

## Resource Library



## LOCKDOWN BROWSER &amp; RESPONDUS MONITOR

This document guides you through setting up **Respondus LockDown Browser** and **Respondus Monitor** with the online quizzes/tests in your Canvas course(s). We'll take a look at four topics in this document: **(1)** How to enable the basic LockDown Browser for your quizzes, **(2)** advanced settings for LockDown Browser, **(3)** enabling Respondus Monitor (webcam requirement for quizzes), and **(4)** viewing results from Respondus Monitor.

## BEFORE WE BEGIN...

- ✓ Create a simple quiz in Canvas that serves as a practice test for your students to run through the initial setup and launch of LockDown Browser before they take any of your real exams. Give this quiz the same settings that you use for your other tests.
- ✓ Share our [LockDown Browser Student Guide](#) with your students so that they know what to expect with LockDown Browser/Respondus Monitor.
- ✓ Share the link below with students. It contains download links for both Windows and Mac versions of LockDown Browser:
  - [https://fau.edu/canvas/additional\\_tools.php#Respondus](https://fau.edu/canvas/additional_tools.php#Respondus)

## 1. ENABLE LOCKDOWN BROWSER FOR CANVAS QUIZZES

1. Log in to <https://canvas.fau.edu>.
2. Navigate to a course where you would like to enable LockDown Browser for a quiz.
3. Click on the **LockDown Browser** link in the course navigation menu.
  - a. If your course does not have this link, follow [the steps linked here](#) to add it to your course navigation menu.
4. If asked to authorize Respondus, click the blue **Authorize** button.
5. When it loads, the page will show a list of all the "Quiz"-type assignments in your course along with columns showing you whether or not you've enabled LockDown Browser or Respondus Monitor for your quizzes.
6. Click the  button, located left of a quiz where you want to use LockDown Browser.
7. Click the **Settings** item in the popup menu.
8. Under **LockDown Browser Settings** click the option to **Require Respondus LockDown Browser for this exam**.
9. If you've allowed your students to view the exam results ([Canvas quiz settings](#)), please note the following:
  - a. If they can [view results only once](#), **uncheck** the **Require LockDown Browser to view feedback and results** option.
10. If you've [required an access code](#) in the Canvas quiz settings, either put the same code in the **Password Settings** field or remove the access code in the LockDown Browser settings.
11. At this point, clicking the  button will enable LockDown Browser for this specific quiz, with default settings and without the webcam feature.

## 2. ADVANCED SETTINGS FOR LOCKDOWN BROWSER

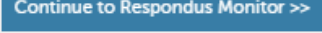
- A. **Lock students into the browser until exam is completed** – *recommended*
  - If activated, students will not be able to leave LockDown Browser unless they submit the exam. You can optionally define a password to exit the exam early, which we recommend when proctoring the exam in-person.
- B. **Allow students to take this exam with an iPad** – *optional*
  - Activate this if you want to allow your students to access the exam through the LockDown Browser iPad app.

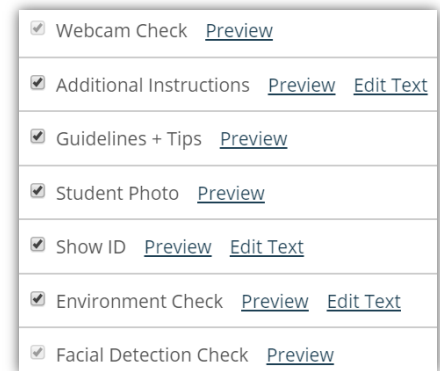
### Resource Library

- C. **Allow access to specific external web domains – optional**
  - Activate this if your exam requires access to a specific website outside of the fau.edu domain (e.g. McGraw-Hill Learning, RedShelf, etc.).
- D. **Enable Calculator on the toolbar – optional**
  - Activate this if your exam requires a standard or scientific calculator and you do not want students to use a device other than their test-taking computer.
- E. **Enable Printing from the toolbar – only if absolutely necessary**
  - Only enable this if your students need to print their exam attempt to hand in to a proctor. This is not recommended for use outside of this situation, as students will be able to print your exam questions.

### 3. ENABLE RESPONDUS MONITOR


1. To enable the webcam feature of LockDown Browser, click the **Require Respondus Monitor for this exam** option under **Monitor Webcam Settings**.

2. When prompted, click the  button to continue.
3. In the **Startup Sequence** section, you'll see the list of steps that students undergo when starting the exam. You can check/un-check these steps to your liking.




*Startup Sequence Options*

Furthermore, clicking the **Preview** or **Edit Text** links next to the steps will allow you to see this process as a student sees it. We highly recommend leaving this as is, with any relevant edits for the **Additional Instructions**, **Show ID**, and **Environment Check** options.

4. Under **Facial Detection Options**, we recommend leaving both options checked. They make sure that students cannot take the exam when their faces do not appear on the webcam.
5. Under **Advanced Settings**, we recommend leaving the two options un-checked. One allows other applications to use the webcam's microphone and the other makes the videos from Respondus Monitor available for viewing on a mobile device. Both of these are optional.
6. The last option lets you specify a name in case you would like to demo the student experience. We recommend reviewing our [LockDown Browser Student Guide](#) for more information on what they see.
7. Click the  button to finish enabling LockDown Browser and Respondus Monitor for this assessment.


### 4. REVIEW RESPONDUS MONITOR RESULTS

1. Once your students have taken an exam, click on the  button next to the exam.
2. Click the **Class Results** item in the popup menu.
3. You'll see a table of this exam's attempts with information regarding potentially suspicious exam sessions.
  - The table can be sorted by clicking the headers of any of the columns.

Last	First	Review Priority	Date	Score	Duration	Reviewed	Notes
[icon]	[icon]	HIGH	10 Sep 2019 @ 6:37PM	2.00	0.6 minutes	[circle]	
[icon]	[icon]	HIGH	10 Sep 2019 @ 10:36PM	2.00	0.5 minutes	[circle]	
[icon]	[icon]	HIGH*	11 Sep 2019 @ 1:20AM (Webcam Session 2)	2.00*	0.2 minutes	[circle]	
[icon]	[icon]	HIGH*	10 Sep 2019 @ 2:37PM (Webcam Session 2)	2.00*	0.2 minutes	[circle]	
[icon]	[icon]	HIGH	11 Sep 2019 @ 4:42PM	1.00	1.0 minutes	[circle]	
[icon]	[icon]	HIGH	9 Sep 2019 @ 6:55PM	2.00	1.1 minutes	[circle]	
[icon]	[icon]	HIGH	10 Sep 2019 @ 6:05PM	1.00	1.0 minutes	[circle]	

*Respondus Monitor Results Table*

## Resource Library

- Respondus Monitor uses face-detection and video analysis to flag the session when students exhibit any potentially suspicious behavior (e.g. not viewing the computer screen, drastic changes in ambience, etc.).
- **Review Priority** takes all of the session's flags into consideration and gives you a measure to suggest whether or not the session contains any suspicious activity.
- Clicking the  next to a student's name opens their results panel containing:
  - Details about the student's exam attempt.
  - A video of the student's webcam feed (requires Adobe Flash plugin).
  - A timeline of the exam attempt.
  - Markers and thumbnails allowing you to jump to sections of the feed that were flagged by Respondus Monitor.

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### HELP LINES

- If you experience issues with LockDown Browser or Respondus Monitor, contact the FAU OIT Help Desk using the service request [linked here](#).
- For in-depth training or assistance, visit our [calendar of workshops](#) to sign up for our training sessions or [schedule a one-on-one appointment](#) with one of our staff.
- Respondus Links:
  - [Overview of LockDown Browser](#)
  - [Overview of Respondus Monitor](#)
  - [Respondus Knowledgebase & Help Desk](#)