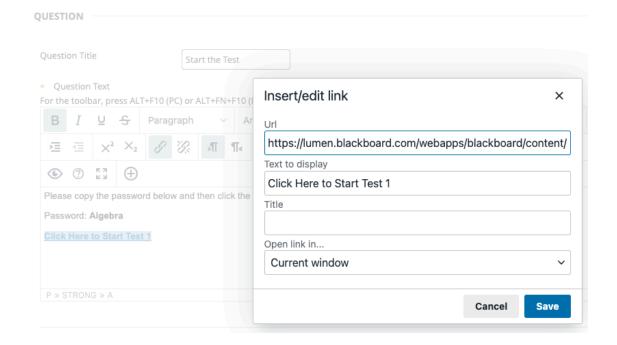
## Using Respondus or Another Proctoring Software with Blackboard and OHM

Because learning management system implementations and services vary, we cannot guarantee that these steps will work exactly as written for your program. We strongly recommend doing a practice test as stated in the first bullet below.

- 1. In your Blackboard course, create a new Blackboard native Test
  - It's a good idea to provide a practice assessment <u>both</u> a Blackboard Quiz and a corresponding
    practice "assessment" in your third-party testing software so students can go through the steps
    before taking the real test. For example, a practice quiz and assessment both named "Practice
    Test Using Respondus".
  - Include instructions for students in the text field pertaining to your assessment. (Can be completed later as you think of things, but before students take the Quiz.)
  - Add an essay question
  - In the text field, give some instructions telling students to click "Here".



Make sure the link to the test is a Blackboard URL (NOT OHM).



 If you want a class-wide password in the third-party settings, this is a good place to disclose that. This way, students can only access the password to enter the third-party quiz after they have already started the Blackboard Quiz which will require them to use Respondus. For example,

Click the link below to start the test:

<u>Practice Test Using Respondus</u>

Password: **Algebra** 

- 2. If your OHM exam is <u>already</u> integrated/linked/tied to Blackboard:
  - Highlight your assessment name (<u>Practice Test Using Respondus</u>).
     In the right column choose Assignments, find and select the assessment.
     Select "Update Question", "Save and Publish" or "Save".



**WARNING:** If you don't password your test, or if students tell one another the password, it is still possible that students will be able to access the assessment by going directly to the third-party site. You may want to include instructions to students that they MUST access the assessment through the Blackboard Quiz using Respondus or the direct attempt will receive a zero and will not be accepted (for example). You may also want to rename the assessment in OHM as a last reminder that it must be accessed through the Blackboard Quiz using Respondus. Example: "Test 2- through Blackboard/Respondus".

- 3. Test it in the student view.
- 4. Don't forget to do a one question practice test with the students.