# How to complete the Environmental Check (Scan) in Respondus

Students must use either an external webcam, embedded desktop camera, laptop camera, iPad,  and maybe a mirror,  to complete this check.

This step ensures the area around the student's computer is clear of papers, books, phones, etc. Students are asked to pick up and slowly tilt/pan their webcam, laptop camera, so a video can be made of the area around their computer. If the student is using a desktop computer with a built-in camera (like on many Macs), they must use a mirror to show the edges of their computer monitor. Students must ensure that they have recorded all 360 degrees of their environment and desk area. This includes the areas beside, behind, under, and above the computer. Instructors are advised to pay particular attention to exam videos in which the Environment Check was not completed fully or properly.  When using a mirror scan the environment very slowing so that the recording can capture an image and record the environment clearly.

**Environment Check:** When you are completing the webcam check if your video is fuzzy, do not proceed. You need to address your camera issue before taking the exam. During the environment check, you must scan and give a clear video of your work area. In your work area you are allowed scratch piece of paper that you need to show to me (both sides). No outside resources, including, but not limited to cell phones, books, notes, tablets, ipods, headphones, music, t.v. are allowed while taking your exam. As much as possible your testing environment should be quiet and distraction free. Make sure that you have a photo id to show before you begin your exam. You may use your school id, state-issued identification, passport or driver's license.  In order to successfully use the Environmental Check on Respondus is to:

**1.** Be ready and confident for a room scan.

**2.** Turn your web camera in a 360-degree pan to look at the room. Lift your webcam or laptop and slowly turn it around to give a 360-degree view of your exam environment.  It is important /or required for you to show each corner of the room and your desktop area.

**3.** Do not move the camera too fast or it won't provide a clear video and you may need to perform more than one scan. It is important /or required for you to show each corner of the room *and* your desktop area. Do not just show the background; show your desk as well.

**4.** Once you are finished, return your webcam or laptop as close to its original position as best you can.

If you're using a desktop computer with a built-in webcam (e.g. iMac), it might be difficult to lift and rotate the entire computer. You can either rotate a mirror, very slowly, in front of the webcam to scan your desktop and room - or- ask your instructor or the eLearning department for further instruction.

Always get clarification from your professor or the eLearning department if you are unsure about your room scan.
Failure to perform the room scan properly may result in a violation of exam procedures.

In the information provided to students prior to taking the exam in Respondus and in the Syllabus, you can let them know that the environmental scan must include their desktops.