

Assigning a Hawkes WebTest in Moodle with Respondus Monitor



Checklist before starting:

- ✓ **Sync Moodle 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

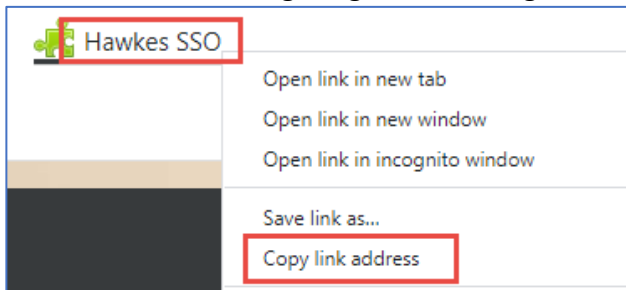
Note: Due to the many varying setups of Moodle, these directions might not follow exactly how your Moodle is set up. If this is the case, please contact your Training and Support Representative.

Link to Hawkes WebTest through a Moodle Quiz:

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

1. Copy the link from the Hawkes Single Sign On Tool

- a. Go to the Hawkes Single Sign On Tool, right click, then choose “Copy link address”.



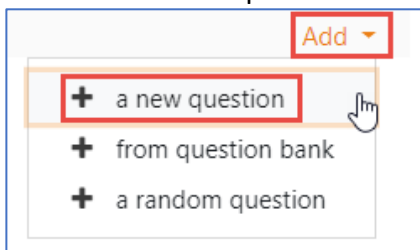
- b. Save the link address to use in step 7.d below.

2. Create and assign Quiz in Moodle

- a. Turn Editing Mode on in Moodle > select **Add an Activity** or **Resource** > select the **Quiz** option.
- b. Enter a **Name** and **Description** for your quiz, then enter your timing options.
 - Note: If you would like to add a time limit in Moodle, add in a time limit that is at least 5+ minutes longer than the time limit for your WebTest in Hawkes. Set the open and close dates and times of the Moodle quiz to be the same as the Hawkes WebTest.
- c. Select “**Save and Display.**”

3. Add one question to the test that links to Hawkes

- a. Selecting “Save and Display” will take you to a page with a message saying “no questions have been added yet”. Select “**Edit Quiz**” below this.
- b. Select the **Add** dropdown on the right side and choose “+ a new question”.



- c. This will open a “Choose a question type to add” window. Scroll down to the **Other** category, select “**Description**”, and then select “**Add**”.

d. Add the following information to the question:

- For the question name, name the question.
- For the question text, include the following:

1. Access the test in Hawkes using the following link, then navigate to your To Do list to take the *[Exam Name]* test in Hawkes: **Click here to access Hawkes** *[add SSO link to highlighted portion- see instructions below]*
2. Complete and submit your test in Hawkes
3. Close the Hawkes tab to return to the Moodle tab
4. Submit this Quiz in Moodle

- Insert Single Sign On link to the Question Text:
 - Use your mouse to select/highlight “Click Here to access Hawkes” and select the



icon.

- In the window that appears, paste in the link address that you saved from step 1.c above. In the **Enter a URL** area, check the “**Open in a new window**” box and then select **Create Link**.

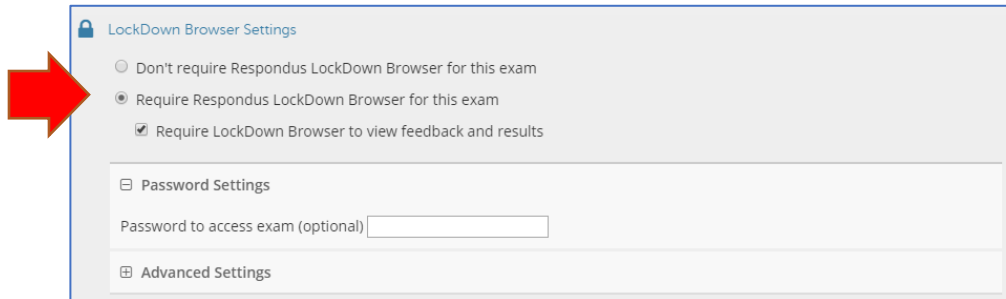
- Scroll down to the bottom and select “**Save changes**”.
- In the maximum grade area on the right, change the maximum score to 0 and select “**Save**”.

Enable Respondus LockDown Browser and Respondus LockDown Monitor for the quiz within Moodle:

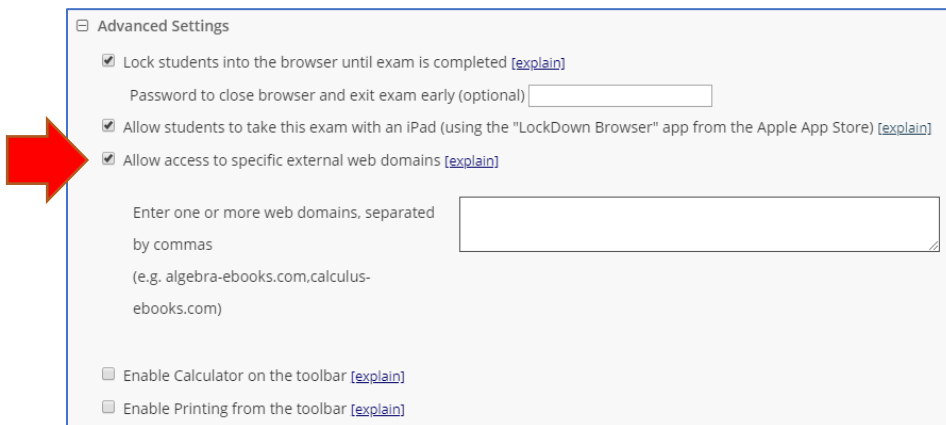
1. Within Moodle, scroll down on the left navigation area and select “**Add a block**” > select **Respondus**.
2. Navigate to the Respondus Block’s dashboard.
 - e. Depending on your version of Moodle, either select the Respondus Block, or select Dashboard under the Respondus Block.
3. Select the **down arrow** next to the Moodle Quiz you created > select **Settings**.



4. Select “**Require Respondus Lockdown Browser for this exam.**”



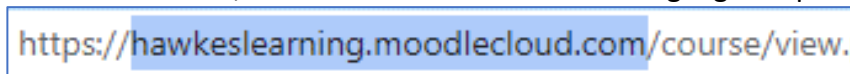
5. Select “+” plus sign to expand the **Advanced Setting**.
6. Select the box to “**Allow access to specific external web domains.**”



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

hawkeslearning.com,
learn.hawkeslearning.com,
lmssynctool.hawkeslearning.com,
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 Moodle. 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.



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



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	Preview
☒ Additional Instructions	Preview Edit Text
☒ Guidelines + Tips	Preview
☒ Student Photo	Preview
☒ Show ID	Preview Edit Text
☒ Environment Check	Preview Edit Text
☒ 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

9. Select **Save + Close**. This may take a moment to process.
 - a. When finished, scroll up and check that it shows Required on the named Moodle Quiz for Lockdown Browser and Respondus Monitor.

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