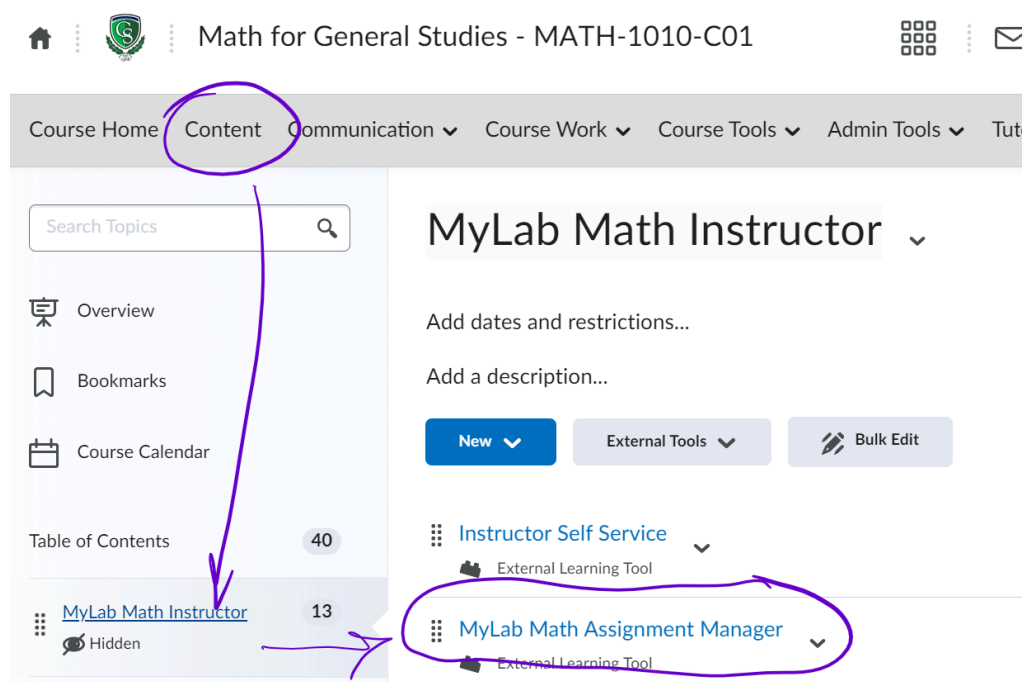


# Pearson Lockdown Browser (LDB) with Respondus Monitor (webcam)

**Section 1:** Change the settings in MyLab to enable use of the Pearson LDB.

1. Log into a course in Online Campus  
(<https://elearn.columbiastate.edu/d2l/login>).
2. Select a course for which you wish to enable Pearson LDB.
3. Go to your **MyLab Instructor** module in **Content** and click on the **MyLab Assignment Manager** or **MyLab Instructor Gradebook**.



4. On the left side of the new tab/window, click on the **Settings** tab.
5. Click on one of the “Edit” links at the right of the settings.

Math for General Studies - MATH-1010-C01

Cara Sutherland | 08/16/23 9:12 PM

## MyLab Math

Instructor Home

**Settings**

Home Page Manager

Assignment Manager

Study Plan Manager

Gradebook

Calendar

### Course Settings Summary

**Course name** Math for General Studies - MATH-1010-C01

**Book** Blitzler: Thinking Mathematically, 7e with Integrated Review

**General Settings**

**Course type** Standard course

**Course name** Math for General Studies - MATH-1010-C01

**Book** Blitzler: Thinking Mathematically, 7e with Integrated Review

**Availability**

**Course Start & End** 08/16/23 - 08/15/25

**Assignments Start & End** 08/16/23 - 08/15/25

**Days to Use** Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

**Time Zone** (UTC-06:00) Central Time (US & Canada)

**Your course has been created**

Your new course has been created. To ensure that your computer is properly configured, we recommend running Browser Check.

[Edit](#)

**OR**

[Edit](#)

6. The lockdown browser setting is under the **Learning Aids and Test Options** step so click on #5.

Math for General Studies - MATH-1010-C01

Cara Sutherland | 08/16/23 9:14 PM

## MyLab Math

Instructor Home

**Settings**

Home Page Manager

Assignment Manager

Study Plan Manager

Gradebook

Calendar

### Edit Course

1 Start 2 Availability 3 Course Access 4 Coverage 5 Learning Aids and Test Options

**Type of course to create** Standard [Learn about course types](#)

**Course name** Math for General Studies - MATH-1010-C01

**Book** Blitzler: Thinking Mathematically, 7e with Integrated Review

[Cancel](#) [Next](#) [Save](#)

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7. The section we need is called **LockDown Browser and Proctoring**. Click/Select both of the checkboxes. Then, select **Respondus Monitor Proctoring** from the dropdown menu below the second checkbox.

**MyLab Math**

Instructor Home

**Settings**

Home Page Manager

Assignment Manager

Study Plan Manager

Gradebook

Calendar

**Edit Course**

1 Start 2 Availability 3 Course Access 4 Coverage 5 Learning Aids and Test Options

**Type of course to create** Standard

**Course name** Math for General Studies - MATH-1010-C01

**Book** Blitzer: Thinking Mathematically, 7e with Integrated Review

**LockDown Browser and Proctoring**

☐ Use the Pearson LockDown Browser in this course [More Options](#)

☒ Use automated proctoring in this course

**Respondus Monitor Proctoring**

[Complete the Respondus Monitor Proctoring license setup](#)

**IP Address Range** ☐ Require students to take IP-restricted quizzes and tests within the following IP address range: [Change...](#)

**Multimedia Learning Aids** Choose the multimedia learning aids that are available in this course.

8. Click on **Complete the Respondus Monitor Proctoring license setup** and a new window will open. Enter your personal code (see Section 2).

9. Click **Accept and Continue** and a new window opens to remind you to use the **Respondus Monitor Dashboard** to enable Respondus Monitor on the exams. Click **OK** to completely close the license setup window.

Respondus Monitor Proctoring - Google Chrome

smc-service-cloud.respondus2.com/MONServer/mylab/course\_license.do

**Respondus**

**Respondus Monitor Proctoring**

Before Respondus Monitor can be used for this Pearson MyLab course, you must select one of the following options for licensing. For more information, see [Using Respondus Monitor with Pearson MyLab](#)

☒ Link to an existing Respondus Monitor license through my university [\[Explain\]](#)

Enter code:

☐ Student Payment [\[Explain\]](#)

Note: By selecting this setting you are agreeing to the [Respondus Monitor TOLU](#)

☐ Use with Pearson Inclusive Access [\[Explain\]](#)

Note: By selecting this setting you are agreeing to the [Respondus Monitor TOLU](#)

Enter code:

Note: Respondus Monitor is not a Pearson-provided product or service, but a Third-Party Service providing Third-Party Content via a Third-Party Site (as these terms are defined in Pearson's [EULA](#)). Your use of Respondus Monitor is at your own risk and governed by the Respondus Monitor Terms of Use and [Privacy Policy](#).

**Accept and Continue** **Cancel**

Respondus Monitor Proctoring - Google Chrome

smc-service-cloud.respondus2.com/MONServer/mylab/course\_license\_action.do

**Respondus**

**Respondus Monitor Proctoring**

The license for this course has been successfully setup. Use the Respondus Monitor dashboard to enable Monitor on the exams.

**OK**

**SIDE NOTE:** Look at the Learning Aids. Select the ones you want to use and de-select the ones you don't want to allow for your course. **Of special note**, you will want to de-select the **Connect to Tutor** option, if it is not already. This will not connect to the free tutoring at tutor.com (the online tutoring service used in 2023 or after) but will require students to pay for tutoring services (like Smarthinking). Also, check that your email address is listed correctly for **Ask My Instructor**.

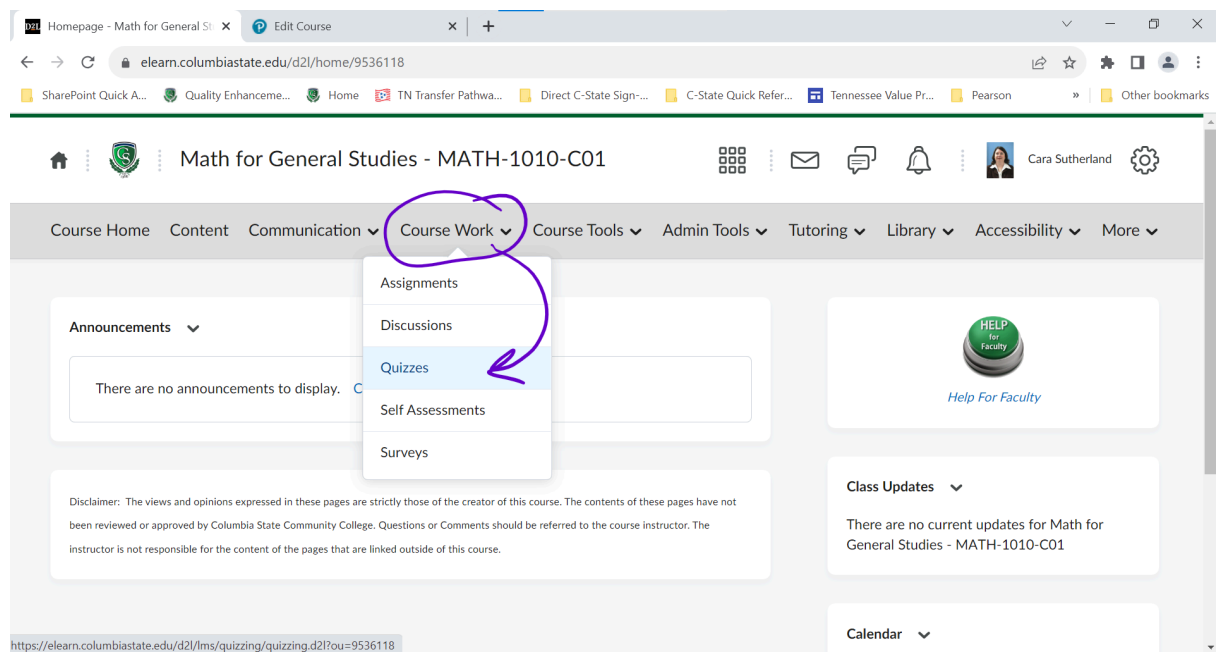
10. Now, click **Save**. It may take several seconds for the course changes to be saved.

The screenshot shows the 'Edit Course' page in MyLab Math. The course name is 'Math for General Studies - MATH-1010-C01'. Under the 'LockDown Browser and Proctoring' section, both 'Use the Pearson LockDown Browser in this course' and 'Use automated proctoring in this course' are checked. Under the 'Multimedia Learning Aids' section, a list of aids is shown with checkboxes. The 'Connect to a Tutor' option is checked and highlighted with a yellow box. The 'Ask My Instructor' option is also checked. A purple circle highlights the 'Save' button at the bottom right.

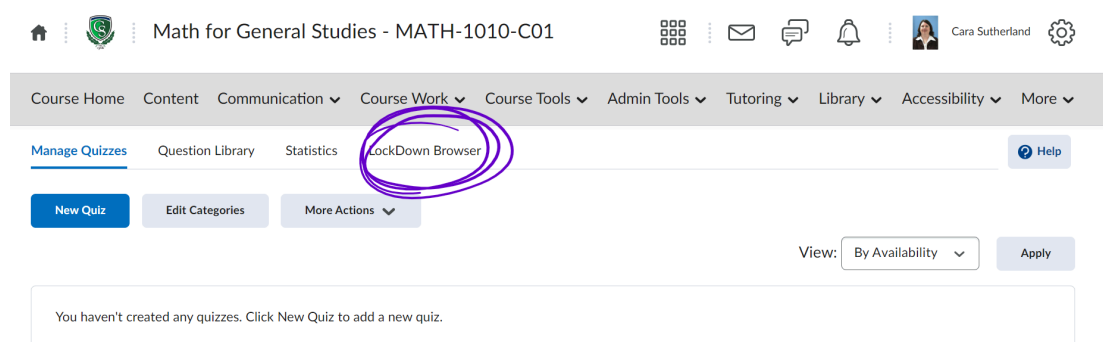
The Pearson LockDown Browser and Respondus Monitor are both enabled. Now, we need to adjust settings in the proctored assignments and the proctoring dashboard (See Sections 3 and 4).

**Section 2:** Find your code for the license set up – so the students don't have to pay for the Pearson LDB or Respondus Monitor.

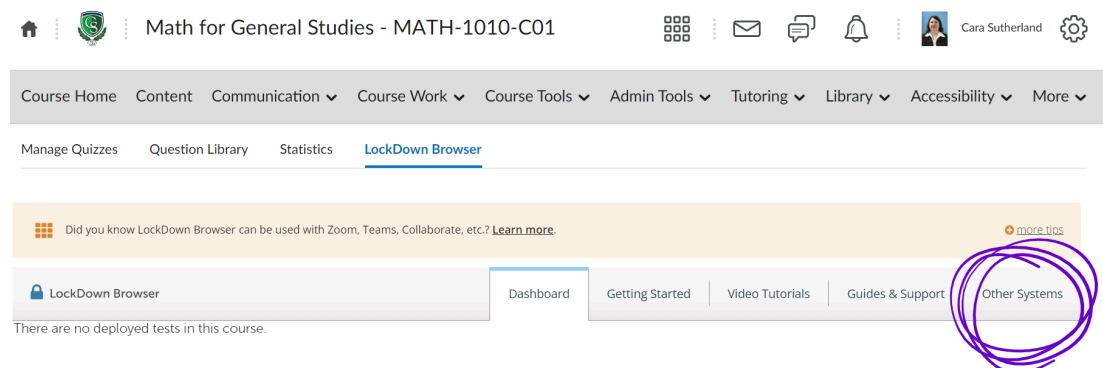
1. Log into a course in Online Campus (<https://elearn.columbiastate.edu/d2l/login>).
2. Select one of your courses.
3. Click on **Course Work** and select **Quizzes**.




#### 4. Click on **LockDown Browser** at the far right of the quiz tabs.



#### 5. Click on **Other Systems** at the far right of the LDB tabs.




#### 6. Your unique-to-you 10-character alphanumeric code is located in the section for **Pearson MyLab**. Copy and paste the code into the **license setup in MyLab Settings** (see Section 1).


 LockDown Browser
 

[Dashboard](#)
[Getting Started](#)
[Video Tutorials](#)
[Guides & Support](#)
[Other Systems](#)


### Using Respondus Monitor with other Systems

 **Pearson MyLab**

To connect your Pearson MyLab class with your institution's Respondus Monitor account, you will need the code below. In MyLab, navigate to your course and select "Respondus Monitor Proctoring" under the Proctoring Options. Complete the license setup by entering the code below.


← This code is unique to each instructor.

[More about Respondus Monitor and Pearson MyLab](#)

 **ALEKS**

**McGraw-Hill ALEKS**

To enable Respondus Monitor for use with ALEKS HE courses or PPL assessments, please reach out to your McGraw-Hill ALEKS representative.

[More about Respondus Monitor and ALEKS](#)

### Section 3: Quiz/Test Assignment Settings

1. Log into a course in Online Campus  
(<https://elearn.columbiastate.edu/d2l/login>).
2. Select a course for which you wish to enable Pearson LDB.
3. Go to your **MyLab Instructor** module in **Content** and click on the **MyLab Assignment Manager**.
4. Find a test or quiz for which you want use the Pearson LDB with Respondus Monitor (webcam). Click on the three dots at the right of the assignment and choose **Assignment Settings**.

Assignment Manager

Manage Create ? Help

Search

Order ↑	Assignment ↕	Category ↕	Start Date ↕	Due Date ↕	Assigned ↕	
1	MATH 1010 Syllabus Review - Fall 2022 (In-Person Section)	Homework	08/22/22 12:01am	08/30/22 11:59pm	<input checked="" type="checkbox"/>	⋮
2	MML Orientation for MATH 1010 - Prerequisite for HW	Homework	08/22/22 12:01am	08/30/22 11:59pm	<input checked="" type="checkbox"/>	⋮
3	Download Pearson Lockdown Browser (OEM edition of LockDown Browser) - Optional Resource	Test	08/16/23 12:00am	09/01/23 11:59pm	<input checked="" type="checkbox"/>	⋮

Section 1.1 Inductive and

Edit

Copy

Delete

Assignment settings

Student settings

Question details

Preview

Print

5. In **Assignment Settings**, scroll down to **Access Controls**. From the dropdown menu next to **LockDown Browser and Proctoring**, choose the correct option. This is also where you can designate on-screen calculator availability.

Partial Credit ☒ Allow partial credit on questions with multiple parts

**Access Controls**

**LockDown Browser and Proctoring**

Require LockDown Browser with Respondus Monitor Proctoring ▼

Do not use LockDown Browser or automated proctoring

Require LockDown Browser only (no proctoring)

Require LockDown Browser with Respondus Monitor Proctoring

Do not allow use of calculator

Allow use of basic calculator

☒ Allow use of scientific calculator

You can edit Respondus Monitor Proctoring settings after saving this assignment.

**Password** ☐ Required password

**Prerequisites** None [Change...](#)

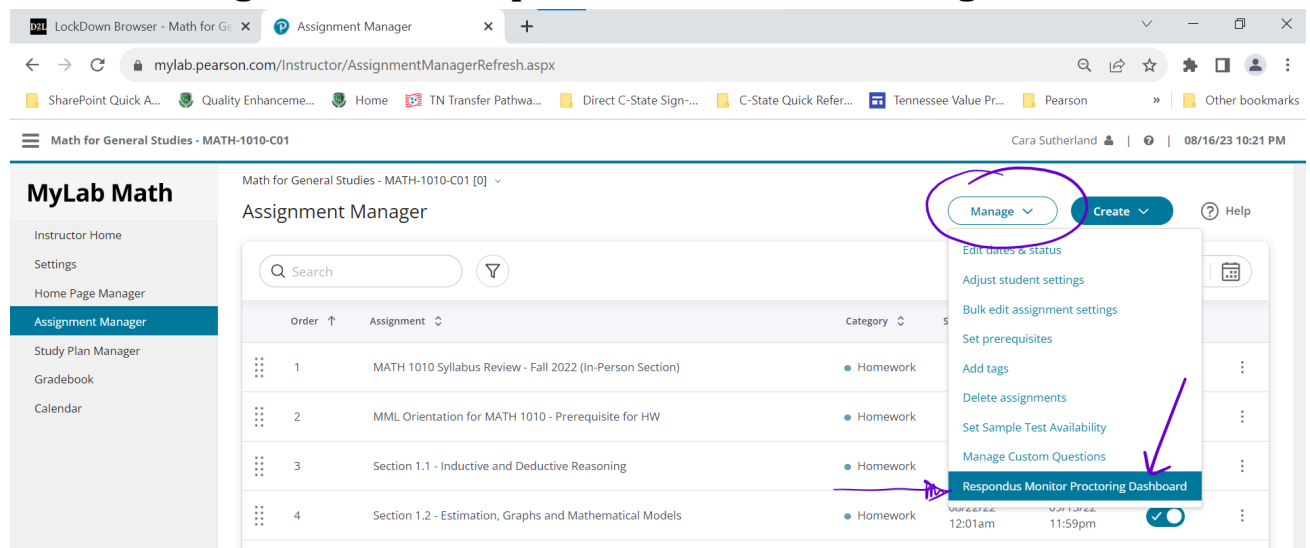
**Attempts per**

6. Be careful of the password in Assignment Settings – placing a password here will keep students from being able to access any part of the assignment if you’re using Pearson LDB with Respondus Monitor (webcam).
- This may be useful if you don’t want someone to access the test remotely too early in the semester (changing the assignment availability dates will also address the same issue.) BUT, you’ll have to remove it when you are ready for students to begin remotely taking the exam.
  - There is another place to designate a password for both in-person and remote testing for the same exam.
7. Adjust the rest of the assignment settings, as needed. Click the **Save & Assign** button. Now, we need to go to the **Respondus Monitor Proctoring Dashboard** section (see Section 4).

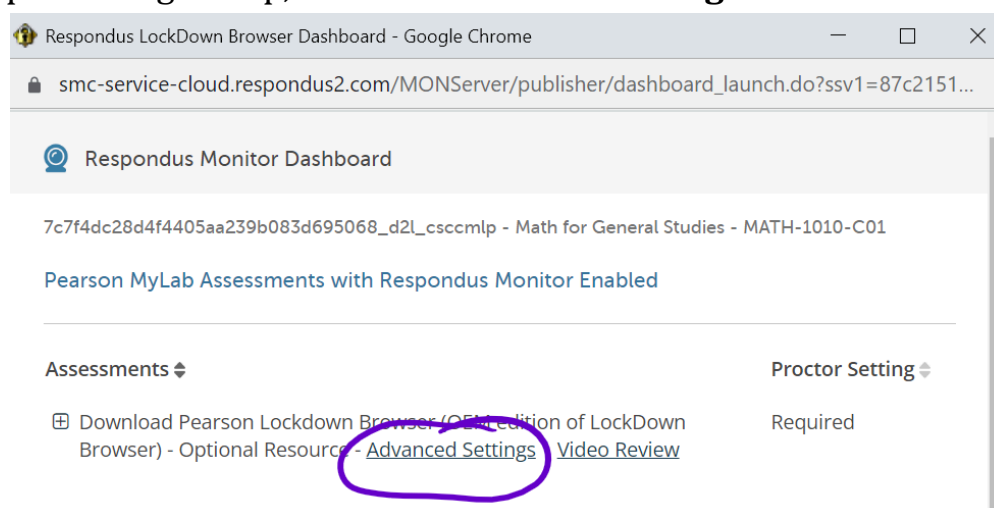


## Section 4: Respondus Monitor Proctoring Dashboard

1. Log into a course in Online Campus  
(<https://elearn.columbiastate.edu/d2l/login>).
2. Select a course for which you wish to enable Pearson LDB.
3. Go to your **MyLab Instructor** module in **Content** and click on the **MyLab Assignment Manager** (you can also access the same dashboard via **MyLab Instructor Gradebook** but the views/steps will look slightly different from the **MyLab Assignment Manager**.)
4. Click on **Manage** and select **Respondus Monitor Proctoring Dashboard**.



5. A new window will open and show all the assessments (quiz or test) where Respondus Monitor has been Enabled. To finish the last stage for remote test proctoring set-up, click on **Advanced Settings**.



6. In the **Startup Sequence** section, you can personalize the text instructions/reminders, enable/disable some items.
7. In the **Proctor Setting** section, click in the checkbox if you are planning to offer the option to test in-person or remotely. This is where you should type an exam password, which will be provided to the in-person testers. The remote testers will still need \*no\* password take their tests remotely.

Download Pearson Lockdown Browser (OEM edition of LockDown Browser) - Optional Resource - [Advanced Settings](#) | [Video Review](#)

**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.

Webcam Check	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Additional Instructions	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Guidelines + Tips	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Student Photo	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Show ID	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Environment Check	<a href="#">Preview</a> <a href="#">Edit Text</a>
Facial Detection Check	<a href="#">Preview</a>

**Proctor Setting**

☒ Allow assessments to be taken with either Respondus Monitor (webcam) or in a proctored lab

Note: Students taking the exam in a proctored lab will still need to use LockDown Browser. An exam password must be used with the exam and you will need to provide the password to the proctor.

Exam password (required)

**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) [\[explain\]](#)

**Advanced Settings**

[Save + Close](#) [Cancel](#)

*Handwritten notes:*

- Set however you see fit. (pointing to Startup Sequence items)
- In-person proctor(s) will give PW but remote testers still use NO password. (pointing to Exam password and Facial Detection Options)

8. Click on **Advanced Settings**, just above the **Save+Close** and **Cancel** buttons.
9. If you would like students to be able to submit pictures of their work, select the **Enable "Show Your Work" step at end of exam** option. This allows them to use their webcams to snap pics (up to about ten pages) of their hand-written work.

10. The **Allow another application to use the microphone during this exam** option should only be selected for exams that allow for verbal responses like in a Speech or Language class.

11. Click on the **Save + Close** button and your test is ready for students to begin.

be used with the exam and you will need to provide the password to the proctor.

Exam password (required)



---

☐ 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) [\[explain\]](#)

---

☐ Advanced Settings

-  ☒ Enable "Show Your Work" step at end of exam  [Edit Text](#) [\[explain\]](#)
- ☐ Allow another application to use the microphone during this exam. [\[explain\]](#)

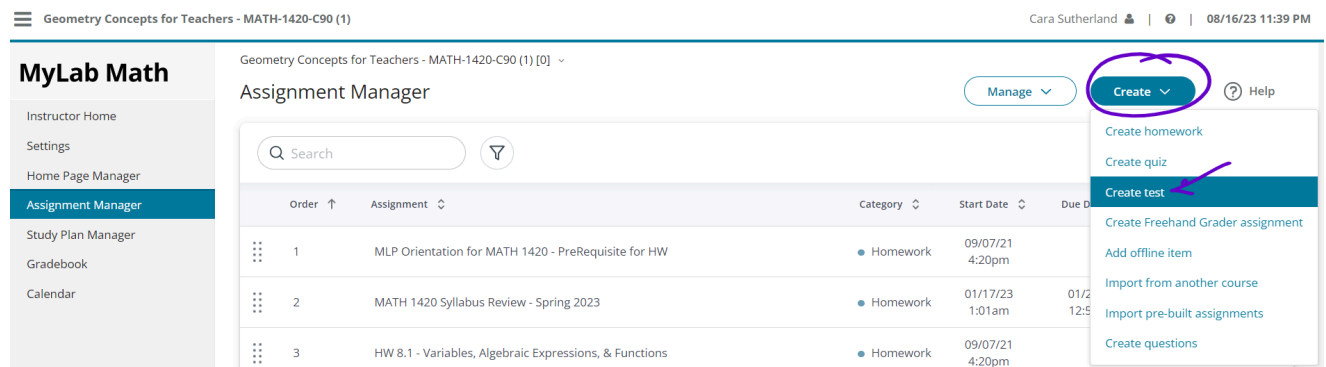
Enter a demo student username for use by the instructor:  [\[explain\]](#)

---

**Save + Close**

## Section 5: Create a Sample Test to allow students to Download the Pearson LDB and Practice using Respondus Monitor

1. Log into a course in Online Campus  
(<https://elearn.columbiastate.edu/d2l/login>).
2. Select a course for which you wish to enable Pearson LDB.
3. Go to your **MyLab Instructor** module in **Content** and click on the **MyLab Assignment Manager**.
4. Click on **Create** and select **Create Test**.



5. Give your test a name and click **Next**.

I've called mine "Download Pearson Lockdown Browser (OEM edition of LockDown Browser) - Optional Resource." It needs re-branding 😊

Geometry Concepts for Teachers - MATH-1420-C90 (1)

### New Test

1 Start 2 Add/Remove Content 3 Choose Settings

**Book** Long: Mathematical Reasoning for Elementary Teachers, 7e Media Update

**Gradebook Category** Test

**Test Name** Download Pearson Lockdown Browser (OEM edition of Lockl

☐ Assign a companion Study Plan as a prerequisite for this test

☒ Send grades for this assignment to the d2l gradebook

[Creating assignments for mobile use.](#)

Cancel Next

6. Add at least one question to your test. BUT, keep it short and simple.  
I have created questions that remind students of particular aspects. For example, the download must be completed only once or the Pearson LDB doesn't work with Chromebooks or mobile devices.

7. In **Assignment Settings**, scroll down to **Access Controls**. From the dropdown menu next to **LockDown Browser and Proctoring**, choose the correct option. This is also where you can designate on-screen calculator availability.
8. Be careful of the password in **Assignment Settings** – placing a password here will keep students from being able to access any part of the assignment if you're using Pearson LDB with Respondus Monitor (webcam).
  - This may be useful if you don't want someone to access the test remotely too early in the semester (changing the assignment availability dates will also address the same issue.) BUT, you'll have to remove it when you are ready for students to begin taking the exam.
  - There is another place to designate a password for both in-person and remote testing for the same exam.

☐ Deduct late submission penalty From final score  Penalty  %

☒ Allow partial credit on questions with multiple parts

**Partial Credit**

**Access Controls**

**LockDown Browser and Proctoring**

Require LockDown Browser with Respondus Monitor Proctoring

Do not use LockDown Browser or automated proctoring

Require LockDown Browser only (no proctoring)

Require LockDown Browser with Respondus Monitor Proctoring

☐ Do not allow use of calculator

☐ Allow use of basic calculator

☒ Allow use of scientific calculator

You can edit Respondus Monitor Proctoring settings after saving this assignment.

**Password**

☐ Required password

**Prerequisites**

None [Change...](#)

**Attempts per**

*Be Careful!*

9. Adjust the rest of the assignment settings, as needed. Click the **Save & Assign** button. Now, we need to go to the **Respondus Monitor Proctoring Dashboard** section (see Section 4).

