

How to Copy and Customize an Exam for Accommodations to Remove LockDown Browser (Used to be handled with an Exception Code)

/! This is for students who will be proctored by Student Accessibility Services.

Copy Your Exam

1
Navigate to your Exam to take a note of the settings and questions.

PS Ultra Test 2023

MKTG Exam

Content and Settings

Submissions (0)

Student Activity

Question Analysis

Test Content

Question 1

The crux of the marketing concept is focusing on building long-term _____ in wh

relationship, not an end goal.

Image: Content detains

Image: Content detains

2	Above the Content area and beside the magnifying glass icon, click the Ellipsis
	Student Preview
	Q

	Student Previ
	Q
(+)	🗗 Batch Edit
	🗹 Import Content
	D Copy Items
	Export Course Package
	① Course Tasks and Logs

4 Click on your current course

		ACC1-1100-1A001-2025
	ē	LIT 2014 Template TMGT-3856-047143-Zelda
Я ť	ē	Management of Human Resources ORGS-1137-FA801-2023
€	ē	Nursing Training Shell Training-2022
E	ē	People, Place and Environment GEOG-1016-Sandbox
5 1	ē	PS Ultra Test 2023 PSUT-2023
۔ ۲	ē	Sam's Ultra Testing Space THVS-1000
Pr	ē	Template FINC-3117-047143-Zelda
Ter		

5 0	Elick "Content"
	PS Ultra Test 2023 Copy Items
<u>در</u>	Courses Organizations
م م	<u>Courses</u> > PS Ultra Test 2023
	Content
Ē	Discussions
D	Announcements
	Question Banks

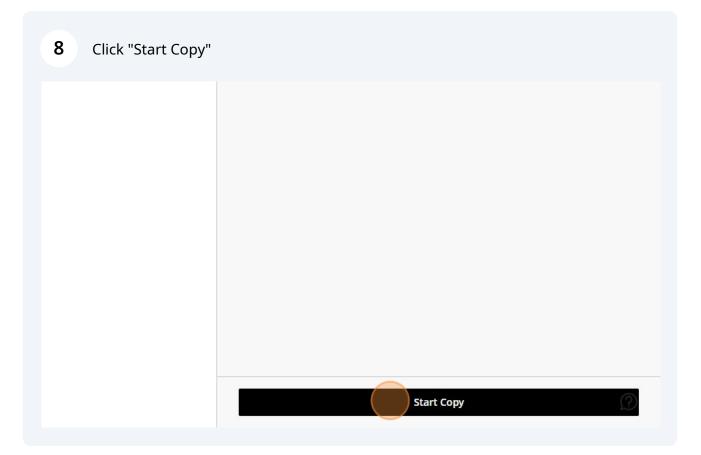
Click on the folder where your test is located. In this case, the exam is in the Final Exams folder.

		Tests & Quizzes
2 t		Learning Modules
e		Content
E		Assignments
c		Final Exam
ł		Secure Testing Information
		Library Resources
Ter	□ ⇔	Check Email

7 Check the box beside your test or exam

6

E	PS Ultra Test 2023 Copy Items	
	Courses Organizations	
2	C Courses > PS Ultra Test 2023 > ··· > Final Exam	
۲	MKTG Exam	
Ē		
0-0	D	
	1	



9 Your copied item will appear at the very bottom of your content area.

	Undeployed Tests
<u>í</u>	New Discussion Solution Visible to students
	What is the best way to use a stethescope?
<u>L</u>	Graded Discussion Due date: 9/28/23, 2:32 PM
	MKTG Exam No due date D Proctored Ø Hidden from students -
	Published from Respondus

10 Check that the questions and settings copied over, then change the name to help differentiate the new test.

	PS Ultra Test 2023 MKTG Exam Accommodations					
Í	Content and Settings	Submissions (0) Student Activity Question Analysis				
٦		Test Content				
Ē		Question 1				
e:		The crux of the marketing concept is focusing on building long-term in wh relationship, not an end goal.				
		(A) mass marketing strategies				
		B product-oriented teams				

Change the Release Conditions for Specific Students

11 Click "Hidd	en from students"	
	Test Settings	
1 points ····	No due date Grade category Test	
	Grading <u>115 maximum points</u> Post grades manually when assessment is graded. <u>Change grade posting setting.</u>	

Click "Release conditions"

		Ø Hidden from students ↓
		Visible to students
	Test Settings భ్రక	Hidden from students Release conditions
(1 points) ····	Due date No due date	
step in the	Grade category Test	
	Grading Points <u>115 maximum points</u> Post grades manually when assessment is graded. <u>Change grade posting setting.</u>	

Click the "Specific members or groups" field.

Ĩ	Test Settings	before the content is released.
	😐 Due date	Changes to the visibility or release conditions apply to the linked item and all associated course links.
(1 points) ····	No due date	Select members
ly step in the	Grade category	Choose which course members and groups will have
y step in the	Test	access to this content
		All members
	Grading	Specific members or groups
	Points <u>115 maximum point</u> Post grades manually when a	
	graded. <u>Change grade postin</u>	
		Set additional conditions
	Attempts allowed	Date/Time
	<u>1 attempt</u>	
Correct answer		Performance
	Originality Report	
	Enable SafeAssign	
(1 points) ····		
	Dosnondus	

(1 points) ····	***	Due date No due date	the	linked item and all associated course links.
(points)			Sel	lect members
ly step in the		Grade category Test		oose which course members and groups will have ess to this content
			0	All members
	B	Grading <u>Points 115 maximum points</u> Post grades manually when as	0	Specific members or groups
		graded. <u>Change grade posting</u>	٨	Individual members
	_			Search by first name or last name
		Attempts allowed <u>1 attempt</u>	ያ	Groups
Correct answer	_	Onininality Damant		Search by group 🗸
(1 points) ····	Ð	Originality Report Enable SafeAssign		Ocreate new group set
	国	Respondus		
bjectives, and	ĿB	Students need to use Respond	Set	t additional conditions
-jestines and		Browser and Respondus Monit complete this assessment		Date/Time

14 Click the "Individual members" field.

15 Add the students who need the test without LockDown Browser

	×	мкт Q тур Re	e to refine list. Chris Bird chrisb_admin
		You more	Kyle Charron kylec_admin Samantha Fraser
	Test Settings Due date No due date	Char the l	samantf Samantha Fraser_Admin samantf_admin
(<u>1 points</u>) ····	Grade category Test	Sele Choc acce	Samantha Fraser_Admin_PreviewU samantf_admin_previewuser M. Giddens
	Grading Points 115 maximum points Post grades manually when as		markg_admin Mark Giddens markg
	graded. <u>Change grade posting</u>		Kayley Gravelle

16 Click "Date/Time"

Correct answer	Attempts allowed 1 attempt Originality Report Enable SafeAssign	Chris Bird ② ▼ Search by group ▼	
1 points •••	Respondus Students need to use Respond Browser and Respondus Monit complete this assessment LockDown Browser Dashboard	Set additional conditions	l
Correct answer	Description Published from Respondus	When will content appear? This item is visible in the content list to the Cancel Save	Ŧ

17 Change the show on and hide after to the time agreed upon with SAS then click "Save"

		Show on			
	Attempts allowed	10/17/23		11:08 AM	O
Correct answer		🗹 Hide after			
	Originality Report Enable SafeAssign	10/17/23		12:08 PM	0
1 points ····	Respondus	Performance			
jectives, and	Students need to use Respond				
jectives, und	Browser and Respondus Monit complete this assessment	When will cont	tent ap	pear?	
	LockDown Browser Dashboard	This item is visible i members you seleo			CC855
		with the date/time			
	Description				
	Published from Respondus				
Correct answer					
		Cancel		Save	
		Cancel		Save	

Don't forget to remove LockDown Browser.

18 In the test settings, Click '	LockDown Browser Dashboard"
	Attempts allowed <u>1 attempt</u>
Correct answer	Originality Report Enable SafeAssign
anizational objectives, and	Respondus Students need to use Respondus LockDown Browser and Respondus Monitor (webcam) to complete this assessment LockDown Browser Dashboard
Des	cription
Correct answer	lished from Respondus

19 Click "Settings"

Click Settings	
	Tests 🔺
	V Due Dates
	✓ Due Dates 2
	V MKTG Exam
	MKTG Exam Accommodations
	Settings
	Class Results Exam Stats
	✓ New Test 9/7/23

20 Click the "Don't require Respondus LockDown Browser for this exam" field.

21 Click "Save + Close"

Grades

22 When the test is finished, you can manually add the grade to the original test so that all the grades show up in the same column. Click "Gradebook"

ontent Calendar Announcements	Discussions Gradebook	Messages Analytics Groups
Course is open Students can access this course		General Information
Class Collaborate	***	♦ Visible to students ▼
Attendance <u>Mark attendance</u>		Tests & Quizzes
Books & Tools <u>View course & institution tools</u>		✓ Visible to students ▼
Question Banks Manage banks		 Learning Modules Visible to students -
Conversion Exceptions Review all course exceptions		
Course Schedule	Ø	Content Visible to students -
Tuesday 2:00 PM - 3:00 PM		Assignments

23 Click on your test ۲ Gradable Items Students Item 🖨 Due Date 🕏 Ē +/-**Drop Calculation** ** Overall Grade \boxtimes MKTG Exam 鼺 E 0 of 8 submitted Due Dates Ľ 0 of 8 submitted 20 92 New Test 9/7/23 10/18/23, 10:20 AM 1 of 8 submitted Show Correct Answers 闘 2 of 8 submitted Tost Tost

24 Click the "Grade" field and change the grade to match the accommodated test mark.

Grading Status 🗢	Grade 🗲	Post ≑
Nothing to grade	- / 115	
Nothing to grade	- / 115	
Nothing to grade	- / 115	
Nothing to grade	/ 115	
Nothing to grade	- / 115	

 $\underline{\land}$

If you have an Overall Grade, follow these steps to remove the Accommodated test from the calculations.

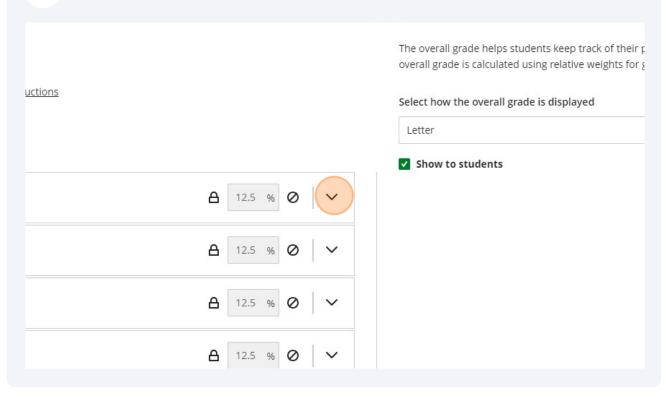
25 Click "Overall Grade"

Content	Calendar	Announcements	Discussions	Gradebook	Messages	Analytics	Groups
Gradal	ole Items S	tudents					
	Item 🗢					Due D	ate 🕏
+/-	Drop Calcula	tion					
0	Overall Grad	e					
	MKTG Exam 0 of 8 submit	ted					
	Due Dates 0 of 8 submit	ted					
	New Test 9/7 1 of 8 submit					10/18/	23, 10:20 AM
	Show Correc 2 of 8 submit						

26 Click Calculation Details

×	PS Ultra Test 2023 Overall Grade	
Co	Calculation Details	
<u>ج</u>	Q Search by student name	
	Student	Grades
	Student Samantha Fraser_Admin_PreviewUser	Grades

Click on Tests to see all the tests in your course.



Click the Hide icon

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29 Click "Save"		
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	Cancel	Save 🤉