

## Instructor Quick Start Guide

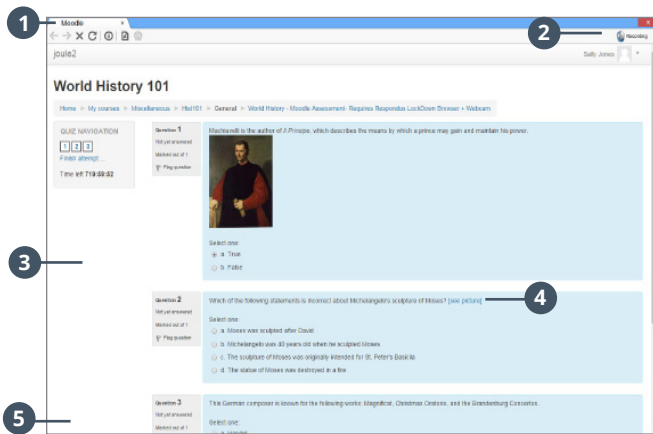
## LockDown Browser® and Respondus Monitor®

## WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that increases the security of online testing in Moodle. When students use LockDown Browser to access a quiz, they are unable to print, copy, go to another URL, 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 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 **Test Mode** - tests 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 will open in a new, secure window and prevent browsing beyond that page.
- 5 **Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed. Hundreds of screen capture, messaging, screensharing and network monitoring applications are blocked.

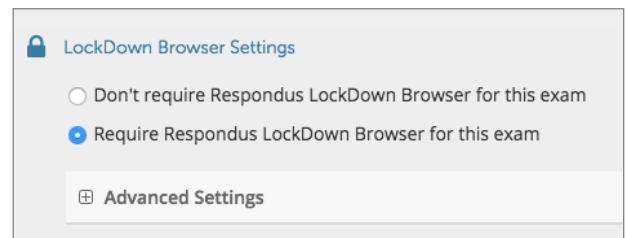
## WHAT IS RESPONDUS MONITOR?

Some institutions additionally license Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored 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.

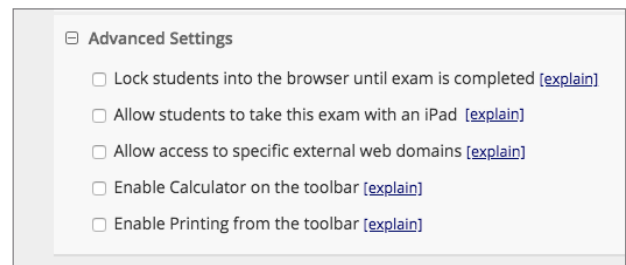
## PREPARING A QUIZ

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

1. Select the Respondus LockDown Browser dashboard.
2. A list of quizzes in the course will be displayed.
  - Quizzes noted as "Required" require students to use LockDown Browser.
  - Quizzes noted as "Not Required" do not require students to use LockDown Browser.
3. Select **Settings** from the context menu to the left of the quiz title and select the desired option.



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

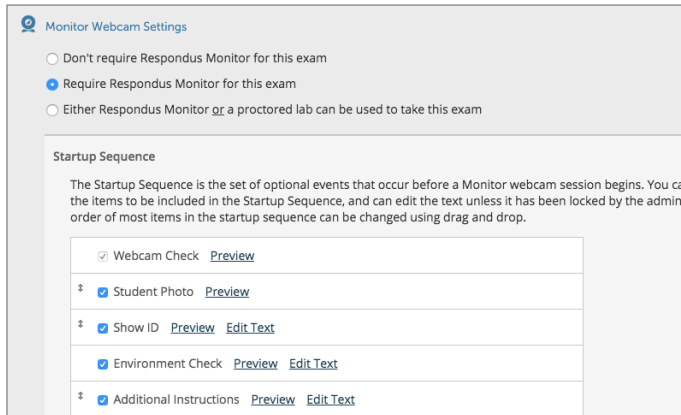


- The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
  - The second setting will allow students to take the exam with an iPad, using the free LockDown Browser 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.
5. 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' interface. At the top, there are three radio button options: 'Don't require Respondus Monitor for this exam', 'Require Respondus Monitor for this exam' (which is selected), and 'Either Respondus Monitor or a proctored lab can be used to take this exam'. Below this is a section titled 'Startup Sequence' with a descriptive paragraph: 'The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator. The order of most items in the startup sequence can be changed using drag and drop.' Below the text is a list of items in the startup sequence, each with a checkbox and a 'Preview' link: 'Webcam Check', 'Student Photo', 'Show ID', 'Environment Check', and 'Additional Instructions'. Each item also has an 'Edit Text' link.

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 and can be reordered by dragging and dropping them to the desired order.

## INSTALLING LOCKDOWN BROWSER

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

- > Your institution will provide the link for downloading and installing LockDown Browser.
- > 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 a test.

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. Or, close LockDown Browser and then close the blocked program before restarting.
3. Log into your Moodle course using a student login.
4. Navigate to the quiz and select the **Attempt quiz now** button.
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.
6. Once a quiz has been started with LockDown Browser, you cannot exit until the **Submit all and finish** button is clicked.

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

## WHAT IF A STANDARD BROWSER IS USED?

If the settings for a test require that LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a test has been properly set for LockDown Browser by following these steps using a regular browser.

As shown below, a warning message will indicate that LockDown Browser is required for the quiz. The **Attempt quiz now button** will not be available.

**Respondus LockDown Browser is required for this quiz.**

Click [here](#) to download the installer.

## 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 Respondus **LockDown Browser Dashboard** in the Moodle 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.

The screenshot displays the Respondus LockDown Browser interface. At the top, it shows the user's name (Adler), the course name (Imme), the priority for review (LOW), the date and time (28 Feb 2016 @ 8:27AM), and the duration (55:00). Below this, there is a video player showing a student's webcam feed. To the right of the video player, there is a summary box with the following information: Priority for Review: LOW, Number of Flags: 0, Total Flagged Time: 00:00:00, and Facial Detection: 99%. Below the video player, there is a navigation bar with a play button, a progress bar (00:01:04 / 00:15:31), and an 'Add Notes' button. Below the navigation bar, there is a grid of thumbnails representing different stages of the exam session. The thumbnails are labeled as follows: 'Image not available', 'Photo on File', 'Student Photo', 'Student ID', 'Event-based Video', 'Time 00:00:00 (Pre-Exam)', 'Time 00:00:21 (Exam Start)', 'Time 00:01:04', 'Time 00:02:08', 'Time 00:03:12', 'Time 00:04:16', 'Time 00:05:20', 'Time 00:06:24', 'Time 00:07:28', 'Time 00:08:32', 'Time 00:09:36', 'Time 00:10:40', 'Time 00:11:44', 'Time 00:12:48', 'Time 00:13:52', and 'Time 00:14:56'.

## OTHER TRAINING AND SUPPORT RESOURCES

- > **Student Quick Start Guide** - a quick start guide for students is available at [www.respondus.com/lockdown-guides](http://www.respondus.com/lockdown-guides)
- > **Demo Movies** - view demonstration and training movies at [www.respondus.com/demo](http://www.respondus.com/demo)
- > **Knowledge Base and Ticket-based Support** <sup>1</sup> - [support.respondus.com](http://support.respondus.com)

<sup>1</sup> Contact your local support representative for Respondus LockDown Browser before opening a support ticket.

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