# e-Bytes
## October 2020

**A Newsletter from e-Learning Services**

# Midterm Time, Warriors!

The move to Canvas and the inclusion of remote instruction options this semester may necessitate changes to your midterm procedures. This edition of e-Bytes offers resources for creating exams, setting up accommodations, grading, and configuring Respondus LockDown Browser plus Monitor.

## Creating Exams in Canvas

Currently, Canvas offers two quiz platforms. One is called Classic Quizzes, and if we imported content from Blackboard for you, your exams imported in as Classic Quizzes. The other is called New Quizzes, and you have the option to build new exams in this format or migrate Classic Quizzes. What's the difference, you ask? Check out the Feature Comparison page for a detailed look at what each format offers.

If you need to build a new exam, visit these Canvas guides:
- Build Classic Quizzes
- Build New Quizzes

## Uploading an Exam File

Why spend time building an exam one question at a time, when Respondus 4 can do the heavy lifting for you!? With a properly formatted exam file, your lead Instructional Designer can upload your exam to Canvas in a matter of minutes! Access the Respondus course in Canvas for exam formatting information. (Go to Courses → All Courses to add the course to your Dashboard.) Then, email your ID to request an upload.
- The exam file must be emailed to your ID at least 5 working days prior to when the exam opens to students.
- We upload exams only; instructors should review the final upload for accuracy and must set the exam options and publish the exam/make it available to students.

## Granting Extended Exam Time and Additional Attempts

These video tutorials demonstrate how to make these adjustments, with Classic Quizzes presented first in each video.
- Give extended test taking time
- Grant additional attempts

## Regrading Exam Questions When You Find an Error

Once there are submissions, there are limited options for regrading exam questions. Please review your exam carefully before publishing.
- Regrading options for a Classic Quiz
- Regrading options for a New Quiz

## Grading Manually Scored Exam Questions
- Grading a Classic Quiz
- Grading a New Quiz

## Item Analysis and Statistics
- Classic Quizzes Statistics
- New Quizzes Statistics

## Classic vs. New Quizzes and LockDown Browser

The process for accessing an exam that requires LockDown Browser varies depending on which format your exams are in. Unfortunately, the exam icons look the same for students. Consider adding "CQ" or "NQ" at the end of your exam title so Testing Center staff can quickly identify which process to use.

## Remote Exams After Break: *The Lowdown on LockDown Browser and Monitor*

ALL exams will be delivered remotely after fall break, with extremely limited access for students to utilize the LC State Testing Center.

Respondus LockDown Browser is a browser that prevents students from accessing other resources on the computer when in an exam. Monitor works with RLDB to reduce cheating by recording the student via a webcam while the exam is taken.

All instructors are enrolled in the Respondus course, which has instructions for using these tools and *information sheets to provide to students.*

### Tips for "At Home" Exam Security:
- Enable Respondus LockDown Browser *AND* Monitor
- Provide the Technology Requirements and How To guides to students right now
- Provide a practice quiz configured to use RLDB and Monitor so students can test their technology prior to taking a high stakes exam
- Set the shortest reasonable time limit to take the exam
- Randomize the correct answer choices and the question order
- Hide exam results until the last day to take the exam has passed

### Exam Settings Guides:
- Classic Quizzes Settings
- New Quizzes Settings