

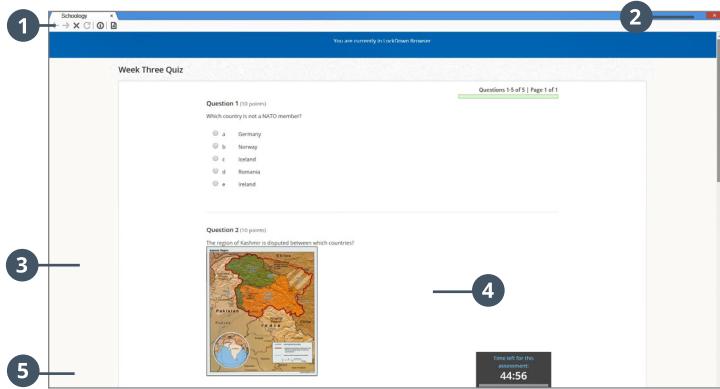
Instructor Quick Start Guide

LockDown Browser® and Respondus Monitor®

WHAT IS 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, go to another URL, access other applications, or close a test until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers, either.

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 websites do not compromise the secure testing environment.
- 5 Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed.

WHAT IS RESPONDUS MONITOR?

Some institutions additionally license Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored exams. When this feature is enabled for a test, students are required to use a webcam and microphone with LockDown Browser. After the exam is complete, an instructor can review details of the assessment, even the recorded videos.

PREPARING A TEST

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

1. Using a standard web browser, log into Schoology as an instructor.
2. In the course, open 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 require LockDown Browser, select **Settings** from the context menu to the left of the test title and select the desired option.

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Advanced Settings

5. Several **Advanced Settings** are available:

Advanced Settings

- Lock students into the browser until exam is completed [\[explain\]](#)
- Allow students to take this exam with an iPad [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

- 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 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**.

The screenshot shows the 'Monitor Webcam Settings' section. It has three radio button options: 'Don't require Respondus Monitor for this exam' (unchecked), 'Require Respondus Monitor for this exam' (checked), and 'Either Respondus Monitor or a proctored lab can be used to take this exam' (unchecked). Below this is the 'Startup Sequence' section, which lists several optional items with checkboxes: Webcam Check (checked), Guidelines + Tips (checked), Student Photo (checked), Show ID (checked), Environment Check (checked), Additional Instructions (checked), and Facial Detection Check (unchecked).

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 – the Webcam Check and the Facial Detection Check are the only required steps.

INSTALLING LOCKDOWN BROWSER

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

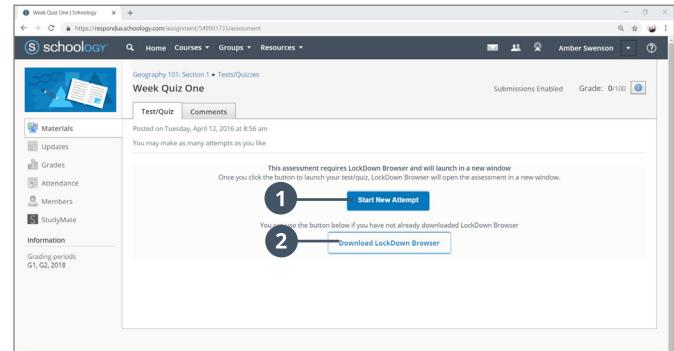
- Open any quiz that requires the use of LockDown Browser from a regular browser
- Download LockDown Browser from the link provided, following the instructions on the download page.

Once installed, LockDown Browser will automatically launch when a test in Schoology requires it. The automatic launching works only with Firefox, Chrome, Internet Explorer, Edge, and Safari.

TAKING A TEST

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

1. Log into Schoology with a regular browser, select the course and navigate to the test.
2. From this screen, the student can either install LockDown Browser or launch it to take this test.



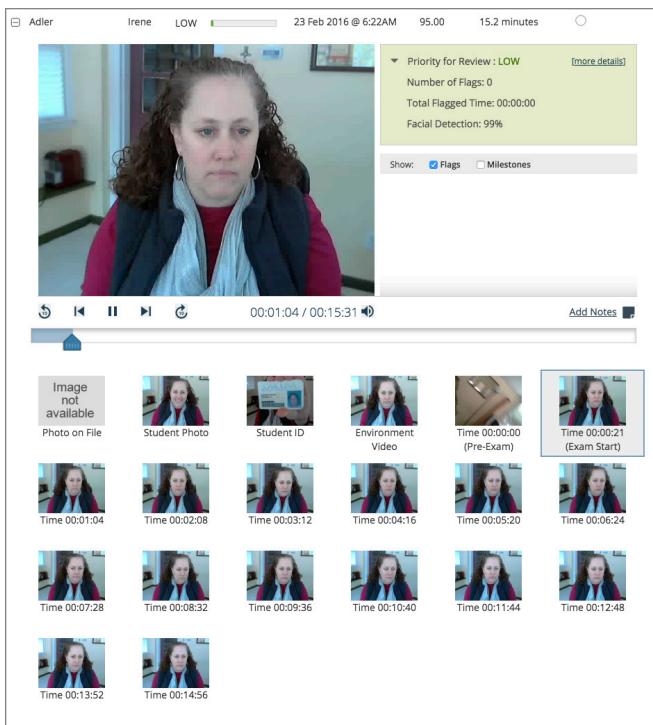
- 1 If this computer already has LockDown Browser installed, the student simply clicks "Start New Attempt" button.
- 2 This link will enable a student to install LockDown Browser to the computer.
- 3 If prompted to close a blocked program (e.g. screen capture, instant messaging), choose Yes.
- 4 If a 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.
- 5 Once a test has been started with LockDown Browser, the student cannot exit the test until the Submit button is clicked.

REVIEWING WEBCAM VIDEOS

If students were required to use the webcam feature (Respondus Monitor) with the exam, instructors can access information about the exam 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 Schoology course.
2. From the context menu to the left of the test title, select **Class Results**.
3. A roster of the students in the course is shown, along with the date, time, duration of the test, review priority, and grade (if applicable).
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.

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