e-Bytes

A Newsletter from e-Learning Services

March 2019

Midterm Madness!

With Midterms just around the corner, March e-Bytes is dedicated to best practices for online test delivery. On the e-Learning Services webpage you can find a full tutorial for Timed Exam Setup. Here is an overview of the recommended settings for delivering a timed exam in Blackboard:

- Set this to YES and control access with Availability Dates.

Make available to students ⦿ Yes ◯ No

- NEVER check "Force Completion!"

☐ Force Completion

- Always set a timer. Auto-submit set to on is recommended. Leaving it off allows students extra time.

☑ Set Timer
60 Minutes
Auto-Submit
◯ OFF ⦿ ON

- If you have set display after and until dates, a due date is not required. If you do set a Due Date, students will see the test in the Calendar and in the "To Do" box on the course Dashboard.

☐ Due Date
☐ Do not allow students to start the Test if the due date has passed.

Note: Don't check the box labeled "Do not allow students to start the test if the due date has passed." This prevents students with extensions from starting the test after the original Due Date.

Today's Tech Byte: The 411 on Respondus 4.0

Respondus 4.0 is software available in the e-Learning Services office used to import a test document into Blackboard. With a few formatting tweaks to a test file, you can upload hundreds of questions in a matter of minutes, instead of copy/pasting them one at a time into the Blackboard test tool. Contact Carrie or Angela for more information about how to format your test for speedy upload!
Note: This isn't the same tool as Respondus LockDown Browser.

Feeling insecure about your online tests?

Delivering tests in an online course can leave you asking, "How do I know my students are not cheating?" With two steps, you can greatly improve the security and integrity of your tests.

1. **Require a Proctor.** A proctor verifies a student's identity, monitors access to digital resources, and monitors the physical environment in which the student takes the test. Proctors also enforce rules like time limits and access to notes, tools, and books.

2. **Use Resondus LockDown Browser.** RLDB is a web browser with added security features. RLDB "locks" students into the test once the test begins. This prevents students from opening other browser windows, software, or electronic resources while in the test, unless those resources have been allowed by the instructor in the test settings.

For more information about test proctoring, visit the Testing Center webpage, email testing@lcsc.edu, or call extension 2100.

For more information about configuring a test to use the Respondus LockDown Browser, contact an Instructional Designer!