

RESPONDUS – LOCKDOWN BROWSER AND MONITOR: OVERVIEW



Teaching and Learning Support Service, uOttawa

CONTEXT

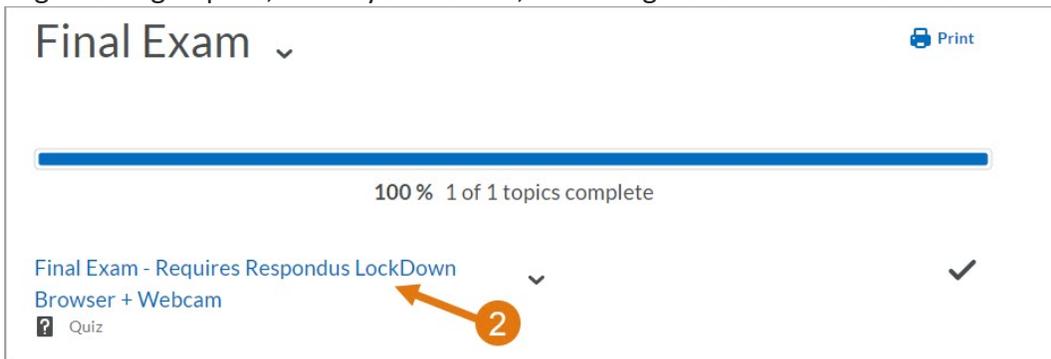
Respondus LockDown Browser & Monitor is a tool to support the proctoring requirements of exams that are delivered via the Quizzes tool in Brightspace. Through Respondus LockDown Browser & Monitor, students use their own computer and webcam to record examination sessions, all without leaving the Brightspace learning management system. The software locks the browser, captures video and audio during the student's examination, and then allows the course instructor to review the video and analyse the raised flags if applicable once the exam is submitted. The ultimate goal of using this software is to ensure the student's identity and guarantee academic integrity.

STUDENT PERSPECTIVE: ACCESSING AN EXAM FROM LOCKDOWN BROWSER

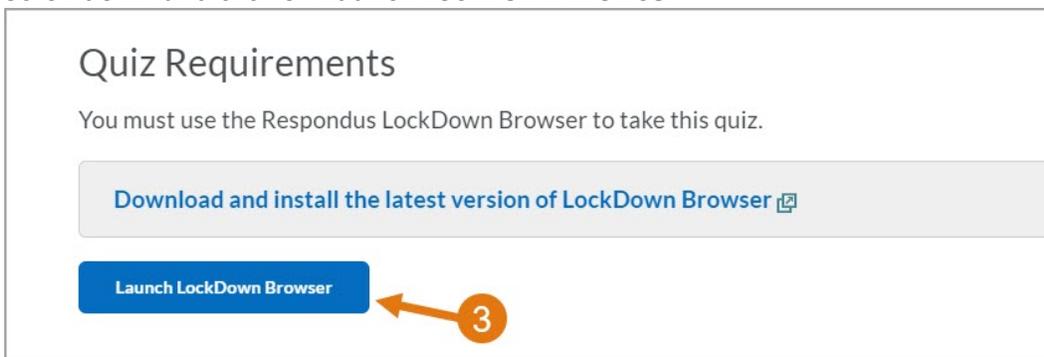
During the exam, the browser lockdown structure prevents students from accessing web browsers or any other software on their computer. Upon completion of the exam, the Respondus system produces a video recording of each student and flags certain videos which may contain student behaviour that could indicate academic misconduct. The instructor is strongly advised to review all video recordings, especially those that have been flagged by the system.

Before the exam, students must download and install the LockDown Browser software on their computers. When students enter the exam, the system accesses the student's computer and its camera. Students will be prompted to complete the **Respondus Startup Sequence** for the webcam. The following steps explain the process of starting the evaluation from a student perspective:

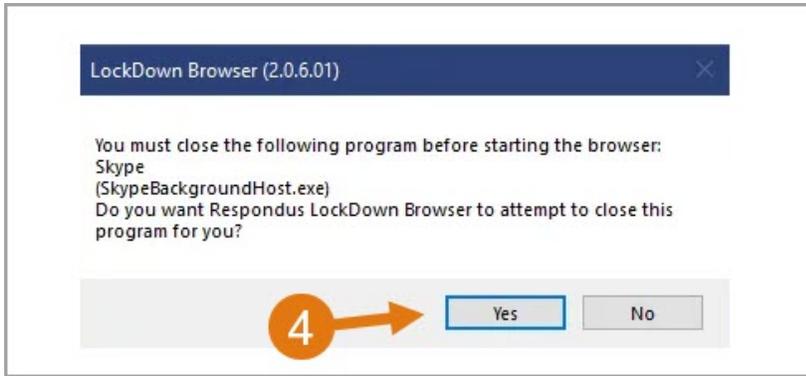
1. Close all programs, unless one is used to connect you to the Internet.
2. Log into Brightspace, select your course, and navigate to the exam location



3. Scroll down and click on **Launch LockDown Browser**



- If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting.



Once you have closed all the interfering programs, you will be prompted to complete the **Respondus Startup Sequence** for the webcam if the instructor has enabled **Respondus Monitor** on this test:

- First, review and agree to the Terms of Use.
- The Webcam Check will confirm that your webcam and microphone are working properly. The first time the Webcam Check is performed on your computer, Adobe Flash Player may require you to select **Allow** and **Remember**.
- The remaining steps of the Startup Sequence will depend on settings chosen by your instructor (not all are required). Follow the instructions and note your progress along the top of the screen.
 - Student Photo:** The Student Photo setting takes a picture of you.
 - Show ID:** If required by your instructor, you may be asked to show a form of picture ID to verify name and identity. (NOTE: Any photo ID is acceptable unless otherwise noted.)
 - Environment Check:** Environment Check requires students to film their surroundings, based on the requirements you set by the instructor.

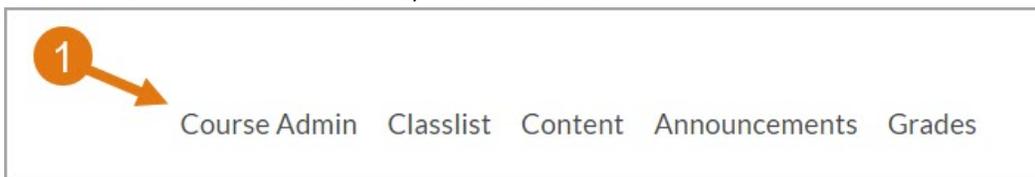
Note: At the end of the Environment Check, the webcam continues to record your actions prior to the test starting.

- You may begin your exam after the **Startup Sequence** is complete. You cannot exit LockDown Browser until the test is submitted for grading.

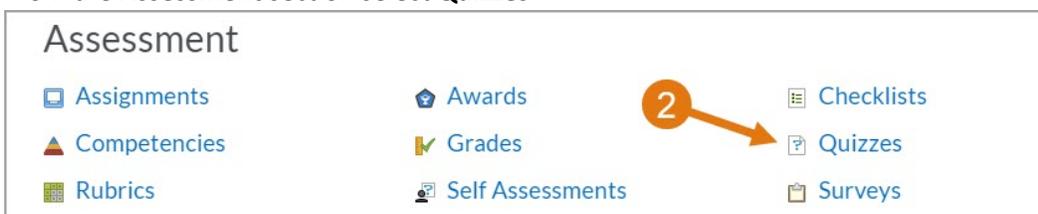
INSTRUCTOR PERSPECTIVE: SETTING UP A QUIZ USING LOCKDOWN BROWSER AND MONITOR

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

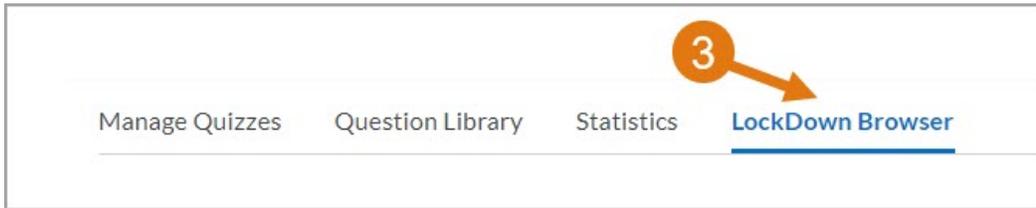
- Within the Brightspace platform, access the course where you'd like to add a quiz that requires LockDown Browser. Then in the Navbar for that course, click on **Course Admin**



- From the **Assessment** section select **Quizzes**



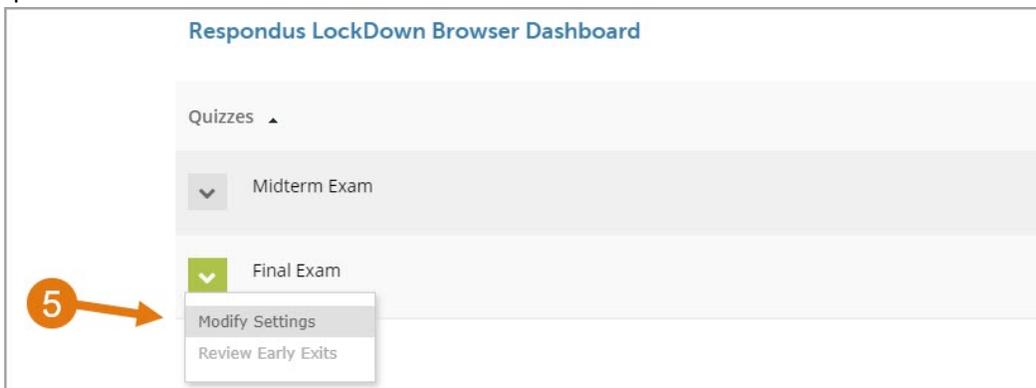
3. Select the **LockDown Browser** tab



4. If this is your first time using LockDown Browser you will see in the bottom right corner of the screen the **Continue to LockDown Browser** button.

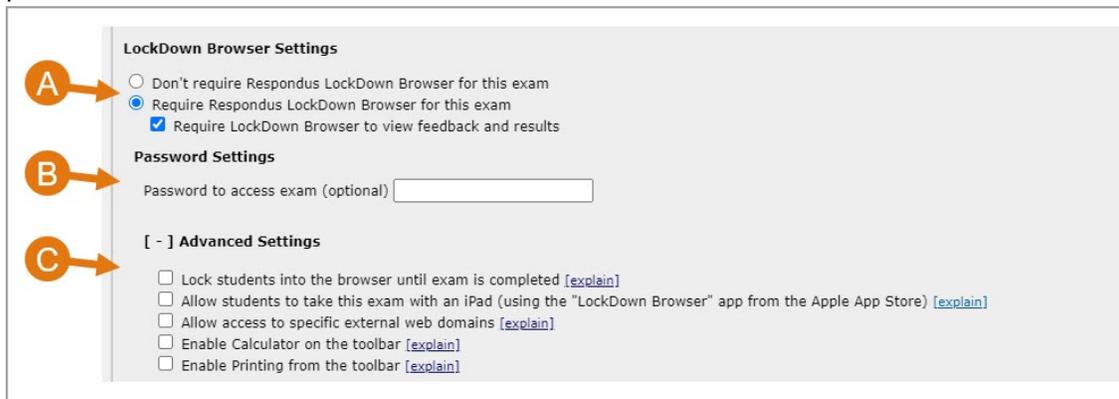


5. Your quizzes will be listed here and you will need to select the **Settings** from the pulldown menu to the left of your quiz name.



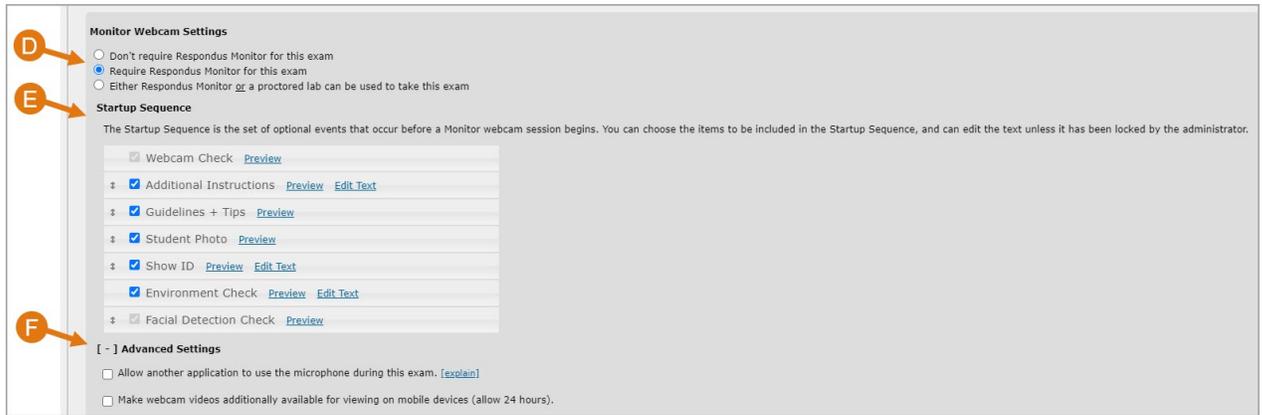
6. Within the settings, you will need to choose the following.

- A. Choose to Require Respondus LockDown for this exam.
- B. Set password . **Note:** if you are making Respondus Monitor **mandatory** (see next step) you will be given the option to not use a password otherwise a password will be required.
- C. Under the LockDown Browser's **Advanced Settings**, you can prevent students from exiting the browser until the exam is completed, allow students to take the exam with an iPad, access external web domains and provide them with a calculator.



- D. In the Monitor section, you can Require **all** to use Respondus Monitor for this exam **or** opt for the option use Monitor or use in a proctored setting.
- E. Under **Startup Sequence** you will be required to use Webcam Check and Facial Detection Check, but all other options can be configured based on your requirements.

- F. Under the Monitor's **Advanced Settings**, you can choose to allow microphone use and set webcam videos available for viewing on mobile devices.



7. Finally, click **Save and Close**



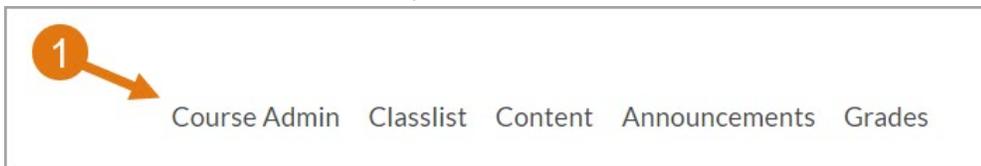
8. Once you have completed the process of setting up Respondus Monitor your quiz should look this way.



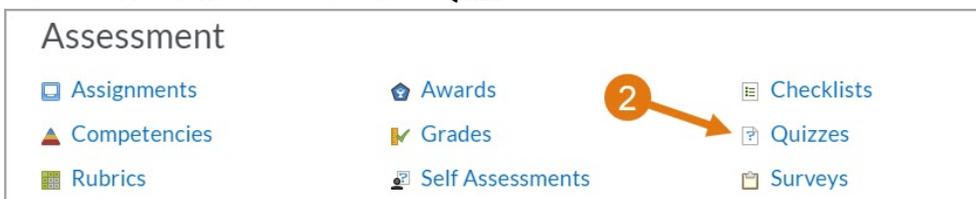
INSTRUCTOR PERSPECTIVE: VIEWING VIDEO RESULTS

To video recordings can be accessed by following the directions below:

1. Within the Brightspace platform, access the course where you'd like to add a quiz that requires LockDown Browser. Then in the Navbar for that course, click on **Course Admin**



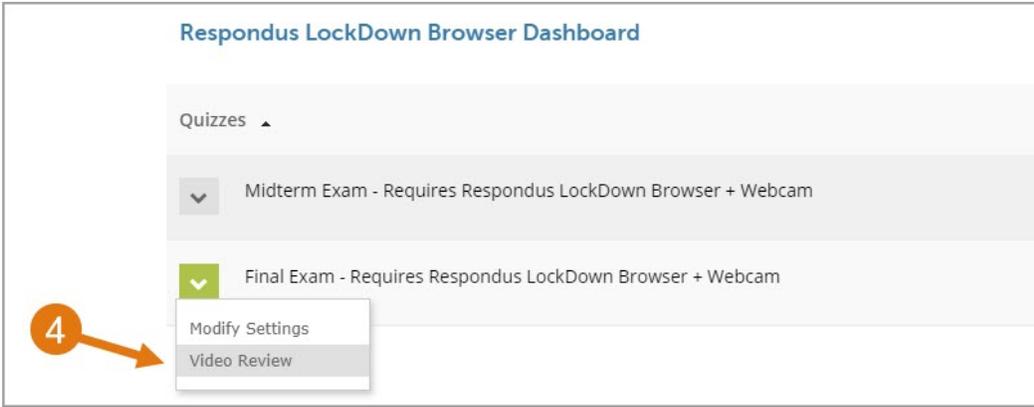
2. From the **Assessment** section select **Quizzes**



3. Choose **LockDown Browser** tab

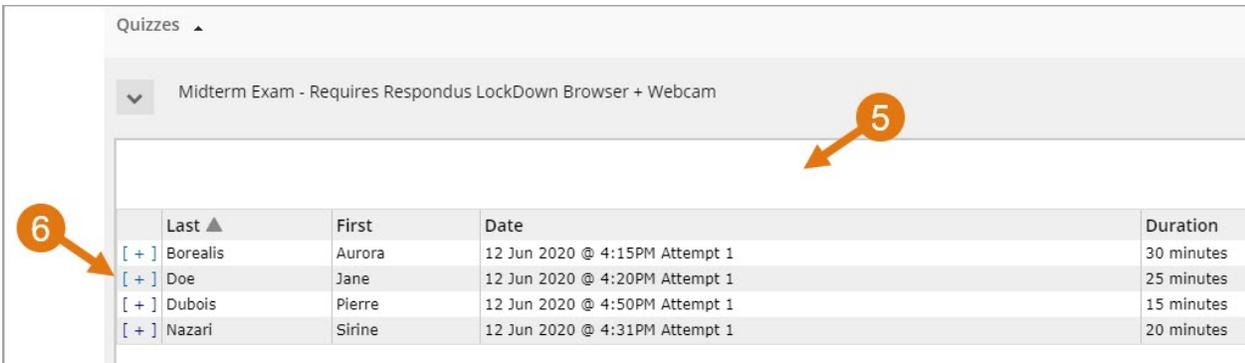


4. From the context menu to the left of the quiz title, select **Video Review**.



5. Students will be listed here along with date, time ,flag and duration of each quiz.

6. Click + to expand the section for a student.



7. Click a thumbnail to view the video from the time indicated. The instructor can mark videos as reviewed and add comments if needed.

