Instructor Quick Start Guide

# LockDown Browser® and Respondus Monitor®

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Brightspace. 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.
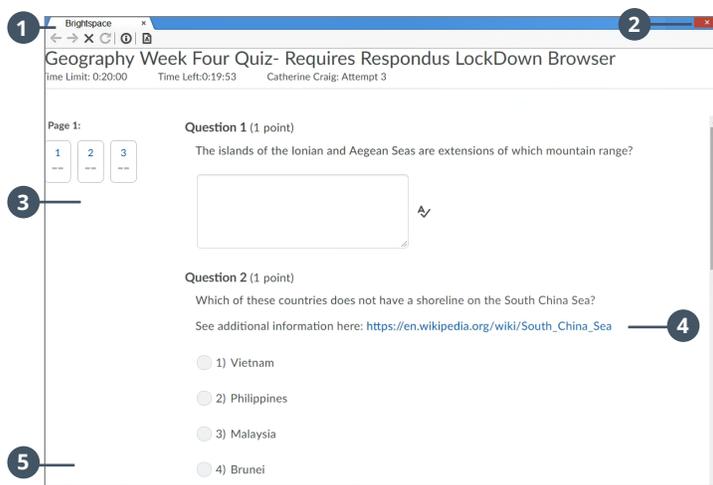
1 Modified Toolbar - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.

2 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, 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 quiz, 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 Brightspace that requires students to use LockDown Browser, follow these steps:

1. Using a standard web browser, log into Brightspace as an instructor.

2. In the course, open the **Quizzes** tab and open the **LockDown Browser Dashboard**.
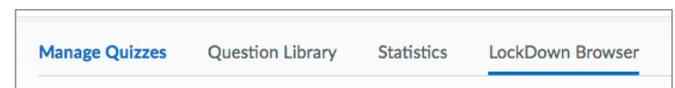
3. A list of deployed tests will be displayed.
   › Quizzes labeled with "Required" require students to use LockDown Browser
   › Quizzes labeled with "Not Required" don't require LockDown Browser

4. To change the settings, select **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.
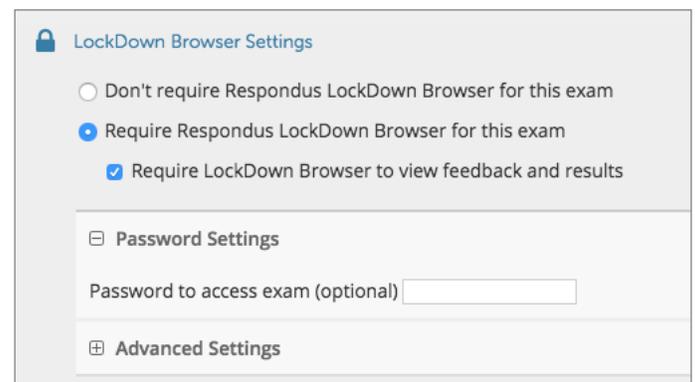
Optionally you may create a password that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the quiz.

5. 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.

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**.

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.

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.

TAKING A QUIZ

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

1. Log into Brightspace with a regular browser, select the course and navigate to the quiz.

2. From this screen, the student can either install LockDown Browser or launch it to take the quiz.
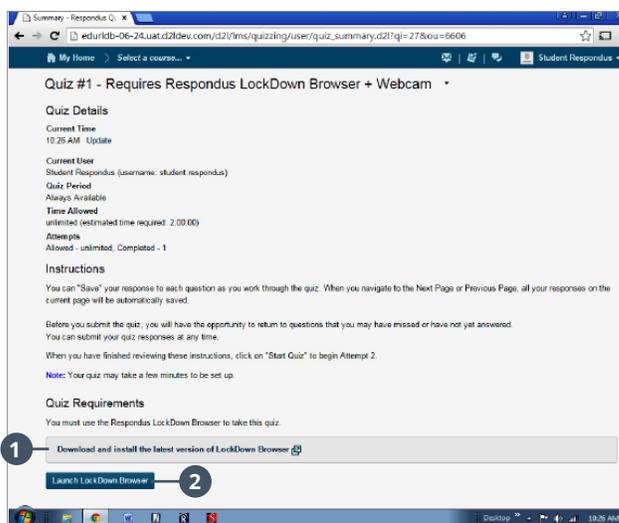

❶ The first link will enable a student to install LockDown Browser to the computer, if this is their first time using the browser.

❷ If the computer already has LockDown Browser installed, the student simply clicks "Launch LockDown Browser" to begin the quiz in LockDown Browser.

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 quiz, 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, the student cannot exit the quiz until the **Submit Quiz** button is clicked.

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 Brightspace course.

2. From the context menu to the left of the quiz title, select **Class Results**.

3. A roster of the students in the course is shown, along with the review priority, and the date, time, and duration of each 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 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/lockdown-guides

> **Demo Movies** - view demonstration and training movies at www.respondus.com/demo

> **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.