**Success Checklist for Distance Education’s 3rd Video + Tips to Avoid Points Off**

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| **Note to Michele**  **There is a 1-page grading feedback version of this 1st page like those you saw pre-pandemic.**  **This long spread out one is to try to meet them where they are**  **Doing snippets of the 3rd video to:**   1. **Advertise it** 2. **Help non-readers/non-listeners find each thing**   **Want to add examples they should NOT do, such as example of**   * **backlighting with face blotted out** * **dark room with face blotted out** * **tiny IDs with photo with face blotted out on photo and ID** * **tiny IDs with**   **To try to save my time, made link with how to make ID’s work/ probably need 1 on backlighting/lighting.** |

**1st Prepare Your Test Area**

The required actions and penalties if you do not do them are the same as in your syllabus, but in this table they have tips and are in the order you do them in Respondus.

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| **STEP** | **Student’s Required Actions to Prepare the Test Area and Yourself for Each STEP with Respondus** | **Minus 30%** | **0 for Exam** |
| STEP 2 | You place the external webcam so it shows the test area completely. | X |  |
| STEP 2 | **Caution:** You must remain in the webcam view during the **whole** exam to the last question. |  | X |
| STEP 2 | You turn on the microphone so it records and you make sure it continues to record. | X |  |
| STEP 4 | You turn on sufficient lighting and places lights so no backlighting. | X |  |
| STEP 4 | You sit with your computer on a **hard surface** (desk, table, TV tray, etc.) (**Caution: Not** with the computer on your lap and **not** sitting or lying on a bed or a couch.) .Have **nothing** on the hard surface except your computer and Photo ID. | X |  |
| STEP 4 | You remove all unauthorized materials near your test area. **Examples:**   * **No** phone * **No** papers * **No** clutter of **any** type.   To quote the video, **all** “out of reach.”  **Tip:** To avoid picking up their bedrooms, some students take exams on a kitchen table or on a patio table. That is fine with your prof. |  | X |
| STEP 4 | You do **not**   * Talk with others during the exam * Play music or other audio recordings   **Tip:** That also means no headphones. |  | X |
| STEP 5 & 6 | You must have a valid PHOTO ID. If you have a Texas Driver’s License, that qualifies.  **Cautions:**   1. If you have a **long** Texas ID, you **must** follow directions in the link below. 2. If you do **not** have a Texas Driver’s License, email in Blackboard Course Messages a scan of the ID you propose to use so your prof can decide if it will qualify. Do this at the **beginning** of the term, and your prof will reply back ASAP.   Click [here](http://www.cjbibus.com/Two_Quick_Solutions_for_More_Difficult_IDs.pdf) for Preparing for STEP 5 & 6: Picture and Photo ID (Link Address: http://www.cjbibus.com/Two\_Quick\_Solutions\_for\_More\_Difficult\_IDs.pdf) | X |  |
| STEP 7 | You show a complete environment video with 10% **each** for showing clearly these 3 parts: `   1. All parts of the hard surface where you will take your exam 2. Your lap and the floor below the hard surface 3. All 4-walls (a 360-degree) view of your room. | X |  |

### **2nd Do the 9 STEPS Respondus Shows You So You Can Begin an Exam**

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| **STEP** | **Short Reminders of What WCJC’s Demonstrator Did and You Must To. Caution: Look at WCJC’s 3rd Video.** |
| STEP 1 | TERMS OF USE – Just click. |
| STEP 2 | **Recognizing Where You Should Be in WCJC’s 3rd Video *Starting Your Test***  C:\Users\cjbibus\Desktop\2webcamcheck.PNG |
| STEP 2 | WEBCAM CHECK – **You** do what WCJC’s Demonstrator did on the screen:  **Caution:**   1. If you have an internal webcam, you **must** change your webcam to **external**. 2. Then speak **aloud** (**alphabet or count to 10**) to check the microphone. 3. Then check your webcam to be sure your image is in the right place. |
| STEP2 | **Recognizing Where You Should Be in WCJC’s 3rd Video *Starting Your Test***  C:\Users\cjbibus\Desktop\2webcamcheck-NoticeTryAgain.PNG**< Notice the Try Again button if you were not correct.**  **Tip and Caution*:***   * **In many locations,** Respondus lets you click on **Try Again** to correct your work. Use it. * Your prof can tell if you checked your own work and corrected it. Do **not** ignore your responsibility. |
| STEP 3 | **Recognizing Where You Should Be in WCJC’s 3rd Video *Starting Your Test***  **C:\Users\cjbibus\Desktop\3AdditionalInstructions.PNG**  **In this and most classes, this screen lists solutions for possible problems.** |
| STEP 3 | ADDITIONAL INSTRUCTIONS – Read this and notice what you may need to explain in the video when you take a test. |
| STEP 4 | **Recognizing Where You Should Be in WCJC’s 3rd Video *Starting Your Test*** C:\Users\cjbibus\Desktop\4GuidelinesTips.PNG  **Caution: Meaning matters!**   * **Guidelines = ropes that help you avoid falling off mountains.** * **Tips = “expert information.” Use both!** |
| STEP 4 | GUIDELINES + TIPS –If you read a TIP that you have **not** done, do it **now** and then resume. **Caution:** The syllabus says an **external** webcam is required for **this** course. |
| STEP 5 | **Recognizing Where You Should Be in WCJC’s 3rd Video *Starting Your Test* <NOTICE! Make your** face fill the frame **(the rectangle).**  C:\Users\cjbibus\Desktop\5Studentphoto.PNG  *FYI: Michele, once I know what is going to happen, I will clean up the spacing.* |
| STEP 5  **FROM>**  **TO >** | **Michele,** in prior conversations (and it has been a while), I hope that I understood correctly that this could be a fast fix to put **Kim’s WCJC ID on the right** **instead of a 2nd picture of her. It could help this very useful video be clearer**.    **Once the screen is fixed and shows PHOTO and ID for Kim, then point out that photo and ID should be about same size since**  **Propose to put in 2 picture examples of what not to do.**  STUDENT PHOTO – Click [here](http://www.cjbibus.com/Two_Quick_Solutions_for_More_Difficult_IDs.pdf) for Preparing for STEP 5 & 6: Picture and Photo ID (Link Address: http://www.cjbibus.com/Two\_Quick\_Solutions\_for\_More\_Difficult\_IDs.pdf  **All of these incomplete or incorrect versions *could* disappear FROM here.**    C:\Users\cjbibus\Desktop\5withKimphotoand right of Cs ID.PNG  C:\Users\cjbibus\Desktop\5with CID on left and on right..PNG  **All of these *could* disappear TO here** |
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| STEP 6 | **Recognizing Where You Should Be in WCJC’s 3rd Video *Starting Your Test***  If this could be fixed fast, put the corrected snippet with Kim’s PHOTO on left and Kim’s ID on the right **here**. |
| STEP 6 | SHOW ID – **You** show the Photo ID that you determined you could use above.  **Caution about STEP 5 and STEP 6:** Respondus shows your PHOTO and your ID and the prof is **required** to determine:   1. If the **photo** of the person taking the test is the person in the **picture** on the PHOTO ID 2. If the **name** on the PHOTO ID matches the **name** you used in registering for the class. |
| STEP 7 | **Recognizing Where You Should Be in WCJC’s 3rd Video *Starting Your Test***  C:\Users\cjbibus\Desktop\7Env Video1st part.PNG |

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| STEP 7-1st | ENVIRONMENTAL CHECK – Do **all** that the Demonstrator does.   1. **Remove** the external webcam 2. **U**se it to point **slowly, m**oving the webcam from one side of the workspace to the other to **each** of these locations:   **1st, have** **nothing** on the workspace **except** your computer and your Photo ID. C:\Users\cjbibus\Desktop\7video of surface.PNG  L**ift up** the **mouse pad** **and** the **keyboard or laptop** so the prof can see **under** them.  C:\Users\cjbibus\Desktop\7video of lifting laptop.PNG    Not shown here, but in WCJC’s 3rd video, show:   1. Your computer 2. The **space** on **both** its **left** and **right** sides and **behind** the computer. |
| STEP 7-2nd | **2nd, show** **lap** **and feet** and **under workspace** **below** the hard surface on **both** **left** and **right** sides.  C:\Users\cjbibus\Desktop\7videofloorandfeet.PNG |
| STEP 7-3rd | **3rd,** show an all 4-walls (360-degree) view of your room**. Michele, when I saw your statement on the lower right hand corner of Blackboard about the 360 degree, I realized I needed to make that fact more prominent in this section.**  **C:\Users\cjbibus\Desktop\7 4walls or 360.PNG**  **For this class**, if the workspace is a large table, then show the **far side of the workspace** and the **chair seats.**  **Tip to slow down:** Show things from left to right and said aloud what you are showing. No **blurs**. |
| STEP 8 | **Recognizing Where You Should Be in WCJC’s 3rd Video *Starting Your Test* <Once you complete your 4-walls (360 degree)view of your environmental, then do this:** |
| STEP 8 | FACIAL DETECTION CHECK – Restore your external webcam to its **correct** position. When doing the exam, you can scratch your nose, and twist your neck, but keep in the frame (the Respondus rectangle).  **Tip:** Blackboard displays this number for the prof. |
| STEP 9 | BEGIN EXAM – You follow the steps in the video to start the Sample Respondus Exam—or any other exam you must use with Respondus Monitor. |