How to get started with Respondus LockDown Browser (RLDB)

Once you have your quizzes ready to go, the next step is to add the Respondus LockDown Browser to it.

> **NOTE**: *if you are using practice exams to familiarize the students with the tool, make sure your practice and your exam are the same type of quiz in canvas, either a classic or new quiz, because RLDB opens different for each.*

Enable Respondus LockDown in your course

1. Go to settings.
2. Then, go to the third tab, Navigation.
3. Find LockDown Browser option.
4. Enable it and save changes at the bottom of the page.

LockDown Browser settings

To set up the settings for an exam, you can see which ones have RLDB required. To add the RLDB, click on the dropdown menu next to the quiz title and click on settings.

Basic settings:

1. Click on Require RLDB for this exam.
2. If you require the camera, then add Respondus Monitor.
3. Click on the Advanced settings option to view more options.
   a. Enable calculator
   b. Allow iPads (if students don't have other devices- not highly recommended)
   c. Do not click Lock students into the browser (glitchy)
4. Save and close (after working with settings in Respondus Monitor, step below).

> **NOTE**: New quizzes don't have the option to setup a passcode from here. You would need to add it to the Canvas new quiz.

Other settings are available when you click on Respondus Monitor.

1. This will ask students to enable microphone and webcam to record what students are doing while they take the exam (just during this time)
2. The startup sequence are the steps required to do by students, such as:
   a. Read the instructions
   b. Read the tips
   c. The software will take a picture of a student
   d. Students need to show an ID to the webcam
   e. Students need to grab the laptop or device and do a 360 scan to make sure there are no other people in the room or books if you prohibit any other resource to take the exam

3. If students turn off the camera, the software will alert the students to turn it back.

4. The advanced settings for Respondus Monitor are not necessary if they go to a proctored lab.
5. Save and close all changes.

Troubleshooting

1. When Respondus LockDown Browser has not been enabled, students receive this message.
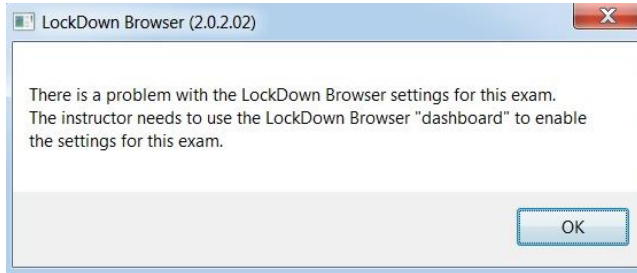
Go to settings, then navigation, look for the LDB button, enable it, and save changes. (Explained above)

2. When moving exams from one semester to another, this Fix it button will appear in the Respondus dashboard. Just click on Fix it.
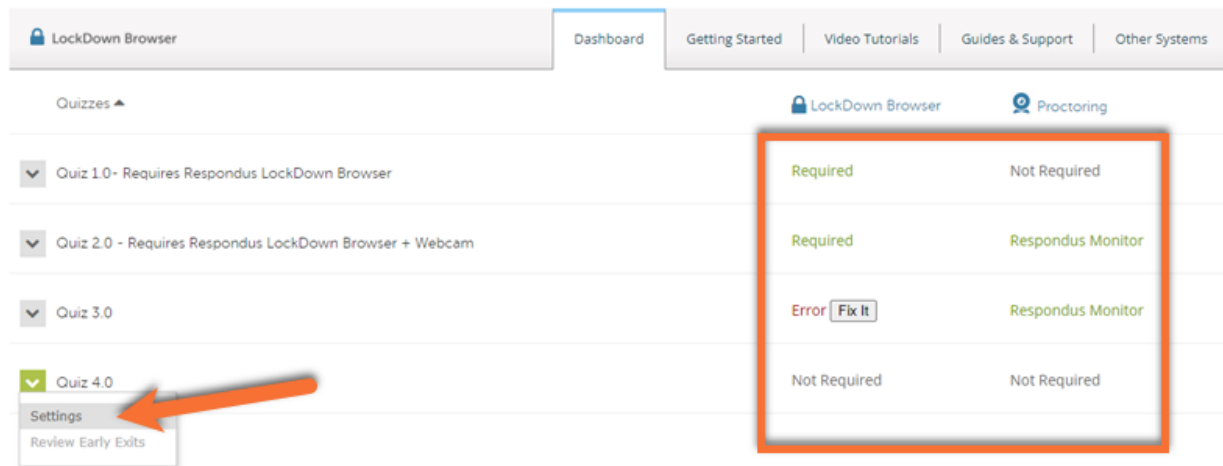
Source: Toronto Metropolitan University, RespondusLDB

3. With new quizzes, students need to go to the regular browser (Chrome or Firefox) and go to canvas, course, and open the exam. That will trigger to open the Respondus LDB that students need to download in advance.

4. For classic quizzes, students need to open first the Respondus LDB and then navigate to the course, and exam to start.

Resources

TAMU LMS https://lms.tamu.edu/menu/ltis/respondus-software

Respondus Knowledge Base Respondus Knowledge Base

- https://support.respondus.com/support/index.php?/Knowledgebase/List
- Technical support https://web.respondus.com/support/
- https://web.respondus.com/rapid-rollout-instructors/

Install the lock down browser

- https://download.respondus.com/lockdown/download.php?id=961615468
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Best practices for LockDown Browser (from TAMU LMS)

- Prior to using Respondus LockDown Browser for the first time, students will need to download the browser to their device. Students can find the download on the Respondus website.
- Many instructors find it useful to create a practice quiz that requires Respondus. This can help students and instructors navigate any issues they may encounter with the software prior to taking a higher stakes assessment.
- No screen recording software can be enabled a device when Respondus is active. This means students or instructors may need to disable extensions on other web browsers. If students are using Chrome, this may include disabling extensions on all profiles.
- If an instructor copies a course, LockDown Browser will need to be reconfigured for each quiz. Instructors may want to remove any 'LockDown Broswer Required' or 'Webcam Required' prior to reconfiguring quizzes to avoid confusion.
- Do not use emojis in the titles of quizzes. This will create issues.
- If students will need to access a URL outside of the assessment, ensure it is included in the Advanced Settings of the quiz.
- For instructions on accessing Lockdown Browser on an iPad see: https://support.respondus.com/hc/en-us/articles/4409607211163-Can-an-iPad-be-used-to-take-a-LockDown-Browser-exam-instructions-for-students-