



**Canvas LMS**

Learning Management System for design and delivery of course content, communication, and assessments. All Registrar's Office courses are available.



**Zoom Web Conferencing**

Online meeting space for live course meetings and office hours. Provides high definition audio/video, screen and file sharing, live text chat, breakout groups, and recording options.



**Kaltura MediaSpace**

Online video hosting platform for faculty instructional videos. Videos can be embedded in Canvas courses with learning analytics applied. Faculty can create quiz questions in the video timeline. Closed captioning available.



Not Required for Online Readiness



**Quality Matters**

Paired with the ATS Online Teaching Certification, the Quality Matters course review rubric system provides national standards for course design and accessibility.

**Online Teaching Certification**

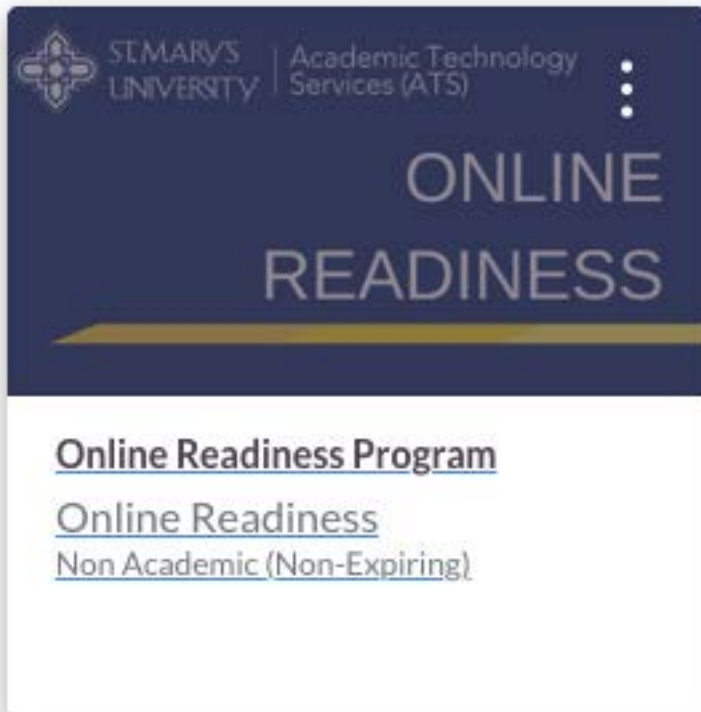
**Online Certification**

Primary 8-16 week certification series provided by St. Mary's Academic Technology Services division. All faculty must be certified to teach online courses.



**Online Proctoring**

Online proctoring through that locks student browsers down to only the Learning Management System. Students are recorded during the exams for identity management and facial recognition.



<https://canvas.stmarytx.edu/courses/14541>



<https://canvas.stmarytx.edu/courses/669>



<https://canvas.stmarytx.edu/courses/644>

## Academic Technology Services

Academic Technology Services, a division of Information Services, provides faculty, students, and staff with training and professional development, instructional design, learning space design, instructional technologies, online learning, and creative and media services throughout St. Mary's teaching and learning environment. © St. Mary's University. The Catholic and Marianist University.

The ATS main office is located in the Charles L. Cotrell Learning Commons, Rm. 124 • San Antonio, TX 78228 • <http://ats.stmarytx.edu> (website) • [ats@stmarytx.edu](mailto:ats@stmarytx.edu) (email) • 210-431-2054 (ATS Main Office) • 210-431-4357 (Technical Support Center)



# WELCOME TO CANVAS

Access Canvas from <https://canvas.stmarytx.edu/>. Login with your StMU username and password.

## DASHBOARD



Shortcut of your selected (*starred*) courses. Has an activity stream and dynamic list of "To-do's".

## SYLLABUS



The *Syllabus* tool is where you upload your syllabus document. In addition, created assignments will appear in the *Course Summary* area seen on this page.

## ASSIGNMENTS



The *Assignments* area is where you can create assignments and also where all assignments are listed. You can create assignment groups and set group weights here.

## QUIZZES



The *Quiz* tool is used to create and administer **online exams, quizzes and surveys**. These can be graded and ungraded. Quiz questions can be multiple choice, true/false, fill-in-the-blank, multiple answers, essay, and more!

## CALENDAR



The *Calendar* is a great way to view everything you have to do for all your courses in one place. You can add assignments and events here also.



## COURSES

Click the *Courses* icon to see entire list of your past, current, and future courses. Here you can "star" the courses you want to appear on your Dashboard.



## MODULES

*Modules* are the key mechanism to organize your course content. Course content is stored in *Files*. From the module view: 1) create or upload new content, 2) add already created content, and 3) design your course flow.



## DISCUSSIONS

*Discussions* allows for synchronous and asynchronous communication between two or more people; users can participate in a conversation with an entire class or group.



## GRADEBOOK

The gradebook is found in the *Grades* tool. Each assignment you create will generate a grade column in the gradebook. Use the *SpeedGrader* tool for quick grading and offering feedback.



## ANNOUNCEMENTS

*Announcements* are designed to allow instructors to broadcast information out to all members of a course or to all members of sections within a course.

**DON'T FORGET TO PUBLISH YOUR COURSE**



# CANVAS SUPPORT

**Canvas Guides** - Search to find answers to common questions  
<https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents>

## ATS Workshops

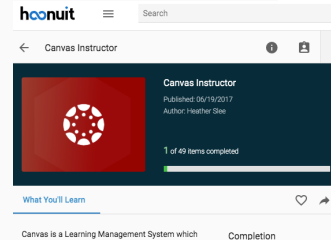
*group training*



Check out our workshops offered every semester.

## Hoonuit

*self-paced video training*



Access video training at  
<https://learnit.hoonuit.com/5603/learnit?cn=stmarytxcas>

## Schedule an Appointment

*one-on-one training*



**Jeff Schomburg**

Executive Director, Academic Technology Services

Schedule an appointment:

<https://calendly.com/jschomburg>

[jschomburg@stmarytx.edu](mailto:jschomburg@stmarytx.edu)

210-431-5073

**Dr. Angel Tazzer**

Director, Instructional Technology and Training

Schedule an appointment:

<https://calendly.com/atazzer>

[atazzer@stmarytx.edu](mailto:atazzer@stmarytx.edu)

210-431-5009

**Felicia Cruz**

Director, Online Learning and Curriculum Innovation

Schedule an appointment:

<https://calendly.com/fcruz4>

[fcruz4@stmarytx.edu](mailto:fcruz4@stmarytx.edu)

210-431-5056

Academic Technology Services provides faculty, students, and staff with the training, support, and development to infuse educational technology and media services throughout St. Mary's teaching and learning environment. Our offices are located in the Charles L. Cotrell Learning Commons.

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Kathe



Felicia



Angel



Yolanda



Liza



Kevin

## Academic Technology Services

Create • Innovate • Transform



**Jeff Schomburg**  
Exec. Dir. of Academic  
Technology Services



**1 Zoom**

Go to <https://stmarytx.zoom.us/> and click Sign-in. Login with your StMU credentials.

**2 Download**

Once your profile is set up, scroll down to the bottom of the page and click Download located in the second column. Click the **Download** button.



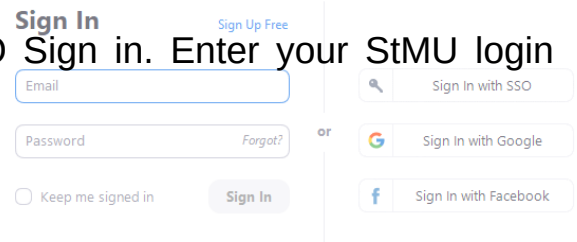
**3 Install**

Click the icon that appears on the bottom left corner of your screen. If the file does not appear, search for the file in your Downloads folder.



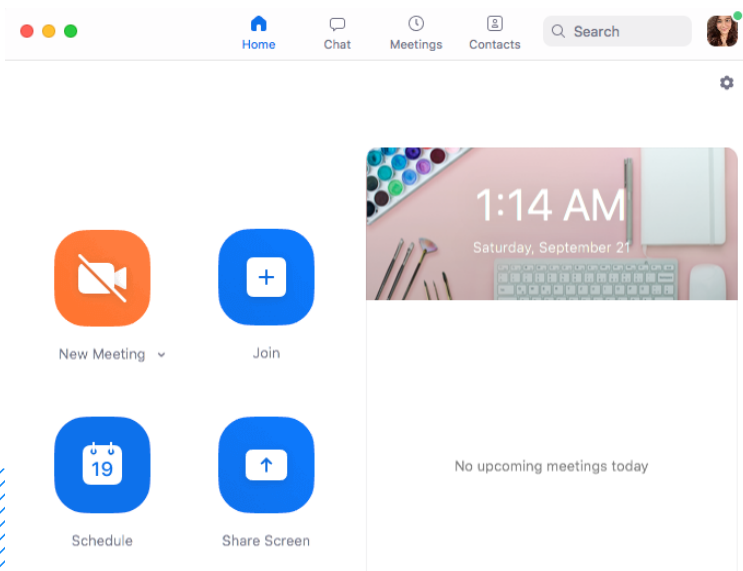
**4 Sign in**

Open the Zoom app and click SSO Sign in. Enter your StMU login credentials.



**5 Home Tab**

After signing in, you will see the Home tab, where you can click these options:



- **New Meeting:** Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
- **Join:** Join a meeting that is in progress.
- **Schedule:** Set up a future meeting.
- **Share Screen:** Share your screen in a Zoom Room by entering in the sharing key or meeting ID.
- **Date and time with background image:** To change the background image, hover over the picture and click the camera icon.



# ZOOM SUPPORT

Zoom Help Center - Training provided by Zoom

<https://support.zoom.us/hc/en-us>

**Getting Start Mac & Windows** - <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

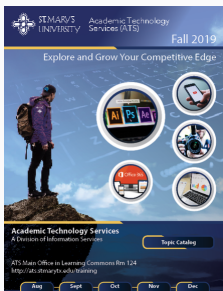
**One-minute-video introductions** - View these for quick learning



# ZOOM TRAINING

## ATS Workshops

group training



Check out our workshops offered every semester.

## Schedule an Appointment

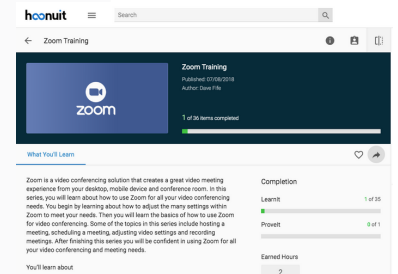
one-on-one training



Email Felicia Cruz at [fcruz4@stmarytx.edu](mailto:fcruz4@stmarytx.edu) or book a time at <https://calendly.com/fcruz4>

## Hoonuit

self-paced training



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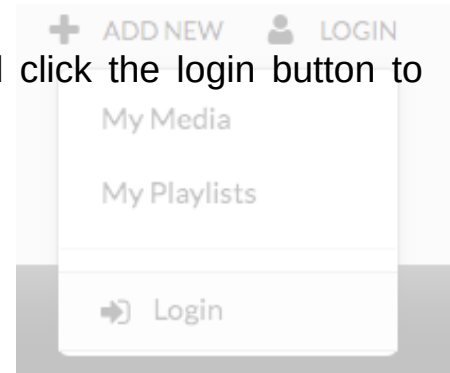




1

### Go to

Go to <https://mediaspace.stmarytx.edu/> and click the login button to sign in.



2

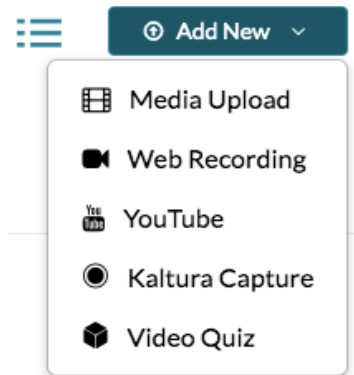
### Sign-in

Sign in with your StMU login credentials

3

### +Add Media

Click the *+Add Media* button



4

### Add New

Click the *Add New* button to view the different options for adding videos to Kaltura

#### Media Upload

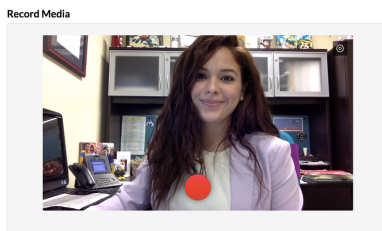


Drag & Drop a file here  
or

+ Choose a file to upload

Upload previously recorded videos stored on your device.

#### Web Recording



Record a webcam video in your browser with Canvas.

#### YouTube



Import videos from YouTube to your My Media area and get rid of the worry of ads.

#### Kaltura Capture



Desktop recorder that allows for more editing and screen recording.

5

### Download Kaltura Capture

Click the *Kaltura Capture* button to begin the download.



# VIDEO SUPPORT

**Kaltura Knowledge** - Search to find answers to common questions  
<https://knowledge.kaltura.com/help>

**Hoonuit Training** - Adobe® Premiere® Pro Creative Cloud 2018  
<https://learnit.hoonuit.com/5825/learnit?cn=stmarytxcas>

**Hoonuit Training** - Camtasia® 9 for Windows® and Camtasia Mac® 3  
<https://learnit.hoonuit.com/5874/learnit?cn=stmarytxcas>



# ATS TRAINING

**ATS Workshops**  
*group training*



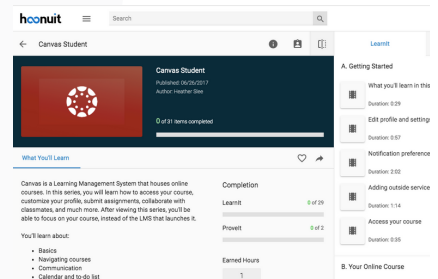
Check out our workshops offered every semester.

**Schedule an Appointment**  
*one-on-one training*



Email Felicia Cruz at [fcruz4@stmarytx.edu](mailto:fcruz4@stmarytx.edu) or book a time at <https://calendly.com/fcruz4>

**Hoonuit**  
*self-paced training*



Access video training at the links provided above or search the site for other topics.



Kathie



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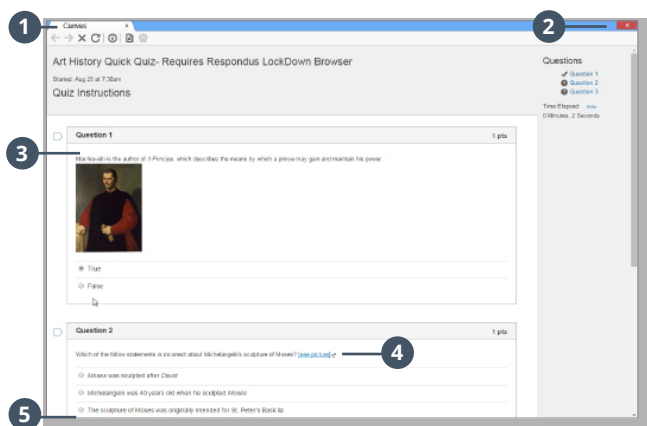


# LockDown Browser® and Respondus Monitor®

## WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Canvas. When students use LockDown Browser to access a quiz, they are unable to print, copy, visit other websites, access other applications, or close a quiz until it is submitted for grading. Quizzes created for use with LockDown Browser cannot be accessed with standard browsers.

LockDown Browser works much like a standard browser, but some options have been removed or work differently. The list below highlights some of these differences.



- 1 **Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
- 2 **Assessment Mode** - assessments are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
- 3 **Disabled Controls** - all printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.
- 4 **Links** - links to other web servers do not compromise the secure testing environment.
- 5 **Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed. Hundreds of screen capture, messaging, screen-sharing and network monitoring applications are blocked.

## WHAT IS RESPONDUS MONITOR?

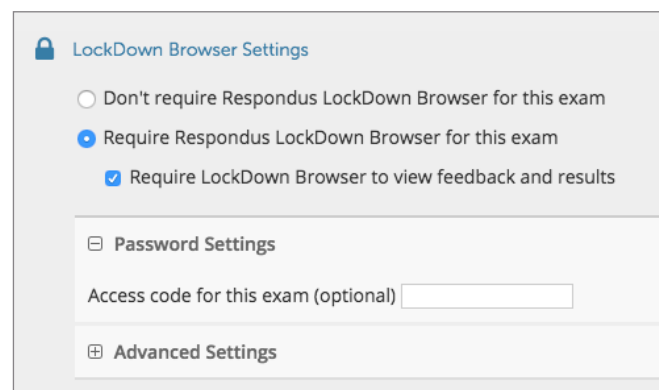
Some institutions additionally license Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored quizzes. When this feature is enabled for a quiz, students are required to use a webcam and microphone with LockDown Browser. After the quiz is complete, an instructor can review details of the assessment, even the recorded videos.

## PREPARING A QUIZ

To set up a quiz in Canvas that requires students to use LockDown Browser, follow these steps:

1. Make sure the quiz has been deployed in the Canvas course.
2. From the Course Navigation in Canvas, select **LockDown Browser**.
3. A list of quizzes in the course will be displayed.
  - Quizzes labeled with **Required** require students to use LockDown Browser.
  - Quizzes labeled with **Not Required** do not require students to use LockDown Browser.
4. To change the settings, select **Settings** from the context menu to the left of the quiz title and select the desired option.

You may additionally require that LockDown Browser be used to view quiz feedback and results.



Optionally you may create an access code that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided code before proceeding with the quiz.

## 5. Several **Advanced Settings** are available:

Advanced Settings

- Lock students into the browser until exam is completed [\[explain\]](#)
- Allow students to take this exam with an iPad (using the "LockDown Browser" app from the App Store) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

- The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
- The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
- The third setting will allow students to access a list of specified web domains during the test.
- The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.
- For additional information, select the [\[explain\]](#) link that follows each setting.

6. Click **Save and Close** to apply the settings.

## USING RESPONDUS MONITOR (webcam feature)

If your institution licenses Respondus Monitor (the webcam feature for LockDown Browser), additional settings will appear in the LockDown Browser Dashboard.

Set the exam so it requires the use of LockDown Browser. Several options are then available for Respondus Monitor. To require all students use a webcam during the exam, select **Require Respondus Monitor for this exam**.

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 add, remove, and reorder the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator. The order of most items in the startup sequence can be changed using drag and drop.

- Webcam Check [Preview](#)
- Student Photo [Preview](#)
- Show ID [Preview](#) [Edit Text](#)
- Environment Check [Preview](#) [Edit Text](#)
- Additional Instructions [Preview](#) [Edit Text](#)

To give students the option to either take the exam with a webcam or in a proctored testing lab, select **Either Respondus Monitor or a proctored lab can be used to take this exam**. A test password will then be required to access the test (for use in proctored settings).

Now select the items to be included in the Startup Sequence, which includes the steps a student must complete prior to the start of an exam. Most settings are optional and can be reordered by dragging and dropping them.

## INSTALLING LOCKDOWN BROWSER

LockDown Browser must be installed to each computer (Windows or Mac) being used to take a test.

- Your institution will provide the link for downloading and installing LockDown Browser.
- Follow the onscreen instructions to complete the install.

## TAKING A QUIZ

From a student's perspective, this is how LockDown Browser is used to take an assessment.

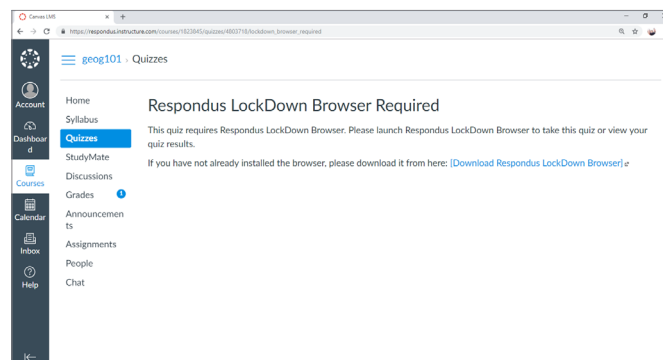
1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes** when prompted.
3. Log into your Canvas course using a student login.
4. Navigate to the quiz and click **Take a Quiz**.
5. If the student is required to use a webcam to record themselves during the test, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.
6. Once a quiz has been started with LockDown Browser, you cannot exit until the **Submit Quiz** button is clicked.

**TIP** - Prior to the first quiz, have students complete a practice quiz that uses LockDown Browser to make sure they have installed it correctly.

## WHAT IF A STANDARD BROWSER IS USED?

If the settings for a quiz require that LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a quiz has been properly set for LockDown Browser by attempting to open the quiz with a regular browser.

As shown a warning message will indicate that LockDown Browser is required for the quiz.

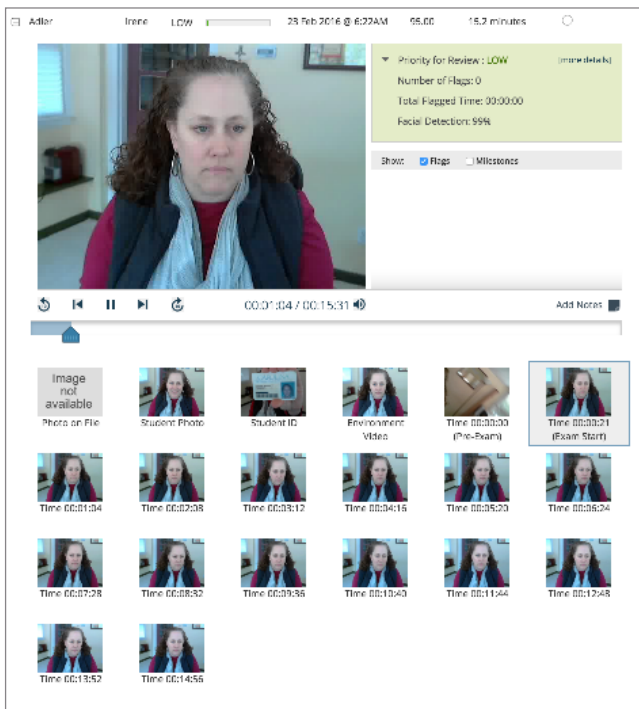


## REVIEWING WEBCAM VIDEOS

If students were required to use the webcam feature (Respondus Monitor) with the quiz, instructors can access information about the quiz sessions and can review the recorded videos. Note that Respondus Monitor is intended to be a deterrent, so it's up to the instructor to determine the level of review warranted.

To review student videos:

1. Return to the LockDown Browser dashboard in the Canvas course.
2. From the context menu to the left of the quiz title, select **Class Results**.
3. A roster of the students in the course is shown, along with the date, time, duration, review priority, and grade for the quiz.
4. Click [ + ] to expand the section for a student.
5. Details of the startup sequence and the exam session are shown in thumbnails. Click a thumbnail to view the video from the time indicated. Videos can be marked as reviewed or have comments added by the instructor.



## OTHER TRAINING AND SUPPORT RESOURCES

- > **Student Quick Start Guide** - a quick start guide for students is available at [www.respondus.com/lockdown-guides](http://www.respondus.com/lockdown-guides)
- > **Demo Movies** - view demonstration and training movies at [www.respondus.com/demo](http://www.respondus.com/demo)
- > **Knowledge Base and Ticket-based Support**<sup>1</sup> - [support.respondus.com](http://support.respondus.com)

<sup>1</sup> Contact your local support representative for Respondus LockDown Browser before opening a support ticket.

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# LockDown Browser® & Respondus Monitor®

## Student Quick Start Guide Canvas Edition

### WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a locked browser for taking quizzes in Canvas. It prevents you from printing, copying, going to another URL, or accessing other applications during an assessment. If a Canvas quiz requires that LockDown Browser be used, you will not be able to take the quiz with a standard web browser.

LockDown Browser should only be used for taking Canvas Quizzes. It should not be used in other areas of Canvas.

### INSTALLING LOCKDOWN BROWSER

If LockDown Browser has already been installed, skip to the next section. If not, LockDown Browser must be installed to each computer (Windows or Mac) being used to take a test.

- Your institution or instructor will provide the link for downloading and installing LockDown Browser.
- Follow the onscreen instructions to complete the install.

### TAKING AN ASSESSMENT

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
3. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes** when prompted.
4. Login to your Canvas course.
5. Navigate to the quiz and select the **Take a Quiz** link.
6. Once a quiz has been started with LockDown Browser, you cannot exit until the **Submit Answers** button is clicked.

### USING WITH A WEBCAM (RESPONDUS MONITOR)

You may be required to use LockDown Browser with a webcam, which will record you during an online, non-proctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.")

Your computer must have a functioning webcam and microphone. A broadband connection is also required.

If an exam requires LockDown Browser **and** a webcam, follow steps 1-5 in the previous "Taking A Test" section. At this point the Startup Sequence for the webcam begins.

- You will first need to review and agree to the Terms of Use.
- The **Webcam Check** will confirm that your webcam and microphone are working properly. The first time the Webcam Check is performed on a computer, Adobe Flash Player will require you to select **Allow** and **Remember**.
- The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the top of the screen.
- If you encounter a problem, select the **It's not working** link for troubleshooting tips.

The test will begin after the Startup Sequence is complete. You cannot exit LockDown Browser until the test is submitted for grading.

### PROBLEMS?

If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, contact your instructor or your institution's help desk.

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## Quick Reference: Accessibility Tips for Online Content

Making content and activities accessible takes time, but it's time well spent. All students benefit from having accessible materials, whether they have a documented disability or not.

Below are some steps that faculty can take to help ensure that content made available to students through St. Mary's online teaching tools (Canvas, etc.) are accessible.

### 1) Provide equivalent alternatives to multimedia

When looking for and selecting multimedia for a course, choose videos that are *already accurately captioned* whenever possible. Note that "machine" (or automatic) captioning, which is now available in YouTube, Zoom, and Kaltura, is generally only about 80% accurate. We want to aim for 99% accuracy of captions.

When recording audio or video for your course, develop a script. It can be posted alongside the media as a transcript, and can also help you to create a better recording.

### 2) Make files accessible

When creating documents (e.g., Word, PowerPoint, etc.), use the formatting options called "[heading styles.](#)" These tools create structure in your document (title, main section headings, sub-headings, etc.) that is recognized by screen readers. Be sure to use the styles in order: a Heading 1 (H1) comes before a Heading 2 (H2), etc.

When saving your file, give it a meaningful name. "Lecture Notes" or "Chapter 1" does not give students enough information. A better example would be "Lecture Notes, Chapter 1."

Note that Word and PowerPoint files are often more accessible than PDF versions of those documents, so it is preferred to post Word and PowerPoint documents in your course site.

### 3) Use color with caution

Dark text on light backgrounds, or light text on dark backgrounds is recommended as a strategy for selecting colors in any document or course to help students with low vision. The [Contrast Checker tool](#) can help you to choose a high-contrast color palette.

Also avoid using color as the only indication of meaning on documents or slides. Many students are affected by some form of colorblindness (such as an inability to distinguish between red and green).

### 4) Create meaningful link names

When adding a webpage link, it is important to name the link meaningfully. All students, and especially those using screen readers, will benefit from this clarity.

For example, if you want to share a link to a YouTube video, don't say "Click Here" or "http://www.youtube.com/dfsdaudio234." These links don't tell students how they will know if they arrived on the correct destination page. Instead, label all links meaningfully, such as "Video of Captain Horatio Hornblower" or "StMU Libraries Website."



## 5) Provide “alternative” tag/descriptions for images

For students that are using a screen reader, adding “ALT text” (an alternative description) for images helps to convey the educational value of images or to skip over unnecessary decorative images efficiently. ALT text should be added to all images/graphs added within documents such as [Word](#) or [PowerPoint](#) documents as well as [within Canvas](#).

## Office of Student Accessibility Services

St. Mary's University ensures access to its programs, services and activities for all qualified individuals with documented disabilities. This is accomplished through a variety of accommodations and services tailored to meet each individual student's strengths and unique needs.

The Student Accessibility Services office at St. Mary's offers a variety of services and accommodations for students with documented disabilities. Services available to qualified students with disabilities include but are not limited to:

- Academic advising (disability-related issues)
- Accessible materials
- Accommodations
- Career counseling (disability-related issues)
- Class relocation to accessible classrooms and/or buildings
- College success skills training
- Contacting faculty members on behalf of the student
- Counseling (disability-related issues)
- Disability services orientation for students and parents
- Sign language interpreters
- Temporary assistive technology loans

## Office of Student Accessibility Services

Center for Life Directions

Office Hours: 8 a.m. to 5 p.m., Monday to Friday

Phone: 210-431-5080

[accessibility@stmarytx.edu](mailto:accessibility@stmarytx.edu)

St. Mary's faculty can also contact [ats@stmarytx.edu](mailto:ats@stmarytx.edu) for assistance with accessibility questions for course construction.