

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

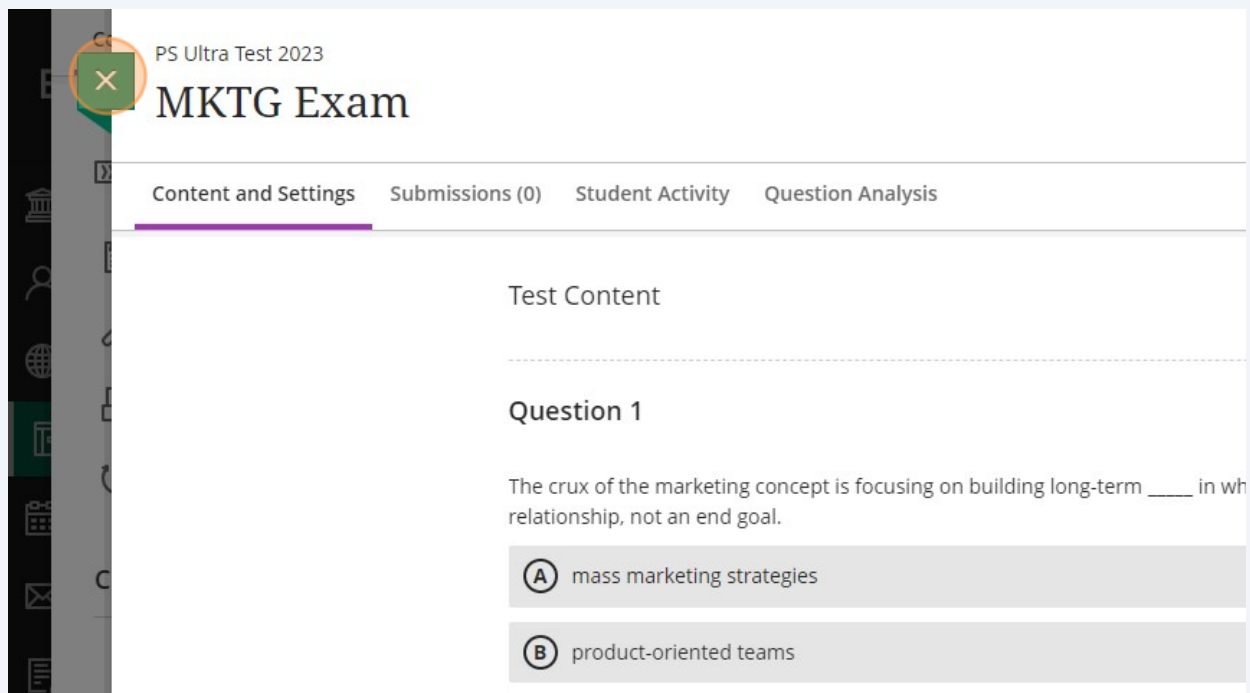


This is for students who will be proctored by Student Accessibility Services.

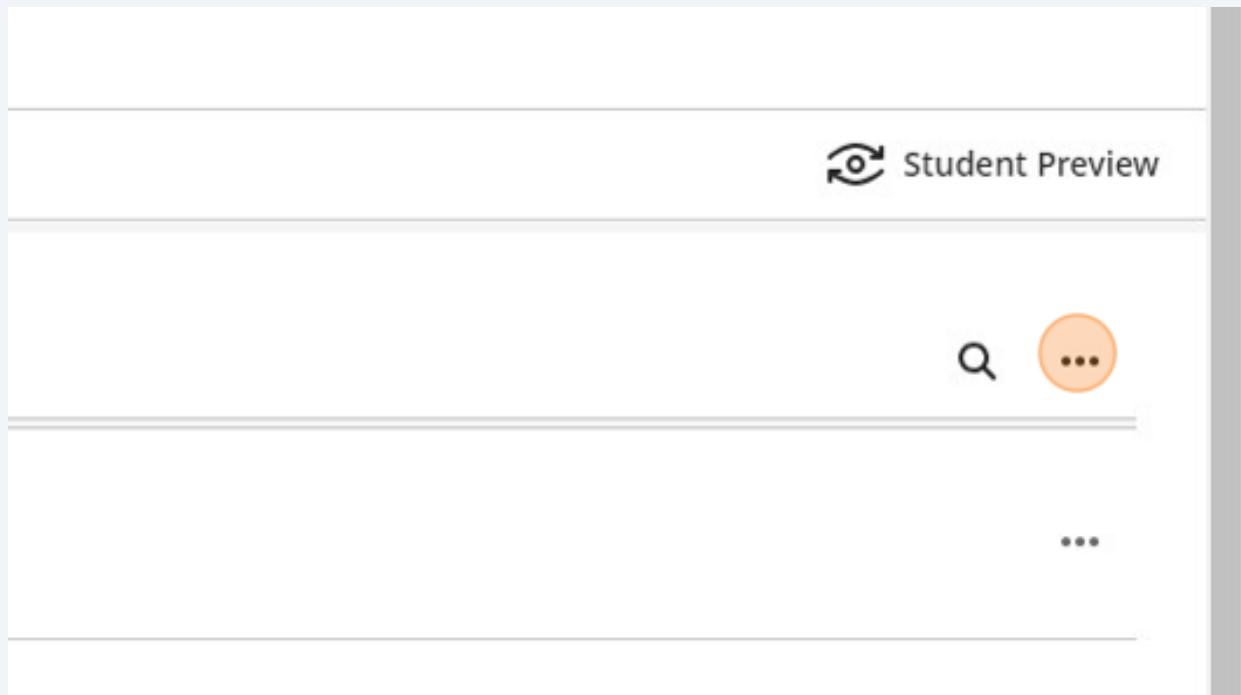
## Copy Your Exam

1

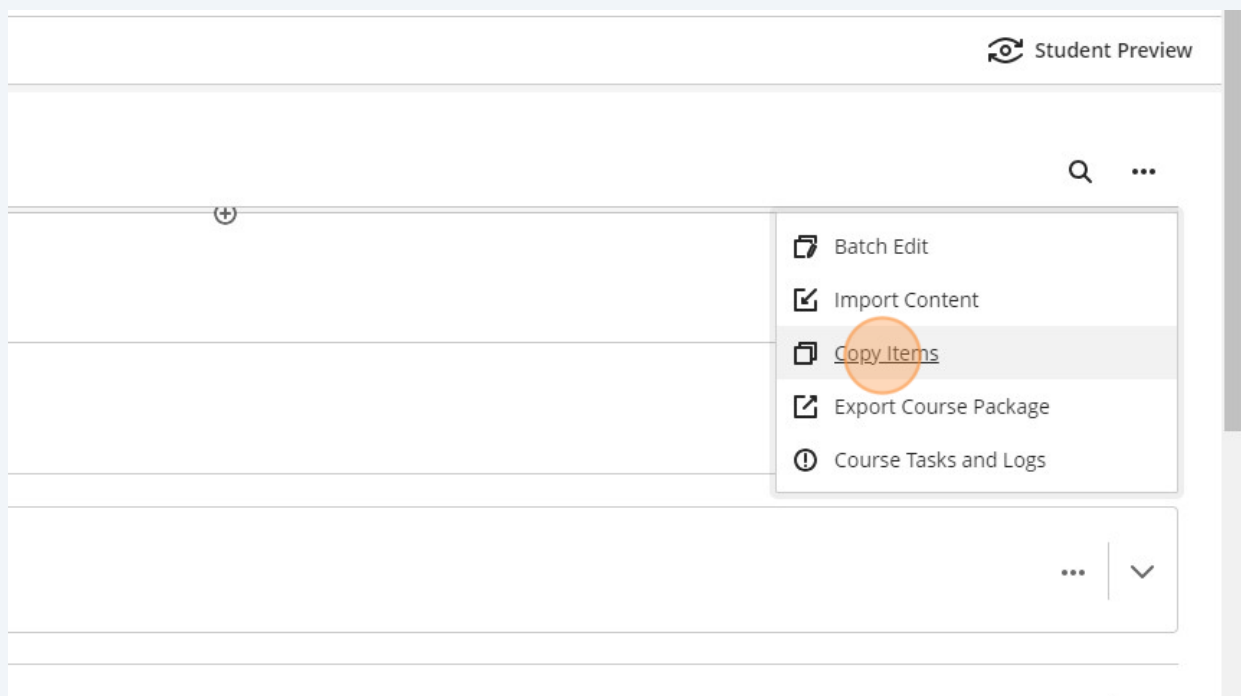
Navigate to your Exam to take a note of the settings and questions.



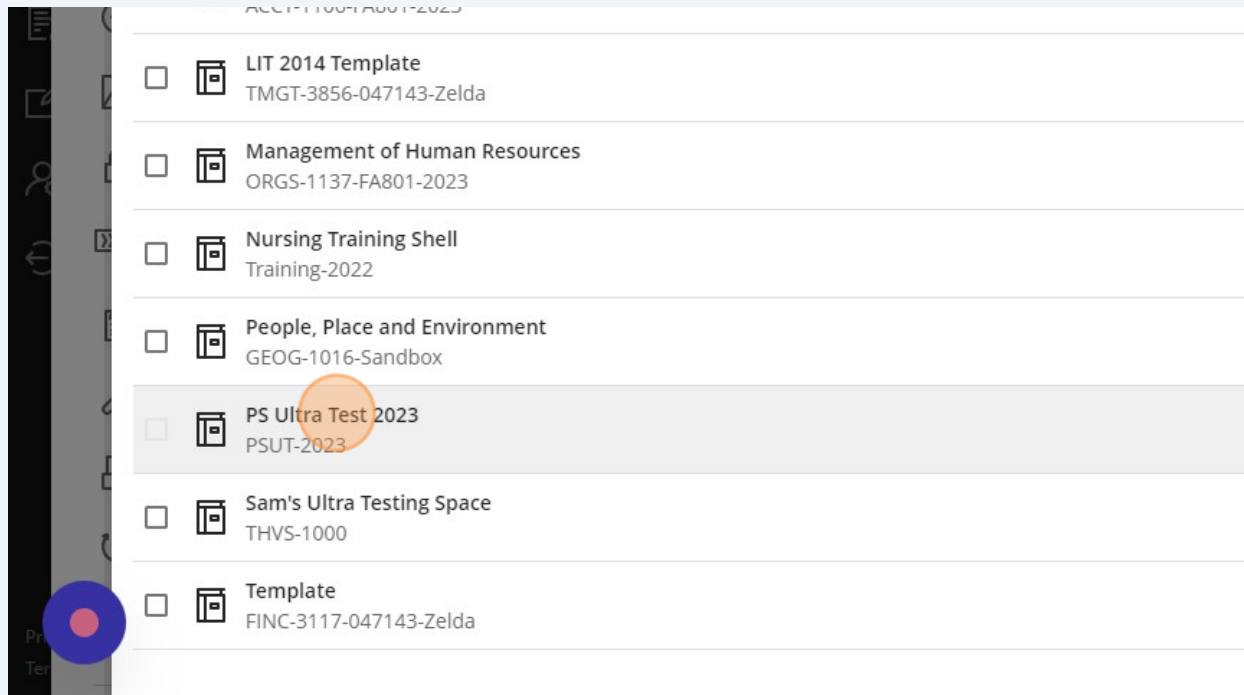
- 2 Above the Content area and beside the magnifying glass icon, click the Ellipsis



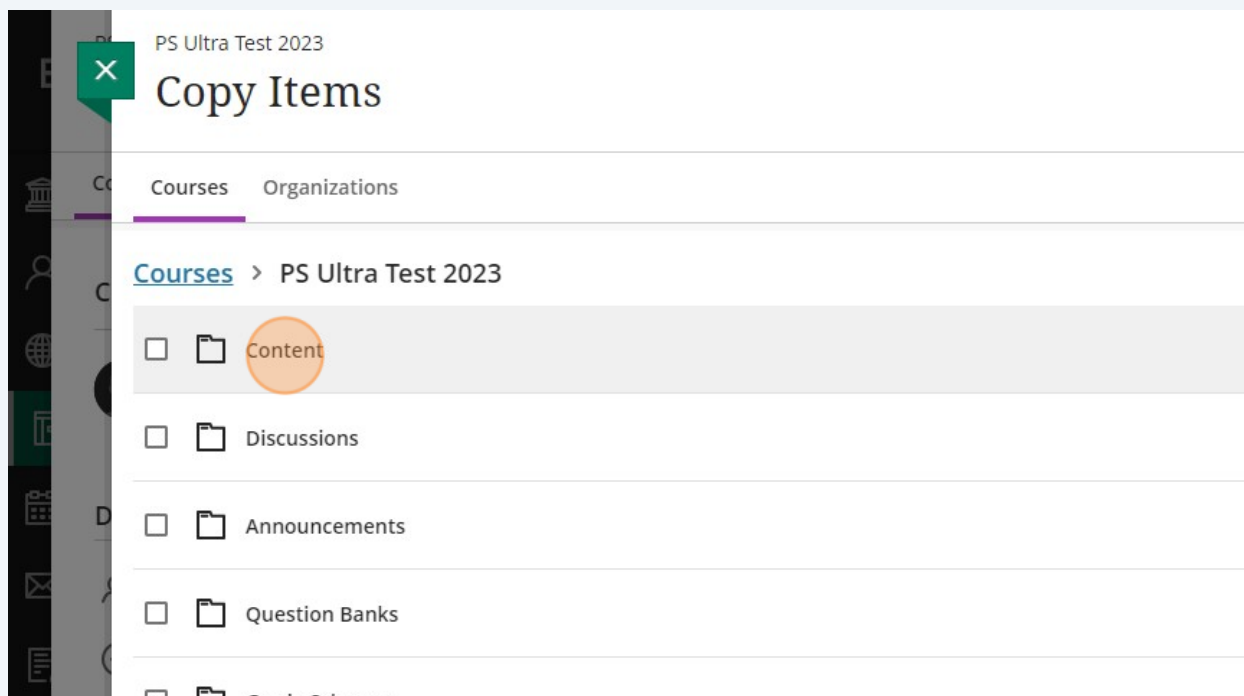
- 3 Click "Copy Items"



#### 4 Click on your current course

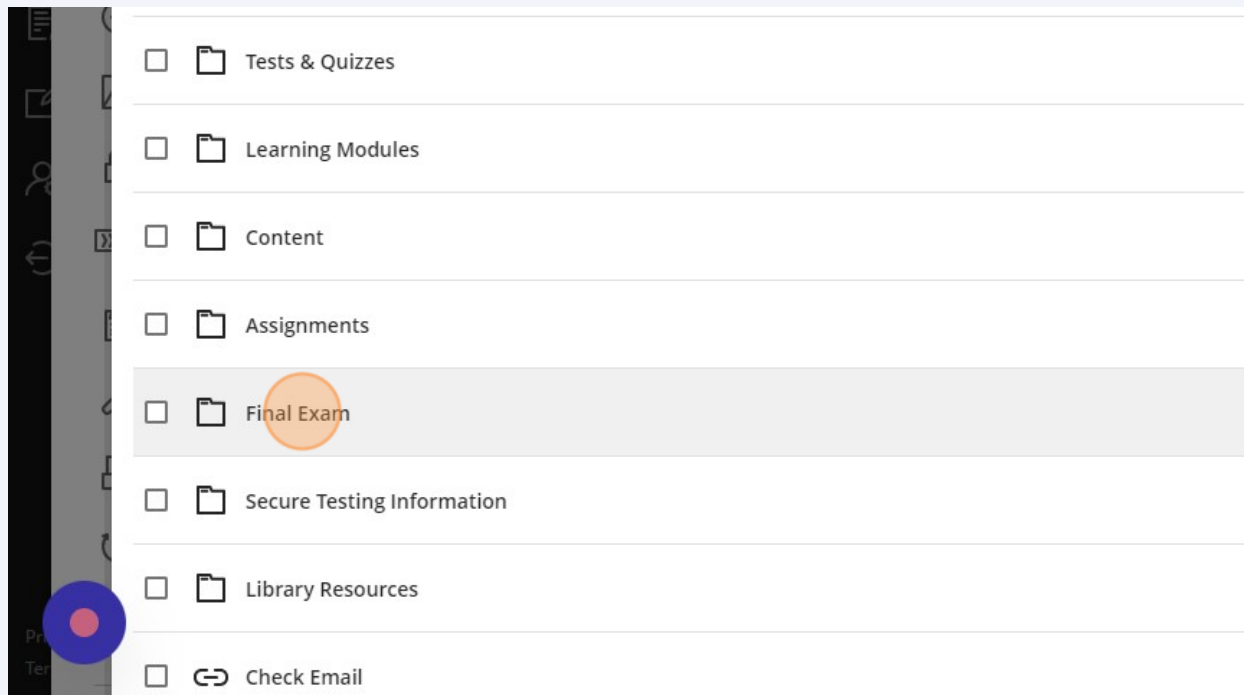


#### 5 Click "Content"



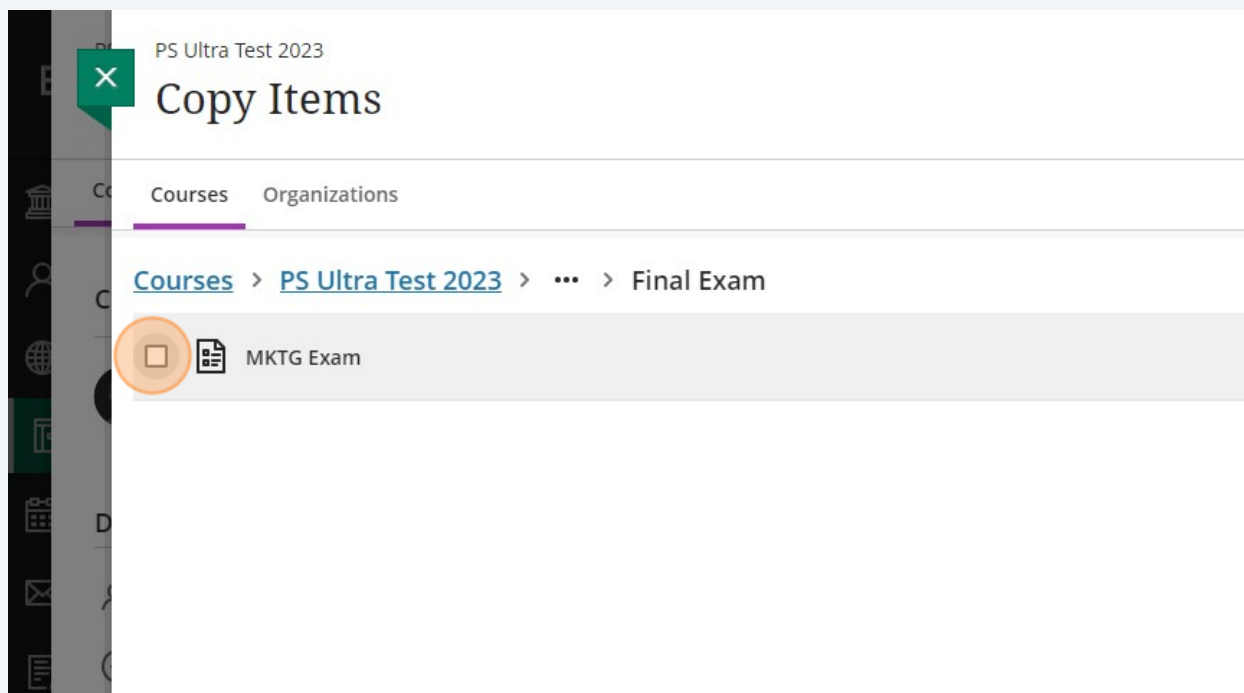
6

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

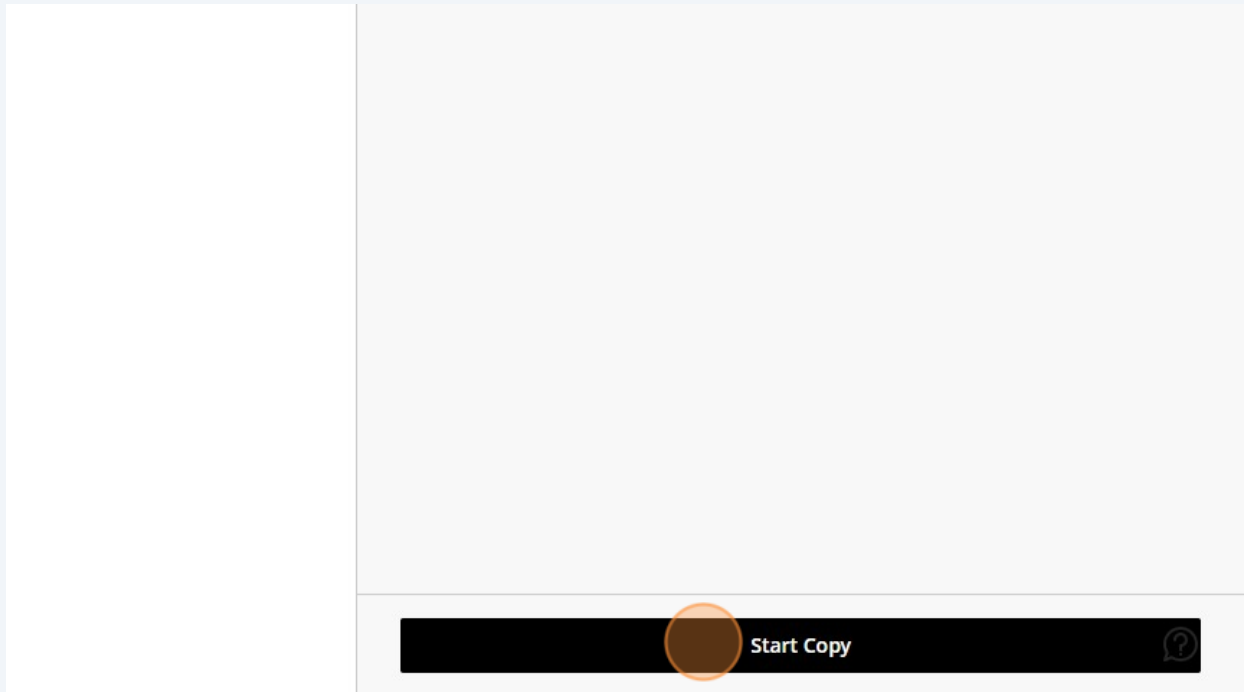


7

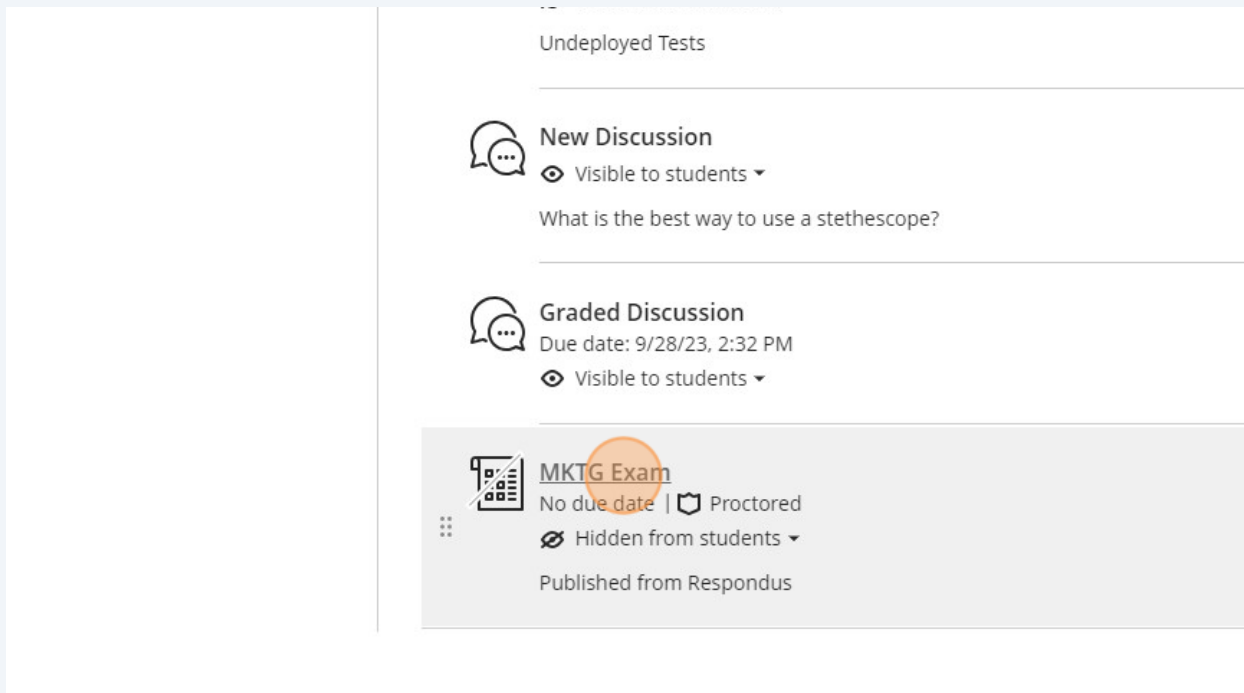
Check the box beside your test or exam



8 Click "Start Copy"

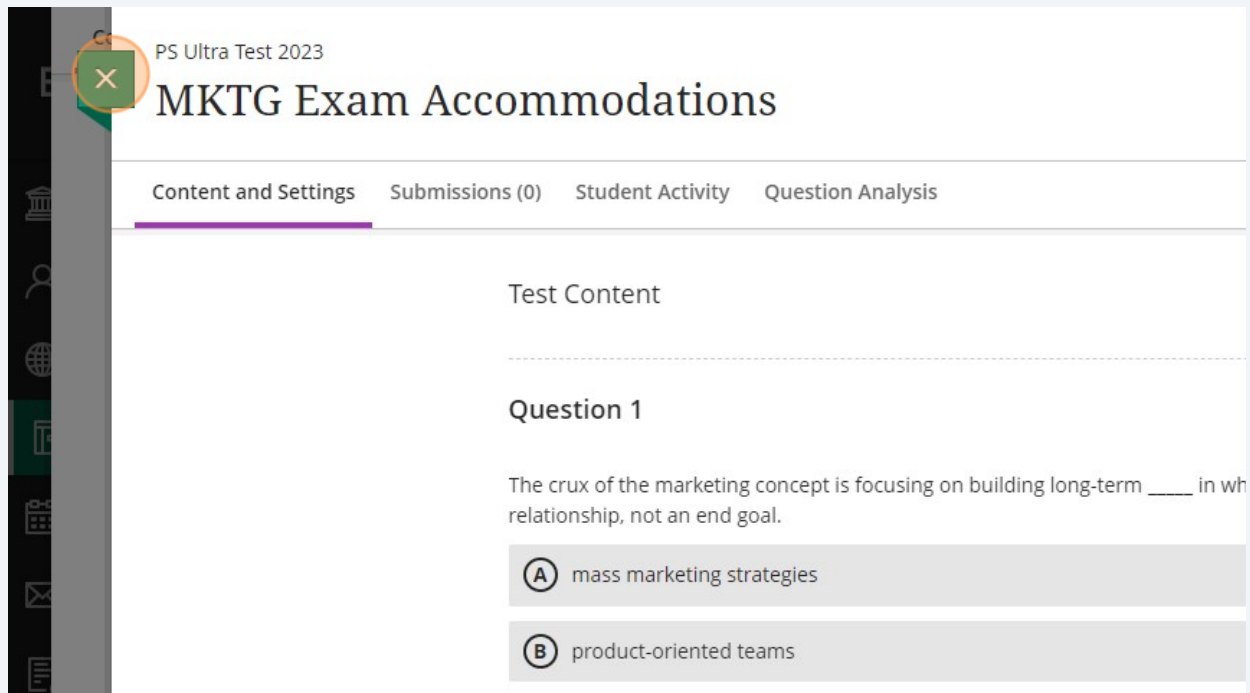


9 Your copied item will appear at the very bottom of your content area.



10

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



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## MKTG Exam Accommodations

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.

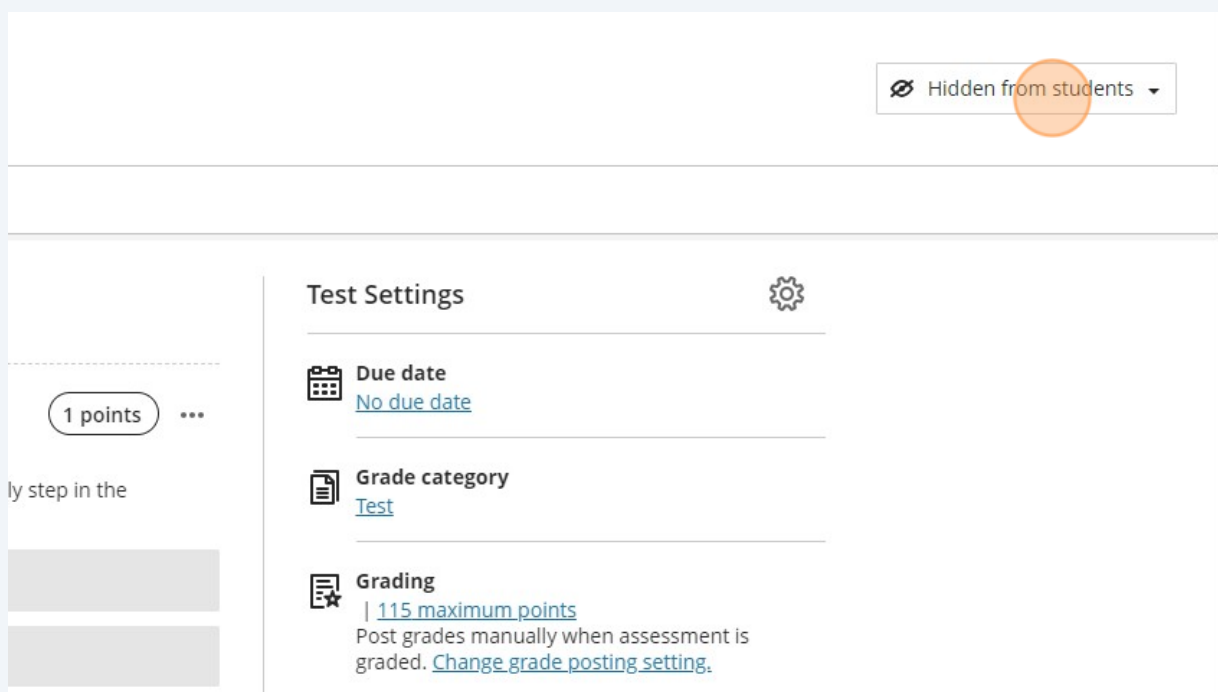
(A) mass marketing strategies

(B) product-oriented teams

## Change the Release Conditions for Specific Students

11

Click "Hidden from students"



Hidden from students

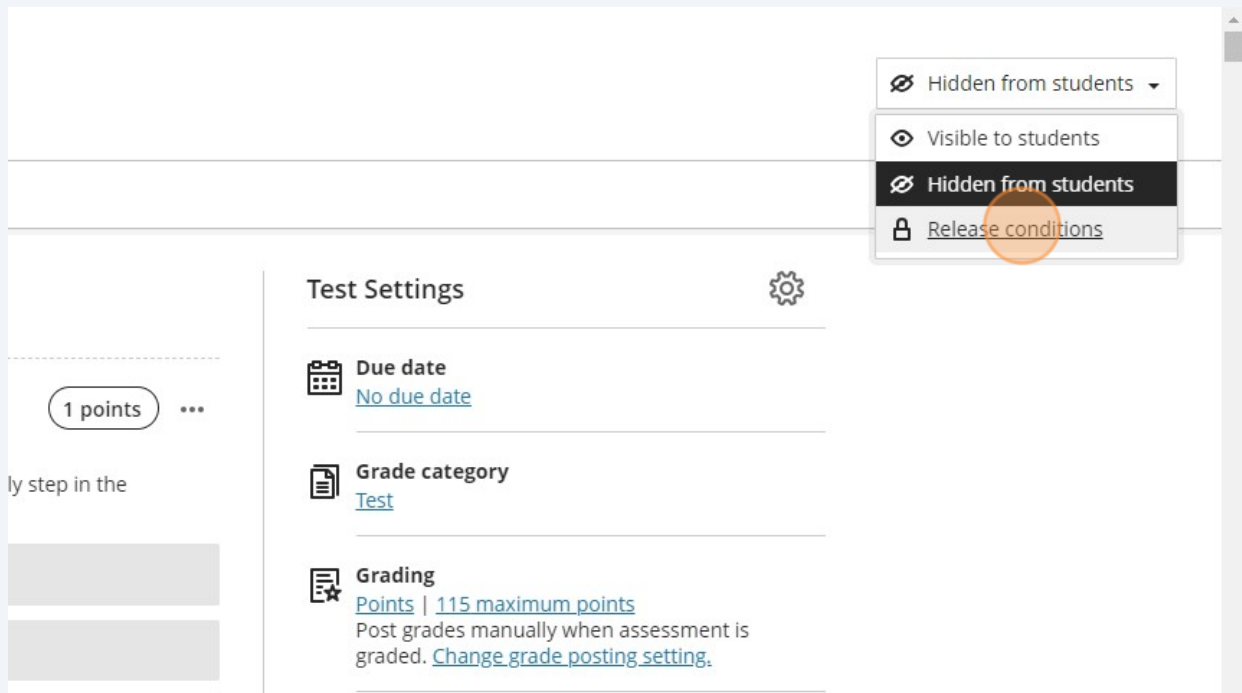
### Test Settings

**Due date**  
[No due date](#)

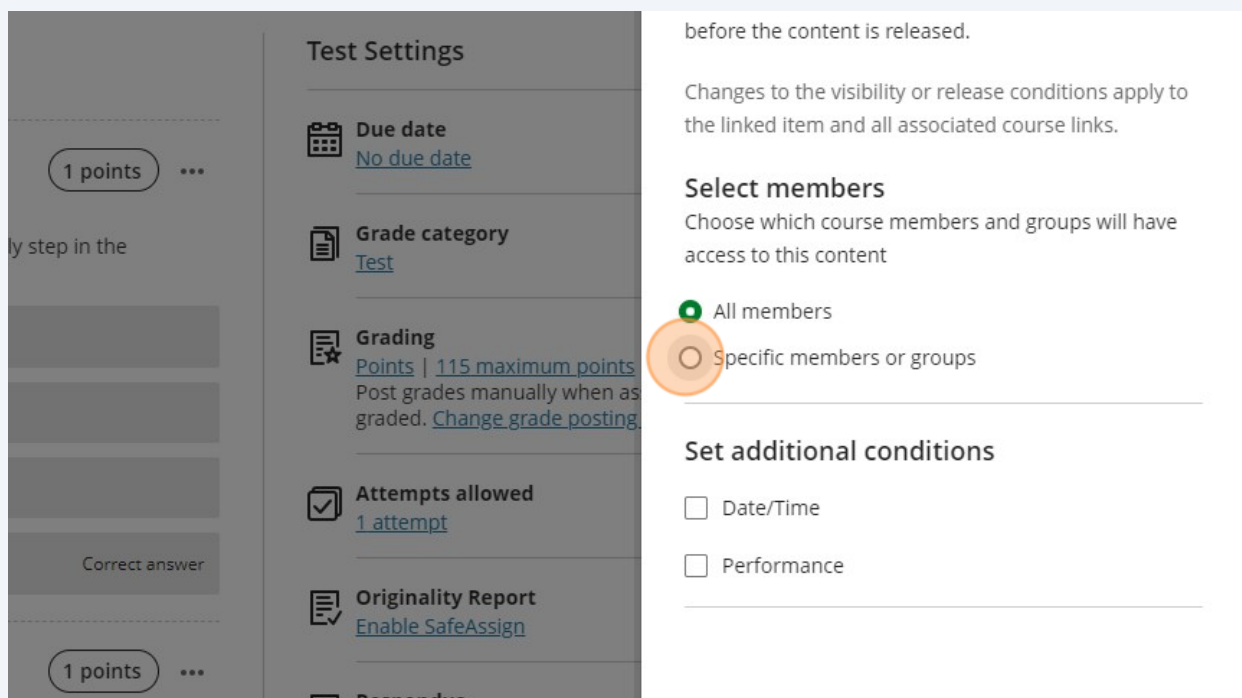
**Grade category**  
[Test](#)

**Grading**  
| [115 maximum points](#)  
Post grades manually when assessment is graded. [Change grade posting setting.](#)

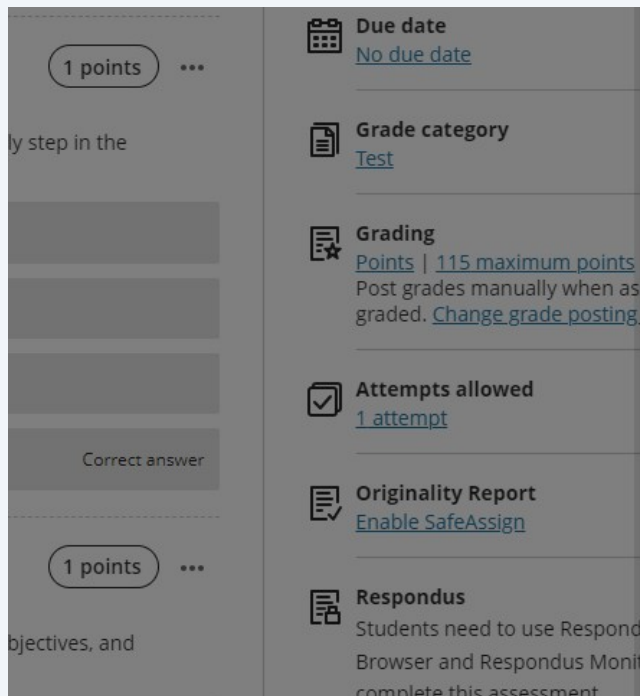
## 12 Click "Release conditions"



## 13 Click the "Specific members or groups" field.



14 Click the "Individual members" field.



the linked item and all associated course links.

### Select members

Choose which course members and groups will have access to this content

☐ All members

☒ Specific members or groups

☒ Individual members

Search by first name or last name

☐ Groups

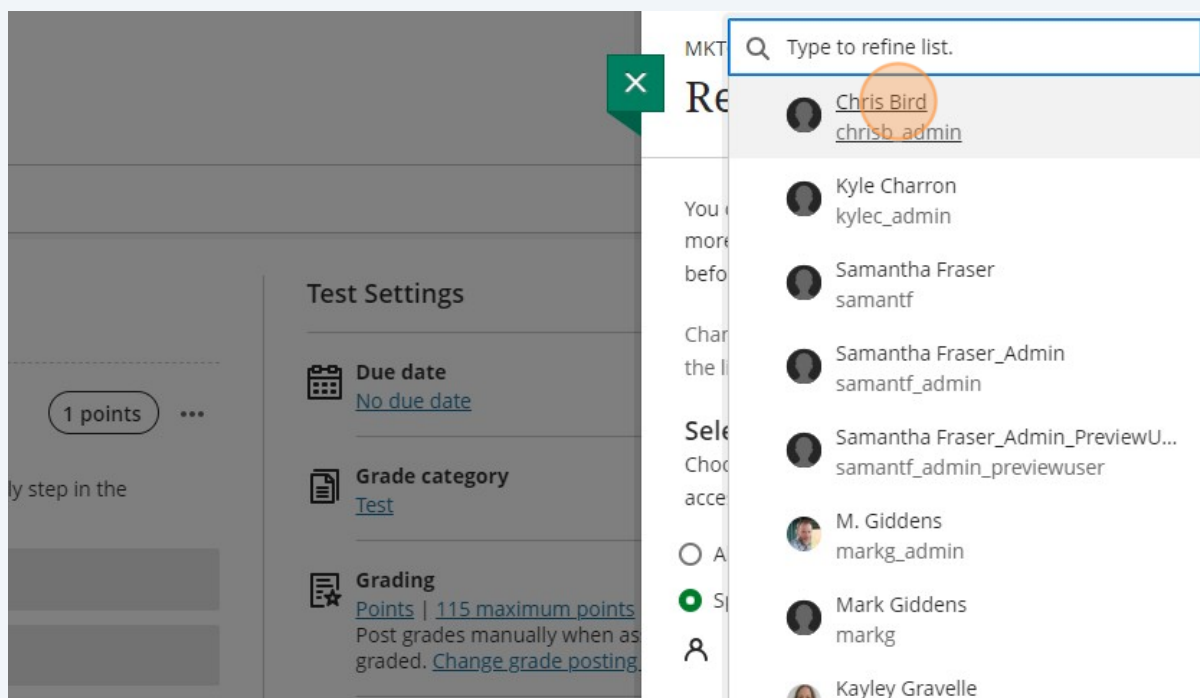
Search by group

[+ Create new group set](#)

### Set additional conditions

☐ Date/Time

15 Add the students who need the test without LockDown Browser





## 16 Click "Date/Time"

The screenshot shows the assessment configuration interface. On the left, a sidebar displays 'Correct answer' and '1 points'. The main area shows 'Attempts allowed 1 attempt', 'Originality Report Enable SafeAssign', and 'Respondus' settings. The 'Description' field contains 'Published from Respondus'. On the right, a modal window is open for configuring the assessment. The 'Groups' section shows 'Chris Bird' and a 'Search by group' dropdown. The 'Set additional conditions' section has 'Date/Time' selected with a checkbox, while 'Performance' is unselected. The 'When will content appear?' section has a text field with 'This item is visible in the content list to the'. At the bottom of the modal are 'Cancel' and 'Save' buttons.

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

The screenshot shows the assessment configuration interface. On the left, a sidebar displays 'Correct answer' and '1 points'. The main area shows 'Attempts allowed 1 attempt', 'Originality Report Enable SafeAssign', and 'Respondus' settings. The 'Description' field contains 'Published from Respondus'. On the right, a modal window is open for configuring the assessment. The 'Date/Time' section has 'Show on' and 'Hide after' both checked. The 'Show on' date is '10/17/23' and the time is '11:08 AM'. The 'Hide after' date is '10/17/23' and the time is '12:08 PM'. The 'Performance' section is unselected. The 'When will content appear?' section has a text field with 'This item is visible in the content list to the members you selected. You can limit their access with the date/time and performance conditions.' At the bottom of the modal are 'Cancel' and 'Save' buttons.

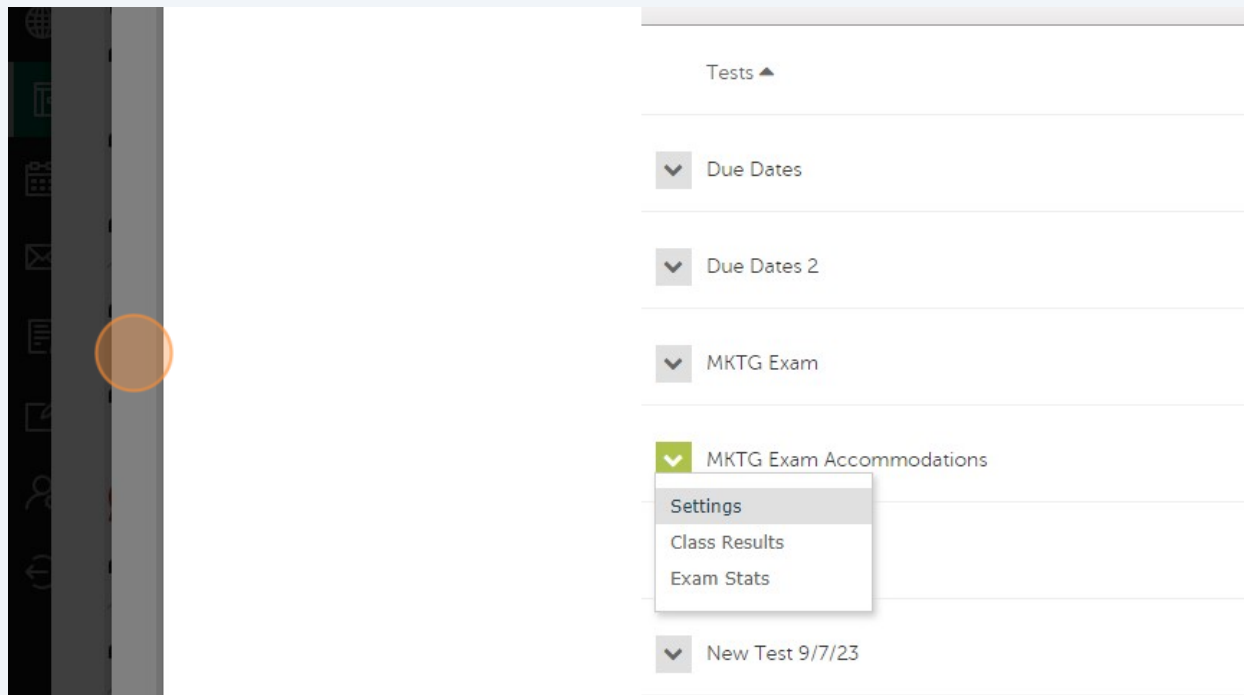
## Don't forget to remove LockDown Browser.

**18** In the test settings, Click "LockDown Browser Dashboard"

The screenshot displays a test settings interface. On the left, there are several gray rectangular boxes, some labeled "Correct answer". Below these, a "1 points" label is visible. The main content area on the right lists several settings:

- Attempts allowed**: [1 attempt](#)
- Originality Report**: [Enable SafeAssign](#)
- Respondus**: Students need to use Respondus LockDown Browser and Respondus Monitor (webcam) to complete this assessment. Below this text is a link [LockDown Browser Dashboard](#), which is highlighted with an orange circle.
- Description**: [Published from Respondus](#)

**19** Click "Settings"



**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"

Content Calendar Announcements Discussions **Gradebook** Messages Analytics Groups

Course is open  
[Students can access this course](#)

Class Collaborate  
[Join session](#)

Attendance  
[Mark attendance](#)

Books & Tools  
[View course & institution tools](#)

Question Banks  
[Manage banks](#)

Conversion Exceptions  
[Review all course exceptions](#)

Course Schedule

Tuesday  
2:00 PM - 3:00 PM

General Information  
Visible to students

Tests & Quizzes  
Visible to students

Learning Modules  
Visible to students

Content  
Visible to students

Assignments  
Visible to students

23

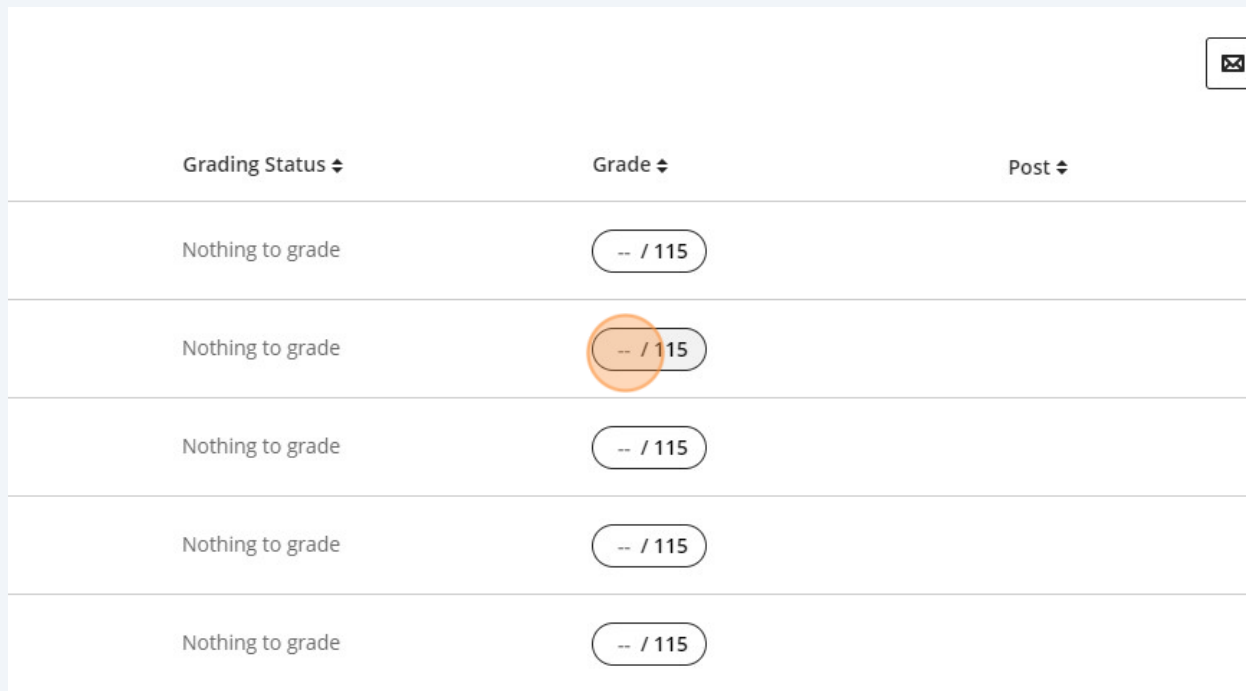
Click on your test

Gradable Items Students

Item	Due Date
Drop Calculation	
Overall Grade	
MKTG Exam 0 of 8 submitted	
Due Dates 0 of 8 submitted	
New Test 9/7/23 1 of 8 submitted	10/18/23, 10:20 AM
Show Correct Answers 2 of 8 submitted	
Test Test	

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	



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

Gradable Items Students

Item	Due Date
Drop Calculation	
<u>Overall Grade</u>	
MKTG Exam 0 of 8 submitted	
Due Dates 0 of 8 submitted	
New Test 9/7/23 1 of 8 submitted	10/18/23, 10:20 AM
Show Correct Answers 2 of 8 submitted	

## 26 Click Calculation Details

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# Overall Grade

[← Calculation Details](#)

Search by student name

Student	Grades
Samantha Fraser_Admin_PreviewUser	A
Chris Bird	A
Kyle Charron	--

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

Instructions

The overall grade helps students keep track of their progress. The overall grade is calculated using relative weights for each test.

Select how the overall grade is displayed

Letter

☒ Show to students

12.5 %	0	▼
12.5 %	0	▼
12.5 %	0	▼
12.5 %	0	▼

28 Click the Hide icon

0	✖
0	✖
0	✖
0	✖
0	✖
0	✖
0	✖

29 Click "Save"

<input type="radio"/>	<input checked="" type="checkbox"/>	
<input type="radio"/>	<input checked="" type="checkbox"/>	
<input type="radio"/>	<input checked="" type="checkbox"/>	
<input type="radio"/>	<input checked="" type="checkbox"/>	
<input type="radio"/>	<input checked="" type="checkbox"/>	
12.5 %	<input type="radio"/>	<input type="checkbox"/>

CancelSave?