

Respondus LockDown Browser & Monitor Dashboard - Settings

Last Modified on 04/03/2024 9:35 am CDT

NOTE: If you copy quizzes requiring LockDown Browser from one semester to the next, you must visit the **LockDown Browser Dashboard** at the beginning of each semester in order to "reset" the quizzes. If you don't open the Dashboard screen, the quizzes may not open for your students. You may need to do this every time you copy a quiz into the course.

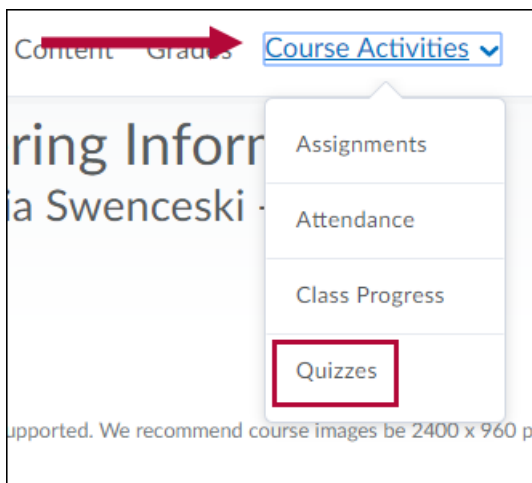
Respondus LockDown Browser ensures the integrity of your exam by limiting what students can do while they are using the browser, which now also features [Instructor Live Proctoring](https://web.respondus.com/wp-content/uploads/2020/12/ILP-Instructor_HE.pdf) (https://web.respondus.com/wp-content/uploads/2020/12/ILP-Instructor_HE.pdf). You can refer to articles [Overview of Features](https://web.respondus.com/he/lockdownbrowser/) (<https://web.respondus.com/he/lockdownbrowser/>) and [Instructor Resources](https://web.respondus.com/he/lockdownbrowser/resources/) (<https://web.respondus.com/he/lockdownbrowser/resources/>) on the Respondus website.

In addition to the resources above, Respondus answers [common questions about a rapid rollout](https://web.respondus.com/he/monitor/resources/) (<https://web.respondus.com/he/monitor/resources/>) and are offering [daily training webinars](https://web.respondus.com/webinars/) (<https://web.respondus.com/webinars/>) regarding both LockDown Browser and Monitor.

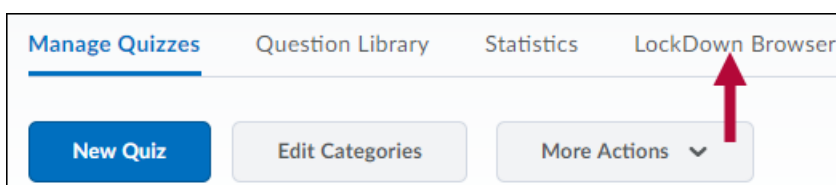
NOTE: If students are having issues launching **Respondus Monitor** (Webcam proctoring feature) for your exam, we strongly recommend referring your students to [instructions on how to access Respondus Live Chat Help](https://web.respondus.com/student-help-livechat/) (<https://web.respondus.com/student-help-livechat/>).

Locating the Dashboard

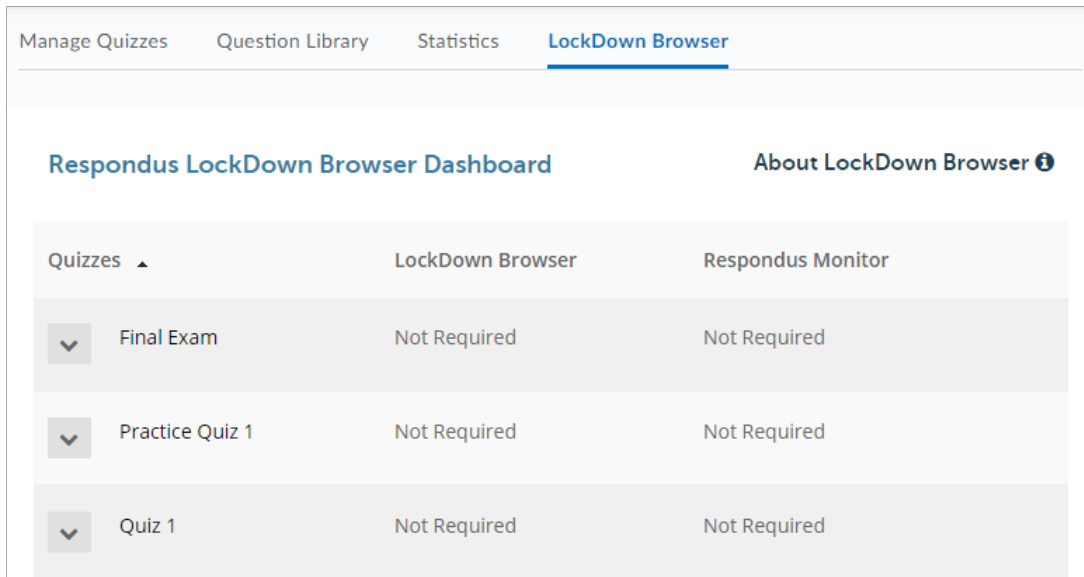
1. Go into your course and click **[Course Activities]** > **[Quizzes]**.



2. Click the **[LockDown Browser]** tab.

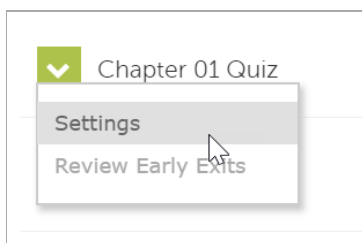


3. Select play on the Video Tutorial or click **[Continue to LockDown Browser]**. If you chose to watch the Video Tutorial, click **[Continue to LockDown Browser]** when finished. The page that opens lists all the quizzes in your course.

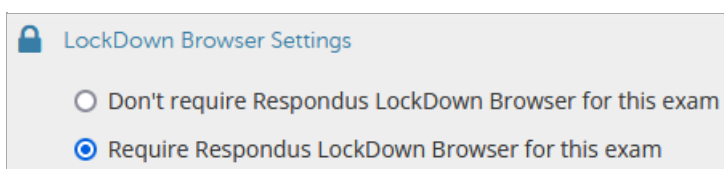


Setting Up Your Quizzes in the Dashboard

1. After the dashboard is open, find the quiz to modify.
2. Click the drop-down arrow in front of the quiz name and select **[Settings]**.



3. Under **LockDown Browser Settings**, select the radio button **[Require Respondus LockDown Browser for this exam]**. This will expand the basic setting options. Optionally, check the box for **[Require LockDown Browser to view feedback and results]**.



4. Under **Password Settings**, enter a password if you want to allow proctoring through a testing center as an alternative.

Password Settings

Password to access exam (optional)

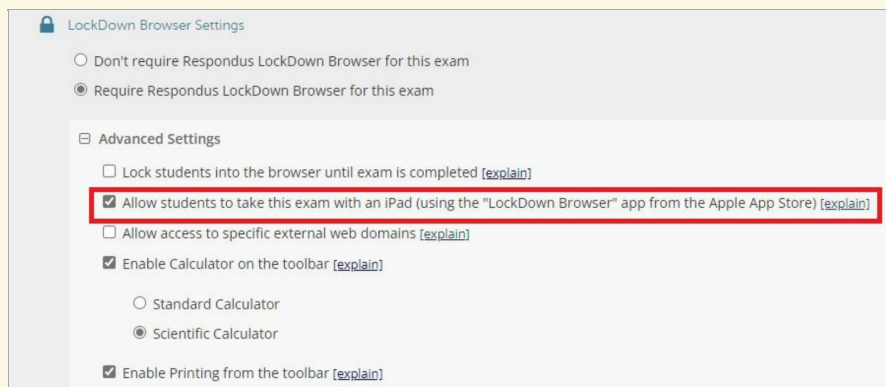
5. Click [+] **Advanced Settings** to expand the LockDown Browser advanced settings menu. Choose desired options.

Advanced Settings

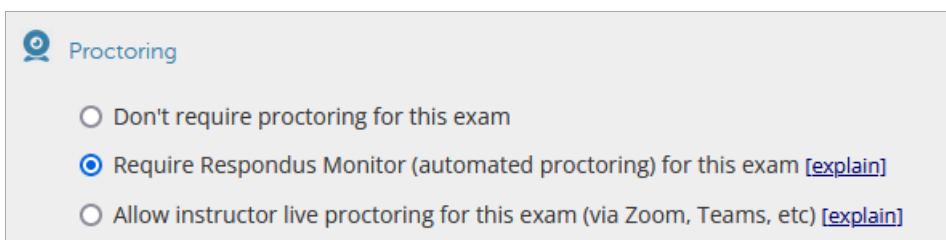
- Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)
- Lock students into the browser until exam is completed [\[explain\]](#)
- Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

NOTE: Although the option is available for the iPad device for LockDown Browser, it does not support the screen recording feature. Respondus LDB and Monitor function on both **Chromebooks** (<https://vlac.lonestar.edu/help/using-a-chromebook-with-lockdown-browser>) and **iPads** (<https://support.respondus.com/hc/en-us/articles/4409607198107-Can-an-iPad-be-used-with-LockDown-Browser-instructions-for-faculty->).

See image below for the option to enable LockDown Browser on iPad:

The image shows a screenshot of the 'LockDown Browser Settings' interface. At the top, there are two radio button options: 'Don't require Respondus LockDown Browser for this exam' and 'Require Respondus LockDown Browser for this exam', with the second one selected. Below this is an 'Advanced Settings' section with several checkboxes. The checkbox 'Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store)' is checked and highlighted with a red rectangular box. Other options include 'Lock students into the browser until exam is completed', 'Allow access to specific external web domains', 'Enable Calculator on the toolbar' (checked), 'Standard Calculator' and 'Scientific Calculator' (radio buttons, with 'Scientific Calculator' selected), and 'Enable Printing from the toolbar' (checked).

6. Under **Proctoring**, select the desired setting. If you wish to use **Respondus Monitor**, choose **[Require Respondus Monitor (automated proctoring) for this exam]** .

The image shows a screenshot of the 'Proctoring' settings section. It features a blue icon of a person with a magnifying glass and the title 'Proctoring'. There are three radio button options: 'Don't require proctoring for this exam', 'Require Respondus Monitor (automated proctoring) for this exam' (which is selected), and 'Allow instructor live proctoring for this exam (via Zoom, Teams, etc)'. Each option has a corresponding 'explain' link.

NOTE: For more information on the option **[Allow instructor live proctoring for this exam (via Zoom, Teams, etc)]**, please see the [Instructor Live Proctoring with](#)

[LockDown Browser \(https://vtac.lonestar.edu/help/instructor-live-proctoring-with-lockdown-browser\)](https://vtac.lonestar.edu/help/instructor-live-proctoring-with-lockdown-browser) VTAC Article.

7. If you select **Respondus Monitor**, edit the **Startup Sequence** only if you are sure what you want to change. The default settings are adequate in most cases.

Proctoring

Don't require proctoring for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

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.

Webcam Check	Preview
<input checked="" type="checkbox"/> Additional Instructions	Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips	Preview
<input checked="" type="checkbox"/> Student Photo	Preview
<input checked="" type="checkbox"/> Show ID	Preview Edit Text
<input checked="" type="checkbox"/> Environment Check	Preview Edit Text
Facial Detection Check	Preview

Facial Detection Options

Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)

Notify students **during** the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

8. Click **[+] Advanced Settings** to expand the **Monitor Webcam** advanced settings menu and choose your desired options.

Advanced Settings

Allow this exam to additionally be delivered in a proctored lab [\[explain\]](#)

Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An exam password must be used with the exam (see LockDown Browser password settings above) and you will need to provide the password to the proctor.

Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)

Allow another application to use the microphone during this exam. [\[explain\]](#)

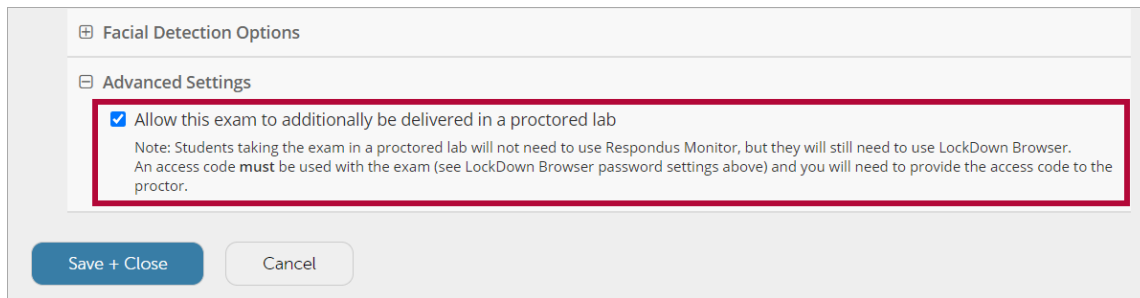
9. Click **[Save + Close]**.

Save + Close **Cancel**

NOTE: Please refer to [Respondus Monitor Teaching Scenarios \(https://web.respondus.com/wp-content/uploads/2021/03/RespondusMonitor_Scenarios.pdf\)](https://web.respondus.com/wp-content/uploads/2021/03/RespondusMonitor_Scenarios.pdf) for more insight on the appropriate settings for **Respondus Monitor**, and when to use them.

Allow This Exam to Additionally be Delivered in a Proctored Lab

Under the **[+] Advanced Settings** option is the ability to have students choose to use either a webcam (Respondus Monitor) or take the exam in a proctored environment with a password. You can add a password to your exam by following the first four steps from the above process **Setting Up Your Quizzes in the Dashboard** (<https://vtac.lonestar.edu/help/respondus-lockdown-browser-dashboard/#setting-up-your-quizzes%C2%A0in-the-dashboard>). When a student starts the exam they will be given a choice between **[I want to use a webcam (Respondus Monitor)]** or **[I'm at a proctored location]**, where a Proctor can enter the access code to allow them to start the exam.



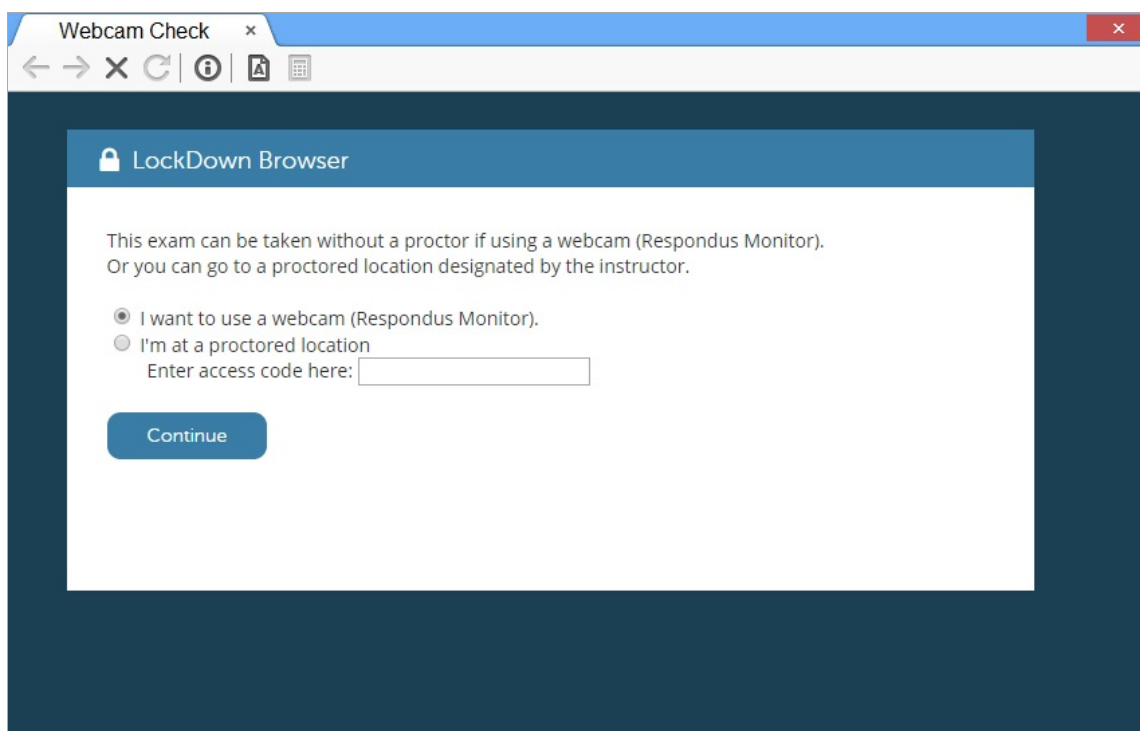
Facial Detection Options

Advanced Settings

Allow this exam to additionally be delivered in a proctored lab

Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An access code must be used with the exam (see LockDown Browser password settings above) and you will need to provide the access code to the proctor.

Save + Close Cancel



Webcam Check

LockDown Browser

This exam can be taken without a proctor if using a webcam (Respondus Monitor). Or you can go to a proctored location designated by the instructor.

I want to use a webcam (Respondus Monitor).

I'm at a proctored location

Enter access code here:

Continue

NOTE: You must add a Password to your exam for this feature to work.

Enable Show Your Work Feature in Respondus Monitor

The **Show Your Work** feature allows students to upload hi-resolution images of worksheets they've prepared during their exam. If this setting is enabled by the instructor, students will be given the opportunity to upload photos of their work immediately after they submit their exam.

NOTE: This feature is only available if **Respondus Monitor** has been selected as the

proctoring option for the exam.

Proctoring

Don't require proctoring for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Questions?

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.

Webcam Check	Preview
<input checked="" type="checkbox"/> Additional Instructions	Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips	Preview
<input checked="" type="checkbox"/> Student Photo	Preview
<input checked="" type="checkbox"/> Show ID	Preview Edit Text
<input checked="" type="checkbox"/> Environment Check	Preview Edit Text
Facial Detection Check	Preview

Facial Detection Options

Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)

Notify students **during** the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

Advanced Settings

Allow this exam to additionally be delivered in a proctored lab

Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An access code **must** be used with the exam (see LockDown Browser password settings above) and you will need to provide the access code to the proctor.

Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#) **NEW**

Instructors can also edit the default text students will see when they encounter the **Show Your Work** page. Click on the **[Edit Text]** link.

Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#) **NEW**

One more thing! Use your webcam to submit a picture of your written work. Hold up the first page to your webcam and select "Take picture". Repeat this step for additional pages.

Cancel Restore Default Save and Close

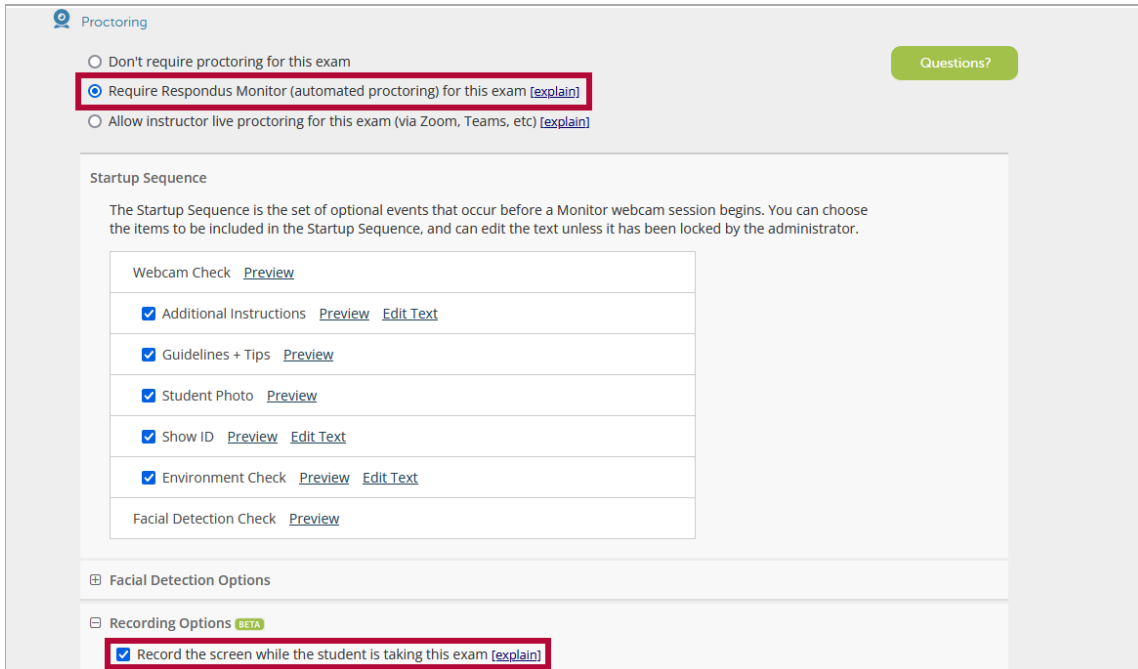
It is also recommended that the instructor enable the "Additional Instructions" step in the startup sequence, and edit the message to include an explanation of the **Show Your Work** requirement, including any specific requirements that the instructor may have. This will alert students to the requirement before they begin the exam.

You can find more info in the [Using the "Show Your Work" feature in Respondus Monitor](https://support.respondus.com/hc/en-us/articles/5922688589467-Using-the-Show-Your-Work-feature-in-Respondus-Monitor) (<https://support.respondus.com/hc/en-us/articles/5922688589467-Using-the-Show-Your-Work-feature-in-Respondus-Monitor>) article.

Enabling Screen Recording feature in Respondus Monitor

The **Screen Recording** option will enable Respondus Monitor to record a video of the student's screen which will appear alongside the webcam video in **Class Results**. To enable this feature, click the checkbox for the option **[Record the screen while the student is taking this exam]** under **Recording Options**.

NOTE: This feature is only available if **Respondus Monitor** has been selected as the proctoring option for the exam.



The screenshot shows the 'Proctoring' settings interface. At the top, there are three radio button options: 'Don't require proctoring for this exam', 'Require Respondus Monitor (automated proctoring) for this exam' (which is selected and highlighted with a red box), and 'Allow instructor live proctoring for this exam (via Zoom, Teams, etc)'. Below this is a 'Startup Sequence' section with a list of items: 'Webcam Check', 'Additional Instructions', 'Guidelines + Tips', 'Student Photo', 'Show ID', 'Environment Check', and 'Facial Detection Check'. Each item has a 'Preview' link. Below the startup sequence is a 'Facial Detection Options' section. At the bottom, the 'Recording Options' section is expanded, showing a checkbox for 'Record the screen while the student is taking this exam' which is checked and highlighted with a red box.

The screen recording video for an exam session initially appears below the webcam video in the proctoring results. By clicking the screen recording video, it will swap places with the webcam video as the primary video window, and the thumbnail images found below will also change to the screen recording view. Click on the webcam video to switch it back to the primary video window.

NOTE: Currently screen recording is only available to students using Windows, Mac computers, and Chromebooks. There are currently no plans to support screen recording on iPads since screen activity is less useful (e.g., no mouse movement).

Students using iPads can still access Quizzes with this setting applied, but their screen will not be recorded.

Contact

You can contact Respondus for general questions at Training@respondus.com ().