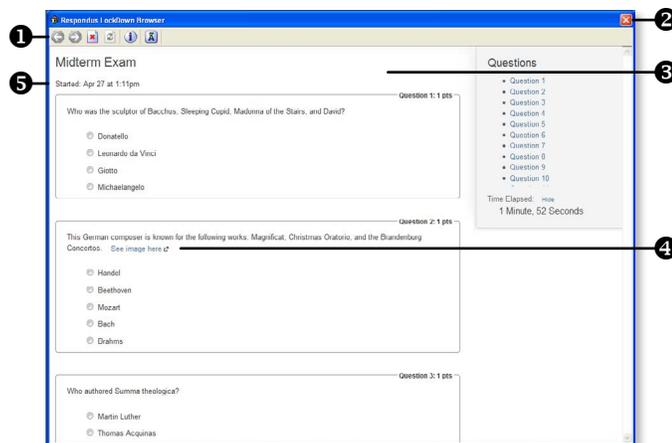




WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus 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 & 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?

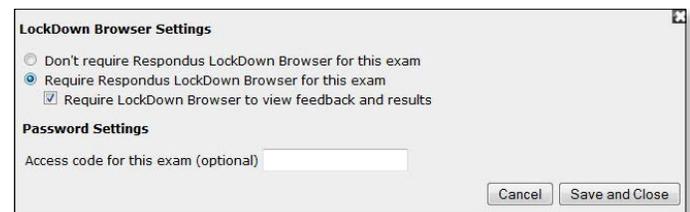
Some institutions additionally license Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored quizzes. When this feature is enabled for a quiz, students are required to use a webcam and microphone with LockDown Browser. After the quiz is complete, 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:

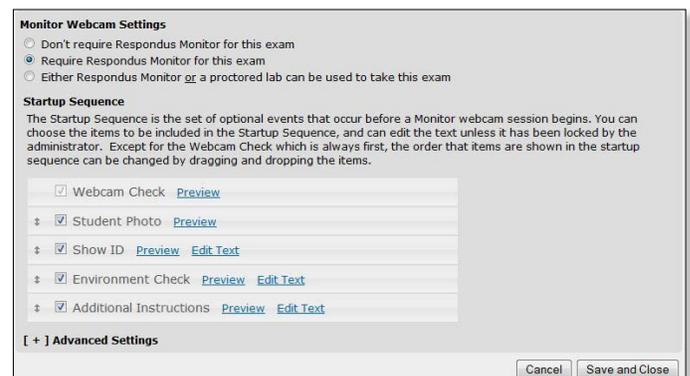
1. Make sure the quiz has been deployed in the Canvas course.
2. From the Course Navigation in Canvas, select **LockDown Browser**.
3. A list of quizzes in the course will be displayed.
 - Quizzes labeled with **Required** require students to use LockDown Browser.
 - Quizzes labeled with **Not Required** do not require students to use LockDown Browser.
4. To change the settings, select **Modify 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 enter an access code that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the quiz. You may also enter an optional exit password that can be used to close LockDown Browser during a quiz.

5. If your institution licenses Respondus Monitor (a webcam feature for LockDown Browser), additional settings will appear at this time. If you want to require all students to use a webcam during the exam, select **Require Respondus Monitor for this exam**.



To give students the option to either take the quiz with a webcam or in a proctored setting, select **Either Respondus Monitor or a proctored lab can be used to take this exam**. A password will then be required to access the quiz, when a webcam is not used (for use in proctored settings).

Now select the items to be included in the Startup Sequence - the steps a student must complete prior to the start of a quiz. Most settings are optional and can be reordered using drag and drop.

6. Click **Save and Close** to apply settings.

Note that steps #1-4 can be used to require LockDown Browser without the webcam. If the dashboard for LockDown Browser doesn't appear in your Canvas course, visit www.respondus.com/canvas for details on how to enable LockDown Browser for a quiz.

INSTALLING LOCKDOWN BROWSER

LockDown Browser must be installed to each computer being used to take a quiz. Follow the instructions below to install the Windows or Mac version of LockDown Browser.

- Your institution will provide the link for downloading and installing LockDown Browser.
- Follow the download page instructions to obtain the correct installation program.
- Start the LockDown Browser installation program and follow the onscreen instructions to complete the install.

TAKING A QUIZ

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

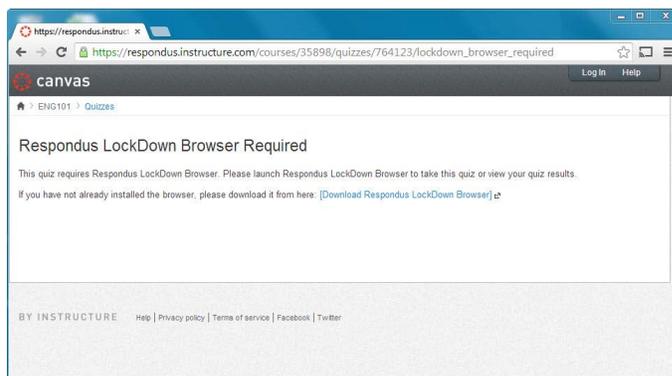
1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes** when prompted.
3. Login to your Canvas course using a student login.
4. Navigate to the quiz and click **Take a Quiz**.
5. If the student is required to use a webcam to record themselves during the test, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.
5. Once a quiz has been started with LockDown Browser, you cannot exit until the **Submit Quiz** button is clicked.

TIP: Prior to the first quiz, have students complete a practice quiz that uses LockDown Browser to make sure they have installed it correctly.

WHAT IF A STANDARD BROWSER IS USED?

If the settings for a quiz require that LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a quiz has been properly set for LockDown Browser by attempting to open the quiz with a regular browser.

As shown at the top of the next column, a warning message will indicate that LockDown Browser is required for the quiz.

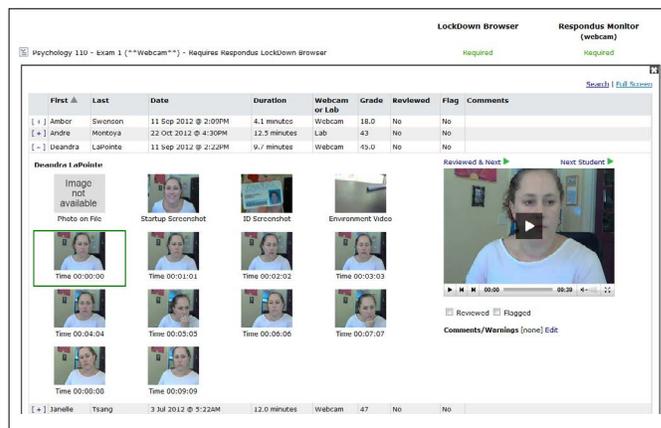


REVIEWING WEBCAM VIDEOS

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 **Video Review**.
3. A roster of the students in the course is shown, along with the date, time, duration, 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, flagged or have comments added by the instructor.

OTHER TRAINING AND SUPPORT RESOURCES

- **Student Quick Start Guide** - a quick start guide for students is available at www.respondus.com/ldb-guides
- **Demo Movies** - view demonstration and training movies at www.respondus.com/ldb-demo
- **Knowledgebase** - www.respondus.com/knowledgebase
- **Ticket-based Support**¹ - www.respondus.com/esupport

¹ Contact your local support representative for LockDown Browser before opening a support ticket at www.respondus.com.