

LockDown Browser® & Respondus Monitor®

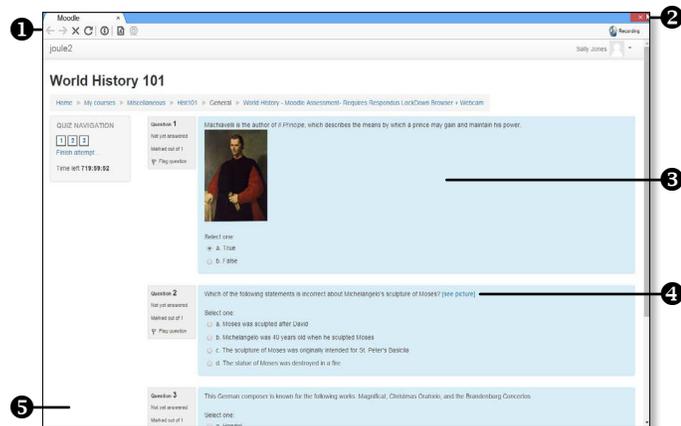
Instructor Quick Start Guide Moodle 2.x-3.x Edition

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that increases the security of online testing in Moodle. When students use LockDown Browser to access a quiz, they are unable to print, copy, go to another URL, access other applications, or close a quiz until it is submitted for grading.

Tests created for use with LockDown Browser cannot be accessed with standard browsers either.

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 Quiz Mode** - quizzes 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 locked testing environment.
- 5 Blocked Features & 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.

WHAT IS RESPONDUS MONITOR?

Some institutions additionally license Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored exams. When this feature is enabled for a test, students are required to use a webcam and microphone with LockDown Browser. After the exam is complete, an instructor can review details of the assessment, even the recorded videos.

MOODLE BLOCK FOR LOCKDOWN BROWSER

LockDown Browser integrates with Moodle using a Moodle Block. With the Block installed, add the Respondus LockDown Browser dashboard to the course before using LockDown Browser for the first time.

1. Turn editing mode on.
2. From the **Add a Block** pull-down menu, select "Respondus LockDown Browser."

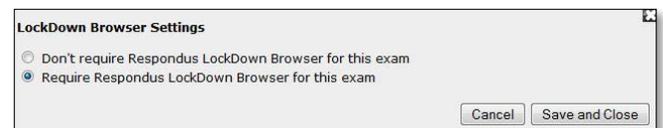
PREPARING A QUIZ

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

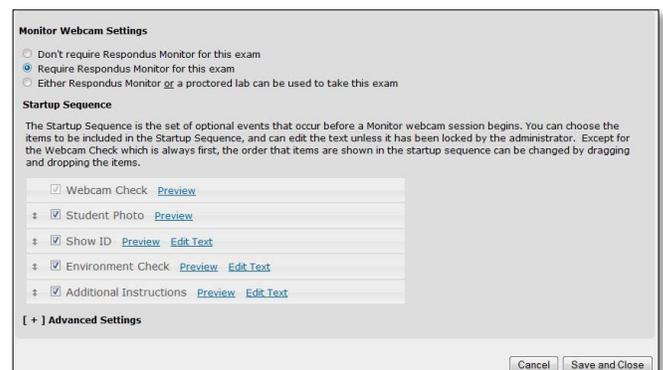
1. Select the Respondus LockDown Browser dashboard.



2. A list of quizzes in the course will be displayed.
 - Quizzes noted as "Required" require students to use LockDown Browser.
 - Quizzes noted as "Not Required" do not require students to use LockDown Browser.
3. Select **Modify Settings** from the context menu to the left of the quiz title and select the desired option.



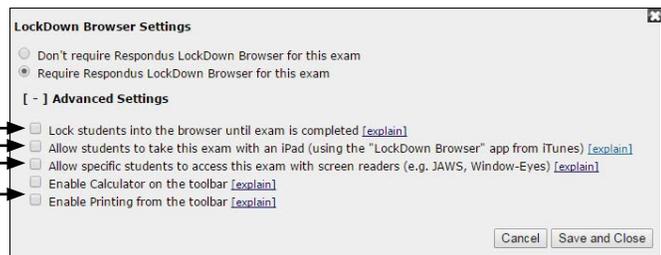
4. If your institution licenses Respondus Monitor (the webcam feature for LockDown Browser), additional settings will appear at this time. To require all students to use a webcam during the exam, select **Require Respondus Monitor for this exam**.



To give students the option to either take the exam with a webcam or in a proctored testing lab, select **Either Respondus Monitor or a proctored lab can be used to take this exam**. A test password will then be required to access the test (for use in proctored settings).

Now select the items to be included in the Startup Sequence, which includes the steps a student must complete prior to the start of an exam. Most settings are optional and can be reordered by dragging and dropping them to the desired order.

5. Several **Advanced Settings** are available:

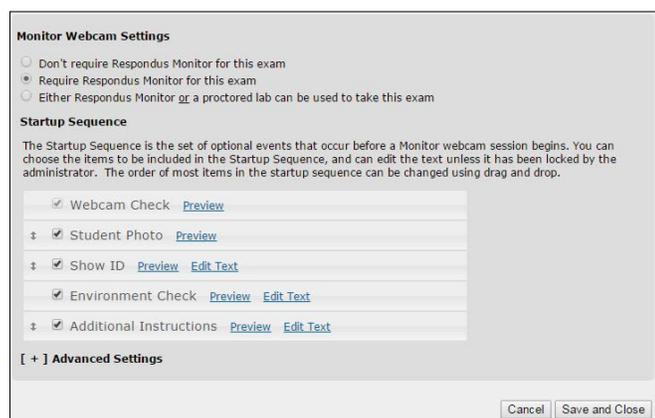


- The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
 - The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
 - The third setting will allow specific students to access the exam with screen reader accessibility programs. See www.respondus.com/accessibility for an additional step that's required by the student.
 - The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.
6. Click **Save and Close** to apply settings.

USING RESPONDUS MONITOR (webcam feature)

If your institution licenses Respondus Monitor (the webcam feature for LockDown Browser), additional settings will appear in the LockDown Browser Dashboard.

Set the exam so it requires the use of LockDown Browser. Several options are then available for Respondus Monitor. To require all students use a webcam during the exam, select **Require Respondus Monitor for this exam**.



To give students the option to either take the exam with a webcam or in a proctored testing lab, select **Either Respondus Monitor or a proctored lab can be used to take this exam**. A test password will then be required to access the test (for use in proctored settings).

Now select the items to be included in the Startup Sequence, which includes the steps a student must complete prior to the start of an exam. Most settings are optional and can be reordered by dragging and dropping them to the desired order.

INSTALLING LOCKDOWN BROWSER

LockDown Browser must be installed to each computer (Windows or Mac) being used to take a test.

- Your institution will provide the link for downloading and installing LockDown Browser.
- Follow the onscreen instructions to complete the install.

TAKING A QUIZ

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

1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes** when prompted. Or, close LockDown Browser and then close the blocked program before restarting.
3. Log into your Moodle course using a student login.
4. Navigate to the quiz and select the **Attempt quiz now** button.
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 all and finish** button is clicked.

TIP – Prior to the first assessment, have students complete a practice assessment 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 using a regular browser.

As shown below, a warning message will indicate that LockDown Browser is required for the quiz. The **Attempt quiz now** button will not be available.

Respondus LockDown Browser is required for this quiz.

Click [here](#) to download the installer.

REVIEWING WEBCAM VIDEOS

If students were required to use the webcam feature (Respondus Monitor) with the exam, instructors can access information about the exam sessions and can review the recorded videos. Note that Respondus Monitor is intended to be a deterrent, so it's up to the instructor to determine the level of review warranted.

To review student videos:

1. Return to the Respondus LockDown Browser Dashboard in the Moodle course.
2. From the context menu to the left of the test title, select **Video Review**.
3. A roster of the students in the course is shown, along with the date, time, duration of the test, and grade (if applicable).
4. Click [+] to expand the section for a student.

The screenshot displays the Respondus Monitor interface. At the top, it shows 'LockDown Browser' and 'Respondus Monitor (webcam)'. Below this is a table with columns: First A, Last, Date, Duration, Webcam or Lab, Grade, Reviewed, Flag, and Comments. The table lists three students: Amber Swenson, Andre Montoya, and Deandra LaPointe. Below the table, the interface shows a detailed view for Deandra LaPointe, including a 'Photo on File' section, a grid of video thumbnails with timestamps from 00:00:00 to 00:00:09, and a larger video player for the selected thumbnail. The video player shows a student's face and has a play button. Below the video player, there are checkboxes for 'Reviewed', 'Flagged', and 'Comments/Warnings (none) Edit'.

5. Details of the startup sequence and the exam session are shown in thumbnails. Click a thumbnail to view the video from the time indicated. Videos can be marked as reviewed, flagged or have comments added by the instructor.

OTHER TRAINING AND SUPPORT RESOURCES

- **Student Quick Start Guide** - a student quick start guide is available at www.respondus.com/lockdown-guides
- **Demo Movies** - view demonstration and training movies at www.respondus.com/demo
- **Knowledgebase** - www.respondus.com/esupport
- **Ticket-based Support**¹ - www.respondus.com/esupport

¹ Contact your local support representative for Respondus LockDown Browser before opening a support ticket.

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