How do I enable Respondus Monitor on a Blackboard test?

When Respondus Monitor is enabled for a test, students are required to use a webcam and microphone with Respondus LockDown Browser. After the exam is complete, an instructor can review details of the assessment, even the recorded videos.

Before Respondus Monitor can be enabled, the test must be deployed in a Blackboard course. Both Original and Ultra courses will use the same Respondus tools, but accessing the tools requires a different path depending on whether your course is using Original or Ultra.

Tell Me: Original
1. Access your course.
2. Go to the Control Panel.
3. Expand Course Tools.
4. Select Respondus Lockdown Browser.
5. The Dashboard will now open.

Tell Me: Ultra
1. Access your course.
2. Go to the left panel called Details and Actions.
3. Select the Books & Tools link.
4. Scroll down the list of tools and select Respondus Lockdown Browser.
5. The Dashboard will now open.

TIP: In an Ultra course, you can also enable Monitor by selecting Lockdown Browser Dashboard when you are setting up the Ultra test.

Setting Up Monitor on a Blackboard Test

1. If you already have Respondus Lockdown Browser enabled, you will see “Required” tag next to the test.

2. To enable Monitor, select Settings from the context menu to the left of the test title.
3. Choose one of two options under the Monitor Webcam Settings:
   a. Require Respondus Monitor for this exam - Students must use a personal webcam during the test.
   b. Either Respondus Monitor or a proctored lab can be used to take this exam - Students can use a personal webcam or go to a supervised environment. You must identify where students can go to take the test if you allow this option. You must also provide a password to the test proctor.
4. Next, define the startup sequence of events that students must complete before taking the test. Some items are required and some may be editable. Drag and drop the settings to reorder them.
   - Webcam check (required)
   - Additional instructions (editable)
   - Guidelines & tips (optional)
   - Take student photo (optional)
   - Show student ID (optional)
   - Environment check (optional)
   - Facial detection check (required)

TIP:
You can prevent students from starting the test if their faces cannot be detected during the startup sequence and give them an option to fix their cameras.

5. Click SAVE + CLOSE to finalize the settings.