

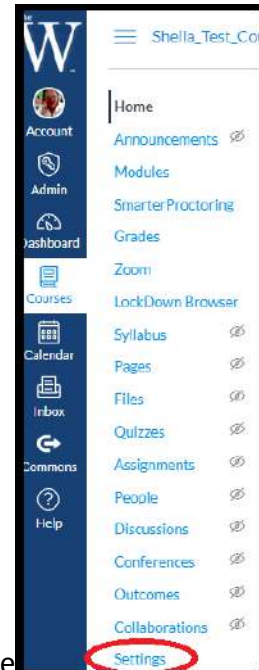


LockDown Browser and Respondus Monitor Best Practices

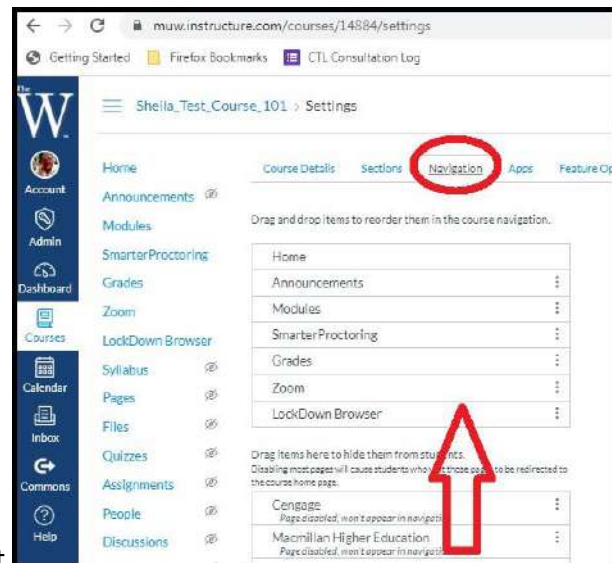
- Add LockDown Browser to Your Course
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Lockdown Browser is traditionally used in a proctored environment, where students usually take the test in your classroom or a testing center. Respondus Monitor is an application that builds on Lockdown Browser 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 tool. 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



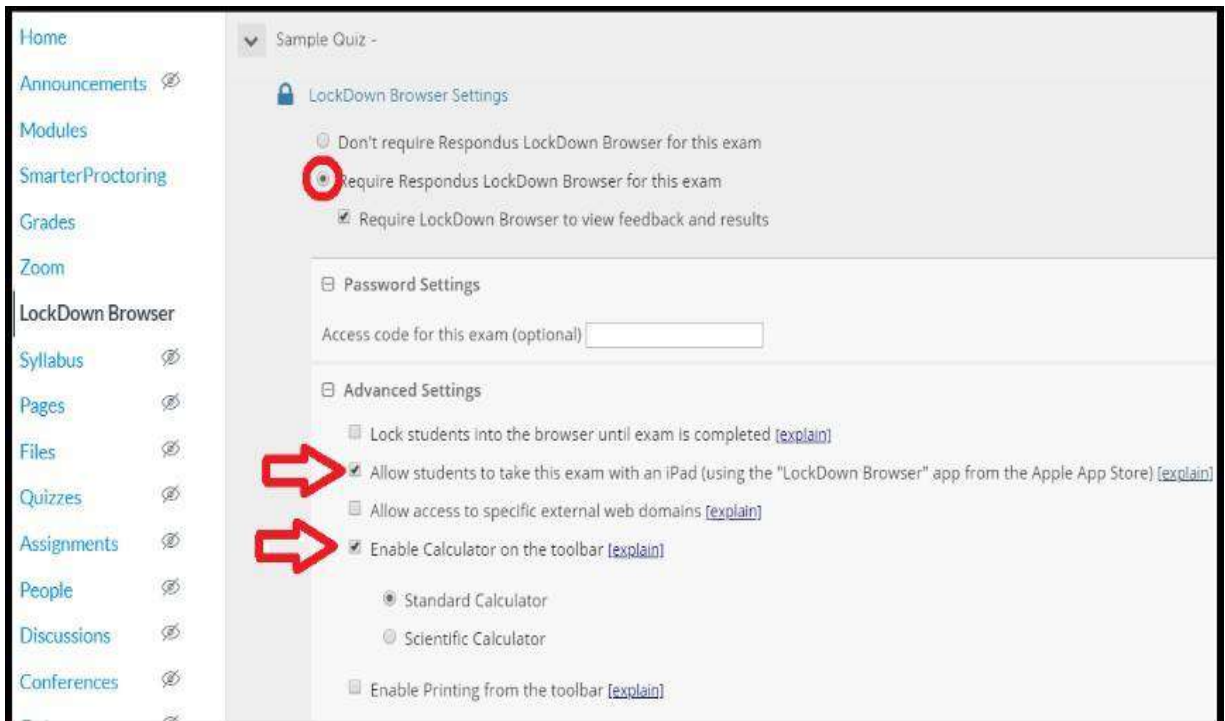
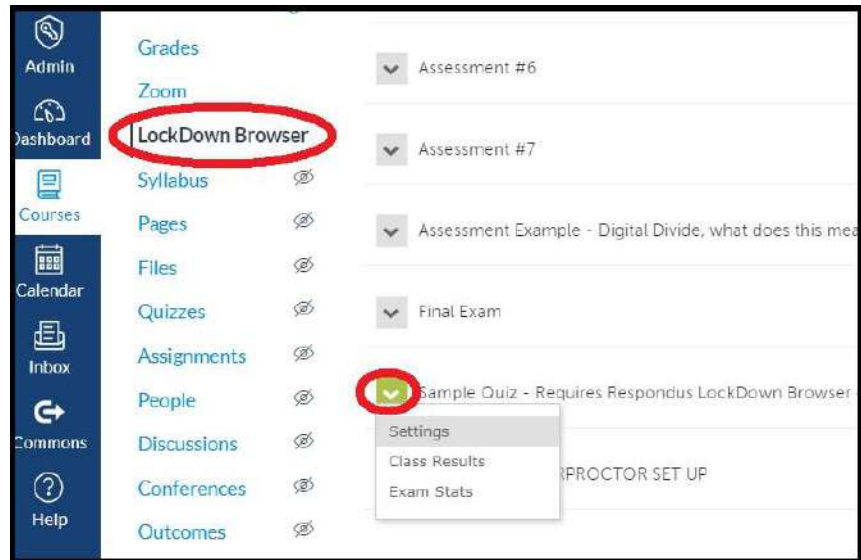
1. Go to your Course, then select the **Settings** option on the course menu.



2. Select the **Navigation** Tab. If you do not see Lockdown Brower 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

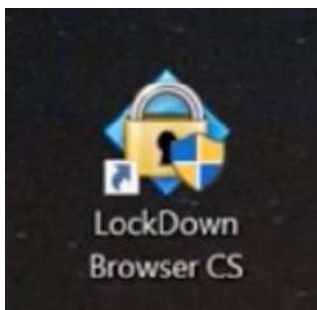
Once you have the Quiz created in your Canvas course, you will want to enable the Lockdown Browser requirement. Do this by clicking on the LockDown Browser link on your course menu, find the Quiz, then select the **chevron** beside the Quiz title. Then select the **Settings** options.



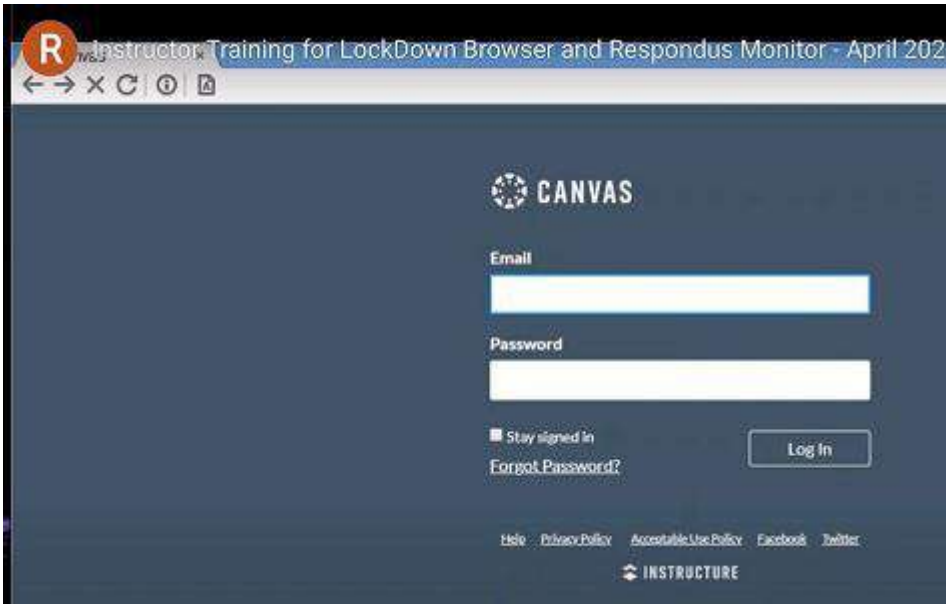
To set the LDB requirements:

- **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). **Chromebooks and mobile devices are not supported.**
- **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.**

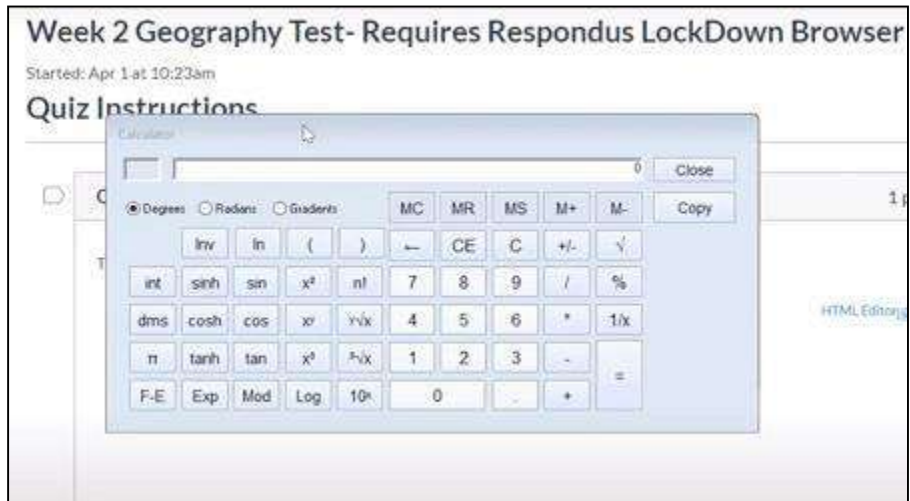
Students will be forced to download and install the Lockdown Browser from the exam, it is a link unique to our institution. Once they access the test, students will be prompted to download the Lockdown Browser before they can take the exam. Again, the browser supports Windows, Mac and iPad only. After 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.

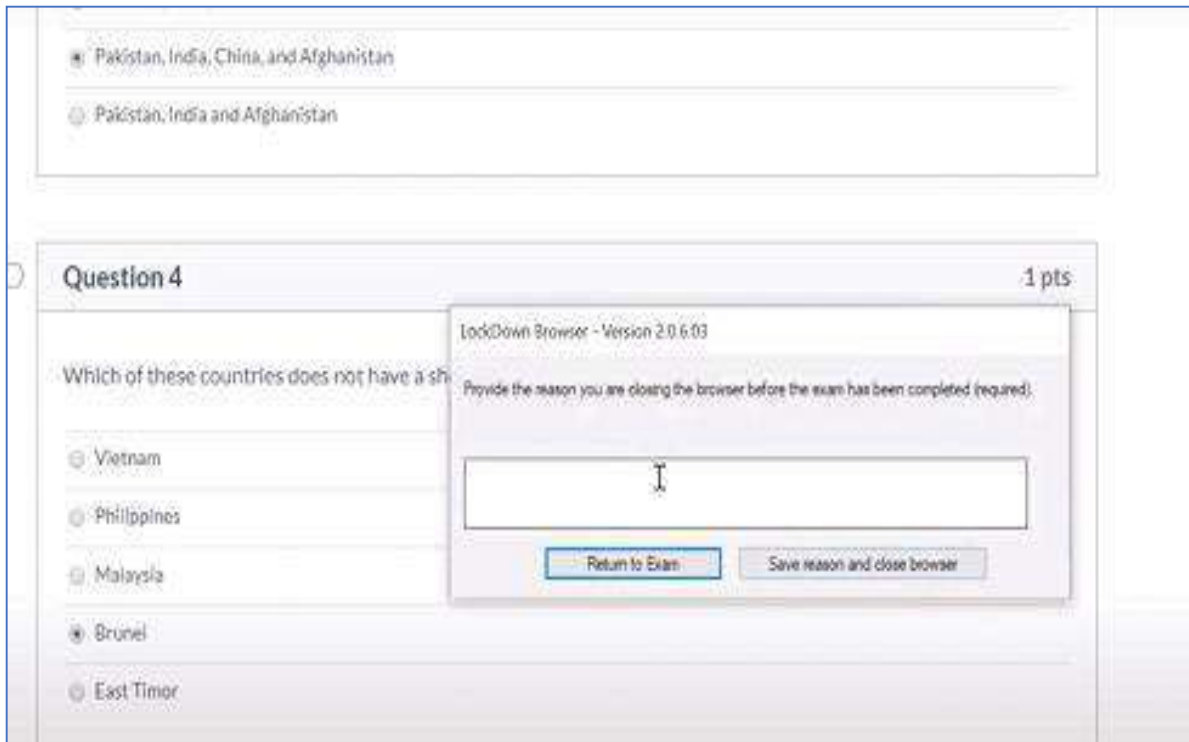


Lockdown Browser will open to MUW Canvas interface. From there they log in and it will take them to the course, where they navigate to the quiz. It will ask students to close any applications they have running in the background. Notice from the screenshot below, students have no ability to navigate away 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

Respondus Monitor is a companion to Lockdown Browser, it deters cheating in a non-proctored environment. It uses the student's webcam to record the test session. Instructors can review data, including prioritized videos and flags of suspicious behavior. The requirement settings are just below the Lockdown Browser settings.

If you want to use Respondus Monitor, select the radio button that requires Respondus Monitor for this exam (See screenshot below). This begins the Startup sequence for the student before they can take the quiz. There are only two required steps in the sequence: the webcam and Facial Detection. They are tools that are hard coded with a check mark and cannot be removed, all other choices are optional. Instructors can customize these options based on their requirements.

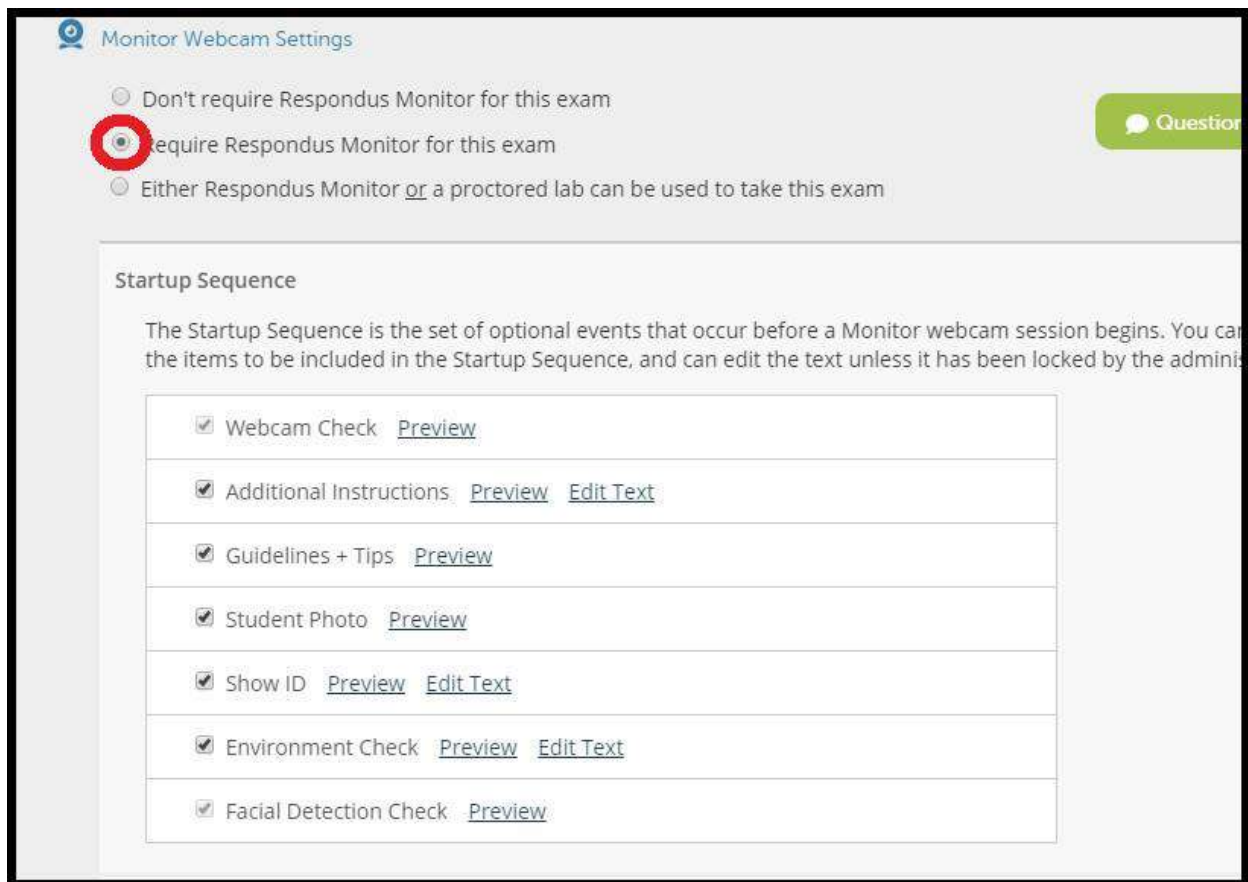
- The webcam check makes sure the student has a webcam and a working microphone.
- The additional Instructions are where you can provide students with additional instructions. For example, it could say "during this time, you shouldn't access

other resources such as a tablet, phone, notes...etc.”. If an interruption occurs, briefly describe what happened or last-minute instructions on honor code or cheating.

- Guidelines and tips, can be something like have good lighting in the area and make sure you do not obstruct your face.
- Student photo makes them take a picture of themselves.
- Show ID instructions – **this could speak to meeting the second factor authentication requirement.**
- Environment check has the student pan the room with the camera for a look to see if everything is okay for testing.
- Facial detection makes students come back into the camera and correct the view.

All these steps happen before the student can start the exam.

Facial detection is artificial intelligence options that has the student correct the view if their face is not well lit or out of the camera view before it results in any kind of flag.



The screenshot shows the 'Monitor Webcam Settings' interface. At the top, there are three radio button options: 'Don't require Respondus Monitor for this exam', 'Require Respondus Monitor for this exam' (which is selected and circled in red), and 'Either Respondus Monitor or a proctored lab can be used to take this exam'. A green 'Question' button is visible on the right. Below this is a section titled 'Startup Sequence' with a descriptive paragraph. Underneath, there is a list of seven items, each with a checked checkbox and a 'Preview' link: 'Webcam Check', 'Additional Instructions', 'Guidelines + Tips', 'Student Photo', 'Show ID', 'Environment Check', and 'Facial Detection Check'. The 'Show ID' and 'Environment Check' items also have 'Edit Text' links.

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

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

- Allow another application to use the microphone during this exam. [\[explain\]](#)
- Make webcam videos additionally available for viewing on mobile devices (allow 24 hours).

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

Save + Close Cancel

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
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.

Geography Midterm Exam on Flags - Requires Respondus LockDown Browser + Webcam

12 completed | 7 not attempted

2 high priority | 1 medium priority | 8 low priority | (low is priority determined)

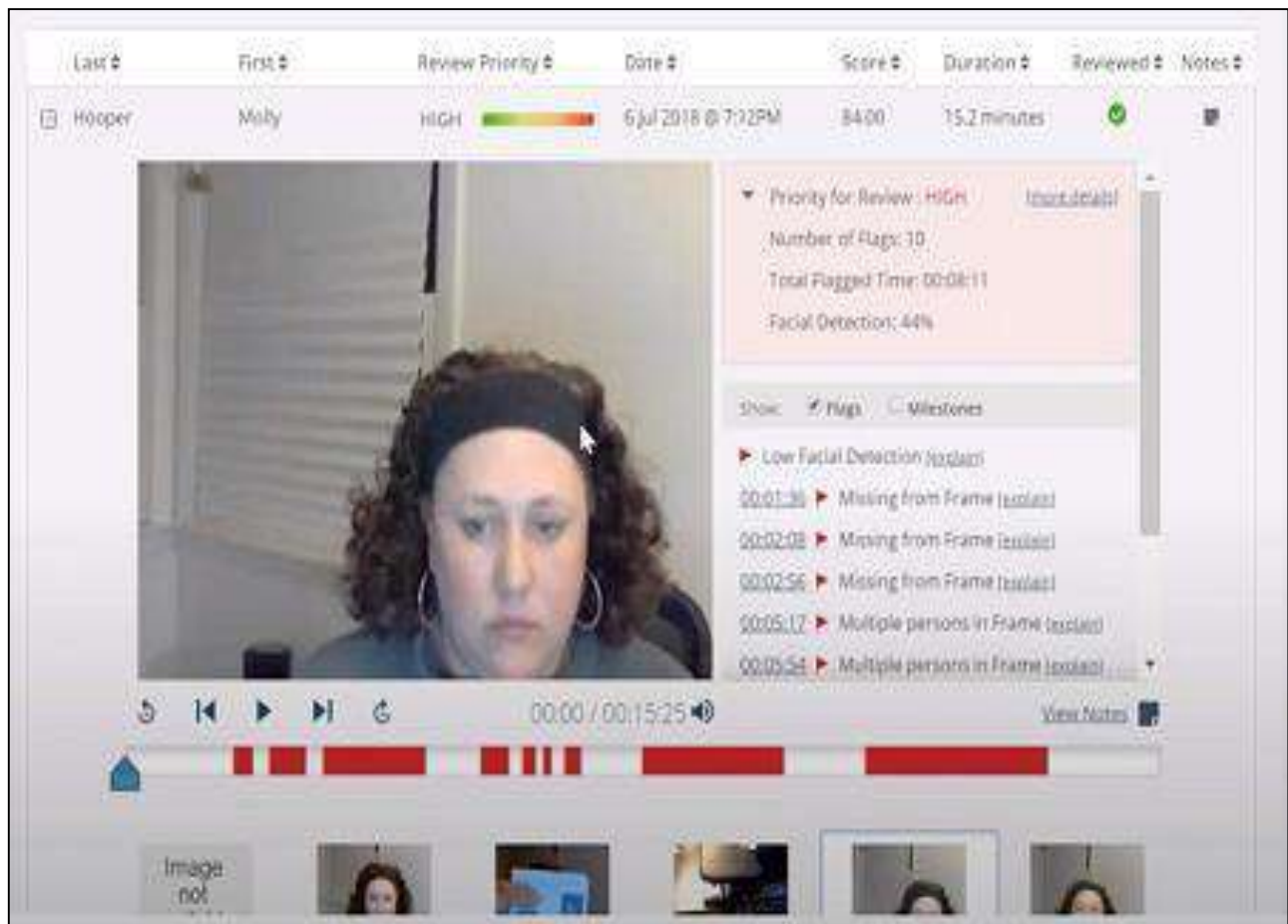
Last	First	Review Priority	Date	Score	Duration	Reviewed	Notes
Hooper	Molly	HIGH	6 Jul 2018 @ 7:12PM	84.00	15.2 minutes	✓	
Holmes	Mya	HIGH	6 Jul 2018 @ 6:43PM	72.00	19.4 minutes	○	
Siverson	Amber	MED	5 Apr 2016 @ 10:46AM	89.00	13.3 minutes	○	
Cohen	Elizabeth	LOW	4 Nov 2016 @ 12:00PM	78.00	11.9 minutes	○	
Jones	Sara	LOW	11 Jun 2018 @ 12:31PM	62.00	17.8 minutes	○	
Carr	Chelsea	LOW	10 Mar 2016 @ 8:56AM	78.00	21.4 minutes	○	
Belden	Tricia		6 Jul 2018 @ 6:12PM	79.00	(Not Finished)	○	
Brooks	Rann	LOW	15 Mar 2016 @ 12:33PM	78.00	15.9 minutes	✓	

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

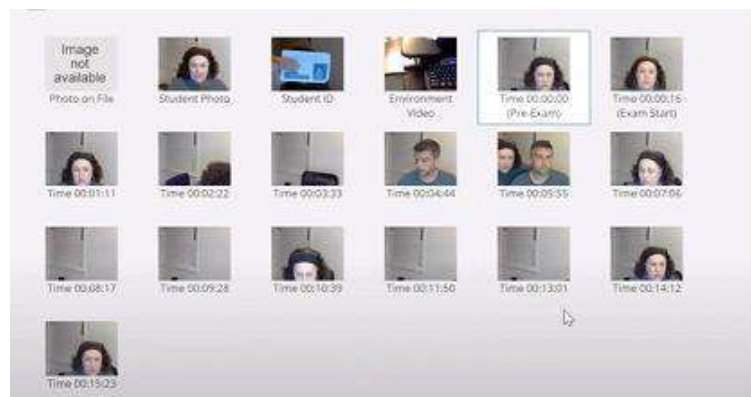
Last	First	Review Priority
+ Hooper	Molly	HIGH

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 mean 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.



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 with Multiple Attempts 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>