

Respondus Lockdown Browser and Respondus Monitor Quick Guide for Faculty

THESE DIRECTIONS ARE FOR CAMPUS-BASED COURSES ONLY. NOVA Online faculty will get their testing directions directly from NOL.

Respondus LockDown Browser is a customized browser that increases the security of test delivery in Canvas. When students use Respondus LockDown Browser to access a quiz or exam, they are unable to print, copy, visit another URL, access other computer applications, or close a quiz until it is submitted for grading. **Respondus Monitor** is a video monitoring service that uses the Respondus Lockdown Browser and a student's internal or external webcam to record the testing environment. Respondus Monitor uses Artificial Intelligence (AI) software to flag questionable behavior during testing so that instructors can review flags for potential cheating or other testing concerns. Respondus Monitor serves as deterrent to students using secondary computers, phones, calculators, textbooks, unauthorized materials, or receiving assistance from other students.

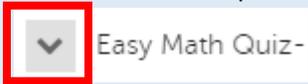
After a student has taken an exam, class results are available in Canvas. Instructors receive a report and can review segments of recorded sessions to check for any suspect behavior. Additional information regarding Respondus Monitor can be found at <http://respondus.com/products/monitor/>.

Note: Respondus Monitor creates a video for the instructor to review at a later time. It is not a remote live proctoring program.

1. Log in to Canvas (you can access Canvas using myNOVA)
2. Verify **LockDown Browser** is available for each section in the Course Navigation Menu. Respondus is part of the **LockDown Browser** software.

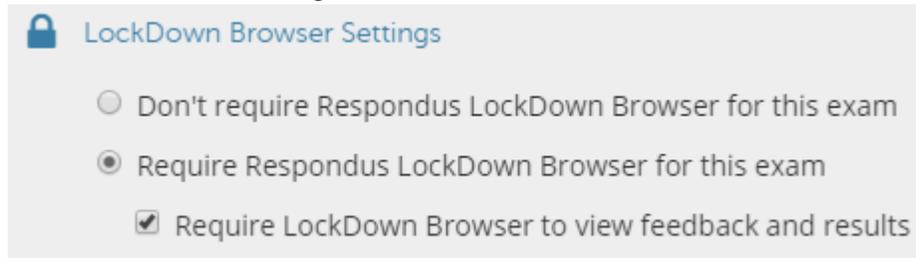
Instructions for Using Respondus Lockdown Browser and Respondus Monitor Quick Guide
Create assessments (quizzes) within Canvas. The steps for creating a quiz will not change, any options, restrictions and "assigned to" will use Canvas and all settings will remain with the assessment. Lockdown Browser will not affect or change the Canvas settings.

How to...

<p>Setup The Lockdown Browser for the Assessment (Video)</p>	<p>After the assessment has been created in Canvas and saved Click on the "LockDown Browser" tools in the navigation bar, if it is your first time using this tool, you may need to authorize it.</p> <ol style="list-style-type: none">1. A video will show up, take some time to preview the video for tips then select on "Continue to LockDown Browser"2. Select the assessment to use in LockDown Browser and look to the left for the dropdown arrow (outlined in red here)  <p>3. Select "Settings"</p> <ol style="list-style-type: none">4. View and select specific settings desired for the assessment, recommended settings are below.
---	---

View the Recommended Settings

a. LockDown Browser Settings:



- b. Password Settings-this is normally used for proctors in a testing lab
- c. Advanced Settings-(click on the “explain” link for further descriptions) Calculators are essential tools. However it is suggested you do not select “Lock students into the browser until exam is completed”-if there is an emergency, this will prevent the student from using any browser, any time.
- d. Monitor Webcam Settings-make sure to announce the use of recording devices such as a webcam are needed if you select this option (some students may not have access to a webcam or recording device). Selecting “Require Respondus for this exam” opens a window to explain recording preferences.

Quiz with LockDown Browser and Respondus Monitor

Click on the LockDown Browser tool in the Course Navigation menu and view the quizzes.

Quizzes	LockDown Browser	Respondus Monitor
Easy Math Quiz- Requires Respondus LockDown Browser	Required	Not Required
Take a Form Survey-Google Form Example - Requires Respondus LockDown Browser + Webcam	Required	Required

In the example above, the “Easy Math” quiz has the LockDown Browser set up but not Respondus Monitor. “Take a Form Survey” has both set up to operate.

View the Startup Sequence for Students

Before you “Save + Close” you will see the following items pre-selected for you. The pre-selections have been determined by VCCS for all campuses. These are steps a student must do before taking a quiz with LockDown Browser + Respondus Monitor

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

<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Facial Detection Check Preview

Facial Detection Options

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

View the Respondus Videos

If the quiz required the use of webcams, the teacher can look at the videos, recorded while the students were taking the exam. Click on the “LockDown Browser” tool in the Canvas Course Navigation Bar, identify the quiz, and click on “Settings” and “Class Results”. A roster of students will appear. Click on the + button to expand and view the data recorded for each student. You may also see students ranked by “priority” which identifies issues during the recording session. Variables leading to the issues can be monitor movement, webcam dropping, student looking elsewhere or extra movement in the seat. Molly Hooper, below, moved out of her seat so someone could sit in her place to take the test.

✓ 12 completed | 7 not attempted

⚠ 2 high priority | 1 medium priority | 8 low priority ⓘ [How is priority determined?](#)

Last	First	Review Priority	Date	Score	Duration	Reviewed	Notes	
+	Hooper	Molly	HIGH	6 Jul 2018 @ 7:12PM	84.00	15.2 minutes	○	■
+	Holmes	Mya	HIGH	6 Jul 2018 @ 6:43PM	72.00	19.4 minutes	✓	
+	Swenson	Amber	MED	5 Apr 2016 @ 10:44AM	89.00	13.3 minutes	○	
+	Cohen	Elizabeth	LOW	4 Nov 2016 @ 12:00PM	78.00	11.9 minutes	○	
+	Jones	Sara	LOW	11 Jun 2018 @ 12:31PM	62.00	17.8 minutes	○	
+	Cain	Chelsea	LOW	10 Mar 2016 @ 8:56AM	78.00	21.4 minutes	○	
+	Belden	Tricia		6 Jul 2018 @ 6:12PM	79.00	(Not Finished)	○	
+	Brooks	Riann	LOW	15 Mar 2016 @ 12:39PM	78.00	15.9 minutes	○	
+	Pope	Olivia	LOW	14 Mar 2016 @ 2:53PM	90.00	15.1 minutes	○	

Troubleshooting [\(site resource\)](#)

- A student indicates they were unable to take the test and received the following message “Respondus LockDown Browser Required”-the student tried to access the quiz using another browser like Google or Firefox.
- A student attempts to exit a test-a box (below) which is sent to the teacher. The student can go back to the exam or choose to exit the assessment.

LockDown Browser - Version 2.0.6.01

Provide the reason you are closing the browser before the exam has been completed (required).

the fire alarm / drill

Return to Exam Save reason and close browser

- A student receives “you may not have the appropriate permissions to access the item”-recommend that they check the permissions levels on their equipment’s internet options
- LockDown Browser stops working before the exam begins-recommend to the student to check the pop-up blocker settings and/or verify the wireless network is working. Hardwired (using a cable) is a better option.
- A student reports issues loading software-encourage the student to avoid employing VPN and/or lower the security settings, only during the download, of the security software

Resources

- “What are Quizzes” in Canvas and how to set them up
<https://community.canvaslms.com/docs/DOC-10706-67952725251>
- Introduction to LockDown Browser for Canvas <https://youtu.be/KDGE2AjhZ5I>
- Resources are found within the popup window when you click on the tool

- Preparing a Quiz for Use with LockDown Browser in Canvas
<https://youtu.be/DDMY1JhOOD0>
- Preparing a Quiz for Use with LockDown Browser in Canvas AND Respondus Monitor
<https://youtu.be/7J1K8-R20ao>
- Student “Overview” <https://youtu.be/XuX8WoeAyCs>

