



Respondus – For Instructors

Respondus is a suite of products designed to help ensure test integrity. Respondus LockDown Browser can be enabled to prevent students from navigating to other websites or opening other applications while completing a test. Respondus Monitor works with Respondus LockDown Browser to ensure secure testing and allows the instructor to view the student's identification, the area around the student (known as an environmental scan) to ensure no notes/books are present, and the software records a video/audio feed of the student during the test for later review by the instructor.

Please note: You must use Respondus Lockdown Browser in conjunction with Monitor.

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Creating an exam for use with Respondus Lockdown Browser & Monitor

Lockdown Browser

Step 1: Login to your D2L course which contains the quiz you'd like to use Respondus Lockdown Browser for. Navigate to your quizzes tab then select the "LockDown Browser" tab.

The screenshot shows the D2L course interface for 'Kaltura-Testing' at Clayton State University. The navigation menu includes 'Course Home', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Classlist', 'Grades', 'University Resources', 'Kaltura Video', and 'More'. The 'Quizzes' tab is active, and the 'LockDown Browser' sub-tab is highlighted with a red box. Below the navigation, there are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' section is visible above a table of quizzes.

<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	Test Quiz (inactive) Always Available	-

Step 2: Select "Continue to Lockdown Browser". You may also click the "Don't show this page again" checkbox (on the left-hand side of the screen) to avoid this step in the future.

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Step 3: Click the down-arrow next to the quiz you'd like to use Lockdown Browser, then select "Settings".

The screenshot shows the Respondus LockDown Browser Dashboard for a course named "Kaltura-Testing" at Clayton State University. The dashboard includes a navigation menu with options like "Course Home", "Content", "Assignments", "Discussions", "Quizzes", "Classlist", "Grades", "University Resources", "Kaltura Video", and "More". Below this, there are tabs for "Manage Quizzes", "Question Library", "Statistics", and "LockDown Browser". The main content area is titled "Respondus LockDown Browser Dashboard" and features a "Quizzes" dropdown menu. A red box highlights the dropdown menu for a "Test Quiz", which has three options: "Test Quiz", "Settings", and "Review Early Exits". The "Settings" option is highlighted. To the right of the dropdown, there are columns for "LockDown Browser" and "Respondus Monitor", both showing "Not Required". A link at the bottom of the dashboard reads "Get help or provide feedback on LockDown Browser or Respondus Monitor".

Please Note: Be patient when you click "Settings" in the Respondus Lockdown Browser Dashboard. It may take a few minutes to load/launch.

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Step 4: Select “Require Respondus LockDown Browser for this exam”. You have the option to set a password for the exam and you may then expand the “Advanced Settings” area if you wish to allow/enable any additional functionality.

The screenshot shows the Respondus LockDown Browser Dashboard for a 'Test Quiz'. The 'LockDown Browser Settings' section is expanded, showing the following options:

- Don't require Respondus LockDown Browser for this exam
- Require Respondus LockDown Browser for this exam
- Require LockDown Browser to view feedback and results

The 'Password Settings' section is expanded, showing a text input field for 'Password to access exam (optional)'. The 'Advanced Settings' section is also expanded, showing the following options:

- 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 iTunes) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

The 'Monitor Webcam Settings' section is also visible, showing the following options:

- 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

At the bottom of the settings panel, there are two buttons: 'Save + Close' and 'Cancel'. Below the settings panel, there is a link: [Get help or provide feedback on LockDown Browser or Respondus Monitor](#).

Please Note: We recommend setting a password for the exam if you are proctoring the exam in class and/or have created a special exam for a small group of students to take.

Optional: If you wish to utilize Respondus Monitor, you may enable that feature here. Please see the “Respondus Monitor” section below for instructions.

Respondus Monitor

Please Note: In order to use Respondus Monitor for a quiz, you must ALSO enable Respondus LockDown Browser.

Step 1: Follow Steps 1 – 3 list above to get to the “Lockdown Browser” dashboard within your D2L course. Next, click “Require Respondus Monitor for this exam”.

Step 2: You may then adjust the settings for Respondus Monitor, and if you wish, you may customize the text that is displayed to students when they launch the program. You can also expand the “Advanced Settings” area for further customization.

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Test Quiz - Requires Respondus LockDown Browser + Webcam

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)

Advanced Settings

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. The order of most items in the startup sequence can be changed using drag and drop.

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

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](#)

Show ID – Click “Edit Text” to provide information to the students concerning what type of ID they need to show (drivers license, Laker ID, etc).

Environment Check – Click “Edit Text” to provide information to the students about what materials they may or may not have available during the test. The description information provided by Respondus, beginning with “Click ‘Start Recording’” should be left alone.

Additional Instructions – Click “Edit Text” to provide any additional instructions to the students not captured in any of the previous fields.

Please note the following:

Students will only need to install LockDown Browser once. To access an exam that utilizes LockDown Browser, students will navigate to their D2L course using their regular web browser and locate the quiz. If LockDown Browser has already been installed the student can click “Launch LockDown Browser”. Otherwise, they will be prompted to download and install the software.

We recommend creating a practice quiz that requires LockDown Browser in your D2L course and set it unlimited availability/attempts. This will allow students to go through the installation/setup process prior to attempting your graded quiz/assessment.

You may share the [Student Quick Start Guide](#) with your class to guide them through the process.

Congratulations! You’ve just successfully configured a quiz to use Respondus.