# **Setting up the Overall Average to calculate the Final Grade**

1. Full grade center:
2. Enter your blackboard course. From the home screen, move to the upper right corner and turn “edit mode” ON.
	1. On the left hand side of the screen, click the + sign in gold to add content area. Name: Exams and click available to users. Do this again for Final exam.
	2. Full grade center
		1. Manage
		2. Categories
		3. Create Category→Exams & Final Exams
	3. Full grade center
		1. Create Calculated column
		2. Weighted Column
		3. Name “Overall Average”
		4. Primary display→Percentage
		5. Categories to select
			1. Exams (75%)
			2. Final Exam (25%)
			3. Back to Full grade center→Down arrow on Overall Average Column→Set as external grade (Delete the Final grade column)
			4. At this time, you may go ahead and create the text columns (Occurrence/Attendance/Calculation Exam)

# **Export Test from ExamView and Import into Blackboard**

1. Have the exam pulled up on ExamView (your exam must be in ExamView format)

a.. File → Export → Blackboard Learn 9.1……

b. Name File and Save to your P: drive

c. Name File again with the same name as previously

d. Directory Name needs to be the same as well

2. Go to P-drive and find your exam. You are looking for the exam as a Zip file. It will show a manila envelope with a zip



# **Import Test into Blackboard course.**

1. Go to Blackboard – Open your class
2. Find Course Tools on left side
3. Click on Tests, Surveys & Pools
4. Click on Test → Import→ Browse My Computer → Find your Zip File→ Submit
5. You will see “Test Import Complete” Click OK
6. It will take you a screen with ALL your uploaded exams. Find your exam and click arrow to the right. Then edit. Here you will ensure your points for the exam are correct. If you have less than 100 or more than you will need to change your points. At the top of the screen, you can choose ALL, change points, and apply. When done go to the bottom of screen and click OK in right bottom corner.

# **Deploy the Test for students to take it and setup the Test Options.**

1. Return to left column of blackboard and find your exams (whatever you called this column). I named my column Exams. Click on it
	1. Assessment →Test
	2. Look for Add an Existing Test
	3. Find your exam (should be in the box ) and submit
2. It will open **Test Options** **DO NOT CHANGE TEST OPTIONS IF YOU HAVE TURNED ON RESPONDUS. TURN RESPONDUS OFF, MAKE YOUR CHANGES AND THEN TURN RESPONDUS BACK ON. DO THIS BEFORE STUDENTS TAKE THE TEST.**
	1. Open in New Window → No
	2. Make Test Available for Students → Yes
	3. Add a new announcement for this test →No
	4. I do not allow my student Multiple Attempts so I leave this alone.
	5. **Force Completion** → Yes (this will complete the exam when time is up )
	6. **Set Timer**
		1. Time must be in minutes
		2. Turn ON Auto-submit

**Display Availability is for showing the LINK only for the test. After taking the test, students can click on their MY GRADES and see if the test unless you change the TEST RESULTS DISPLAY BELOW.**

* 1. Display After – When do you want the test link to show up in blackboard. The students will see it but will not be able to click on it. I set mine up for the test date and 30 minutes prior to the exam starting, so I set it up for 0830 when exam starts at 0900.
	2. Display Until – When do you want the test link to disappear from student blackboard. I do mine 30 minutes after the exam should be completed. Must be set longer than the **set timer** to allow the full amount of time.
	3. Password – Add a password the student will use to access your exam. Be sure to copy the password, you will need this EXACT password when turning on Respondus Browser. **DO NOT EDIT THIS PASSWORD AFTER TURNING ON RESPONDUS.**
	4. Due Date- you do not need to put a due date
	5. You want to Include this Test in Grade Center Score Calculations
	6. Show **Test Results & Feedback**
		1. **One-time View (Displays after the test one time only)**
		2. Score per Question
		3. All Answers
		4. Correct
		5. Submitted
		6. Feedback
		7. Show Incorrect Questions
	7. Test Presentation
		1. **One at a Time**
		2. **Prohibit Backtracking** (if you do not want the student to be able to go back)
		3. **Randomize Questions**.
	8. Submit
	9. Full grade center → Find exam column→Click the down arrow on the column→Edit column information→ Primary display→**Percentage**→**Change category** (Exams or Final Exam)

# **Turn on Respondus Lockdown Browser and/or Lockdown Monitor**

1. Return to Course Tools
	1. Click Respondus LockDown Brower
	2. Click Continue to LockDown Brower
	3. Click the drop-down arrow to the left of the test title and select settings
	4. Select Require Respondus LockDown Browser for this exam
	5. Include a password….same password you made in Test Options
	6. Choose Advanced Setting → Lock students into the browser until exam is complete
	7. Save and Close.

# **How Students will take the Respondus Test**

1. Students will open the respondus browser on the desktop
2. Students will sign in to blackboard.
3. Students will find the exam, enter the password given and begin the exam

# **Various instrutions:**

* While the exam is in progress, the instructor will not be able to view the students taking the exam (like a proctored exam). As soon a student completes the exam, the grade will populate in the grade center column. If changes need to be made to the exam as a whole (ie accept two answers): find the exam in the grade book column, and click edit test.
* While reviewing the exam the ONE TIME after the test, students will see “given” vs “correct” answers
* Calculation and fill in the blank questions will need to be graded as soon as the student completes the exam so the grade that is populated into the grade book will be correct.
* If a grade needs to be changed related to point deductions (ATI late) then the instructor will go to the student’s grade, test details, manual override, change the grade and place a comment as to why the grade was changed.
* Once the grade is “final” (with point deductions and/or calculation questions), the instructor will need to go to the full grade center and enter the grade to the tenths place instead of the hundredths place.