

## WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that increases the security of online testing in Moodle. When students use LockDown Browser to access a quiz, they are unable to print, copy, go to another URL, access other applications, or close a quiz until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers either. LockDown Browser works much like a standard browser, but some options have been removed or work differently to:

- ✓ Limit the toolbar functions
- ✓ Show full-screen exams (cannot be minimized, resized, or exited until submission)
- ✓ Disable controls
- ✓ Block features and applications

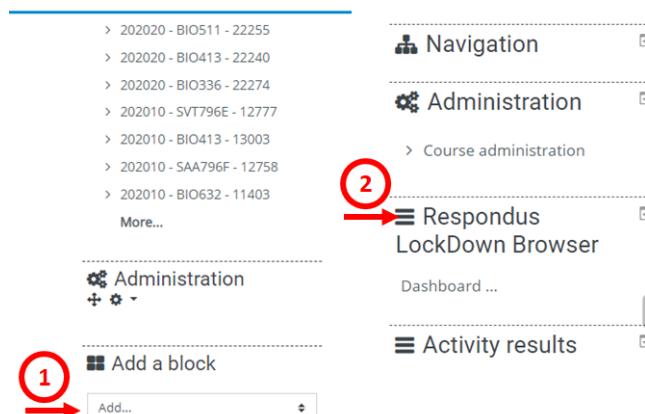
## WHAT IS RESPONDUS MONITOR?

USEK additionally licensed Respondus Monitor, a webcam feature for LockDown Browser that records students during online exams. When this feature is enabled by the instructor for a test, students are required to use a webcam and microphone with LockDown Browser. After the exam is complete, the instructor can review details of the assessment, even the recorded videos.

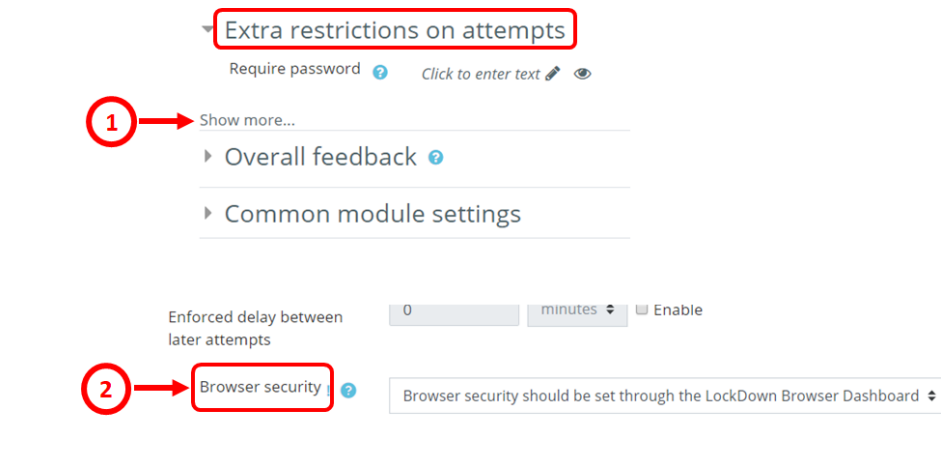
## PREPARING A QUIZ

To set up a quiz in Moodle that requires students to use LockDown Browser, follow these steps:

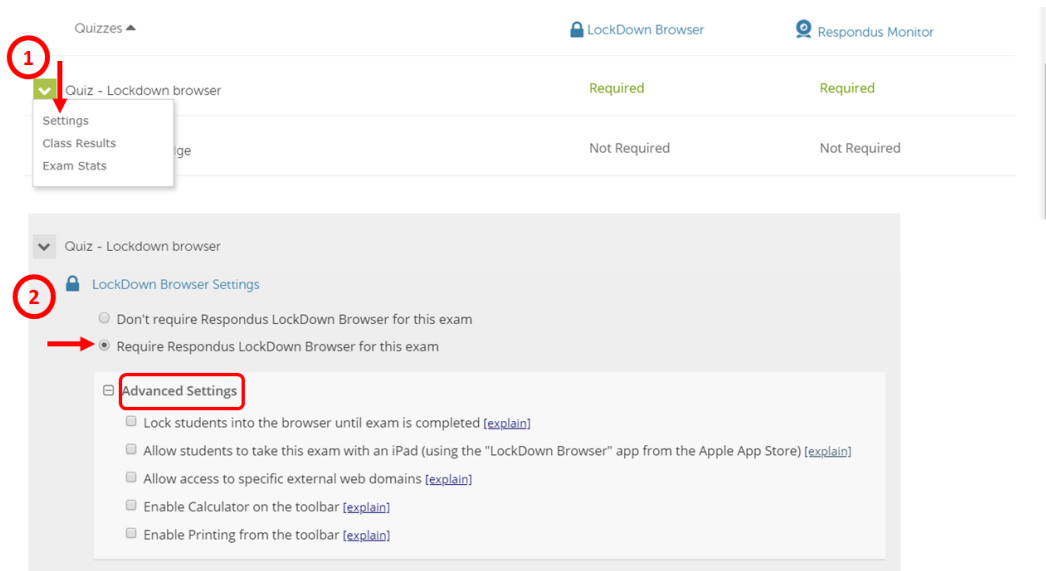
- 1- On your Moodle Course page, click on “Turn editing on” then, in the right panel choose “Add a block” and add “Respondus Lockdown Browser”.



- 2- On your Course page also, prepare your quiz on Moodle as you usually do.
- 3- In the quiz settings, go to “Extra restrictions on attempts”, click on “show more” and in “Browser security” choose “Browser security should be set through the Lockdown Browser Dashboard”. Once all the settings are set click on “save and return to course”.



- 4- Once back to your course page, select the Respondus LockDown Browser dashboard in the right panel.
- 5- A list of all the quizzes you have prepared in the course will be displayed:
  - ✓ Quizzes noted as “Required” require students to use LockDown Browser.
  - ✓ Quizzes noted as “Not Required” do not require students to use LockDown Browser.
- 6- Select “Settings” from the context menu to the left of the quiz title and select the desired option, then configure the desired “Advanced Settings”



- ✓ The first setting will prevent students from exiting the browser until the exam is completed.
- ✓ The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.

- ✓ The third setting will allow students to access a list of specified web domains during the test.
  - ✓ The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.
- 7- Click “Save and Close” to apply settings.

## USING RESPONDUS MONITOR (webcam feature)

As USEK licenses Respondus Monitor (the webcam feature for LockDown Browser), additional settings will appear in the LockDown Browser Dashboard, such as Several options for Respondus Monitor.

- 1- To require all students use a webcam during the exam, select “Require Respondus Monitor for this exam”.
- 2- Select the items to be included in the Startup Sequence, which includes the steps a student must complete prior to the start of an exam. Most settings are optional and can be reordered by dragging and dropping them to the desired order.

**Monitor Webcam Settings**

Don't require Respondus Monitor for this exam  
 **Require Respondus Monitor for this exam**  
 Either Respondus Monitor or a proctored lab can be used to take this exam

**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.

<input checked="" type="checkbox"/> 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>
<input checked="" type="checkbox"/> Facial Detection Check <a href="#">Preview</a>

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

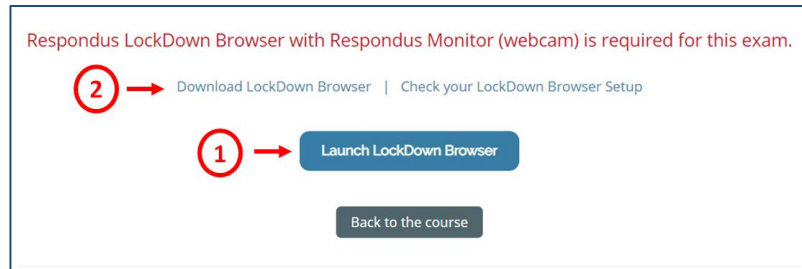
**Advanced Settings**

## TAKING A QUIZ

From a student’s perspective, this is how LockDown Browser is used to take an assessment.

- 1- Log into Moodle with a regular browser, select the course and navigate to the quiz.

- 2- From this screen, the student can launch (1) the LockDown Browser to take the quiz if you have previously provided him with the [link](#) to download it (this link is unique for USEK).  
If not, the student can still download from the same screen (2).

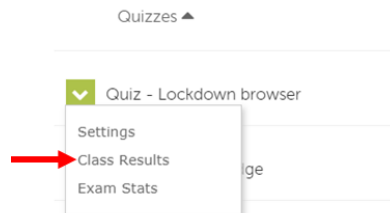


- 3- If prompted to close a blocked program (e.g. screen capture, instant messaging), the student has to choose **Yes**.
- 4- If the use of a webcam for recording is needed, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.
- 5- Once a quiz has been started with LockDown Browser, the student cannot exit the quiz until the “Submit Quiz” button is clicked

## REVIEWING WEBCAM VIDEOS

To review student videos:

- 1- Return to the Respondus LockDown Browser Dashboard in the Moodle course.
- 2- From the context menu to the left of the test title, select Class Results.



- 3- A roster of the students in the course is shown, along with the date, time, duration of the test, review priority, and grade (if applicable).

Last	First	Status	Review Priority	Date	Score	Duration	Notes
Adler	Jane	✓	HIGH	29 Mar 2018 @ 12:43AM	71.1	33:45	
Meainrad	Angelina	✓	HIGH	19 Mar 2018 @ 9:43AM	94.0	10:55	
Poseidon	Devin	✓	MED.	19 Mar 2018 @ 8:34AM	93.0	10:12	
Smithsonian	Sebastian	✓	MED.	12 Mar 2018 @ 8:17AM	71.0	12:30	
Loebwin	Helen	✓	LOW*	9 Mar 2018 @ 10:41AM (Attempt 3)	71.1 *	33:45	
Gismund	Ravi	✓	LOW	8 Mar 2018 @ 7:33AM	94.0	10:55	
Adelmar	Linda	✓	LOW	10 Mar 2018 @ 9:03AM	85.4	9:55	
Genova	Allaksandr	✓	LOW	13 Mar 2018 @ 9:15AM	71.0	12:30	
Damodar	Felix	✓	LOW	9 Mar 2018 @ 9:55AM	78.0	12:15	
Roan	Marcelina	⊘					
Dominica	Zahira	—					

\* Student completed multiple attempts, so the priority and score shown may not be for the attempt shown.

- 4- Click [ + ] to expand the section for a student.
- 5- Details of the startup sequence and the exam session are shown in thumbnails. Click a thumbnail to view the video from the time indicated. Videos can be marked as reviewed or have comments added by the instructor.

## CONNECTION LOSS

If the student loses connection to the Internet while taking a test using Respondus LockDown Browser™, Respondus LockDown Browser™ will freeze up. If this happens, you will need to restart your computer by powering off, then powering it back on.

Therefore, you are required to configure the test settings in a way to:

- ✓ Allow automatic submission of open attempts.
- ✓ Allow a student or a group, a second attempt building on the previous one (refer to the guide “Moodle Quiz Overrides”) and reconsider the preset quiz options.

## TIPS

- 1- If a password is to be set for the test, do it from Respondus LockDown Browser Dashboard, not from the test options. Do not go back and edit the password from the test options
- 2- If you are going to ask students to input Arabic text in case of essay questions, you need to provide them with the “Using Multiple Languages Keyboards with Respondus” Guide, so they can switch between languages.
- 3- Do a practice test with the students before the official exam.
- 4- Be available during the exam in case the students try to reach out to you for any technical issue.

## WEBINARS

Free training webinars on LockDown Browser and Respondus Monitor are available. To register click [here](#).

## PROBLEMS?

If you have problems related to Respondus LockDown Browser, contact USEK’s IT help desk ([servicedesk@usek.edu.lb](mailto:servicedesk@usek.edu.lb)). A hotline number will be provided to you soon.