

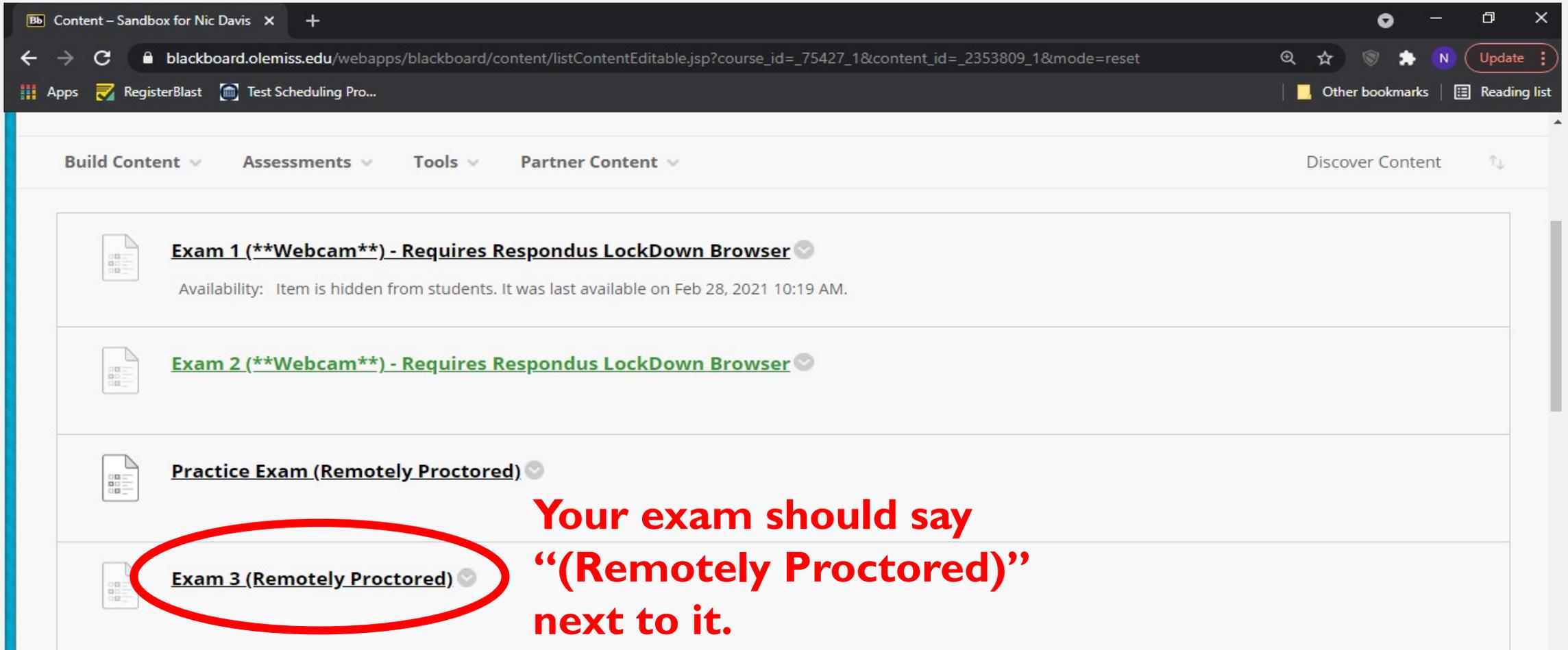
For Instructors:  
**Removing Proctorio from Blackboard  
Exams and Adding Respondus**

**Make sure you are starting with a blank test that no students have taken.** You cannot remove Proctorio if students have already submitted.

If you would like to take Proctorio off an existing test, make a copy of the exam in Blackboard. It will create a new, blank version of your exam. Then follow the instructions on the next slides.

# Navigate to your test in Blackboard.

\* For many instructors, this is under “Content”.

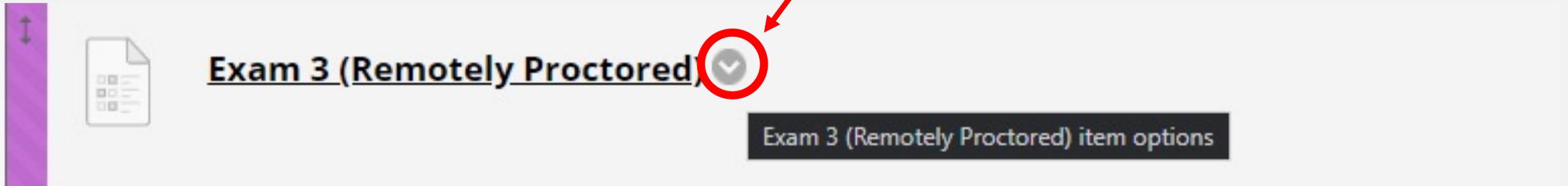


The screenshot shows a web browser window with the Blackboard interface. The address bar shows the URL: `blackboard.olemiss.edu/webapps/blackboard/content/listContentEditable.jsp?course_id=_75427_1&content_id=_2353809_1&mode=reset`. The page has a navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content' menus. Below this is a list of content items:

- Exam 1 (\*\*Webcam\*\*) - Requires Respondus LockDown Browser** (Availability: Item is hidden from students. It was last available on Feb 28, 2021 10:19 AM.)
- Exam 2 (\*\*Webcam\*\*) - Requires Respondus LockDown Browser**
- Practice Exam (Remotely Proctored)**
- Exam 3 (Remotely Proctored)** (This item is circled in red in the original image)

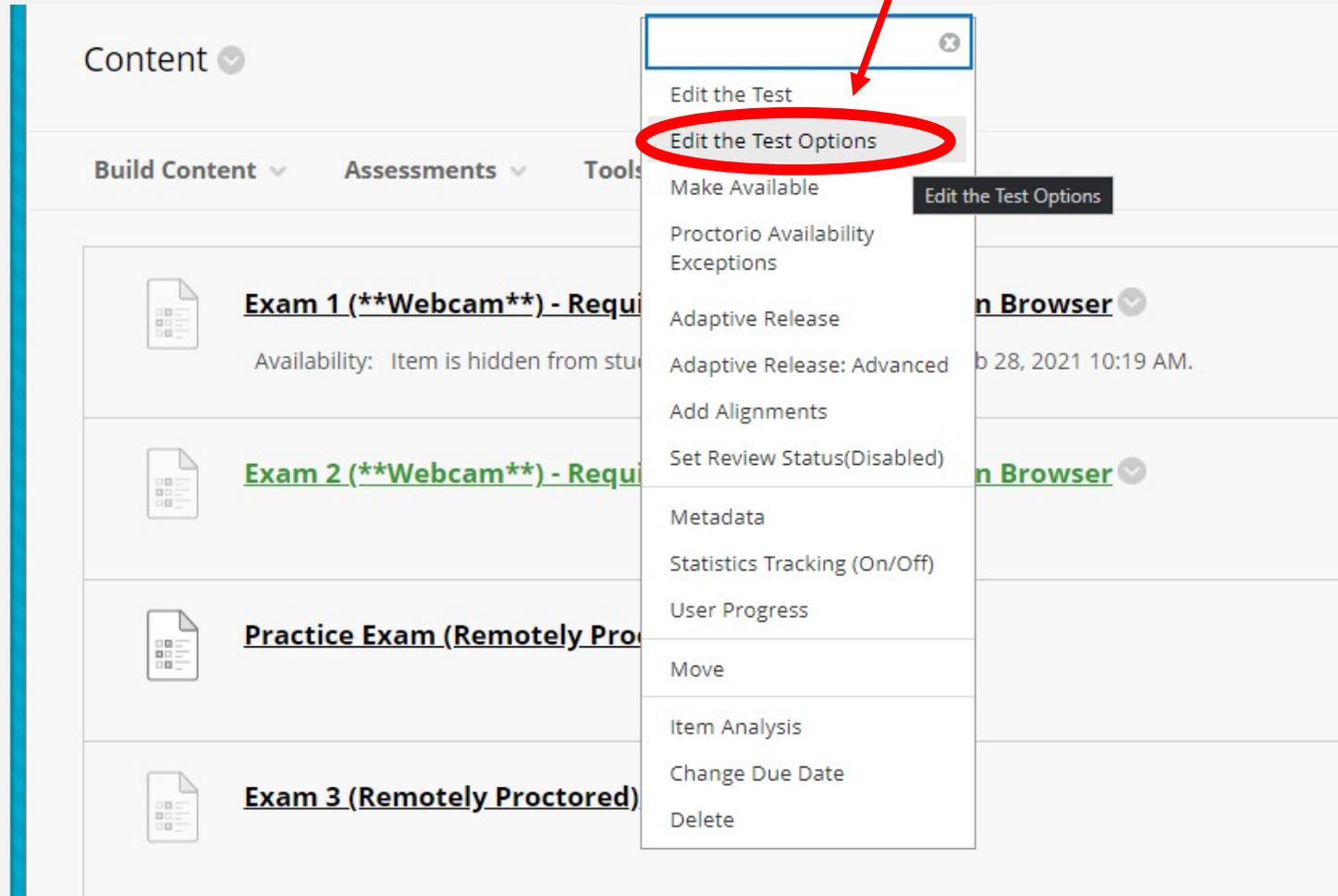
Red text overlay on the right side of the screenshot reads: **Your exam should say “(Remotely Proctored)” next to it.**

Click the gray dropdown arrow next to your test.



The screenshot shows a user interface element for a test item. On the left, there is a purple vertical bar with a double-headed arrow icon. To its right is a document icon. The main text is **Exam 3 (Remotely Proctored)**. To the right of this text is a gray circular dropdown arrow icon, which is circled in red. A red arrow points from the top right towards this icon. Below the main text, a dark gray tooltip box contains the text "Exam 3 (Remotely Proctored) item options".

Choose “Edit the test options” from the menu that appears.



Scroll to the bottom of the page that appears, to “Proctorio Settings”.

#### PROCTORIO SETTINGS

Remote Proctoring

[Hide Proctorio Settings](#)

#### ▼ Saved Profiles



Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel

Submit

Uncheck “Remote Proctoring” and click “submit”.

PROCTORIO SETTINGS

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Remote Proctoring

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*Click **Submit** to edit options for this test. Click **Cancel** to quit.*

Cancel

Submit

Navigate back to where your exams are located.  
“(Remotely Proctored)” should no longer be next to your exam.

Content – Sandbox for Nic Davis

blackboard.olemiss.edu/webapps/blackboard/content/listContentEditable.jsp?course\_id=\_75427\_1&content\_id=\_2353809\_1&mode=reset

Apps RegisterBlast Test Scheduling Pro...

Build Content Assessments Tools Partner Content Discover Content

Exam 1 (\*\*Webcam\*\*) - Requires Respondus LockDown Browser

Availability: Item is hidden from students. It was last available on Feb 28, 2021 10:19 AM.

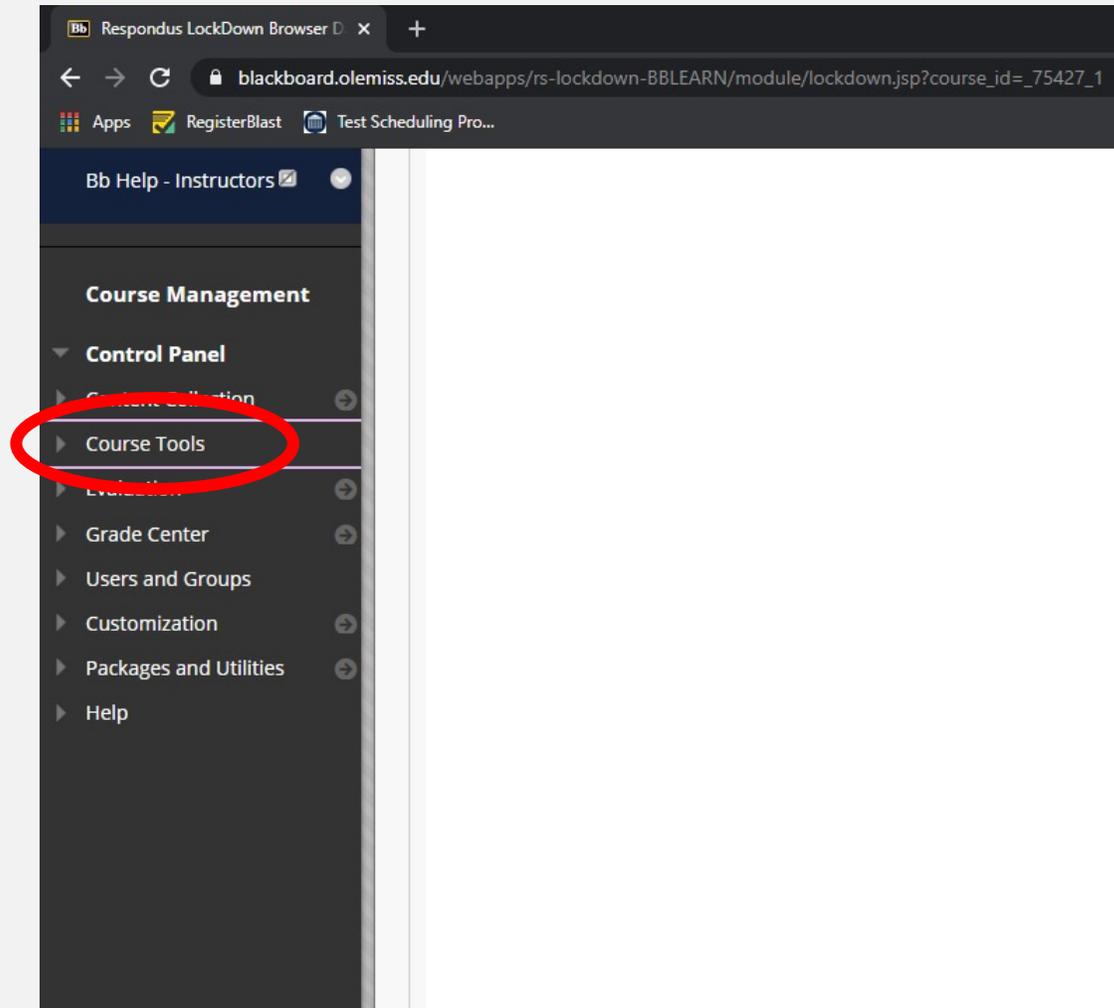
Exam 2 (\*\*Webcam\*\*) - Requires Respondus LockDown Browser

Practice Exam (Remotely Proctored)

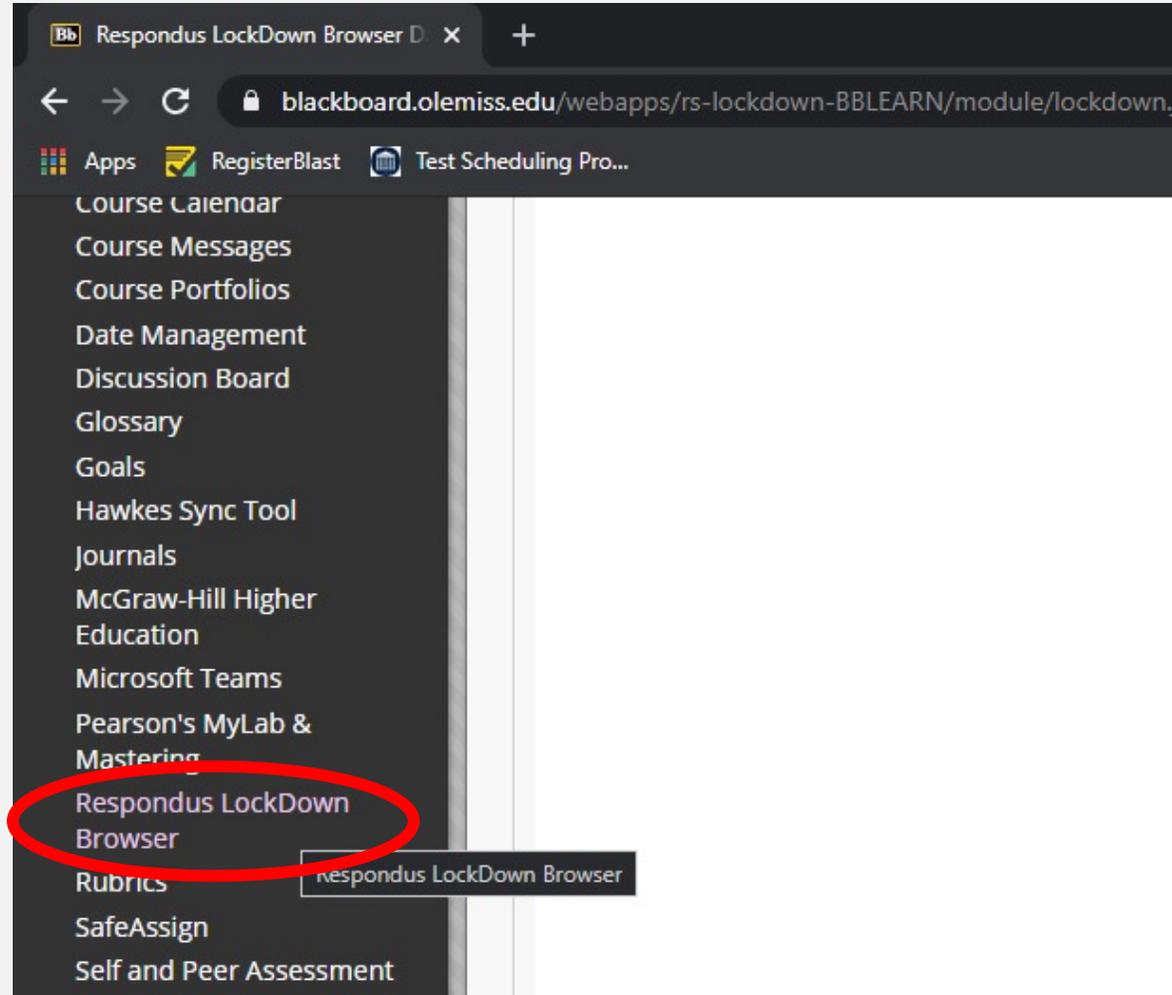
Exam 3

# **Adding Respondus Lockdown Browser**

On Blackboard, under Course Management > Control Panel, go to “Course Tools”.



Choose “Respondus LockDown Browser” from the dropdown menu.



# Navigate to the exam you would like to add Respondus to.

**Your exam should not have anything next to its name. Make sure “(Remotely Proctored)” is not next to it. If it is, remove Proctorio using the previous instructions.**

The screenshot shows a Blackboard course management page for Respondus LockDown Browser. The left sidebar contains navigation menus for Course Information, Course Content, and Resource Center. The main content area displays a table of exams with columns for the exam name, requirements, and proctoring status. A red oval highlights the row for 'Exam 3', which is not proctored. A warning message at the bottom of the table provides instructions on how to configure test options to avoid errors.

Tests	LockDown Browser	Proctoring
Exam 1 (**Webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor
Exam 2 (**Webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor
Exam 3	Not Required	Not Required
Practice Exam (Remotely Proctored)	Not Required	Not Required

Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error."

Click the gray dropdown menu next to your exam name, then click “Settings”.

 Exam 3	Not Required	Not Required
Settings		
Review Early Exits (Remotely Proctored)	Not Required	Not Required

On the following screen, make sure “Require Respondus LockDown Browser” and “Require Respondus Monitor” are enabled.

Exam 3

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Password Settings

Password to access exam (optional)

Advanced Settings

Proctoring

Don't require proctoring for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

**\*\* DO NOT INPUT A PASSWORD INTO THIS FIELD. \*\***

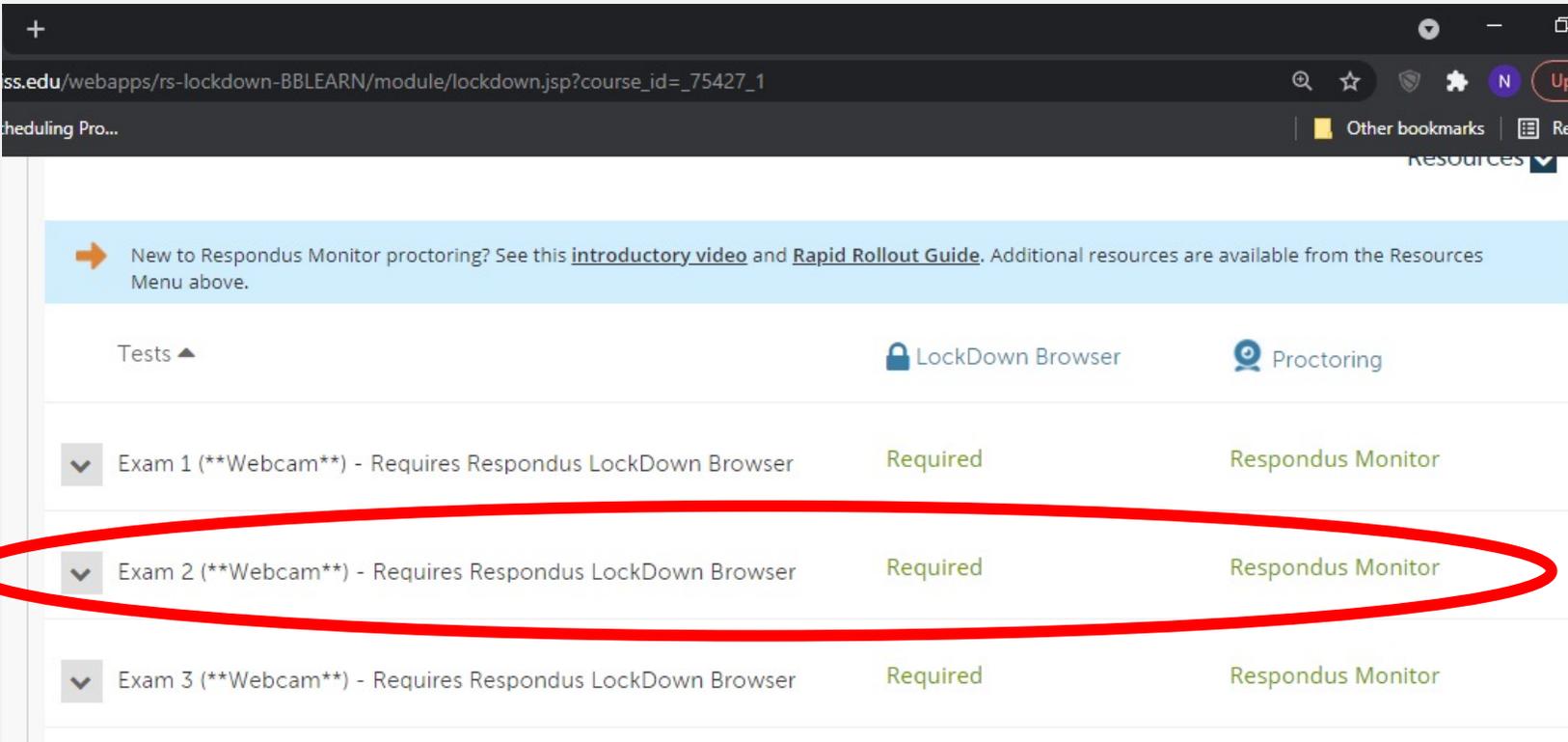
# Scroll to the bottom and click Save + Close.

The screenshot shows a web browser window with the URL `s.edu/webapps/rs-lockdown-BBLEARN/module/lockdown.jsp?course_id=_75427_1`. The page content includes:

- Environment Check [Preview](#) [Edit Text](#)
- Facial Detection Check [Preview](#)
- Facial Detection Options**
  - Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)
  - Notify students **during** the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)
- Advanced Settings**

At the bottom of the page, there are two buttons: **Save + Close** (highlighted with a red circle) and **Cancel**.

# Your test now has Respondus enabled.



The screenshot shows a web browser window with the URL `ss.edu/webapps/rs-lockdown-BBLEARN/module/lockdown.jsp?course_id=_75427_1`. The page displays a table of tests with the following columns: Tests, LockDown Browser, and Proctoring. A blue banner at the top provides instructions for new users. The table lists three exams, with Exam 2 highlighted by a red oval.

Tests	LockDown Browser	Proctoring
Exam 1 (**Webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor
Exam 2 (**Webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor
Exam 3 (**Webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor

Make sure “(\*\*Webcam\*\*) – Requires Respondus LockDown Browser” is displayed next to its name, “Required” is displayed under “LockDown Browser”, and “Respondus Monitor” is displayed under “Proctoring”.