

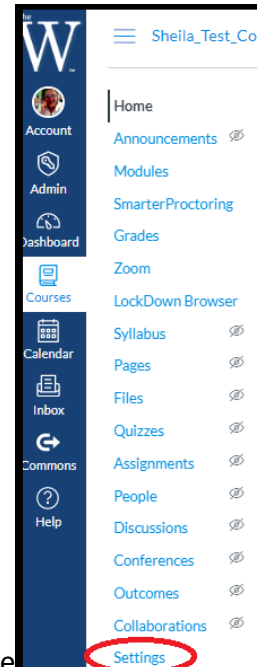


LockDown Browser and Respondus Monitor Best Practices

- Add LockDown Browser to Your Course
- Add Requirement of LockDown Browser to your Quiz
- Add Respondus Monitor Requirement to your Quiz
 - Example of how to Access Quiz Results
 - Example Specific Student Results
 - Example of Results of Suspicious Behavior
- Create a Practice Quiz for your Students

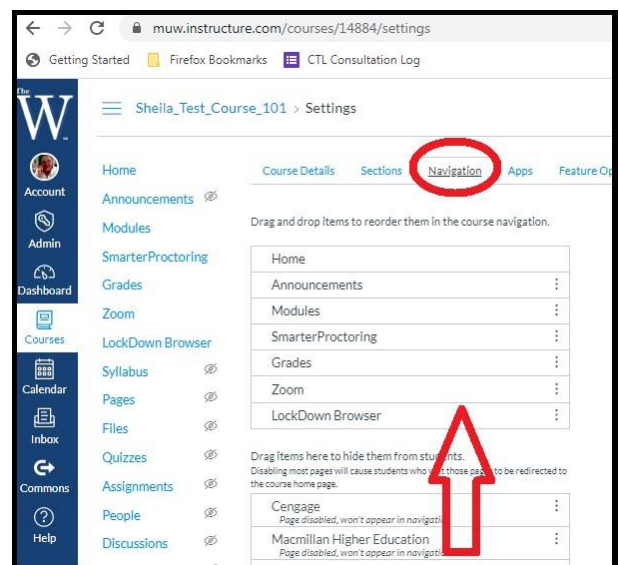
Lockdown Browser is traditionally used in a proctored environment, where students usually take the test in your classroom or a testing center. Respondus Monitor is an application that builds on Lockdown Browser and uses the student's webcam to record him or her while they take the test in a non-proctored environment. Lockdown Browser is a foundational component to using Respondus Monitor. Lockdown Browser is a custom browser specifically designed to be used with online tests to prevent students from accessing anything other than the device they are using to submit the test and it works with your Canvas Quiz . You create the Quiz first, then you add Lockdown Browser as a requirement to take the Quiz. The student will not be able to print, capture screen content, go to other websites, or access any applications such as Word, Instant Message, or other Browsers.

How to Add Lockdown Browser to your Course



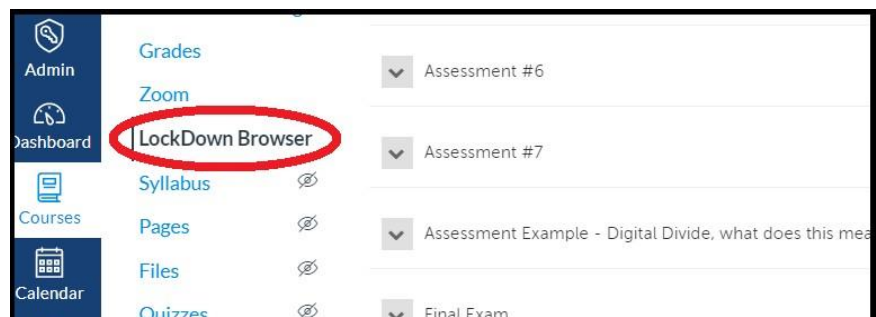
1. Go to your Course, then select the **Settings** option on the course menu.

2. Select the **Navigation** Tab. If you do not see Lockdown Browser in the top section of tools, look for it in the bottom section and drag it to the top section and select **Save**.



Add Requirement of LockDown Browser to your Quiz

Once you have the Quiz created in your Canvas course, you will want to enable the Lockdown Browser requirement. Do



this by clicking on the LockDown Browser link on your course menu, find the Quiz, then select the **chevron** beside the Quiz title. Then select the **Settings** options.

The screenshot shows the user interface for configuring LockDown Browser settings for a quiz. The page title is "Sheila_Test_Course_101 > Sheila Test Course 101". The left sidebar contains navigation links: Home, Modules, First Day eBook, Attendance, Chat, LockDown Browser, McGraw Hill Campus, Purchase Course Materials, Research and Adopt Course Materials, Access Digital Course Materials, Learn About Digital Options, Piazza, and Zoom. The main content area is titled "Sample Quiz - Requires Respondus LockDown Browser + Webcam" and contains the following settings:

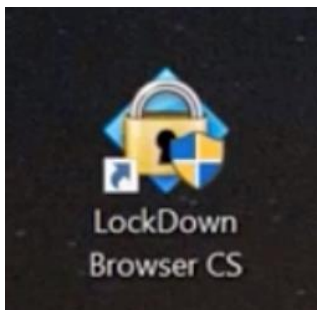
- LockDown Browser Settings**
 - Don't require Respondus LockDown Browser for this exam
 - Require Respondus LockDown Browser for this exam
 - Require LockDown Browser to view feedback and results
- Password Settings**
 - Access code for this exam (optional)
- Advanced Settings**
 - Lock students into the browser until exam is completed [\[explain\]](#)
 - Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
 - Allow students to use LockDown Browser for Chromebook (beta) [\[explain\]](#)
 - Allow access to specific external web domains [\[explain\]](#)
 - Enable Calculator on the toolbar [\[explain\]](#)
 - Standard Calculator
 - Scientific Calculator
 - Enable Printing from the toolbar [\[explain\]](#)

Annotations in the image include a red circle around the selected radio button for "Require Respondus LockDown Browser for this exam" and three blue arrows pointing to the checkboxes for "Allow students to take this exam with an iPad...", "Allow students to use LockDown Browser for Chromebook (beta)...", and "Enable Calculator on the toolbar...".

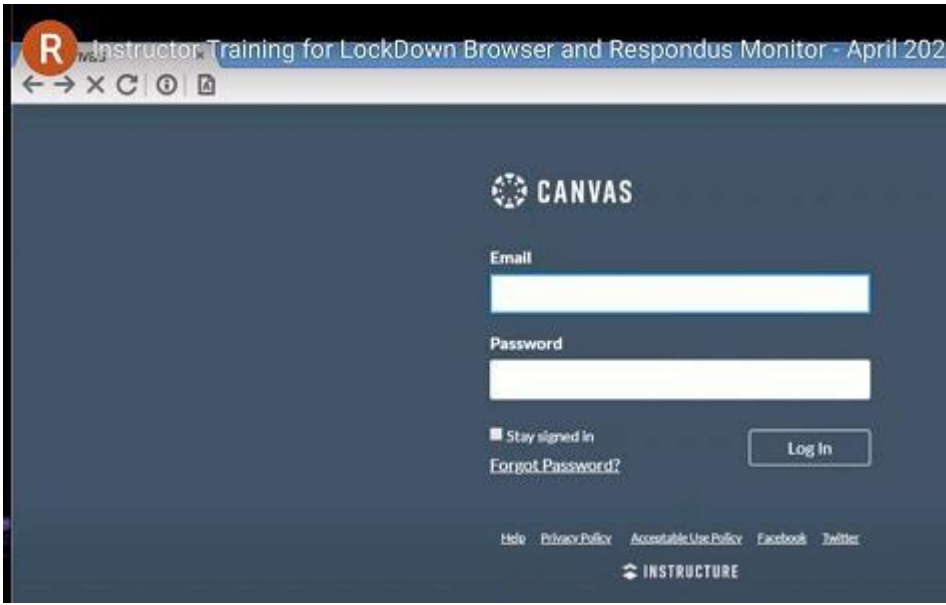
To set the LDB requirements:

- **Select the Require Lockdown browser** option for this exam. It is highly recommended that you leave the “lock students into browser until exam is completed” **unchecked**. If they do leave the test, students will have to provide you with a reason for leaving and you can then decide if you want them to have a retake option or not. You also have control on whether they have another attempt in your Canvas quiz setting as well.
- **Consider if you would allow students with iPads** to submit the test (they will need to download the MUW App from the Apple store). **Mobile devices are not supported.**
- **Consider if you would allow students to use a Chromebook to submit the test.**
- **Lockdown Browser will not allow them to access a calculator** on their computer. If they need one, select the option in the requirements.
- **Save and close the setting and then you will see that the test has been amended to say that the exam “Requires Lockdown Browser” on the LockDown Browser Dashboard.**

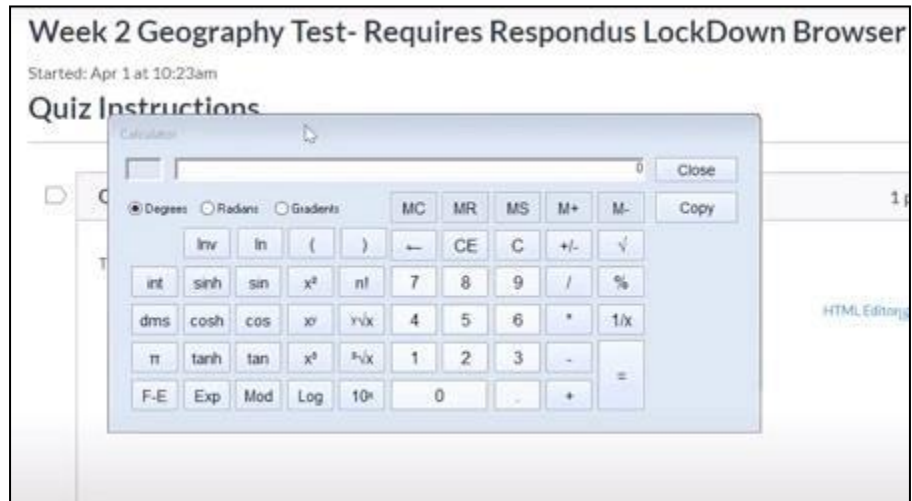
Students will be forced to download and install the Lockdown Browser from the exam, it is a link unique to our institution. Once they access the test, students will be prompted to download the Lockdown Browser before they can take the exam. Again, the browser supports Windows, Mac iPad or Chromebook only. After they download the browser, then they will launch it from their computer. This is a screenshot below of what the icon looks like on the desktop.

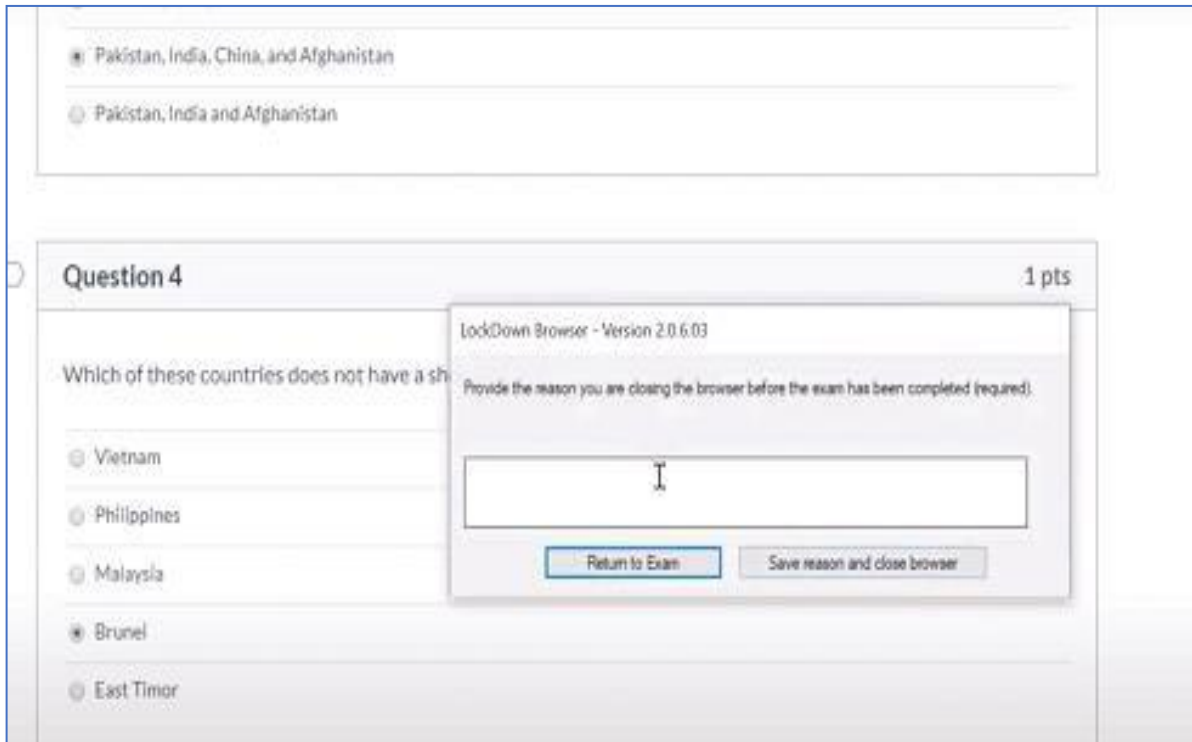


Lockdown Browser will open to MUW Canvas interface. From there they log in and it will take them to the course, where they navigate to the quiz. It will ask students to close any applications they have running in the background. Notice from the screenshot below, students have no ability to navigate away from the page, no tabs, no window to enter a different URL, or no ability to minimize or resize the screen in anyway. It opens to a full screen, blocking the start menu or ability to access any other applications. Second monitors are also recognized and blocked. Once logged in, they are taken straight to the course, to navigate to the specific quiz.



If you had chosen for a student to have a calculator in your Lockdown Browser requirements, this is a screenshot of what the student would see in the Quiz. Please note that the calculator can be moved anywhere on the screen.

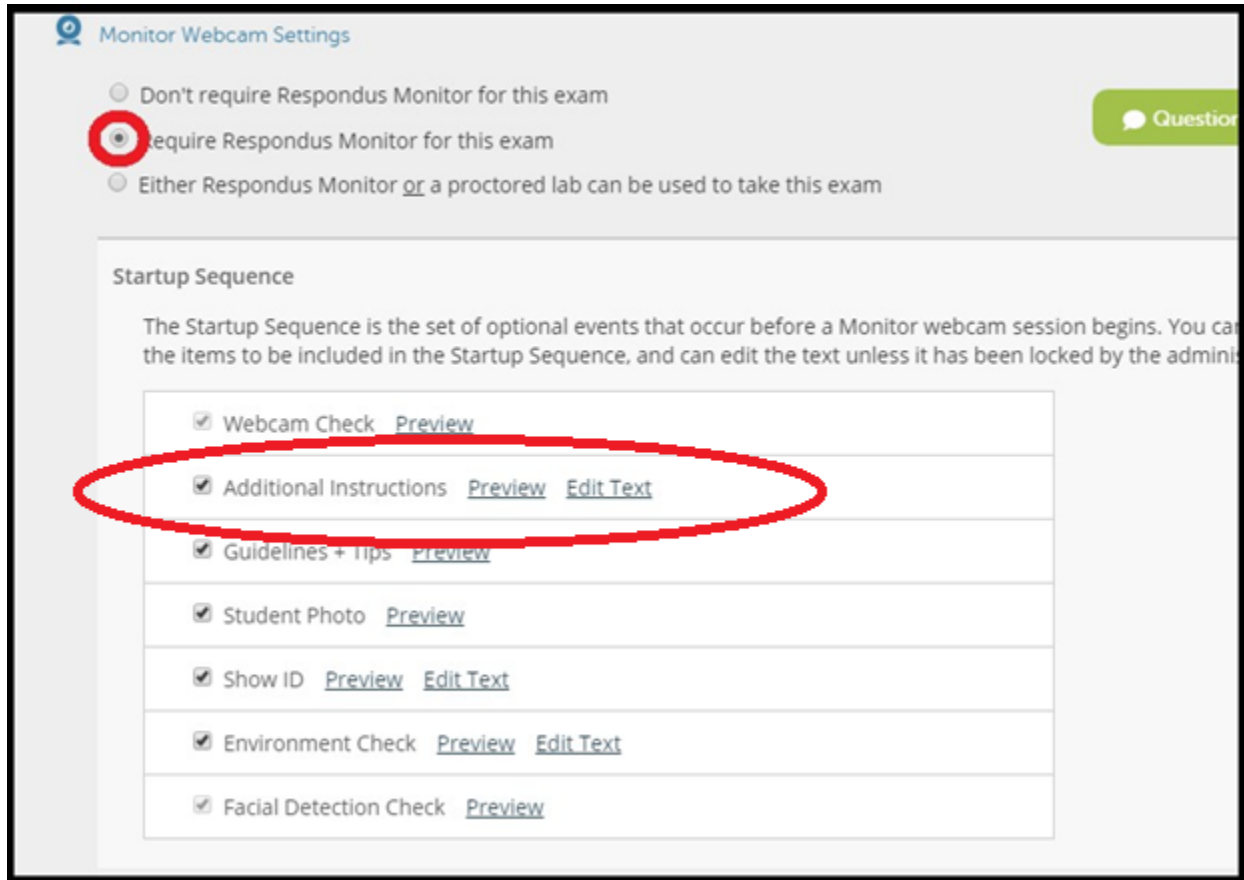




If you opted for students to be able to leave the quiz, here is what the student would see before leaving the exam. They would need to provide the reason for leaving. You could review the reason on the Lockdown Browser Dashboard or if you allowed in the Canvas Quiz settings, the student possibly return to finish the exam.

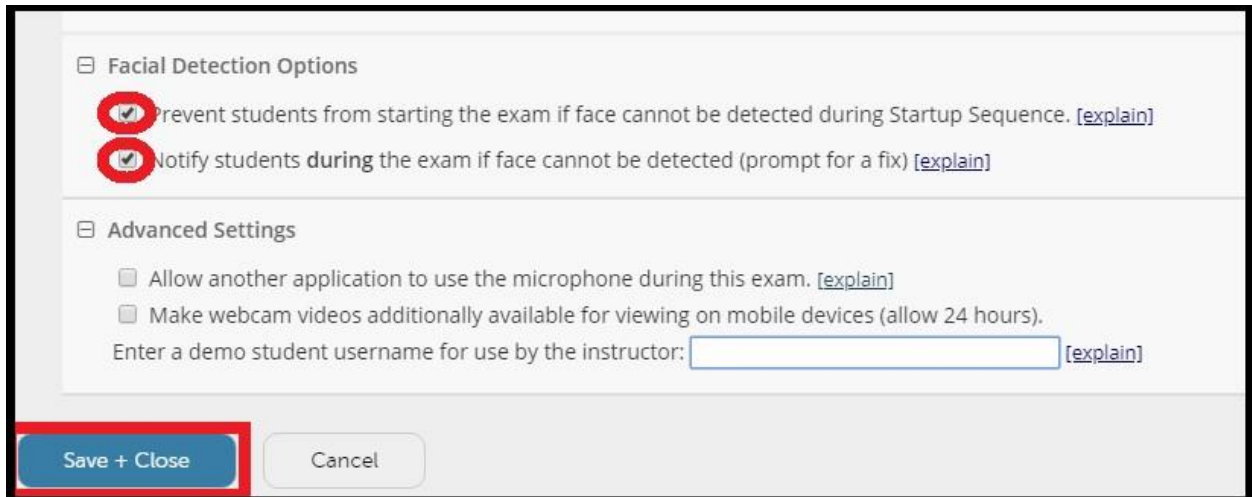
Add Respondus Monitor Requirement to your Quiz

A Statement such as the warning about cheating could be put in the circled area of Additional Instructions area of LockDown Browser and Respondus Monitor settings, also see the example of a stronger statement regarding the recording below the screenshot.



Warning: *You are being recorded and any suspicious behavior will be identified by the artificial intelligence used by Respondus Monitor and could be used against you if you are accused of cheating. Please be advised not to talk with others, use Smartphones or other devices or **move outside of the Cameras view**. If anyone comes near you while you are taking an exam, immediately have them to leave and tell them you are taking a test”.*

Facial detection options should always be checked; the advanced settings are optional. Once requirements are set, **save and close**.



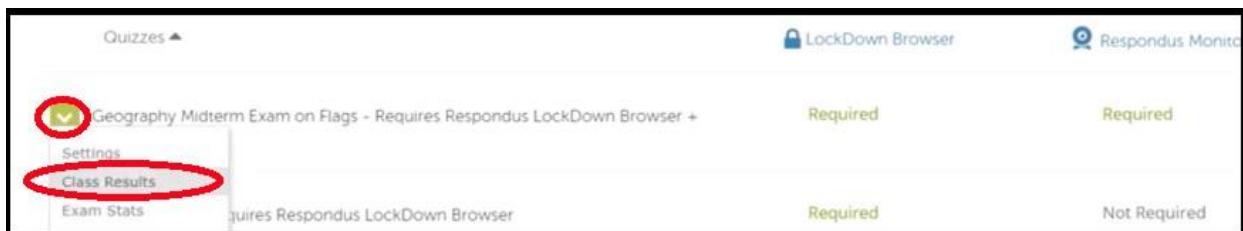
Note: If you are concerned about students cheating by tilting the phones outside the view of the camera, you can also implement this recommendation.

To help prevent the use of smartphones during a LockDown Browser required exam, instructors can have students use an external USB webcam to point behind or at them from the side. This way, the students will not be able to use their smartphone out of the camera's view.

Instructor's who would like to do this should also **disable the "Prevent students from starting the exam if face cannot be detected during Startup Sequence" & "Notify students during the exam if face cannot be detected (prompt for a fix)"** as the facial detection will not work properly from a side angle.

Example of How to Access Quiz Results

Go to Lockdown Browser Dashboard, find the Quiz, select the chevron beside the Title, choose Class Results.

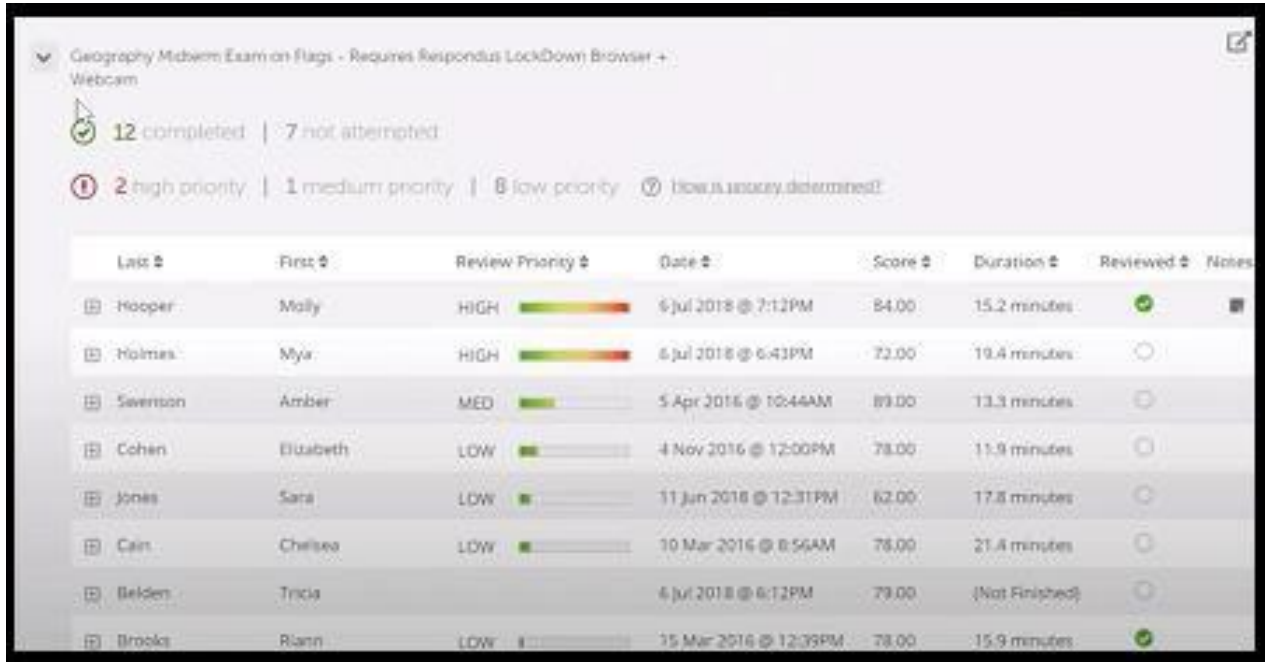


Specific student results Example in screenshot below:

Notice there were 12 students who completed the Quiz, 7 had not attempted it yet. 2 students were high priority for being flagged for suspicious behavior. 1 medium flagged for priority and 1 flagged for low priority. Results are sorted by highest suspicious priority first. The scores of the exam are available, how long it took the student to take the exam and the time it was taken. This is artificial intelligence giving the behaviors marked results or scores. Also, please keep in mind that this is objective data. Just because some students are flagged as high priority data does not mean the student was cheating. The instructor should review the recording and make

that determination.

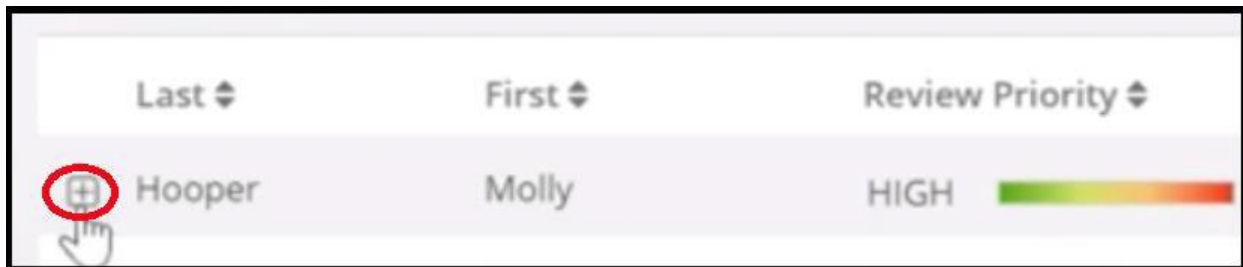
It is highly recommended that instructors review the *How is Priority Determined* link included in the results area below.



The screenshot shows a table of student results for a 'Geography Midterm Exam on Flags'. The table includes columns for Last Name, First Name, Review Priority, Date, Score, Duration, Reviewed status, and Notes. A summary at the top indicates 12 completed, 7 not attempted, 2 high priority, 1 medium priority, and 8 low priority. A link 'How is priority determined?' is also present.



| Last | First | Review Priority | Date | Score | Duration | Reviewed | Notes |
|---------|-----------|-----------------|-----------------------|-------|----------------|----------|-------|
| Hooper | Molly | HIGH | 6 Jul 2018 @ 7:12PM | 84.00 | 15.2 minutes | ✓ | |
| Holmes | Mya | HIGH | 6 Jul 2018 @ 6:43PM | 72.00 | 19.4 minutes | ○ | |
| Svenson | Amber | MED | 5 Apr 2016 @ 10:44AM | 89.00 | 13.3 minutes | ○ | |
| Cohen | Elizabeth | LOW | 4 Nov 2016 @ 12:00PM | 78.00 | 11.9 minutes | ○ | |
| Jones | Sara | LOW | 11 Jun 2018 @ 12:31PM | 62.00 | 17.8 minutes | ○ | |
| Cain | Chelsea | LOW | 10 Mar 2016 @ 8:56AM | 76.00 | 21.4 minutes | ○ | |
| Belden | Tricia | | 6 Jul 2018 @ 6:12PM | 79.00 | (Not Finished) | ○ | |
| Brooks | Rann | LOW | 15 Mar 2016 @ 12:39PM | 78.00 | 15.9 minutes | ✓ | |

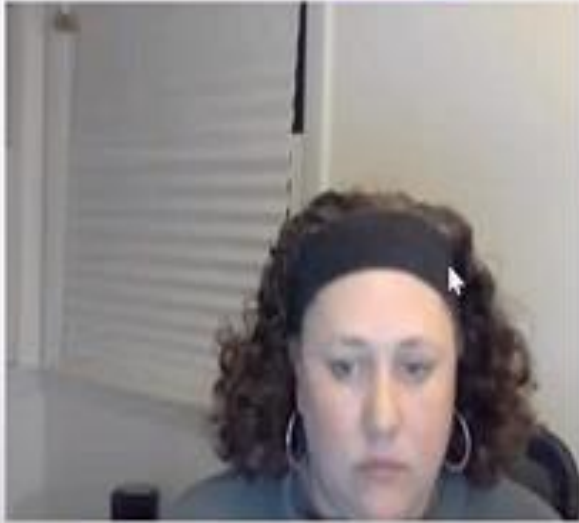
To see an individual student result, click on the + icon by the student's name, see screenshot below.



Example of High Priority Student Results

On the right-hand side, there is a summary at the top, marked as **high** priority. There are 10 flags around 8 minutes with a facial detection of 44 %. That means the face was only in view of the camera 44% of the time. Below that, you see the flags. For example, in the first flag; the student was missing from the frame. Another flag was multiple persons in the frame. Instructors can easily jump to these frames in the recording to make the determination of cheating.

| Last | First | Review Priority | Date | Score | Duration | Reviewed | Notes |
|--------|-------|--|---------------------|-------|--------------|---|-------|
| Hooper | Molly | HIGH  | 6 Jul 2018 @ 7:12PM | 84.00 | 15.2 minutes |  | |




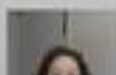



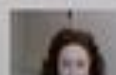
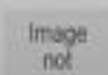
▼ Priority for Review: HIGH [View Details](#)
Number of Flags: 10
Total Flagged Time: 00:08:11
Facial Detection: 44%

Show: Flags Milestones

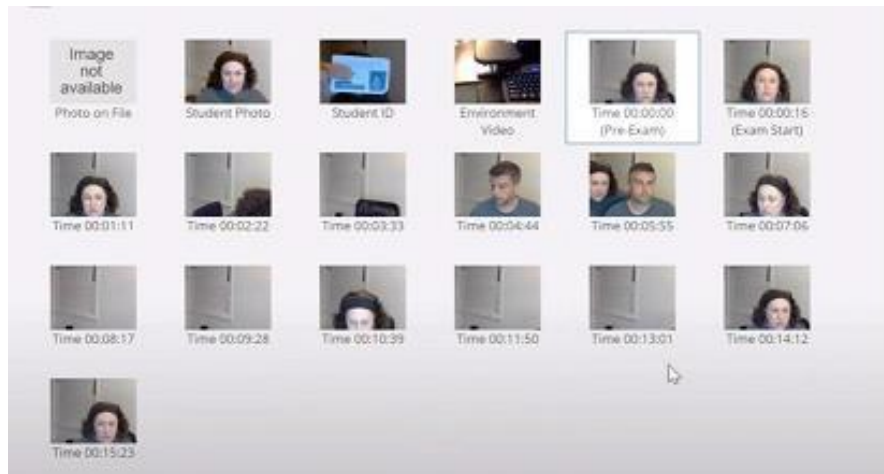
- ▶ Low Facial Detection [View Details](#)
- 00:01:30 ▶ Missing from Frame [View Details](#)
- 00:02:08 ▶ Missing from Frame [View Details](#)
- 00:02:56 ▶ Missing from Frame [View Details](#)
- 00:05:12 ▶ Multiple persons in Frame [View Details](#)
- 00:05:54 ▶ Multiple persons in Frame [View Details](#)

00:00 / 00:15:25 [View Notes](#)





Results also show Thumbnail images of the recording and you can click on them anywhere to start the recording from that point. Notice, it has a student ID in the thumbnail, the room scan or environment video and multiple persons on the frame.



Create a Practice Quiz for Your Students

Please Note: It is strongly recommended that you give students a practice or low stakes quiz to get them comfortable with using this technology. This is the best advice on the page! Have students take a practice quiz that uses LockDown Browser and Respondus Monitor to ensure the student's computer/device, webcam and internet connection function properly. Make the practice quiz available with multiple attempts so students can try it anytime they are using a different computer or networking environment.

Post this Student Link in your Course, in case they have technical issues.

<https://support.respondus.com/support/index.php?Knowledgebase/Article/View/554/0/lockdown-browser-the-student-experience>