

LockDown Browser & Monitor Dashboard - Settings

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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.

In this article:

- [Locating the Dashboard](#)
- [Setting Up Your Quizzes in the Dashboard](#)
- [Enable \[Show Your Work\] Feature in Respondus Monitor](#)

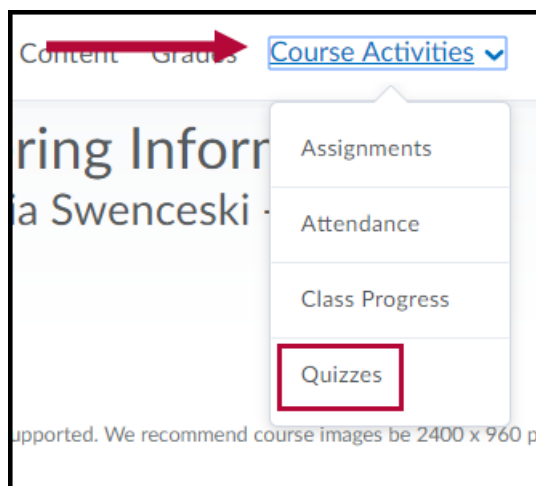
Respondus Lockdown Browser ensures the integrity of your exam by limiting what students can do while they are using the browser, which now also features [Instructor Live Proctoring](https://web.respondus.com/wp-content/uploads/2020/12/ILP-Instructor_HE.pdf) (https://web.respondus.com/wp-content/uploads/2020/12/ILP-Instructor_HE.pdf). 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.

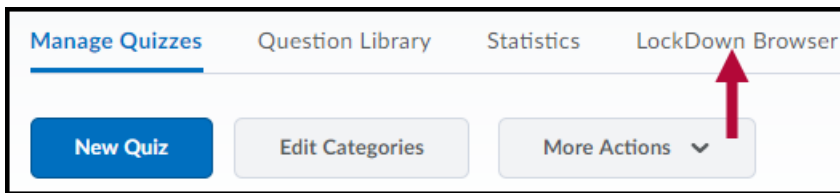
NOTE: If students are having issues launching **Respondus Monitor** (Webcam proctoring feature) for your exam, we strongly recommend referring your students to [instructions on how to access Respondus Live Chat Help](https://web.respondus.com/student-help-livechat/) (<https://web.respondus.com/student-help-livechat/>).

Locating the Dashboard

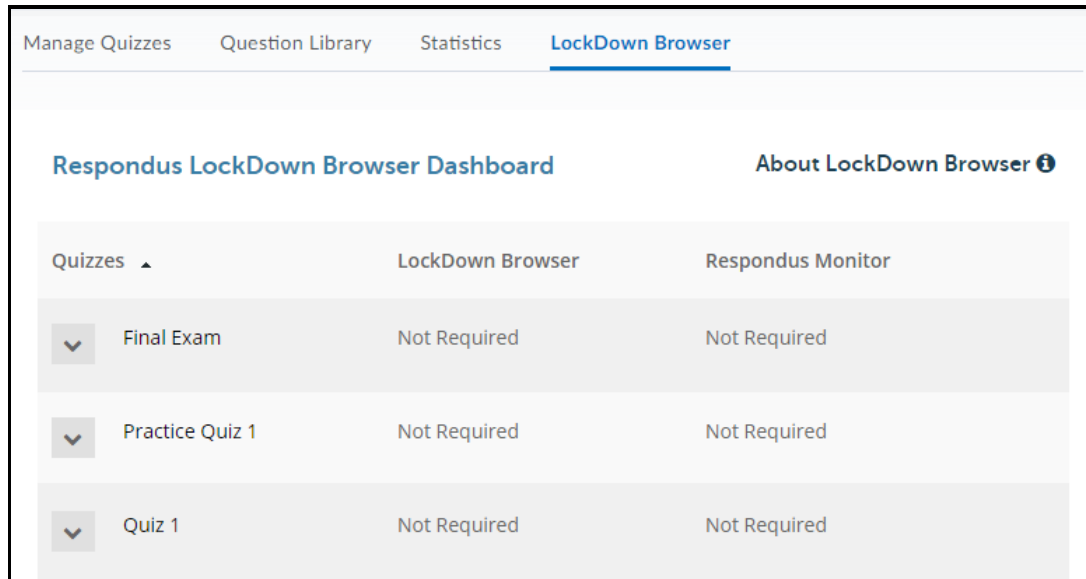
1. Go into your course and click **Course Activities > Quizzes**.



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

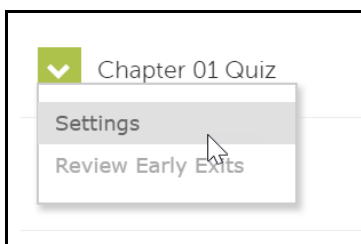


3. Select play on the Video Tutorial or click **Continue to LockDown Browser**. If you chose to watch the Video Tutorial, click **Continue to LockDown Browser** when finished. The page that opens lists all the quizzes in your course.

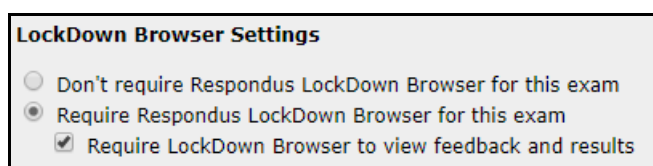


Setting Up Your Quizzes in the Dashboard

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 (required)

5. Under **Monitor Webcam Settings**, select the desired setting.
6. Click **[+] Advanced Settings** to expand the LockDown Browser advanced settings menu. Choose desired options.

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

NOTE: We do not recommend using the iPad app for LockDown Browser. There are some issues with its use and it does not provide the same kind of security that LockDown Browser on a computer does.

7. If you select one of the Monitor options, edit the **Startup Sequence** only if you are sure what you want to change. The default settings are adequate in most cases. Click **[+] Advanced Settings** to expand the Monitor Webcam advanced settings menu and choose your desired options.

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

Note: Students taking the exam in a proctored lab will still need to use LockDown Browser. An exam password must be used with the exam (see above section) and you will need to provide the password to the proctor.

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.

<input checked="" type="checkbox"/>	Webcam Check	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
‡	<input checked="" type="checkbox"/>	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: [\[explain\]](#)

8. Click the **Save + Close** button.

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.

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.