

Assigning a Hawkes WebTest in Canvas with Respondus Monitor



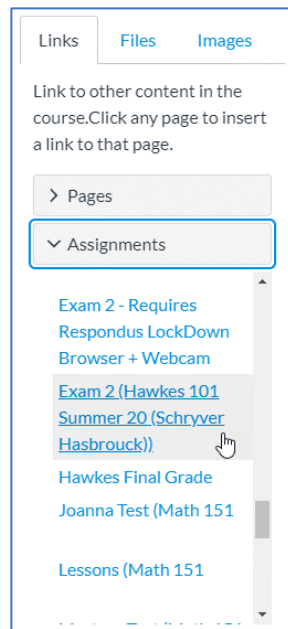
Checklist before starting:

- ✓ **Sync Canvas to your Hawkes course.**
 - ✓ **Create a WebTest in Hawkes and assign it to your course.**
 - Turn on the Require Respondus Monitor in your Hawkes Grade Book: Assignments > WebTest> Select the test > Additional Settings
- ☐ Require Respondus LockDown Browser
☒ Require Respondus Monitor (only available if you have access to Respondus Monitor through your school's LMS)
☐ Allow Paused Attempts
- ✓ **Make sure the WebTest Deep Link is visible to students.**
 - Must be done to allow students to access the test through Respondus.
 - Let students know that this Test can *only* be taken through the Quizzes area in Canvas.

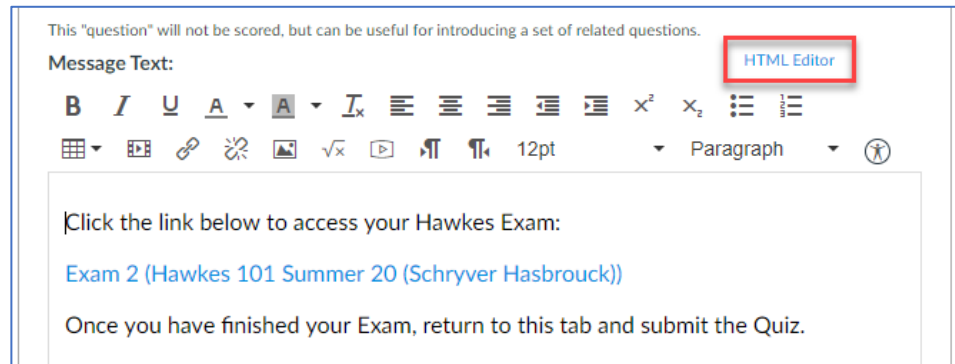
Deep link to Hawkes WebTest through a Canvas Quiz

Go to your course in Canvas that will be assigned the Hawkes WebTest using Respondus Monitor and follow these steps.

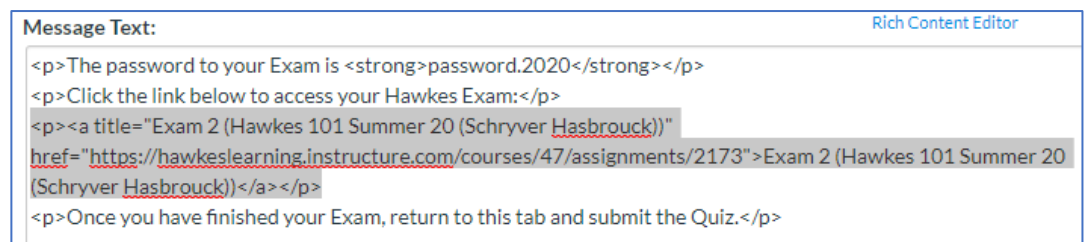
1. **Create and name a Quiz in Canvas.**
 - a. In Course Navigation, select **Quizzes > Add Quiz > Classic Quizzes > Submit**
 - b. In **Details** area, name quiz and optionall add any **Quiz Instructions**.
2. **Add one question to the Quiz with a direct link to Hawkes Webtest**
 - a. Select the **Questions** tab at the top.
 - b. Select **+New Question**.
 - c. In the question type dropdown, select **"Text (no question)"**.
 - d. In the **Message Text** area, include:
 - Any relevant directions for taking the WebTest, such as:
 1. *Launch this test in Hawkes using the following link:*
Exam Name
 2. *Complete and submit your test in Hawkes*
 3. *Close the Hawkes tab to return to the Canvas tab*
 4. *Submit this Quiz in Canvas*
 - Insert a direct link to the Hawkes WebTest in the Message Text:
 - Navigate to the **add links** area on the right, expand **Assignments**, then select the Hawkes WebTest you want to link.



- Select the HTML Editor for the Message Text box.



- Find the text for the Direct Link you have added in (highlighted example in the screenshot below)



- The **exam name** will be listed twice. Find the **>** that precedes the second time the Exam name is listed and paste **target="_blank"** in front of it. For example:

Before: `<p><a title="Exam 2 (Hawkes 101 Summer 20 (Schryver Hasbrouck))" href="https://hawkeslearning.instructure.com/courses/47/assignments/2173">Exam 2 (Hawkes 101 Summer 20 (Schryver Hasbrouck))</a></p>`

After: `<p><a title="Exam 2 (Hawkes 101 Summer 20 (Schryver Hasbrouck))" href="https://hawkeslearning.instructure.com/courses/47/assignments/2173" target="_blank">Exam 2 (Hawkes 101 Summer 20 (Schryver Hasbrouck))</a></p>`

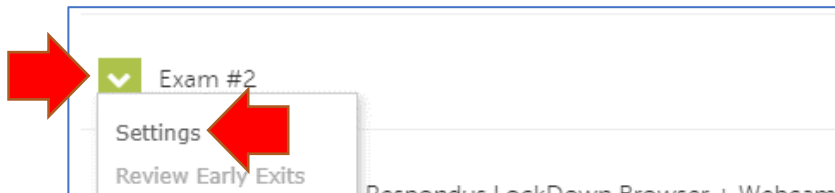
- Select **Update Question**.

3. Assign Quiz and Update Settings in Canvas

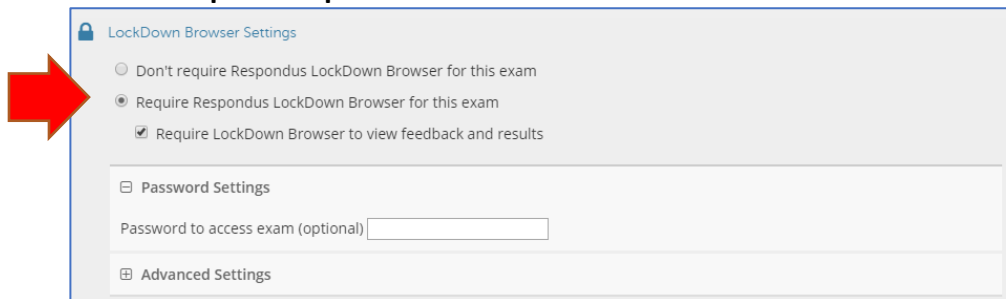
- a. Go back to the **Details** Tab to adjust settings.
 - If you decide to enter a time limit in the Canvas Quiz, set it to be a minimum of **5 minutes more than the settings in the Hawkes WebTest**.
 - Add in Available From and Until dates under the Assign box that correspond to the start and end dates you entered for the Hawkes WebTest.
- b. Select **Save & Publish**.

Enable Respondus LockDown Browser and Respondus LockDown Monitor for the test within Canvas:

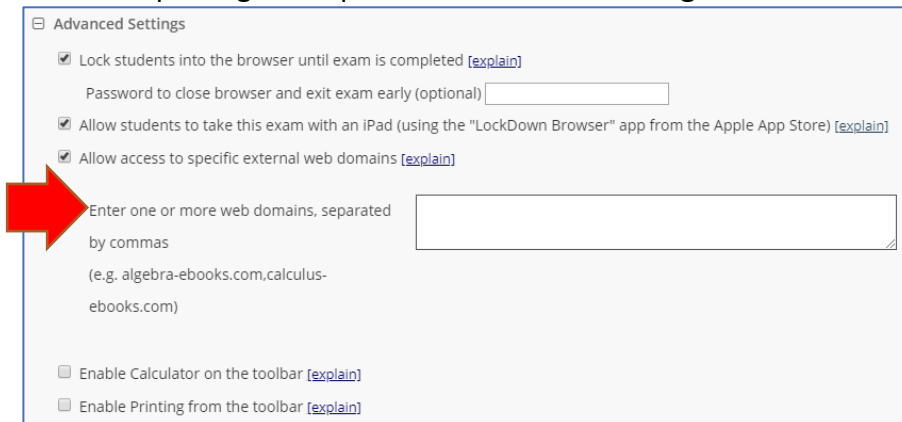
1. Within Canvas, select the **LockDown Browser** option from the navigation menu on the left.
2. Select the **down arrow** next to the Canvas Quiz name and select **Settings**.



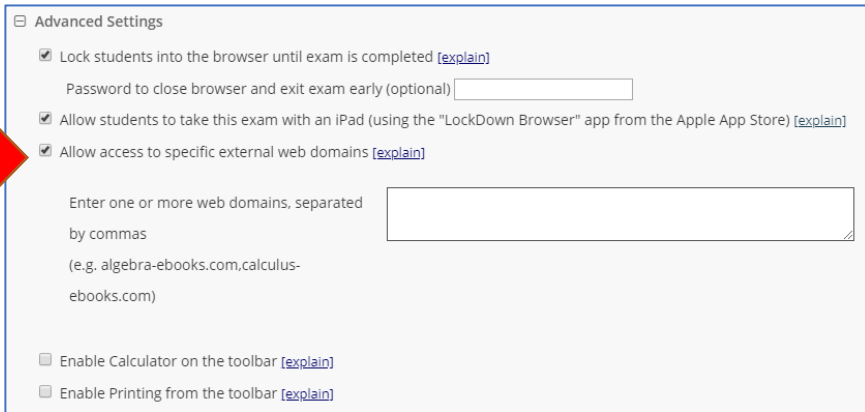
3. Select **"Require Respondus Lockdown Browser for this exam"**.



4. Select **"+"** plus sign to expand the **Advanced Setting**.



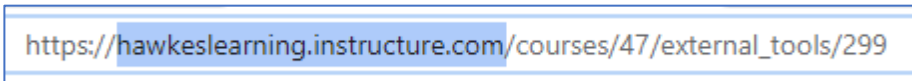
5. Select the box to “Allow access to specific external web domains.”



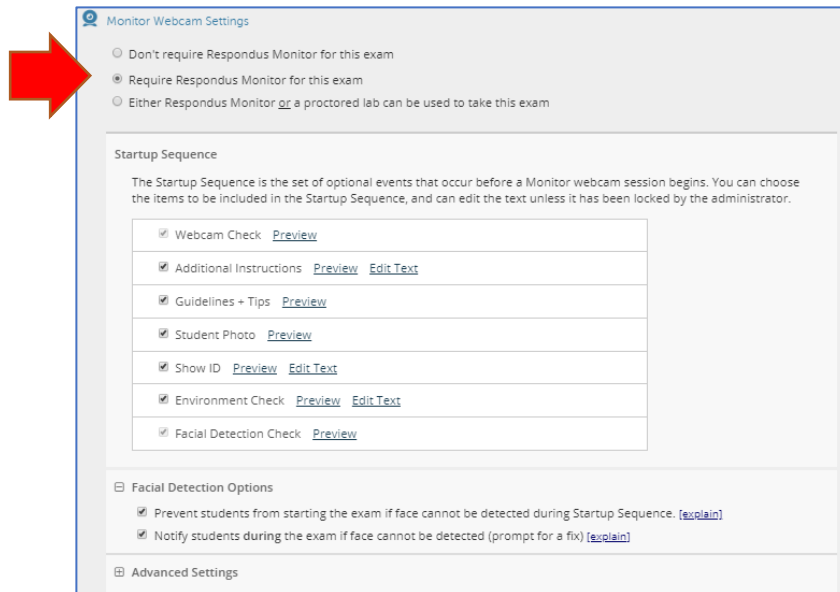
a. Copy and Paste the following URLs into the box:

hawkeslearning.com,
lmssynctool.hawkeslearning.com,
learn.hawkeslearning.com/portal/user/singlesignon,
learn.hawkeslearning.com/Portal/Test/TestTakeTest,
learn.hawkeslearning.com/Portal/Test/TestIntro,
learn.hawkeslearning.com/Portal/Test/TestCompletion,
learn.hawkeslearning.com/Portal/User/Login,
http://support.hawkeslearning.com/supportcenter/index.php?/article/AA-00621/0/,
[Your Specific LMS URL – see below instructions]

* The **[Your Specific LMS URL]** is school-specific. It is the URL that is listed when logged into your Canvas account. It is everything *after* the <https://www>. and ends with .edu or .com. For example, in the screenshot below, the URL needed would be the highlighted portion.



6. Select “Require Respondus Monitor for this exam.” Adjust startup sequence to your preference.



7. Scroll down and click **Save + Close**. This may take a moment to process.

a. When finished, scroll up to check that it shows Required on the named Canvas quiz for Lockdown Browser and Respondus Monitor.

Quizzes ▲			 LockDown Browser	 Respondus Monitor
▼	Exam #2 - Requires Respondus LockDown Browser + Webcam		Required	Required