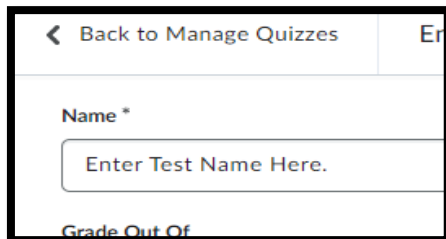


Brightspace Exam Settings Checklist

Step 1

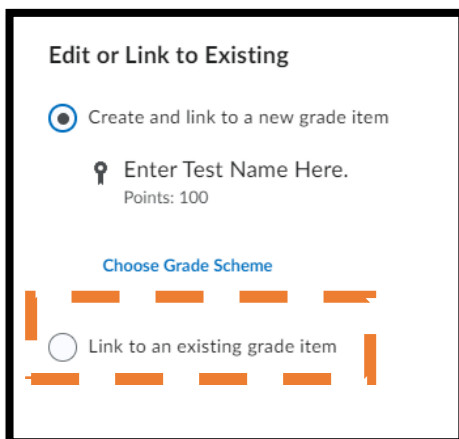
Name/Rename your quiz

A screenshot of the Brightspace quiz settings form. At the top left, there is a back arrow and the text "Back to Manage Quizzes". Below this is a "Name *" field with a placeholder text "Enter Test Name Here.". Below the name field is a "Grade Out Of" field.

Make sure you have the name of the exam set accordingly. Not too long, keep it at a normal length. For example: AB1234 Midterm Exam F23. **The *Respondus tag will add itself automatically when you add the Respondus settings in a later step*, so there is no need to place that in the name.**

Step 2

Link to Grade Book

A screenshot of the Brightspace quiz settings form for Step 2. The title is "Edit or Link to Existing". There are two radio button options: "Create and link to a new grade item" (which is selected) and "Link to an existing grade item". Below the first option is a "Enter Test Name Here." field with "Points: 100" below it. Below the second option is a "Choose Grade Scheme" link. There are orange dashed lines indicating a scrollable area.

Click the dropdown 'Not in Grade book' and select 'Edit or Link to Existing'.

On the next screen you should select 'Link to an existing grade item'. If you don't select an existing grade item, the system will create a new grade item which will in turn add an extra grade item to your grade book.

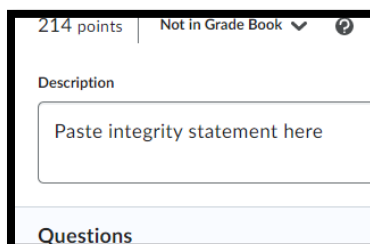
*****If your grade item is already selected, there is no need to modify this option, unless you are changing the grade item to which is it linked.**

Step 3

Add the following Integrity Statement to the Description of the exam

As stated in the Student Code of Conduct, SS-201-PR, Section 2.0, 2.1 (a) Students must conduct themselves in a responsible manner and any of the following shall constitute improper student conduct: Cheating, plagiarism, fraud, deceit, or other forms of academic dishonesty. Therefore, by submitting this quiz, I clearly state that all work is entirely my own and does not violate the Student Code of Conduct.

Paste it to the description.

A screenshot of the Brightspace quiz settings form for Step 3. At the top, it shows "214 points" and a dropdown menu set to "Not in Grade Book". Below this is a "Description" field with a placeholder text "Paste integrity statement here". Below the description field is a "Questions" field.

Availability Dates & Conditions

Availability starts 12/18/2023 and ends 12/18/2023

Timing & Display

No time limit
Paging applied
Shuffle questions

Attempts & Completion

1 attempt allowed

Evaluation & Feedback

Auto-publish results
1 result display

The next steps will take you through setting up the actual timing and release conditions of the exam.

Step 4

Availability, Dates & Conditions

Availability Dates & Conditions

Start Date

12/18/2023 7:00 PM

End Date

12/18/2023 7:30 PM

Add availability dates to Calendar

Set the **start and end dates** of the exam. This is the availability date and time, which allows the students access to the exam only during the time you have set. It doesn't mean that the exam will stop at this time, it also has no bearing on the time limit of the exam.

You can add to calendar as well once you have your time set. *Please note, if you have the exam hidden, students will not see this in their calendar.*

Step 5

Adding a password to a SUPERVISED exam only

Password

Only users who enter this password will be granted access to write this quiz.

If a student is required to write in an **invigilated setting**, then you will need to provide exam instructions that includes the password. Place the password in the exam by adding it to the password field. Exam instruction templates will be sent to you from the Online Help Desk

(Online Asynchronous exams only). Passwords in the instructions must match the one you have set in the online exam.

Step 6

Timing & Display Options

Timing & Display

Set time limit

Time Limit*

120 minute(s)

Asynchronous

Auto-submit when time is up

Timer Settings

Paging

Set a time limit (Highly recommended). This is for the main exam time limit i.e., Enforced Time. This will be for all students. Once a student clicks the 'Start Quiz' button, their timer will start, and they have that time limit to write their exam, unless they have special access granted (Will be discussed in later steps).

Timing

Quiz Start

Asynchronous: Timer starts when the learner launches the quiz

Synchronous: Timer starts on the start date

When The Time Limit Expires

Automatically submit the quiz attempt

Flag as "exceeded time limit" and allow the learner to continue working

Do nothing: the time limit is not enforced

Step 7

Timer Settings

Asynchronous is the common type of timer settings. This means that the timer starts when they start. But keep in mind if the availability time is set from 7 – 9 PM, then the student can access the exam at 8:50 PM and still get their 120-minute time limit.

Synchronous Time means that the exam runs from 7 – 9 PM and all students will finish at 9 PM unless they have special access. So, if a student starts 7:15 then they lose 15 mins of their exam. **This is not recommended for exams due to the potential technical issues that can arise with accessing the exam.**

What happens When the Time Limit Expires

All exams will have enforced time so there are two options to use here. Automatically submit will auto submit the exam once enforced time limit is reached. Submitted exams cannot be undone.

When The Time Limit Expires

Automatically submit the quiz attempt

Flag as "exceeded time limit" and allow the learner to continue working

Do nothing: the time limit is not enforced

If a student has extended time (180 mins for a 120 min exam) through Accessibility Services and it is not entered or enforced correctly under special access, the exam will auto submit after 120 mins. You cannot undo this. The best option is to 'Flag as Exceeded' and you use your own discretion if you wish to deduct marks etc. **Adding Special Access is found on the last page of this document.**

Step 8

Paging options

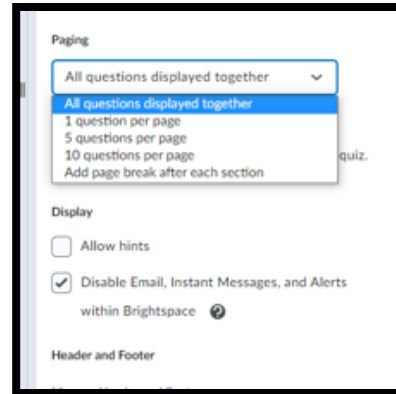
To ensure there are no issues with the exams freezing, you need to add pages to your exams. **For exams we recommend 5 – 10 questions per page.**

The option to 'Prevent students going back to previous pages' is **not** recommended.

There are additional options that you can select:

Allow Hints (would have to be provided in the actual question)

Disable Email, Instant Messages, and Alerts within Brightspace



Step 9

Attempts

Attempts

Attempts Allowed

1

Overall Grade Calculation

Highest Attempt

If you create a new quiz, it will default to unlimited. Exams should only allow one attempt.

Step 10

Evaluation & Feedback

Auto Publish will submit the grades to the grade book as soon as the student submits their exam. If you have Written Response questions these will be graded as 0 and you will have to republish the grade.

Synchronize in grade book on publish will only publish the grades to the gradebook when you publish. Without having this selected, your grades will not transfer to the gradebook even after you publish the marks.

Evaluation & Feedback

Auto-publish attempt results immediately upon completion

Synchronize to grade book on publish

When published, display to learners:

Attempt grade

and

No questions

[Customize Quiz Results Displays](#)

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

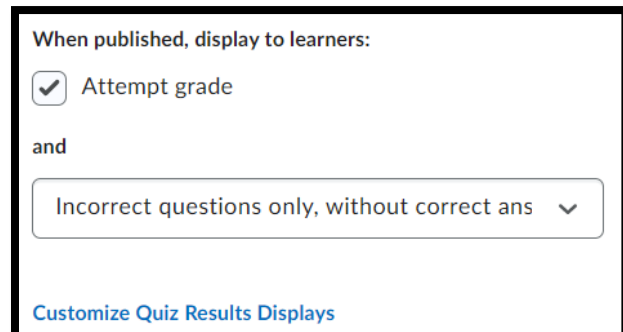
Step 11

What do you want students to see once they have received their grade?

Once you have the grades published you can select what they see under Evaluation & Feedback section.

Under the Heading 'When published, display to learners', select if you wish for them to **see their attempt grade**. They will see their attempt score from the quizzes section.

You also need to select what you wish to allow them to see within their attempt by clicking the dropdown menu.



When published, display to learners:

Attempt grade

and

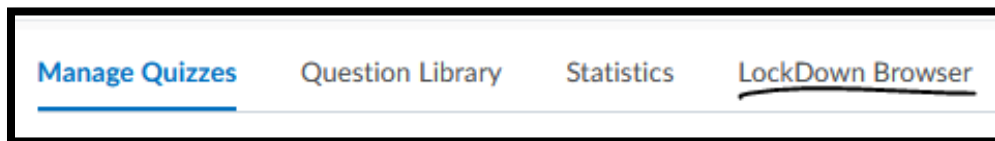
Incorrect questions only, without correct ans ▾

[Customize Quiz Results Displays](#)

Once you have selected all the main options for the quiz click save and close.

Step 12

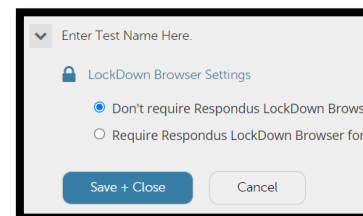
Access the LockDown Browser Dashboard



NOTE: LockDown Browser (LDB) dashboard is located along the top of the quizzes section.

Find your exam in the list and click the arrow next to the exam and click **Settings**.

You need to select the option to Require Respondus LockDown Browser for this exam to see the list of options and to be able to add Respondus Monitor.



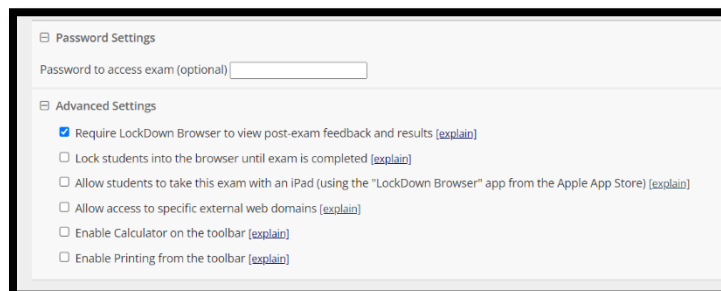
Enter Test Name Here.

LockDown Browser Settings

Don't require Respondus LockDown Browser for

Require Respondus LockDown Browser for

Save + Close Cancel



Advanced Settings

Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)

Lock students into the browser until exam is completed [\[explain\]](#)

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 [\[explain\]](#)

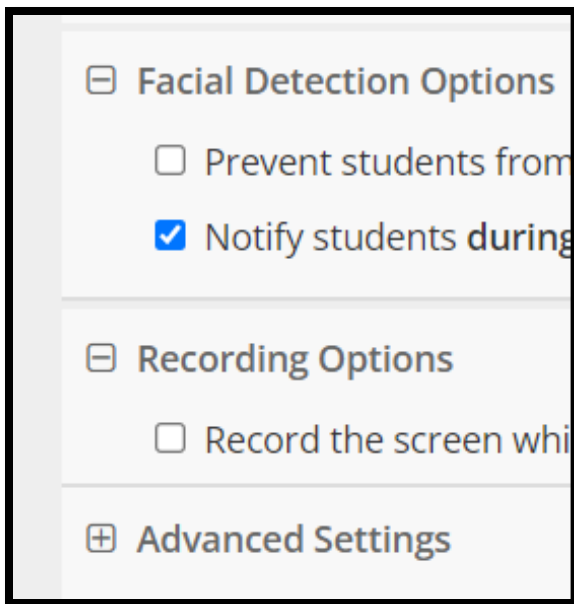
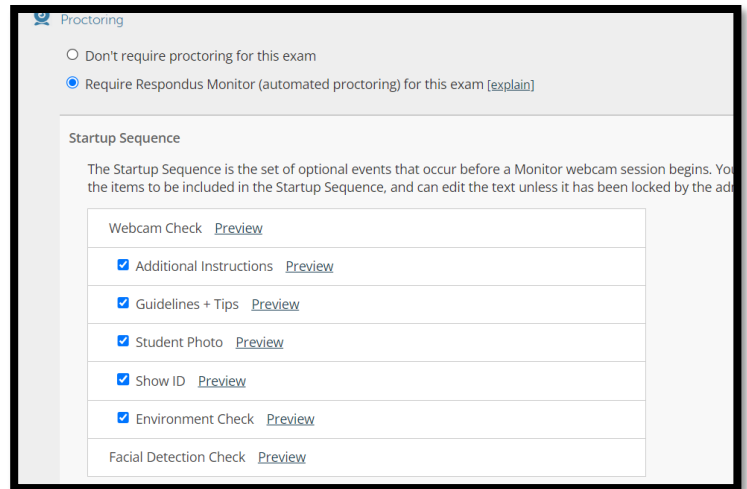
Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)

Under Advanced Options you can, allow use of LDB (LockDown Browser) on an iPad, enable calculator, allow access to certain URL's, and require the LDB in order to view feedback for the exam.

If you are using the Monitor add on for the LDB, you need to select the option to 'Require Respondus Monitor for this exam' located at the bottom of the LDB settings.

The start up sequence will be listed. This starts when a student selects 'start quiz', it will launch the startup sequence and prompt the student to show ID, check mic, webcam and the environment check.



NOTE: If you are using the LockDown Browser with Monitor, please ensure you **turn off** the first option under the facial recognition. This can be triggered by a picture/posted on the wall, bad lighting, or a glare of light on the camera. This will prevent the student from starting/continuing the exam so it should be unchecked.

The option to Record screen is **not** recommended. It hasn't been sufficiently tested to be able to provide accurate feedback on the functionality.

Step 13

Manage Special Access

Special Access

Users can submit outside normal availability dates

1 user with special access

[Manage Special Access](#)

There will be instances where some students are writing an alternate date and time. These students need to be added to special access.

Click 'Manage Special Access'

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

[Add Users to Special Access](#)

'Allow selected users special access to this quiz' should remain selected for any normal quiz/exam.

The only time you would select the second option would be if you only want the student who is added to special access to be able to take the exam. For example: Supplementary, or deferred exam.

Add the special time for the student, the date and time will default to the time that was on the exam originally.

Availability

Has Start Date
9/19/2023 2:00 PM

Has End Date
9/19/2023 3:00 PM

Timing

Override time limit
Original time limit: 120 minute(s)

Override behavior when time limit is exceeded
Original behavior: Flag as "exceeded time limit" and allow the learner to continue working

Does the student need extended time to write?

If the student is writing with extended time, you need to enforce their time by clicking the '**Override time limit**' and place the time limit for that student in the new time limit field. You can also override the behavior when the time limit is exceeded.

Timing

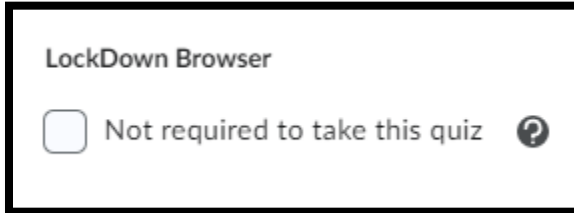
Override time limit
Original time limit: 120 minute(s)

Set time limit No time limit

New Time Limit: 120 minute(s) Multiplier: 1 times Extra Time: 0 minute(s)

Override behavior when time limit is exceeded
Original behavior: Automatically submit the quiz attempt

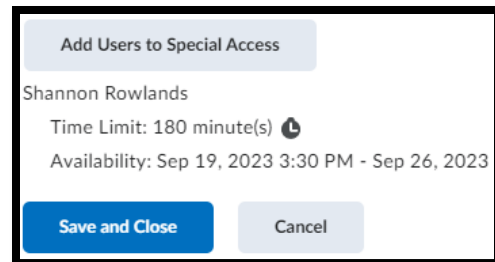
If Respondus is not required for a student, you would also add this option under special access. Please note this will only appear if you have the LockDown Browser setting turned on.



LockDown Browser

Not required to take this quiz ?

Save and close. You should now see the students name and their specific time limit listed.



Add Users to Special Access

Shannon Rowlands

Time Limit: 180 minute(s)

Availability: Sep 19, 2023 3:30 PM - Sep 26, 2023

Save and Close Cancel

Still have questions or Issues?

Reach out to the **Online Learning Help Desk**, our contact information is as follows:

Toll Free (1-877-465-2250) Option 1,

Local 709-466-6961

Email: dlshep@cna.nl.ca

Other details can be found online @ <https://dls.cna.nl.ca/helpdesk.shtml>