INSTRUCTOR INFORMATION SHEET

SETTING UP AN EXAM ON JETNET FOR LIVE PROCTORING

At Jackson College, we pride ourselves on our total commitment to student success. We meet students where they are. This information sheet will walk you through the steps to set up an exam on JetNet for students who cannot use the Respondus Lockdown Browser. These students may not have the correct technology or require specialized proctoring. The Jackson College Testing Lab is here to help you meet those needs!

1.) Start by adding the quiz into JetNet. If the quiz is already set up with Respondus, you must re-create the quiz without the Respondus browser security. Follow this link for instructions on how to add and edit a quiz: https://docs.moodle.org/29/en/Quiz_settings

2.) Once the quiz has been set up, go in and edit the settings. For testing integrity, the exam must have a password.
3.) Scroll down to “Restrict Access” and click “Add restriction”

4.) Click on the type of restriction you would like to add. For this purpose, the “User Profile” restriction will help you select specific student(s).
5.) Once you select “User Profile” choose which option from the profile will be used. You can use the students first and last name, or for ease with multiple students try the email address setting.

6.) For multiple students confirm that the line “Student must/must not match any/all of the following” reads “Student must match any of the following.” This enables you to edit the settings for all the students in need at one time.
7.) Save the settings! Once saved, complete the Instructor Proctoring form (found under Instructor Information on our web page) and send the form to the TestingLab@jccmi.edu.
*Remember to include the password on your form.