

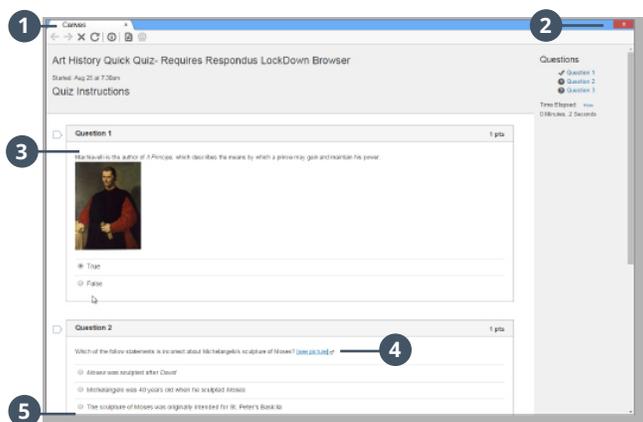
Instructor Quick Start Guide

LockDown Browser®

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Canvas. When students use LockDown Browser to access a quiz, they are unable to print, copy, visit other websites, access other applications, or close a quiz until it is submitted for grading. Quizzes created for use with LockDown Browser cannot be accessed with standard browsers.

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.



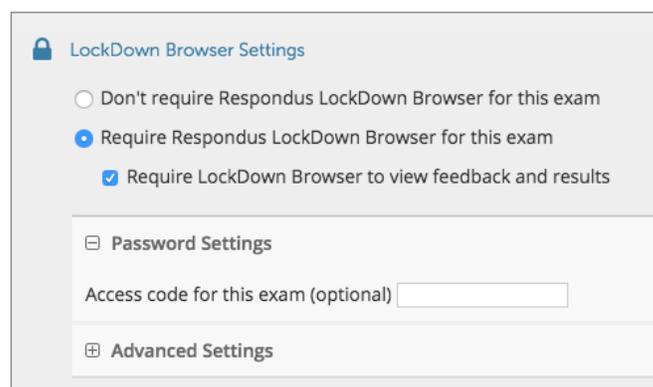
- 1 **Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
- 2 **Assessment Mode** - assessments are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
- 3 **Disabled Controls** - all printing, keystroke combinations, 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. Hundreds of screen capture, messaging, screen-sharing and network monitoring applications are blocked.

PREPARING A QUIZ

To set up a quiz in Canvas that requires students to use LockDown Browser, follow these steps:

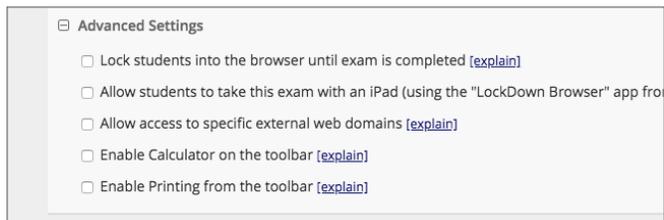
1. Make sure the quiz has been deployed in the Canvas course.
2. From the Course Navigation in Canvas, select **LockDown Browser**.
3. A list of quizzes in the course will be displayed.
 - Quizzes labeled with **Required** require students to use LockDown Browser.
 - Quizzes labeled with **Not Required** do not require students to use 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 an access code that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided code 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 the settings.

TAKING A QUIZ

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

1. Locate the "LockDown Browser" shortcut on the desktop and double-click it.
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes** when prompted.
3. Log into your Canvas course using a student login.
4. Navigate to the quiz and click **Take a Quiz**.
5. If the student is required to use a webcam to record themselves during the test, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.
6. Once a quiz has been started with LockDown Browser, you cannot exit until the **Submit Quiz** button is clicked.

TIP - Prior to the first quiz, have students complete a practice quiz that uses LockDown Browser to make sure they have installed it correctly.

WHAT IF A STANDARD BROWSER IS USED?

If the settings for a quiz require that LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a quiz has been properly set for LockDown Browser by attempting to open the quiz with a regular browser.

As shown a warning message will indicate that LockDown Browser is required for the quiz.

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.

