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.
4. Final exams do not generally include multiple attempts.

5. 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.

6. 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.

7. The additional Quiz Restrictions are advanced features that you can skip.
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.

- 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:
Canvas Finals for Emergency Remote Teaching

- 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.
      - Webcam Check
      - Additional Instructions
      - Guidelines + Tips
      - Student Photo
      - Show ID
      - Environment Check
      - Facial Detection Check

  - Facial Detection Options
    - Prevent students from starting the exam if face cannot be detected during Startup Sequence.
    - Notify students during the exam if face cannot be detected (prompt for a fix)

  - Advanced Settings
    - Allow another application to use the microphone during this exam.
    - Make webcam videos additionally available for viewing on mobile devices (allow 24 hours).

Enter a demo student username for use by the instructor:
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.