Configuring Respondus LockDown Browser

UMA

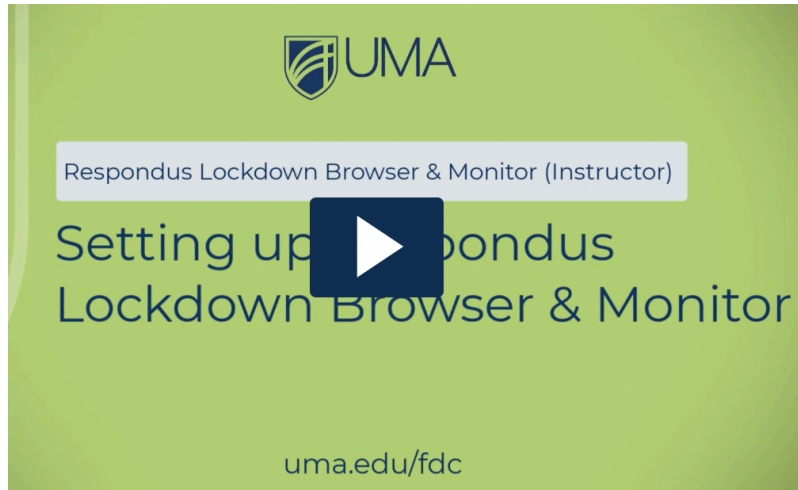Respondus Lockdown Browser & Monitor (Instructor)

Setting up ~pondus
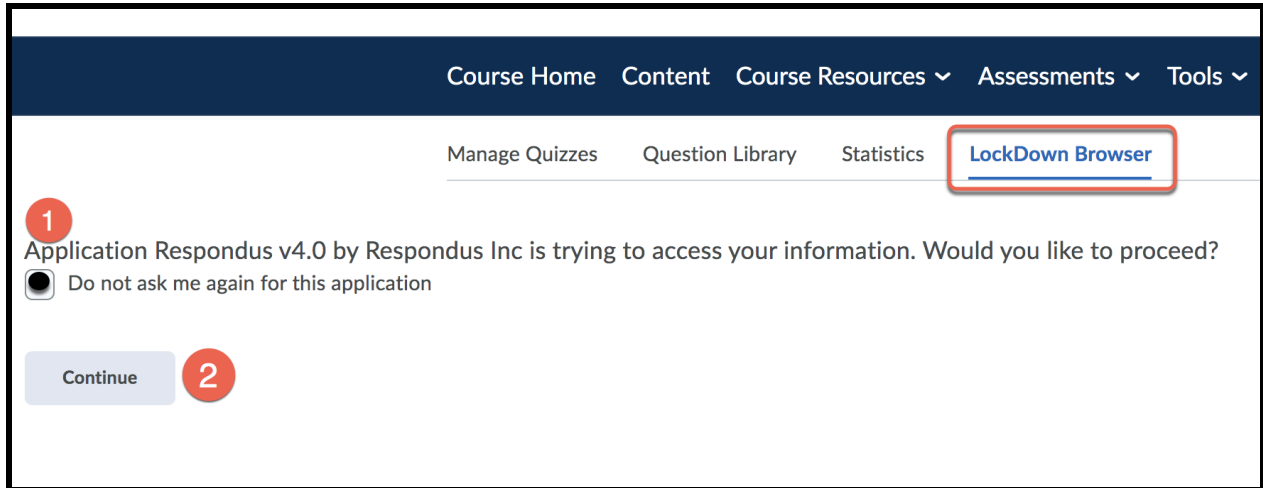Lockdown Browser & Monitor

uma.edu/fdc

[Watch video here](#)

This Tutorial consists of three parts (click on the the desired part to jump to it):
1. [Exam Configuration](#)
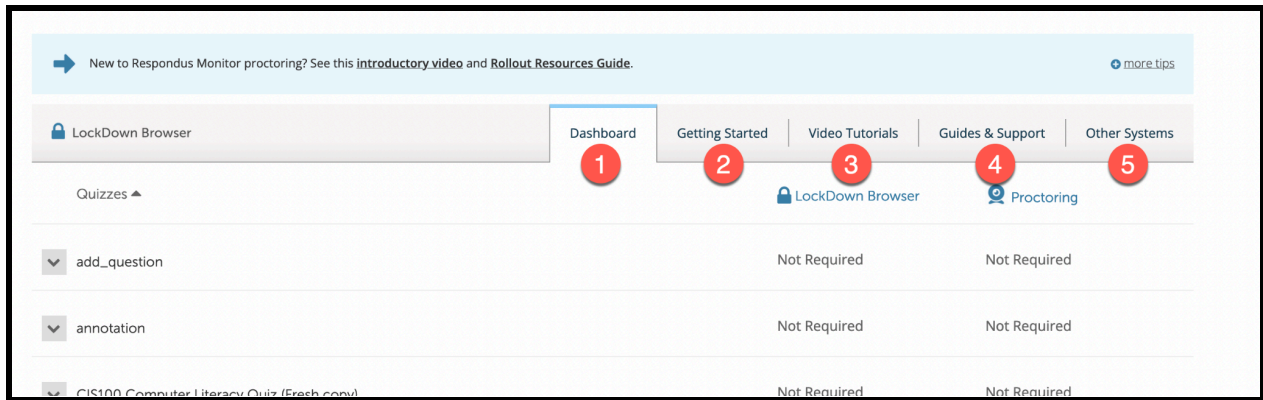2. [Student View](#)
3. [Exam Evaluation](#)

Part 1 - Exam Configuration

To find Respondus LockDown Browser click **Assessments** in the Navbar then go to **Exams and Quizzes**. If this is your first time accessing the LockDown browser you may see the following screen:

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| Course Home | Content | Course Resources ⌄ | Assessments ⌄ | Tools ⌄ |

Manage Quizzes   Question Library   Statistics   **LockDown Browser**

1 Application Respondus v4.0 by Respondus Inc is trying to access your information. Would you like to proceed?

⬤ Do not ask me again for this application

Continue **2**

1. Check the box next to **Do not ask me again for this application.**
2. Click **Continue.**

Then the following screen will appear:

New to Respondus Monitor proctoring? See this **introductory video** and **Rollout Resources Guide**.   ⊕ more tips

🔒 LockDown Browser   Dashboard   Getting Started   Video Tutorials   Guides & Support   Other Systems

                                      1   **2**   **3**   **4**   **5**

Quizzes ▲   🔒 LockDown Browser   📷 Proctoring

∨   add_question   Not Required   Not Required

∨   annotation   Not Required   Not Required

∨   CIS100 Computer Literacy Quiz (Fresh copy)   Not Required   Not Required

1. Dashboard shows the list of the exams you can apply the lockdown browser to
2. If it is your first time using Respondus go to **Getting Started**.
3. You will find more helpful videos under **Video Tutorials**.
4. Under **Guides and Support** you can find more text instructions.
5. **Other Systems** provides information on how to integrate it with Pearson and McGraw.

When in **Getting Started** you will see this screen:

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1. **Watch videos + set up exams**

   Watch this introductory video, and other relevant video tutorials from the tab above. Then continue to the LockDown Browser Dashboard to edit the settings for your exam. Confirm that the setting for LockDown Browser and/or Respondus Monitor displays as "Required".

2. **Give instructions to students**

   Select the appropriate option below for everything your students need to know about using LockDown Browser.

   📄 LockDown Browser only

   📄 LockDown Browser & Respondus Monitor (webcam)

   📄 LockDown Browser & instructor live proctoring via Zoom, Teams, etc

3. **Create a practice quiz**

   To ensure your first exam with LockDown Browser runs smoothly, have students take an ungraded practice quiz that requires the use of LockDown Browser. Ideally, have students use the same computers/devices they'll use with the graded quizzes, including the network/Wi-Fi environment.

   📄 More tips for practice quizzes

Using Respondus Monitor (webcam)

Instructors can review Respondus Monitor proctoring results from the LockDown Browser dashboard in the online course. From the context menu to the left of the quiz title, select Class Results.

▶ Getting started with Respondus Monitor

↗ More information about proctoring results

[Go to Dashboard >>]

1. Here you can watch videos about respondus.
2. Select the option you are planning on using(you can share the documentation in the syllabus or send out an email to students):
   - **LockDown Browser only** does not use webcam and microphone to monitor students, but it locks students in the web browser while they are taking the test (however, they can still use their cell phones or other resources to look up the answers).
   - **LockDown Browser and Respondus Monitor** uses a webcam and microphone to record students while they are taking a test. After they finished the test, Respondus will display the likelihood of cheating by analyzing the video footage. You will also have access to the video.
   - **LockDown Browser and Instructor Live proctoring via Zoom, Teams, etc.** uses Live proctors from our Academic Logistics team.
3. You can also create a practice quiz and test it before deploying the actual quiz.
4. When done with this page click **Go to Dashboard** at the bottom.

Here you will see all the exams and quizzes listed in your course and can begin the actual configuration:

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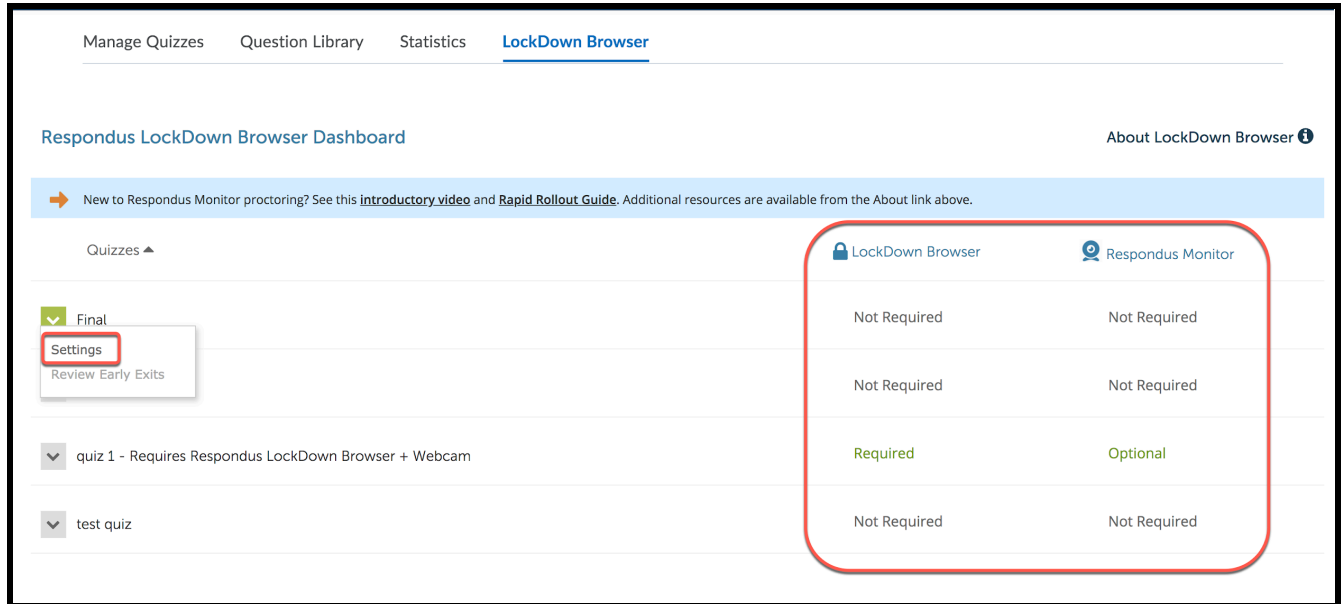
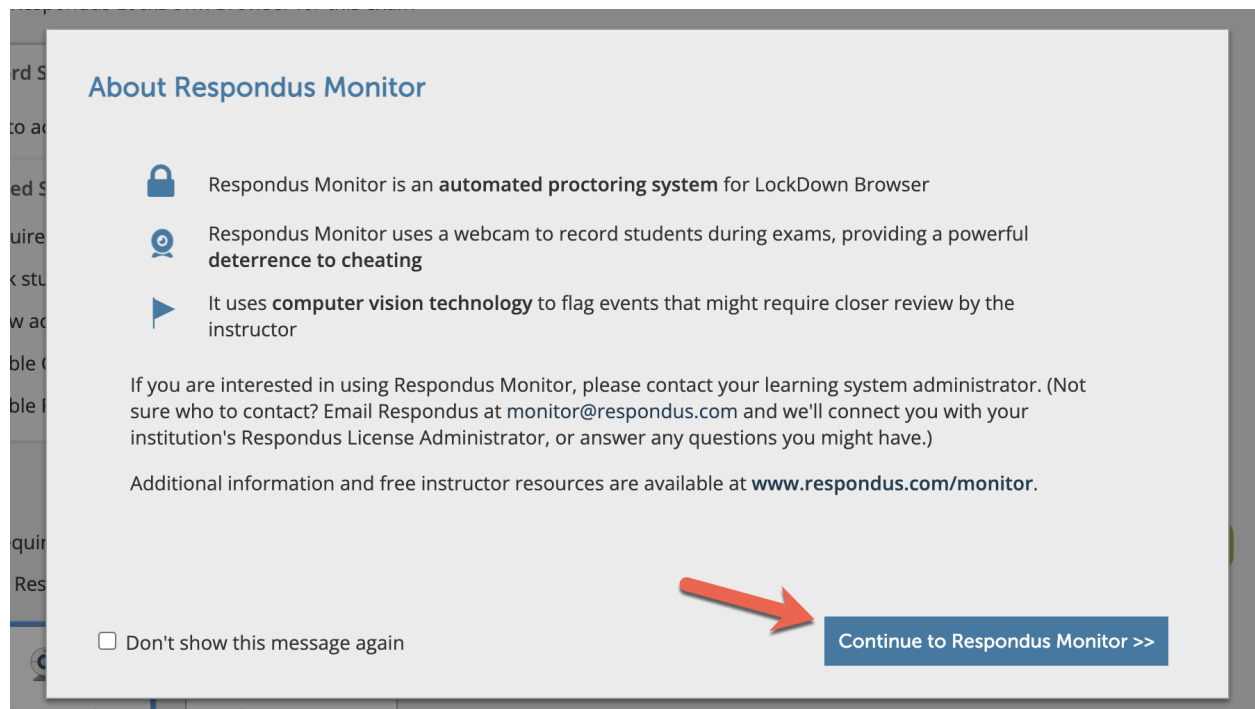On the right you will see the current status for each of the tests.

To configure the LockDown browser for a specific test click on the drop down menu to the left of the exam/quiz and select **Settings**:
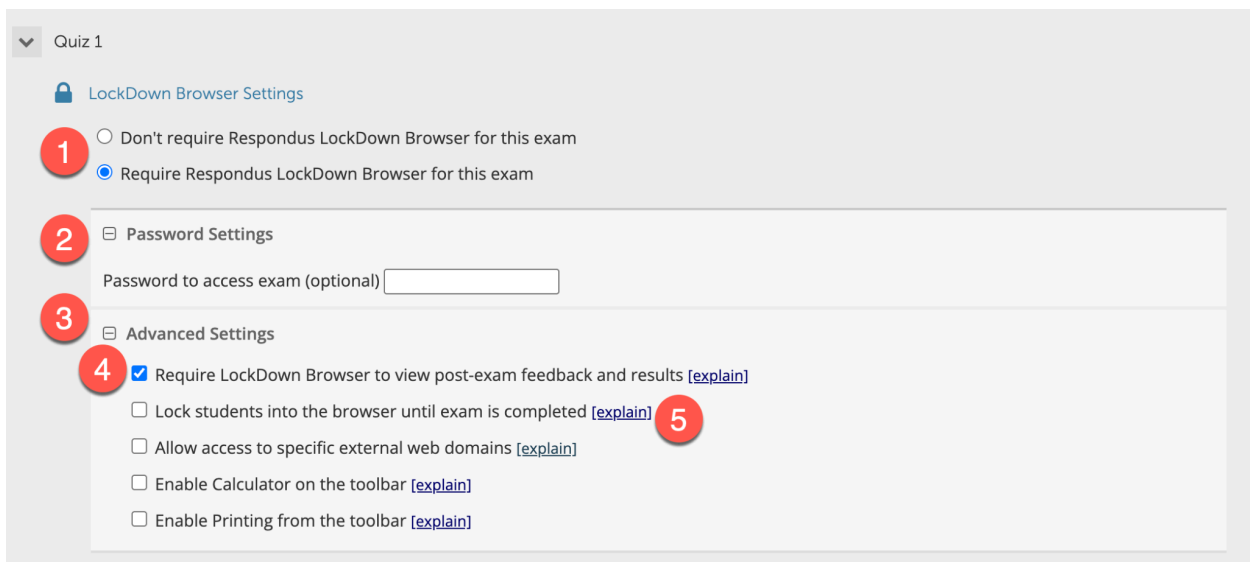
1. Select **Require Respondus LockDown Browser for this exam.**
2. Optionally, you can set up a password to access the exam. In most cases password it set to give students an option to bypass the respondus monitor (more details under the next screenshot).

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3. Expand the **Advanced Settings.**
4. It is not necessary, but if you want students to be able to view feedback and results only in the LockDown browser check the box next to **Require LockDown Browser to view feedback and results.**
5. **Lock students into the browser until exam is completed** is not recommended to check (if they lose internet connection they might not be able to quit the test, for example).
   ○ The rest of the settings here are self-explanatory, click **Explain** to get more information.

If you would like to add Proctoring option scroll down till you see **Require Respondus Monitor (automated proctoring) for this exam,** you will see the following Pop-up:

You can read more about Respondus Monitor here and then click **Continue to Respondus Monitor**

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1. **Don't require Respondus Monitor for this exam** - students will not be monitored with the webcam and microphone. They still will be locked in the LockDown browser until they finish the test or quit (which will forcefully finish the test).
   Require Respondus monitor - in addition students will be monitored and required to have a computer (Mac, PC, iPad) with functioning webcam and microphone.
   a. Select if you would like to monitor students just via **WebCam** or **WebCam** and their **screen**
   Allow instructor live proctoring - this setting is usually used by the academic logistics for live proctoring. Make a request by sending email here umaal@maine.edu

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2. If you select **Require Respondus monitor** you can add more requirements, like show ID, take student photo, check the environment, etc..
3. Facial detection options are recommended to stay checked, but you can disable them here.
4. Under **Advanced Settings** you can:
   Allow use of an iPad.
   Allow switching to MS Excel
   Allow this exam to additionally be delivered in a proctored lab - this option is used if you would like to allow specific students to bypass the Respondus monitor and just use the LockDown Browser (for example if they have technical difficulties with their webcam). In this case you will have to set up a password (shown in the previous section) and share it with those students. The rest of the students will still be required to use Respondus Monitor.
   Enable show your work - The "Show Your Work" feature allows students to upload hi-resolution images of worksheets they've prepared during their exam. If this setting is enabled by the instructor, the student will be given the opportunity to upload photos of their work immediately after they submit their exam.
   Enter Demo Student Username - to set up a student account you can use for testing.

5. When done setting up the test click **Save and Close**. After that your test is ready to be deployed and made available to students.

Part 2 - Student View

When your students go to the test configured with the lockdown browser they will see a screen similar to the following:

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quiz 1 - Requires Respondus LockDown Browser + Webcam

Quiz Period

Time Allowed
2:00:00

Attempts
Allowed - 1, Completed - 0

Instructions

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not
You can submit your quiz responses at any time. However, if you submit your responses after the time limit expires, you
recorded as a late submission.

Click "Start Quiz" to begin Attempt 1.

The timer will not begin until after the set up process is finished.

Quiz Requirements

You must use the Respondus LockDown Browser to take this quiz.

Download and install the latest version of LockDown Browser

Launch LockDown Browser

If they don't have Respondus LockDown Browser installed, they will have to click
Download and install the latest version of LockDown Browser (They only have to do it
once).
When it is downloaded and installed they can click **Launch LockDown Browser.**

If during configuration you selected **Either respondus monitor or a proctored lab can be
used to take this exam** they will see the following screen:

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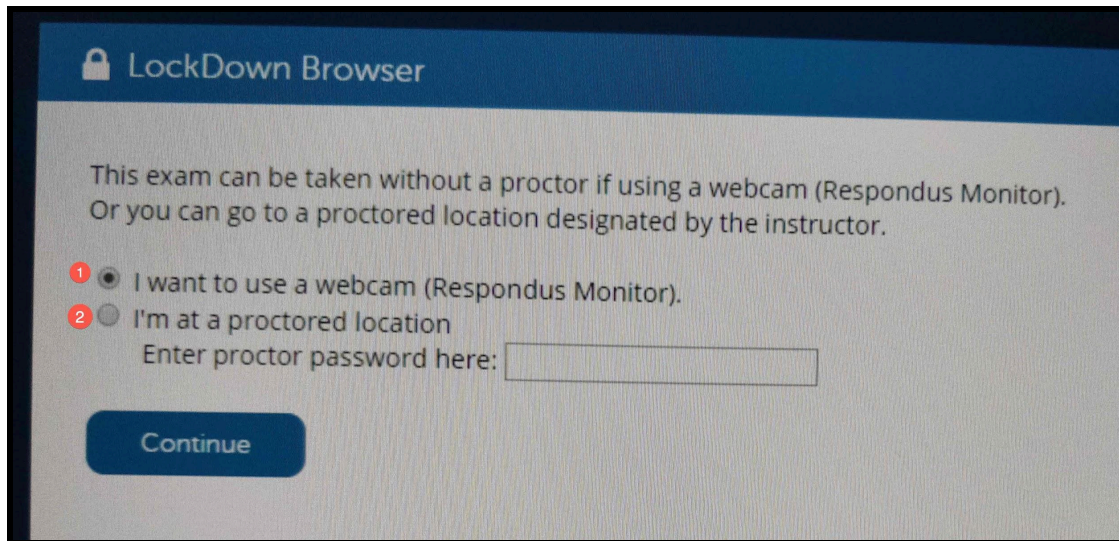
Students who have the password will be able to enter it for the second option and bypass the Respondus monitor. The rest of the students will use the Respondus monitor.

If during configuration you selected **Require Respondus monitor** they will be taken directly to the setup screen:
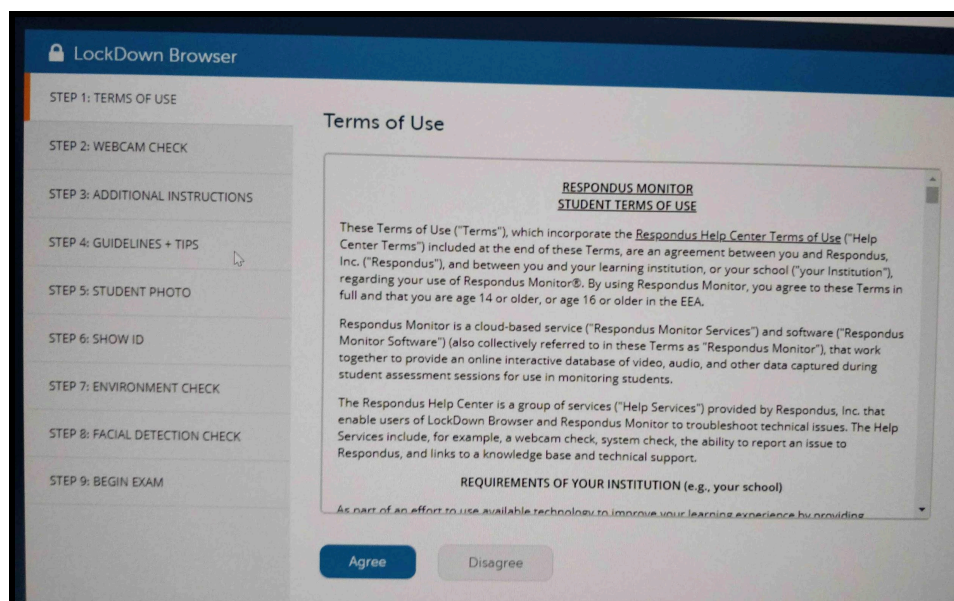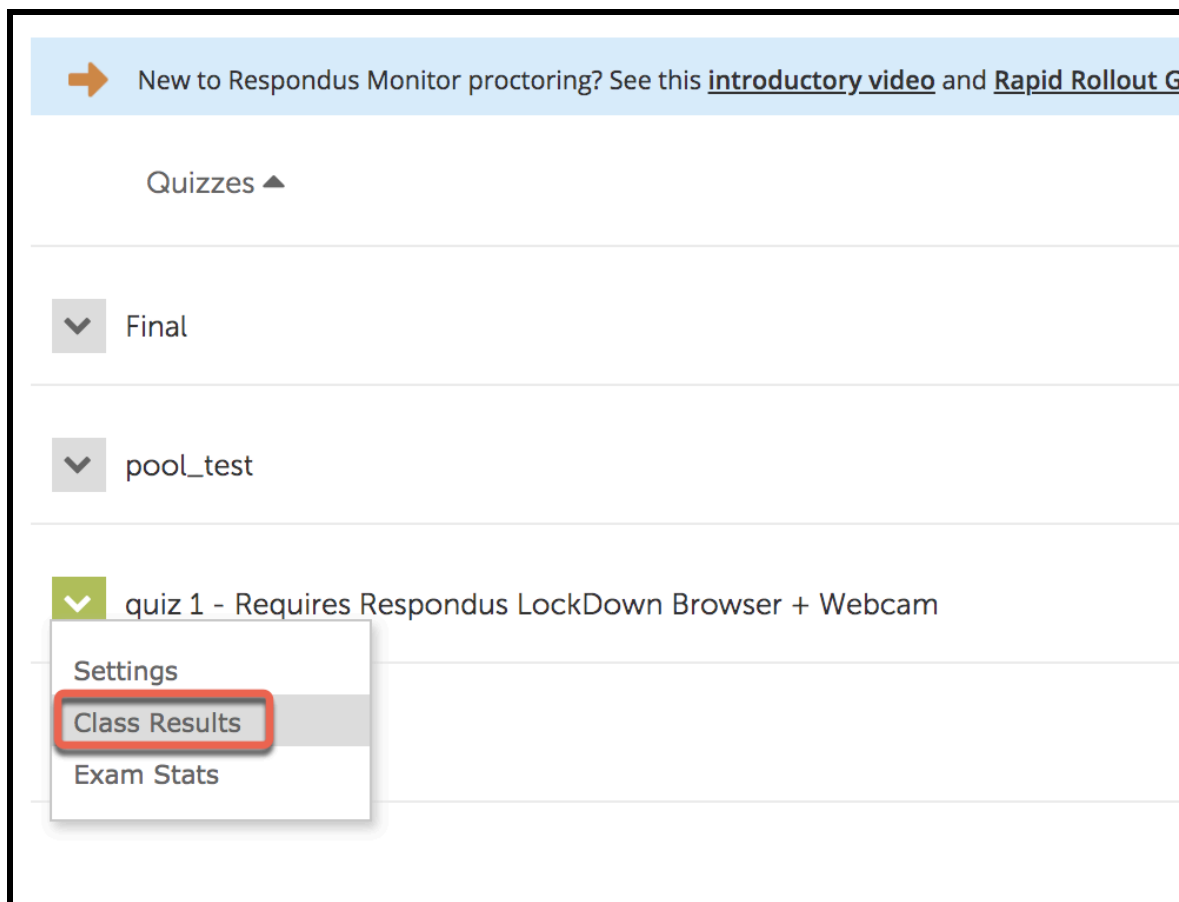

The steps they will see here depend on what you required during the configuration process (student photo, student ID, environment check etc.).

If during configuration you selected **Don't require Respondus Monitor for this exam** the test will begin in the LockDown browser without any prerequisites.

_____

Part 3 - Evaluating results

The test taken in the LockDown Browser will be treated by Brightspace the same way as a regular test (you will see the grade, leave feedback, view individual responses etc. in the same places).

To check the evaluation results by Respondus navigate to **Assessments** then **Exams and Quizzes** then **LockDown Browser** then **Continue to LockDown Browser**, click on the drop down menu next to the exam, and select **Class Results**:

In Class Results you will see the following screen:

Here you can see the review priority for each student and some other useful information. Review Priority is a comprehensive measure that conveys whether a student's exam session warrants a closer look by the instructor. Results appear in Low, Medium, and High categories with a green-to-red bar graph conveying the risk level.

Use [+] to expand the details for a student:

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1. Summary of Key Data
2. List of Flags and Milestones
3. Video playback and controls
4. Timeline with flags (red) and milestones (blue)
5. Thumbnail images from video

More information can be found here: https://web.respondus.com/monitor-review/

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Q: Does Respondus record students?

A: Yes, only if you select the **Responsus Monitor** option with Webcam or Webcam + Screen. It will monitor for suspicious behaviour, record it so the instructor can analyze it later and make a decision. **LockDown Browser** alone does not record students, it just locks them in the web browser where they take the exam.

Q: Does Respondus use Facial Recognition

A: No, Respondus does not use Facial Recognition and can't distinguish between one person or another. However it can recognize if a person is in or out of the frame or there is more than one person in the frame.

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