

D2L Brightspace Quizzes – Respondus LockDown Browser and Respondus Monitor Dashboard

What is Respondus LockDown Browser?

Respondus LockDown Browser (RLDB) is a custom browser that increases the security of online quizzes. The LockDown Browser locks down the testing environment in D2L Brightspace. When students access a quiz using the LockDown Browser, they are unable to do the following:

- Print
- Capture screen content
- Go To other websites
- Access other applications

Quizzes created for use with the LockDown Browser cannot be accessed within standard browsers. Upon accessing the quiz in a standard browser, students will be prompted to download the LockDown Browser to take the test. Students will only have to download the LockDown Browser once for each the device.

Note: Prior to the first quiz, you may want to have students complete a practice quiz that uses LockDown Browser to ensure that it is installed on their computer correctly.

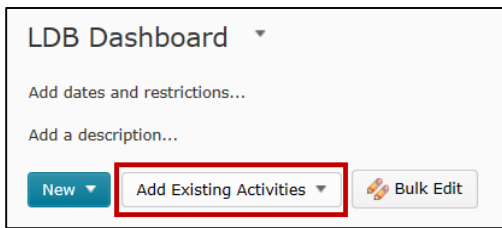
Setting up the Respondus LockDown Browser and Respondus Monitor Dashboard

Follow the instructions below to add the RLDB Dashboard to your course.

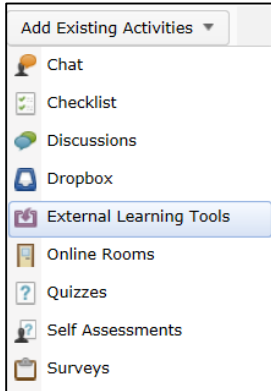
1. Log into D2L Brightspace, then navigate to your course.
2. Click **Content** from the Navbar.
3. Either create a new module or select a current module.
4. You may want to change the module to “Draft” mode to hide it from your students’ view. To change the module to “Draft” mode:
 - 1) Select the **module** from the *Table of Contents*.
 - 2) Click the **drop-down arrow** next to *Published*.
 - 3) Select **Draft** from the list.



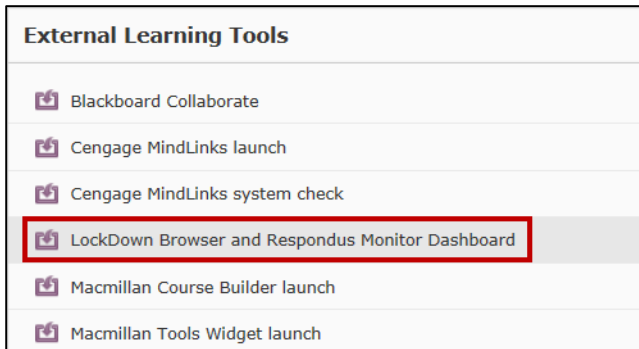
5. Click **Add Existing Activities**.



6. From the list, select **External Learning Tools**.



7. Choose **LockDown Browser and Respondus Monitor Dashboard**. The Dashboard link will appear in the module.

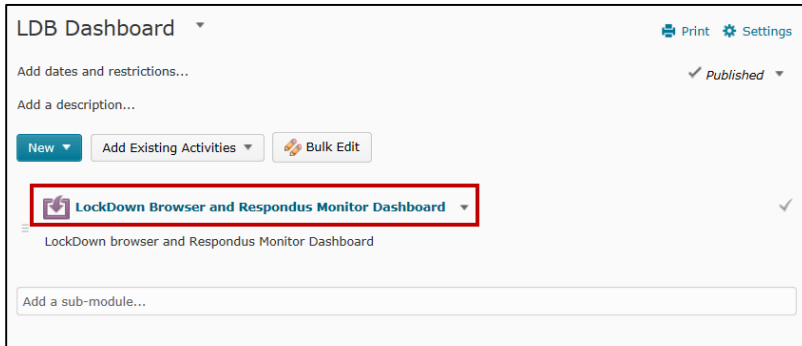


Enabling the Respondus LockDown Browser for a Quiz

Follow the instructions below to require students to complete a quiz using the LockDown Browser.

1. Create and preview the quiz as you normally would in Desire2Learn. **Note:** On the Restrictions tab, leave **ALL** Security Options **blank**. You will enable the RLDB features later.
2. Click **Content** on the Navbar.
3. Navigate to the module that contains the *Respondus LockDown Browser Dashboard* link. **Note:** If you have not set up the LockDown Browser Dashboard link, see the previous section on [Setting up the Respondus LockDown Browser and Respondus Monitor Dashboard](#).

4. Click the **LockDown Browser and Respondus Monitor Dashboard** link. **Note:** To open the Dashboard in a new window, Right-click on **LockDown Browser and Respondus Monitor Dashboard** and select **Open Link in New Window**.



5. The Dashboard will appear, showing a list of your available quizzes. Locate the quiz for which you would like to enable the LockDown Browser.
- Quizzes labeled “Required” underneath the LockDown Browser column, require students to use the LockDown Browser.
 - Quizzes labeled “Not Required” underneath the LockDown Browser column do not require LockDown Browser.

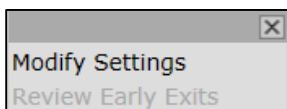
Respondus LockDown Browser Dashboard respondus_test_course_te - Respondus Test Course			
		LockDown Browser	Respondus Monitor (webcam)
	Quiz 4	Not Required	Not Required
	Quiz 3 - Requires Respondus LockDown Browser + Webcam	Required	Required
	Quiz 2- Requires Respondus LockDown Browser	Required	Not Required
	Quiz 1- Requires Respondus LockDown Browser	Required	Not Required

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

6. Click the **context menu** next to the name of the quiz.

Respondus LockDown Browser Dashboard respondus_test_course_te - Respondus Test Course			
		LockDown Browser	Respondus Monitor (webcam)
	Quiz 4	Not Required	Not Required

7. Select **Modify Settings** from the menu.



8. Underneath *LockDown Browser Settings* section, select **Require Respondus LockDown Browser for this exam**.

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

Note: You have the option to set a password to access the quiz. If you select a password, be sure to distribute it to your students to access the quiz.

9. Click [+] **Advanced Settings**.

10. Enable the following settings by clicking the checkbox next to each option.

[-] **Advanced Settings**

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 specific students to access this exam with screen readers (e.g. JAWS, Window-Eyes) [\[explain\]](#)

See *Table 1* below for a description of each option.

Setting	Description
Lock students into the browser until exam is completed	Select this option to prevent students from exiting LockDown Browser before an exam is submitted for grading. It is recommended that you do not select this setting outside of a proctored environment. If the exam will be taken in proctored environment, enable this setting, then contact the KSU Testing Center to give them the Early Exit password. Click the [explain] link for more details.
Allow Students to take this exam with an iPad (using the "LockDown Browser" app from iTunes)	The iPad Edition of "LockDown Browser" (available from iTunes) enables a student to use an iPad to take exams that require LockDown Browser. However, you must first select this setting to permit the use of iPads for the exam.
Allow specific students to access this exam with screen readers (e.g. JAWS, Window-Eyes)	<p>The Mac version of LockDown Browser works with VoiceOver (the standard screen reader that comes with the Mac OS). LockDown Browser's functions and security remain the same when VoiceOver is used.</p> <p>The Windows version of LockDown Browser (version 1.0.5.17 and newer) allows a student to use screen reader accessibility programs, such as JAWS and Windows-Eyes. However, the security level of LockDown Browser is lowered when screen readers are used. To address this, you must enable this setting to permit specific students to use a screen reader application with LockDown Browser.</p>

Table 1: LockDown Browser Advanced Settings

11. Click **Save and Close**.

What is Respondus Monitor?

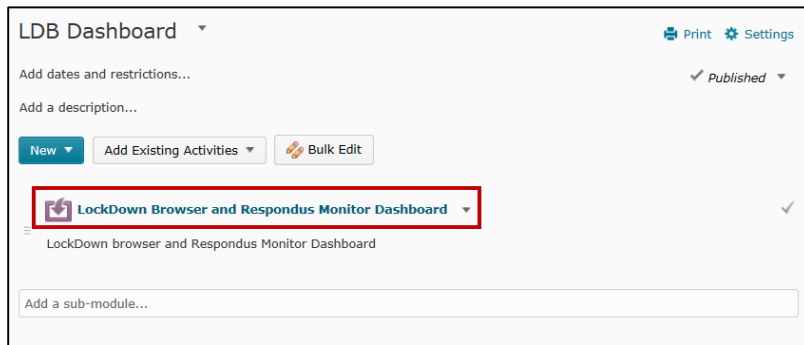
Respondus Monitor is a companion product for the Respondus LockDown Browser (RLDB) that records students during online, non-proctored quizzes. When this feature is enabled for a quiz, students are required to use the LockDown Browser with a webcam and a microphone. After the quiz is complete, an instructor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

Enabling the Respondus Monitor Webcam

The following instructions explain 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.

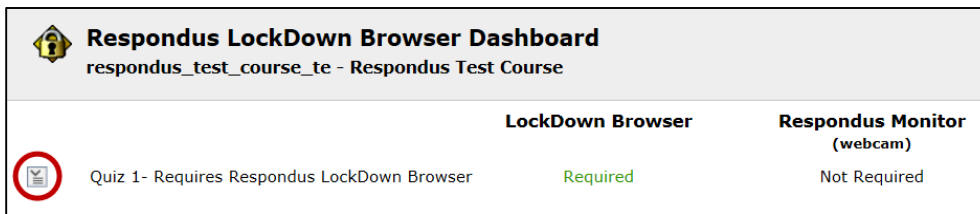
1. Log into D2L Brightspace, and then navigate to your course.
2. Click **Content** from the Navbar.
3. Navigate to the module that contains the *LockDown Browser and Respondus Monitor Dashboard* link. To set up the Dashboard link, see [Setting up the Respondus LockDown Browser and Respondus Monitor Dashboard](#).
4. Click the **LockDown Browser and Respondus Monitor Dashboard** link. **Note:** To open the Dashboard in a new window, Right-click on **LockDown Browser and Respondus Monitor Dashboard** link and select **Open Link in New Window**.



5. A list of available quizzes will be displayed. Locate the quiz for which you would like to enable Respondus Monitor.
 - Quizzes labeled “Required” underneath the “Respondus Monitor (webcam)” column, require students to use the LockDown Browser.
 - Quizzes labeled “Not Required” underneath the “Respondus Monitor (webcam)” column, do not require LockDown Browser.

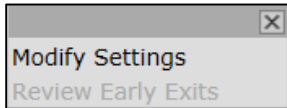
Respondus LockDown Browser Dashboard		LockDown Browser	Respondus Monitor (webcam)
🔒	Quiz 4	Not Required	Not Required
🔒	Quiz 3 - Requires Respondus LockDown Browser + Webcam	Required	Required
🔒	Quiz 2- Requires Respondus LockDown Browser	Required	Not Required
🔒	Quiz 1- Requires Respondus LockDown Browser	Required	Not Required

6. Click the **context menu** next to the name of the quiz.



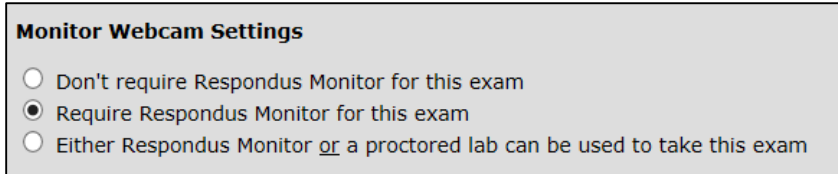
Respondus LockDown Browser Dashboard		
respondus_test_course_te - Respondus Test Course		
	LockDown Browser	Respondus Monitor (webcam)
Quiz 1- Requires Respondus LockDown Browser	Required	Not Required

7. Select **Modify Settings** from the menu.



- Modify Settings
- Review Early Exits

8. Choose your LockDown Browser settings. **Note:** If using the Respondus Monitor, it is required that you enable the Respondus LockDown Browser.
9. Underneath the *Monitor Webcam Settings* section, select **Require Respondus Monitor for this exam** to require all students to use a webcam during the quiz.



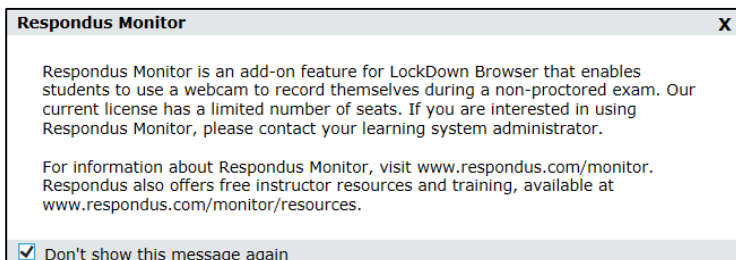
Monitor Webcam Settings

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

A message will appear defining Respondus Monitor. Click the checkbox next to “Don’t show this message again”, and then click the (x) in the upper-right corner to close the window.



Respondus Monitor X

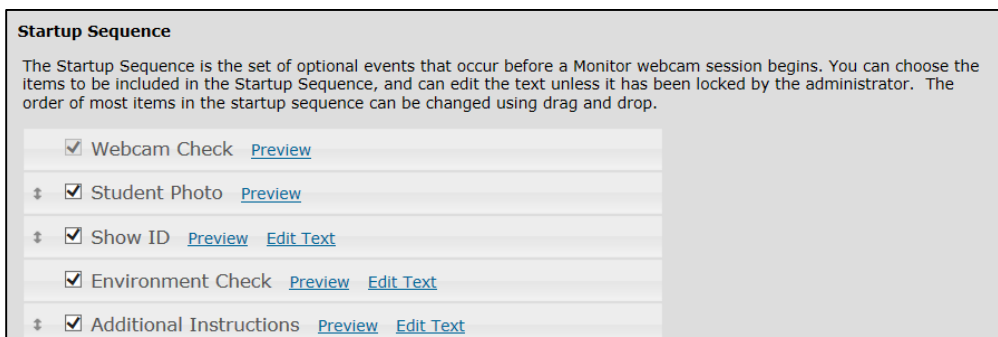
Respondus Monitor is an add-on feature for LockDown Browser that enables students to use a webcam to record themselves during a non-proctored exam. Our current license has a limited number of seats. If you are interested in using Respondus Monitor, please contact your learning system administrator.

For information about Respondus Monitor, visit www.respondus.com/monitor. Respondus also offers free instructor resources and training, available at www.respondus.com/monitor/resources.

Don't show this message again

Note: 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.

10. 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.



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](#)

Most of these settings are optional (see *Table 2* for a description of each item).

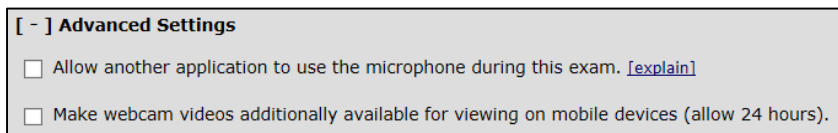
Webcam Check	This setting is required and cannot be changed. All students must test their webcam and microphone to make sure they are working properly.
Student Photo	Students will take a picture of themselves to verify that they are indeed the person taking the quiz.
Show ID	Students will take a picture of their ID card. Select Edit Text to insert instructions on the type of ID students should use.
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.
Additional Instructions	Select Edit Text to change the default text or add any additional instructions or comments regarding the quiz.

Table 2: Startup Sequence options

Note: To test the items within the Startup Sequence, click **Preview**.

11. Click **[+] Advanced Settings**.

- **Allow another application to use the microphone during this exam** – enable this setting to give Respondus Monitor permission to make the microphone available to another application during the exam. Click the **[explain]** link for more details on this setting.
- **Make webcam videos additionally available for viewing on mobile devices (allow 24 hours)** – enable this setting to review webcam videos on mobile devices. It may take 24 hours for the videos to become available on mobile devices.



12. 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**.

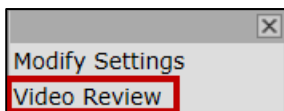
Reviewing Webcam Videos

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

1. Navigate to the **LockDown Browser & Respondus Monitor Dashboard** link located within your course.
2. Click the **context menu** next to the name of the quiz that you would like to review.

Respondus LockDown Browser Dashboard		LockDown Browser	Respondus Monitor (webcam)
	Quiz 1- Requires Respondus LockDown Browser	Required	Not Required
	Quiz 2- Requires Respondus LockDown Browser	Required	Not Required
	Quiz 3 - Requires Respondus LockDown Browser + Webcam	Required	Required
	Quiz 4- Requires Respondus LockDown Browser	Required	Not Required

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



4. A roster of students in the course will appear, along with the date and time that the quiz was completed, the duration of the quiz, and whether the quiz was taken using a webcam or in a proctored lab. You will also see columns that show if you have reviewed the videos for the student, if the quiz has been flagged due to suspicious activity, and any notes that you have entered for the submission.

	First ▲	Last	Date	Duration	Webcam or Lab	Reviewed	Flag	Notes/Warnings
[+]	Instruct-66	Account	1 Jul 2015 @ 4:21PM	1.1 minutes	Webcam Attempt 2	No	-	
[+]	Instruct-67	Account	2 Jul 2015 @ 9:35AM	2.4 minutes	Webcam	No	Yes	
[+]	Instruct-68	Account						
[+]	Instruct-69	Account						

5. Click the expand button **[+]**, next to a student's name to review the videos.

	First ▲	Last	Date	Duration	Webcam or Lab	Reviewed	Flag	Notes/Warnings
[+]	Instruct-66	Account	1 Jul 2015 @ 4:21PM	1.1 minutes	Webcam Attempt 2	No	-	
[+]	Instruct-67	Account	2 Jul 2015 @ 9:35AM	2.4 minutes	Webcam	No	Yes	

6. 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.

	First ▲	Last	Date	Duration	Webcam or Lab	Reviewed	Flag	Notes/Warnings
[+]	Instruct-66	Account	1 Jul 2015 @ 4:21PM	1.1 minutes	Webcam Attempt 2	No	-	
[-]	Instruct-67	Account	2 Jul 2015 @ 9:35AM	2.4 minutes	Webcam	No	Yes	

Instruct-67 Account Reviewed & Next ▶ Next Student ▶

Image not available

Photo on File

Student Photo

Student ID

Environment Video

Time 00:00:00 (Pre-Exam)

Time 00:00:20 (Exam Start)

Time 00:01:14

Time 00:02:28

00:00 / 02:39

Reviewed Flagged

Instructor Notes [none] Edit

7. Videos can be marked as reviewed, flagged, or have comments added by the instructor.
- Select the **Reviewed** checkbox to verify that you have reviewed the student’s videos.
 - Select the **Flagged** checkbox to flag the videos if you noticed something suspicious and wish to investigate further.
 - Add comments by selecting **Edit** next to *Instructor Notes*.

Time 00:00:00 (Pre-Exam)

Time 00:00:20 (Exam Start)

Time 00:01:14

Time 00:02:28

00:00 / 02:39

Reviewed Flagged

Instructor Notes [none] Edit

8. Once you are done reviewing the videos click, **Close Video Review** at the bottom of the window.

For additional help or installation issues, please contact:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu/>

KSU Student Help Desk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu/>