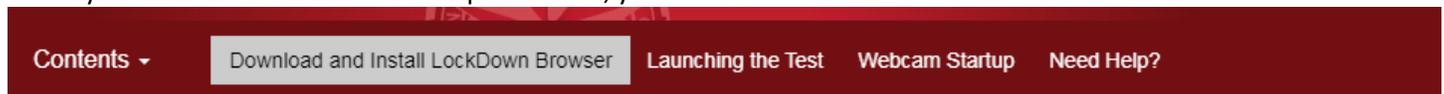## Instructions—and introductions to things to help you

1. Look at the overview at the top of the folder.
2. Notice the technical requirements for an external webcam and notice the facial detection settings in Respondus Monitor.
3. Look at the checklist to help you do the actions you need to do.
4. Look at the penalties listed in the Syllabus. Also notice that the top of the checklist lists those same penalties, but gives you tips to prevent the penalties.
5. Look at the link from Distance Education.
6. Notice the Sample Respondus Exam. It lets students practice as much as they want and—when they think they know how to do it—get feedback so they know if they are OK or must change how they do this.
7. **Before you sign up in the Respondus Signup discussion**, do these things:
   a. Use **all** of the things above.
   b. Take the Sample Respondus Exam carefully.
   c. **Tip:** and **Caution:** At each Startup step, be absolutely sure that you check what is written in the Checklist and you do all that is written.
   d. That also means that **before** you go on with the next step Respondus asks for, you **play back** what you did before and make sure it matches the Checklist.
   e. If what you did is **not** correct, you do it over (and, if necessary, over again) **before** you go to the next step.
   f. When you are sure, sign up for the date and time you want to take the Final Exam.
   g. Your prof will check your **last** video, and only your last video. The 1st thread in the Respondus Signup discussion tells you how that works.

Tips with Item 5

Item 5 is the same link available from Blackboard's Login screen. Because some students use all 3 parts of the screen on the same day, they are fine. Because other students come back to these screens after some time as passed, those students may make errors. The tips below are to help with that.

Here is Distance Education's link to How to Test with Respondus available on Blackboard's Login page and here. Link address: https://softchalkcloud.com/lesson/serve/8hkmXWAjVbt9S4/html.

When you click on the How to Test Respondus link, you see 3 choices:

| Contents ▾ | Download and Install LockDown Browser | Launching the Test | Webcam Startup | Need Help? |

1   **2**   **3**

With all 3 choices, be sure you look at what is **below** the video or initial information to check to see if there is information that might help you.

1	The 1st choice Download and Install LockDown Browser - Provides all instructions for downloading and installing —including for different devices--and a video.
2	The 2nd choice Launching the Test - Provides all instructions for launching the Test. **Tip:** and **Caution**: **Launching** the test means you **must first** come in **through the LockDown Browser** (not your regular browser). Follow the steps to avoid misery. If you forget and do not first go to the LockDown Browser, the system displays a screen that is misleading. It looks like a password is required. Respondus does **not** require a password. **Exit and do the instructions with Launching the Test.**

| 3 | The 3rd choice <mark>Webcam Startup</mark> - Provides at the beginning of the video a very useful reminder of how to launch a test and provides exactly what you are to do in what Respondus calls

Provides just **below** the video some tips to help you.

Once the video begins the Startup Sequence, **use the Checklist** provided in this folder so that you **notice all that is expected of you**. Check off what you see **as** you see it so you actually notice. <mark>Tip:</mark> in this course, you may use the Checklist during your Final Exam, not just with the Sample Respondus Exam. Just say aloud that you are using it and show the blank back of the checklist.

Using the Checklist can save you lost points and misery.

If you see more that needs to be in the checklist, please tell me and I'll change the checklist. |