



Center for
Innovative Learning

Setting up “Show Your Work” Questions in Blackboard with Respondus Lockdown Browser using Padlet

Objective

To setup and run an exam in which the students are locked into a single browser screen on their main device, but they are still able to post camera pictures or submit hand-written work.

This slide deck covers this in two main steps:

- 1) Setting up the exam with a Padlet Element
- 2) Setting up Respondus Lockdown Browser

Setting up the Exam with a Padlet Element

Create Content

The screenshot shows a web browser window displaying a Blackboard Ultra course page. The browser's address bar shows the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline`. The page header includes navigation tabs for 'Courses' and 'Demo course - Ultra', along with a 'Course Settings' button labeled 'OPEN'. A secondary navigation bar contains links for 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages', 'Analytics', 'Groups', 'Achievements', and 'Student Preview'. The main content area is titled 'Demo course - Ultra' and features a 'Course Content' section. This section contains a list of items, with 'Exams' currently selected and visible to students. Below the 'Exams' item, a 'Create' menu is open, listing several options: 'Copy Content', 'Upload', 'Cloud Storage', 'Content Market', 'Content Collection', and 'Learning Object Repository'. A large orange arrow points from the right towards the 'Create' menu. On the right side of the page, there are two sidebars: 'Course Faculty' listing 'Milad Dwaihi' and 'Sara Hassoun' as instructors, and 'Details & Actions' with links for 'Roster', 'Course Image', 'Class Collaborate', 'Attendance', 'Books & Tools', and 'Question Banks'. The Windows taskbar at the bottom shows the time as 8:42 PM on 4/7/2026.

Add a Test

The screenshot shows a web browser window with the address bar displaying `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/create?parentId=_1612453_1&positionBefore=start`. The browser has a single tab titled "Create Item".

The main content area shows a course titled "Demo course - Ultra" with a navigation menu including "Content", "Calendar", "Announcements", "Discussions", "Gradebook", "Messages", "Analytics", "Groups", and "Achievements". The "Content" menu is active, showing a search bar and a list of items. One item is visible: "Exams" with a sub-option "Visible to students".

A "Create Item" modal is open on the right side of the screen. It has a title bar with a close button (X) and the text "Create Item". The modal is divided into several sections:

- Course Content Items**:
 - Folder
 - Document
 - Link
 - Teaching tools with LTI connection
 - SCORM package
- Assessment**:
 - Test** (highlighted with an orange arrow)
 - Assignment
 - Form
- Participation and Engagement**:
 - Discussion

The address bar at the bottom of the browser shows the URL: `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/create?courseId=_62645_1&parentId=_1612453_1&positionBefore=start&gradebookCategoryId=_555165_1&autoPostGrades=true`. The Windows taskbar at the bottom shows the time as 8:47 PM on 4/7/2026.

Create a Text Item

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1?courseId=_62645_1&grad...`. The page title is "Test with Respondus and Webex" and it is set to "Hidden from students". The navigation tabs include "Content and Settings", "Submissions (0)", "Student Activity", and "Question Analysis".

A dropdown menu is open, listing various question types. The "Add text" option is highlighted with a grey background and an orange arrow pointing to it from the right. The menu items are:

- Auto-generate question
- Add question pool
- Add Calculated Formula question
- Add Calculated Numeric question
- Add Essay question
- Add Fill in the Blank question
- Add Hotspot question
- Add Matching question
- Add Multiple Choice question
- Add True/False question
- Add Jumbled Sentence question
- Reuse questions
- Upload questions from file
- Add text**
- Add local file
- Add file from Cloud Storage
- Add Page Break

On the right side, the "Assessment Settings" panel is visible, containing sections for:

- Due date:** Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)
- Grade category:** Test
- Grading:** Points | 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed:** 1 attempt
- Originality Report:** [Enable SafeAssign](#)
- Respondus:** Students need to use Respondus LockDown Browser to complete this assessment. [LockDown Browser Dashboard](#)

The Windows taskbar at the bottom shows the time as 8:59 PM on 4/7/2026.

Write your instructions as text.

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612498_1?courseId=_62645_1&grade`. The page title is "Exam with Padlet" and it is marked as "Hidden from students". The main content area is titled "Test Content" and contains a text editor with the text: "In this test, you will provide your answers via the Padlet item below." An orange arrow points to this text. The text editor has a toolbar with various formatting options and a "Print" button. Below the text editor are "Cancel" and "Save" buttons. To the right, the "Assessment Settings" panel is visible, showing:

- Due date:** Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)
- category:** Test
- Grading:** Points | 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed:** 1 attempt
- Originality Report:** [Enable SafeAssign](#)

At the bottom of the page, there is a toggle switch for "Allow students to add content at end of assessment" which is currently turned off. The Windows taskbar is visible at the bottom of the screen, showing the time as 9:56 PM on 4/7/2026.

On a new line, Click on “Insert Content”

The screenshot displays a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612498_1?courseId=_62645_1&grad`. The page title is "Exam with Padlet" and it is marked as "Hidden from students". The interface is divided into two main sections: "Test Content" and "Assessment Settings".

In the "Test Content" section, there is a text editor with a toolbar. The toolbar includes icons for text formatting (bold, italic, underline), list creation, and a plus sign icon for inserting content. An orange arrow points to this plus sign icon, which is labeled "Insert content". Below the text editor, there is a "Cancel" button and a "Save" button. A toggle switch is visible at the bottom left of the "Test Content" section, labeled "Allow students to add content at end of assessment".

The "Assessment Settings" section on the right contains several configuration options:

- Due date:** Tomorrow (UTC+3)
- Grade category:** Test
- Grading:** Points | 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed:** 1 attempt
- Originality Report:** [Enable SafeAssign](#)

The Windows taskbar at the bottom shows the time as 9:56 PM on 4/7/2026.

Choose "Content Market"

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612498_1?courseId=_62645_1&grad`. The page title is "Exam with Padlet" and it is marked as "Hidden from students". The interface includes a "Content and Settings" tab, a "Test Content" editor, and an "Assessment Settings" panel.

In the "Test Content" editor, the text reads: "In this test, you will provide your answers via the Padlet item below." Below the text is a toolbar with various icons. A dropdown menu is open, showing the following options: "Math", "Image from URL", "Embed Media", "Content Market", "Cloud storage", and "YouTube video". An orange arrow points to the "Content Market" option, and a "Save" button is visible next to it.

The "Assessment Settings" panel on the right includes the following information:

- Due date:** Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)
- Grade category:** Test
- Grading:** Points | 0 maximum points
- Attempts allowed:** 1 attempt
- Originality Report:** Enable SafeAssign

The Windows taskbar at the bottom shows the time as 9:59 PM on 4/7/2026.

Select Padlet

The screenshot shows a web browser window with the address bar displaying `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612498_1/contentmarket?mode=inli`. The page content is a grid of content items, each with an icon and a title. The 'Padlet' item, located in the third row and second column, is highlighted with a large orange circle. A small purple circle highlights a plus sign icon to the right of the Padlet item. Other items in the grid include 'AccessPearson LTI 1.3', 'ALEKS', 'Edpuzzle', 'Lecturio', 'Log into Starfish', 'MATLAB Coding Problem', 'MATLAB Coding Problem - (Limit Submission to 3)', 'McGraw Hill Connect LTIA', 'MH Medical Access Pharmacy', 'Panopto Embedded Video - Ultra', 'Panopto Quiz - Ultra', 'Pearson LTI 1.3 Deep Linking', 'Perusall deep link', 'Turnitin Assignment', and 'VitalSource Course Materials'. A purple 'X' icon is visible in the top-left corner of the grid area.

javascript:void(0);

Select "Make a Padlet"

Contents → Exams ← Previous

Padlet

Padlet
Lebanese American University

Jordan Ludders Srour
jordansrour1_1

Open dashboard

Make a padlet

Create a gradebook entry
Create a gradebook entry to sync grades to. Turn this off if you don't want to sync grades to your LMS.

Create a copy for each user
Use this padlet as a template. Turn this off if you want all users to work on the same padlet.

Please select a padlet Recents ▾

Search padlets

- Changing the Retinal Variable
Jordan Ludders Srour • a day ago
Organization Only
Only people in your organization can access
- Gestalt Principles in the Wild
Jordan Ludders Srour • about 10 hours ago
Organization Only
Only people in your organization can access
- Book report
Jordan Ludders Srour • about 4 hours ago
- Final Project Presentations
Organization Only

padlet.com/auth/login_as_user?matching_purpose=library_lti_login&referrer=https://padlet.com/create...hsY3JOMWMyVnIYM1psY21sbWFXVnIbMkppT2pRMI0tNzZiNjg2NjA0NzJhYzhkNzAyNm1MWQ4ZGQ4YjNkMmM3M2I3OWU0OQ--

Setup the Padlet with each Post being one Question

The screenshot shows a web browser window with a Padlet board. The browser tabs include 'LTI Launch' and 'Sample Test'. The address bar shows the URL 'padlet.com/lebaneseamericanuni/sample-test-71Inkqm7lw1vckhb'. The Padlet interface includes a search bar, 'Slideshow', 'Share', and settings icons. The board is titled 'Sample Test' and is created by 'Jordan Ludders Srour' 12 minutes ago. It contains three posts, each with a question and an 'Add comment' button. The first post asks for the probability of a non-blue marble and a reasoning diagram. The second post asks for a normal distribution graph. The third post asks for the number of blue marbles. A '+ Post' button is visible at the bottom right of the board.

Padlet

Jordan Ludders Srour • 12m

Sample Test

Jordan Ludders Srour /teacher/
16 minutes ago

Jasmine has 50 marbles in a bag, 20% of them are blue. What is the probability that a randomly selected marble is not blue?
Draw a picture of your reasoning.

+ Add comment

Jordan Ludders Srour /teacher/
16 minutes ago

Draw a normal distribution -- label the mean and standard deviation.

+ Add comment

Jordan Ludders Srour /teacher/
16 minutes ago

Math Problems

If Jasmine has 50 marbles and 20% of them are blue, what is the number of blue marbles?

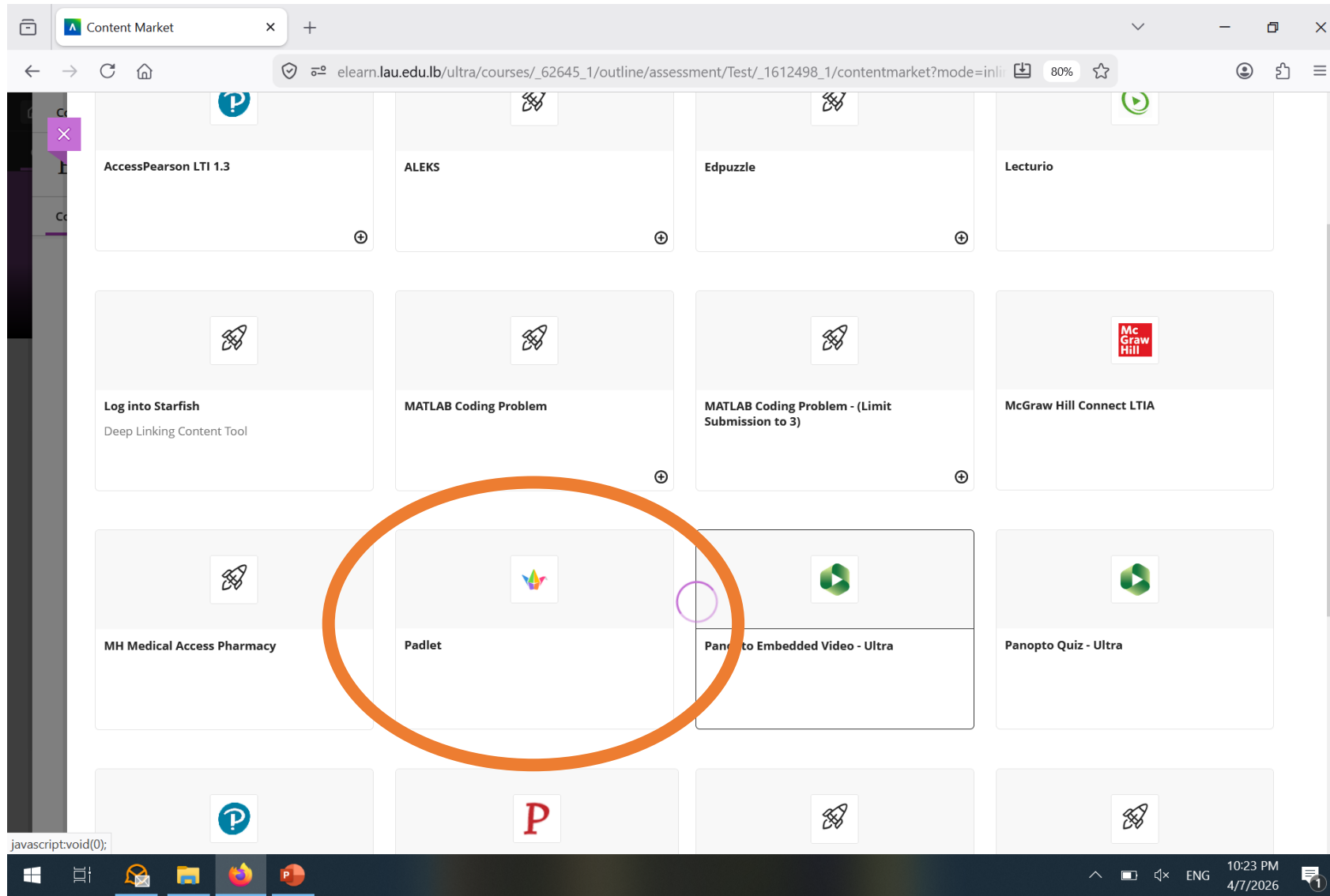
+ Add comment

+ Post

PI

Windows taskbar: 10:20 PM, 4/7/2026, ENG

Exit the Padlet window and return to the Content Market Add-ins; Select Padlet Again



Now, Select the Test Padlet you made AND be sure to **TURN ON “Create a Copy for Each User”**

The screenshot shows the LTI Launch interface for a Padlet. The browser address bar shows the URL: elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612498_1/contentmarket/lti/launchF. The page title is "Padlet" and the user is identified as "Jordan Ludders Srour" from "Lebanese American University".

Key elements on the page include:

- Open dashboard** button
- Make a padlet** button
- Create a gradebook entry** toggle (checked)
- Create a copy for each user** toggle (checked) - This is circled in orange.
- Please select a padlet** dropdown menu
- Search padlets** input field
- Recents** dropdown menu
- Sample Test** padlet (Jordan Ludders Srour • 6 minutes ago) - This is circled in orange.
- Changing the Retinal Variable** padlet (Jordan Ludders Srour • a day ago)
- Gestalt Principles in the Wild** padlet (Jordan Ludders Srour • about 11 hours ago)
- Book report** padlet

Each padlet in the list has an "Organization Only" access restriction, indicated by a lock icon and the text "Only people in your organization can access".

This must be ON or your test will become a "Group Exam"

Save the Padlet Item

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612498_1?courseid=_62645_1&gradr`. The page title is "Assessment". The breadcrumb navigation shows "Contents" and "Exams".

The main content area displays a Padlet editor. At the top, it says "In this test, you will provide your answers via the Padlet item below." Below this is a Padlet item titled "Sample Test" by Jordan Ludders Srouer, posted 9m ago. The Padlet content includes a question: "Jasmine has 50 marbles in a bag, 20% of them are blue. What is the probability that a randomly selected marble is not blue? Draw a picture of your reasoning." There is an "Add comment" field and a "+ Post" button.

At the bottom of the Padlet editor, there is a "Cancel" button and a "Save" button. An orange arrow points to the "Save" button.

Below the Padlet editor, there is a checkbox labeled "Allow students to add content at end of assessment" which is currently unchecked.

On the right side of the page, there is a settings panel with the following options:

- Due date:** [Tomorrow](#) (Wed Apr 8, 2026 11:59 PM (UTC+3))
- Grade category:** [Test](#)
- Grading:** [Points](#) | 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed:** [1 attempt](#)
- Originality Report:** [Enable SafeAssign](#)

The Windows taskbar at the bottom shows the time as 10:27 PM on 4/7/2026.

Add at least one question to your test in Blackboard

Note, you need at least one question outside of Padlet in order to make the test visible in Blackboard.

The screenshot shows the Blackboard assessment editor interface. The main content area is titled "Exam with Padlet" and includes a "Test Content" section. A dropdown menu is open, listing various question types that can be added to the test. An orange arrow points to the "Add True/False question" option in the menu. The "Assessment Settings" panel on the right shows configuration options for the test, including due date, grade category, grading, attempts allowed, and originality report.

Test Content

In this test, you will provide your own questions.

Sample Test

- Jordan Ludders Srouf 25 minutes ago
- Jasmine has 50 minutes to complete this test. What is the probability that she will finish the test in less than 10 minutes? Draw a picture of your answer.
- Jordan Ludders Srouf 25 minutes ago

Assessment Settings

- Due date**
Tomorrow
Wed Apr 8, 2026 11:59 PM (UTC+3)
- Grade category**
Test
- Grading**
Points | 0 maximum points
Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed**
1 attempt
- Originality Report**
[Enable SafeAssign](#)

Question Types:

- Auto-generate question
- Add question pool
- Add Calculated Formula question
- Add Calculated Numeric question
- Add Essay question
- Add Fill in the Blank question
- Add Hotspot question
- Add Matching question
- Add Multiple Choice question
- Add True/False question**
- Add Jumbled Sentence question
- Reuse questions
- Upload questions from file
- Add text
- Add local file
- Add file from Cloud Storage
- Add Page Break

Assessment Settings:

- Due date: Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)
- Grade category: Test
- Grading: Points | 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed: 1 attempt
- Originality Report: [Enable SafeAssign](#)

Test Content:

- Jordan Ludders Srouf 25 minutes ago
- Jasmine has 50 minutes to complete this test. What is the probability that she will finish the test in less than 10 minutes? Draw a picture of your answer.
- Jordan Ludders Srouf 25 minutes ago

Buttons: Print, Share, Post

Footer: Windows taskbar, system tray (10:29 PM, 4/7/2026, ENG)

View Students' Padlet Submissions

Go to Padlet dashboard, and click on all Padlets



The screenshot displays the Padlet dashboard for a user named 'Lebanese American University'. The interface features a dark theme with a navigation menu on the left and a main grid of 'Recents' submissions. The navigation menu includes options like 'Getting started', 'Recents', 'All padlets', 'Made by me', 'External', 'Archived', 'Trashed', 'New class', 'Favorites', and 'Imports'. The 'Recents' section shows a grid of 24 submission cards, each with a unique background image or color and a timestamp indicating when it was last viewed (e.g., '12m', '3h', '4d', '5d', '6d', '12d'). The top navigation bar includes links for 'Home', 'Gallery', 'Learn', 'Join', 'Arcade', and '+ Make'. The user's name 'Lebanese American University' is visible in the top left corner.

Setting up Respondus Lockdown Browser

Write the rest of the Test then go to Settings

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1?courseId=_62645_1&grad`. The page title is "Test with Respondus and Webex" and it is marked as "Hidden from students". The navigation tabs include "Content and Settings", "Submissions (0)", "Student Activity", and "Question Analysis".

The "Test Content" section contains a link: [Click here first to enter Webex via the Browser](#). Below this is "Question 1" worth 1 point, with the text "The sky is blue." and two radio button options: "True" (marked as the correct answer) and "False". A checkbox option is also present: "Allow students to add content at end of assessment" with the description "Add an editor for students to create their submissions or add comments and files to support their answers, such as a list of sources".

The "Assessment Settings" sidebar on the right includes the following configuration options:

- Due date:** Tomorrow, Wed Apr 8, 2026 11:59 PM.(UTC+3)
- Grade category:** Test
- Grading:** Points | 1 maximum point. Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed:** 1 attempt
- Originality Report:** [Enable SafeAssign](#)
- Respondus:** Students need to use Respondus LockDown Browser to complete this assessment. [LockDown Browser Dashboard](#)

A large orange arrow points from the right side of the screen to the gear icon for "Assessment Settings".

Windows taskbar at the bottom shows the time as 9:08 PM on 4/7/2026.

Scroll to “Assessment Security”; Click on “Lockdown Browser Dashboard” under “Respondus”

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1/assessmentSettings?cont...`. The page title is "Test with Respondus and Webex". The "Assessment Settings" panel is open, showing various configuration options. The "Assessment security" section is expanded, and the "Respondus" option is highlighted with an orange arrow pointing to the "LockDown Browser Dashboard" link. Other options in the "Assessment security" section include "Access code" and "Respondus". The "Additional Tools" section includes "Time limit", "Goals & standards", "Assigned groups", and "Originality Report".

Assessment security

- *** Access code [Add access code](#)
- Respondus [LockDown Browser Dashboard](#)

Additional Tools

- Time limit [Add time limit](#)
- Goals & standards [Align with goals](#)
- Assigned groups [Assign to groups](#)
- Originality Report [Enable SafeAssign](#)

Cancel Save

Expand the arrow next to the Test Item, select “Settings”

The screenshot shows a web browser window titled "Assessment Settings Tool" with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1/assessmentSettings/proct...`. The page content includes a sidebar with a purple "Assessment security" header and a main area with a navigation menu (LockDown Browser, Dashboard, Getting Started, Video Tutorials, Guides & Support). Below the menu is a table of tests:

Tests	LockDown Browser
Test with Respondus and Webex	Not Required

An orange arrow points to the green expandable arrow next to the "Test with Respondus and Webex" entry.

Choose "Require Lockdown Browser for this exam" and Press "Save & Close"

The screenshot shows a web browser window with the title "Assessment Settings Tool". The address bar displays the URL: elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1/assessmentSettings/proct.... The page content includes a navigation menu with "LockDown Browser", "Dashboard", "Getting Started", "Video Tutorials", and "Guides & Support". Under the "Tests" section, a dropdown menu is open for "Test with Respondus and Webex". Within this dropdown, the "LockDown Browser Settings" section is visible, containing two radio button options: "Don't require LockDown Browser for this exam" and "Require LockDown Browser for this exam". The second option is selected. Below these options is an "Advanced Settings" section. At the bottom of the dropdown, there are two buttons: "Save + Close" and "Cancel". Two orange arrows point from the left side of the screen to the "Require LockDown Browser for this exam" radio button and the "Save + Close" button. The Windows taskbar at the bottom shows the time as 8:55 PM on 4/7/2026.

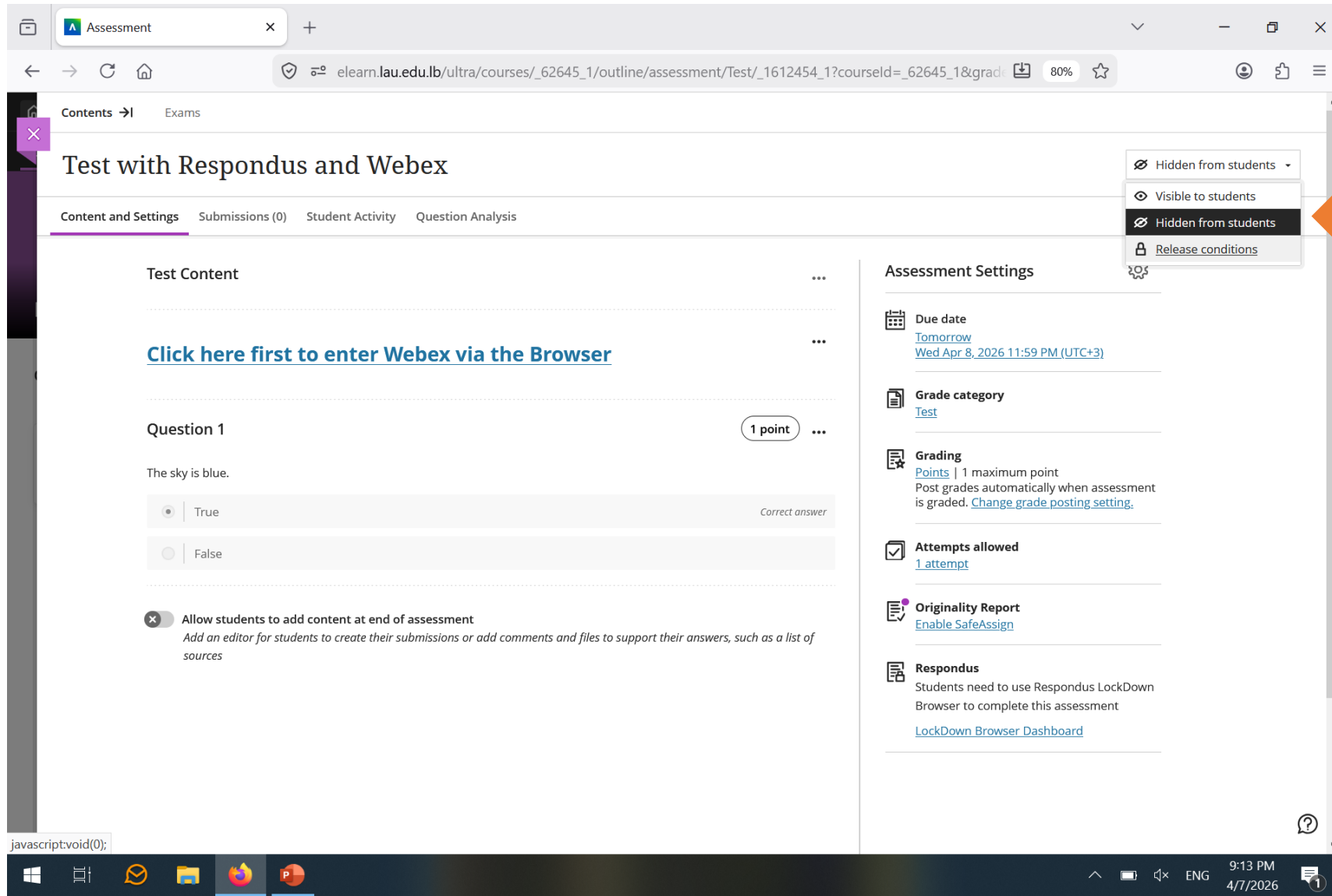
Exit the Assessment Security Window and Save the Assessment Settings

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1/assessmentSettings?conten`. The page title is "Test with Respondus and Webex". The "Assessment Settings" modal is open, showing the following details:

- Details & Information**
 - Due date:** 4/8/26 11:59 PM
 - No due date
 - Prohibit late submissions
In progress attempts will be submitted automatically at the due date and time
 - Prohibit new attempts after due date
Students can't start new attempts once the due date and time has passed
 - Allow class conversations
- Presentation Options**
 - Display one question at a time
 - Prohibit backtracking
 - Randomize questions
 - Randomize answers
Multiple Choice answer options are randomly ordered for students
 - Randomize pages
 - Do not randomize first page

The "Save" button is highlighted with an orange arrow.

Set the Test visibility conditions as you would with any Test



The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1?courseId=_62645_1&grad`. The page title is "Test with Respondus and Webex". The main content area is titled "Test Content" and includes a link "Click here first to enter Webex via the Browser" and a question: "Question 1" with the text "The sky is blue." and two radio button options: "True" (marked as the correct answer) and "False". Below the question is a toggle switch for "Allow students to add content at end of assessment".

On the right side, the "Assessment Settings" panel is visible. A dropdown menu is open, showing four options: "Hidden from students" (selected), "Visible to students", "Hidden from students", and "Release conditions". An orange arrow points to the selected "Hidden from students" option.

The bottom of the screen shows a Windows taskbar with the time 9:13 PM and date 4/7/2026.

Running the Test

- Release the test link to the students as usual
- Watch them via the videos in your WebEx meeting

Helpful Hints to Tell your Students

- Download Respondus before the Test.
- They can expand the Padlet element into a new tab in Respondus.
- Navigate back to the test tab once done working in Padlet

- For more guidelines and tutorials please visit the CIL website <https://cil.lau.edu.lb/>
- For technical support related to Blackboard kindly contact Mrs. Dima Tawk via email at dima.tawk@lau.edu.lb
- For questions about managing hybrid teaching and instructional approaches, feel free to contact the CIL via email at cil@lau.edu.lb