

# Quick Guide – MyAberdeen: Respondus for Staff

## Quick Guide – Respondus for Staff

Respondus LockDown Browser enables the deployment of a secure browser when delivering an invigilated exam using the test or assignment settings within MyAberdeen. This guide covers the following topics:

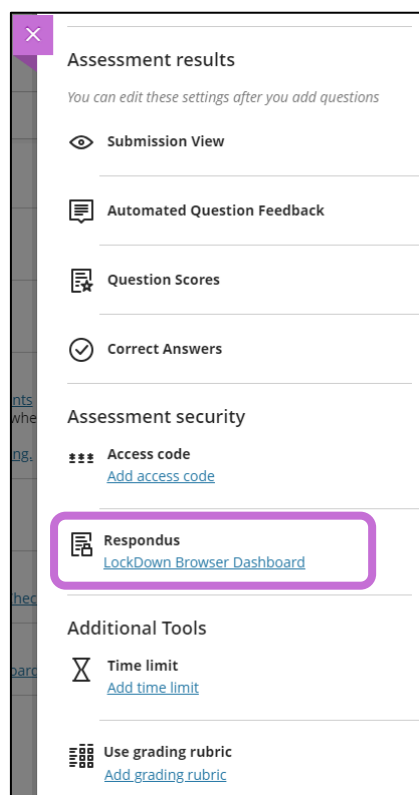
- LockDown Browser Features
- Activating Respondus within MyAberdeen
- Try Out the Test in Student Preview
- Some Considerations
- Good Practice Suggestions
- Further Resources
- Student Guide: Sitting a Test/Assignment Using Respondus

### LockDown Browser Features

When students use LockDown Browser to access a test they are **unable** to print, copy, visit other websites, access other applications, or close a test until it is submitted for grading.

### Activating Respondus within MyAberdeen

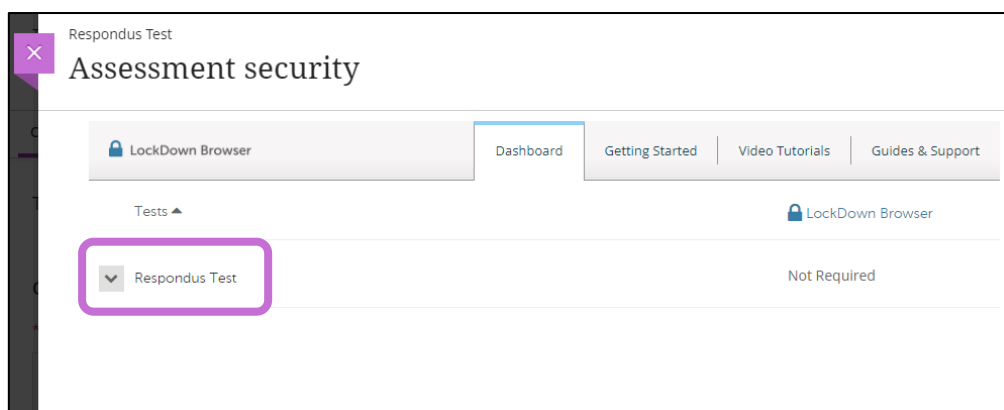
In test or assignment settings, select Respondus Dashboard:



*Figure 1 MyAberdeen Assignment/Test Settings selecting Respondus.*

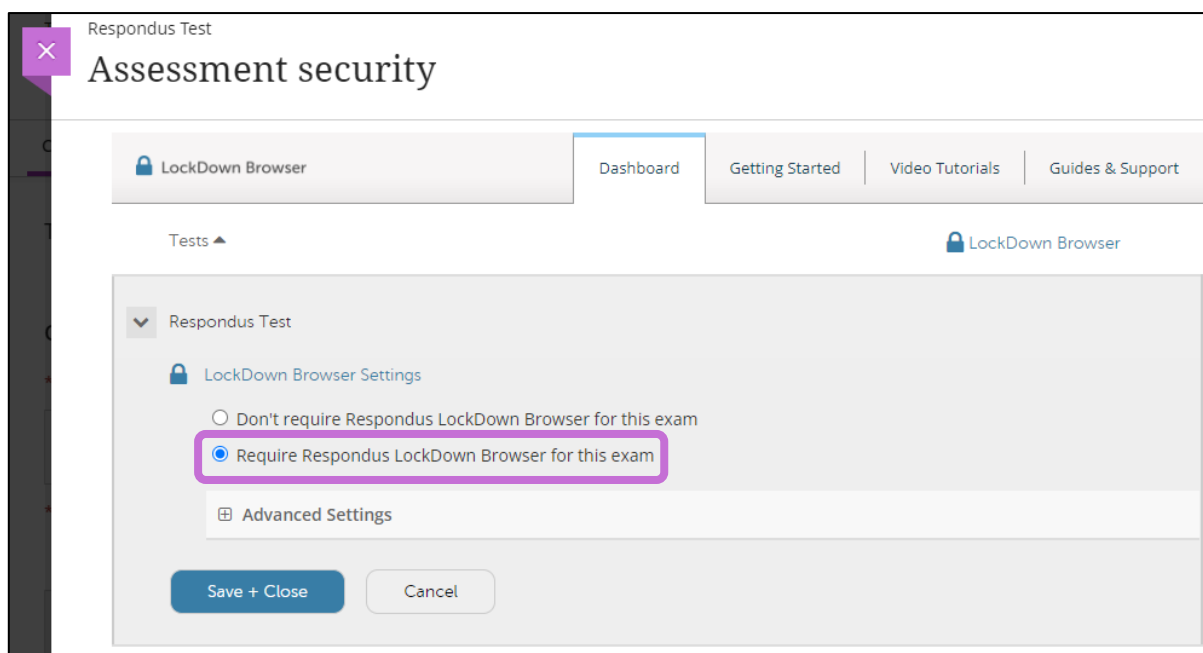
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On selecting Respondus and clicking LockDown Browser Dashboard, the following screen opens:



*Figure 2 Respondus LockDown Browser Dashboard*

Clicking on the drop down arrow next to your test/assignment will expand the test setting options. Select **Require Respondus LockDown Browser for this exam**:



*Figure 3 Selecting Require Respondus LockDown Browser for this exam*

The Advanced Settings, gives you the following options:

- *Require LockDown Browser to view post-exam feedback and results.* Selected by default
- *Lock student into the browser until exam is completed.* Students won't be able to exit the exam until they complete and submit their work. You can provide an optional password for students or other course members who you want to provide an exception.
- *Allow students to take this exam with an iPad.* If this setting is not selected, students must complete the assessment on a desktop computer.

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- *Allow access to specific external web domains.* If you want to allow students to access certain websites while they work on the assessment, you can specify those under this setting.
- *Enable Calculator on the toolbar.* Allows access to digital calculator whilst in the exam.
- *Enable Printing from the toolbar.* Allow students to print the assessment while it's open

Once happy with the selected settings, select **Save + Close**.

**Note:** When accessing the LockDown Browser Dashboard there are other useful tabs for Getting Started; Video Tutorials and Guides & Support.

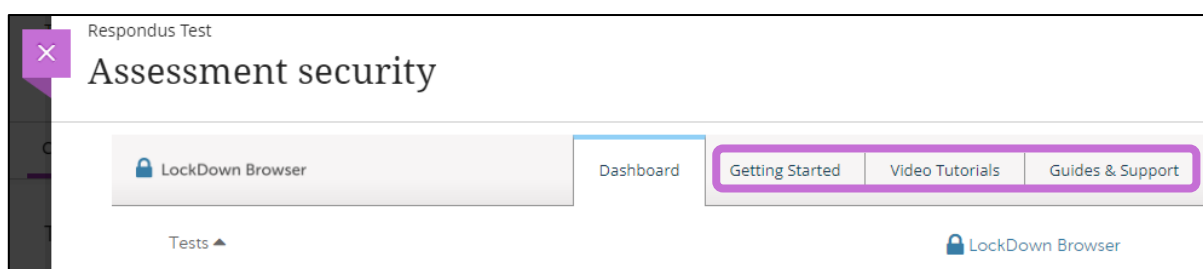


Figure 4 Tabs with additional help resources and guides

## Try Out the Test in Student Preview

If you wish to try the lockdown browser test, ensure that your course area is available and the test is visible, then access the test. The assignment panel displays with the option to download Respondus if you haven't already done so (note Respondus has been downloaded already onto our computers in our IT classrooms). Start the test and the lockdown browser is activated, ready for you to try out the test. See a [video clip](#) of a student accessing a test.

## Some Considerations

When implementing an online invigilated test you may wish to consider carefully the following settings when creating the test/assignment:

- Due date/time (to ensure the exam finishes within a particular time frame)
- Prohibit late submissions
- Display one question at a time
- Prohibit back tracking
- Randomise questions
- Randomise answer
- Timer

### Assessment Results

- Submission View
- Automated Question Feedback
- Question Scores
- Correct Answers

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Folder Visibility prior to and after test

For further information on test settings see our Guides on [MyAberdeen & Turnitin Assignments for Staff](#) in Toolkit.

## Good Practice Suggestions

When deploying an in person, online, invigilated exam using Respondus keep in mind the following suggestions:

- **Practice test:** Have your students participated in a practice test prior to the exam?
- **Invigilator training:** Are your invigilators trained on the software and know how to deal with any queries, or enable another attempt?
- **Spare PC:** Is there spare capacity of PCs in case there is fault equipment in the room? Usual recommendation is at least 10% spare capacity, so a student can move to another PC
- **Timings:** Allow slightly extra time before and after the exam to allow the students time to login, etc
- **Access to a clock:** as the browser locks down everything you may wish to consider access to a wall clock or one displayed via the overhead projector
- **Key Contact:** who is the person to contact if the student needs an extra attempt
- **Access code:** if you want to ensure limited access and only display the code for in person tests or certain individuals

Refer to our [Student Guide for Sitting a Respondus Test](#), which you might want to update/edit with your own course/test instructions.

## Further Resources

- Toolkit
  - [MyAberdeen and Turnitin Assignments for Staff](#)
    - [Creating MyAberdeen Tests and Grade Release](#)
  - [MyAberdeen Admin:](#)
    - [MyAberdeen Assignment & Test Workflows](#)
- [Student Guide for Sitting a Respondus Test](#)
- Blackboard Help
  - [Respondus](#)
  - [Creating Tests](#)
- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)