# UMSN Respmdus Monitor Course Prep Checklist

### Faculty Uniqname:

### Instructional Designer Uniqname:

### Course #: Course Enrollment:

### First Assessment Date:

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| AT LEAST TWO WEEKS PRIOR TO FIRST ASSESSMENT | | Due Date(s) |
|  | Submit a request for access to Respondus Monitor via the [Respondus Monitor Faculty Support Page](https://nursing.umich.edu/about/computing-and-technology/respondus-faculty). |  |

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| ONE WEEK PRIOR TO FIRST ASSESSMENT | | Due Date(s) |
|  | Consult with Instructional Designertodetermine course assessment strategies that addresses the following:   * + Faculty responsibilities   + Technical Support   + Use cases   + Limitations   + Contingency plans   + Confirm language syllabus revisions   + Establish assessment settings and schedule (including practice quiz)   + Confirm assessment review process and schedule   **Note:** Faculty Support can help review results for classes with 70 or more enrolled students. Please send requests for Respondus Monitor review assistance to: [UMSN-FacultyAdminSupport@med.umich.edu](mailto:UMSN-FacultyAdminSupport@med.umich.edu). |  |
|  | Configure and test Respondus Monitor course assessments |  |
|  | Conduct Respondus Monitor practice quiz with students |  |
|  | Follow up with IT regarding technical issues identified during practice quiz |  |

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| ONE DAY PRIOR TO EACH ASSESSMENT | | Due Date(s) |
|  | Review and confirm contingency plan |  |
|  | Confirm assessment/s are configured |  |
|  | Send reminder to students to run updates |  |

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| DAY OF ASSESSMENT | | Due Date(s) |
|  | Administer assessment |  |
|  | Implement contingency plan as needed |  |

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| POST ASSESSMENT | | Due Date(s) |
|  | Review Respondus Monitor results and address any violations as appropriate. Follow up with Faculty Support if assessment result reviews were conducted by Faculty Support staff. |  |
|  | Follow up with IT regarding any outstanding faculty or student technical issues |  |