

## D2L Quizzes – LockDown Browser Dashboard

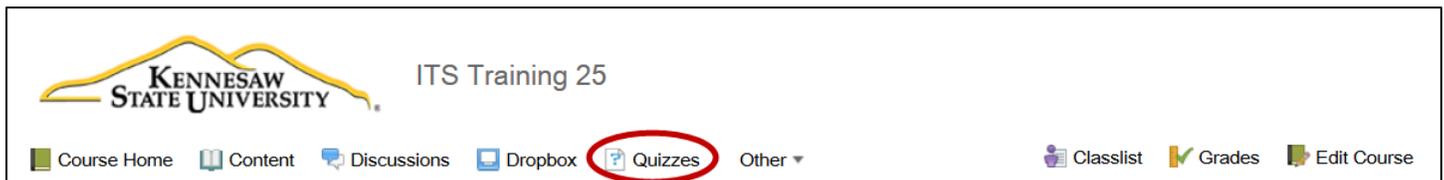
### What is the LockDown Browser Dashboard?

The LockDown Browser Dashboard consists of the settings needed to enable the Respondus LockDown Browser (RLDB) and Respondus Monitor. The LockDown Browser Dashboard is located within the Quizzes tool in D2L.

**\*NOTE: When copying quizzes from a previous course, the Respondus LockDown Browser and Respondus Monitor settings may change. If the RLDB and Respondus Monitor settings are enabled when you do the copy, check the LockDown Browser Dashboard settings within the course you copied to, to ensure that they did not change. If the settings did change, you will need to enable them again.**

To access the LockDown Browser:

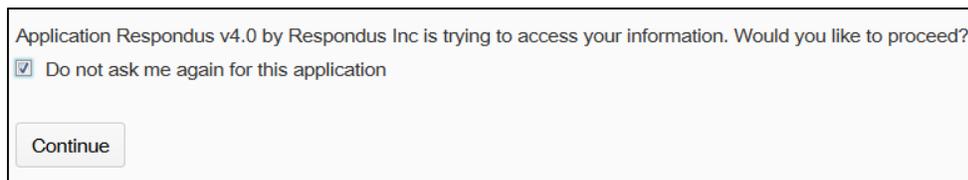
1. From the course homepage, click **Quizzes** on the Navbar.



2. Click **LockDown Browser**.



3. A message will appear notifying you that Respondus is trying to access your information. Click **Continue**.



**Note:** The system will begin accessing your information. It may take a few minutes for the dashboard to appear. Please wait.

- The Respondus LockDown Browser Dashboard will appear. All of your quizzes will be listed.

	LockDown Browser	Respondus Monitor (webcam)
☑ Respondus Practice Test	Not Required	Not Required
☑ Chapter 1 Quiz	Not Required	Not Required
☑ Quiz Testing	Not Required	Not Required
☑ Copy of Time Quiz	Not Required	Not Required
☑ Time Quiz	Not Required	Not Required
☑ Random Quiz	Not Required	Not Required

[Provide Feedback on LockDown Browser or Respondus Monitor](#)

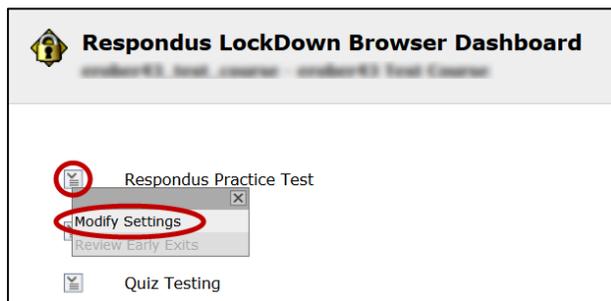
- Quizzes labeled with “Required” require students to use LockDown Browser.
- Quizzes labeled with “Not Required” do not require students to use LockDown Browser.

### What is Respondus LockDown Browser?

LockDown Browser is a custom browser that locks down the testing environment in Brightspace. 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.

*To Enable the Respondus LockDown Browser:*

1. When the LockDown Browser Dashboard appears, find the quiz for which you would like to enable the LockDown Browser.
2. Click the context menu next to its title, and then select **Modify Settings** from the menu.



3. Select the radio button next to **Require Respondus LockDown Browser for this exam**. Optionally you may create a password that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the quiz.

**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**

Password to access exam (optional)

Password to close browser and exit exam early (optional)

**Note:** To enable Respondus Monitor, it is required that you enable the Respondus LockDown Browser.

- Click the [+] next to Advanced Settings to view additional options.

**[ - ] Advanced Settings**

- 1  Lock students into the browser until exam is completed [\[explain\]](#)
- 2  Allow students to take this exam with an iPad (using the "LockDown Browser" app from iTunes) [\[explain\]](#)
- 3  Allow specific students to access this exam with screen readers (e.g. JAWS, Window-Eyes) [\[explain\]](#)
- 4  Enable Calculator on the toolbar [\[explain\]](#)
- 5  Enable Printing from the toolbar [\[explain\]](#)

- The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
- The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
- The third setting will allow specific students to access the exam with screen reader accessibility programs. See [respondus.com/accessibility](https://respondus.com/accessibility) for an additional step that's required by the student.
- The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.

For additional information, select the [explain] link that follows each setting.

- Click Save and Close to apply settings.

### What is Respondus Monitor?

Respondus Monitor is a companion product for the Respondus LockDown Browser (RLDB) that records students during online, non-proctored quizzes. When this feature is enabled for a quiz, students are required to use the LockDown Browser with a webcam and a microphone. After the quiz is complete, an instructor can review details of the assessment, even the recorded videos.

### Setting up Respondus Monitor with the LockDown Browser

The following explains how to enable webcam monitoring with the LockDown Browser for a quiz. **Note:** Prior to the first quiz, you may want to have students complete a practice quiz that uses LockDown Browser with the webcam (Respondus Monitor) to ensure that their LockDown Browser is installed correctly, and that they understand how to go through the webcam Startup Sequence.

#### To Enable the Respondus Monitor Webcam

- After enabling the Respondus LockDown Browser, underneath *Monitor Webcam Settings*, select **Require Respondus Monitor for this quiz**.

Select **Either Respondus Monitor or a proctored lab can be used to take this quiz** to give students the option to either take the quiz with a webcam or in a proctored setting. **Note:** A password will then be required to access the quiz for use in a proctored setting.

- A message will appear describing Respondus Monitor. Select the **checkbox** for **Don't show this message again**, and then click the exit button (X) in the top right corner, to close the window.

**Respondus Monitor** X

Respondus Monitor is an add-on feature for LockDown Browser that enables students to use a webcam to record themselves during a non-proctored exam. Our current license has a limited number of seats. If you are interested in using Respondus Monitor, please contact your learning system administrator.

For information about Respondus Monitor, visit [www.respondus.com/monitor](http://www.respondus.com/monitor). Respondus also offers free instructor resources and training, available at [www.respondus.com/monitor/resources](http://www.respondus.com/monitor/resources).

Don't show this message again

3. After selecting your webcam settings, select the items to be included in the Startup Sequence. These are the steps a student must complete prior to the start of a quiz. Most of these settings are optional and can be reordered using drag and drop. **Note:** To test the items within the Startup Sequence, click **Preview** next to each item.

**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. Except for the Webcam Check which is always first, the order that items are shown in the startup sequence can be changed by dragging and dropping the items.

- Webcam Check [Preview](#)
- Student Photo [Preview](#)
- Show ID [Preview](#) [Edit Text](#)
- Environment Check [Preview](#) [Edit Text](#)
- Additional Instructions [Preview](#) [Edit Text](#)

[ + ] **Advanced Settings**

Cancel **Save and Close**

- a. **Webcam Check** – This setting is required and cannot be changed. All students must test their webcam and microphone to make sure they are working properly.
  - b. **Student Photo** – Students will take a picture of themselves to verify that they are indeed the person taking the quiz.
  - c. **Show ID** – Students will take a picture of their ID card. Select **Edit Text** to insert instructions on the type of ID students should use.
  - d. **Environment Check** – Students will take a short video of their surroundings to verify that they are the only person in the room, and there are not any visible items that could be used during the quiz. Select **Edit Text** to insert instructions for the environment check.
  - e. **Additional Instructions** – Select **Edit Text** to add any additional instructions or comments regarding the quiz.
4. Click **Save and Close**.

### Taking a Quiz using Respondus Monitor – The Students Perspective

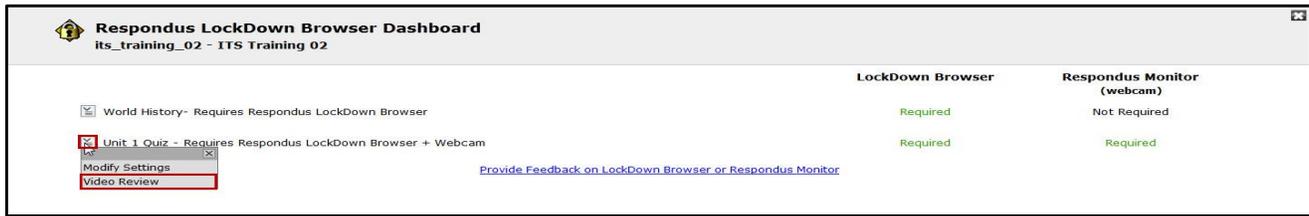
After logging into the LockDown Browser, students will navigate to the quiz and select the **Start Quiz** link. The Startup Sequence will guide students through a webcam check and any other required items, selected by the instructor. Once the Startup Sequence is complete, they will click **Begin Quiz**. Once the quiz begins, students cannot exit the LockDown Browser until the quiz is submitted for grading. **Note:** The webcam begins recording immediately after the student completes the Environment Check (if it is a requirement in the startup sequence). However, the timer for the quiz will not begin until the student clicks **Begin Quiz**.

### To Review Webcam Videos

The following instructions explain how to review the webcam videos once students have completed the quiz.

1. From the course homepage, click **Quizzes** on the Navbar.
2. Click **LockDown Browser**.
3. Click the **context menu** next to the name of the quiz that you would like to review.

4. Select **Video Review** from the menu.



5. A roster of students in the course will appear, along with the date, time, and duration of the quiz.
6. Click the expand button [+], next to a student's name to review the videos.
7. Thumbnails of the startup sequence and the quiz session are shown. Click on a thumbnail to view the video from the time indicated. **Note:** The thumbnail labeled "Time (Pre-Exam)" is the timeframe recorded right after the student completed the environment video, but before beginning the quiz.
8. Videos can be marked as reviewed, flagged, or have comments added by the instructor.
  - a. Select the **Reviewed** checkbox to verify that you have reviewed the student's videos.
  - b. Select the **Flagged** checkbox to flag the videos if you noticed something suspicious and wish to investigate further.
  - c. Add comments by selecting **Edit** next to **Notes/Warnings**.
9. Once you are done reviewing the videos click, **Close Video Review**.

First ▲	Last	Date	Duration	Webcam or Lab	Reviewed	Flag	Notes/Warnings	
[ + ]	Instruct-1	Account	30 Oct 2013 @ 12:55PM	1.2 minutes	Webcam Attempt 2	No	-	
[ + ]	Instruct-3	Account	1 Nov 2013 @ 3:58PM	2.0 minutes	Webcam	No	-	
[ - ]	Instruct-4	Account	4 Nov 2013 @ 10:08AM	0.5 minutes	Webcam	No	-	

**Instruct-4 Account**

Image not available

Photo on File

Time 00:00:00 (Pre-Exam)

Student Photo

Student ID

Environment Video

Time 00:01:22 (Exam Start)

Reviewed  Flagged

Notes/Warnings [none] [Edit](#)

Instruct-5	Account						Student has not activated Monitor for this course
Instruct-59	Account						Student has not activated Monitor for this course
Instruct-6	Account						Student has not activated Monitor for this course
Instruct-7	Account						Student has not activated Monitor for this course
Instruct-8	Account						Student has not activated Monitor for this course
Instruct-9	Account						Student has not activated Monitor for this course

[Close Video Review](#)