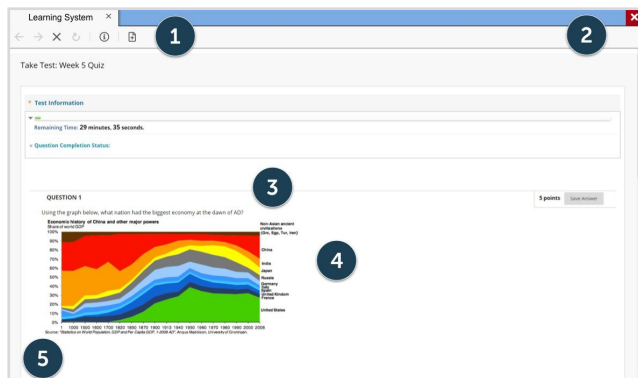


INSTRUCTOR QUICK START GUIDE

What is Respondus LockDown Browser?

LockDown Browser is a custom browser that locks down the testing environment in a learning system*. When students use LockDown Browser to access an exam, they are unable to print, copy, visit other websites, access other applications, or close the exam until it is submitted for grading. Exams 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:



LockDown Browser interface

- Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
- Assessment Mode** - assessments are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
- Disabled Controls** - all printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.
- Links** - links to other web sites do not compromise the secure testing environment.
- 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.

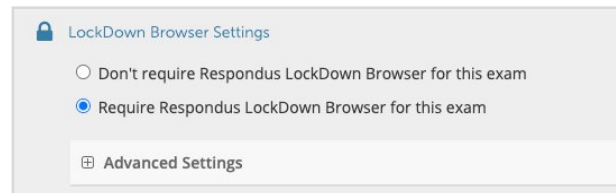
What is Respondus Monitor?

Some institutions additionally license Respondus Monitor, an automated proctoring solution that works with LockDown Browser to record students during online exams. After the exam is complete, an instructor can review details of the assessment, including recorded videos of the student's webcam, screen, or both.

Preparing an Exam

To set up an exam that requires students to use LockDown Browser, follow these steps:

- Make sure the exam has been deployed in the online course.
- Locate the LockDown Browser Dashboard tool in the course (either from the navigation or a Course Tools menu). A list of exams in the course will be displayed.
- Select **Settings** from the context menu to the left of the exam title.



LockDown Browser settings

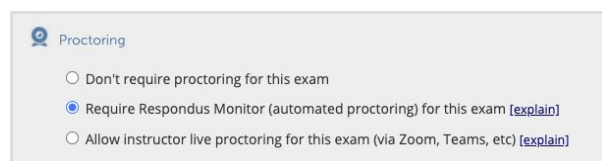
- Several Advanced Settings are available, including:
 - Lock students into the browser until exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
 - Allow access to a list of specified web domains (websites, like ebooks or other resources) during the exam.
 - Enable Calculator or Print functions in the LockDown Browser toolbar.

For additional information, select the [explain] link that follows each setting.

- Click **Save and Close** to apply the settings.

Using Respondus Monitor (automated proctoring feature)

If your institution licenses Respondus Monitor, additional settings will appear in the LockDown Browser Dashboard. Once the quiz requires LockDown Browser, select **Require Respondus Monitor for this exam** to record students via webcam, screen, or both.



Respondus Monitor proctoring options

Configure the **Startup Sequence** -- steps students complete before the quiz begins (most are optional). Advanced Settings include hand-written work capture, iPad support, a second camera for an additional video angle, and more. Select the [explain] link next to each setting for additional details.

To offer a proctored lab option alongside webcam, select "Allow this exam to additionally be delivered in a proctored lab" and provide the proctor with a password.

Installing LockDown Browser

LockDown Browser must be installed to each device being used for an exam.

- From any standard browser, open an exam that requires LockDown Browser.
- Download and install LockDown Browser using the link provided, following the instructions on the page.

Student Experience

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

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

1. Log into the online course with a regular browser, select the course and navigate to the exam.
2. If LockDown Browser has not previously been installed, the student will be prompted to download and install the browser.
3. Return to the exam and open it to launch LockDown Browser.
4. If the student is required to use a webcam to record themselves during the exam, a **Startup Sequence** will guide the student through a webcam check and other items required by the instructor.

Reviewing Videos

When Respondus Monitor is used to proctor an exam, instructors can review recorded sessions from the LockDown Browser Dashboard. 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 and post-exam data:

1. Return to the LockDown Browser Dashboard in the online course.
2. From the context menu to the left of the exam 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 (if available) for the exam.
4. Click [+] to expand the section for a student.

Thumbnails show the Startup Sequence and exam session -- click to view video at that point. Notes can be added per student. For more detail, see *Understanding Proctoring Results*, linked from the Dashboard.

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:

- **Training Webinars** -- respondus.com/webinars
- **Student Guides, Tutorials and more** - respondus.com/lockdown-guides
- **Knowledge Base** and **Ticket-based Support** - support.respondus.com

* This guide is for the standard learning system integrations -- Blackboard, Canvas (New Quizzes), Brightspace, Moodle, Schoology -- used by higher education institutions.

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