

Canvas Finals for Emergency Remote Instruction



If you decide to use a traditional exam online in Canvas for your final, here are some guidelines:

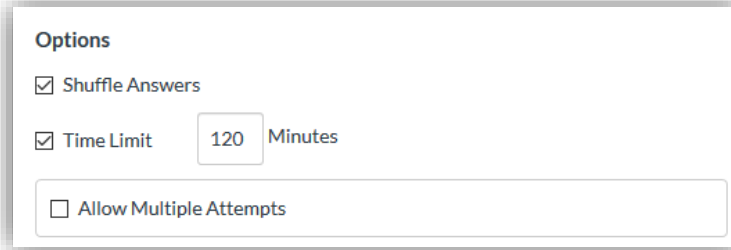
- Your online exam must be available to students during the regularly scheduled final exam day and timespan for in-person classes as designated in the Baylor University [final exam schedule](#).
- Generally, you should at least make the item available in Canvas from “first thing in the morning” (specify a time depending on your preparedness to address issues or complications) to 11:59pm on the designated day of the exam. Traditional online practices suggest that assignments be available for at least 24 hours, so consider extending your final exam’s availability to afford your students reduced planning anxiety and to accommodate a wider range of scenarios, which may be influenced by caregiver responsibilities, technology access, time zones, and more.
- There is flexibility regarding the duration of the Canvas quiz item itself. In most cases, you should maintain the full 2-hour duration, for example if your final exam is longer or more involved than a regular test during the semester. If you wish to curb student’s research or looking up answers during the exam without using online proctoring, consider reducing the allotted time for the exam.
- Accommodations for extended time for specific students [can be provided in Canvas](#) using the “Moderate this Quiz” tool.

Creating and Configuring an Online Final Exam in Canvas

The **Quizzes** feature in Canvas is the tool for delivering an online assessment. When using this option, consider the following configuration options:

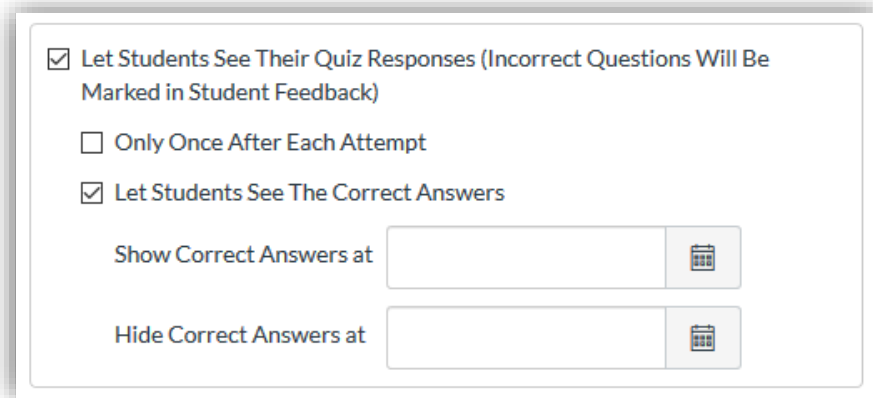
1. Use the Question Banks feature in Quizzes to store test questions with mixed question styles (multiple choice, fill in the blank, true/false, short essay, etc.) for future use.
 - When creating fill-in-the-blank items, consider all possible answer options to minimize the possibility of correct answers being automatically graded as incorrect.
 - Create short answer or essay questions that require comprehension of the material; this allows for better assessment of higher-order thinking skills.
2. When creating the quiz item in Canvas, shuffle the answer options for multiple choice questions.
3. Establish the exam time limit. Remember that students will likely need double or triple the time it takes you to answer each question. Remind students to submit their Canvas test before the timer runs out; Canvas will automatically mark unanswered questions as incorrect responses.

- Final exams do not generally include multiple attempts.



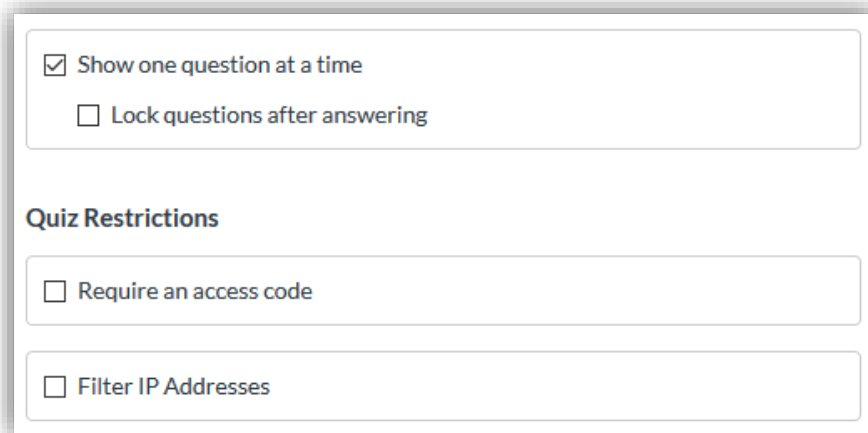
A screenshot of the 'Options' section in a Canvas quiz configuration. It features three settings: 'Shuffle Answers' is checked; 'Time Limit' is set to 120 minutes; and 'Allow Multiple Attempts' is unchecked.

- Determine the level of feedback you will provide students online in association with the administration of the exam.
 - Avoid showing correct answers until after everyone has completed the exam. You can specify the same end date and time used below to close the availability to take the exam.



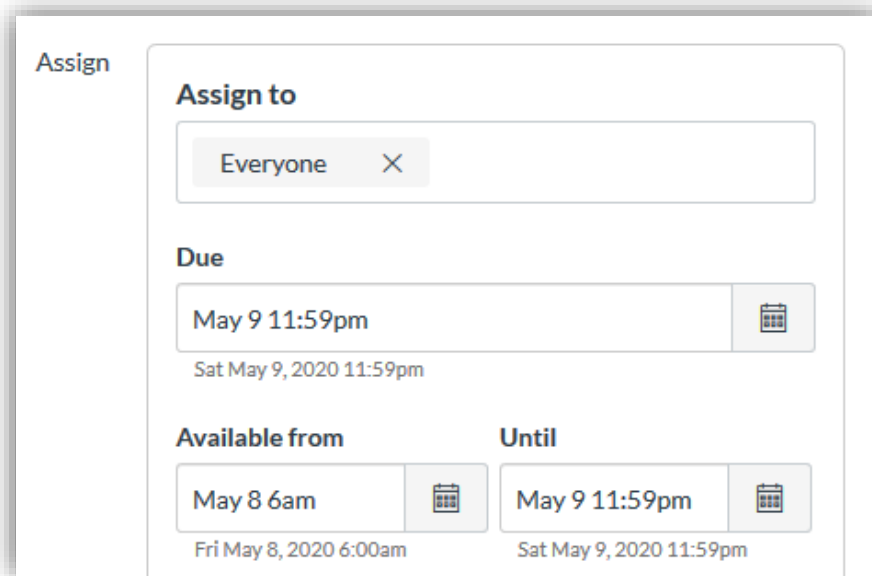
A screenshot of the feedback settings in a Canvas quiz configuration. It includes three checkboxes: 'Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)' is checked; 'Only Once After Each Attempt' is unchecked; and 'Let Students See The Correct Answers' is checked. Below these are two date pickers: 'Show Correct Answers at' and 'Hide Correct Answers at'.

- Set the exam to display one question at a time. Decide whether or not you will allow students to use the “Back” button to return to previous questions.
- The additional Quiz Restrictions are advanced features that you can skip.



A screenshot of the 'Quiz Restrictions' section in a Canvas quiz configuration. It contains three checkboxes: 'Show one question at a time' is checked; 'Lock questions after answering' is unchecked; 'Require an access code' is unchecked; and 'Filter IP Addresses' is unchecked.

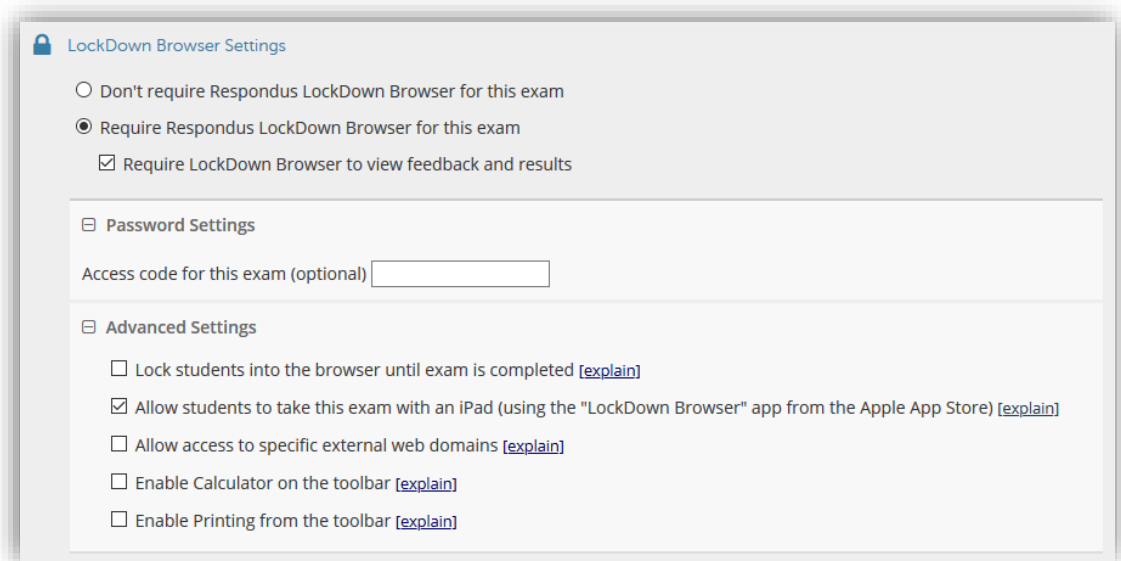
8. Designate at least 24-hours of availability inclusive of the regularly scheduled 2-hour exam slot for your course as it would have been if it remained in-person.



The screenshot shows the 'Assign' interface in Canvas. It includes the following fields:

- Assign to:** A dropdown menu with 'Everyone' selected and a close button (X).
- Due:** A date and time selector showing 'May 9 11:59pm' with a calendar icon. Below it, the full date and time are displayed: 'Sat May 9, 2020 11:59pm'.
- Available from:** A date and time selector showing 'May 8 6am' with a calendar icon. Below it, the full date and time are displayed: 'Fri May 8, 2020 6:00am'.
- Until:** A date and time selector showing 'May 9 11:59pm' with a calendar icon. Below it, the full date and time are displayed: 'Sat May 9, 2020 11:59pm'.

- All dates and times throughout the course are displayed according to the course's established time zone. Students can view these adjusted to their time zone by [changing a setting in their user account](#) within Canvas.
 - If a custom due date is necessary for individual students, create additional "Assign to" entries for specific student names (instead of "Everyone") and their custom settings. There is no need to create additional exams for accommodating multiple students' due dates and availability.
9. Configure [Respondus Lockdown Browser and Respondus Monitor](#) to provide proctoring.
 - Respondus Lockdown Browser Settings:




The screenshot shows the 'LockDown Browser Settings' interface. It includes the following options:

- Don't require Respondus LockDown Browser for this exam
- Require Respondus LockDown Browser for this exam
 - Require LockDown Browser to view feedback and results

Below these options are two expandable sections:

- Password Settings:** Includes an input field for 'Access code for this exam (optional)'.
- Advanced Settings:** Includes several checkboxes:
 - Lock students into the browser until exam is completed [\[explain\]](#)
 - Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
 - Allow access to specific external web domains [\[explain\]](#)
 - Enable Calculator on the toolbar [\[explain\]](#)
 - Enable Printing from the toolbar [\[explain\]](#)

○ Respondus Monitor Settings:

 Monitor Webcam Settings

Don't require Respondus Monitor for this exam

Require Respondus Monitor for this exam

Either Respondus Monitor or a proctored lab can be used to take this exam

Startup Sequence

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

<input checked="" type="checkbox"/> Webcam Check Preview
<input checked="" type="checkbox"/> Additional Instructions Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips Preview
<input checked="" type="checkbox"/> Student Photo Preview
<input type="checkbox"/> Show ID Preview Edit Text
<input checked="" type="checkbox"/> Environment Check Preview Edit Text
<input checked="" type="checkbox"/> Facial Detection Check Preview

Facial Detection Options

Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)

Notify students **during** the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

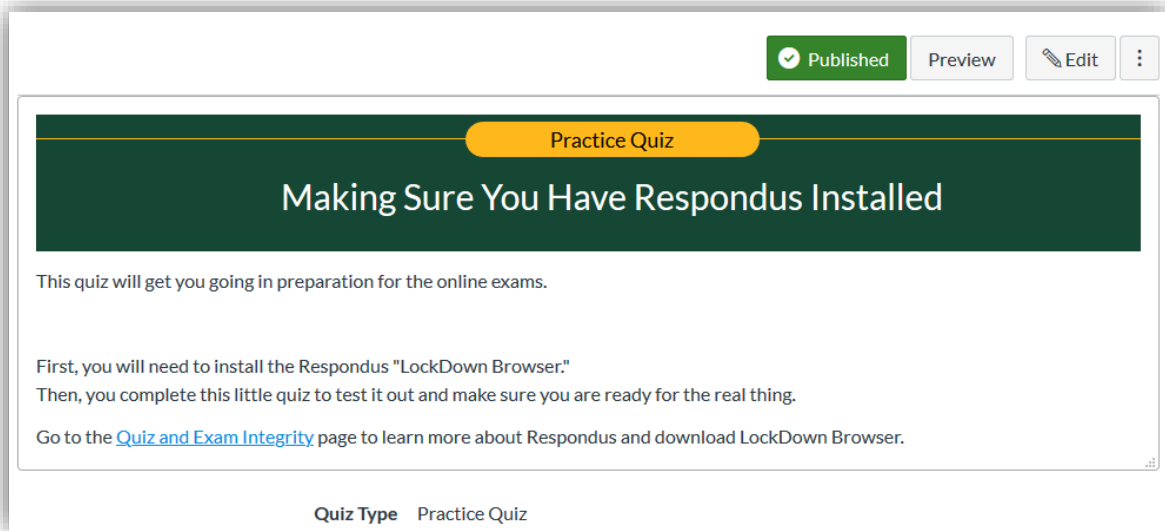
Advanced Settings

Allow another application to use the microphone during this exam. [\[explain\]](#)

Make webcam videos additionally available for viewing on mobile devices (allow 24 hours).

Enter a demo student username for use by the instructor: [\[explain\]](#)

10. Offer an ungraded confirmation/practice quiz with unlimited attempts to allow students to test technology beforehand.



11. Provide clear instructions for students regarding how they should proceed with the online final exam including communicating the format in which it will be given, its duration and availability. Consider providing students example questions with which to practice.
12. Consider creating an ungraded online discussion board dedicated to answering questions regarding the final exam.

