

## **What the directions in Quiz 1 (6.1 – 6.4) will look like:**

### **Front page of directions:**

(Note: The quiz will say it is worth 0 points. This is just because grading is happening in Gradescope and not through Canvas. The quiz will be out of 20 points.)

This is an individual quiz. All work must be your own. No calculator, textbook, notes, or any external resources are allowed. The only technology permitted is your laptop + webcam for accessing the quiz through Canvas using Respondus and your cell phone (used to scan and upload your work to Gradescope after you have worked all problems.)

Use of unauthorized materials or technology is understood to be a violation of academic integrity.

During this quiz, any communication with any person (other than the instructor or a designated proctor) in any form, including written, signed, verbal, or digital, is understood to be a violation of academic integrity.

You are not permitted to discuss this quiz with other students until the due date for the quiz has passed.

This quiz contains only free response questions.

**You will have 40 minutes for this quiz.** This 40 minutes includes the time to complete the initial steps related to Respondus LockDown Browser + Monitor and the time to scan and upload your work. Be sure to allocate enough time to submit your work within the timed 40 minute quiz. Your submission to Gradescope must be made before your Canvas quiz is submitted.

**Before beginning the quiz:** Prepare your workspace (a desk or table). You will need two pieces of blank paper with only your name written at the top of both sides of each page, your pen/pencil/eraser, and your cell phone to be used for scanning and uploading your work. You may have a drink/snack on the desk, but no other items beyond your laptop, two pieces of blank paper, pen/pencil/eraser, and drink/snack should be on the desk. (You will be showing your cell phone to the camera and placing it on the floor during the environment scan within the initial Respondus set up.)

To get started click the "Take the Quiz" at the bottom of these instructions. You will be prompted to open LockDown Browser. Open LockDown Browser and attempt the quiz. (If you have not yet downloaded Respondus LockDown Browser, go to <https://www.clemson.edu/online/tools/responduslockdown.html> (Links to an external site.) to download it.)

If this did not work for you, you will need to check your computer for programs running in the background like antivirus software. For further help visit the Clemson support page for [LockDown Browser](#). (click on Training for documentation for installing and running LockDown Browser).

### **Respondus Startup Sequence**

Follow the prompts in the Respondus Startup Sequence.

- You will be asked to show a photo ID. Have your photo ID available to show to the webcam.
- In the Environmental Check, you will show your phone to the camera and place it on the floor next to you then pan your webcam around your work area to show that the area around your computer only contains your two pieces of blank paper, pen/pencil/eraser, and a drink/snack if desired.

### Quiz questions.

Question 1: Will be a PDF file of the quiz problems that you need to respond to.

Question 2: Text describing what to do when you have finishing writing out your work:

When you are done working the problems, look into the camera and state that you are leaning down to grab your cellphone that is on the floor. Use your scanning app on your phone to scan all your work for the quiz.

Use the scanning app to create a **single PDF file** of your work. Save this PDF to Files on your phone or to a cloud sharing app (Ex. Box, Dropbox, Google Drive). Then proceed to the next step for uploading your work to Gradescope.

Question 3: Directions for uploading your work to Gradescope.

Use your phone to go to Gradescope.com. Log in (using your @clermson.edu address and the password that you selected) and click on the assignment "Quiz 1". You should see a submission dialog box. Follow the steps below.

1. UPLOAD: In the submission dialog box, click Submit PDF > Select PDF > locate the file > Upload PDF. Your work needs to be a single PDF because you can only submit one PDF file per assignment.

2. ASSIGN: On your screen, you should see a list of the questions/problems in your assignment and thumbnails of your PDF page(s). For each assigned question, click the PDF page(s) that contains your answer. Use the SHIFT key to select multiple questions at a time and assign them to pages. If you need to, you can also assign multiple questions to the same page and multiple pages to one question.

3. SUBMIT: Now, click Submit. You will be sent to a new page to view your submission. Once you see this page and your PDF looks good, you're done! When your submission is successful, you'll see a confirmation message on your screen and you'll receive an email. If you want to resubmit, see Step 4.

4. RESUBMIT (IF NEEDED): If you need to, select the Resubmit button in the bottom right corner of your screen below your submission. Then, repeat the steps above. Your instructor will only see your most recent submission. All your past submissions are in your Submission History.

Question 4: A pledge of academic integrity.

By submitting this quiz, I pledge that the work I have just submitted to Gradescope is my own. I have neither given nor received inappropriate or unauthorized information at any time before or during this quiz.

Then Submit the Quiz.

**(Note that all scanning and uploading of work occurs during the Respondus Session while you are being recorded).**

**If you are unable to upload your work to Gradescope, you should email your work to your instructor before ending the Respondus quiz session.**