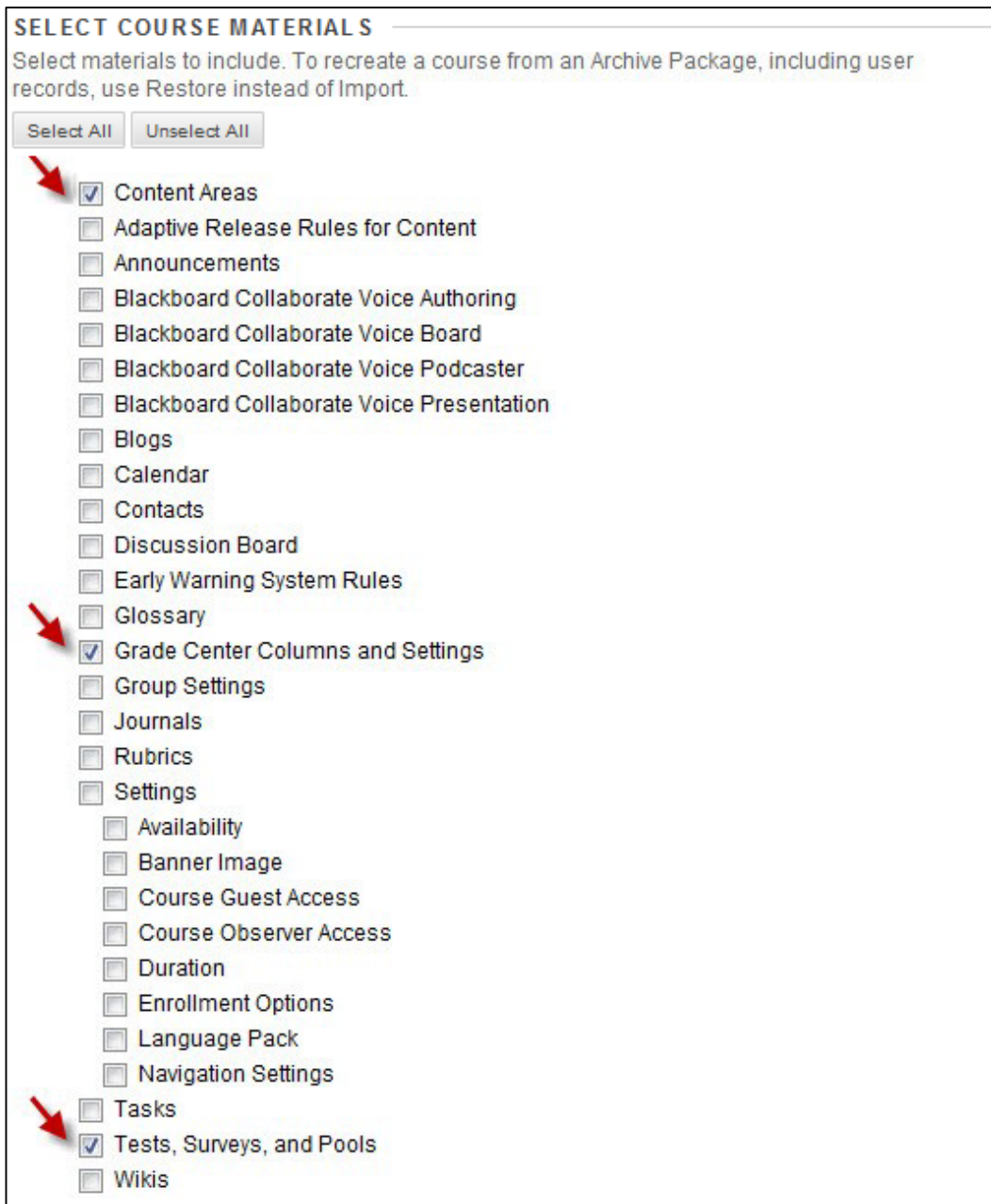


# Step-by-step process to add secure computer-based English Departmental exams to Blackboard

1. Print these instructions.
2. Contact Sue Bloodsworth, [sbloodsw@austincc.edu](mailto:sbloodsw@austincc.edu), 512-223-3233, to obtain the English Departmental Exam zip file for either 1301 or 1302 and store the zipped file on your computer: [Log in to your Blackboard English course.](#)
3. Go the **Control Panel -> Packages and Utilities > Import Package/View Logs.**
4. Click **Browse** and locate the English Departmental exam zip file on your computer that you saved.
5. Check the: (a) **Content Areas**, (b) **Grade Center Columns and Settings**, and (c) **Tests, Surveys, and Pools** checkboxes. **The exams will not be functional unless all 3 of these items are checked.**



**SELECT COURSE MATERIALS**

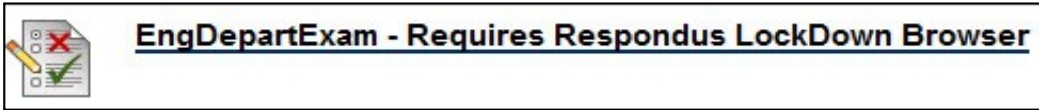
Select materials to include. To recreate a course from an Archive Package, including user records, use Restore instead of Import.

Select All Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blackboard Collaborate Voice Authoring
- Blackboard Collaborate Voice Board
- Blackboard Collaborate Voice Podcaster
- Blackboard Collaborate Voice Presentation
- Blogs
- Calendar
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Enrollment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis



6. Click **Submit**.

- The import process may not be immediate. You will receive an email when the import process has been completed. When you have received email that the import process has been completed, verify that the Course Content folder or menu button entitled **DeptExam** was added to your course and click on the folder.
- Verify that the Departmental Exam and exam instructions have been added to your Course Content folder. (The exam for 1301 will be entitled **Dept Exam - Requires Respondus Lockdown Browser** and 1302 will be entitled **Departmental Exam - Requires Respondus Lockdown Browser**.)



## Important New Information

Due to changes in the Respondus LockDown Browser software, please note the **NEW REQUIRED SETTING** to make your test secure in the testing center.

- Control Panel > Course Tools > Respondus LockDown Browser
- Respondus LockDown Browser Dashboard displays on your computer screen
- Locate the test and click the  context sensitive button in front of the test name and click on Modify Settings  
Click the radio button in front of *"Require Respondus LockDown Browser for this exam"*  
**Do not enter a password**
- Click on the plus sign  in front of Advanced Settings to view the choices below
- Click the checkbox in front of *"Lock students into the browser until the exam is completed"*  
**Do not enter a password**
- Click the **Save and Close** button
- Under the LockDown Browser column, **Required** displays and  
- Requires Respondus LockDown Browser is added to the name of the exam.

**Respondus LockDown Browser Dashboard**

Tests	LockDown Browser
EngDept Exam - Requires Respondus LockDown Browser	Required
Requires Respondus LockDown Browser	Required

Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error."

**LockDown Browser Settings**

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

**Password Settings**

Password to access exam (optional)

**[ - ] 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 iTunes) [\[explain\]](#)

Allow specific students to access this exam with screen readers (e.g. JAWS, Window-Eyes) [\[explain\]](#)

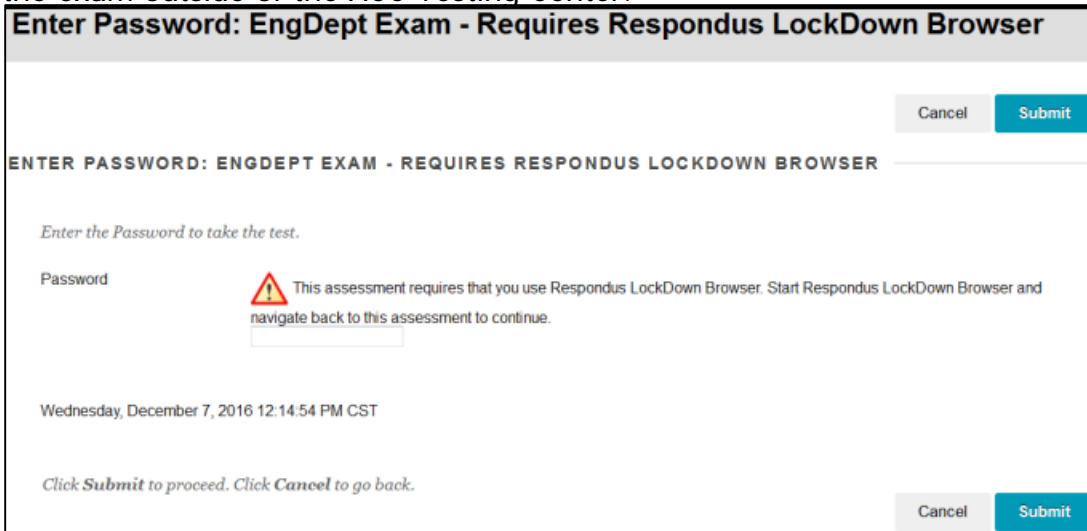
Enable Calculator on the toolbar [\[explain\]](#)

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

Cancel Save and Close

# Essay Exams Secure

1. Click on the **DeptExam** menu link.
2. Click on the exam (**Dept Exam – Requires Respondus Lockdown Browser** or **Departmental Exam – Requires Respondus Lockdown Browser**) and then click on the Begin button. You will be asked to input a password if you are not in an ACC Testing Center. This prevents students from taking the exam outside of the ACC Testing Center.



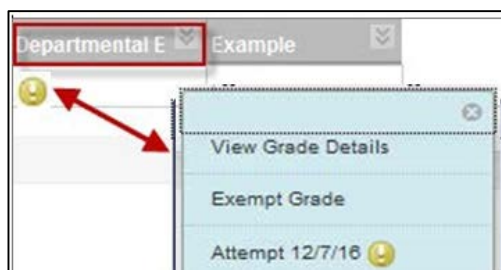
The screenshot shows a web interface for entering a password. At the top, the title reads "Enter Password: EngDept Exam - Requires Respondus LockDown Browser". Below the title are "Cancel" and "Submit" buttons. The main content area has the text "ENTER PASSWORD: ENGDEPT EXAM - REQUIRES RESPONDUS LOCKDOWN BROWSER" followed by a horizontal line. Below this is the instruction "Enter the Password to take the test." and a "Password" label. A warning icon (a triangle with an exclamation mark) is displayed next to the text: "This assessment requires that you use Respondus LockDown Browser. Start Respondus LockDown Browser and navigate back to this assessment to continue." Below this text is a small, empty input field. At the bottom left, the date and time are shown: "Wednesday, December 7, 2016 12:14:54 PM CST". At the bottom right, there are "Cancel" and "Submit" buttons. A footer note says "Click Submit to proceed. Click Cancel to go back."

3. Check that your students can view the exam in the Testing Center. Click on the action button at the end of the exam name and choose **View the Test Options** from the drop-down menu. For your students to be able to view the exam, in **Section 2, Test Availability**, the **Yes** radio button in front of **Make the Link Available** must be selected.
4. Test the functionality of your exam by accessing it from a secure, Lockdown Browser on an ACC Testing Center computer.
  - a. Click on the **Secure Browser** icon on the computer desktop.
  - b. Login to Blackboard and go to your course.
  - c. Click on the **DeptExam** menu link.
  - d. Click on the **Dept Exam - Requires Respondus Lockdown Browser** or **Departmental Exam - Requires Respondus Lockdown Browser**.
  - e. Click **Begin** and the exam should display on your computer screen.
5. No password is required in the Testing Centers for students take and submit their exams.

# Grading Essay Exams

To grade submitted essay exams, do the following:

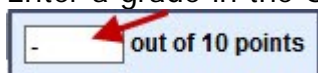
1. [Log in to your Bb course](#).
2. Go to the **Control Panel > Grade Center**>select either **Needs Grading** or **Full Grade Center**.
3. Locate the **Departmental Exam** column to the right of the student who you wish to retrieve the essay exam response (the green exclamation point indicates that a submitted exam needs grading 🟡).
4. Display the Departmental Exam essay results by clicking on the action link ▾ (chevron) icon to the right of the 🟡 icon.
5. Select the **View Grade Details** option from the pull down menu.



6. Click on the **View Attempts** button or choose **View Attempt** from the **Actions** column to display the essay response. The essay is displayed on the screen and can be read online or printed. To print, choose **File Menu > Print** or click on the Printer icon at the top of the browser window.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jul 31, 2012 1:46:51 PM	Jul 31, 2012 1:47:04 PM (Needs Grading)	🟡			View Attempt Clear Attempt

7. Grade the essay. Add feedback in the **Feedback to User** textbox if appropriate.
8. Enter a grade in the Grade textbox.



9. Then click **Submit**.
10. At the top of the page, click **Jump to...** to select another student's paper to grade.