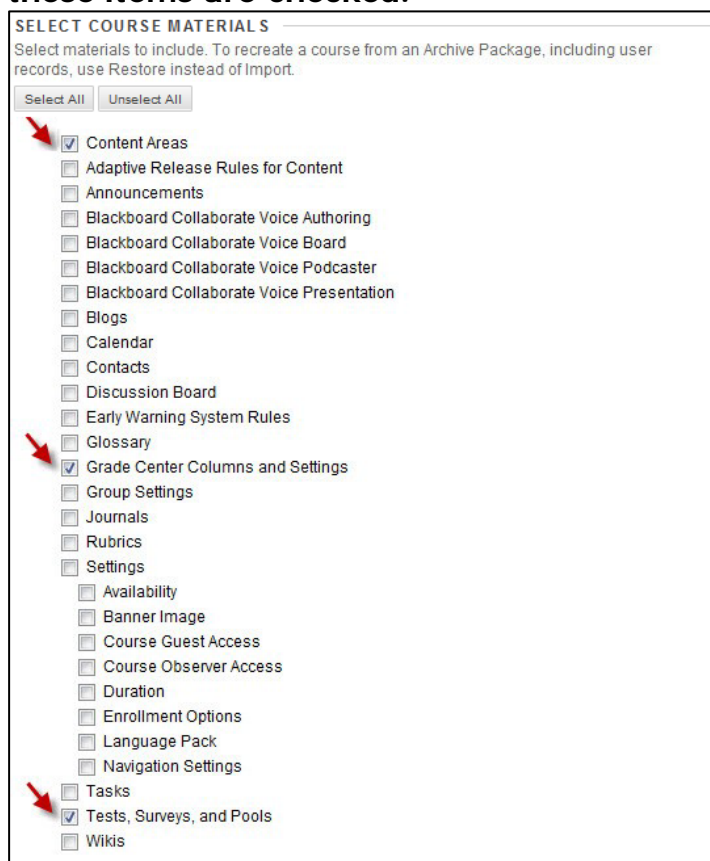


Step-by-step process to add secure computer-based English Departmental exams to Blackboard

1. Print these instructions.
2. Contact Sue Bloodsworth, sbloodsw@austincc.edu, 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.**

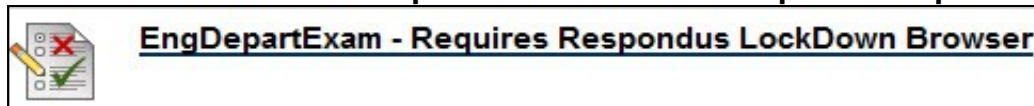


SELECT COURSE MATERIALS
Select materials to include. To recreate a course from an Archive Package, including user records, use Restore instead of Import.

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

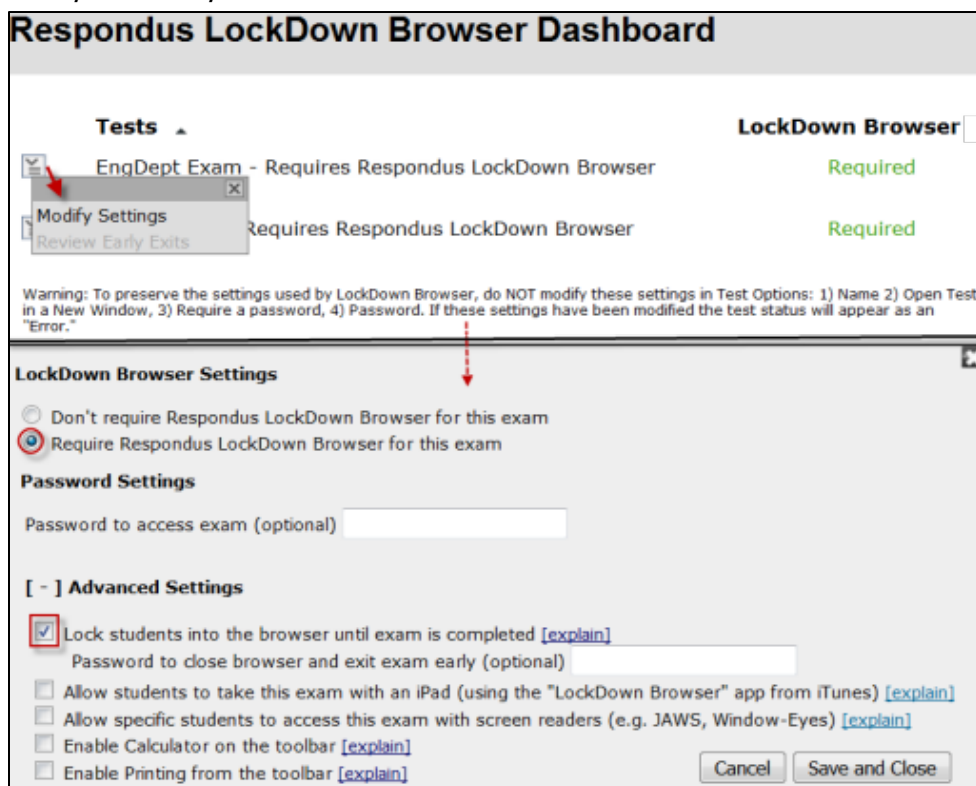
6. Click **Submit**.
7. The import process may not be immediate. You will receive an email when the import process has been completed. Verify that DeptExam has been added to your course menu. Verify that the Departmental Exam and exam instructions have been added to your Course Content folder. (The exam for 1301 will be entitled **Dept Exam - Requires Respondus Lockdown Browser** and 1302 will be entitled **Departmental Exam - Requires Respondus Lockdown Browser**.)



Secure Exam

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

1. Go to your Control Panel -> Course Tools -> click on the **Respondus LockDown Browser** tool.
2. Click on the **Continue to LockDown Browser** button and then the **Respondus LockDown Browser Dashboard** displays on your computer screen.
3. On the left-side of your screen, locate the test and click the  context sensitive button in front of the test name and then click on **Modify Settings**.
4. Click the radio button in front of *"Require Respondus LockDown Browser for this exam"*
Do not enter a password.
5. Click on the plus sign  in front of **Advanced Settings** to view additional choices.
6. Click the checkbox in front of *"Lock students into the browser until the exam is completed"*
Do not enter a password.
7. Click the **Save and Close** button.
8. Under the LockDown Browser column on the right side, **Required** displays and *- Requires Respondus LockDown Browser* is added to the name of the exam.



Verify Essay Exam Secure


1. Click on the **DeptExam** menu link in your Blackboard course.
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. The student will be asked to input a password if they are not in an ACC Testing Center. The student does not know the computer generated password. This prevents students from taking the exam outside of the ACC Testing Center.

Enter Password: EngDept Exam - Requires Respondus LockDown Browser

Cancel Submit

ENTER PASSWORD: ENGDEPT EXAM - REQUIRES RESPONDUS LOCKDOWN BROWSER

Enter the Password to take the test.

Password  This assessment requires that you use Respondus LockDown Browser. Start Respondus LockDown Browser and navigate back to this assessment to continue.

Wednesday, December 7, 2016 12:14:54 PM CST

Click **Submit** to proceed. Click **Cancel** to go back.

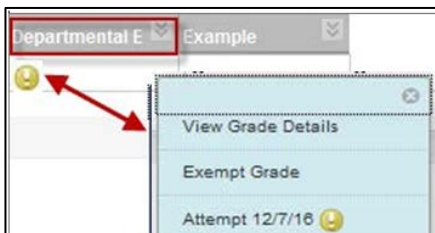
Cancel Submit

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. A computer generated password that was created by the Blackboard Respondus Lockdown browser tool is automatically included 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.