

# Current Topics In Remote Instruction

*Best practice coming into finals time, the do's and don't's of Lockdown Browser, and upcoming workshops*



## LOOKING FOR FINAL EXAM GUIDANCE? WANT A SEPARATE SET OF EYES TO VERIFY YOUR FINAL? CONTACT US NOW FOR CONSULTATIONS!

As we enter the final few weeks of the semester, it is absolutely crucial to schedule your consultations with our staff here at EdTech earlier rather than later. We will have a high volume of requests coming in during these last two weeks, so take advantage and send your questions or requests for meeting not to our email at [edtech@uconn.edu](mailto:edtech@uconn.edu). Please note that if you call our line, it may be busy or go to voicemail. You can always contact us via email and one of our staff members will get back to you promptly.

## HUSKYCT COURSE CREATION FOR SUMMER TERM 2021

HuskyCT sites for courses being taught in summer of 2021 have been created and should be in your HuskyCT center beneath the 2021 semester term. If you access the 2021 Summer session and your course **is not present** please make sure your course is listed in StudentAdmin. If you would like a course restore from a previous semester, you request this by accessing this form: <https://confluence.uconn.edu/ikb/teaching-and-learning/huskyct/instructor-support/getting-started-with-huskyct/restoring-huskyct-content-from-prior-semesters>

## MEET THE ED TECHIE



Ashiespal has worked at EdTech since January 2021. He enjoys helping faculty navigate through their HuskyCT courses with the EdTech team. When not in the office, Ashiespal loves to be outside playing pickup basketball and enjoying nature. Ashiespal is a Chemistry major and will be graduating in 2023

## PREPPING FOR YOUR FINAL EXAM

Assessing student learning in an online format poses unique challenges -- especially given the circumstances of the times. As we approach final exams, we at EdTech want to make sure our instructors have the information they need to successfully administer their exam.

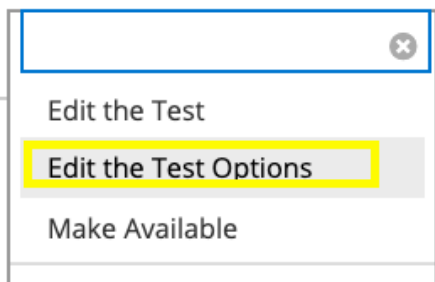
### When should I start prepping?

The sooner the better! We recommend prepping for your online exam at least a week in advance, but it is best to give yourself as much time as possible. Remember to contact us early if you need 1:1 support -- we typically schedule our consultations a few business days in advanced and our schedule fills quickly.

### How can I provide accommodations for students?

Students have various types of accommodations that need to be accounted for in an online format. HuskyCT allows instructors to make these accommodations by editing the test delivery settings. The availability exception allows instructors to **provide extra time, a flexible due date, or multiple test attempts** for specific students. To create availability exceptions, access the drop down menu to the right of the title of the exam and select "edit test settings".

For further instructions on how to do this, please check our [resources](#) in Confluence.



### How can I monitor synchronous exams?

Instructors can proctor students using Webex or Teams. With larger classes, the instructor will need to scroll through the pages of students to view them. The instructor can record the session if needed.

### How can I monitor asynchronous exams?

Proctoring exams remotely can be an intimidating task at first. Lockdown Browser & Respondus Monitor allow instructors to lock the student's browser while taking the exam, as well as record them taking the exam via webcam. The software requires students to film their surroundings, as well as remain on screen through the entirety of the exam.

Instructors should be aware that a student's recording may be flagged for the following reasons:

- If the user is taking the exam **in a poorly lit environment**, Respondus Monitor may not detect them on video.
- If a student is wearing a medical or cloth mask, Monitor may have difficulty detecting their face.
- If the user moves their screen up or down, the monitor may lose the user. Advise users not to do so while taking the exam.

### Does Monitor verify misconduct?

Monitor is only intended as a deterrent system that flags potential misconduct. It does not verify misconduct because it is not a sophisticated enough system to replace the actual judgement of a human. You must review any flagged videos to decide if misconduct occurred.

### Looking for guidance on reviewing Monitor videos?

One of our instructional designers created a [guidance video](#) for reviewing Monitor sessions.

### What should I know before using Lockdown Browser (LDB) or Monitor?

Tip #1: Lockdown browser will automatically populate a password in the test settings page. You should not touch or edit this password.

Tip #2: If you do change the password, you will notice there is a "fix it" button that will appear in your lockdown browser settings. You can select "fix it" to resolve the password issues.



Tip #3: Sometimes, students will report needing a password to enter the exam, even if you did not put a password on LDB. To resolve this, put a password in the LDB settings and share it with students.

Tip #4: If only one or a small number of students experience difficulties, it is probably related to the student's settings, firewall, or virus scanner. Students should be directed to ITS Tech Support ([techsupport@uconn.edu](mailto:techsupport@uconn.edu)) for assistance.

Tip #5: Feel free to contact us at Educational Technologies. We are available Monday through Friday from 9-4, and are happy to schedule a consultation to review or help you prepare your exam.

# The No-Fail Guide To Lockdown Browser

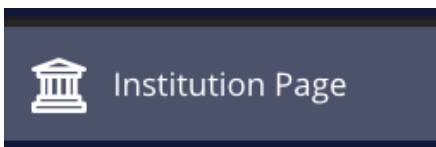
*Because many instructors have questions about using Lockdown Browser with Monitor, we are providing this guide again to help you avoid trouble with Lockdown Browser.*

## 1. ATTEND A WORKSHOP

The Center for Excellence in Teaching & Learning offers a variety of workshops on Lockdown Browser before and during the semester. Attending one of these workshops will ensure you are familiar with the technology as well as the best practices for avoiding common mistakes when using Lockdown Browser. If you cannot attend a training, you can watch the [recording](#).

## 2. REVIEW INFORMATION ON OUR KNOWLEDGE BASE

Information on using Lockdown Browser is also available on our [confluence knowledge base](#). You can access this by going to your institution page on HuskyCT and selecting "Instructor Help."



Welcome to HuskyCT!

HuskyCT is UConn's learning management system about HuskyCT, as well as useful links to find c

The main menu on the left-hand side of the sc HuskyCT, and any course or non-class site you

If you have any questions about HuskyCT, ple

[The new Instructor Help online resources](#)  
[The new Student Help online resources](#)

## 3. SET UP A PRACTICE EXAM

**Set up a no-stakes practice exam that students can take as many times as they want throughout the semester to ensure that they do not have technical difficulty.** If they change computers or make any changes to their computer—such as upgrading the operating system or changing settings—they should test their equipment again.

## 4. VERIFY YOUR VERSION

Make sure students install the UConn version of Lockdown Browser—other versions will not work.

## 5. TECHNICAL REQUIREMENTS

Remind your students of the technical requirements of Lockdown Browser which include needing a strong internet connection and a working webcam.

## 6. USE RECOMMENDED SETTINGS

Lockdown Browser requires specific settings to function properly. These settings include the following:

1. Do not select force completion
2. Do not touch the password field in test settings (do not edit, add, or delete the password)
3. Use "display all at once" for question settings

## 7. FINISH YOUR TEST

Be sure to completely finish building your exam prior to turning on those settings.

## 8. KNOW THESE STEPS

Some settings are crucial for troubleshooting Lockdown Browser mistakes.

### Clear Test Attempt:

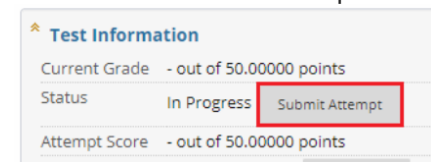
1. Access your Grade Center
2. Locate the column for the student's test
3. Click the drop down arrow and select "view grade details"



4. Select "Clear Attempt" on the following page.

### Force Submission:

1. Access your Grade Center
2. Locate the column for the student's test
3. Select the blue "in progress" symbol
4. Expand the menu by selecting "test information"
5. Select "Submit Attempt"



## 9. ALWAYS HAVE A BACKUP PLAN

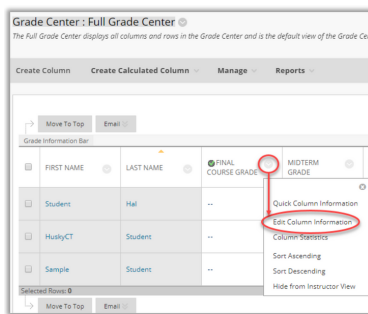
**In the case that Lockdown Browser fails to work, make sure you have a backup solution.** Be prepared to manually monitor some students using Microsoft Teams, Zoom, Webex, or Blackboard Collaborate.

# Pushing Grades to Student Admin (PeopleSoft)

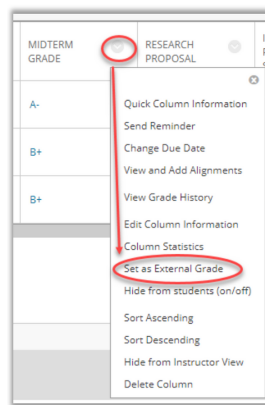
Each semester, instructors must enter their grades to Student Admin (PeopleSoft) in order for these grades to be entered onto the transcript. For instructors wishing to push grades from HuskyCT, we are sharing instructions on how to do this. Other options are available [here](#).

## STEPS THROUGH HUSKYCT

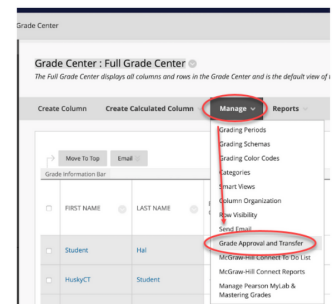
Step 1: First, edit your column to be labeled "MIDTERM GRADE"



Step 2: Set the column as External Grade.

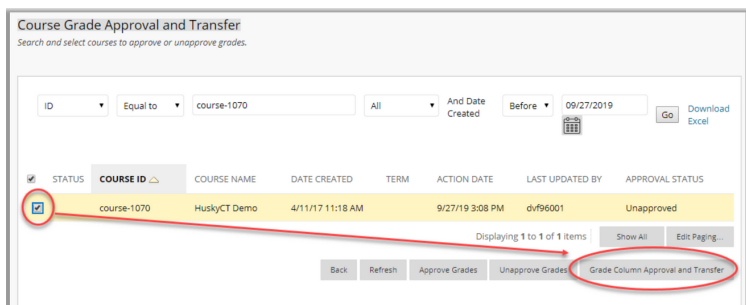


Step 3: Access "Grade Approval and Transfer"

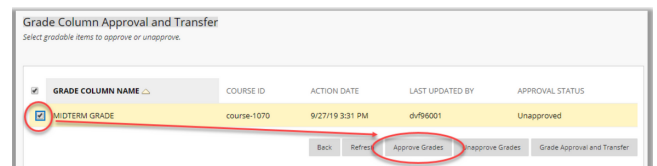


Once you have named your grade column correctly, set it as the external grade, and made sure the Primary Display is showing a letter grade, you are ready to proceed to Step 2 and "push" that column to Student Admin.

On the Grade Approval and Transfer page, check the box for your course and click "Grade Column Approval and Transfer."



Next, you will see the column you had previously set as the External Grade. Check the box next to the column name and click "Approve Grades." This will send the grades to Student Admin. **REMINDER: This does not finalize grade approval in the Student Admin system. You will still need to login to StudentAdmin and complete the grade approval process there for your grades to become "official" for the Registrar.**



Once you have completed these steps to push grades from HuskyCT to Student Admin, it may take up to 2 hours for those grades to appear in your Student Admin Grade Roster. (At a minimum, the process will take 45 minutes.)

If you find that you need to change a student's grade after you have already pushed your grades to Student Admin, you can still change that grade in HuskyCT and repeat Step 2. That will re-push grades to Student Admin.

# Adaptive Release vs. Test Exceptions

*With UConn's mission of inclusion and accessibility, the university's learning management system has accommodation functions built in. Adaptive release and test exceptions are two of these accessibility features that allow instructors the option to allow more time, more attempts, and give partial access to specific groups for assignments and assessments, but they are different. Here's what you need to know.*

## TEST EXCEPTIONS

Test exceptions are built into the test settings. Test exceptions allow instructors to give **specific accommodations for tests only**. There is no test exception function in any other aspect of Blackboard. This is an exclusive function **only meant to add extra time or attempts or date accommodations for those students with pre-discussed needs or needs determined by CSD**. Here are some additional common misconceptions about test exceptions that are important to note:

1. **You cannot use test exceptions to add more time during the test.** If a user has already begun their test, you cannot update the test exception or add a test exception that can be applied in that attempt. If a student contacts you **during** the exam for extra time because of an accommodation you will need to have them submit their attempt and input a **new** test exception in the test settings area.
2. **You cannot use test exceptions to add an exception for a group.** You can only apply individual test exceptions to individual users. Each test exception must be put in place according to individual users.
3. In test exceptions, you can only change **the date and time of availability for a specific user, how many attempts a specific user's and how much time they have in minutes,**
4. Lastly, the test settings for the exam in general will **still apply** to the student. The only settings that will be adjusted are those set in step 3. You **do not need to have an alteration for each of those settings**, though it may be helpful on a case by case basis.

Test exceptions can be a very useful function for those with test taking accommodations. Please refer to our instructions on [using test exceptions here](#).

## ADAPTIVE RELEASE

Adaptive release is a function that can be applied to **any item in HuskyCT**. This includes **assignments, group assignments, powerpoints**, and so on.

Adaptive Release can be used when a professor needs a certain criteria for students to access a assignment or exam. This criteria can be that the student needs more time or maybe they need a certain grade to access an assignment. Here are some important things to know about adaptive release.

1. **Adaptive release should not be used for test exceptions or accommodations for tests.** The test exception function in the test settings page allows for all necessary test accommodations and can also account for those individuals with Incompletes or post-semester make up work. Using adaptive release for accommodations can become complicated and should be avoided if possible.
2. **You can use adaptive release for groups or individual users.** The HuskyCT system will always default to the most restrictive setting. If you use adaptive release to make an item available to **one student** it will only be available to **the one student**. This can be good and bad on a case by case basis.
3. You should **not** use adaptive release for general assignment availability. You can adjust the availability of an assignment in the assignment settings, and you do not need to add adaptive release to the assignment to achieve that function.
4. Lastly, be careful with applying multiple rules to various assignments. Some instructors may opt to use adaptive release on a "first this, then this basis." If you are doing so, be mindful of what items you apply adaptive release to.

When used well, adaptive release can be very helpful. Refer to our [instructions here for more info](#).