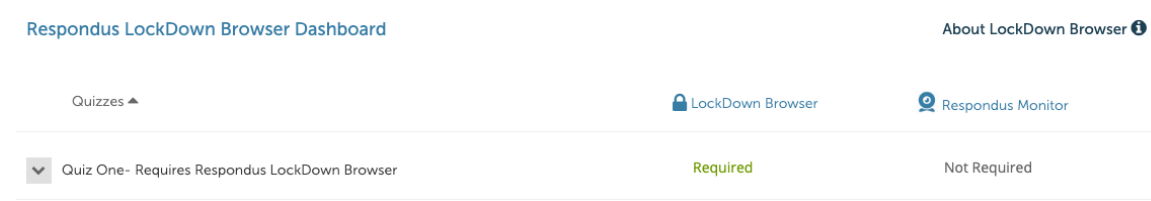


Faculty Instructions for Enabling LockDown Browser in a Canvas Course

1. Log into the Canvas course where you would like to enable the LockDown Browser feature.
2. Click on Settings in the bottom left navigation.
3. Click the Navigation tab at the top and drag LockDown Browser from the bottom section of the page to the upper section of items in the Course Navigation list.
4. Click Save at the bottom of the page.
5. You should now see LockDown Browser in the left navigation of the course.

Applying LockDown Browser to a Quiz in Canvas

1. If you haven't already created a Quiz in Canvas, do so before proceeding.
2. Click the LockDown Browser link in the left navigation menu in your Canvas course.
3. You should now see the list of all of the quizzes created in this course.
4. Click once on the icon to the left of the **quiz title** where you would like to enable LockDown Browser and choose Modify Settings.
5. Choose **Require Respondus LockDown Browser** for this exam.
6. You can choose to explore the other settings available, along with the Advanced Settings (appendix at bottom of this page) but you'll be fine not selecting any of the additional settings.
7. Click the **Save and Close** button.
8. The quiz you enabled for LockDown Browser appears with the word Required by it



9. You are now ready to have your students take the quiz in LockDown Browser. They will only be able to take the quiz from within the Lockdown Browser!
10. To prepare your students, you can cut and paste this **Respondus Student info** from the section below into your **Quiz** description or somewhere in your Canvas course.
11. If possible, have students download an open Respondus LockDown Browser on their computer before they take the quiz to test it out!

Using LockDown Browser for Online Exams

This course requires the use of LockDown Browser for online exams. [Watch this short video to get a basic understanding of LockDown Browser](#) and the optional webcam feature (which may be required for some exams).

Then download and install LockDown Browser from this link:

<https://www.respondus.com/lockdown/download.php?id=953641626>

To take an online test, start **LockDown Browser** and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this Student Quick Start Guide (PDF)

https://docs.google.com/document/d/1b_OfuuAnvfxISJsgyW2He2dk1dpWJoojmuXi4gSfdBg/edit?usp=sharing

Finally, when taking an online exam, follow these guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
