# LockDown Browser®

Schoology – K-12 Teacher Quick Start Guide

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Schoology. When students use LockDown Browser to access a test, they are unable to print, copy, visit other websites, access other applications, or close a quiz until it is submitted for grading. Tests 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.
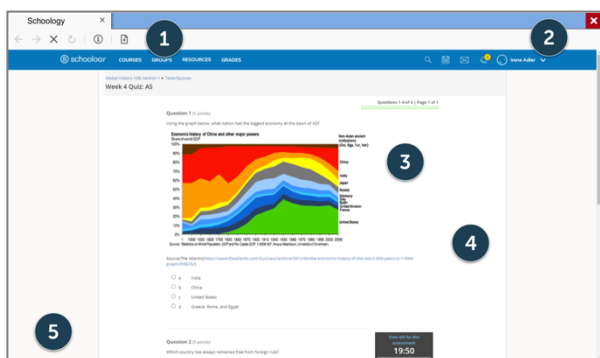
1. **Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
2. **Assessment Mode** - assessments are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
3. **Disabled Controls** - all printing, keystroke combinations, 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 or dock, and menu bars have been removed. Hundreds of screen capture, messaging, screen-sharing and network monitoring applications are blocked.

PREPARING A TEST

To set up a test in Schoology that requires students to use LockDown Browser, follow these steps:

1. Make sure the test has been deployed in the Schoology course.
2. In the course, select the **LockDown Browser Dashboard** from the left-side navigation.
3. A list of deployed tests will be displayed.

> Tests labeled with **Required** require students to use LockDown Browser.
> Tests 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 test title and select the desired option.
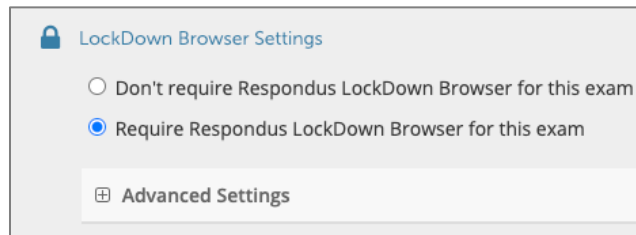
5. Several **Advanced Settings** are available:

> Lock students into the browser until exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
> Allow students to take the exam with an iPad, using the free LockDown Browser app.
> Allow students to access a list of specified web domains during the test.
> Enable Calculator or Print functions 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.

INSTALLING LOCKDOWN BROWSER

LockDown Browser must be installed to each computer or device being used for a test.

> From any standard browser, open a test that requires LockDown Browser.
> Download LockDown Browser by clicking the link provided, following the instructions on the download page.

STUDENT EXPERIENCE

From a student's perspective, this is how LockDown Browser is used for a test.

1. Log into Schoology with a regular browser, select the course and navigate to the test.

2. If LockDown Browser has not previously been installed, the student will be prompted to download and install the browser.
3. Return to the test and open it to launch LockDown Browser.

Note: Once a test has been started with LockDown Browser, the student cannot exit the test until it has been submitted for grading.
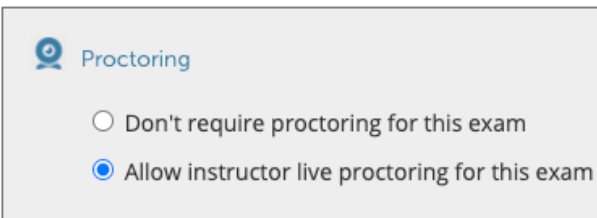
INSTRUCTOR LIVE PROCTORING (video option)

The instructor live proctoring option allows teachers to watch students remotely during an online test. This feature requires the use of a video conferencing system such as Zoom or Google Meet (sold separately) and is intended for small classes where the instructor can view all students on the screen at once.

The teacher and students meet in the video conference at a specified time. When ready, the teacher provides students a start code for the online exam – students start LockDown Browser from there. The teacher can then watch students via the video conference system for the duration of the exam. Note that Instructor Live Proctoring does NOT record the student video, nor does it alert the teacher to suspicious events.

PREPARING FOR LIVE PROCTORING (video option)

1. Provide students the above instructions for downloading and installing LockDown Browser.
2. Convey to students, in advance, that LockDown Browser and a video conferencing system will be used with online exams. (Important: Schedule a practice exam so everything can be tried in advance of a real exam.)
3. Once the exam has been created, go to the LockDown Browser Dashboard, select "Require LockDown Browser for this exam," select "Allow live proctoring for this exam ..." and then supply a "Start Code" (which prevents students from starting the exam early).

4. Use your normal process to create a meeting for the video conferencing system (Zoom, Meet, etc.). Distribute the meeting information to students prior to the exam. Note that students must start the video conference session in the video conference application, or via a "standard" browser (Chrome,

Firefox, etc). They cannot start a video conference from within LockDown Browser.
5. At the scheduled time, confirm you can see and hear all students in the video conferencing system. When ready, provide the start code to students to commence the exam.
6. Remind students the video conference will continue to run in the background, enabling you to see and hear them during the exam. However, they will NOT be able to access the video conferencing system during the exam.

Note: An iPad doesn't allow you to run a video conferencing app and LockDown Browser at the same time. Consider these alternatives:

> Have the student use a different device altogether (Windows, Mac, Chromebook)
> Have the student use a second device for the video conferencing
> Allow the student to shut down the video conferencing system on the iPad when it's time to start the exam

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 respondus.com/lockdown-guides-k12
> **Knowledge Base** and **Ticket-based Support** - support.respondus.com