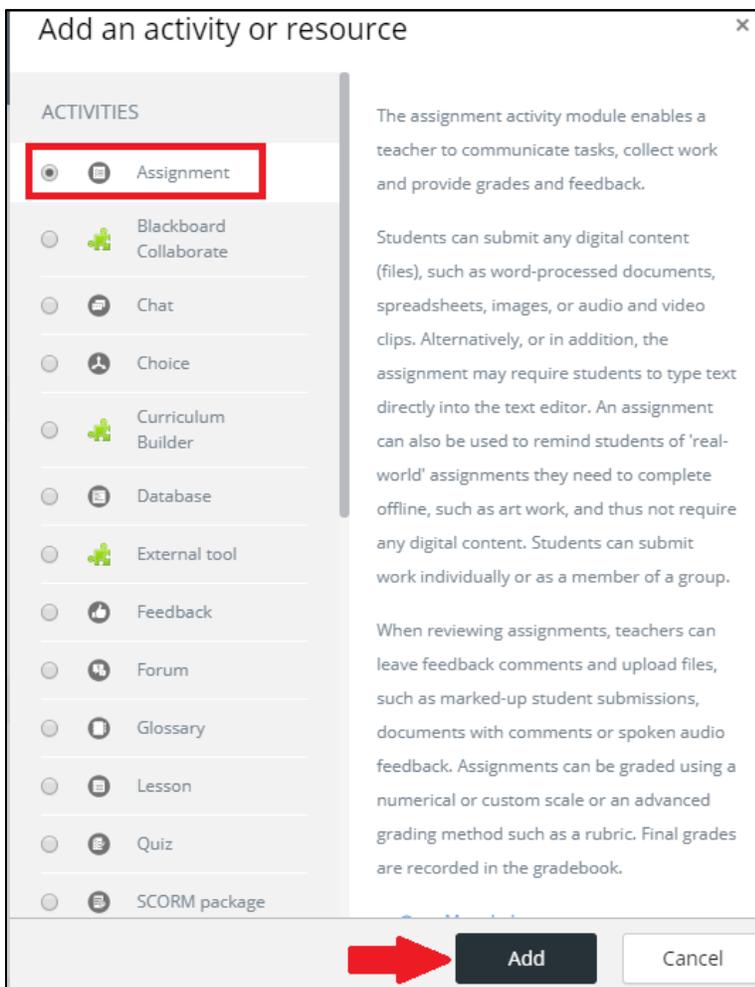
Because Respondus is a browser which totally locks the students PC and does not allow for file uploading in an exam, in case you want to give the possibility to the students to upload their hand-written documents as answers for some questions, you will need to create a different assignment and instruct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

Project-based

In the week/topic you wish to add it to, click on the +Add an activity or resource menu

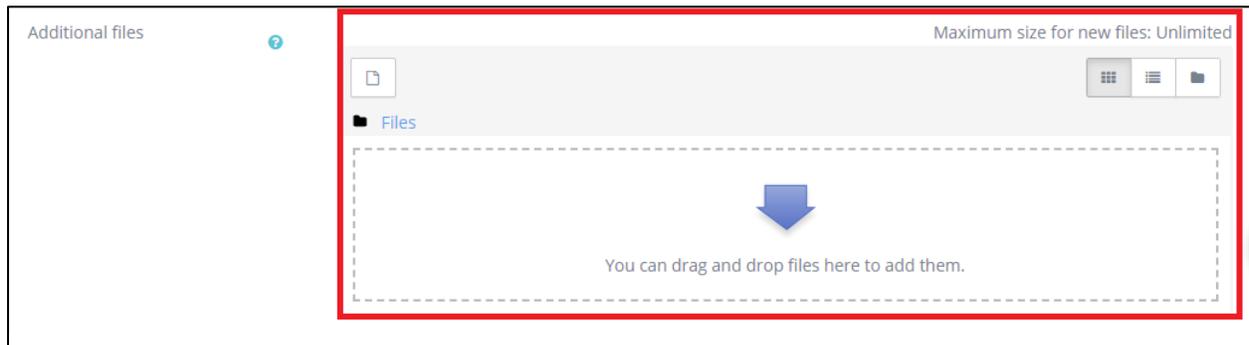


Form the drop down menu under activities select “Assignment” option and then click the “Add” button at the bottom



Give a name and a description for the assignment.

Also, in the *Additional files* section there is the chance to upload files should you want to upload a document with your exam questions.



TurnItIn Assignment

In the week/topic you wish to add it to, click on the +Add an activity or resource menu



Form the drop down menu under activities select “TurnItIn Assignment 2” option and then click the “Add” button at the bottom

Add an activity or resource ×

- Lesson
- Quiz
- SCORM package
- Survey
- Turnitin Assignment 2
- Wiki
- Workshop

RESOURCES

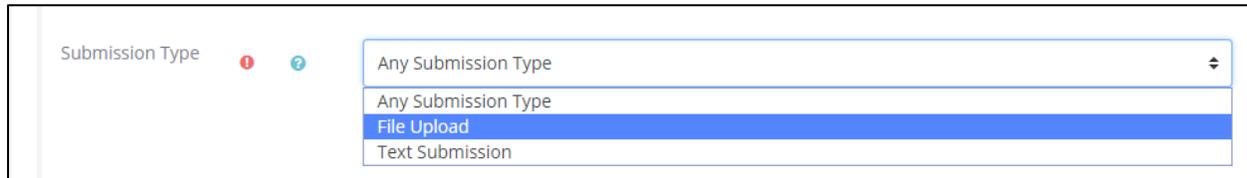
- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

Creates a Turnitin Moodle Direct assignment which links an activity in Moodle to an assignment / assignments on Turnitin. Once linked, the activity allows instructors to assess and provide feedback for student's written work using the assessment tools available within Turnitin's Document Viewer.



Enter a name for your assignment and then set the various parameters for it. The most important ones are described down below.

In the *submission type* section choose the “File upload” option so that a student can upload a word document.



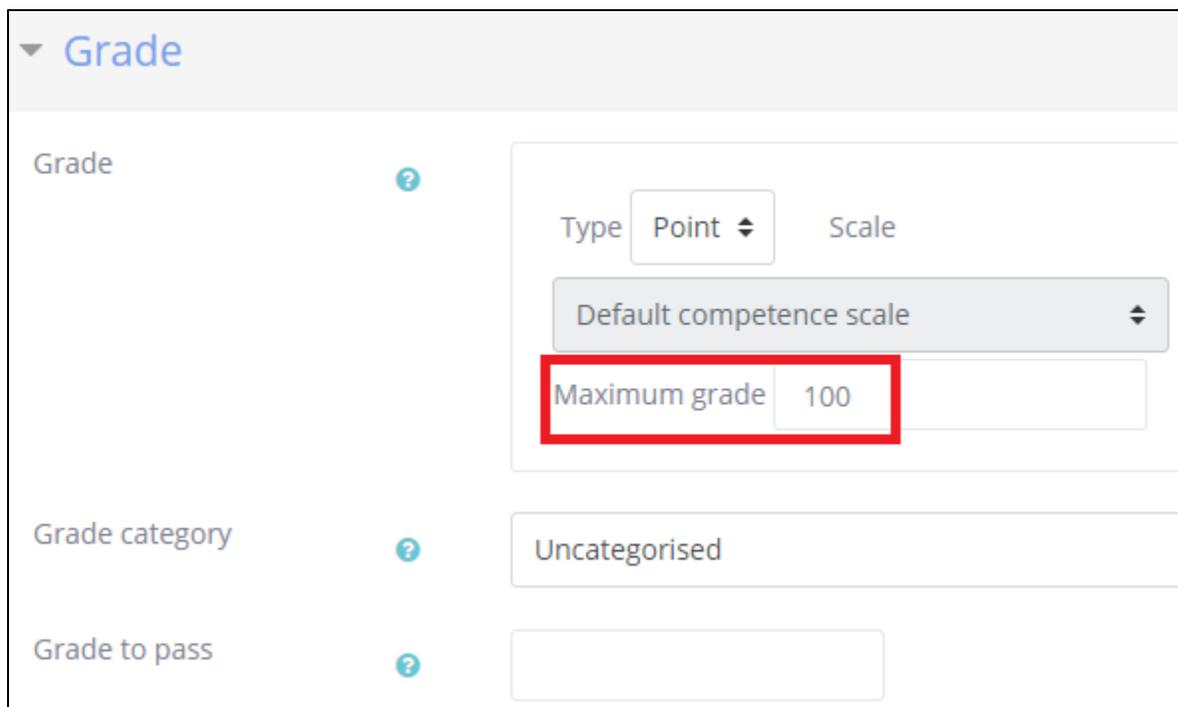
The screenshot shows a 'Submission Type' section with a dropdown menu. The menu is open, showing four options: 'Any Submission Type', 'Any Submission Type', 'File Upload', and 'Text Submission'. The 'File Upload' option is highlighted in blue. There are red and blue question mark icons to the left of the dropdown.

In the “*Display Originality Report to Students*” section, choose yes or no accordingly.



The screenshot shows a 'Display Originality Reports to Students' section with a dropdown menu. The menu is set to 'No'. There is a blue question mark icon to the left of the dropdown.

Expand the Grade section to reveal the grading properties. Here you can set the maximum grade of the exam



The screenshot shows the 'Grade' section expanded. It includes a 'Grade' label with a blue question mark icon. Below it, there are several fields: 'Type' set to 'Point', 'Scale' (empty), 'Default competence scale' (dropdown menu), 'Maximum grade' set to '100' (highlighted with a red box), 'Grade category' set to 'Uncategorised', and 'Grade to pass' (empty). There are blue question mark icons next to the 'Grade', 'Grade category', and 'Grade to pass' labels.

Expand the “Assignment part 1” to set start and due date of the assignment

The screenshot shows the configuration for 'Assignment Part 1'. The 'Start Date' and 'Due Date' fields are highlighted with a red border. The 'Start Date' is set to 31 March 2020 at 11:15. The 'Due Date' is set to 7 April 2020 at 11:15. The 'Post Date' is also set to 7 April 2020 at 11:15. The 'Max Marks' is set to 100.

Field	Day	Month	Year	Hour	Minute	Icon
Start Date	31	March	2020	11	15	Calendar
Due Date	7	April	2020	11	15	Calendar
Post Date	7	April	2020	11	15	Calendar
Max Marks	100					

Expand the “*originality report options*” to set the following properties.

The setting 'Allow Submissions after the Due Date' is set to 'No'.

Allow Submissions after the Due Date	No
--------------------------------------	----

The 'Report Generation Speed' dropdown menu is open, showing four options. The second option, 'Generate reports immediately (students cannot resubmit)', is selected and highlighted in blue.

Report Generation Speed	Generate reports immediately (students cannot resubmit)
	Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours
	Generate reports on due date (students can resubmit until due date)

Oral Exam

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

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

Computational Exam

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.

For the instructor to give the student the capability to submit a file, in this case a photo, he must create either an “Assignment” type of exam or add an “Essay” type of question to a quiz.

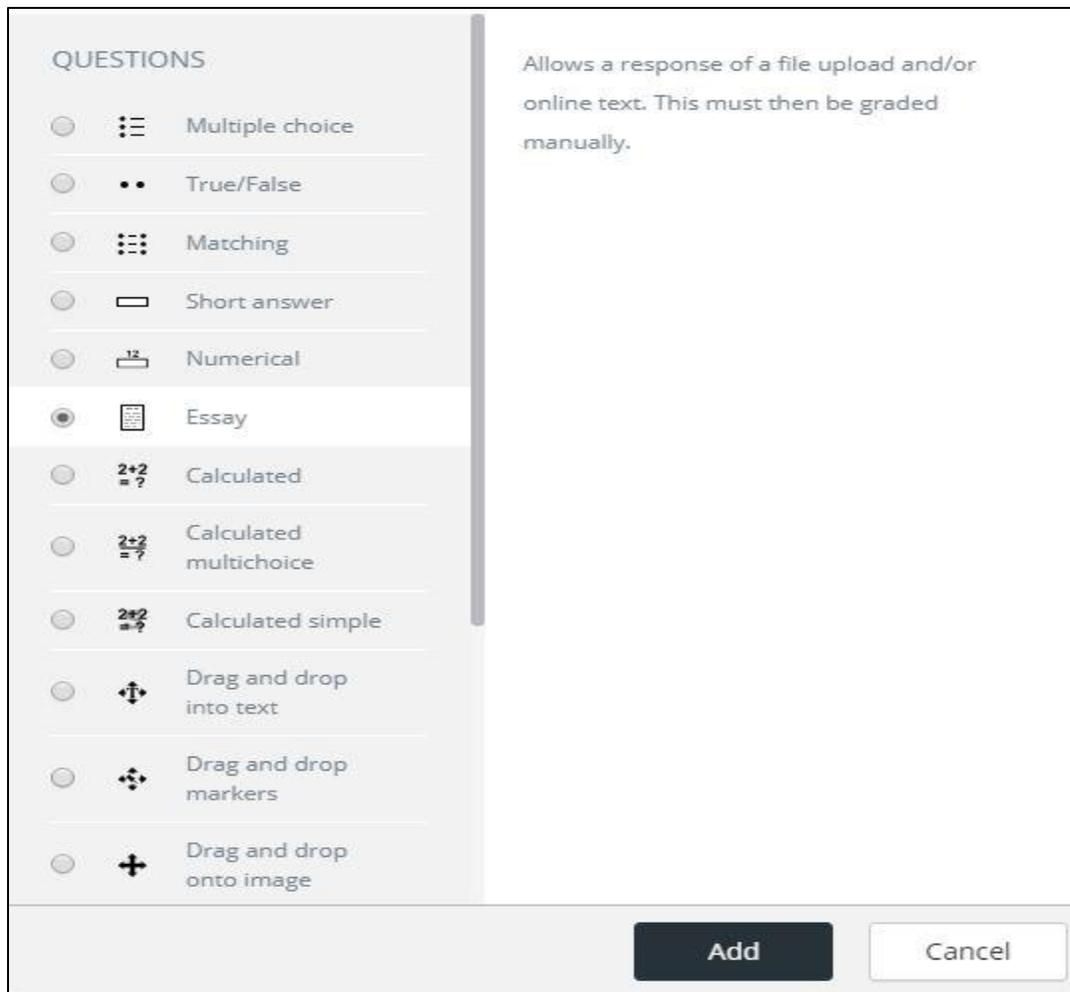
- For creating an assignment type of exam please see the “Project-based” section as it is the same.
- For creating an essay question within a quiz, you can again go to the “Essay” section or you can see the example down below as I will list some more settings that you can change.

First create a quiz within your course and then go to the section in which you can add questions to it.

Click the ‘**Add**’ link as in the screenshot below.



Select the “Essay” option as shown in the screenshot down below and then click **Add**



On the Adding a **[Essay]** question page, enter a Question name and some Question text, and the Default mark, then complete the remainder of the fields as required.

In the below screenshot that will show up, you can set the various options

Response format	HTML editor
Require text	Text input is optional
Input box size	15 lines
Allow attachments	Unlimited
Require attachments ?	Attachments are optional
	<input type="text"/>
	<input type="button" value="Choose"/>
	No selection

Response format:

Leave it as HTML editor

Require text:

Give the student the option to write something as an addition to his attachment. It can either chosen to be mandatory or optional.

Allow attachments:

This is how many documents a student can submit.

I suggest to leave it as “unlimited” otherwise if you choose let’s say “1”, the student will have to put all the photos into a word document and then submit that one document, which is a bit more of a fuss.

Require attachments:

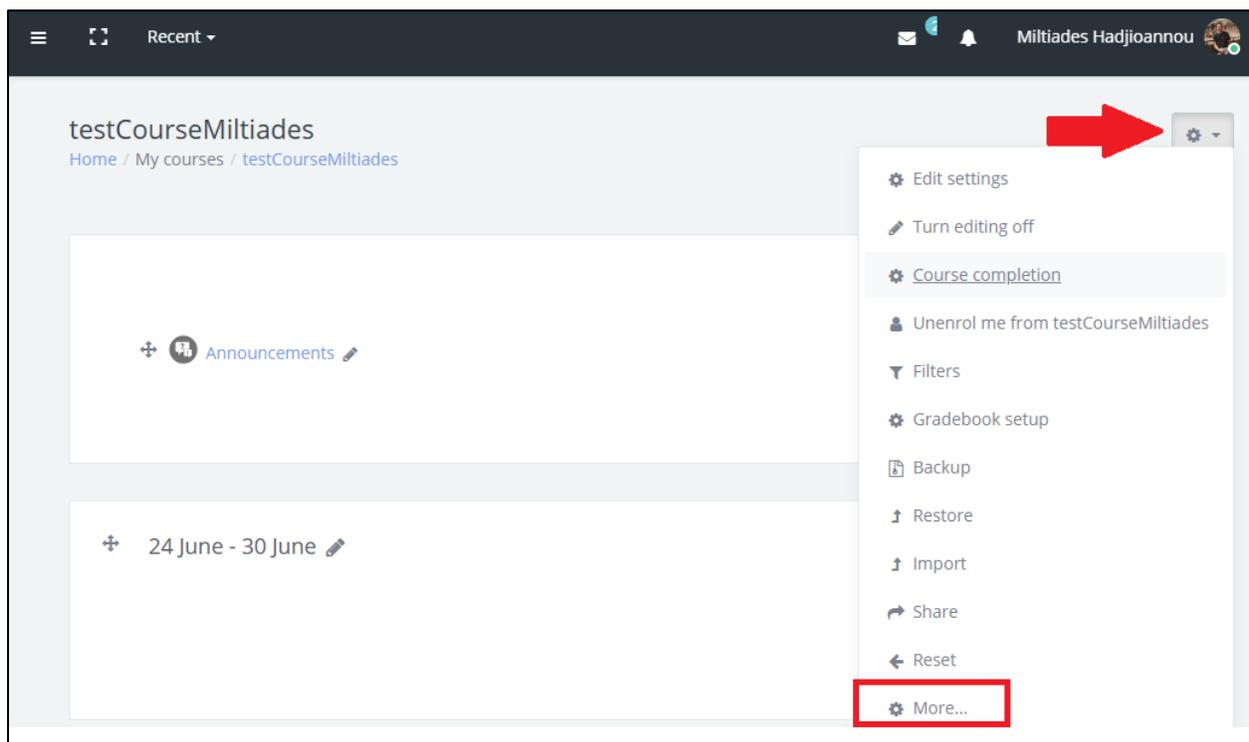
Leave it as optional so that it will not be a problem if the student has nothing submit.

Random Exams

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

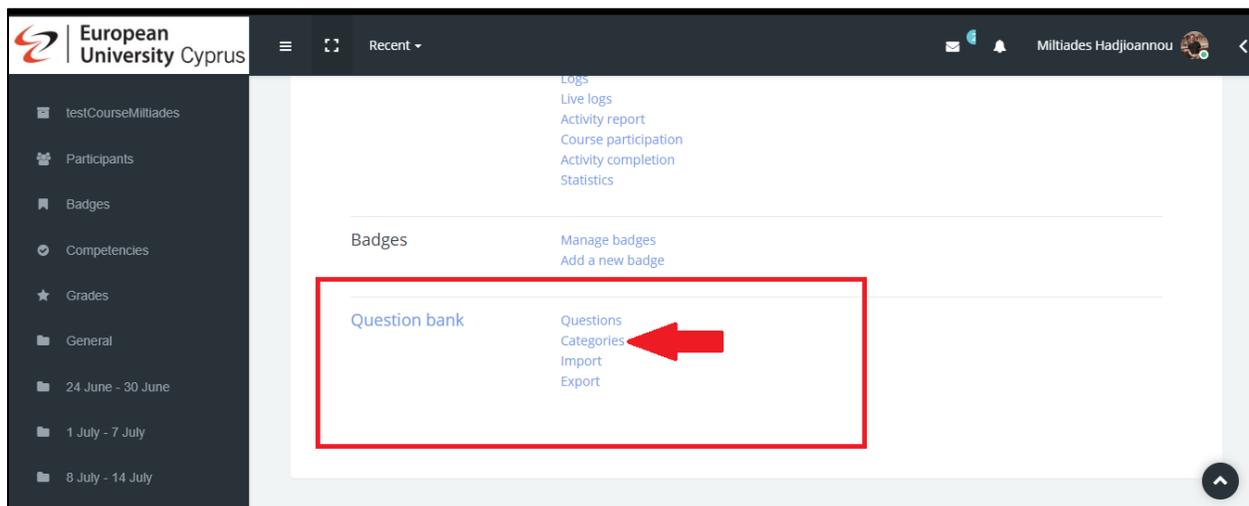
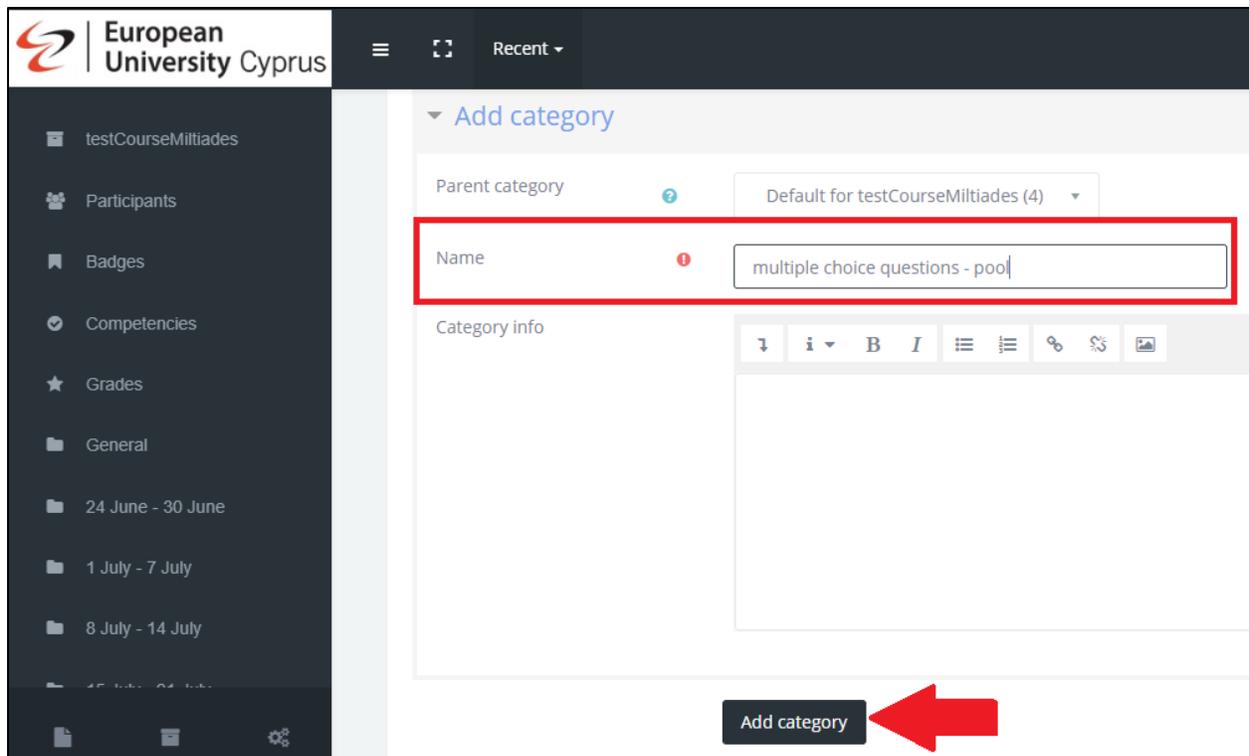
Creating the Question Pools

To create a question pool in your course, select the gear icon at the top right corner of the course and click on the “More...” option



Then click on the “Categories” option in the Question bank section at the bottom of the page.

To add a new category, go to the “Add category” section at the bottom of the page. Write the name of your category and click the “Add category” button



Do this for every category you want to add.

If you don't want to add multiple categories, just create a general category where every one of your questions will be put in.

At the top of the same page you can see the categories you created.

European University Cyprus

testCourseMiltiades

Home / My courses / testCourseMiltiades / Question bank / Categories

Questions Categories Import Export

Edit categories

Question categories for 'Course: testCourseMiltiades'

- **Default for testCourseMiltiades (4)**
The default category for questions shared in context 'testCourseMiltiades'.
 - **matching questions - pool (0)** [trash] [gear] [left] [down]
 - **multiple choice questions - pool (0)** [trash] [gear] [left] [up] [down] [right]
 - **true / false questions - pool (0)** [trash] [gear] [left] [up] [right]

Question categories for 'Category: Miscellaneous'

- **Default for Miscellaneous (0)**
The default category for questions shared in context 'Miscellaneous'.
 - [trash] [gear]

To create the questions and categorize them to the various pools you created, click on the “Questions” option near the top of the page.

European University Cyprus

testCourseMiltiades

Home / My courses / testCourseMiltiades / Question bank / Categories

Questions Categories Import Export

Edit categories

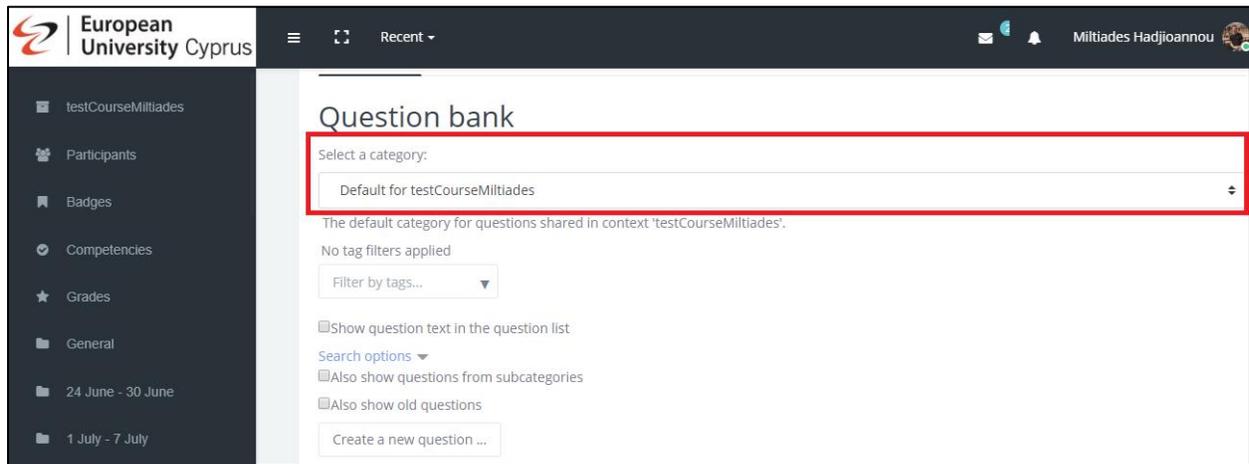
Question categories for 'Course: testCourseMiltiades'

- **Default for testCourseMiltiades (0)**
The default category for questions shared in context 'testCourseMiltiades'.
 - [trash] [gear]
 - **matching questions - pool (0)** [trash] [gear] [left] [down]
 - **multiple choice questions - pool (0)** [trash] [gear] [left] [up] [down] [right]
 - **true / false questions - pool (0)** [trash] [gear] [left] [up] [right]

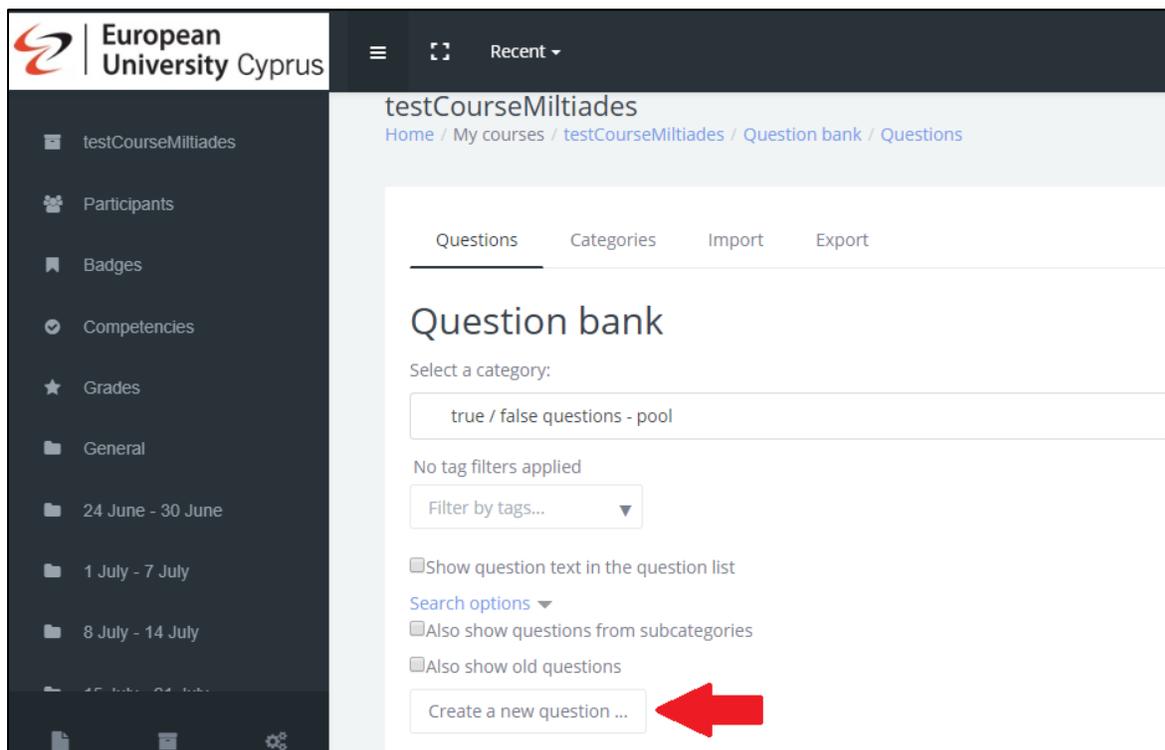
Question categories for 'Category: Miscellaneous'

- **Default for Miscellaneous (0)**
The default category for questions shared in context 'Miscellaneous'.
 - [trash] [gear]

From the drop-down list, select the category you want your new questions to be added.



Next, click on the “Create a new question”, button at the bottom of the page. Create the question type you want.

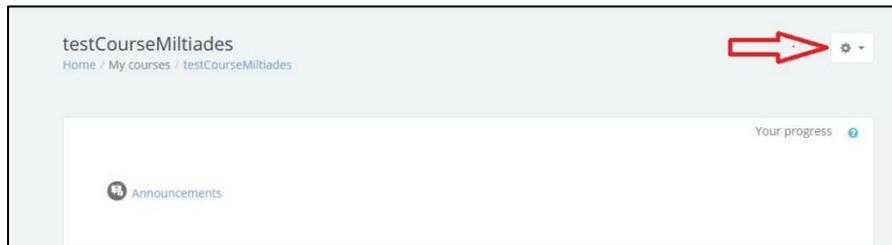


To add questions to another category, change category from the drop-down list and repeat the process.

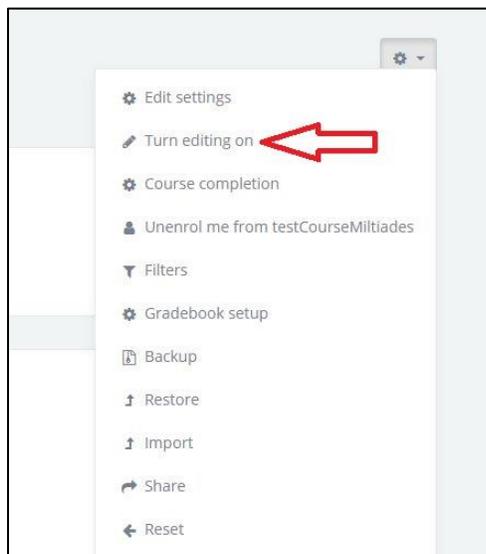
When you finish go back to your course.

Creating the Random Exam

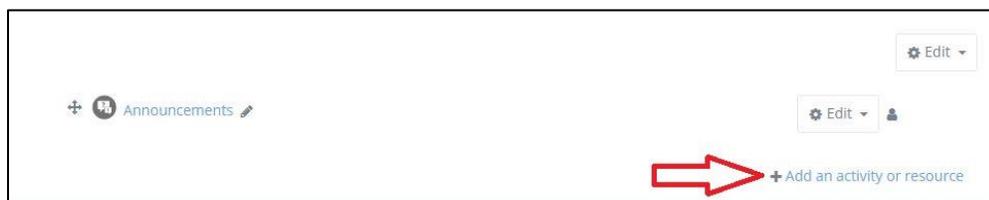
In your Moodle course, click the **gear icon** at the top right of your course page



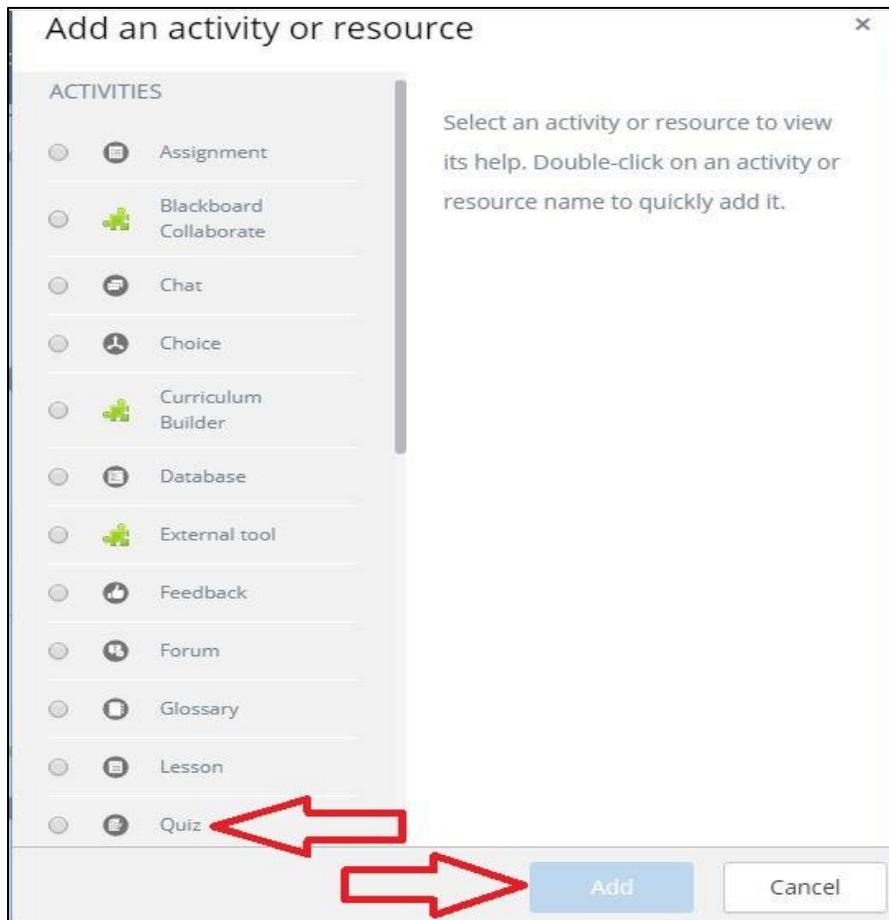
For the Drop Down menu, Click the **Turn editing on** option



In the week/topic you wish to add it to, click on the **+Add an activity or resource** menu



Form the drop-down menu under activities select **quiz and then Add**



You will be taken to a screen that allows you to create the quiz activities and set its parameters.

Please refer to the appropriate section of this manual on how to create assignments and set the various parameters of an assignment.

Once your quiz is created, go to add questions to your quiz.

Make sure the “shuffle” option is checked, and then click on the “add” button and then select the “a random question” option

testCourseMiltiades
Home / My courses / testCourseMiltiades / 24 June - 30 June / random quiz / Edit quiz

Previous Activity

Editing quiz: random quiz

Questions: 0 | This quiz is open

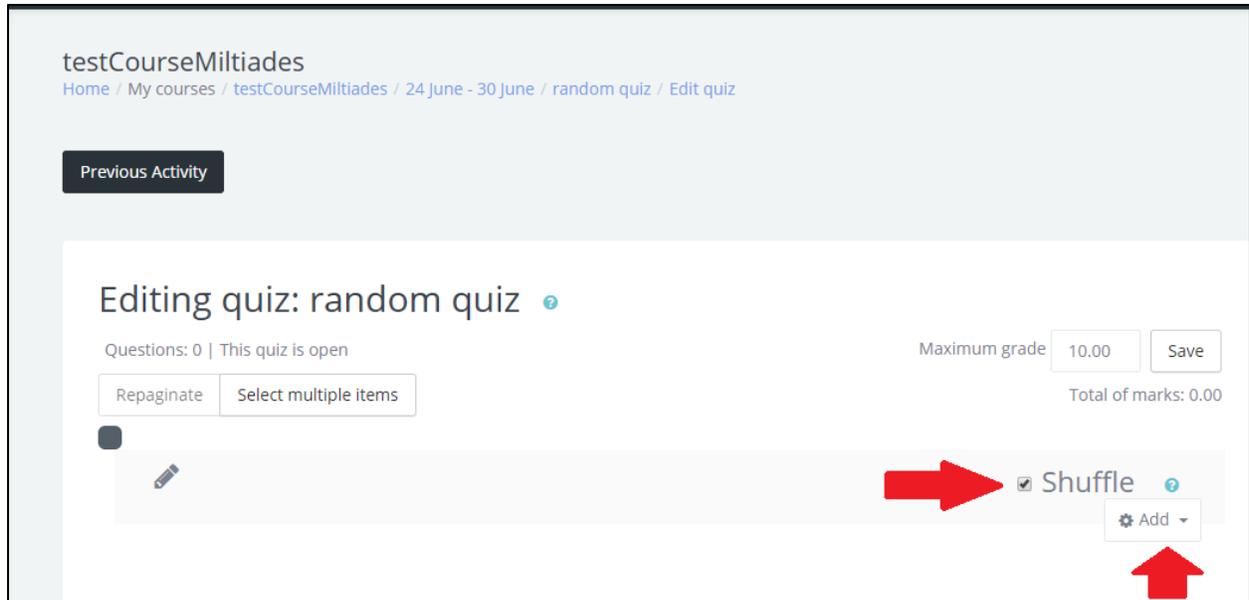
Maximum grade 10.00 Save

Repaginate Select multiple items

Total of marks: 0.00

Shuffle

Add



Editing quiz: random quiz

Questions: 0 | This quiz is open

Maximum grade 10.00 Save

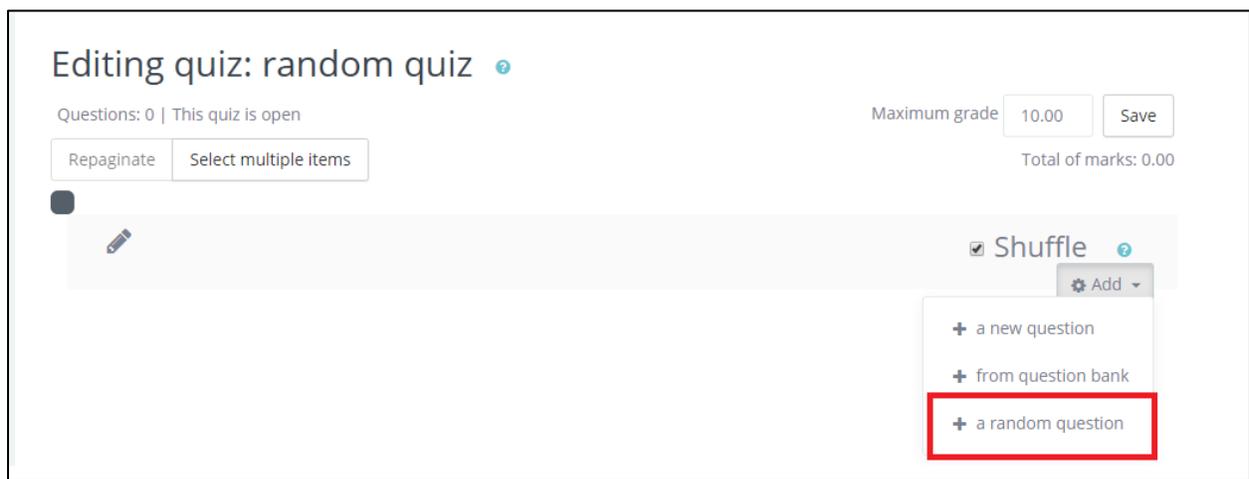
Repaginate Select multiple items

Total of marks: 0.00

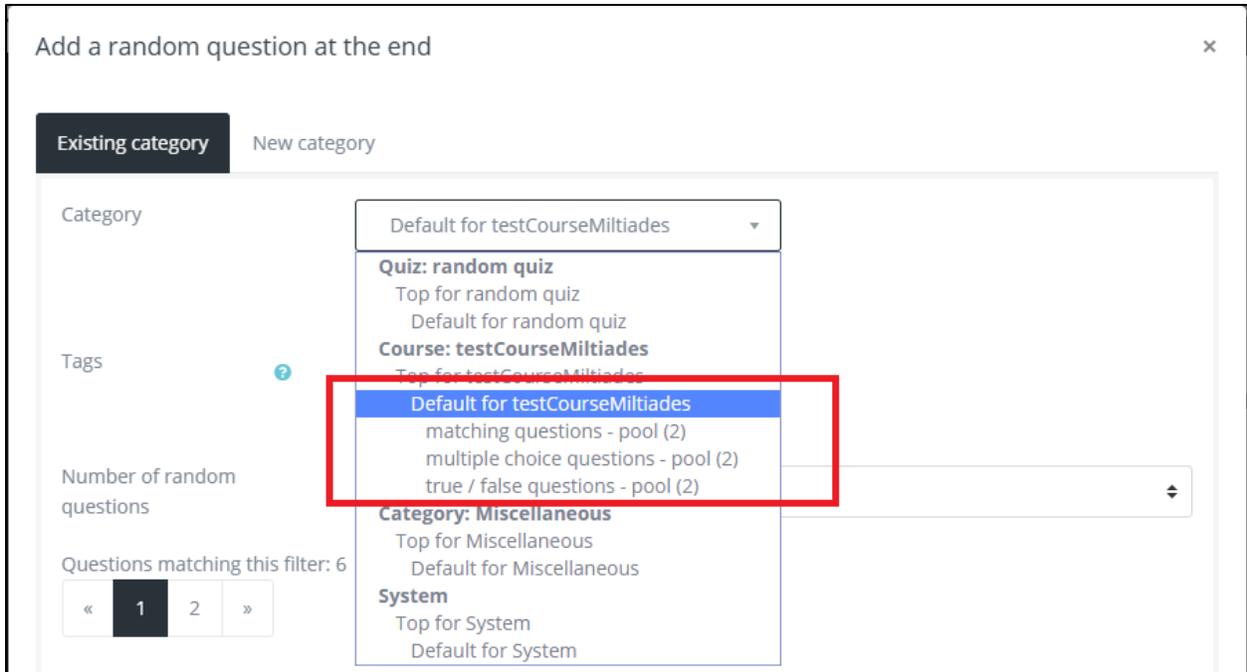
Shuffle

Add

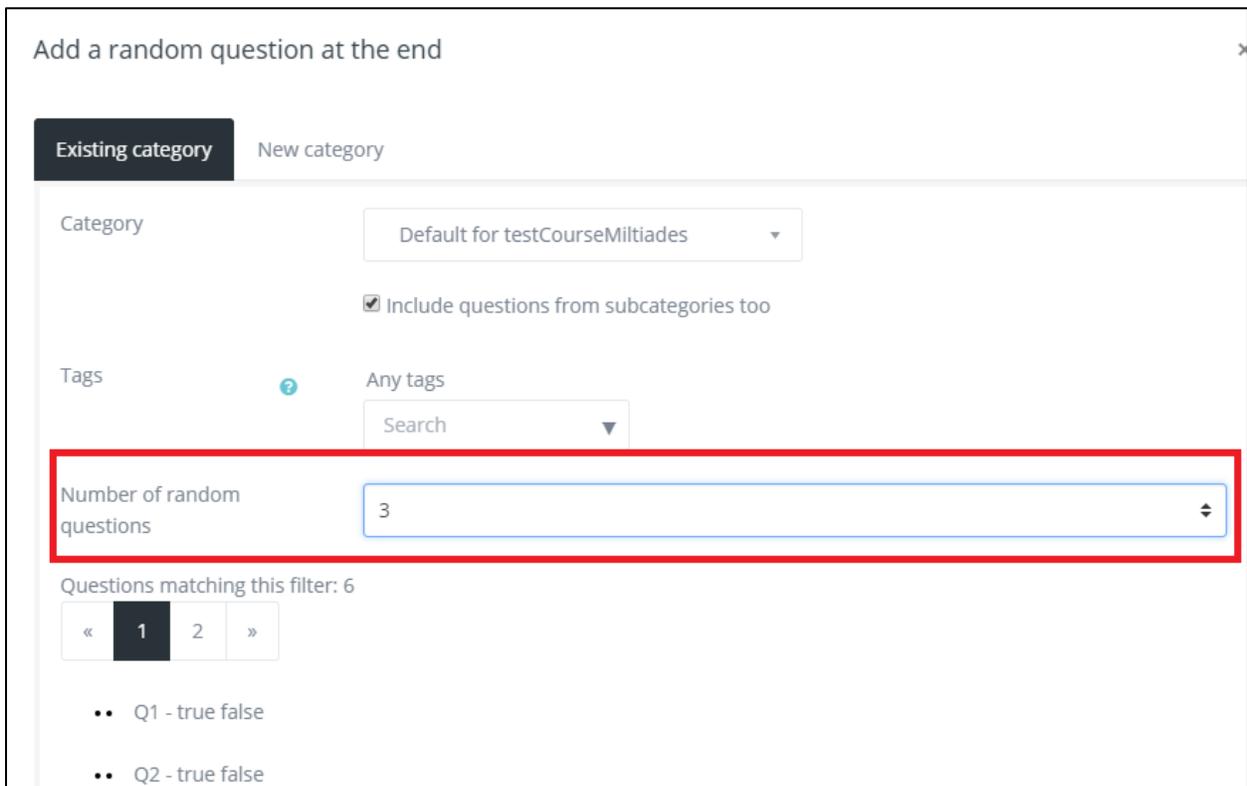
- + a new question
- + from question bank
- + a random question



From the “category” drop-down list select the parent category in which the categories you created belong to.



Then, select how many questions your quiz should randomly select from those pools you created.



Then click the “add random question” button at the bottom.

Tags ? Any tags

Search

Number of random questions 3

Questions matching this filter: 6

« 1 2 »

- Q1 - true false
- Q2 - true false
- ☰ q3 - multiple choice
- ☰ q4 - multiple choice
- ☰ q5 - matching

Add random question Cancel

In my example I chose to include 3 random questions from my questions pools, and you can see that it added 3 random questions to the quiz.

Editing quiz: random quiz ?

Questions: 3 | This quiz is open

Maximum grade 10.00 Save

Repaginate Select multiple items

Total of marks: 3.00

Shuffle ?

Page 1

1 Random (Default for testCourseMiltiades and subcategories) (See questions) 1.00

Page 2

2 Random (Default for testCourseMiltiades and subcategories) (See questions) 1.00

Page 3

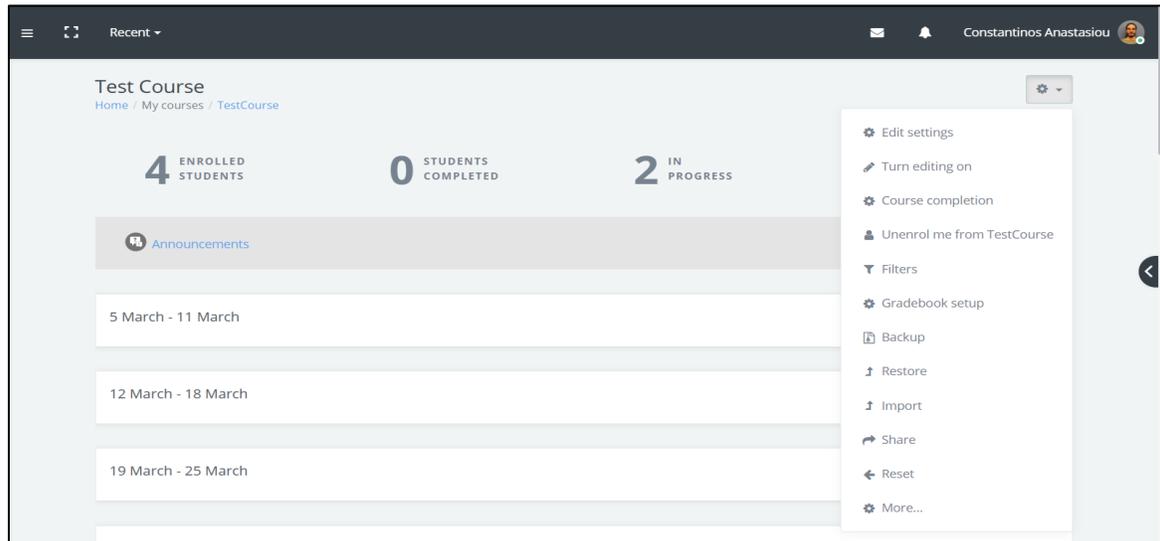
3 Random (Default for testCourseMiltiades and subcategories) (See questions) 1.00

Add

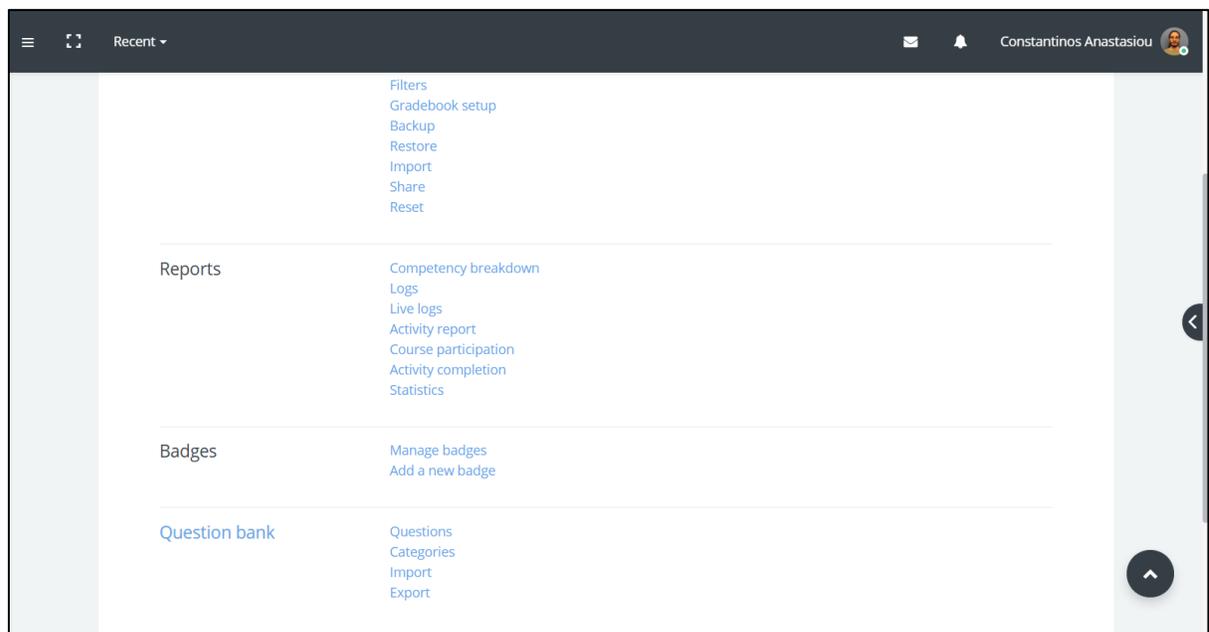
Export / Import Question Pools

Export Question Pool to your PC

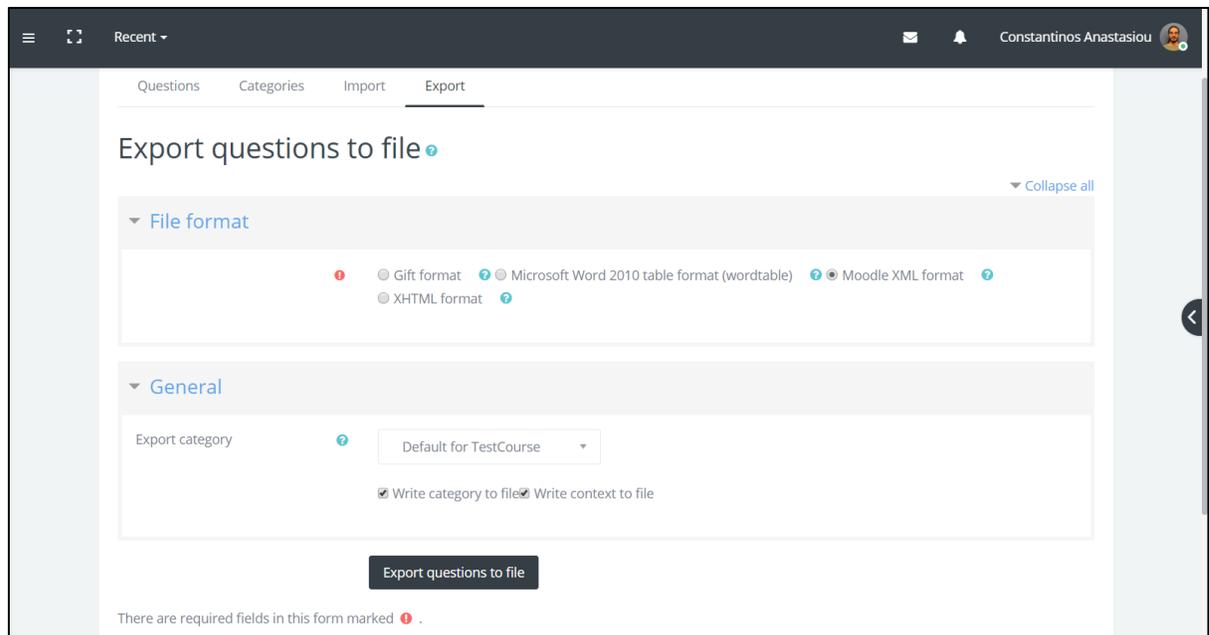
- To export a question pool from your course, select the gear icon at the top right corner of the course and click on the “More...” option



- Then click on the “Export” option in the Question bank section at the bottom of the page.



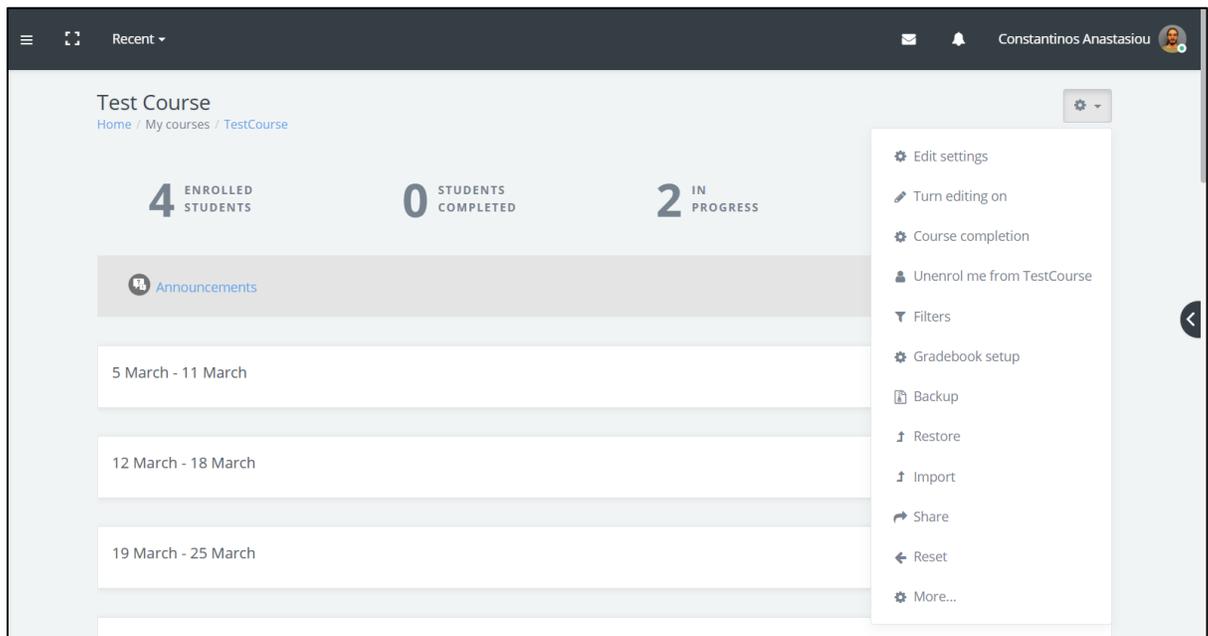
- Choose “Moodle XML Format” and then click “Export questions to file”



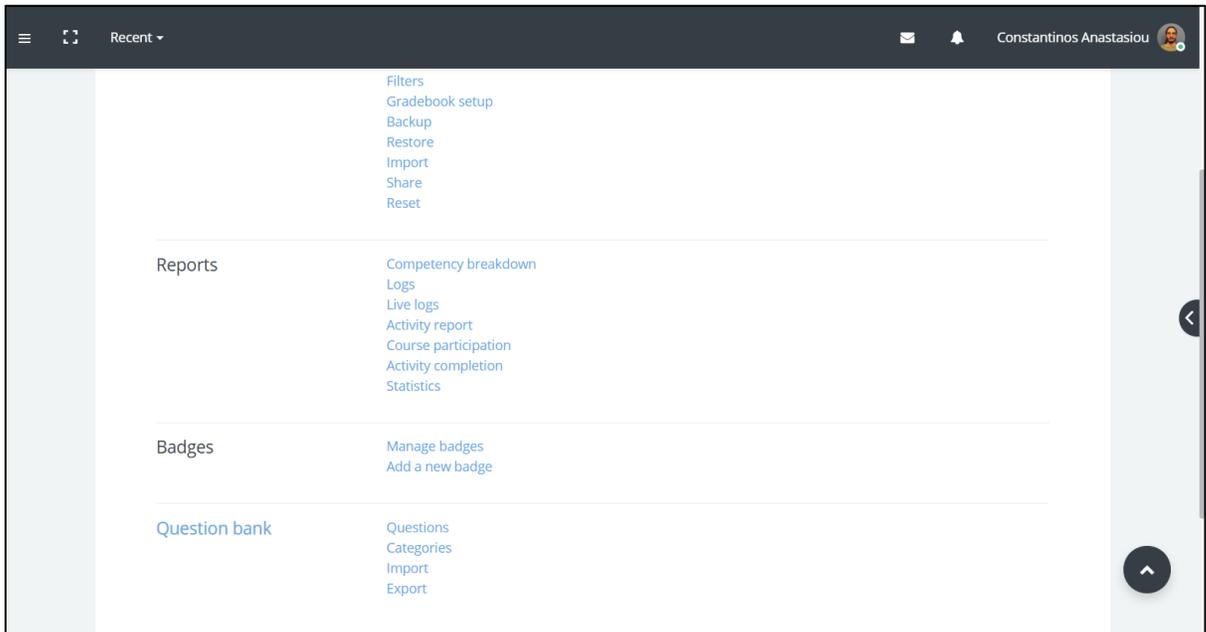
- The question pool will be downloaded on your PC

Import Question Pool to your PC

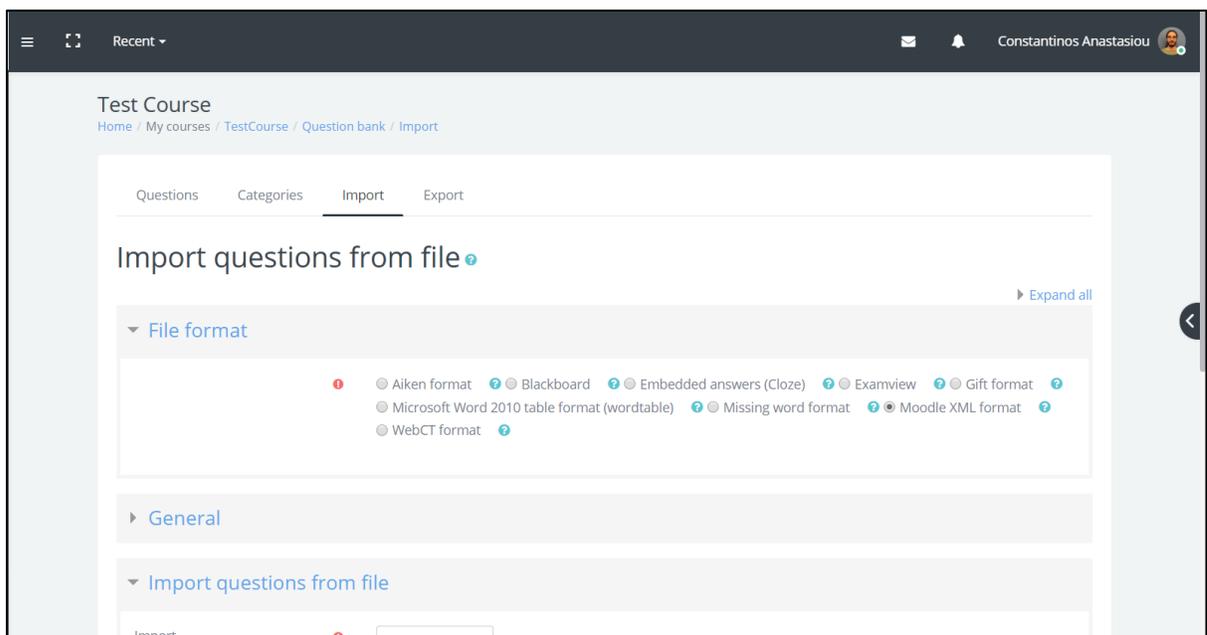
- To import a question pool in your course, select the gear icon at the top right corner of the course and click on the “More...” option



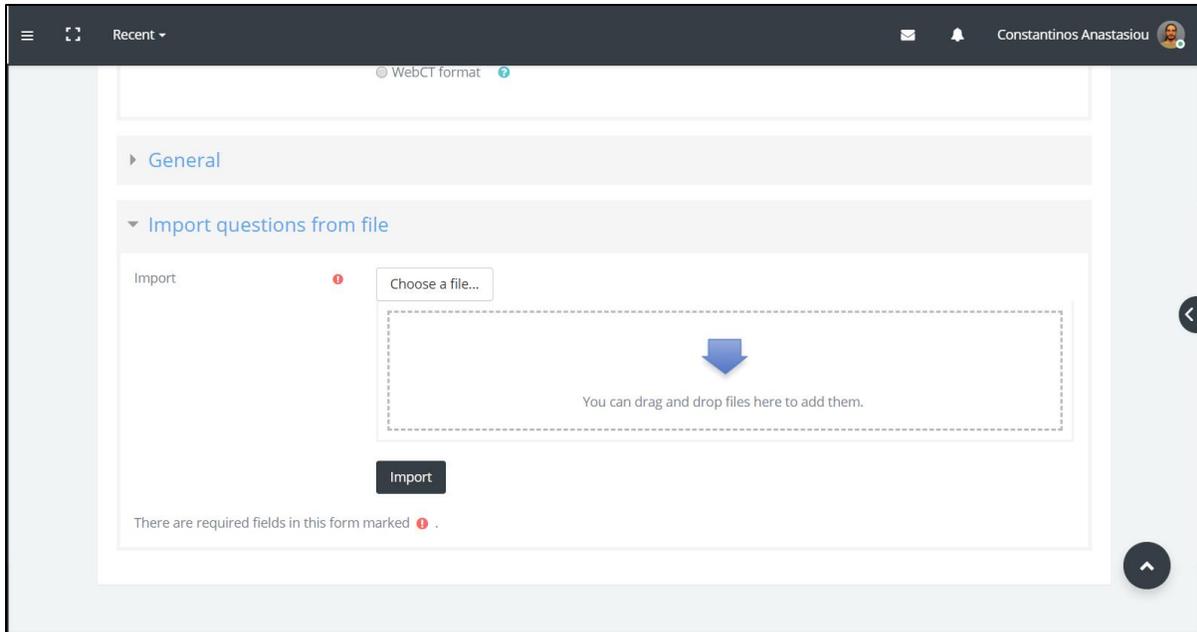
- Then click on the “Import” option in the Question bank section at the bottom of the page.



- Choose “Moodle XML Format”



- Drag and Drop the question pool in the import area and then click “Import”

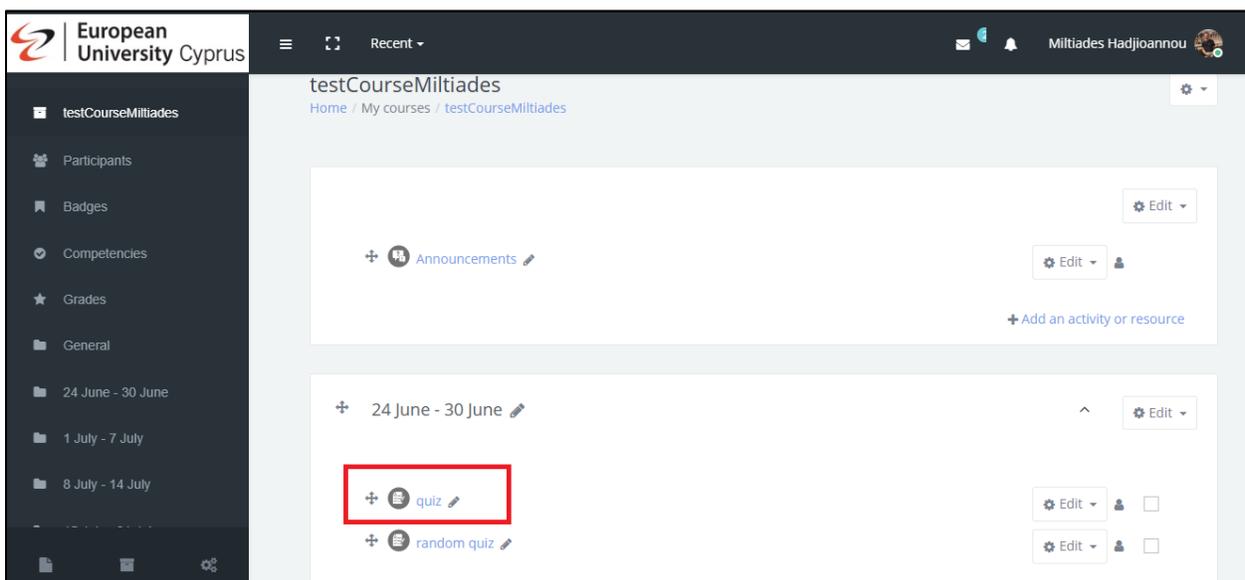


Add Section Headings to Quizzes

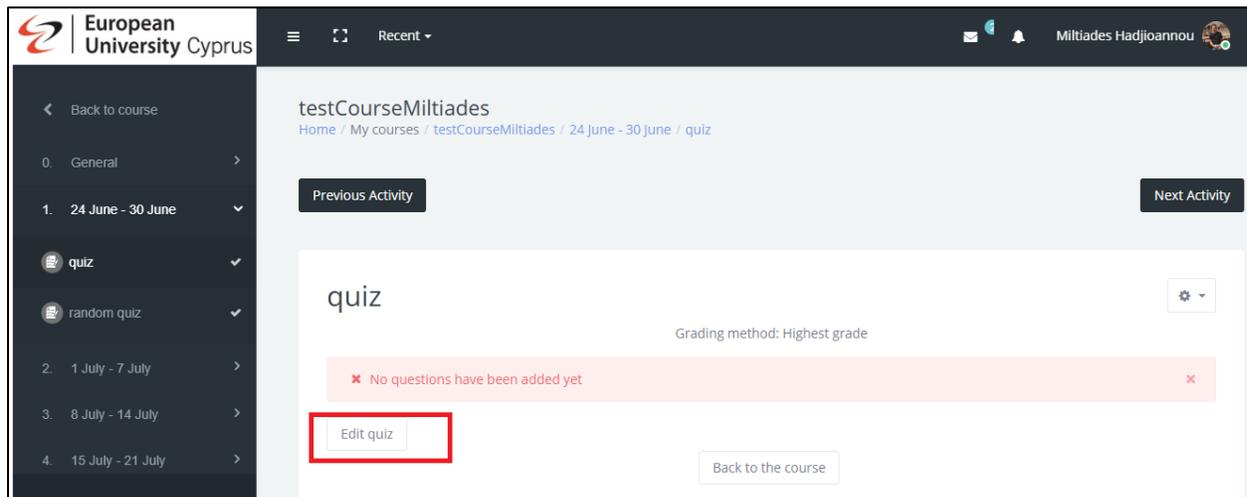
You can divide your quiz into different sections by adding the necessary headings to the quiz.

It will allow you to shuffle the quiz's section questions if you like without messing up with the overall structure of your quiz

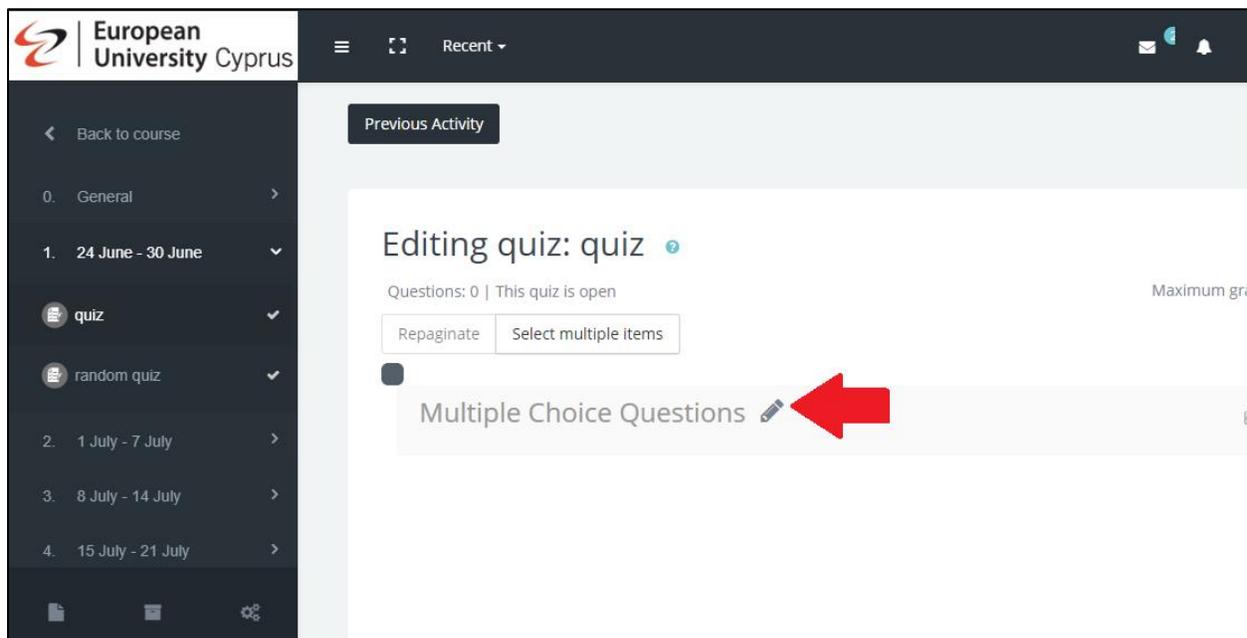
Click on the name of your quiz within your course and then on "Edit quiz" to add questions to your quiz.



Click on “Edit quiz”

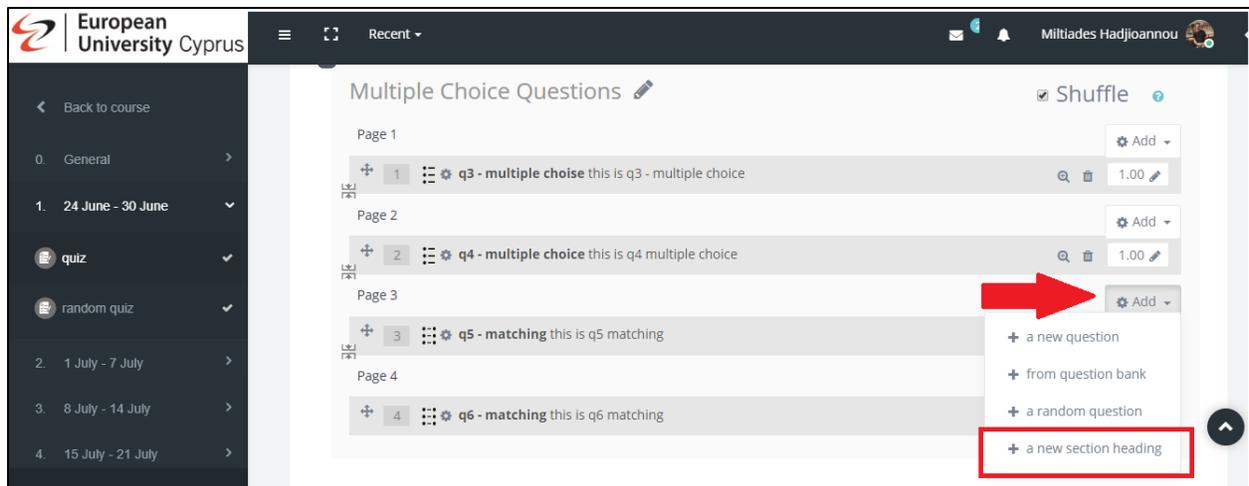


Click on the pencil icon to name the first section of the quiz.

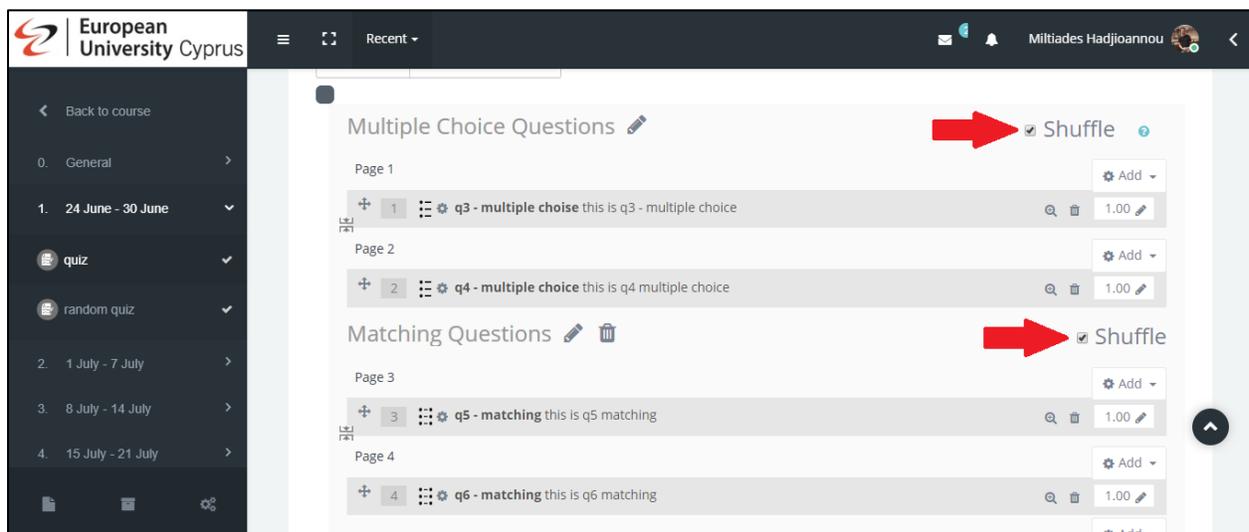


Add all the questions for that section.

Then click on the “add” button to insert the heading for the next section

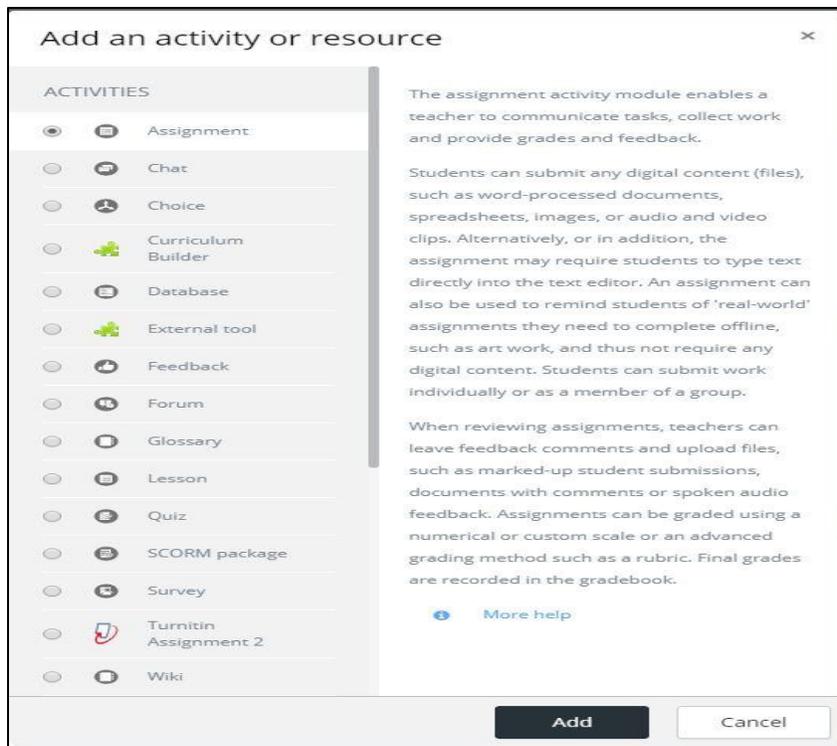


You can shuffle the questions of each section by checking the “shuffle” option of each section.



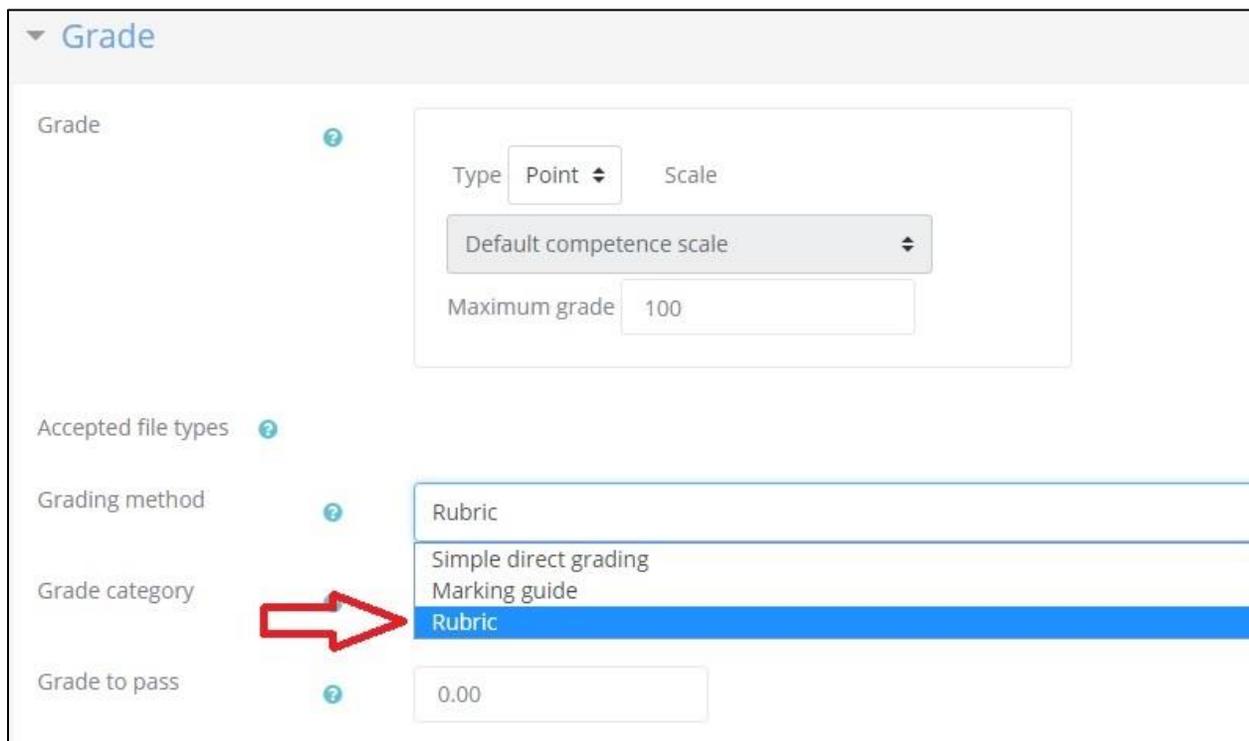
Creating a Rubric for an Assignment

The first is at the point of setting up the Assignment.



In your assignment's Settings, expand the Grade section see the below screenshot

From the Grading method menu, choose Rubric.

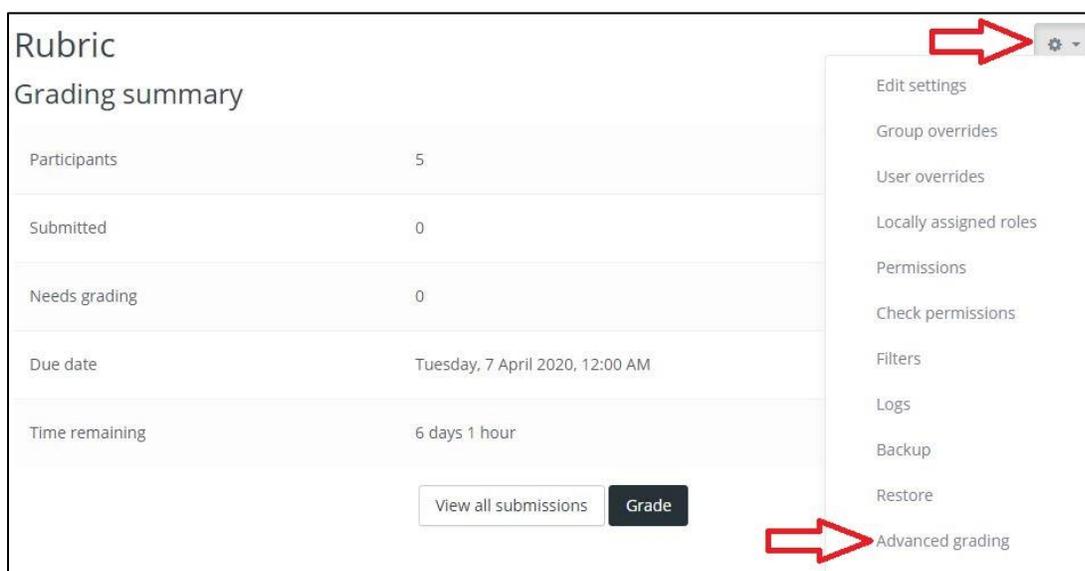


Note the Maximum grade setting - whatever numeric grade you assign to your criteria levels, the ultimate grade for the assignment will be recalculated as the proportion of that maximum grade.

At the end click **“Save and return to course”**, Rubric is now enabled for that particular assignment.

Define your rubric - To define a new rubric from scratch

From the Assignment's page Settings, click the gear icon at the top right from drop down menu select Advanced grading. see the below screenshot

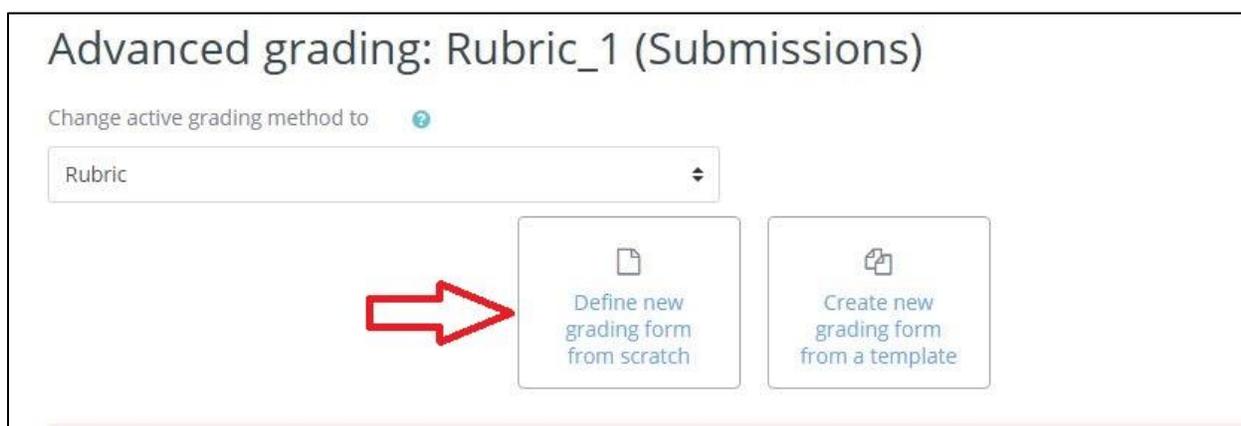


The screenshot shows the 'Rubric' settings page. On the left, there is a 'Grading summary' table with the following data:

Category	Count
Participants	5
Submitted	0
Needs grading	0
Due date	Tuesday, 7 April 2020, 12:00 AM
Time remaining	6 days 1 hour

Below the table are two buttons: 'View all submissions' and 'Grade'. On the right side, there is a settings gear icon with a red arrow pointing to it. A dropdown menu is open, listing various options: 'Edit settings', 'Group overrides', 'User overrides', 'Locally assigned roles', 'Permissions', 'Check permissions', 'Filters', 'Logs', 'Backup', 'Restore', and 'Advanced grading'. A red arrow points to the 'Advanced grading' option at the bottom of the menu.

Click Define a new rubric from scratch.



The screenshot shows the 'Advanced grading: Rubric_1 (Submissions)' page. At the top, it says 'Change active grading method to' followed by a dropdown menu currently set to 'Rubric'. Below this, there are two buttons: 'Define new grading form from scratch' and 'Create new grading form from a template'. A red arrow points to the 'Define new grading form from scratch' button.

Type in a brief distinctive Name and (if needed) a description.

Name	<input type="text"/>
------	----------------------

Click to edit a criterion and Click to edit level lets you tab through the rubric to type a description and assign points to each level. see the below screenshot. If you want to add more levels click **Add level**.

Rubric				
Click to edit criterion	Click to edit level	Click to edit level	Click to edit level	Add level
	0 points	1 points	2 points	

+ Add criterion

Rubric options

Sort order for levels:

Ascending by number of points

- Calculate grade based on the rubric having a minimum score of 0
- Allow users to preview rubric (otherwise it will only be displayed after grading)
- Display rubric description during evaluation
- Display rubric description to those being graded
- Display points for each level during evaluation
- Display points for each level to those being graded
- Allow grader to add text remarks for each criterion
- Show remarks to those being graded

If You want to add more criteria click **+Add criteria** and repeat the below step “Click to edit a criterion and Click to edit level lets you tab through the rubric to type a description and assign points to each level”

Finally save the rubric definition by clicking “**Save rubric and make it ready**” or Save as draft.

Grading submissions with a rubric

1. To access the submissions, click a link to the Assignment; its summary page displays.
2. Click Grade; the Student Grading Page displays the work of the first student listed in the Grading Table.
3. The rubric you have set up will display as a table on one side of the screen - you can display it larger by clicking its Expand / arrowheads icon (to dock the rubric, click the icon again).
4. For each criterion, select a level by clicking in its cell; when selected the level displays shaded (default pale green).
5. If enabled on the rubric form, you can type in comments for each criterion.
6. Save changes.

As well as the rubric you can add summary Feedback comments for the work, and optionally Feedback files.

See the below screenshot how to grade

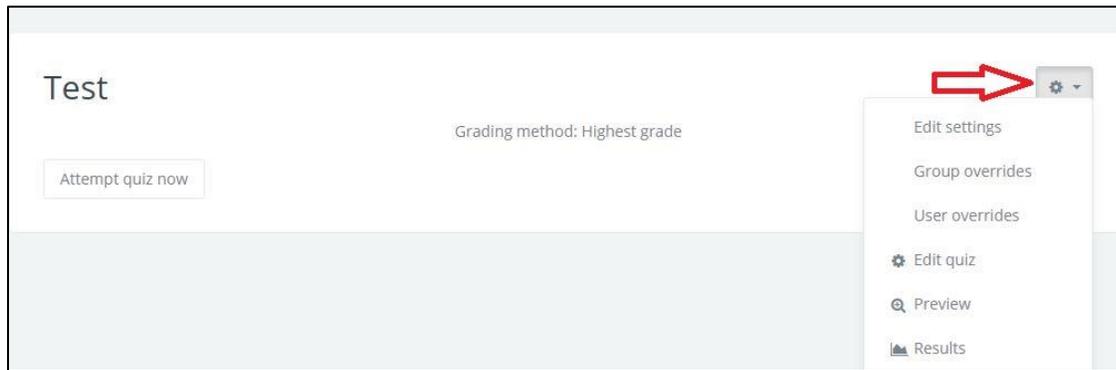
Grade

Grade: ✕

Style	Very Poor 0 points	Some effort at consistent and appropriate style 1 points	Good effort at consistent and appropriate style 2 points	
Content	No relevant content 0 points	Limited content and of limited relevance 1 points	Good Content with suitable relevance 2 points	

Edit the Quiz Questions

Click the **gear icon** at the top right of your quiz page and from the drop down menu select **edit quiz**



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 of your exam. Choose English or Greek accordingly.

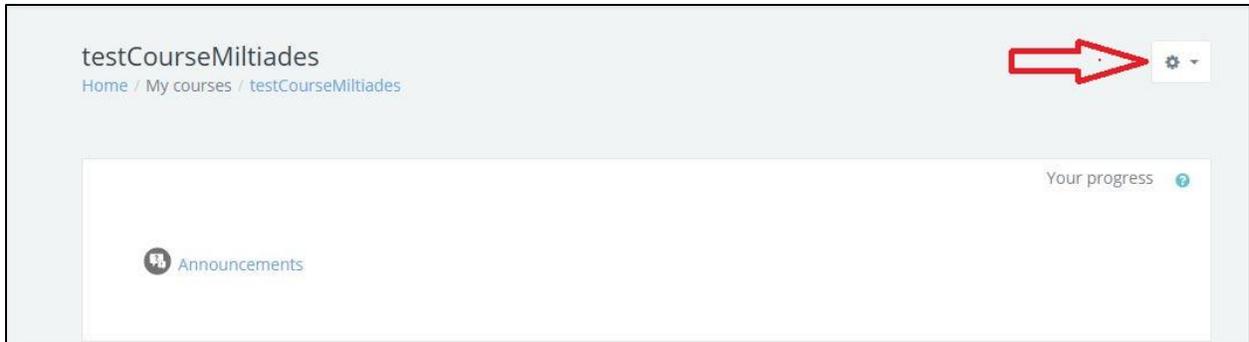
Terms and conditions

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.

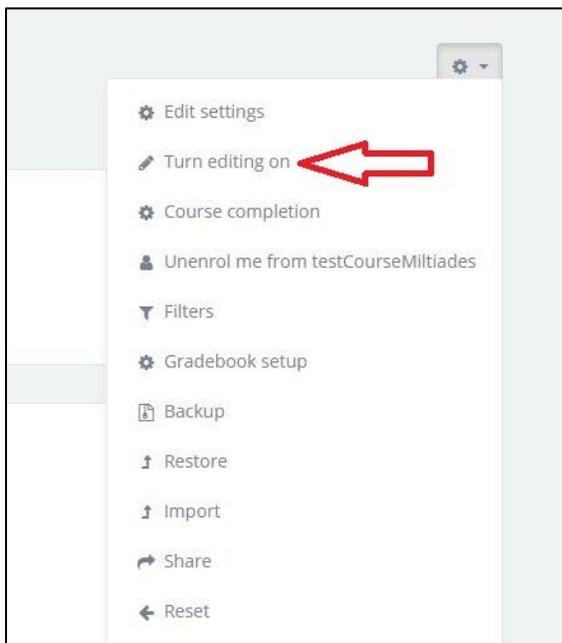
Όροι και προϋποθέσεις

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.

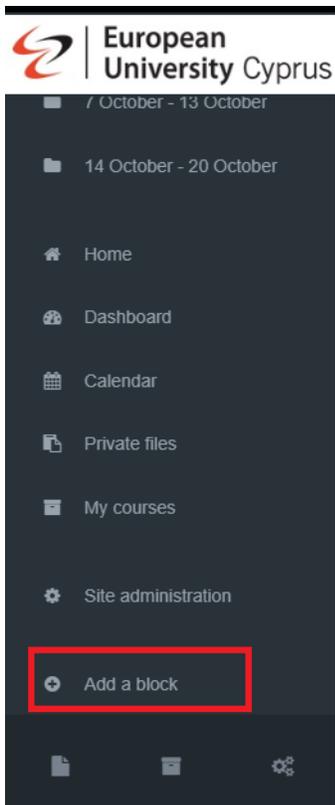
In your Moodle course, click the **gear icon** at the top right of your course page



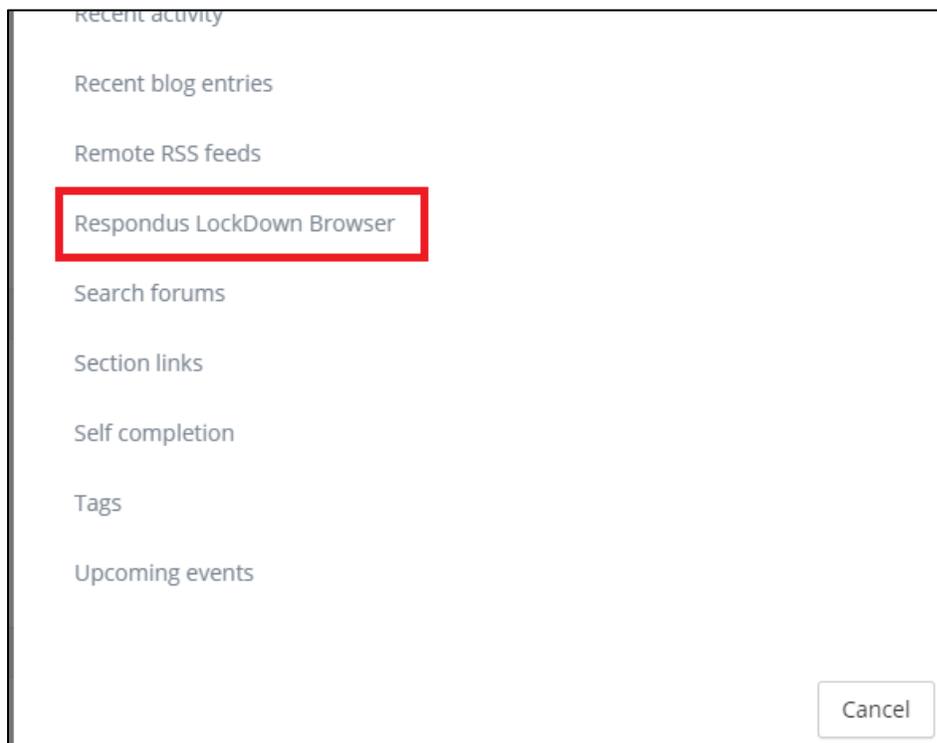
From the Drop-down menu, Click the **Turn editing on** option



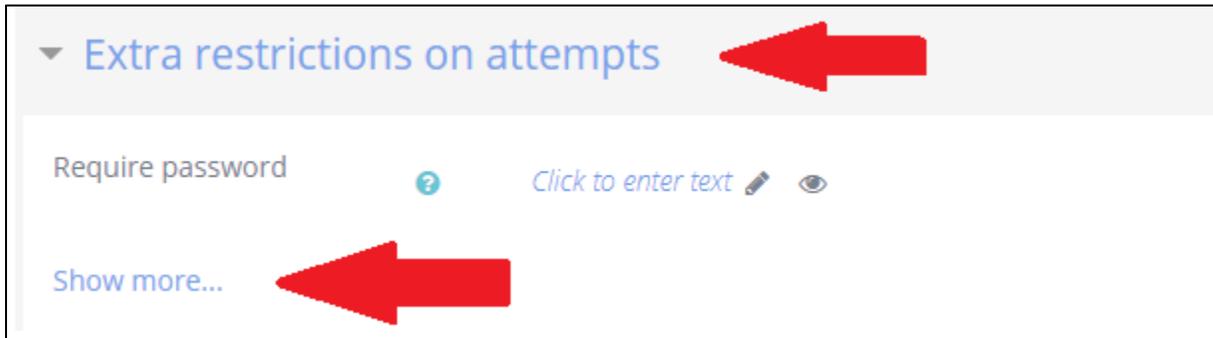
On the left menu within your course, scroll all the way down until you see the "Add a block" option.



Click on it, and on the new window that will open find and select the “Respondus LockDown Browser” option



Next go on and create a quiz as we described in the “Create a quiz” section. While you are within the settings of the quiz, find the section called “Extra restrictions on attempts” and click on it to expand and then click on the “Show more...” option to view further options.

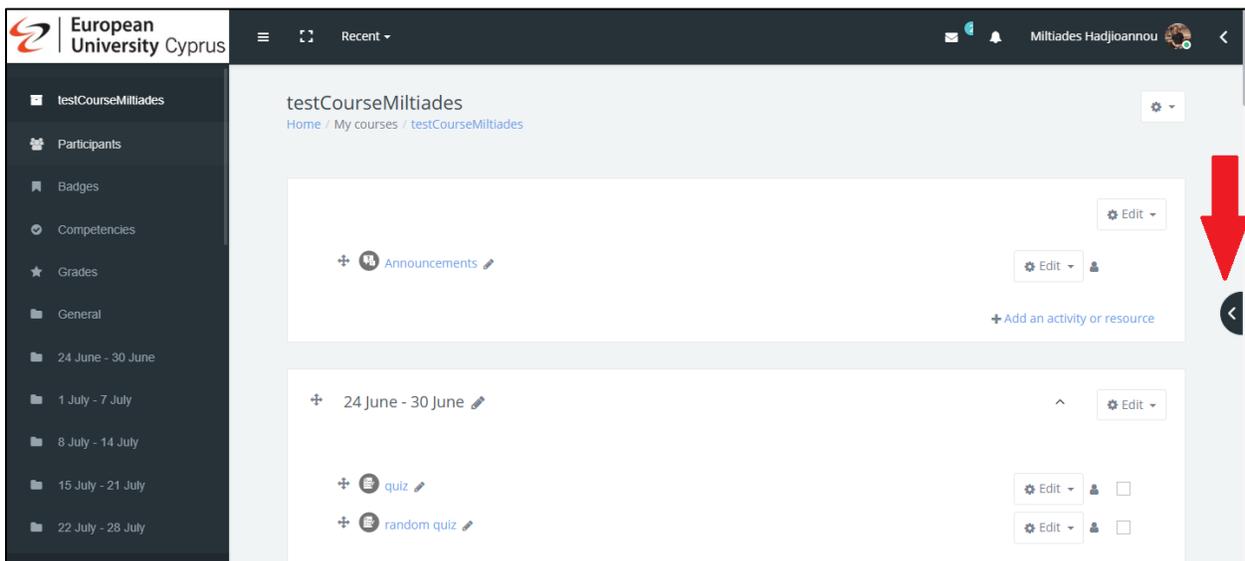


In the “Browser security” setting, choose the second option named “Browser security should be set through the LockDown Browser Dashboard”

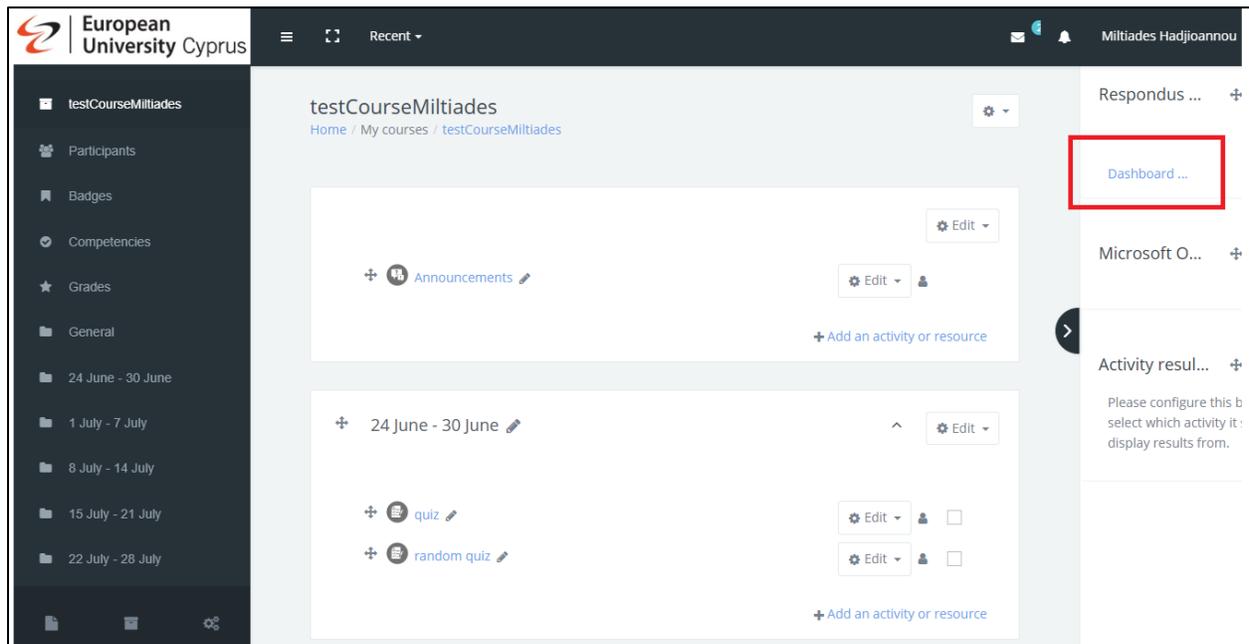


After you complete setting all the parameters of your quiz according to the “create a quiz” section, click on the save button to save it and go back to the main page of your course.

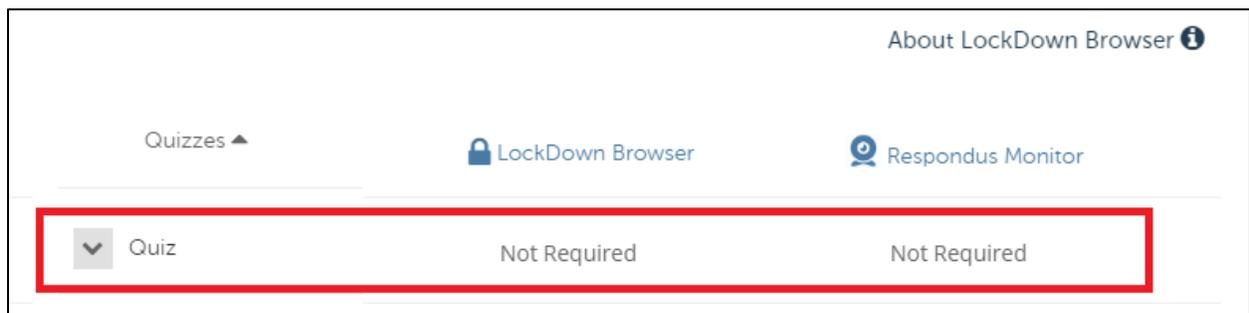
On the right of your screen you will see an arrow, click on it to view the dashboard.



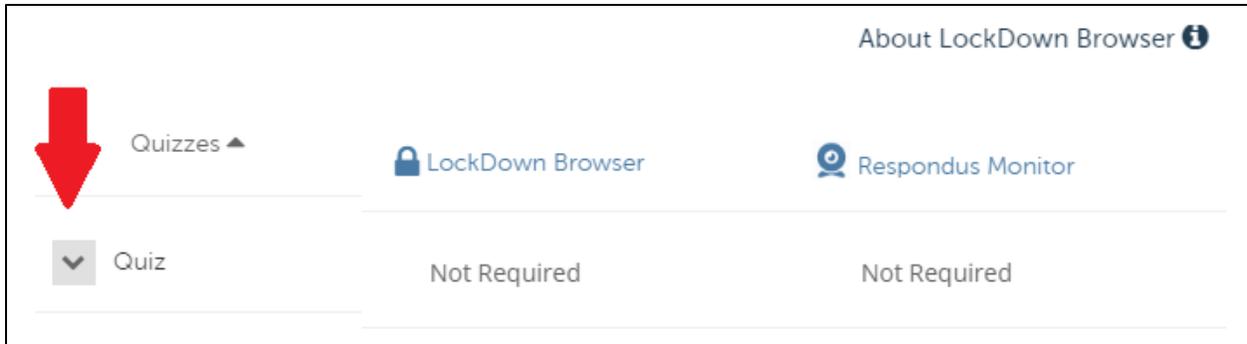
Click on the “Dashboard...” link.



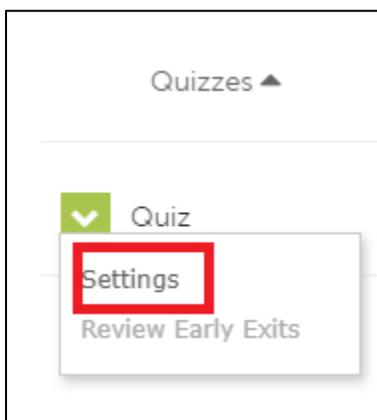
There you will see a list with all the quizzes created in your course. Also, you will see whether those quizzes require the lockdown browser and respondus monitor



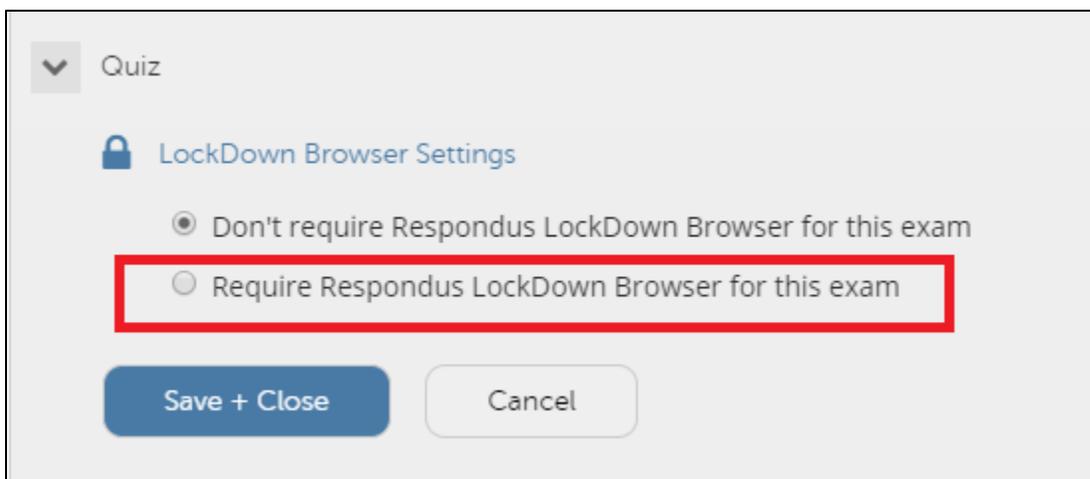
Find the quiz you want to apply LockDown Browser and Respondus Monitor and click on the arrow that is on the left of the quiz name.



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.

Quiz

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam
 Require Respondus LockDown Browser for this exam

Advanced Settings

Lock students into the browser until exam is completed [\[explain\]](#)
 Password to close browser and exit exam early (optional)

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 [\[explain\]](#)

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 to either finish and submit the exam or if the time limit of the exam is reached, or if the student uses the close browser password which must be 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

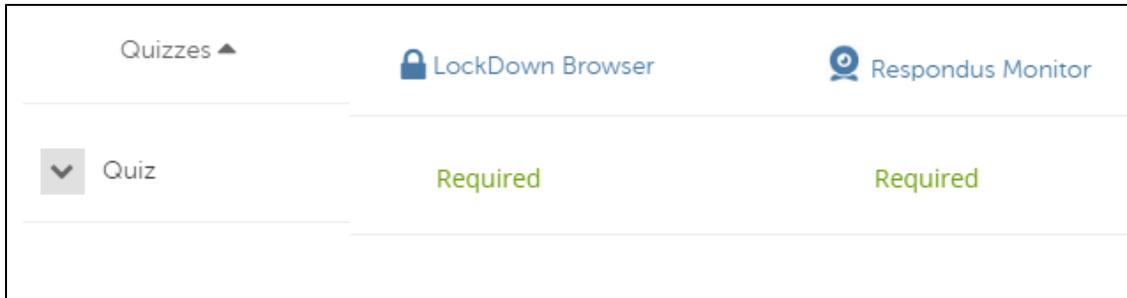
The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

<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.

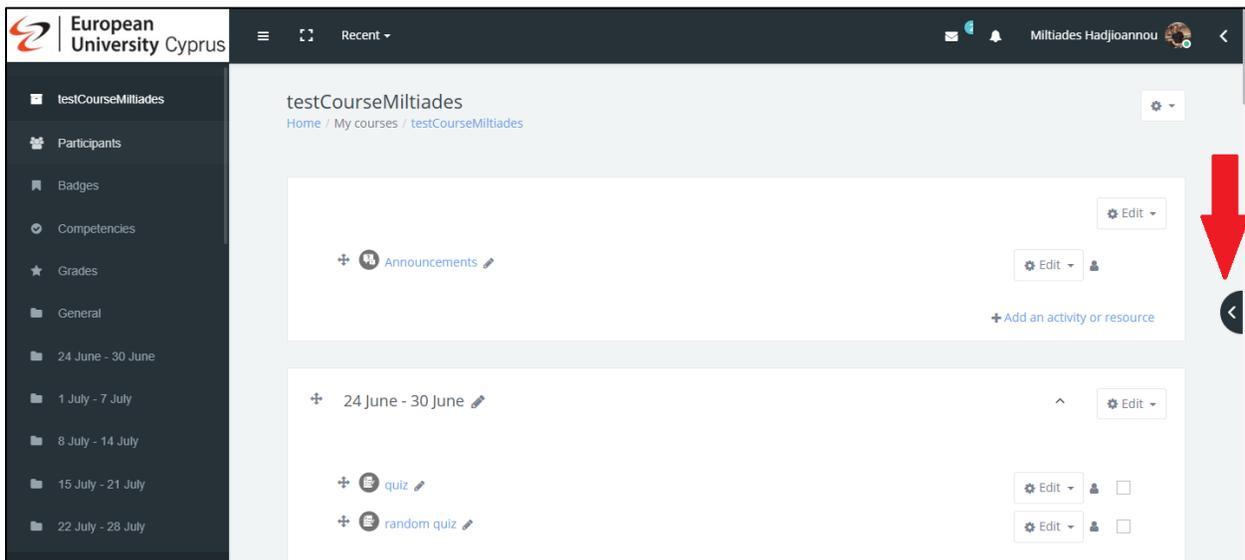
If everything is done correctly, you will see the following on your dashboard.

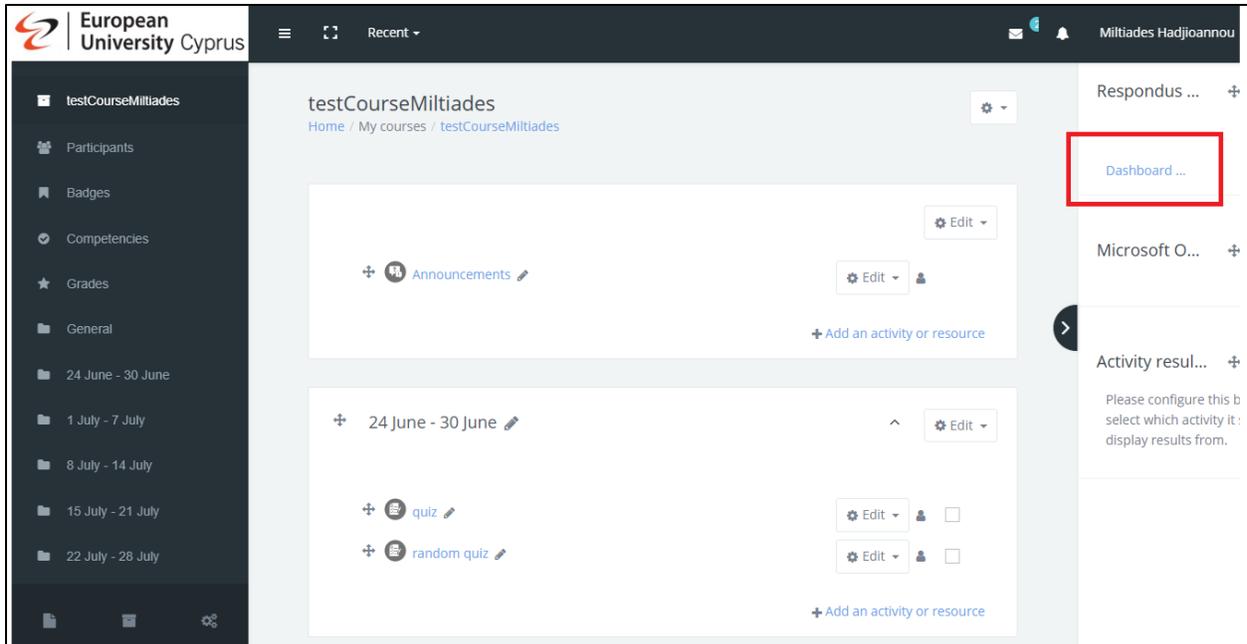


The setup is finished. Go back to the main page of your course.

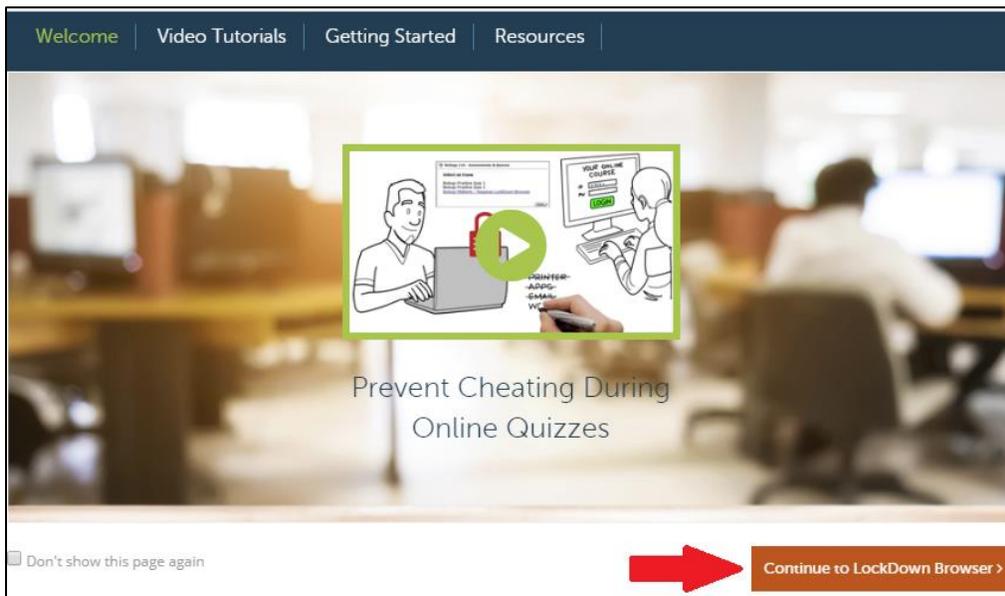
Review quiz results and video responses

To review the video results of the students, go to the dashboard by clicking the arrow on the right of your screen and click on 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

↓

▼ **respondus test 01/04/2020 1** Required Required

- Settings
- Class Results
- Exam Stats

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.

▼ **respondus test 01/04/2020 1**

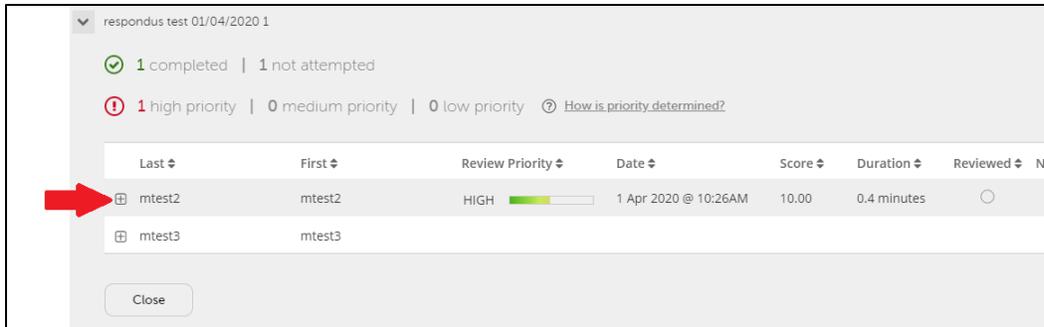
✔ 1 completed | 1 not attempted

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

Last	First	Review Priority	Date	Score	Duration	Reviewed	Notes
⊞ mtest2	mtest2	HIGH <div style="width: 100%;"></div>	1 Apr 2020 @ 10:26AM	10.00	0.4 minutes	○	
⊞ mtest3	mtest3						

Close

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 Moodle

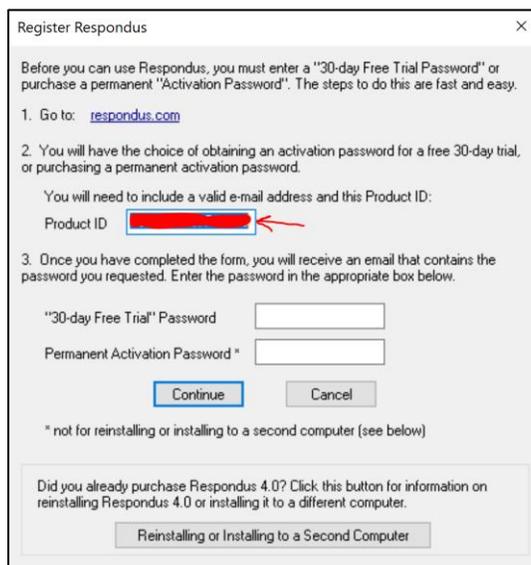
1. Install Respondus 4 on your Windows PC.

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



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.

 Continue 30-day Trial

Purchase Information (opens browser)

Product ID: 

Permanent Activation Password: *

Complete Activation Cancel

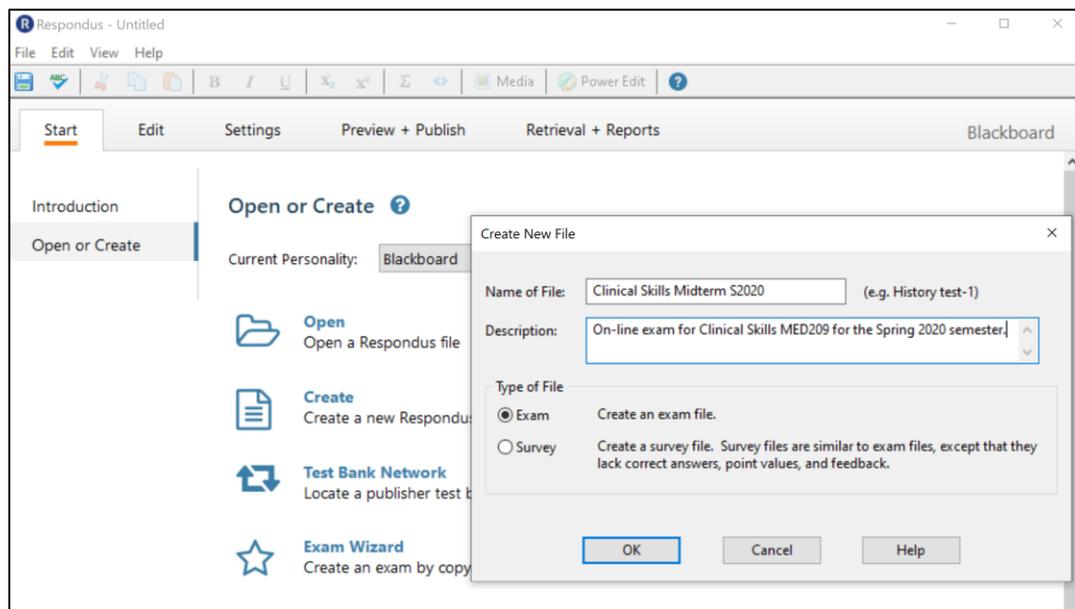
* not for reinstalling or installing to a second computer (see below)

Did you already purchase Respondus 3?

Reinstalling or Installing to a Second Computer

2. Create an exam in Respondus 4.0

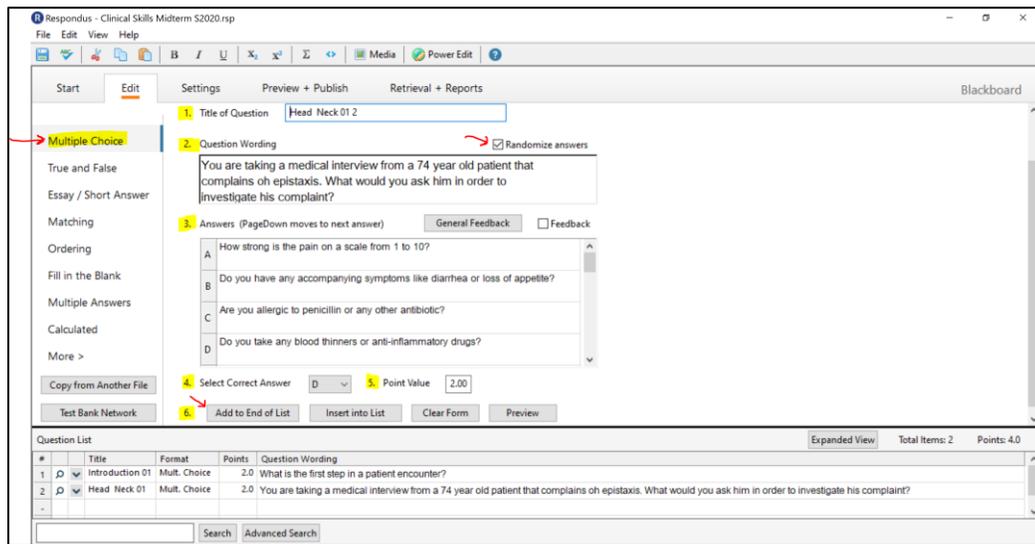
- a. Choose Blackboard in the “Current Personality” dropdown. *Do not choose Moodle* as it will not allow you to export your question in a file format.
- b. Choose “Create a new Respondus file.”
- c. Fill in the exam name in the “Name of File” field. Write a description of the exam. Click OK.



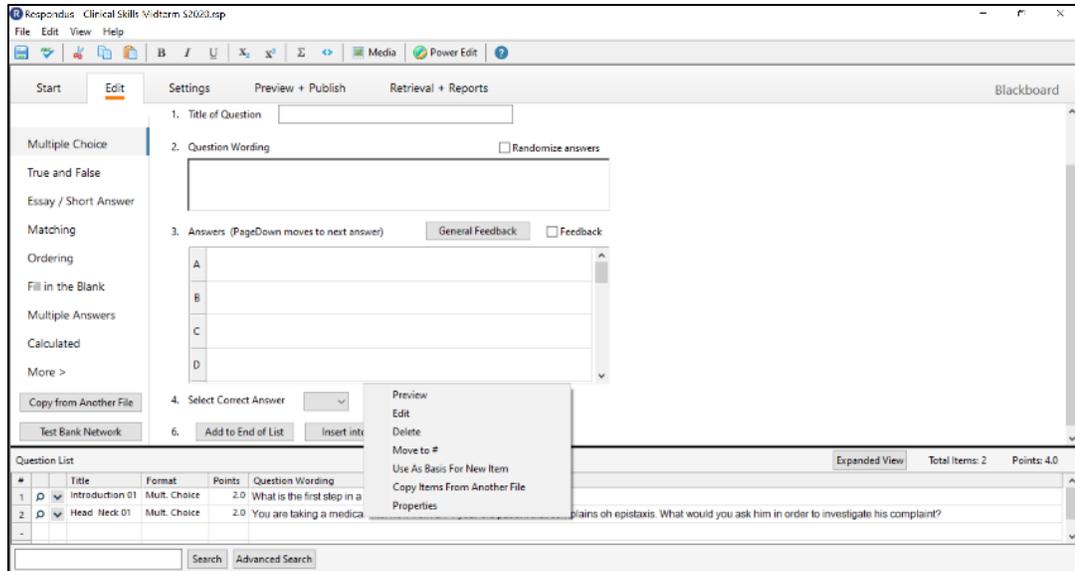
3. Create questions for the exam

- 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).

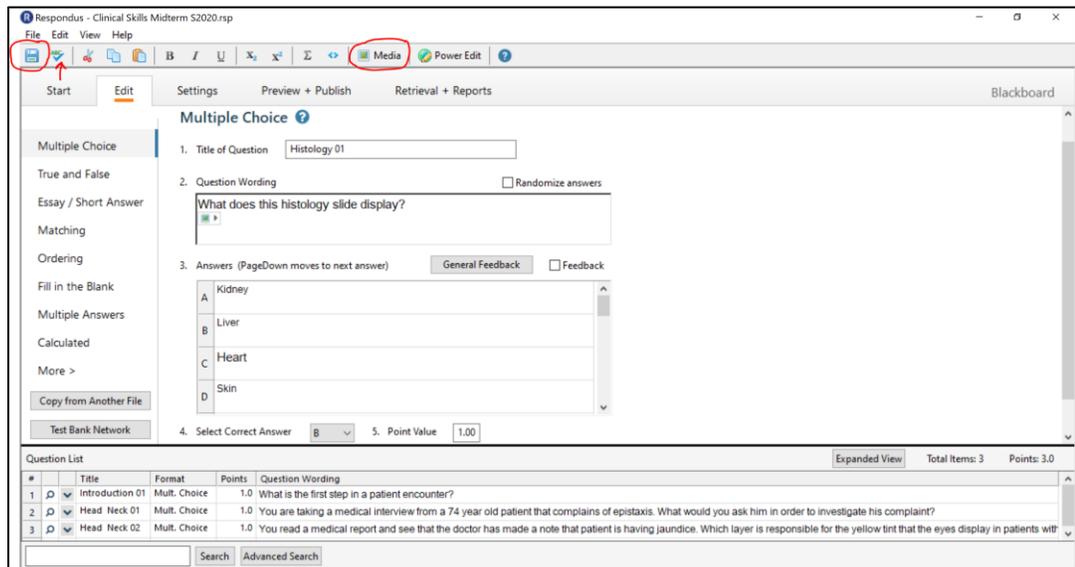
- f. Select the correct answer (4)
- g. Write the number of points a correct answer gets. In most cases you can leave this to 1 (5).
- h. Click on Randomize answers if you want to present the answers in a random order for each student.
- i. Click on Add to End of List to add your question to the test (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.



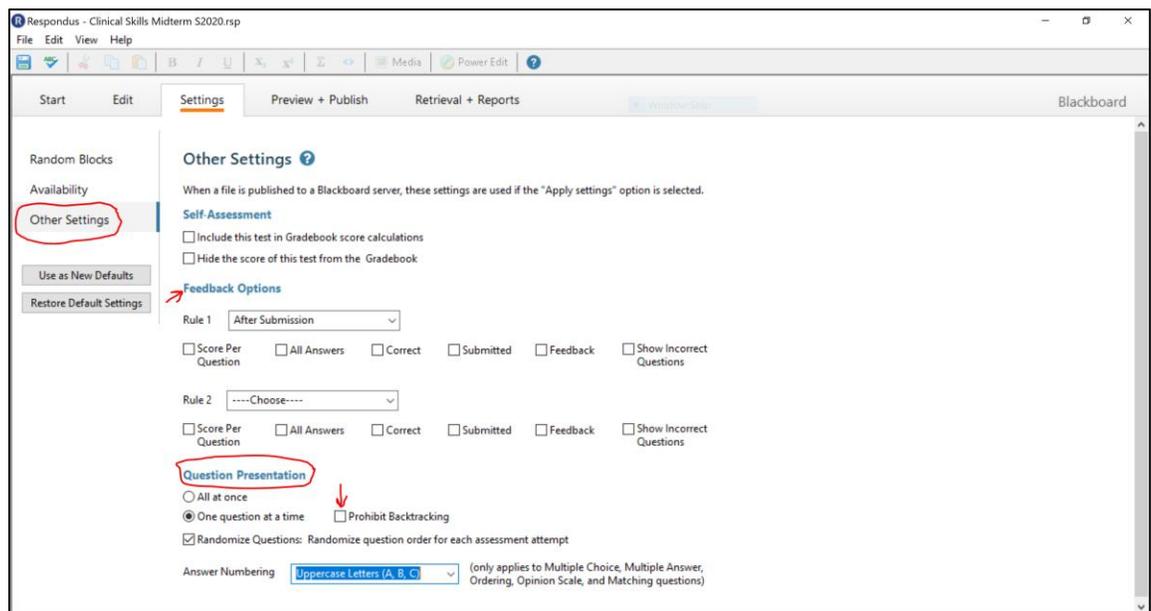
4. Select your exam settings

- 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 Moodle.
- 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.

The screenshot shows the 'Respondus - Clinical Skills Midterm S2020.rsp' window. The 'Settings' tab is selected, and the 'Availability' sub-tab is active. The 'Instructions' field contains the following text: 'This is the Clinical Skills MED209 midterm exam. It has 50 MCQ questions with each question having only one single best answer. You have 70 minutes to complete the exam. The exam requires you to have LockDown browser installed on your computer.' The 'Other Settings' section includes several checkboxes: 'Open in a new window', 'Make exam visible to students (in content area chosen at time published)', 'Add a new announcement for the exam', 'Allow multiple attempts: Number [] (leave blank for unlimited)', 'Force Completion: Students must complete the assessment the first time it is launched' (checked), 'Set time limit for Exam: Hours 1 Minutes 10' (checked), and 'Auto-submit when time limit expires' (checked). Below these are date and time selection fields for 'Display (make visible) After', 'Display Until', and 'Due Date'. The 'Password protect' checkbox is also present, with a text input field for the password below it.

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”)

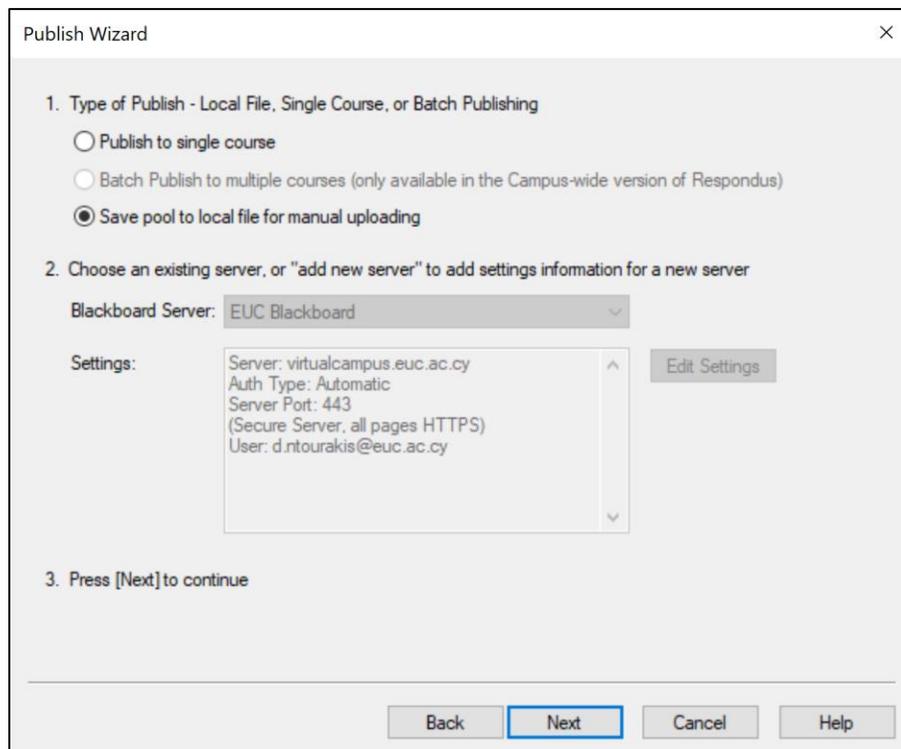


5. Export your exam to use in Moodle or Blackboard

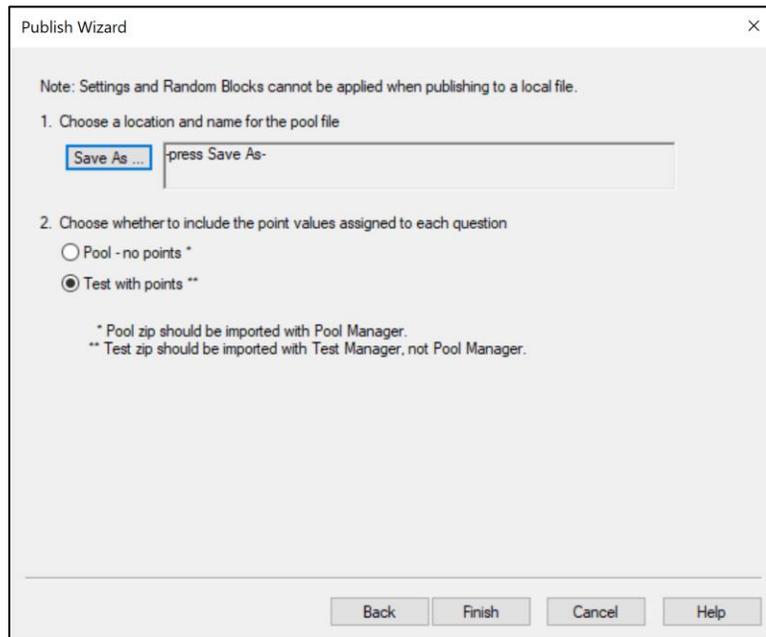
- a. Select the “Preview & Publish tab”. From there you can select “Preview” to see how your exam appears to students. Then choose “Publish” and click on “Publish Wizard”.



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

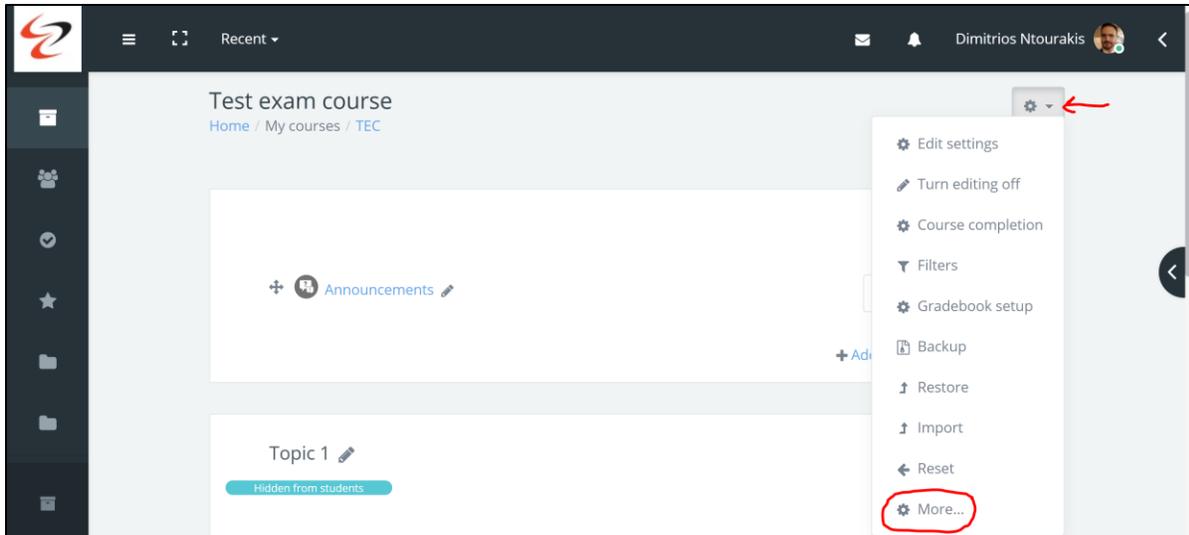


- c. In the following screen:
 - i. Select “Test with points”.
 - ii. Select “Save as” to choose where to save your file.
 - iii. Click on “Finish” to create your export file.

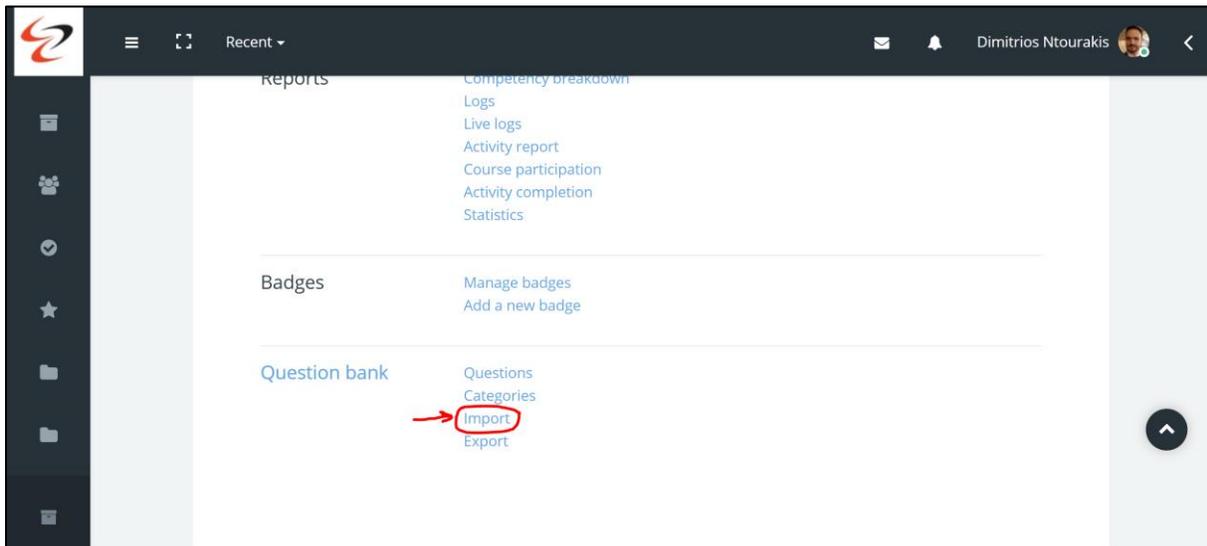


How to import an exam file to Moodle

1. Enter your Moodle course:
 - a. Click on the cog icon on the right upper part of the page.
 - b. Select “More...”

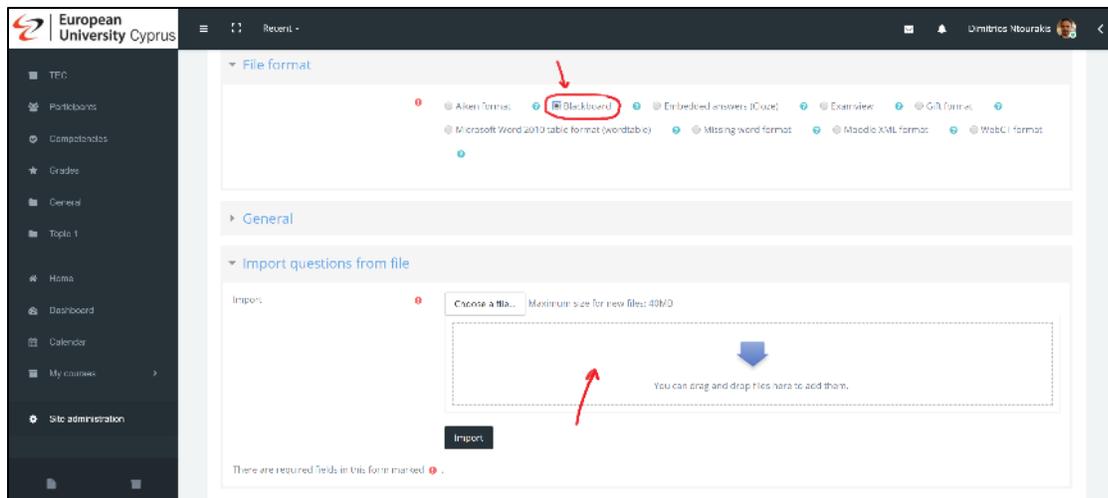


2. Scroll down on the page and click on “Import”.

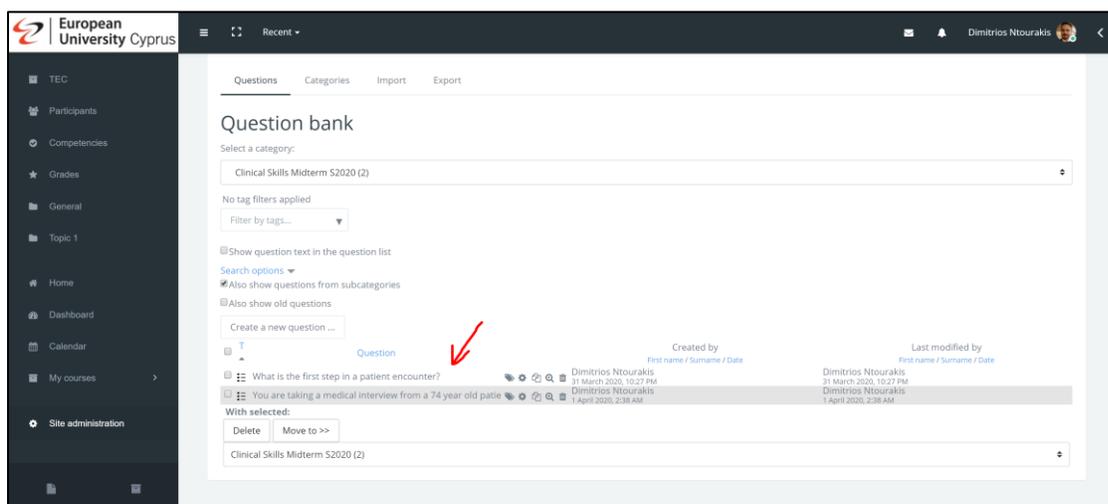


3. Scroll down on the options.

- a. Go to File format and select “Blackboard”.
- b. Drag and drop the file you want to import in the box.

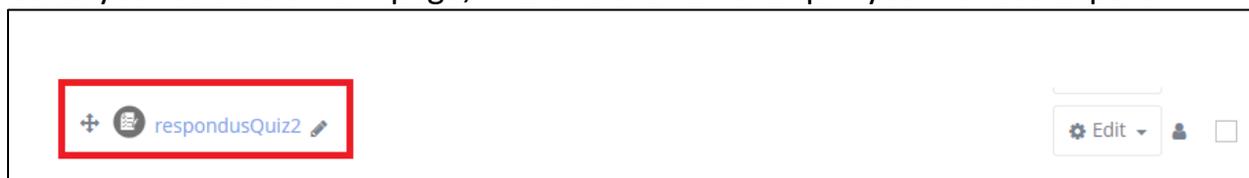


4. The questions are added in the Question bank. You can add them to the quiz you create on Moodle.
5. Follow the tutorial “How to create a Moodle quiz”.

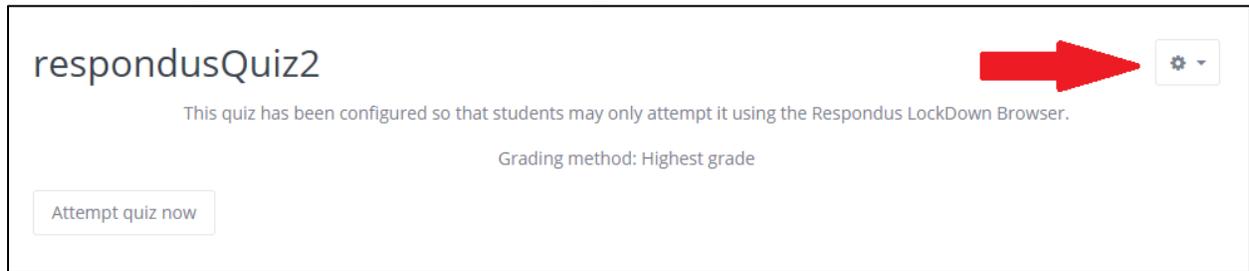


Export Moodle Quiz to Word

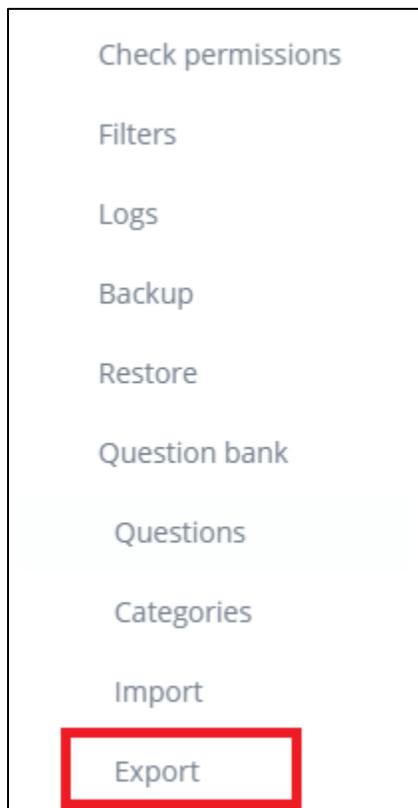
Go to your course’s main page, find and click on the quiz you want to export.



Click on the gear icon which is on the right side of the screen



Scroll all the way down in the list that will pop up until you find the “Export option”



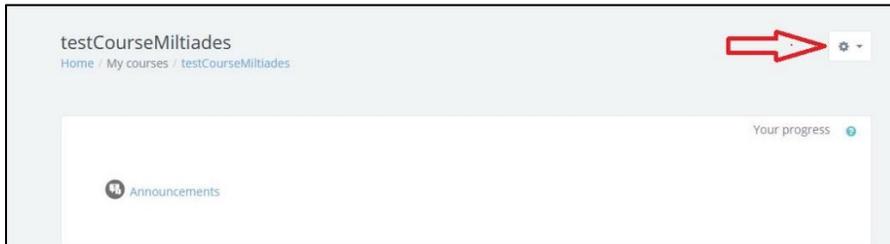
Next, select the “Microsoft word 2010” option and then click on the “Export questions to file” button at the bottom of the page.

Student Activity Logs During the Exams

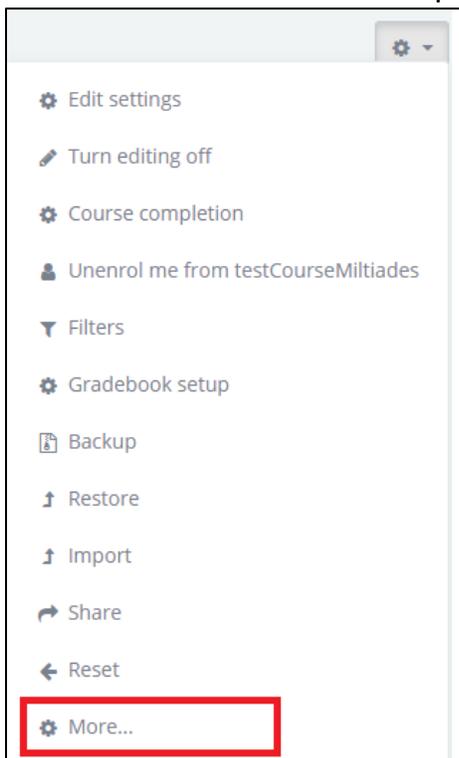
You can monitor the students’ activity within your class during an exam session using four types of reports found in a Moodle course.

Pay attention to the “Live Logs” and the “activity completion” options explained down below. They could be the most useful ones during the time of the exam.

To access those reports, go to your course and click the **gear icon** at the top right of your course page



Then click on the “More...” option of the very bottom of the drop-down list



In the “Reports” section you will find the information you need.

Reports	Competency breakdown
	Logs
	Live logs
	Activity report
	Course participation
	Activity completion
	Statistics

Logs: Choose the date of the exam and the name of your quiz from the two corresponding drop-down lists and then click on the “Get these logs” button at the end to get the logs

Choose which logs you want to see:

testCourseMiltiades

[\[more \]](#)

All participants

Today, 4 April 2020

MoodleTest2

All actions

All sources

All events

?

Get these logs

Live Logs: This option gives you the capability to view what’s happening to your course in real time. i.e. when a student enters a course and where that students click. You will instantly know whether a student clicked on the quiz or not.

When you click on the “Live logs” option you will see the following interface which is automatically updated i.e. in real time.

Pause live updates

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
4 April 2020, 1:44 PM	Miltiades Hadjioannou	-	Course: testCourseMiltiades	Logs	Log report viewed	The user with id '26' viewed the log report for the course with id '1790'.	web	
4 April 2020, 1:44 PM	Miltiades Hadjioannou	-	Course: testCourseMiltiades	Logs	Log report viewed	The user with id '26' viewed the log report for the course with id '1790'.	web	
4 April 2020, 12:50 PM	Miltiades Hadjioannou	-	Course: testCourseMiltiades	System	Course viewed	The user with id '26' viewed the course with id '1790'.	web	
4 April 2020, 12:49 PM	Miltiades Hadjioannou	-	Course: testCourseMiltiades	System	Course viewed	The user with id '26' viewed the course with id '1790'.	web	

Activity Completion: Using this option you can view statistics about the activities within your course. For instance, concerning a quiz, you can see which students submitted their quiz or their assignment so that you have a clear view on what is happening during your course.

First name / Surname	Email address	test	respondu	respondu	respondu	test6	assignme	turnitin as	test2	test assign	Rubric	Rubric_1
Constantinos Anastasiou	ca132428@students.euc.ac.cy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Miltiades Hadjioannou	m.hadjioannou@euc.ac.cy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
MiltiadesTest HadjioannouTest	m.hadjioannoutest@euc.ac.cy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Minas Mina	m.mina@euc.ac.cy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
minastest2 minastest2	minasm@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Download in spreadsheet format \(UTF-8 .csv\)](#)

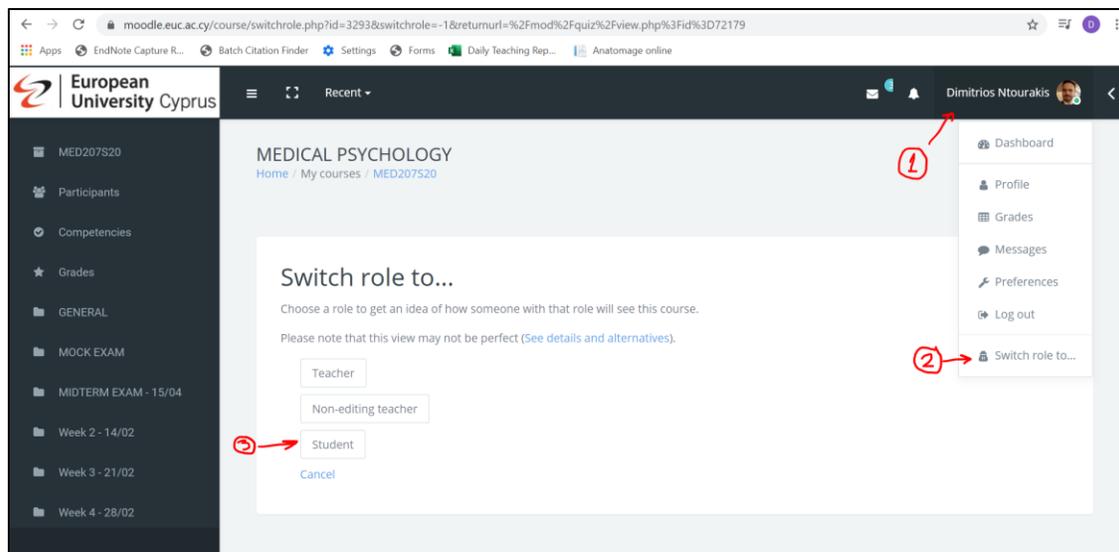
[Download in Excel-compatible format \(.csv\)](#)

You can also download a report by clicking the “download” button at the bottom of the page.

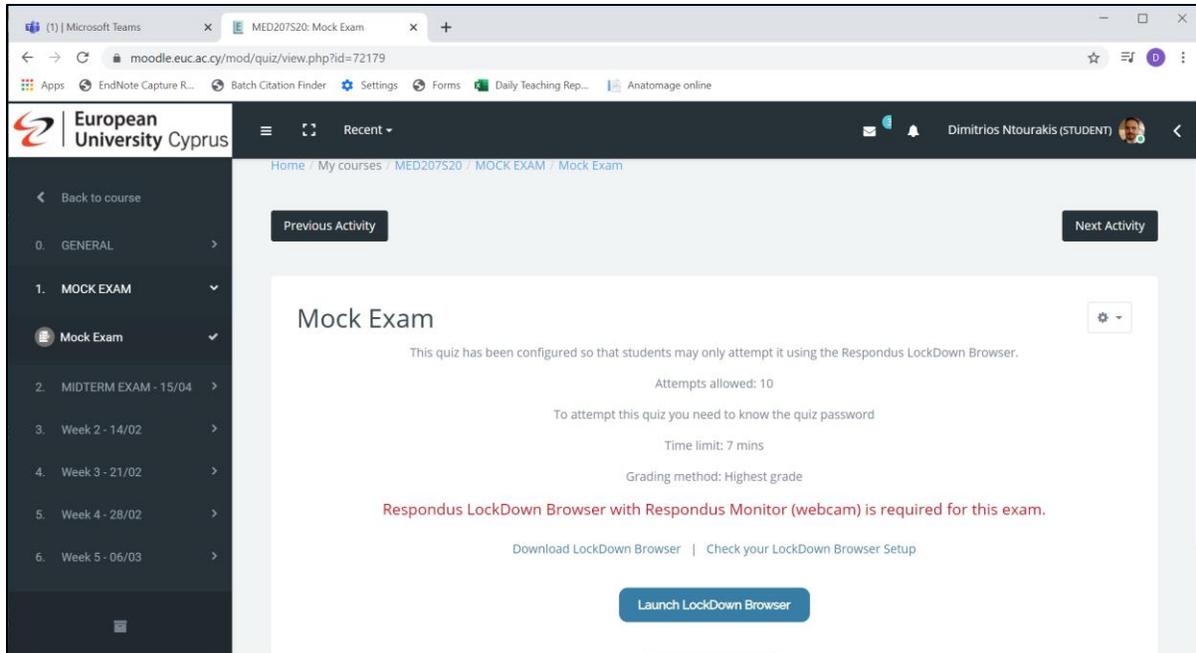
How to Test Your Exam as a Student

You need to switch your role from Teacher to Student. To do it, follow these steps:

- a. Enter your Moodle course.
- b. Click on your name (1).
- c. Click on “Switch role to ...” (2).
- d. Select “Student”.

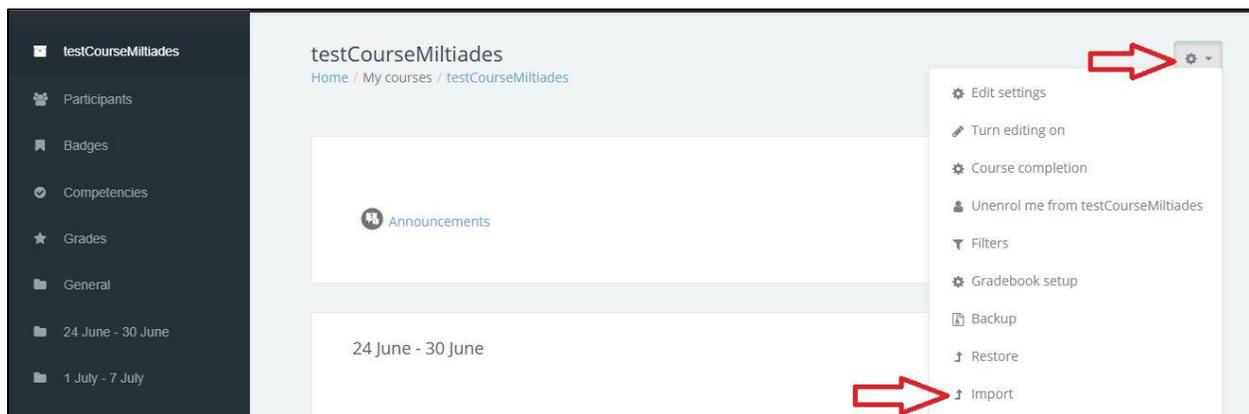


- e. Enter your exam. (The exam must be visible to students. Make sure to have it protected with a password in order to avoid students accessing it during the time you try it).
- f. You will be asked to download and install LockDown browser to run the test.
- g. Download and install LockDown browser if it's not already installed in your computer.
- h. Click on “Launch Lockdown Browser” to start your test.
- i. You will be asked to go through the Lockdown browser identification process.
- j. After successful completion you will be given access to your exam.
- k. **Don't forget to switch back to the role of Teacher after the end of the exam.**



Import an exam from another course

Go to the course that you want to import into, and click on the “**Administration gear**” in the right corner of the page, select **Import** from the drop down menu. See the below screenshot.



From the Import page, select the course you want to transfer and click Continue. If the course is not listed, use the Search box. NOTE: Only courses for which you are the instructor will appear on this list. See the below screenshot.

Find a course to import data from:

Select a course More than 10 courses found, showing first 10 results

	Course short name	Course full name
<input type="radio"/>	Blending and Flipping Moodle Course	Blending and Flipping Moodle Co
<input type="radio"/>	Online Learning Network	Online Learning and Support Net
<input type="radio"/>	SAH Work Study	SAH Work Study
<input type="radio"/>	ARTHI27101-2015S	WestArt II: Renaissance-Pres (A 2015S
<input type="radio"/>	ARTHI27001-2014F	WestArt I: Paleolith - Gothic (AR 2014F
<input type="radio"/>	ARTST21001-2016S	Drawing I: Expr & Observ (ARTST21001,ARTST31001) 201
<input type="radio"/>	ARTST25501-2016S	ST:Interdisciplin Design Stud (ARTST25501,ARTST35501) 201
<input type="radio"/>	ARTST23901-2016S	The Artist Book I (ARTST23901,ARTST33901) 201
<input type="radio"/>	ARTST23301-2016S	PrintmakingI:Collagrap/Intagl (ARTST23301,ARTST33301) 201
<input type="radio"/>	ARTST25001-2016S	Stained Glass I 2016S

There are too many results, enter a more specific search.

Next, you will see a page with options on what to include in the import. If you would like everything to transfer, select all four. If you would like to exclude activities, blocks, filters, or the question bank, uncheck the respective box or boxes and click Next.

testCourseMiltiades

- Participants
- Badges
- Competencies
- Grades
- General
- 24 June - 30 June
- 1 July - 7 July
- 8 July - 14 July
- 15 July - 21 July

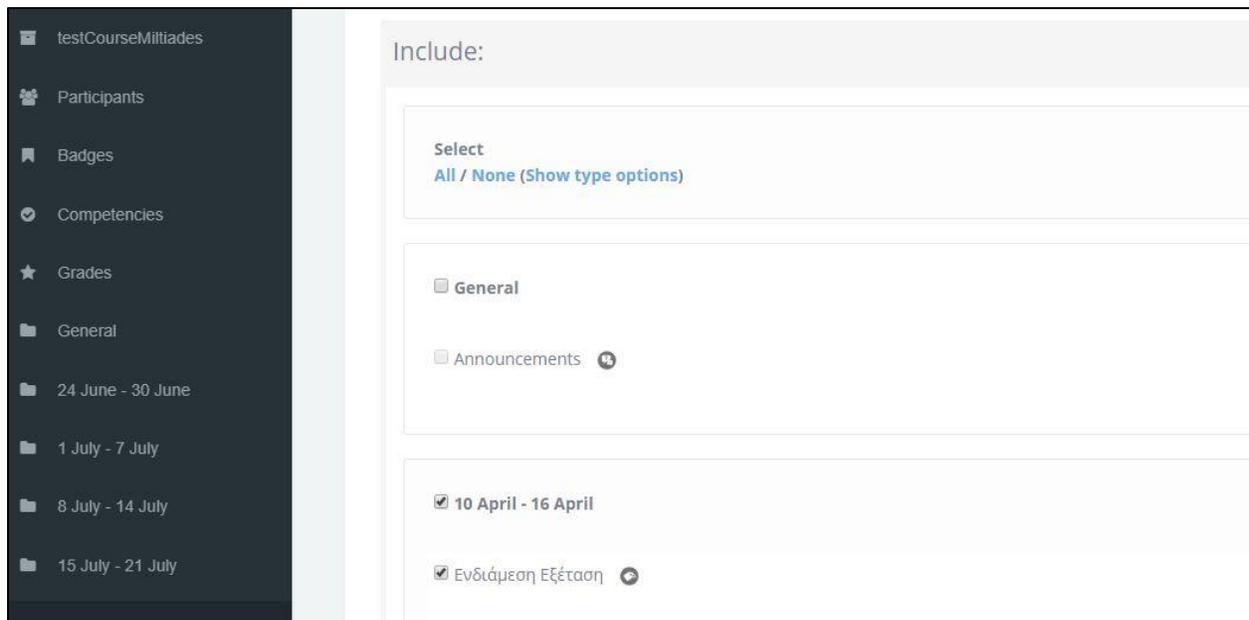
1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Backup settings

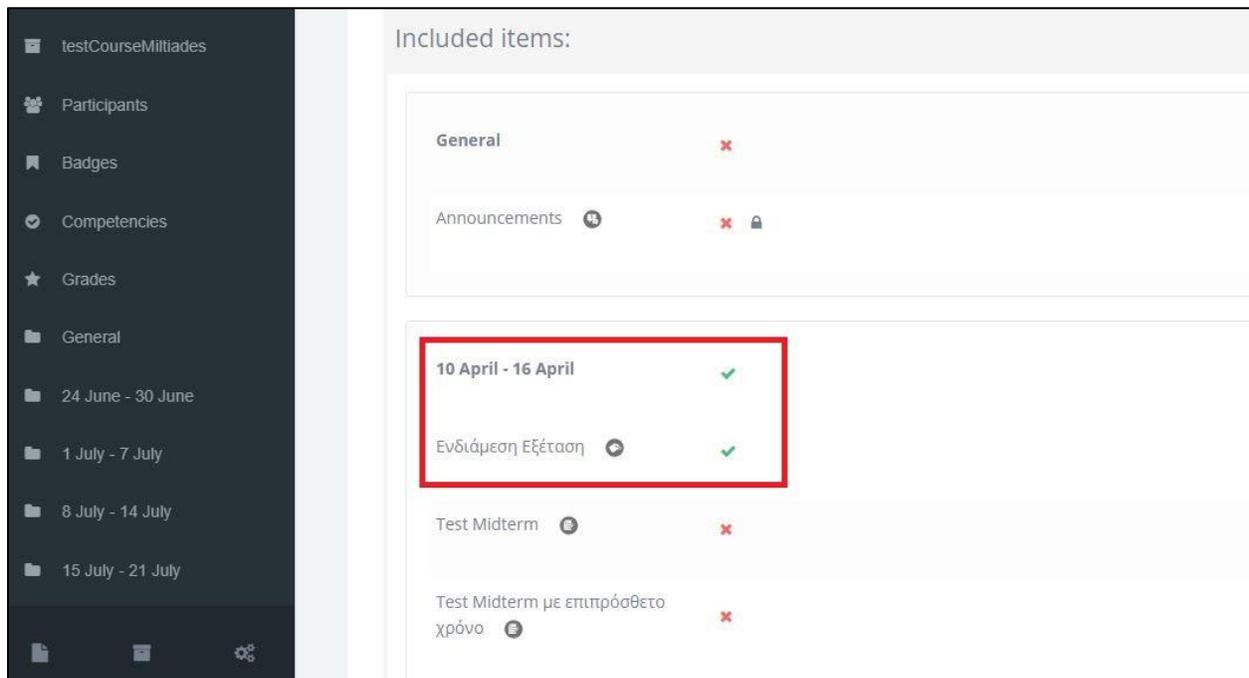
- Include activities and resources
- Include blocks
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings
- Include competencies

Activate Windows
Go to Settings to activate Windows.

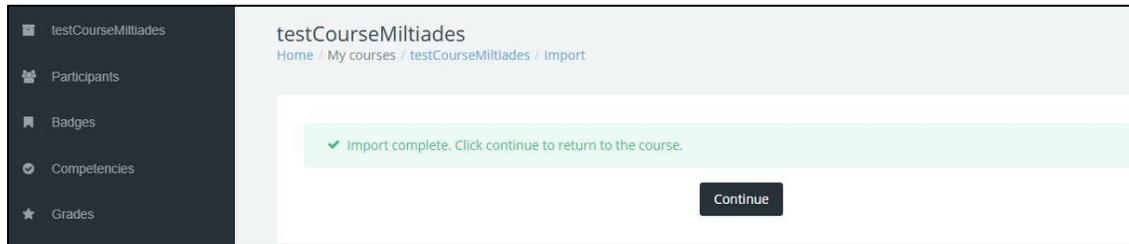
You will then see a page that shows all of the files on your course site. Deselect any files that you do not wish to transfer leave only the exam and then click Next.



On the next page, you will be able to view everything that has transferred. If there are any mistakes, fix them at this point by clicking previous and going back to the pages before. Once you are satisfied with everything that has been imported, select **Perform import**.



Select **continue** on the next page and you will be redirected to the page where your materials have been imported.



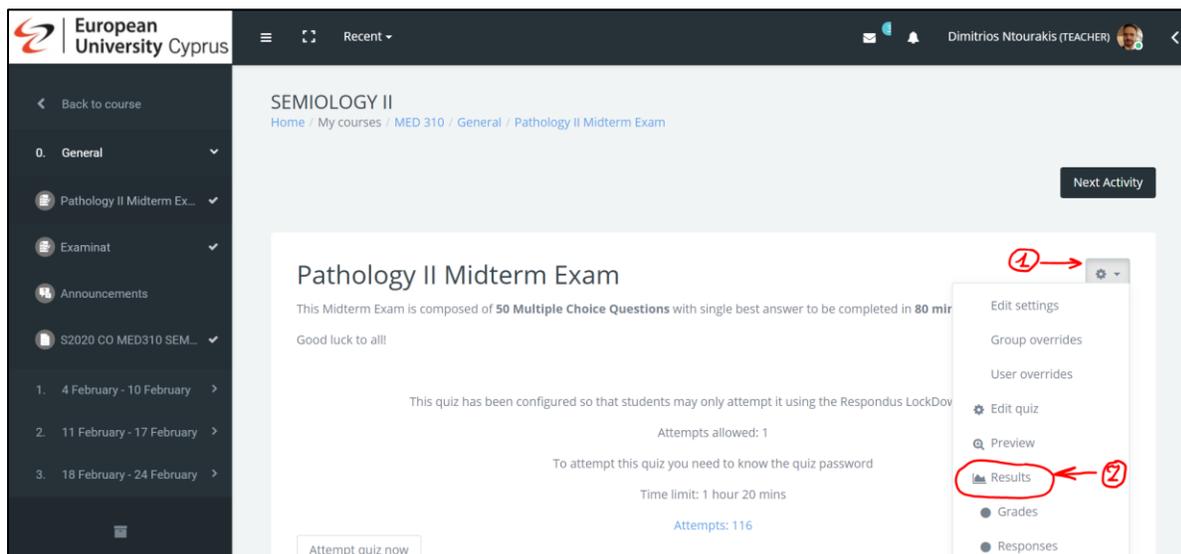
How to Supervise and Troubleshoot an Exam

Supervise Students During the Exam

Moodle and Lockdown browser DO NOT PROVIDE LIVE FEEDBACK on the students during an exam. This means that you cannot watch the student camera feed while they take the exam. However there are reporting tools that you can use to supervise your students, see what they are doing and identify problems. The two tools you can use are : *Moodle results*, and *Lockdown browser dashboard*.

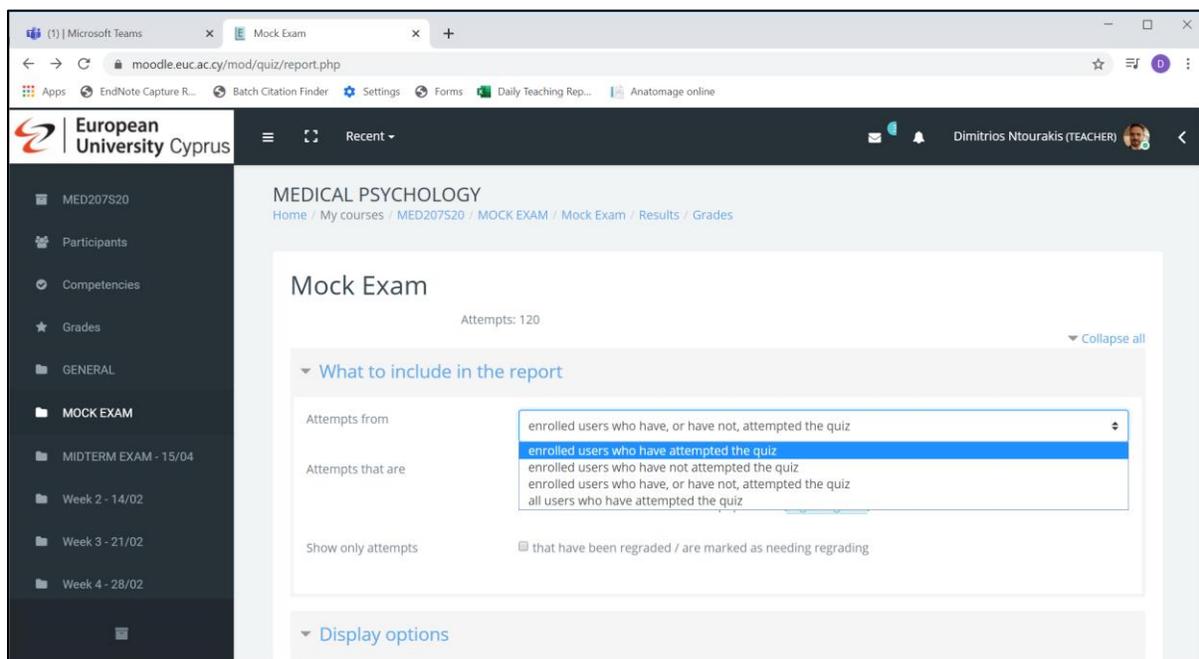
A. Use Moodle Results

- a. Go to your course and select the exam.
- b. Click on the actions icon (1).
- c. Select Results (2).



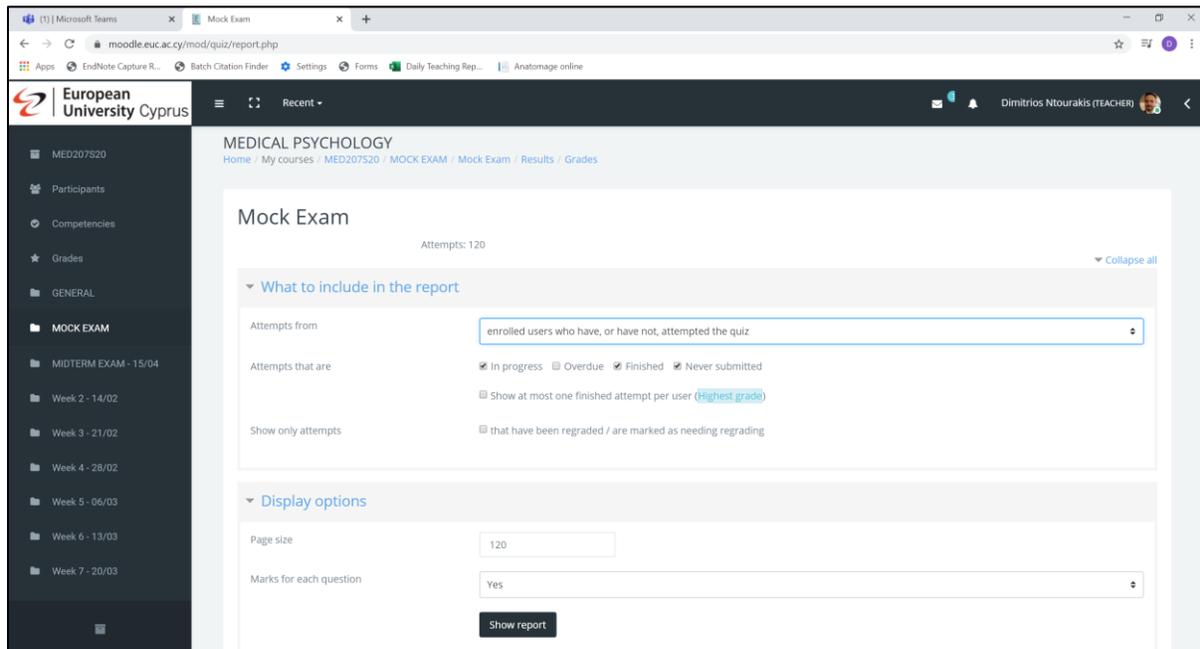
Choose what you want to see in the report (1).

- i. “Enrolled students who have attempted the quiz” are the students who have passed the Respondus Lockdown browser identification process and are now in the quiz.
- ii. “Enrolled students who have not attempted the quiz” are students who *have not* passed the Respondus Lockdown browser identification process. These students have not yet seen any of the quiz questions.
- iii. To see all students and faculty members enrolled choose “Enrolled students who have or have not, attempted the quiz”.



- iv. In the following field choose what kind of attempts you want to see:
 1. “Finished” displays students who have submitted the exam.
 2. “In progress” displays students who are now in the exam answering questions.
 3. “Never submitted” displays students who have not yet accessed the exam. These students have not yet seen any of the quiz questions.
- v. In the “page size” field type the number of students you want to have per page of the report.

vi. Click on “Show report”.



d. Assess the exam report.

- i. You will receive a report with the student names, emails, status, exam start time, exam finish time, exam duration, exam grade, grade per question.
- ii. The third column displays three different *states*:
 1. **Finished**: the student has submitted the exam. His grade is displayed.
 2. **In progress**: the student is still in the exam answering questions.
 3. **-**: the student has not yet entered the exam. He has not accessed the first exam question.

Name	E-mail	State	Start time	End time	Duration	Grade	Correct / incorrect question
------	--------	-------	------------	----------	----------	-------	------------------------------

Student Name	Email	Attempt Status	Date	Time	Duration	Score	Q1	Q2	Q3	Q4
medicine students	medicine_students@students.euc.ac.cy	Finished	3 April 2020 8:15 PM	3 April 2020 8:42 PM	27 mins 10 secs	0.00	✗	-	✗	✗
[Redacted]	[Redacted]@students.euc.ac.cy	Finished	7 April 2020 11:02 AM	7 April 2020 11:05 AM	2 mins 32 secs	7.50	✓	2.50	✓	2.50
[Redacted]	[Redacted]@students.euc.ac.cy	Finished	7 April 2020 11:12 AM	7 April 2020 11:15 AM	3 mins 26 secs	7.50	✓	2.50	✓	2.50
[Redacted]	[Redacted]@students.euc.ac.cy	Finished	7 April 2020 11:14 AM	7 April 2020 11:17 AM	2 mins 55 secs	5.00	✓	2.50	✓	0.00
[Redacted]	[Redacted]@students.euc.ac.cy	In progress	7 April 2020 11:18 AM	-	-	-	-	-	-	-
[Redacted]	[Redacted]@students.euc.ac.cy	Finished	7 April 2020 11:22 AM	7 April 2020 11:23 AM	1 min 6 secs	7.50	✓	2.50	✓	2.50

- iii. Under each student's name you can click on "Review attempt".
 1. There you can see when the student started the exam and his state (finished / in progress)
 2. You can see in the quiz navigation block which questions he has answered. A black box is an answered question while a grey box is an unanswered question.

MEDICAL PSYCHOLOGY

You are logged in as Dimitrios Ntourakis: Teacher

Started on Tuesday, 7 April 2020, 11:18 AM

State In progress

Quiz navigat...

1 2 3 4

Show one page at a time

Finish review

Question 1

Answer saved

Marked out of 1.00

Edit question

"Defense mechanism" is a concept most likely to be used by a:

Select one:

a. accountant

b. football manager

c. psychologist

3. If a student has submitted the quiz then you can see in addition:
 - a. The quiz grade.

- b. How much time it took them to finish.
- c. The correct and incorrect questions.

- e. Regrade or delete a student attempt
 - i. Select a student by clicking on the box.
 - ii. Click on “Regrade selected attempts” to change the grade.
 - iii. Click on “Delete selected attempts” to allow students to **retake the exam**.

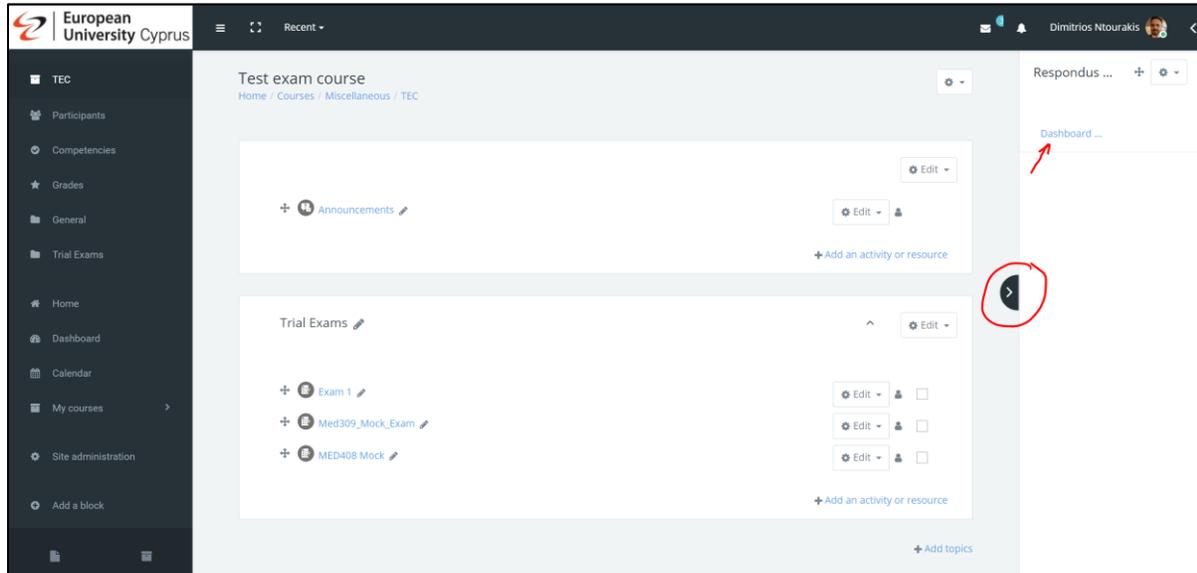
Student	Attempt	Status	Date	Time	Score	Q1	Q2	Q3	Q4
[Redacted]	Review attempt	Finished	7 April 2020 11:12 AM	3 mins 26 secs	7.50	2.50	2.50	2.50	0.00
[Redacted]	Review attempt	Finished	7 April 2020 11:14 AM	2 mins 55 secs	5.00	2.50	2.50	0.00	0.00
[Redacted]	Review attempt	In progress	7 April 2020 11:18 AM	-	-	-	-	-	-
[Redacted]	Review attempt	Finished	7 April 2020 11:23 AM	1 min 6 secs	7.50	2.50	2.50	2.50	0.00
[Redacted]	Review attempt	Finished	7 April 2020 12:07 PM	4 mins 28 secs	7.50	2.50	2.50	2.50	0.00

Overall average: 6.34 (112) 2.19 (112) 2.01 (112) 2.14 (112) 0.00 (112)

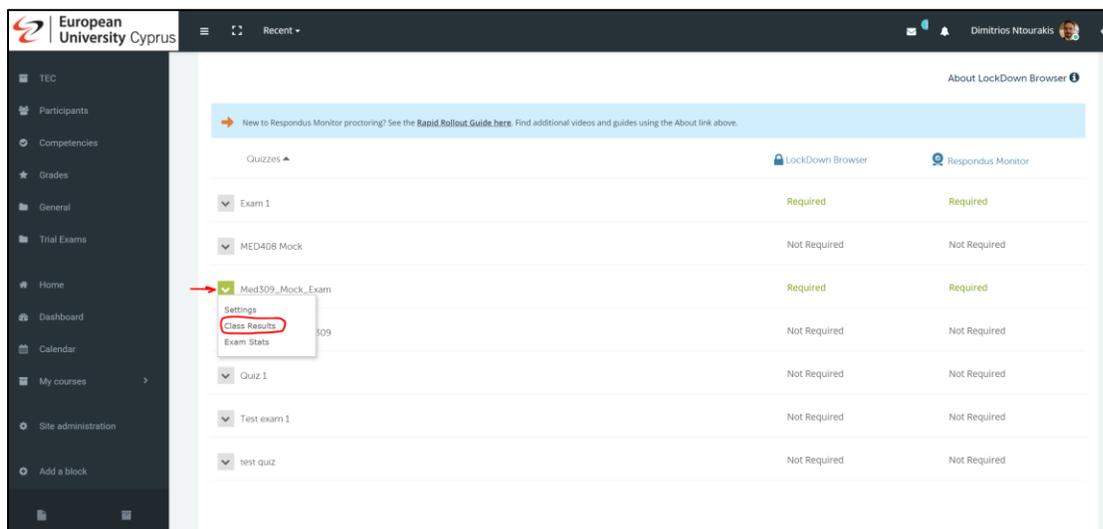
B. Use Respondus Lockdown Browser Dashboard

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.
 - i. Click on the arrow tab.
 - ii. Select Dashboard...



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

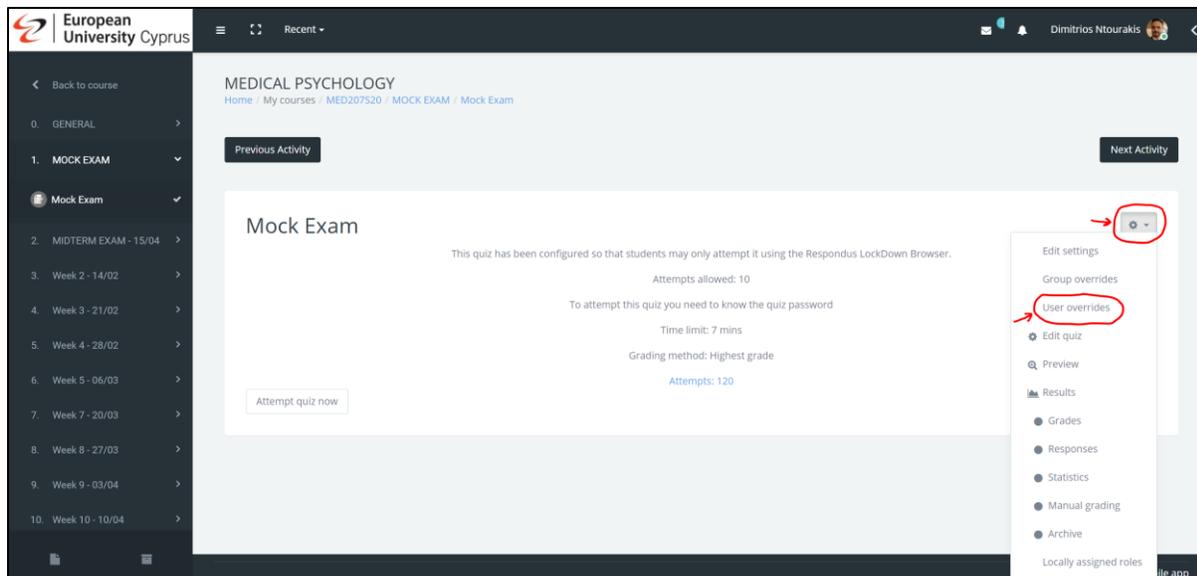


- d. Assess the report.
- e. Click on the + arrow next the student's name.
 - i. Student (1) has finished the exam has already the LockDown browser report. If you click the + sign you can review the video recording.
 - ii. Student (2) is still undergoing the exam. You may be able to see his photo and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

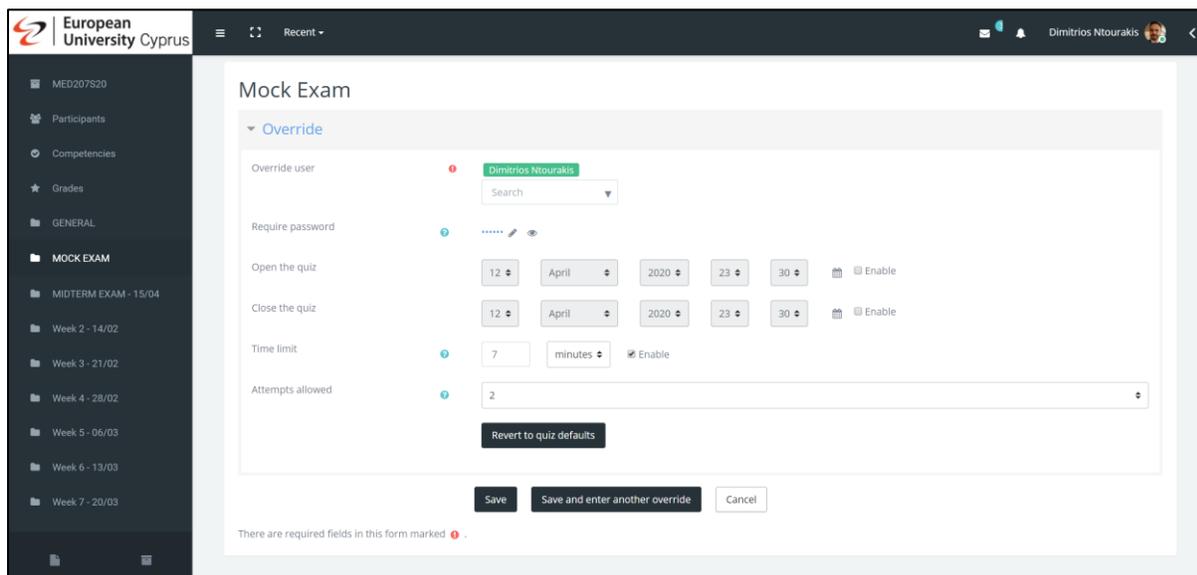
The screenshot shows the Moodle Lockdown Browser dashboard for the course 'MEDICAL PSYCHOLOGY'. The dashboard lists several students with their names, IDs, and exam completion status. A modal window is open for a student named 'Alice', displaying a message: 'No video was recorded for this session'. Below the message are four buttons labeled 'Image not available' for 'Photo on File', 'Student Photo', 'Student ID', and 'Environment Video'. The student's name 'Alice' is highlighted in the list above.

Student Name	ID	Level	Start Time	Duration	Status
Enwerem	Alorni Daniel	LOW	8 Apr 2020 @ 7:01PM	7.50	2.6 minutes
Antenucci	Alice	LOW	10 Apr 2020 @ 2:05PM	5.00	2.1 minutes
Laglou	Alkaterini	LOW	9 Apr 2020 @ 10:47AM	7.50	2.4 minutes
Moschovakis	Aggelos	LOW	11 Apr 2020 @ 7:33PM	7.50	2.5 minutes
students	medicine		8 Apr 2020 @ 11:40PM	0.00	(Not Finished)

- f. Allow a student to **repass an exam**.
 - i. Go to the exam page.
 - ii. Click on the actions icon.
 - iii. Select "User overrides".
 - iv. Click on "Add override".

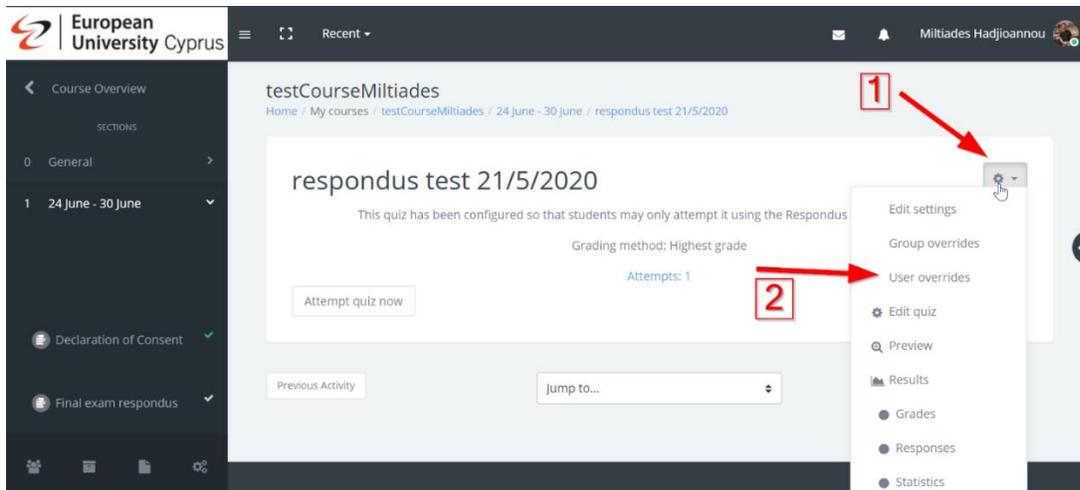


- v. Find the user at the “Override User” box.
- vi. Increase the “Attempts allowed” to 2.
- vii. Click on save.

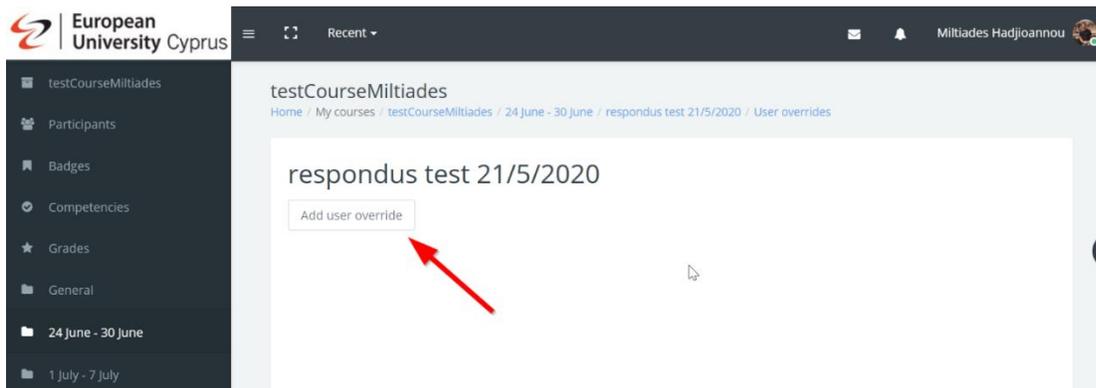


Give Students Extra Time During Exam

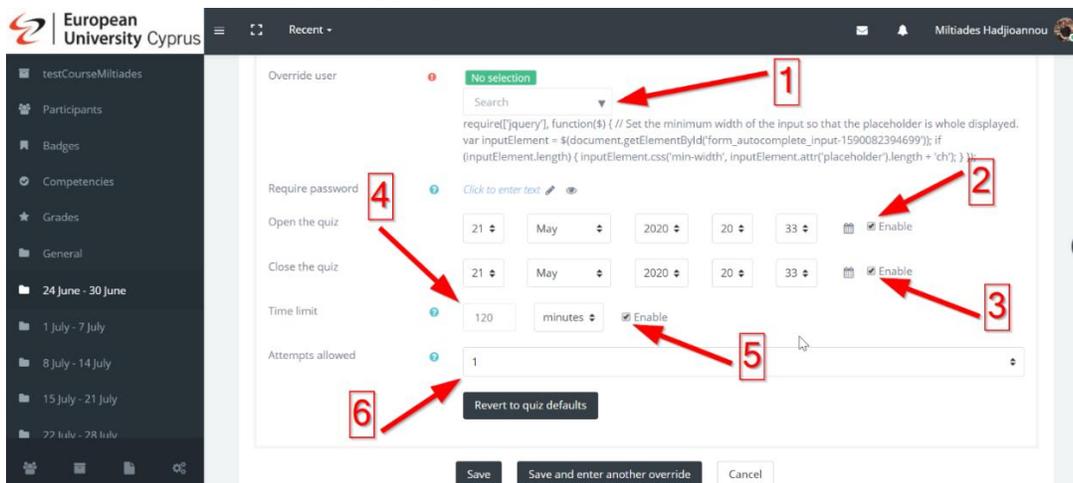
Click on your exam and then on the gear icon [1]. Then click on the “user overrides” option [2] as shown in the following picture



Click on “Add user override”

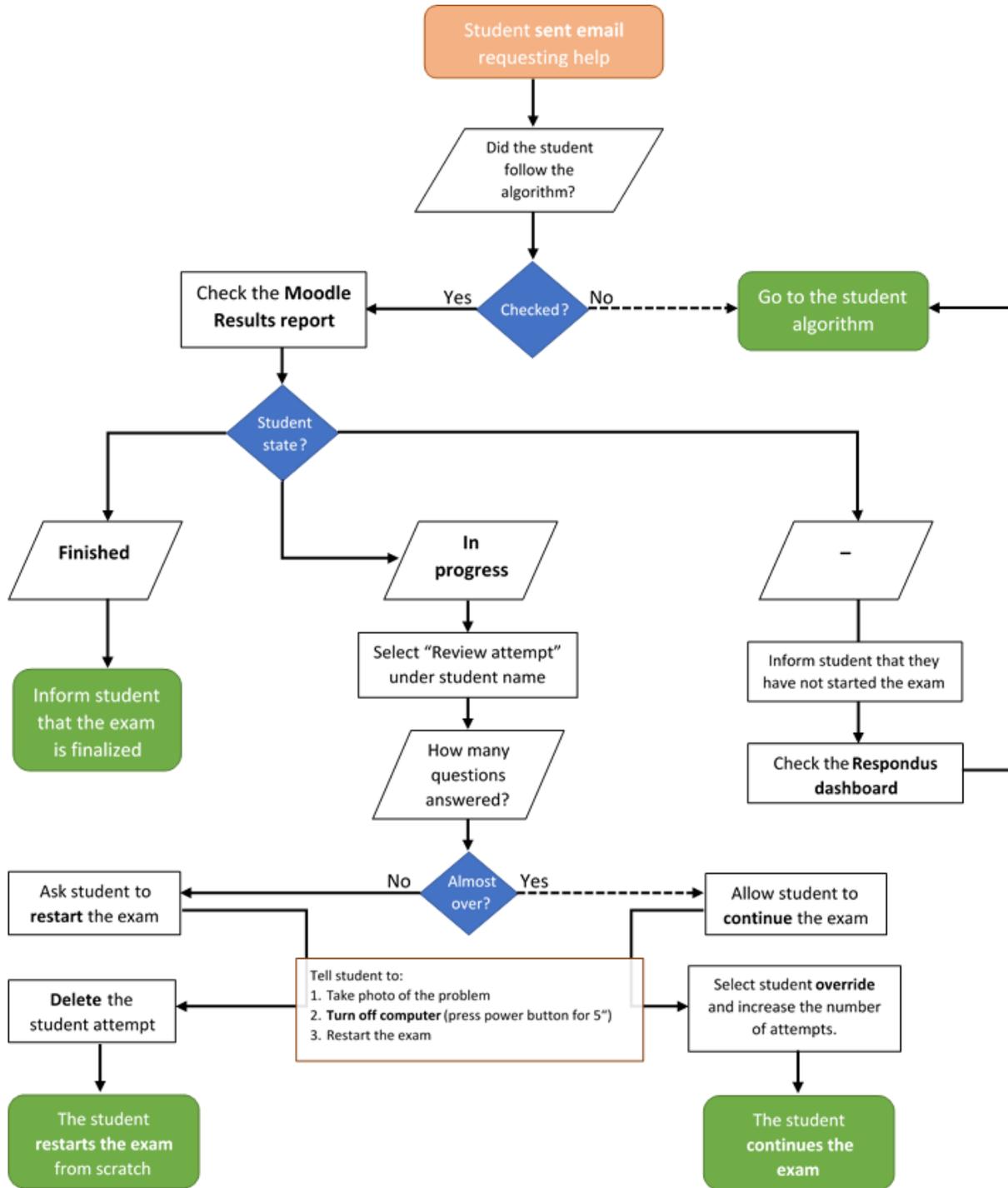


Then in the following interface, put the email of the student you want to give extra time to [1] and then for the steps 2-6 adjust the time options as needed for that student. Click on the “save” button.



Algorithm for Troubleshooting Problems During the Exam

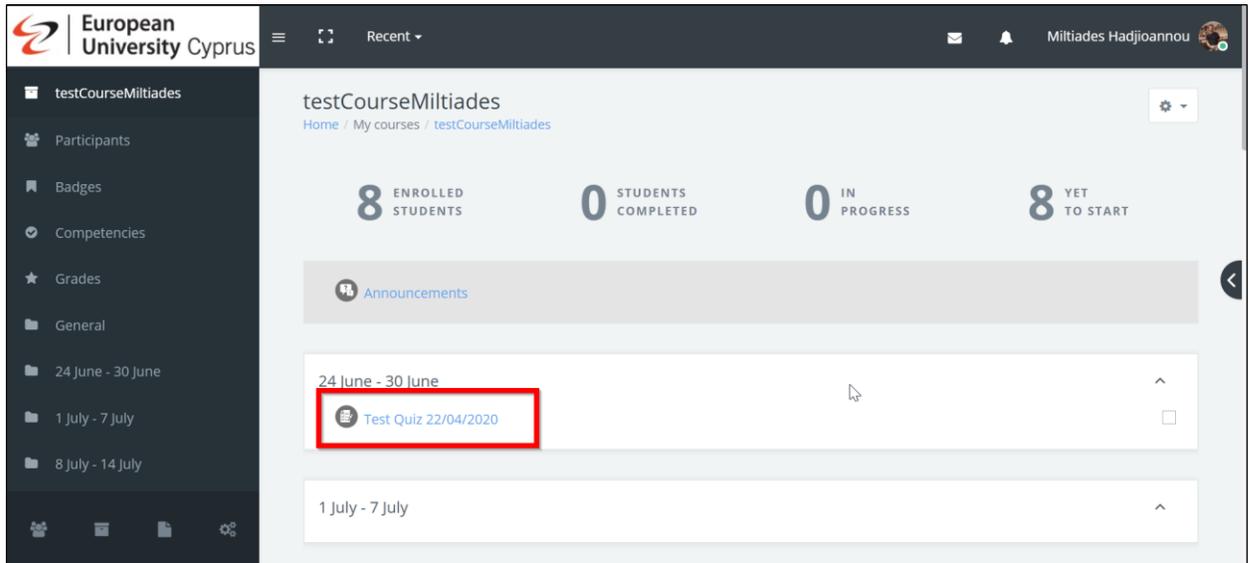
This algorithm is for the instructors to troubleshoot incidents that may occur during the exam.



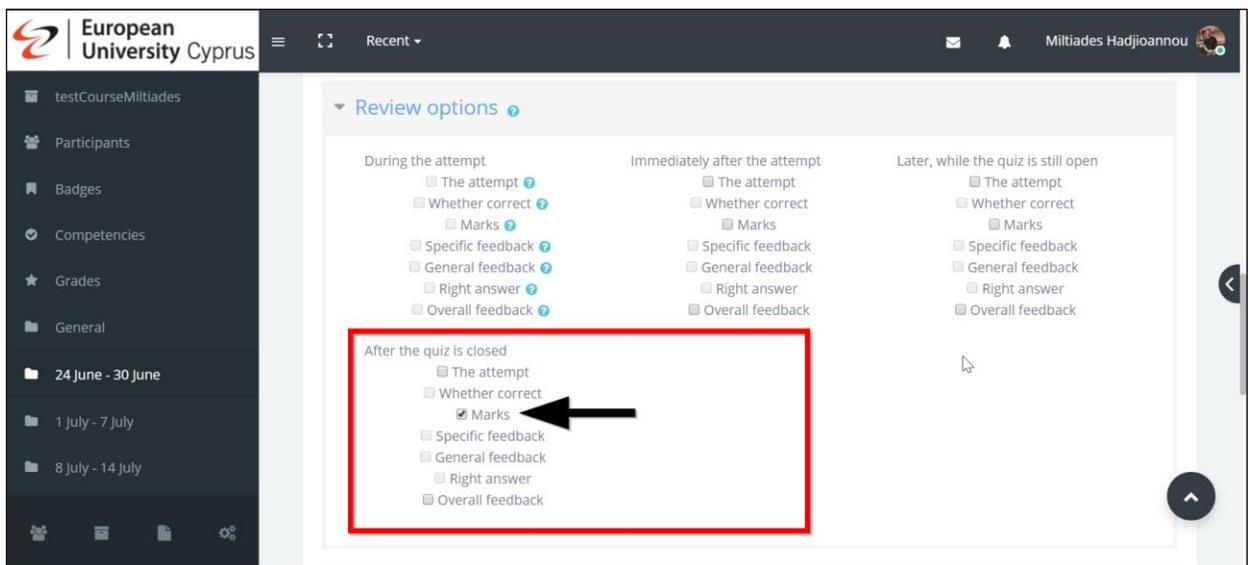
Making Grades Visible to Students

After the exams have been graded you have to make the grades visible to the students.

- Click on the exam



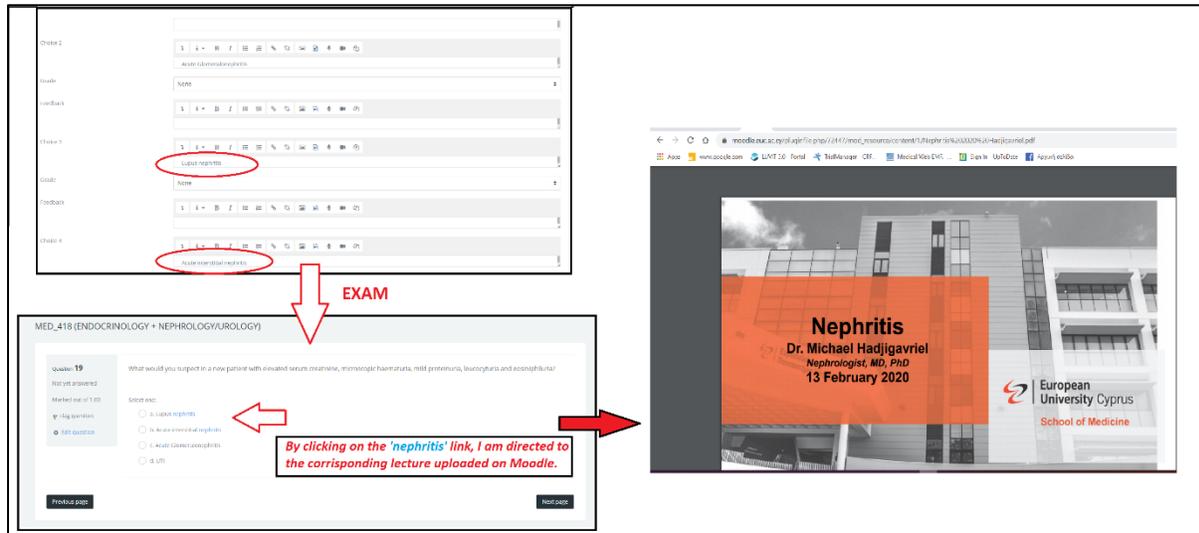
- Click the gear icon and then on the “Edit Settings”
- On the “After the quiz is closed” column, make sure the “Marks” option is selected. You can do that with feedback as well.



Important Things to Keep in Mind

When Preparing an Online Moodle Quiz

In Moodle, when in a text you type a word that is the same as any lecture or file you have uploaded to your course, a link is created allowing your students to go to that lecture. The following image displays this:



To avoid that, please make sure that **your lectures are not named after words that you may use in your exams**. In the above case the lecture was called Nephritis and when the word nephritis appeared a link to the lecture was automatically created.

If the lecture is renamed to a more complex name (e.g. Nephritis - Dr Hadjigavriel) or any other name you like, then the link will not be automatically created.

Making a Moodle Quiz Visible to Students

- Any Moodle activity can be made visible to students or kept hidden from students.
- In the attached screenshot, the exam indicated with the red arrow is visible to students while the exam circled in red is invisible (hidden from students).
- **DO NOT hide an exam while students are taking it.** If you do so, then the students will be frozen inside the exam and will be unable to advance.

- Quizzes in Moodle can have an opening and closing time.
- If you choose to open the quiz at a specific time, then students can see it but cannot start it before the indicated time.
- If you close a quiz, students will be able to complete it if they are already in the quiz in but will not be able to start it.

In order to avoid student disconnection problems, make sure that **your quiz remains both visible and open during the exam period** and make sure that you hide *only after all students have finished taking it.*