

Respondus LockDown Browser and Monitor

Instructor Quick Start Guide

Enable LockDown Browser

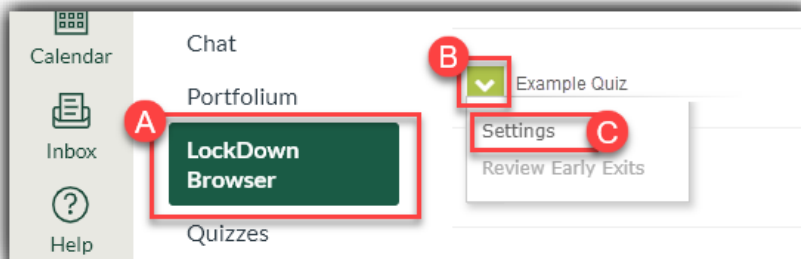
Enable Respondus Monitor

Student Experience

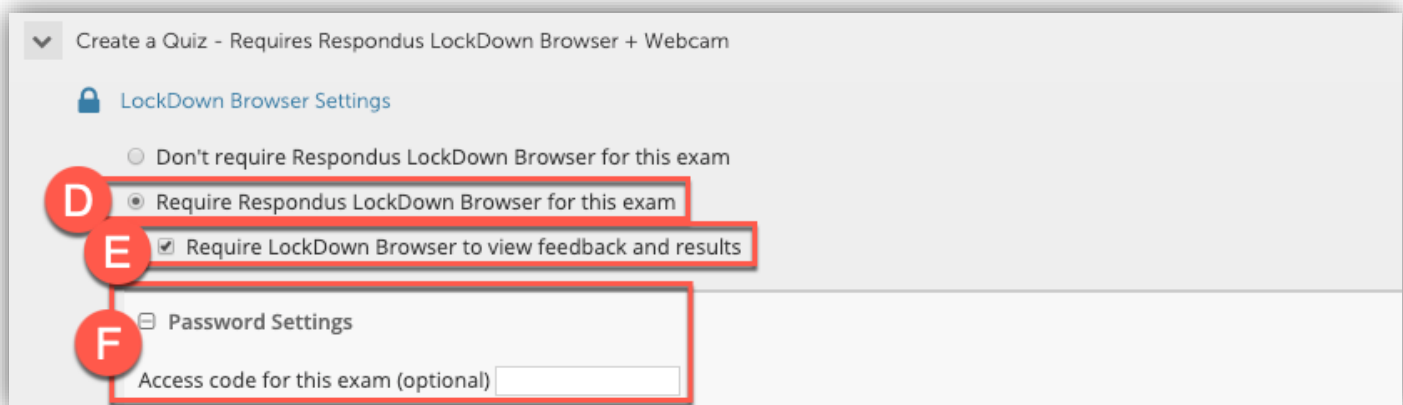
Review Webcam Videos

Enable LockDown Browser

1. Create the quiz in Canvas Quizzes.
2. Select **LockDown Browser** (A) from the Course navigation in Canvas. [Use this guide, to enable Respondus LockDown Browser if you do not see it in your course navigation.](#)
3. A list of quizzes in the course will be displayed. Quizzes are labeled as Required/Not Required for both Respondus LockDown Browser and Monitor (webcam).
4. Click the **Downwards Arrow** (B) to access the drop-down menu, then select **Settings** (C).



5. Select Require Respondus LockDown Browser for this exam (D).
6. The checkbox to **Require LockDown Browser to view feedback and results** (E) is checked by default. This will require students to use the LockDown browser when viewing their quiz results. It prevents the student from copying and pasting or taking screenshots.
7. You may create an **access code** (F) that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided code before proceeding with the quiz.



Enable LockDown Browser Continued...

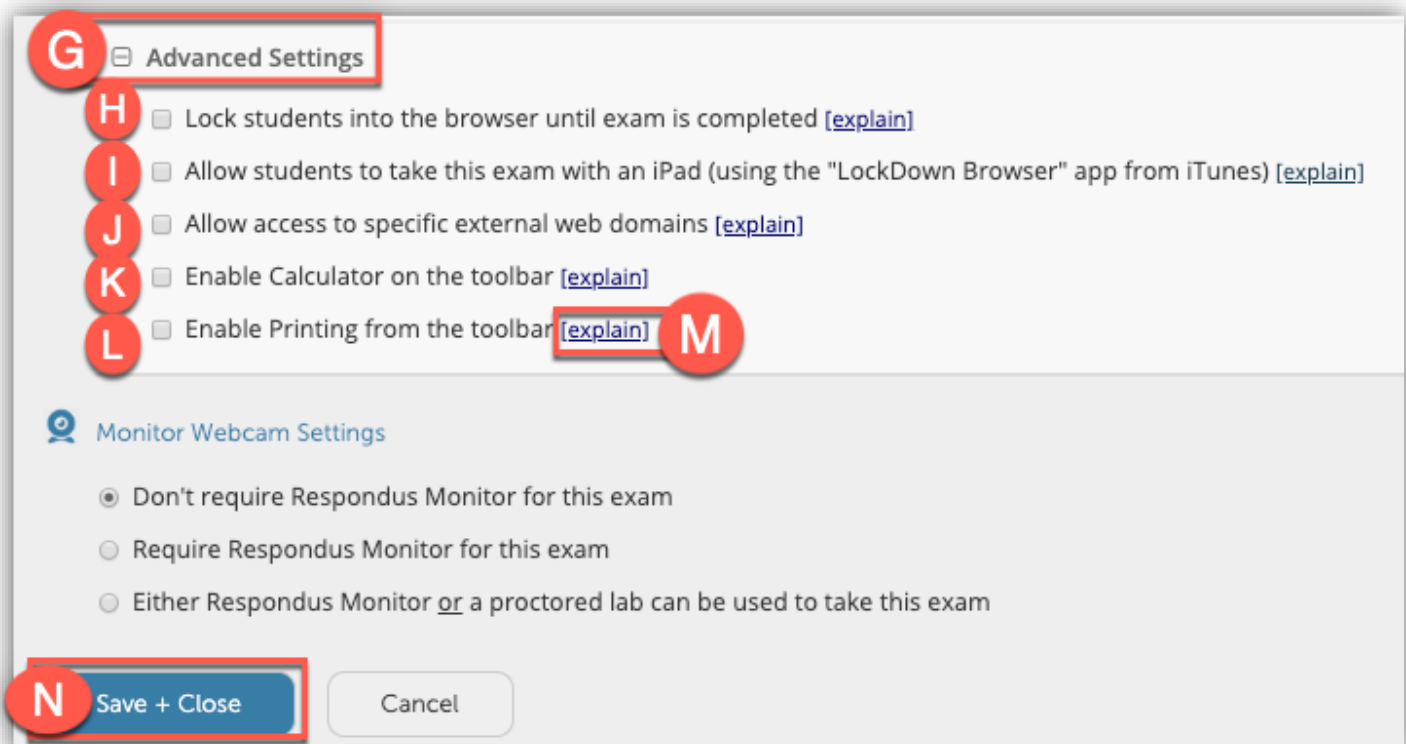
8. Click **Advanced Settings** (G) to expand further options:
9. The **Lock students into the browser until exam is completed** (H) setting will prevent students from exiting the browser until the exam is completed. (Only recommended in proctored environments)

Note: With this option (H) unchecked, students can exit the browser before submitting the exam but will have to provide an explanation, instructors will be able to review early exits.
For more information about early exits, please visit the [Respondus website](#).

10. The **Allow students to take this exam with an iPad (using "LockDown Browser" app from iTunes)** (I) setting will allow students to take the exam with an iPad, using the [free LockDown Browser app](#).
11. The **Allow access to specific external web domains** (J) setting will allow students to access a list of specified web domains during the test.

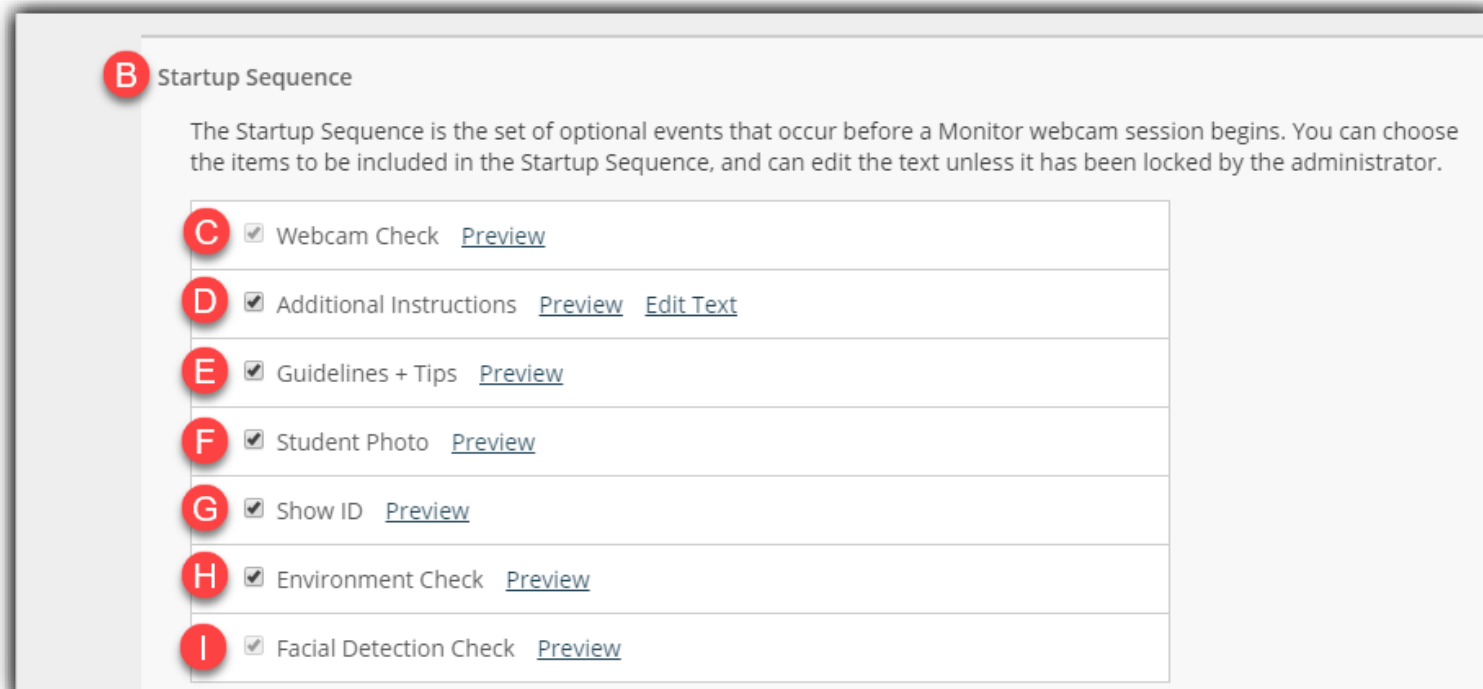
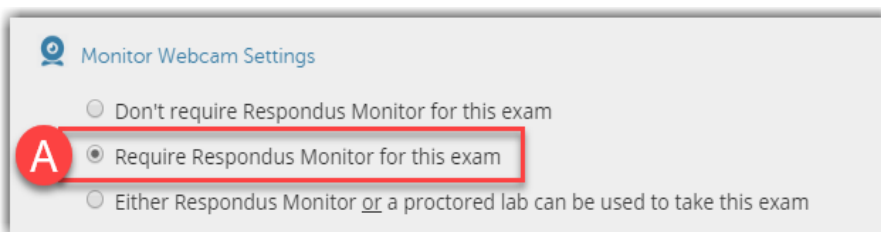
Note: Instructors must provide a link to the site in the Canvas Quiz Instructions or question prompt area. Please visit the [Respondus Guide for using external links and files](#) To learn more about allowing students to access specific external web domains,

12. The **Enable Calculator on the toolbar** (K) and **Enable Printing from the toolbar** (L) settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.
13. For additional information about each setting, select the **[explain]** (M) link that follows each setting
14. Click **Save and Close** (N) to apply your preferred settings or continue to next page to learn how to turn on Respondus Monitor.



Enable Respondus Monitor

1. [Set the exam so to require LockDown Browser](#) then select **Require Respondus Monitor for this exam (A)** to require all students use a webcam during the exam.
2. Now select/unselect the items to be included in the **Startup Sequence (B)**, which includes the steps a student must complete prior to the start of an exam. Features may be enabled or disabled with the exception of Webcam Check and Facial Detection. Click Preview to preview that feature.
3. The **Webcam Check (C)** allows the application to check the student's webcam to ensure it is working properly.
4. The **Additional Instructions (D)** section can be edited to display the desired instructions for the exam. This section can be edited to include specific instructions about what is allowed or not allowed during the exam (no bathroom breaks, no one else in the room, or can use book but must be in the frame of the webcam, etc.).
5. The **Guidelines + Tips (E)** feature will display guidelines and tips provided by Respondus Monitor prior to the exam (avoid rooms where children or other people are present, turn off televisions, radio, music, etc.).
6. The **Student Photo (F)** feature will require the student to take a photo with their webcam for identification purposes.
7. The **Show ID (G)** feature requires students to present their ID to their webcam for identification purposes.
8. The **Environment Check (H)** feature requires students to pan their webcam around their testing area, which ensures the area around their computer is clear of any unapproved resources such as papers, books, phones, etc.
9. The **Facial Detection (I)** section is mandatory as this is how the system flags suspicious behaviors.



Enable Respondus Monitor Continued...

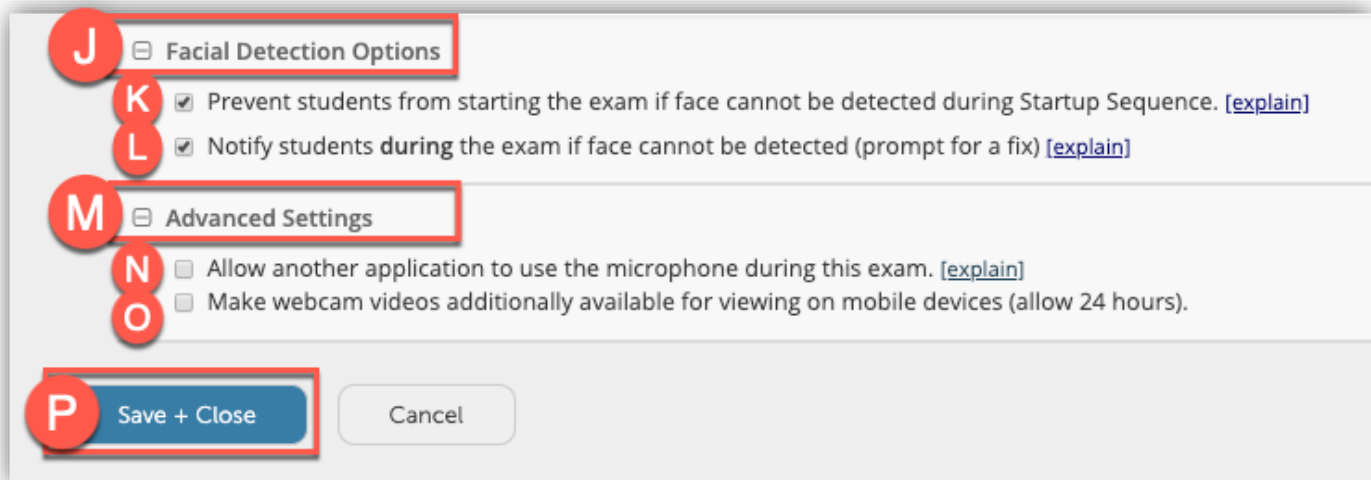
10. Click **Facial Detection Options** (J) to choose how Monitor will behave when a face cannot be detected.
11. Checking the **first box** (K) will prevent students from starting the exam if their face is not detected during the Startup Sequence.

Note: Facial Recognition works best with a good internet connection, appropriate lighting in the room, and a high quality image resolution from the webcam.

12. Checking the **second box** (L) will notify students *during* the exam if their face cannot be detected and give them a chance to correct it.

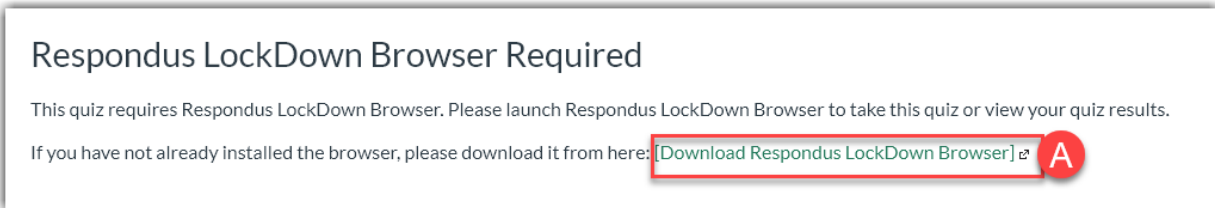
Note: You may not want to enable this feature if you require students to record with a side camera, or if students are permitted to use textbooks or other resources during the exam (since this will result in students turning away from the webcam and receiving frequent notifications).

13. Click the **Advanced Settings** (M) section to open up further option.
14. Check the **first option** (N) if your exam has any component that would require access to the student's microphone. This turns off the ambient noise recording portion of Respondus Monitor.
15. Check the **second option** (O) if you would like to make webcam videos additionally available for viewing on mobile devices.
16. Click **Save + Close** (P) to save your preferences. The Quiz name will be updated to say "[Quiz Title]- Requires Respondus LockDown and Monitor"



Student Experience

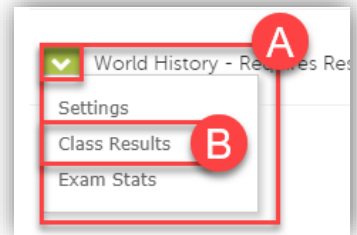
1. Students locate the “LockDown Browser” shortcut on their computer desktop and double-click it. (For Mac users, launch “LockDown Browser” from the Applications folder.) If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes**.
2. Log into their Canvas course using a BlazerID and Strong Password, navigate to the quiz and click **Take a Quiz**.
3. If the student is required to use a webcam to record themselves during a test, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.
4. If the settings for a quiz require that LockDown Browser be used, it cannot be accessed with a standard browser. As shown, a warning message will indicate that LockDown Browser is required for the quiz.
5. A link is provided in the message where students can download LockDown Browser.
<https://www.respondus.com/lockdown/download.php?id=746213867>



Review Webcam 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.

1. [Access the LockDown Browser dashboard in the Canvas course.](#)
2. Click the **Downwards Arrow (A)** to the left of the quiz title, then select **Class Results (B)**.
3. A roster of the students in the course is shown, along with the date, time, duration, review priority, and grade for the quiz. Click **[+] (C)** to expand the section for a student.
4. When you have finished reviewing the video, click on the **Circle (D)** to mark the video as reviewed.
5. Any instructor notes will be display in the **Notes (E)** column.
6. Details of the startup sequence and the exam sessions are shown in thumbnails. Click a thumbnail to view the video for the time indicated.



Last	First	Review Priority	Date	Score	Duration	Reviewed	Notes
Tragan	LeBlanc	MED* <div style="width: 50%;"></div>	14 Aug 2019 @ 12:39PM (Webcam Session 2)	2.93 *	2.7 minutes	<input type="checkbox"/>	
Harris	Logan	LOW <div style="width: 20%;"></div>	14 Aug 2019 @ 1:10PM	0.20	3.5 minutes	<input type="checkbox"/>	
McFarland	John						