Respondus Lockdown Browser is a secure browser which does not allow students to access other programs, websites, and applications on their computers while taking a test. Respondus Monitor uses the student’s webcam to record them completing test pre-checks, such as their ID and an environmental scan, and completing the test.

When used with a Canvas Quiz, these can improve test security and help to ensure academic integrity.

Before you can use Respondus Lockdown Browser with a quiz in Canvas, it must be on your course menu. To add the option to your course menu, go to Settings in your course menu, then select Navigation to bring up your menu. You can drag the Lockdown Browser from the bottom menu (which is not shown) to the top menu (which is shown). Make sure that you Save your changes to set your course menu.

Once you have the Lockdown Browser added to your course menu, your quizzes will automatically populate in it so that you can see them in order to add Lockdown Browser and Monitor to future quizzes.
REQUIRING LOCKDOWN BROWSER ON A CANVAS QUIZ

1. Open Lockdown Browser from your course menu. The first time you open it, it will show a video demo. You can watch it and if you choose, select the checkbox don’t show this page again, then Continue to Lockdown Browser.

2. The Respondus Lockdown Browser dashboard will show you all of the quizzes in your course, and whether each has Lockdown Browser and Lockdown Monitor required or not. To change the settings for a quiz, get class results, or exam stats, click on the downward arrow next to a quiz. To require Lockdown Browser or Monitor for your quiz, select the Settings.

3. This will open the Lockdown Browser and Monitor settings, where you can select options for your quiz. Recommended LockDown Browser and Monitor Settings follow.
RECOMMENDED RESPONDUS LOCKDOWN BROWSER SETTINGS

1. Require Respondus LockDown Browser for this exam. If you choose to allow students to see feedback and results, we recommend you require LockDown Browser to view feedback and results.

2. Set up an Access code for this exam to increase test security (if students are testing on campus).

3. Advanced Settings:
   a. We recommend that you do not Lock students into the browser until exam is completed. This will prevent them from addressing internet issues if they arise during the exam.
   b. You can choose if you will Allow students to take this exam with an iPad
   c. You can choose if you will Allow access to specific external web domains, then you can specify which domains are allowed.
   d. You can choose if you will Enable Calculator on the toolbar, which will allow the student to use the on screen calculator.
   e. We recommend that you do not Enable Printing from the toolbar, as this would enable the student to print the exam and compromise test security.

4. IF TESTING OFF CAMPUS: Require Respondus Monitor on this exam in order to use the student’s webcam to record their testing session. If you have students testing both On and Off campus, we recommend you select Either Respondus Monitor or a proctored lab can be used to take this exam.

   Note: Be sure to inform students prior to the exam that a webcam is required.
5. **Startup Sequence**: We recommend that you check all of the potential aspects of the Startup Sequence.
   a. You can add text to additional instructions, Show ID, and Environment check to ensure that the student completely understands your individual requirements.

6. We recommend checking both Prevent students from starting the exam if face cannot be detected during Startup Sequence and Notify students during the exam if face cannot be detected (prompt for a fix). You may want to reconsider the second option if you have an exam which requires the student to repeatedly look somewhere other than the screen, such as an open book test.

7. We recommend not enabling the Advanced Settings, as they should not be needed.

If you are giving the exam both face-to-face exam and remotely, you will need to either

- create 2 exams: an exam for face-to-face students that only uses Respondus LockDown Browser and an exam for remote students that uses both Respondus LockDown Browser and Respondus Monitor, or
- select the “Either Respondus Monitor or a proctored lab can be used to take this exam” setting.

CEIR strongly recommends you give a practice test while students are home to ensure they have downloaded Respondus LockDown Browser correctly and are comfortable with it.

If you have any questions, please contact CEIRHelp@uth.tmc.edu.