

- 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,

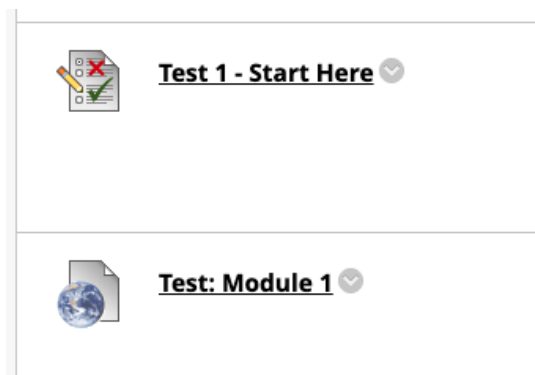
Click the link below to start the test:

Practice Test Using Respondus

Password: **Algebra**

2. If your OHM exam is already integrated/linked/tied to Blackboard:

- Highlight your assessment name (Practice Test Using Respondus). 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.