

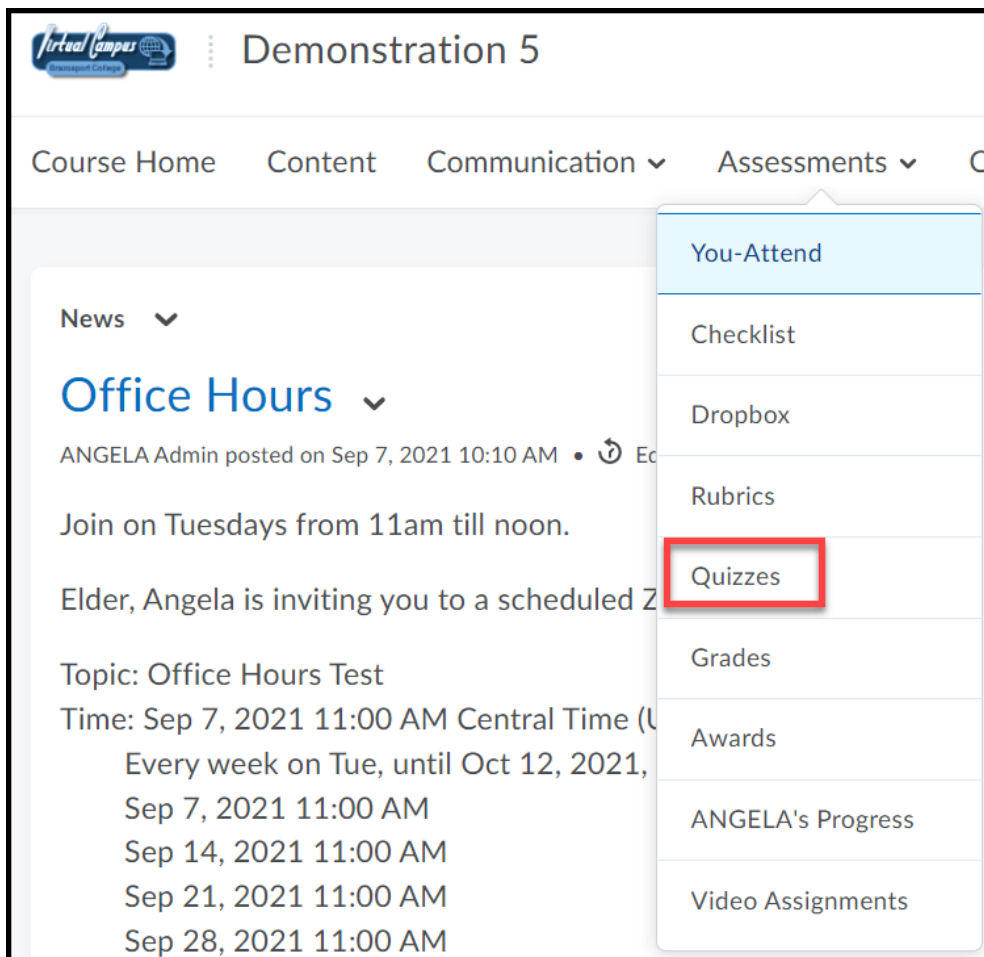
Requiring LockDown Browser on Exams

LockDown Browser is a custom browser that locks down the testing environment in the Virtual Campus used for securing online exams. You can select to require students to take their exam using one of the 3 following option:

- [LockDown Browser](#)
- [Respondus Monitor](#)
- [Instructor live proctoring \(via Zoom\)](#)

Require LockDown Browser for an Exam

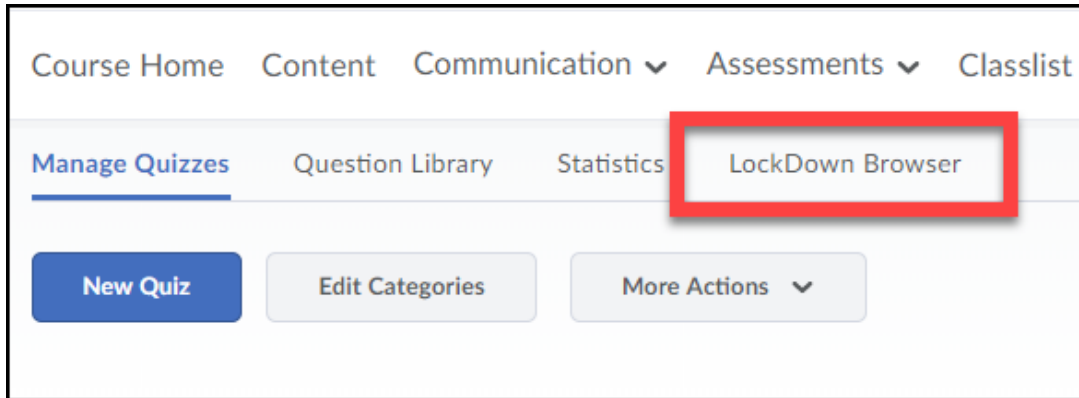
1. Select **Quizzes** from the Assessments drop-down menu on the navbar.



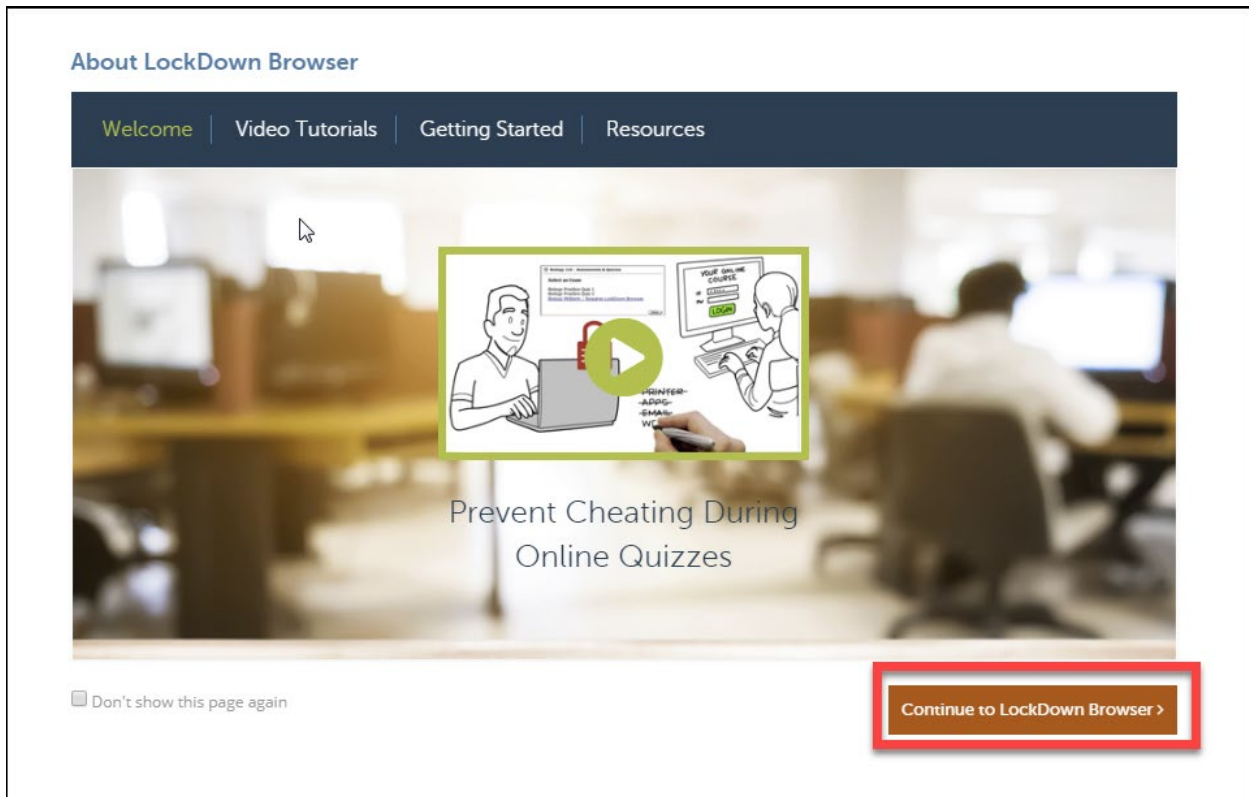
The screenshot shows the Virtual Campus interface for 'Demonstration 5'. The navigation bar includes 'Course Home', 'Content', 'Communication', 'Assessments', and 'C'. The 'Assessments' dropdown menu is open, displaying options: 'You-Attend', 'Checklist', 'Dropbox', 'Rubrics', 'Quizzes', 'Grades', 'Awards', 'ANGELA's Progress', and 'Video Assignments'. The 'Quizzes' option is highlighted with a red rectangular box. In the background, there is a 'News' section with a post titled 'Office Hours' by ANGELA Admin, dated Sep 7, 2021, 10:10 AM. The post content includes 'Join on Tuesdays from 11am till noon.' and 'Elder, Angela is inviting you to a scheduled Z...'. Below the news, there is a 'Topic: Office Hours Test' with a time schedule: 'Time: Sep 7, 2021 11:00 AM Central Time (U... Every week on Tue, until Oct 12, 2021, Sep 7, 2021 11:00 AM Sep 14, 2021 11:00 AM Sep 21, 2021 11:00 AM Sep 28, 2021 11:00 AM'.



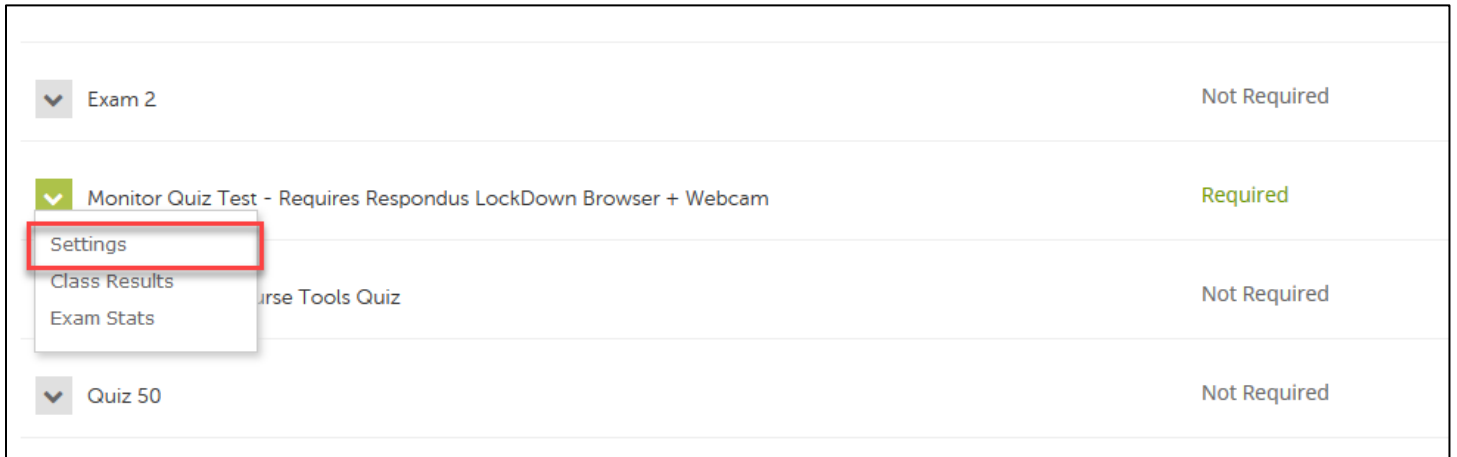
2. Click on the **LockDown Browser** tab.



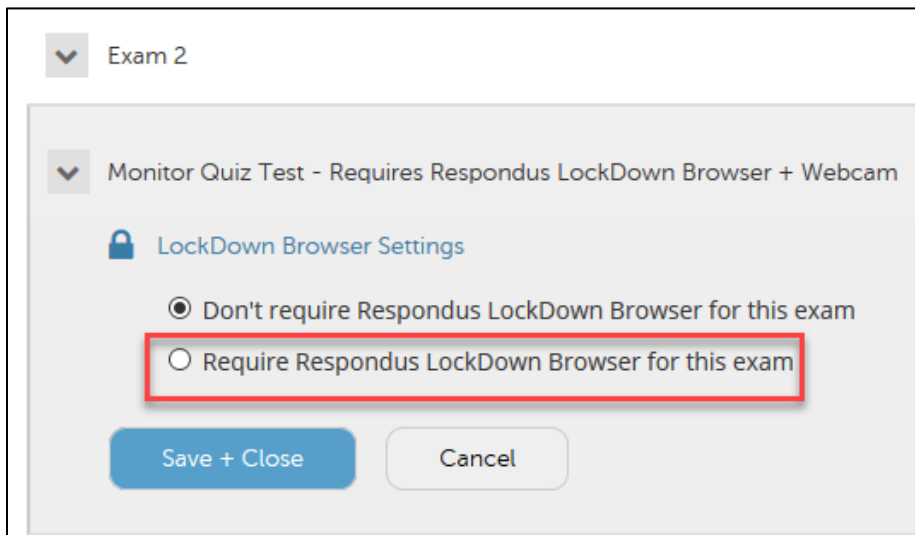
3. If the following screen appears, click the **Continue to Lockdown Browser** button.



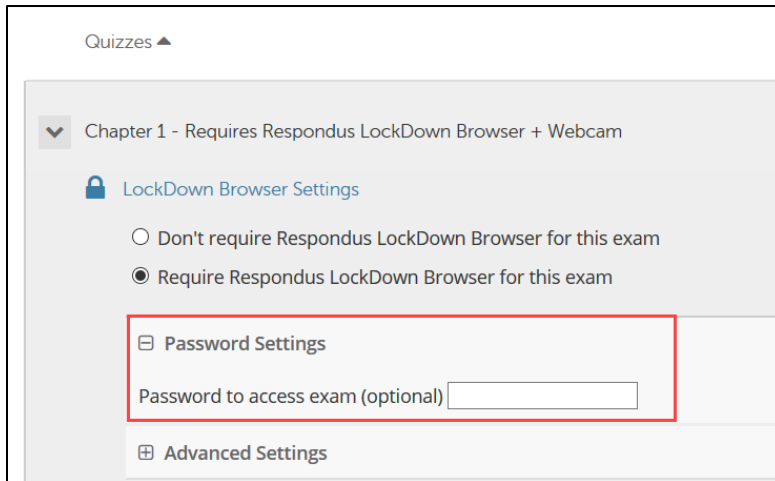
4. A list will appear with all the quizzes you have created for your course. Click on the **dropdown menu** next to the quiz you want to require students to use Respondus LockDown Browser for. Click on **Settings**.



5. Choose **Require Respondus LockDown Browser for this Exam**.



6. If needed, you can enter a **Password** that students MUST enter in order to take the exam.



Quizzes ▲

▼ Chapter 1 - Requires Respondus LockDown Browser + Webcam

🔒 LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

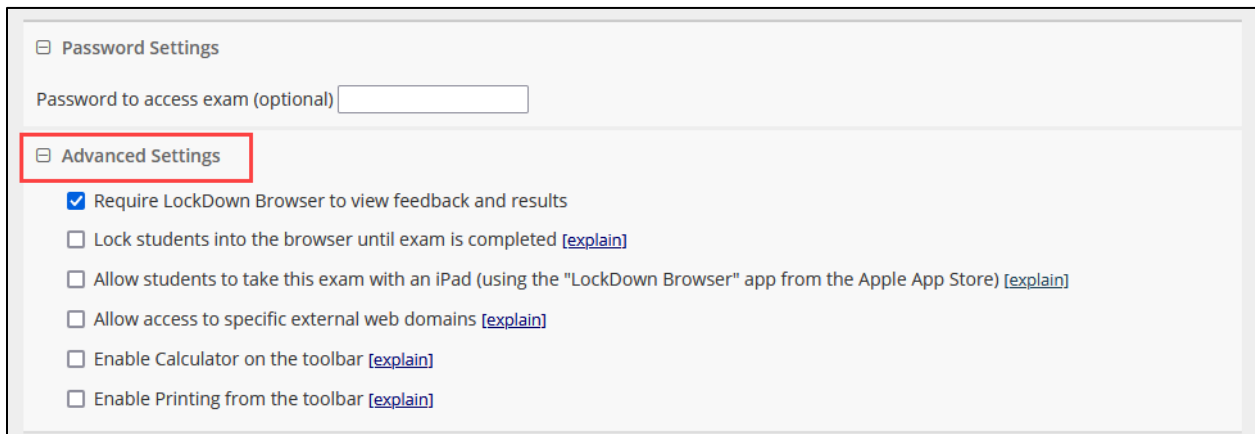
Require Respondus LockDown Browser for this exam

🔒 Password Settings

Password to access exam (optional)

⊞ Advanced Settings

7. Click **Advanced Settings** select the additional settings you would like for the exam. **NOTE:** Chromebooks work with Lockdown Browser and no longer is a selection option.



🔒 Password Settings

Password to access exam (optional)

🔒 Advanced Settings

Require LockDown Browser to view feedback and results

Lock students into the browser until exam is completed [\[explain\]](#)

Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

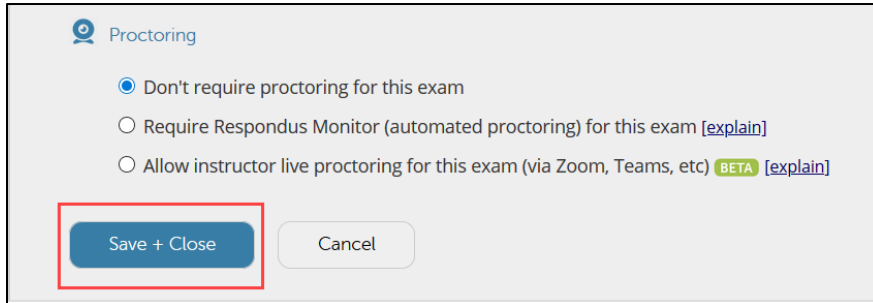
Allow access to specific external web domains [\[explain\]](#)

Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)



8. Click **Save and Close**.



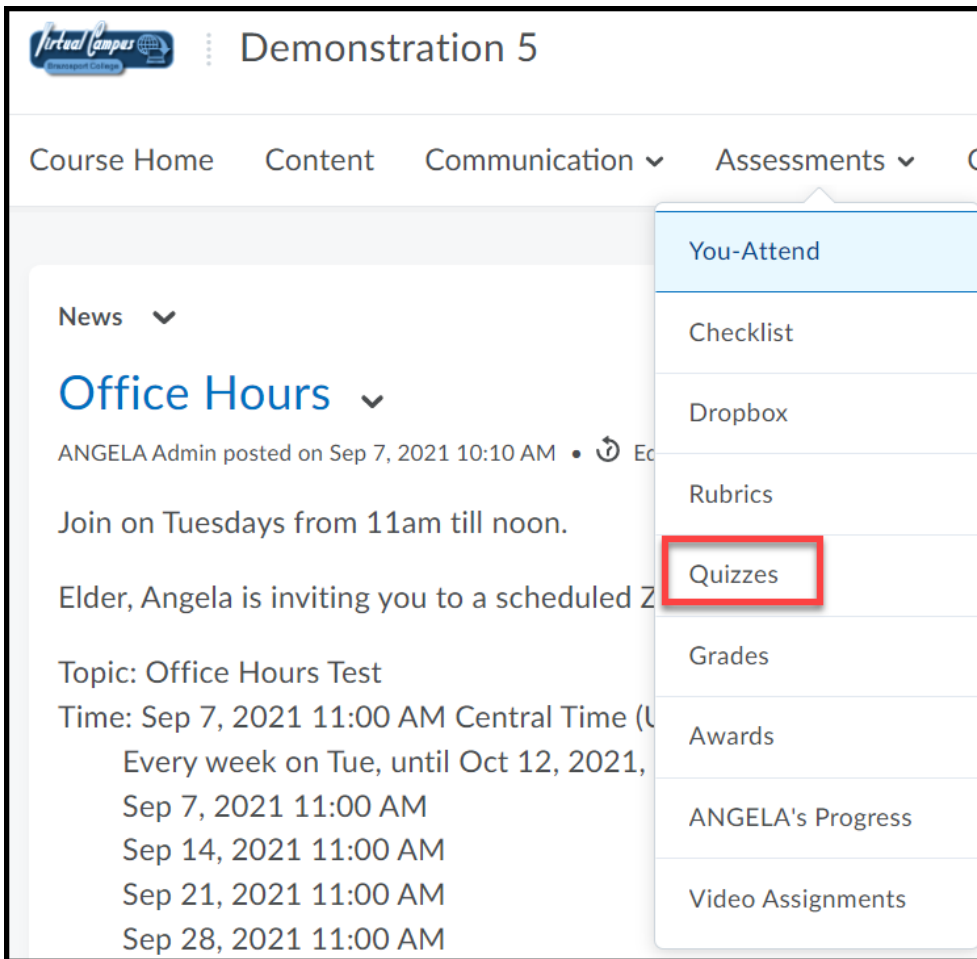
Proctoring

- Don't require proctoring for this exam
- Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)
- Allow instructor live proctoring for this exam (via Zoom, Teams, etc) **BETA** [\[explain\]](#)

Save + Close Cancel

Require Respondus Monitor for an Exam

1. Select **Quizzes** from the Assessments drop-down menu on the navbar.



Virtual Campus
Demonstration 5

Course Home Content Communication ▾ Assessments ▾ C

News ▾

Office Hours ▾

ANGELA Admin posted on Sep 7, 2021 10:10 AM • [↻](#) [E](#)

Join on Tuesdays from 11am till noon.

Elder, Angela is inviting you to a scheduled Z

Topic: Office Hours Test

Time: Sep 7, 2021 11:00 AM Central Time (U

Every week on Tue, until Oct 12, 2021,

Sep 7, 2021 11:00 AM

Sep 14, 2021 11:00 AM

Sep 21, 2021 11:00 AM

Sep 28, 2021 11:00 AM

You-Attend

Checklist

Dropbox

Rubrics

Quizzes

Grades

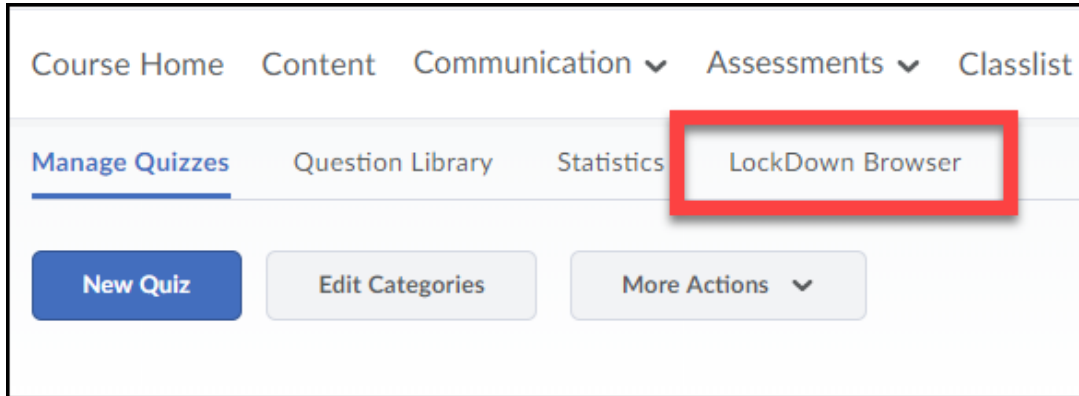
Awards

ANGELA's Progress

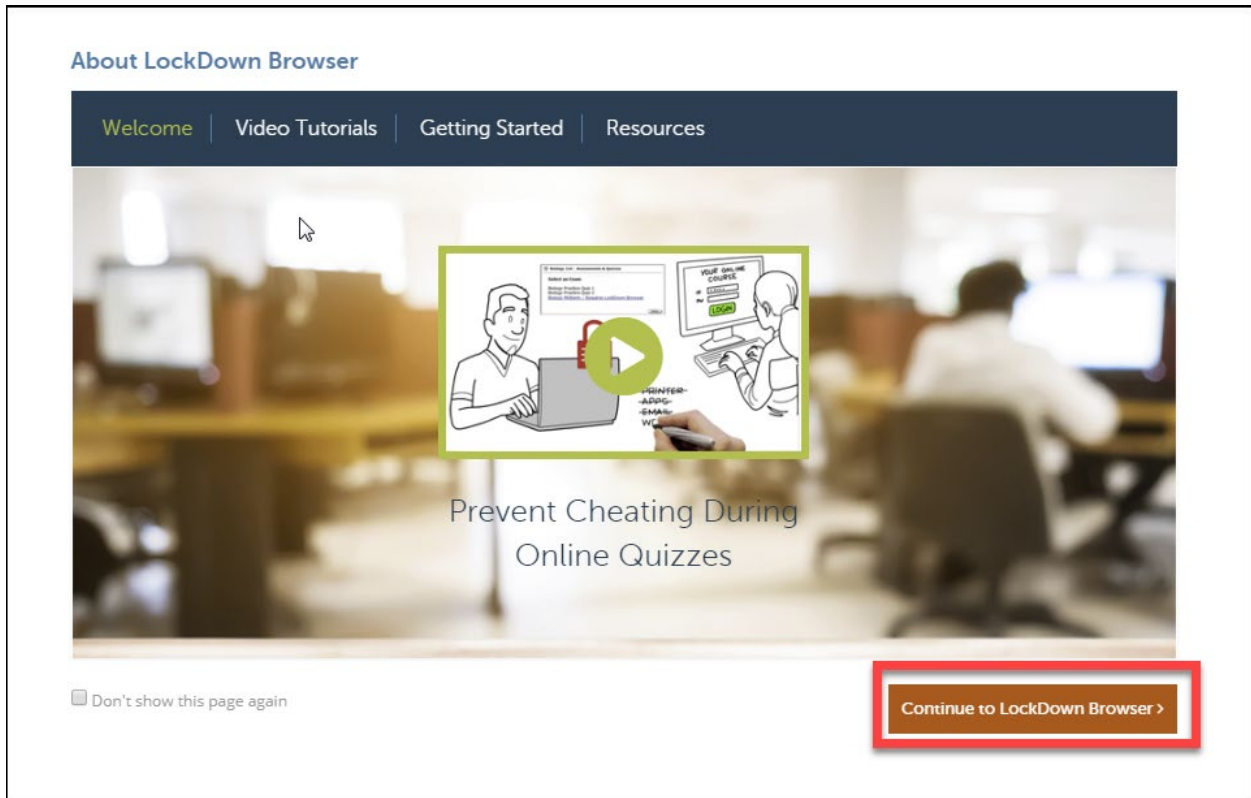
Video Assignments



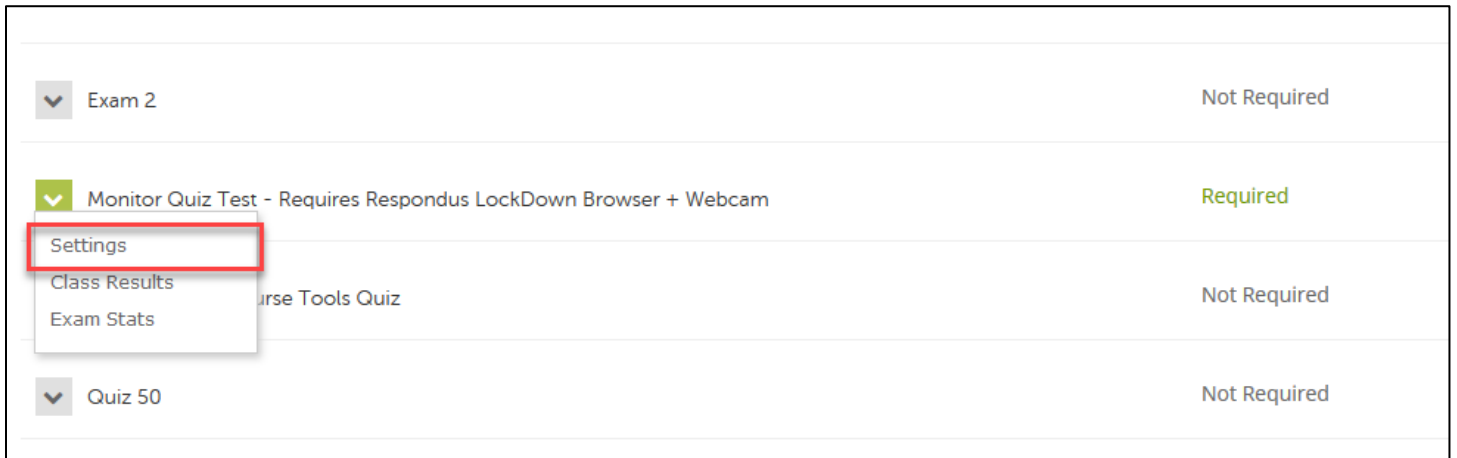
2. Click on the **LockDown Browser** tab.



3. If the following screen appears, click the **Continue to Lockdown Browser** button.

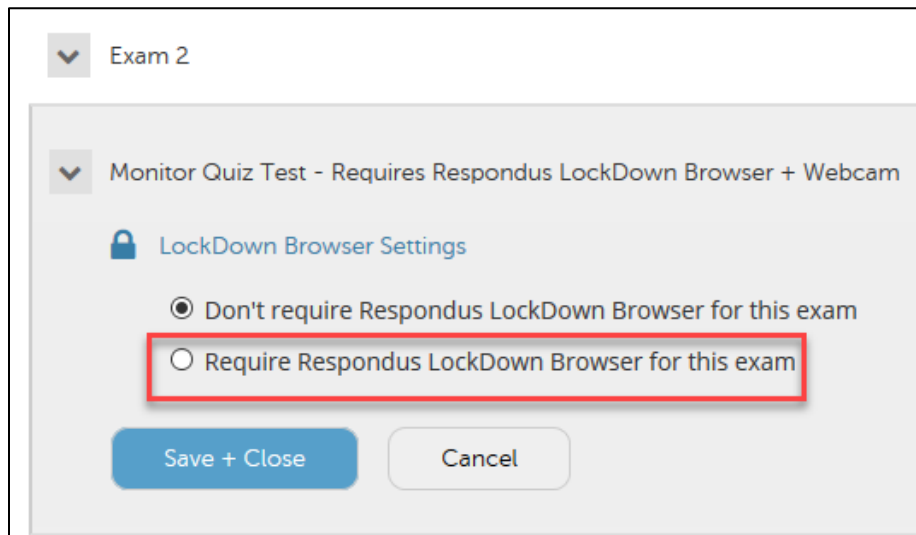


4. A list will appear with all the quizzes you have created for your course. Click on the **dropdown menu** next to the quiz you want to require students to use Respondus LockDown Browser for. Click on **Settings**.



Exam 2	Not Required
Monitor Quiz Test - Requires Respondus LockDown Browser + Webcam	Required
Class Results	Not Required
Exam Stats	Not Required
Quiz 50	Not Required

5. Choose **Require Respondus LockDown Browser for this Exam**.



Exam 2

Monitor Quiz Test - Requires Respondus LockDown Browser + Webcam

LockDown Browser Settings

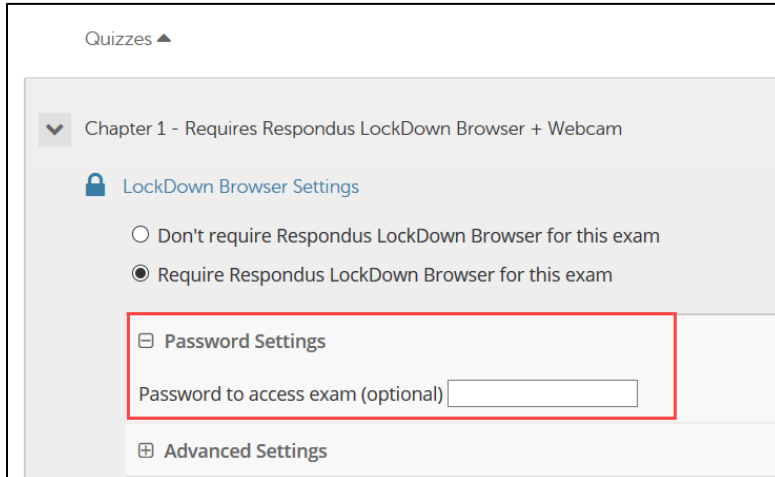
Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Save + Close Cancel



6. If needed, you can enter a **Password** that students MUST enter in order to take the exam.



Quizzes ▲

▼ Chapter 1 - Requires Respondus LockDown Browser + Webcam

🔒 LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

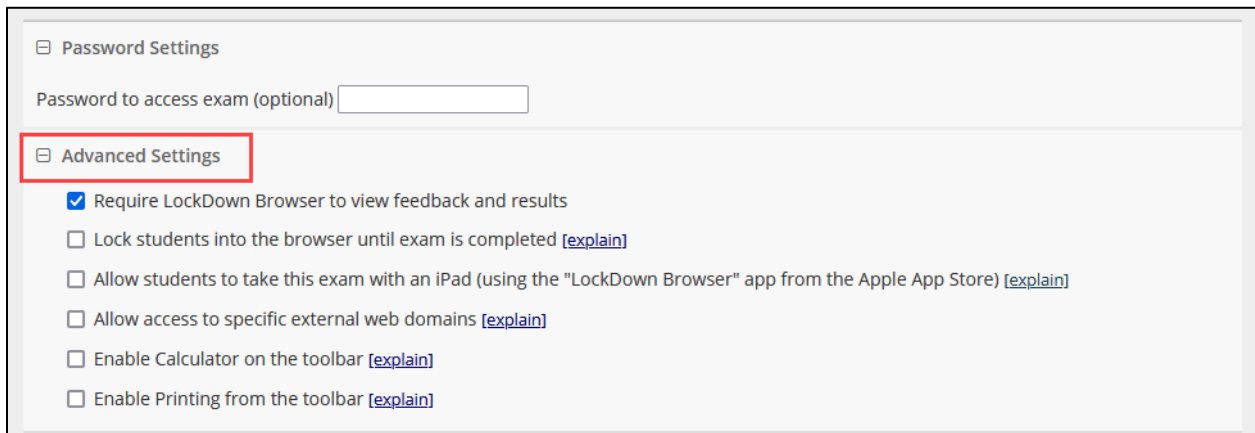
Require Respondus LockDown Browser for this exam

🔒 Password Settings

Password to access exam (optional)

⊕ Advanced Settings

7. Click **Advanced Settings** select the additional settings you would like for the exam. **NOTE:** Chromebooks work with Lockdown Browser Monitor and no longer is a selection option.



🔒 Password Settings

Password to access exam (optional)

🔒 Advanced Settings

Require LockDown Browser to view feedback and results

Lock students into the browser until exam is completed [\[explain\]](#)

Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

Allow access to specific external web domains [\[explain\]](#)

Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)



8. Select the **Require Respondus Monitor...** option.

Proctoring

Don't require proctoring for this exam
 Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)
 Allow instructor live proctoring for this exam (via Zoom, Teams, etc) **BETA** [\[explain\]](#)

Save + Close Cancel

9. Select the items for the startup sequence you want students to complete before they can take the exam.

Startup Sequence Need

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.

Webcam Check	Preview
<input checked="" type="checkbox"/> Additional Instructions	Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips	Preview
<input checked="" type="checkbox"/> Student Photo	Preview
<input checked="" type="checkbox"/> Show ID	Preview Edit Text
<input checked="" type="checkbox"/> Environment Check	Preview Edit Text
Facial Detection Check	Preview

10. Click **Advanced Settings** (1). If students have to enter a password to take the exam (see *step 6*), you **MUST** select **Allow this exam... in a proctored lab** [for students using Chromebook] (2). Then click **Save and Close** (3).



Advanced Settings

Allow this exam to additionally be delivered in a proctored lab
 Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An exam password **must** be used with the exam (see LockDown Browser password settings above) and you will need to provide the password to the proctor.

Allow another application to use the microphone during this exam. [\[explain\]](#)

Enter a demo student username for use by the instructor: [\[explain\]](#)

Save + Close Cancel

Require Instructor Live Proctoring

This option is **ONLY** recommended for small class sizes where it is possible to observe and track all students.

1. Select **Quizzes** from the Assessments drop-down menu on the navbar.

Virtual Campus
 Demonstration 5

Course Home Content Communication Assessments C

News

Office Hours

ANGELA Admin posted on Sep 7, 2021 10:10 AM • [🔄](#) [📧](#) [📅](#)

Join on Tuesdays from 11am till noon.

Elder, Angela is inviting you to a scheduled Z...

Topic: Office Hours Test

Time: Sep 7, 2021 11:00 AM Central Time (U...)

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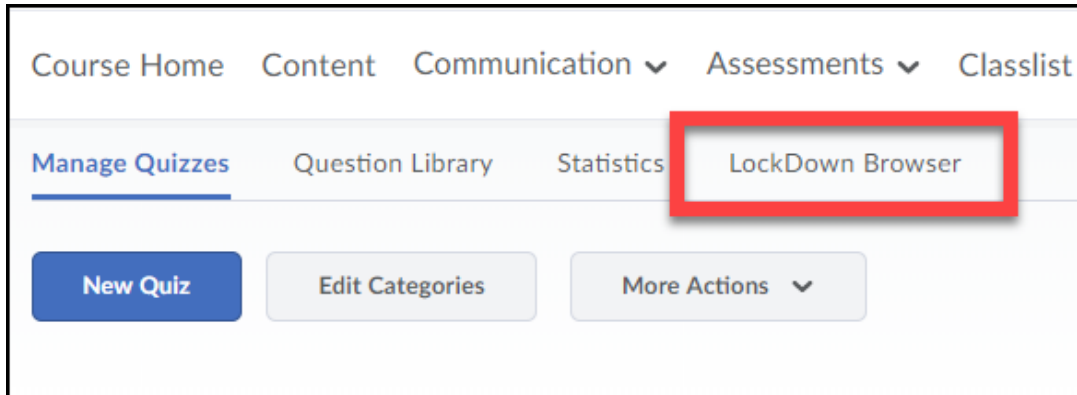
Awards

ANGELA's Progress

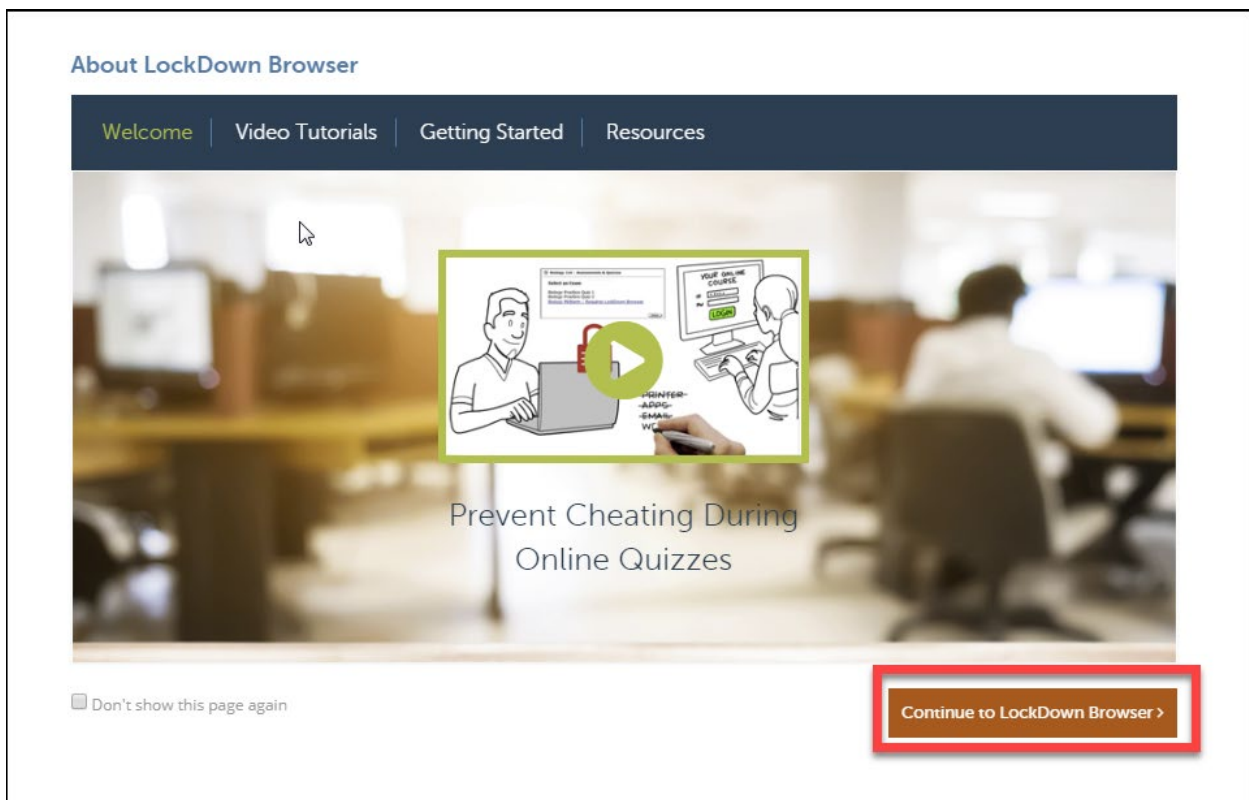
Video Assignments



2. Click on the **LockDown Browser** tab.



3. If the following screen appears, click the **Continue to Lockdown Browser** button.



4. A list will appear with all the quizzes you have created for your course. Click on the **dropdown menu** next to the quiz you want to require students to use Respondus LockDown Browser for. Click on **Settings**.



▼ Exam 2	Not Required
▼ Monitor Quiz Test - Requires Respondus LockDown Browser + Webcam	Required
Settings Class Results Exam Stats	Not Required
▼ Quiz 50	Not Required

5. Choose **Require Respondus LockDown Browser** for this Exam.

▼ Exam 2

▼ Monitor Quiz Test - Requires Respondus LockDown Browser + Webcam

🔒 LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Save + Close Cancel

6. If needed, you can enter a **Password** that students MUST enter in order to take the exam.



Quizzes ▲

▼ Chapter 1 - Requires Respondus LockDown Browser + Webcam

🔒 LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

[-] Password Settings

Password to access exam (optional)

[+] Advanced Settings

7. Click **Advanced Settings** select the additional settings you would like for the exam. **NOTE:** Chromebooks work with Lockdown Browser and no longer is a selection option.

[-] Password Settings

Password to access exam (optional)

[+] **Advanced Settings**

Require LockDown Browser to view feedback and results

Lock students into the browser until exam is completed [\[explain\]](#)

Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)


Allow access to specific external web domains [\[explain\]](#)

Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)

8. Select the **Allow instructor live proctoring...** option.



 Proctoring

Don't require proctoring for this exam
 Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)
 Allow instructor live proctoring for this exam (via Zoom, Teams, etc) **BETA** [\[explain\]](#)

Instructor Live Proctoring

The instructor live proctoring option allows a video conference to run in the background during

9. Select *Zoom* for the **Select your conferencing...** menu (1). Enter a **Start code**, which you will provide students once they enter the session, so they can begin the exam (2). You can select and enter any **additional instructions** you want to provide students in regards to the exam (3).

Instructor Live Proctoring

The instructor live proctoring option allows a video conference to run in the background during an online exam that uses LockDown Browser. This option is for live, synchronous proctoring by the instructor, and is **ONLY** recommended for small class sizes where it is possible to observe and track all students during a video conference. (Note: This isn't recommended for iPad-enabled exams unless the student has a second device for video conferencing.)

1 Select your video conferencing system

2 Start code [\[explain\]](#)

3 Include additional Instructions to students [Edit Text](#)

10. Click **Advanced Settings** (1). If students have to enter a password to take the exam (see *step 6*), you **MUST** select **Allow this exam... in a proctored lab** [for students using Chromebook] (2). Then click **Save and Close** (3).

Advanced Settings 1

Allow this exam to additionally be delivered in a proctored lab 2

Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An exam password **must** be used with the exam (see LockDown Browser password settings above) and you will need to provide the password to the proctor.

Allow another application to use the microphone during this exam. [\[explain\]](#)

Enter a demo student username for use by the instructor: [\[explain\]](#)

3



11. Use your normal process to create a Zoom meeting for the exam and inform students of the meeting prior to the exam.

At the scheduled time of the meeting, have students turn on their webcam, take attendance, and confirm you can see and hear everyone in Zoom. When ready, provide the Start Code so students can start the exam.

Let students know Zoom will continue to run in the background, so you can see and hear them during the exam. However, they will NOT be able to access Zoom during the exam. It is up to you to ensure students stay in Zoom during the entire exam.

