



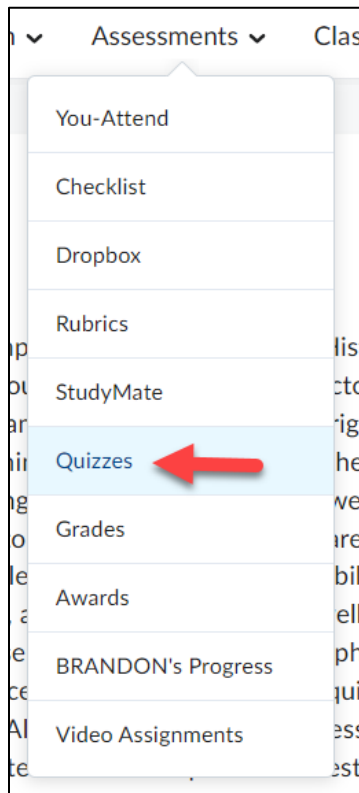
Requiring LockDown Browser on Exams

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:

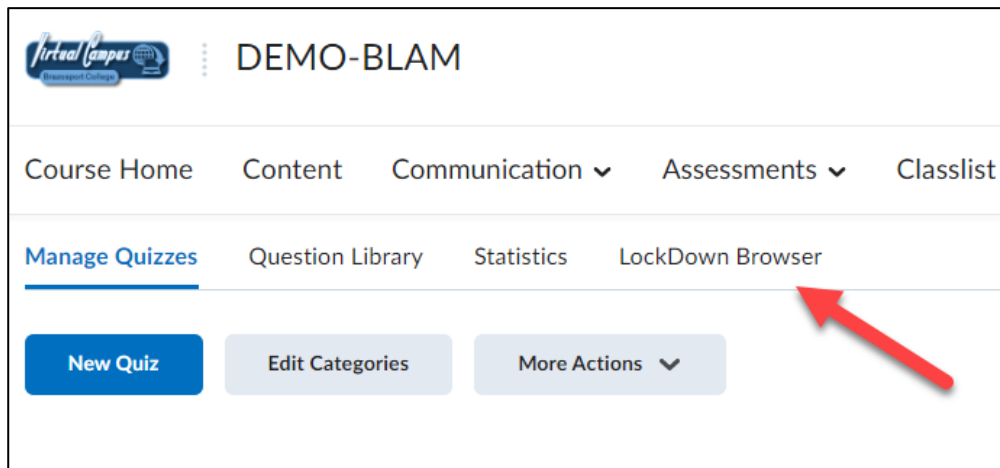
- LockDown Browser
- Respondus Monitor
- Instructor live proctoring (via Zoom)

Require LockDown Browser for an Exam

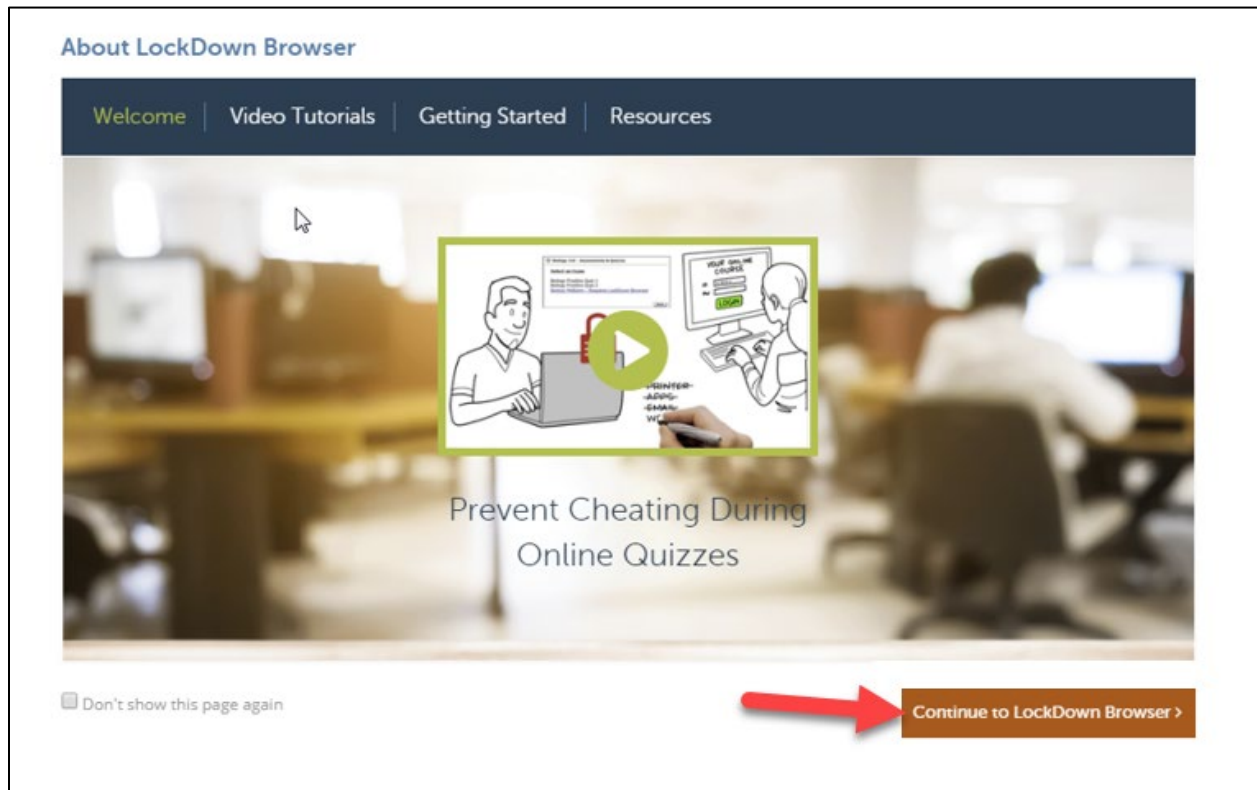
1. **Select** Quizzes from the Assessments drop-down menu on the navbar.



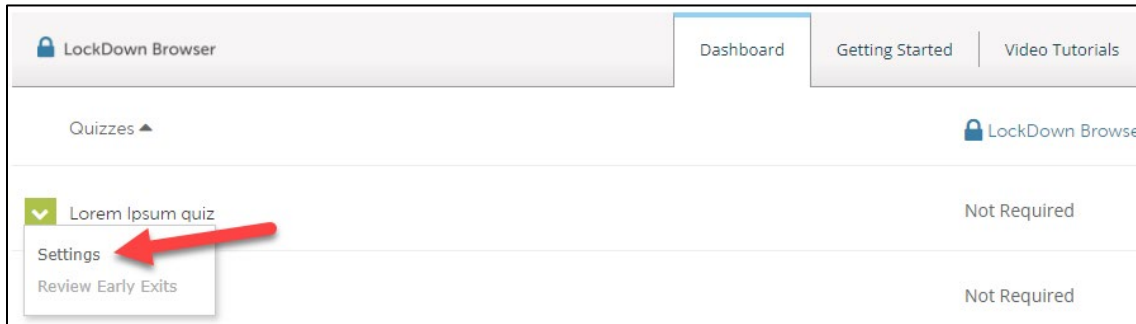
2. Click on the LockDown Browser tab.



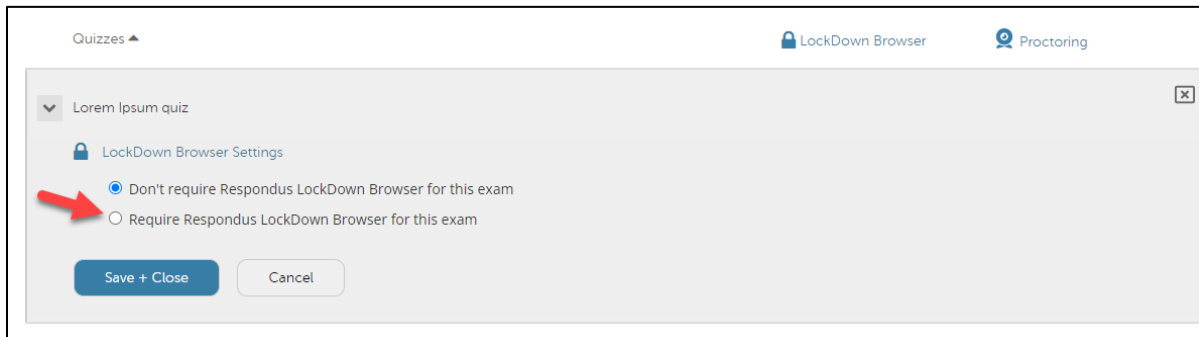
3. If the following screen appears, click the Continue to Lockdown Browser button.



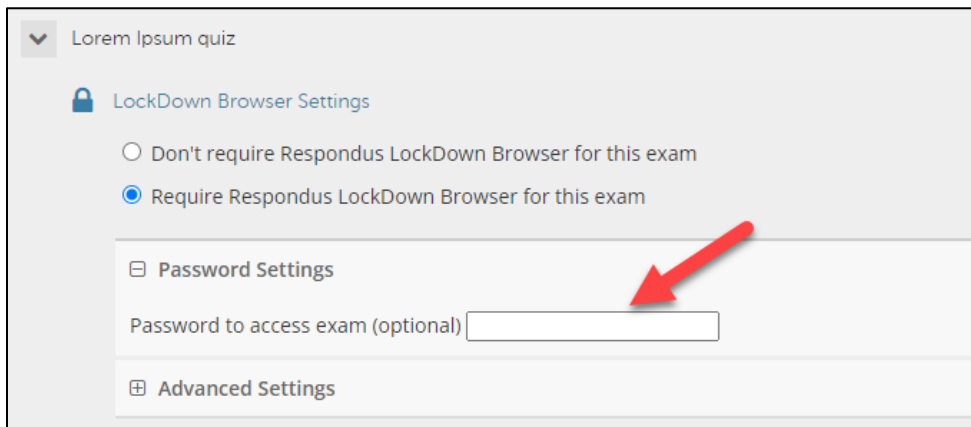
4. A list will appear with all the quizzes you have created for your course. **Click** on the dropdown menu next to the quiz you want to require students to use Respondus LockDown Browser for. **Click** on Settings.



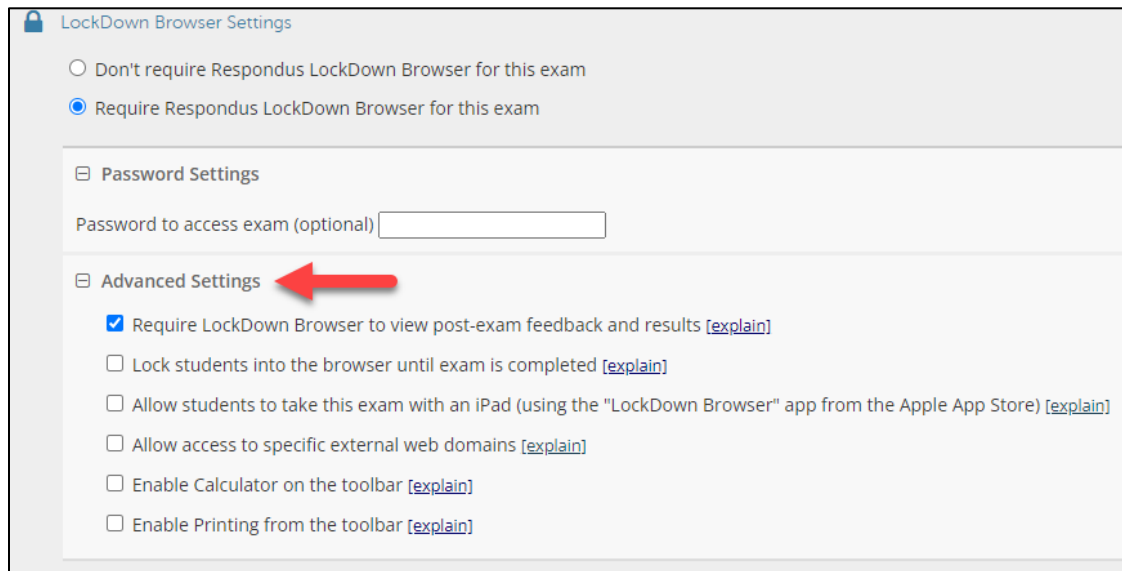
5. **Choose** Require Respondus LockDown Browser for this Exam.



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



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.




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** 

Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)

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

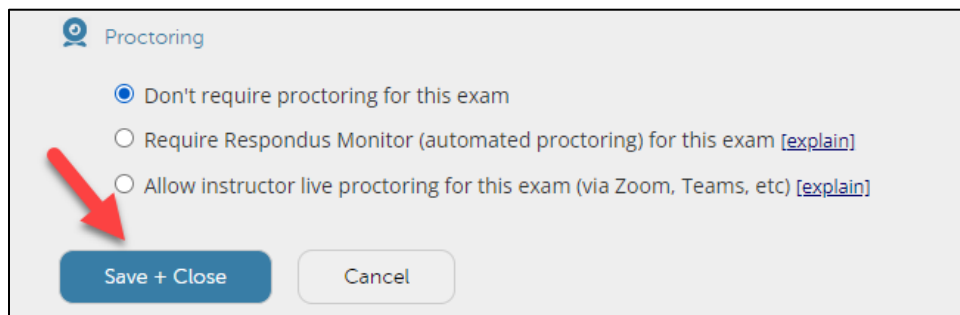
Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

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

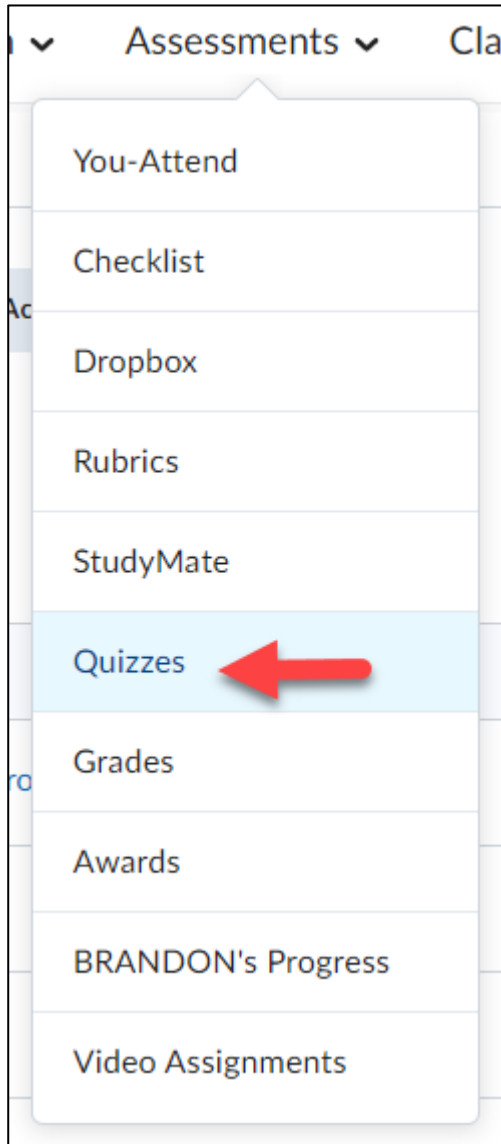
Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

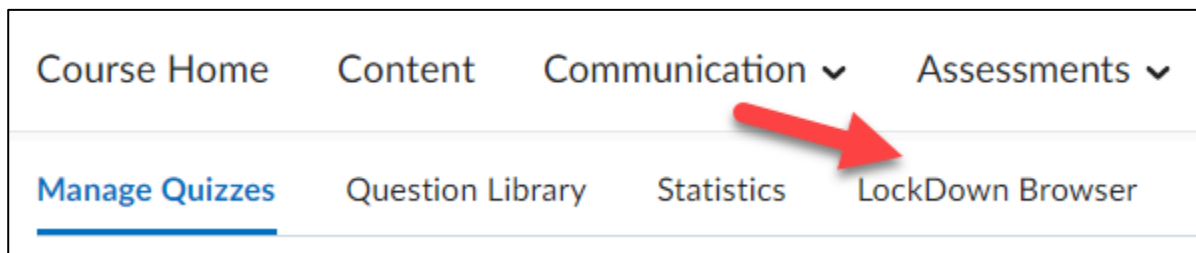


Require Respondus Monitor for an Exam

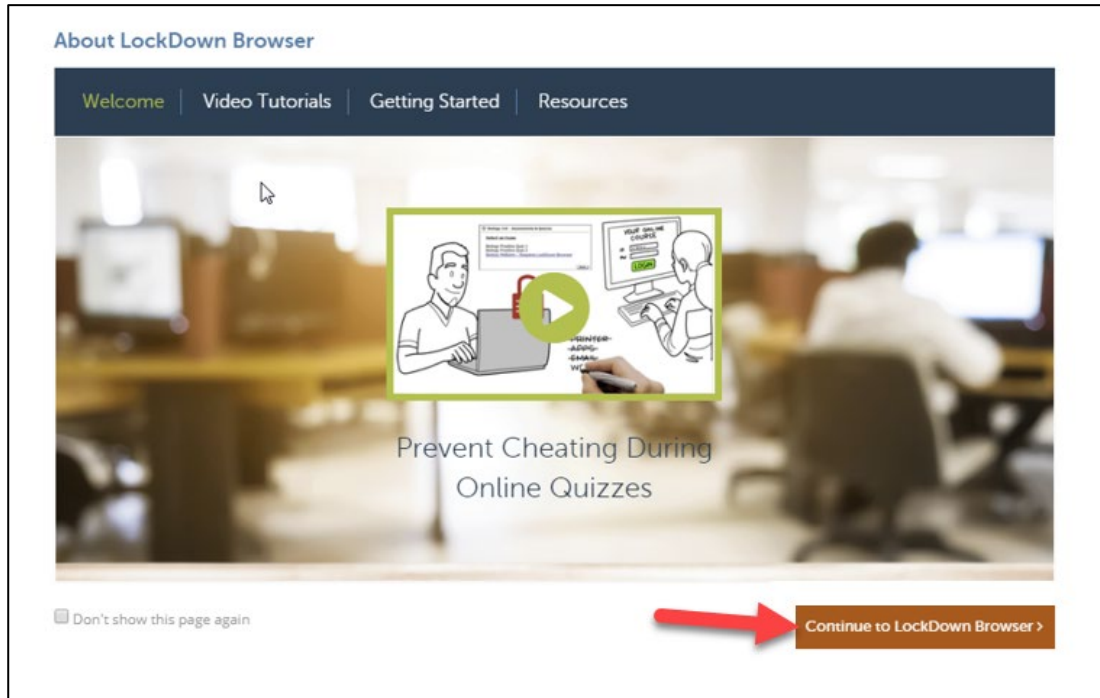
1. **Select** Quizzes from the Assessments drop-down menu on the navbar.



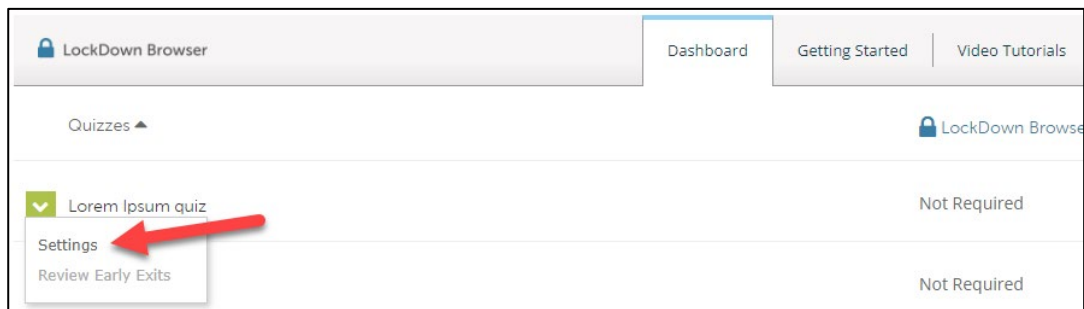
2. **Click** on the LockDown Browser tab.



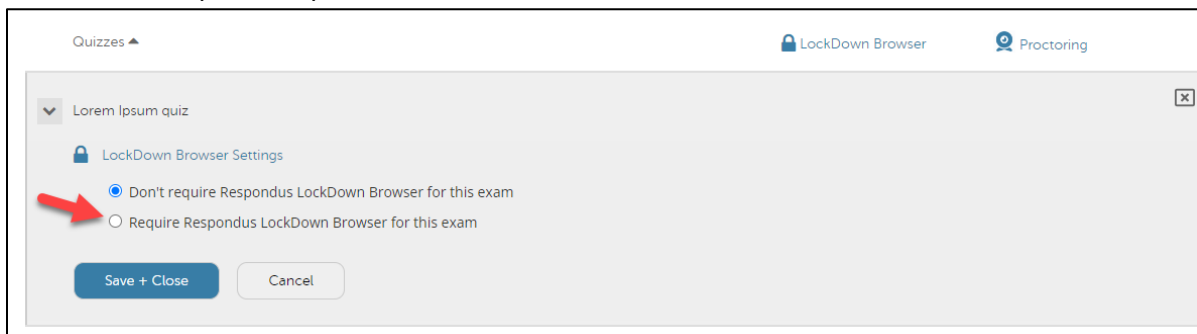
3. If the following screen appears, **click** the Continue to Lockdown Browser button.



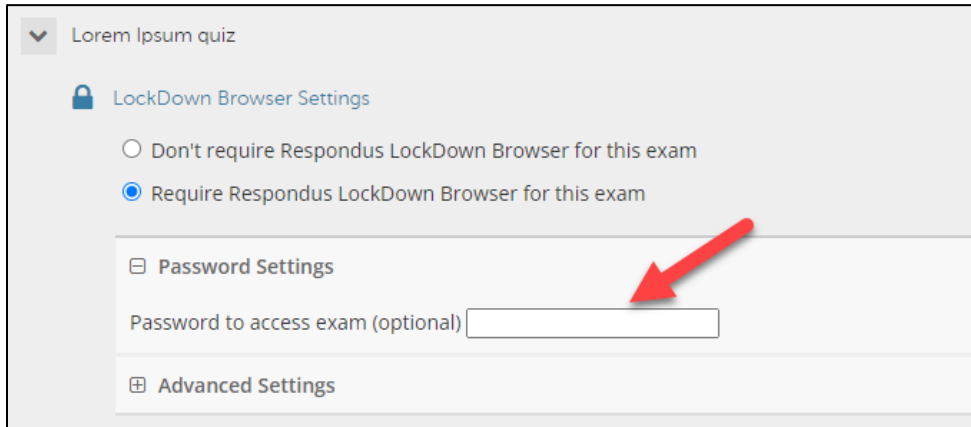
4. A list will appear with all the quizzes you have created for your course. **Click** on the dropdown menu next to the quiz you want to require students to use Respondus LockDown Browser for. **Click** on Settings.



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



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



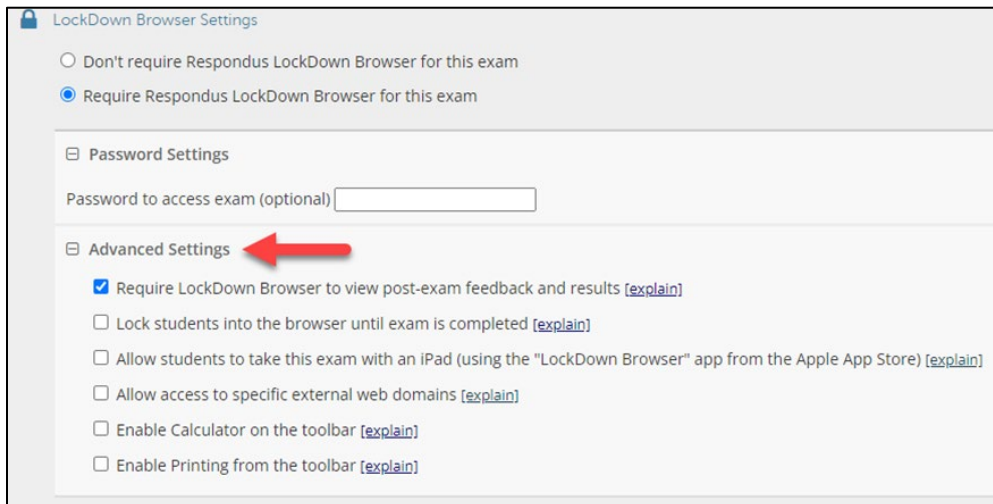
Screenshot of the 'LockDown Browser Settings' for a quiz titled 'Lorem Ipsum quiz'. The settings are as follows:

- Don't require Respondus LockDown Browser for this exam
- Require Respondus LockDown Browser for this exam

Below these options is a section titled 'Password Settings' with a text input field labeled 'Password to access exam (optional)'. A red arrow points to this input field.

At the bottom, there is an expandable section for '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.

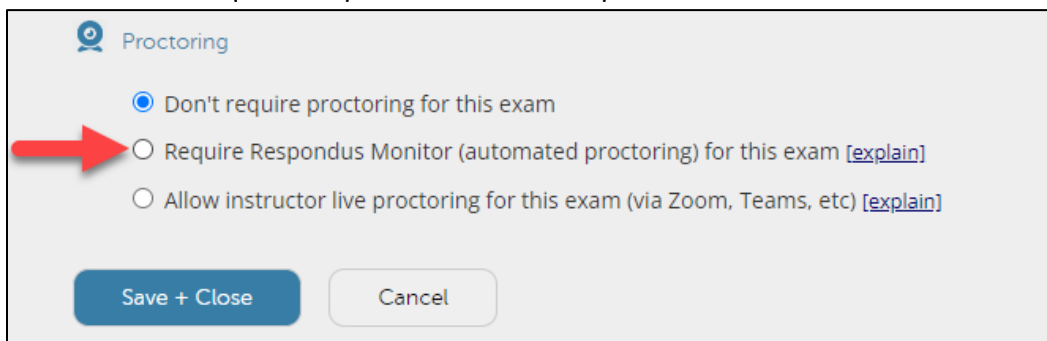


Screenshot of the 'Advanced Settings' section within 'LockDown Browser Settings'. The settings are as follows:

- Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)
- 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 [\[explain\]](#)

A red arrow points to the 'Advanced Settings' section header.

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



Screenshot of the 'Proctoring' settings section. The options are:

- 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) [\[explain\]](#)

A red arrow points to the 'Require Respondus Monitor' option. At the bottom, there are two buttons: 'Save + Close' and 'Cancel'.

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

Startup Sequence

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. Make sure that the two facial detection options are checked (1) and check the recording option to record the screen while the student is taking the exam (2).

Facial Detection Options

1 Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)

Notify students during the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

Recording Options

2 Record the screen while the student is taking this exam [\[explain\]](#)

11. Click Advanced Settings (1). If students must 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).

1 Advanced Settings

2 Allow this exam to additionally be delivered in a proctored lab [\[explain\]](#)

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.

Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)

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

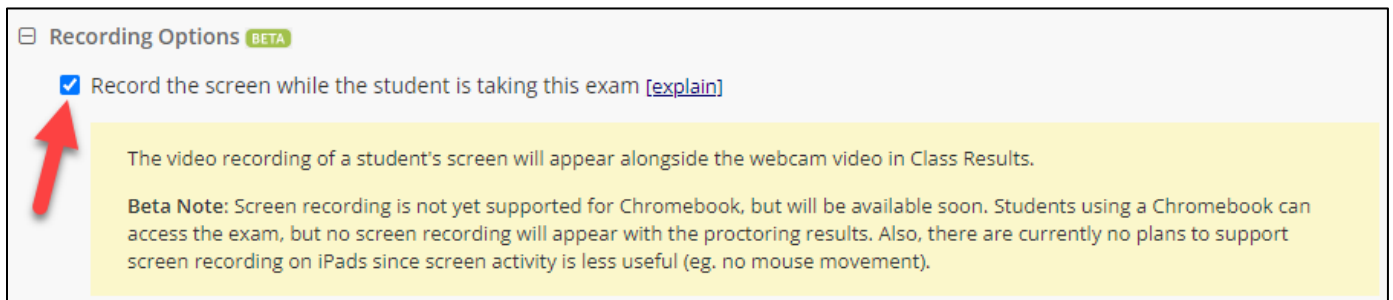
Enter a demo student username for use by the instructor: [\[explain\]](#)

3

Save + Close Cancel

Record the students screen during the exam

1. Check the box to record the screen.



Recording Options **BETA**

Record the screen while the student is taking this exam [\[explain\]](#)

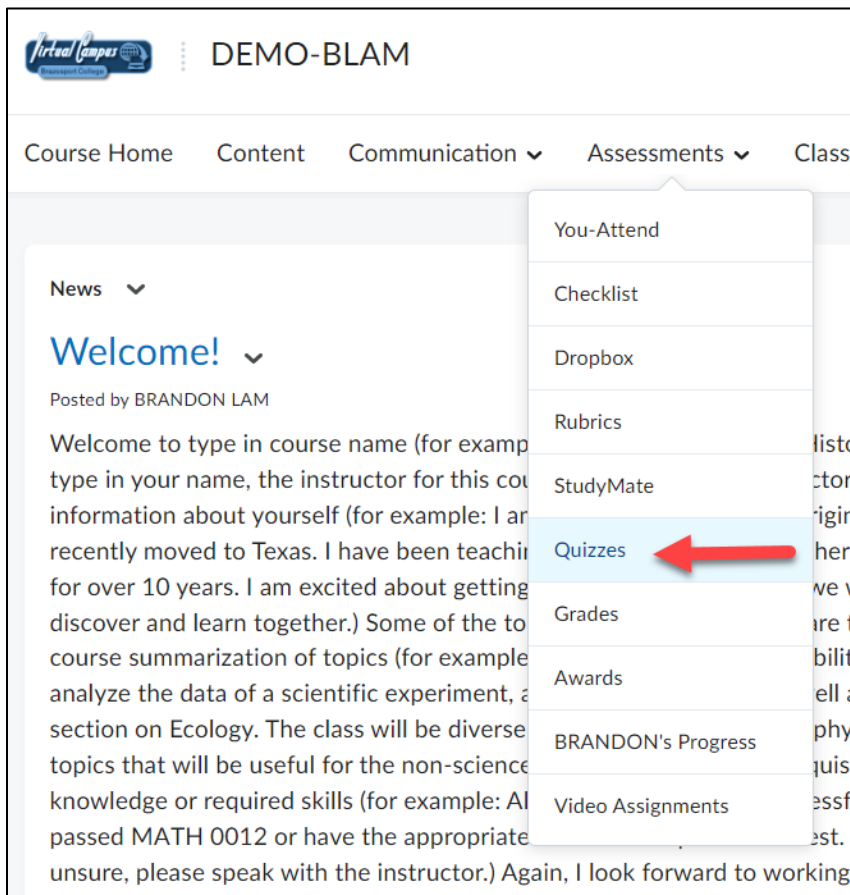
The video recording of a student's screen will appear alongside the webcam video in Class Results.

Beta Note: Screen recording is not yet supported for Chromebook, but will be available soon. Students using a Chromebook can access the exam, but no screen recording will appear with the proctoring results. Also, there are currently no plans to support screen recording on iPads since screen activity is less useful (eg. no mouse movement).

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 DEMO-BLAM

Course Home Content Communication Assessments Class

You-Attend

Checklist

Dropbox

Rubrics

StudyMate

Quizzes

Grades

Awards

BRANDON's Progress

Video Assignments

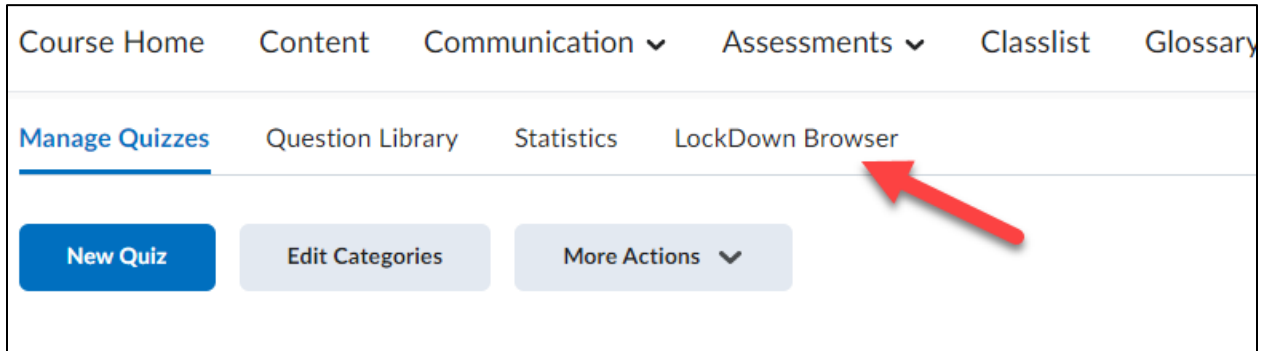
News

Welcome!

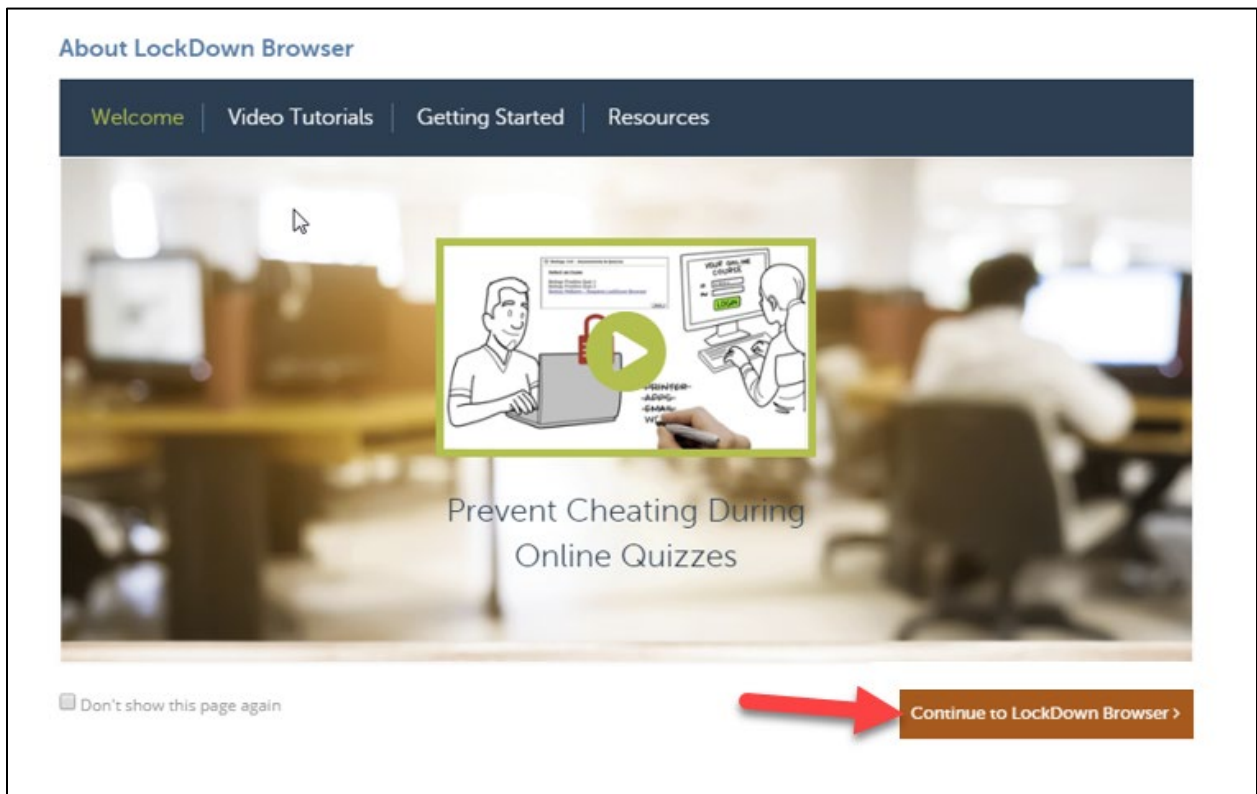
Posted by BRANDON LAM

Welcome to type in course name (for example, type in your name, the instructor for this course, information about yourself (for example: I am recently moved to Texas. I have been teaching for over 10 years. I am excited about getting to discover and learn together.) Some of the topics for this course will be the course summarization of topics (for example, analyze the data of a scientific experiment, a section on Ecology. The class will be diverse topics that will be useful for the non-science knowledge or required skills (for example: All students who have passed MATH 0012 or have the appropriate skills to take this course.) Again, I look forward to working

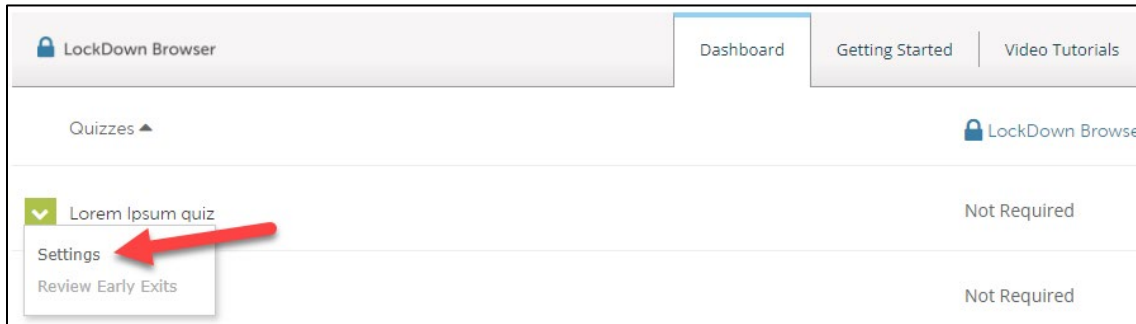
2. Click on the LockDown Browser tab.



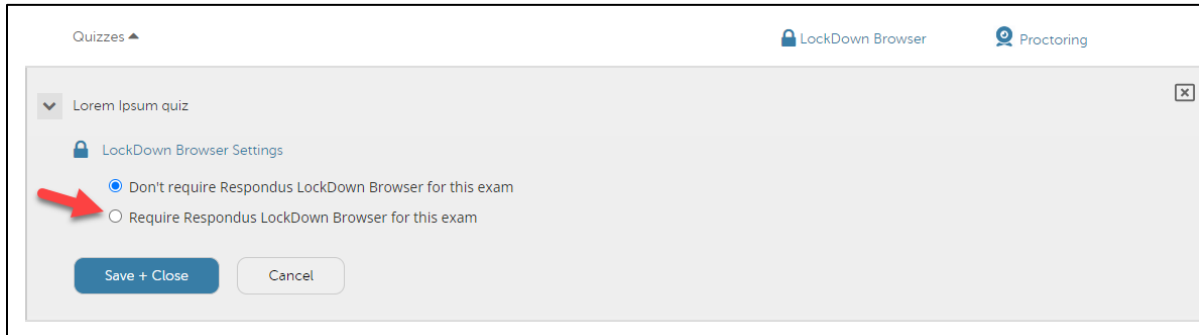
3. If the following screen appears, click the Continue to Lockdown Browser button.



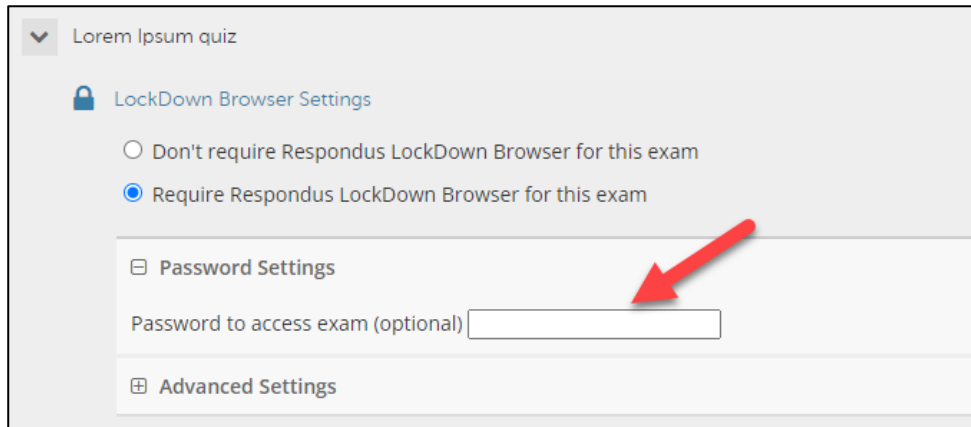
4. A list will appear with all the quizzes you have created for your course. **Click** on the dropdown menu next to the quiz you want to require students to use Respondus LockDown Browser for. **Click** on Settings.



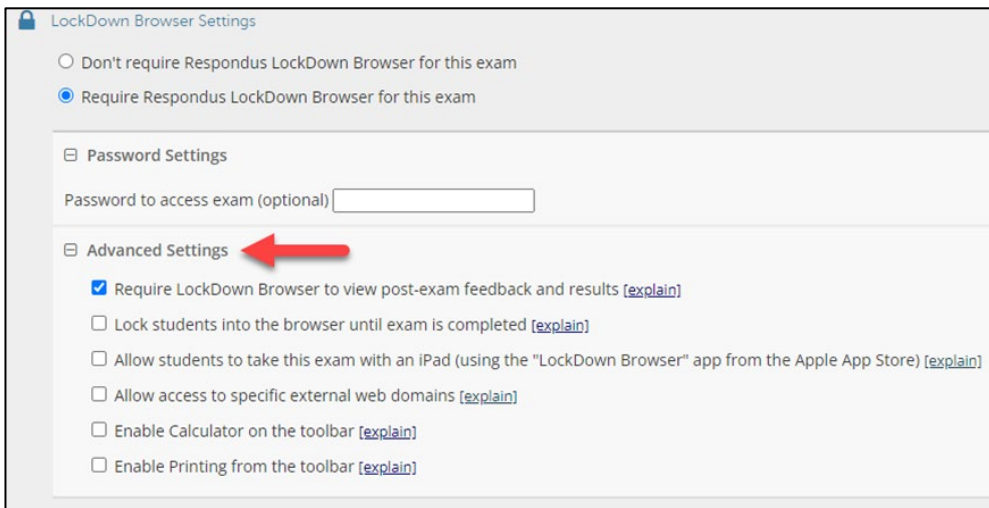
5. **Choose** Require Respondus LockDown Browser for this Exam.



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

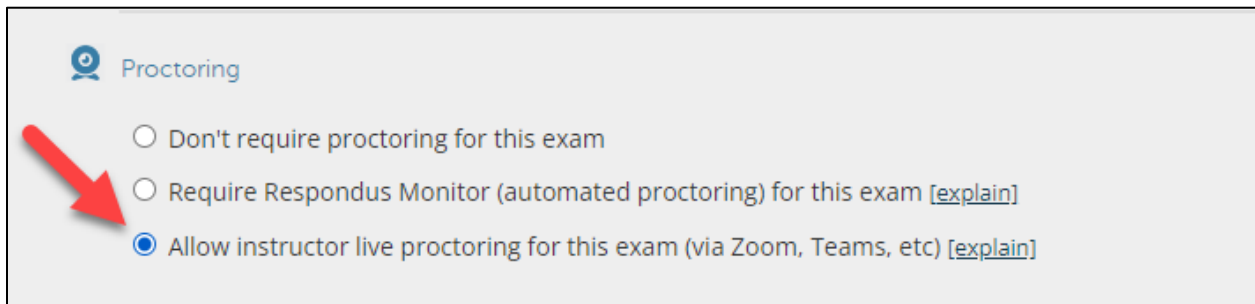


7. **Click Advanced Settings** select the additional settings you would like for the exam. **NOTE:** Chromebooks work with Lockdown Browser and no longer is a selection option.



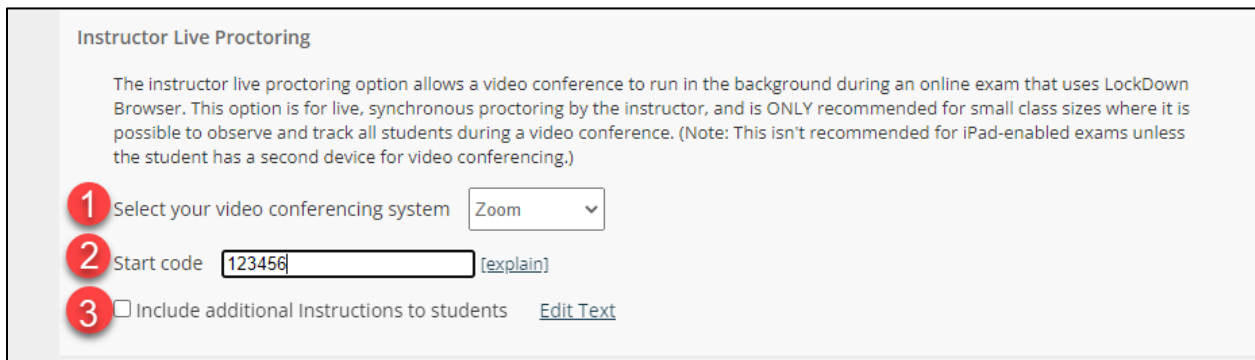
The screenshot shows the 'LockDown Browser Settings' interface. At the top, there are two radio buttons: 'Don't require Respondus LockDown Browser for this exam' and 'Require Respondus LockDown Browser for this exam', with the latter selected. Below this is a section for 'Password Settings' with a text input field for 'Password to access exam (optional)'. The 'Advanced Settings' section is expanded, and a red arrow points to its header. This section contains several checkboxes: 'Require LockDown Browser to view post-exam feedback and results' (checked), 'Lock students into the browser until exam is completed', 'Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store)', 'Allow access to specific external web domains', 'Enable Calculator on the toolbar', and 'Enable Printing from the toolbar'.

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



The screenshot shows the 'Proctoring' settings section. It features three radio button options: 'Don't require proctoring for this exam', 'Require Respondus Monitor (automated proctoring) for this exam', and 'Allow instructor live proctoring for this exam (via Zoom, Teams, etc)'. A red arrow points to the third option, which is selected.

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 regarding the exam (3).



The screenshot shows the 'Instructor Live Proctoring' configuration screen. It includes a descriptive paragraph about the feature. Below the text are three numbered steps: (1) 'Select your video conferencing system' with a dropdown menu set to 'Zoom'; (2) 'Start code' with a text input field containing '123456'; and (3) 'Include additional Instructions to students' with an 'Edit Text' link.

10. Click Advanced Settings (1). If students must 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)**.

The screenshot shows a dialog box titled "Advanced Settings" with a close icon in the top left. It contains the following elements:

- 1**: A red circle with the number 1 pointing to the "Advanced Settings" title bar.
- 2**: A red circle with the number 2 pointing to the checked checkbox "Allow this exam to additionally be delivered in a proctored lab [explain]". Below this checkbox is a note: "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."
- Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)
- Allow another application to use the microphone during this exam. [\[explain\]](#)
- Enter a demo student username for use by the instructor: [\[explain\]](#)
- 3**: A red circle with the number 3 pointing to the "Save + Close" button at the bottom left.

At the bottom of the dialog box are two buttons: "Save + Close" (highlighted in blue) and "Cancel".

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.