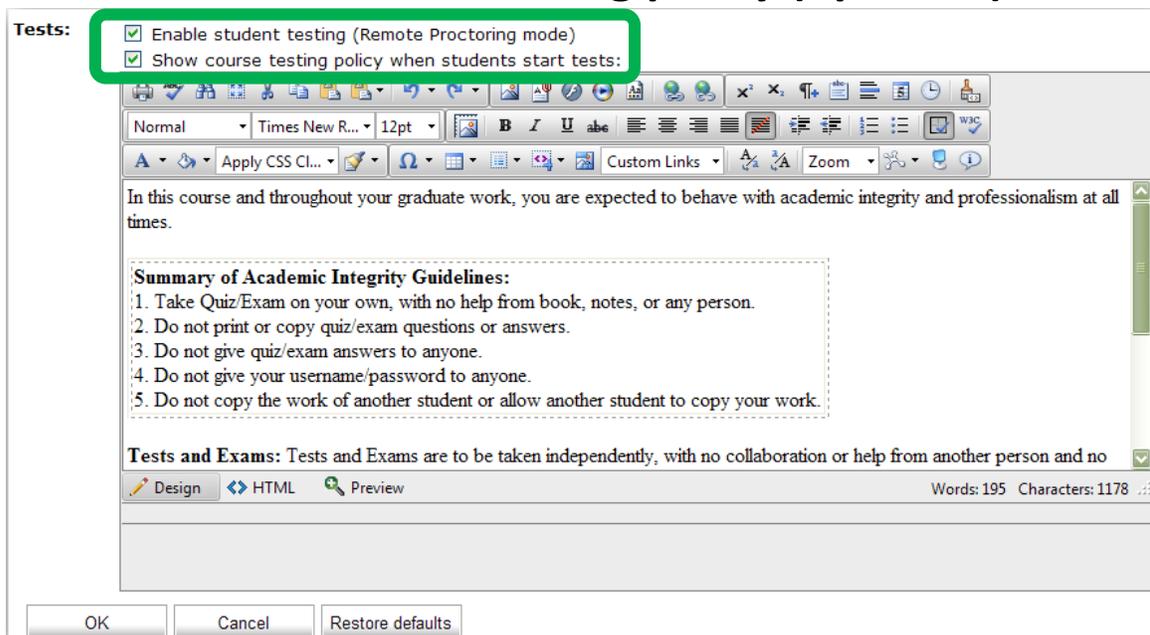


Using Tegrity Remote Proctoring & Respondus Lockdown Browser Together

Instructor View

To enable remote testing, access course settings from the Course Tasks menu. Click the Enable student testing option and Show course testing policy (optional):

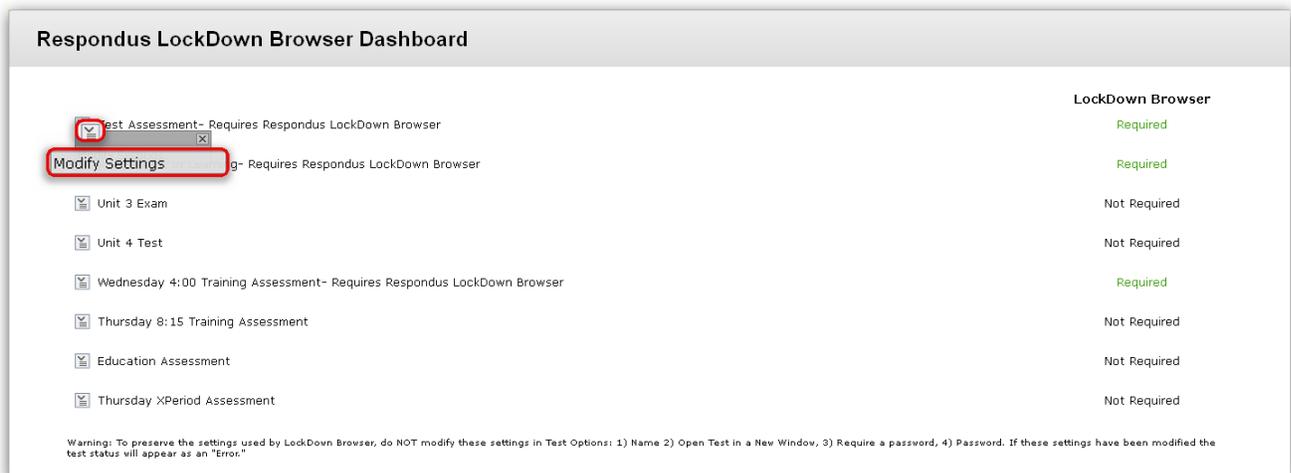


Access proctored recordings from the *Tests* tab:



The Tests tab appears after the first proctored recording is made and looks the same as all Tegrity recordings.

To enable Respondus Lockdown Browser, access your Blackboard course control panel and expand the Course Tools area. In this area, click on Respondus Lockdown Browser.



From the Respondus Lockdown Browser Dashboard, click the actions menu (down arrow) next to the test requiring Lockdown Browser. Choose Modify Settings.

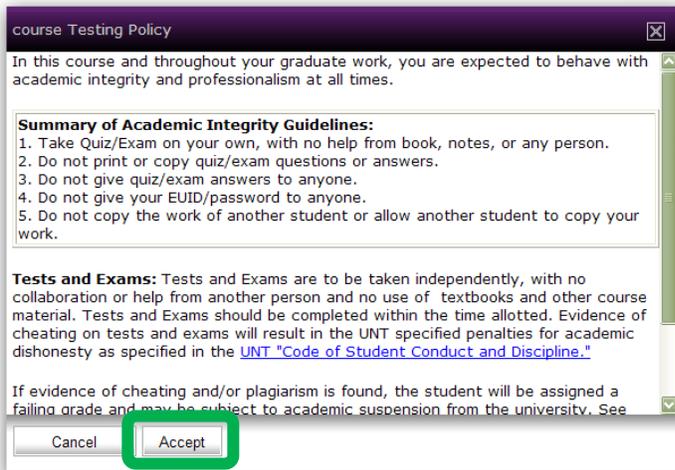
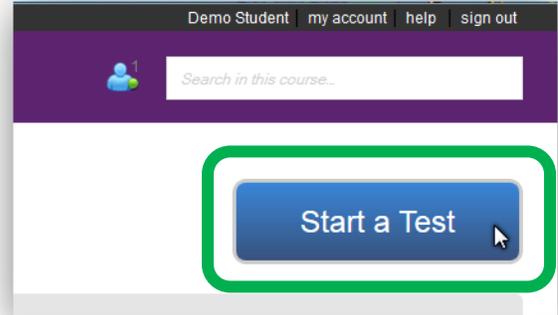


Next, select the radio button next to Require Respondus Lockdown Browser for this exam, then Save and Close.

Note: Once this is enabled, do *NOT* change the exam's name, password information, or open in a new window.

Using Tegrity Remote Proctoring & Respondus Lockdown Browser Together Student View

First, begin the proctoring session in Tegrity by clicking the “big blue” Start a Test button (top-right):

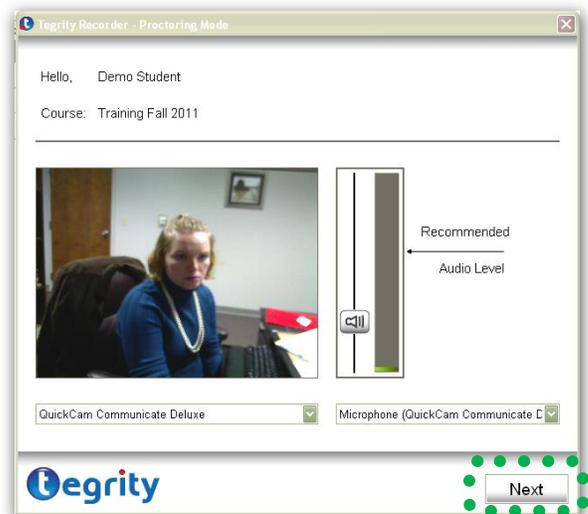
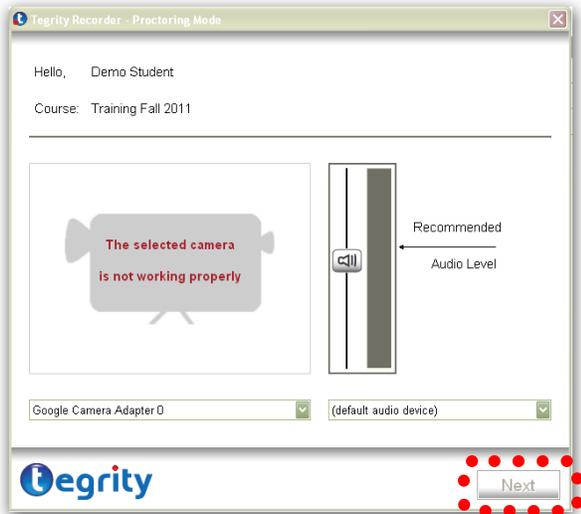


Test taker will have to first accept the course testing policy (if required) to begin the proctored session.

Next, the test taker should go through the install process to install the Tegrity Recorder (TegRunner). Depending on the browser, the process may look different.
(View on right is using Firefox 33.0.2.)

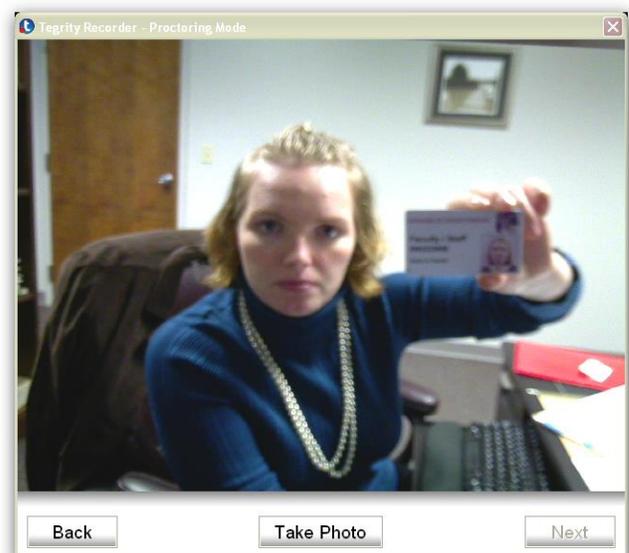


After the installation, the first recording screen is for testing the audio & video equipment:



If the equipment is *not* connected or working properly, the test taker will receive the first screen above (left). Once all equipment is working, the screen will look similar to the adjacent screen (right).

Next, the test taker should take a still photo with their ID card next to their face.

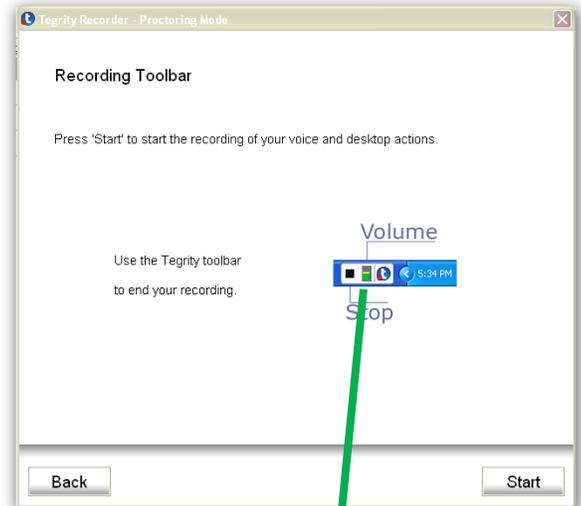


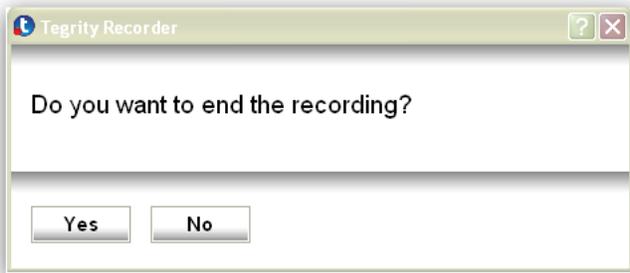
After the still shot, it is time to start the proctoring session. Tegrity will show a screen explaining how to stop the session.

Once the recording session begins, the recording toolbar will be available in the test taker's system tray at the bottom of the page.

Upon starting the recording, open the Respondus Lockdown Browser from the desktop. (Note: If the student has not yet installed the browser, he/she should visit <http://uca.edu/it/respondus-lockdown-browser/>)

The Lockdown Browser will automatically direct the test taker to myUCA where he/she may log in and access the course and test to be taken. A student should not close the Lockdown Browser until the test is complete and submitted.





When the student is finished with the exam, he/she should close the Lockdown Browser and press stop (black square)

on the Tegrity recording toolbar. This will display this verification message (left). Choosing "No" will allow the student to continue recording.

Choosing "Yes" will end the session and upload the recording (verification message shown below).

Important: The test taker should not loose Internet connection while the recording is uploading (red/white ball will spin until complete).

