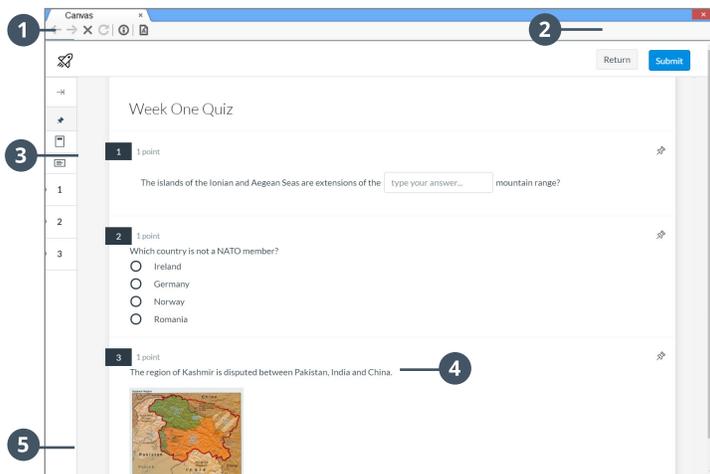## Instructor Quick Start Guide

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.
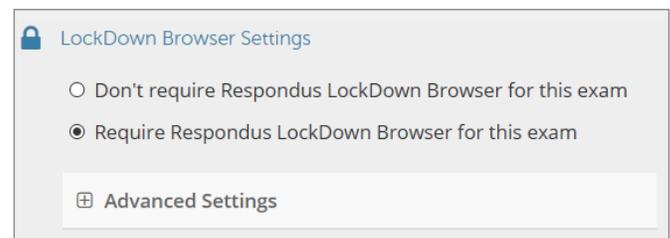
WHAT IS RESPONDUS MONITOR?

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:

> ❯ 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**.

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.
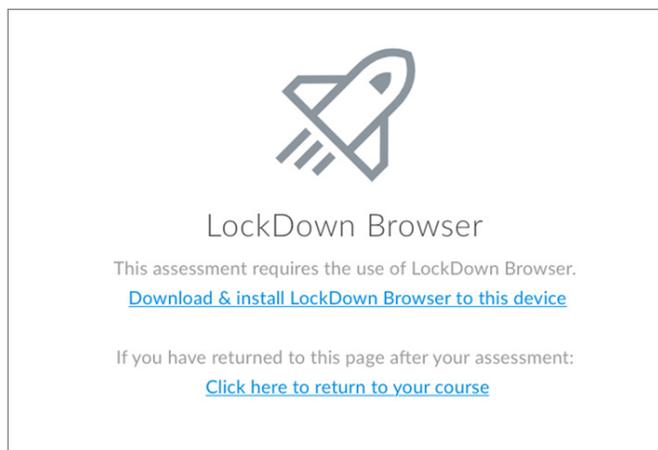
INSTALLING LOCKDOWN BROWSER

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

> ❯ From any standard browser, open a test that requires LockDown Browser.

> ❯ Download LockDown Browser from the link provided, following the instructions on the download page.
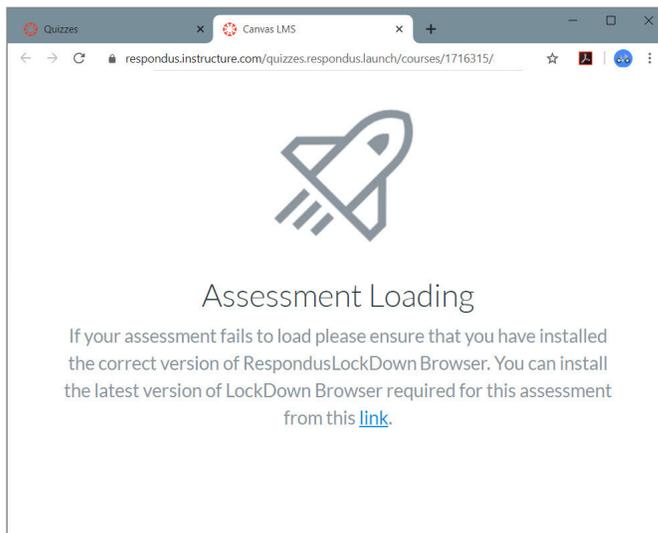
TAKING A QUIZ

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

1. Log into Canvas with a regular browser, select the course and navigate to the quiz.

2. If LockDown Browser has not previously been installed, the student will be prompted to download and install the browser.

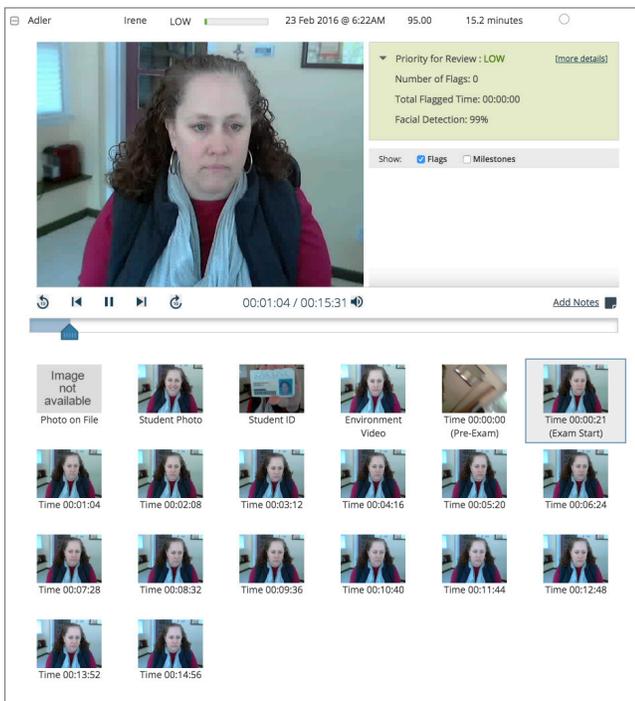3. Return to the quiz and open it to launch LockDown Browser.

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

The **LockDown Browser Dashboard**, accessed from within a course in your LMS, includes videos, guides and other resources to assist with getting started.

Other resources include:

› **Student Guides, Training Videos and more** - available at www.respondus.com/lockdown-guides

› **Knowledge Base** and **Ticket-based Support** [1] - support.respondus.com

[1] Contact your local support representative for Respondus LockDown Browser before opening a support ticket.