

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.

The screenshot shows the Canvas course navigation settings interface. On the left is a sidebar menu with items like Home, Announcements, Modules, Assignments, Discussions, Quizzes, Syllabus, Files, Pages, Outcomes, Rubrics, Collaborations, People, Grades, and Settings. A red circle with the number '1' is placed over the 'Settings' link. The main content area has tabs for 'Course Details', 'Sections', 'Navigation', 'Apps', 'Feature Options', and 'Integrations'. A red circle with the number '2' is placed over the 'Navigation' tab. Below the tabs is a warning message: 'Warning: For improved accessibility in reordering Course Navigation elements, please use the Move To Dial the menu.' Below this is a section titled 'Drag and drop items to reorder them in the course navigation.' containing a list of navigation items: Home, Announcements, Modules, Assignments, Discussions, Quizzes, LockDown Browser, Zoom Pro 1.3, Core Curriculum Assessment, and Course Evaluations. A red circle with the number '3' is placed over the three-dot menu icon next to 'LockDown Browser'. A context menu is open over this menu, showing '+ Enable' and 'Move' options. A red circle with the number '4' is placed over the '+ Enable' option.

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.

The screenshot shows the Canvas LMS interface. On the left is a navigation menu with options like Home, Announcements, Modules, Assignments, Discussions, Quizzes, LockDown Browser, Syllabus, Files, Pages, Outcomes, Rubrics, Collaborations, People, Grades, and Settings. The main content area shows a list of quizzes. The 'Quiz Chapter 13: Communicable Diseases' is selected, and its settings are open. A dropdown menu is visible next to the quiz title, and the 'Settings' option is highlighted. The 'Required' status for the LockDown Browser is indicated by a red arrow.

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).

The screenshot shows the 'New Quiz - testing IP in Reynolds' settings page. The 'LockDown Browser Settings' section is expanded, showing options to 'Require Respondus LockDown Browser for this exam' (selected) and 'Advanced Settings' (expanded). The 'Advanced Settings' section includes options for 'Lock students into the browser until exam is completed', 'Allow students to take this exam with an iPad', 'Allow access to specific external web domains', 'Enable Calculator on the toolbar', and 'Enable Printing from the toolbar'. The 'Proctoring' section is also visible, with 'Don't require proctoring for this exam' selected. A 'Questions?' button is present. At the bottom, there are 'Save + Close' and 'Cancel' buttons.

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

1 Don't require proctoring for this exam Questions?

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

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

2 **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
Face Detection Preview

3 **Face Detection Options**

Prevent student from starting the exam if face cannot be seen clearly in video. [\[explain\]](#)

Notify student **during** the exam if face cannot be seen clearly in video [\[explain\]](#)

Recording Options

Record the screen while the student is taking this exam [\[explain\]](#)

4 **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. A password must be used with the exam and you will need to provide the password to the proctor.

Exam password (required)

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

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

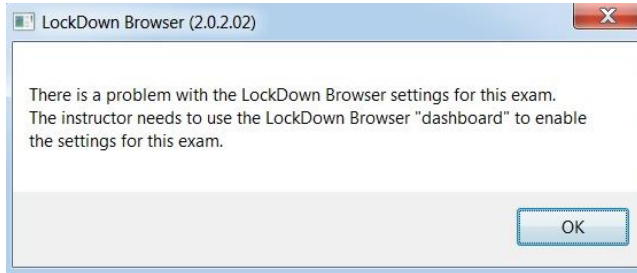
5

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.

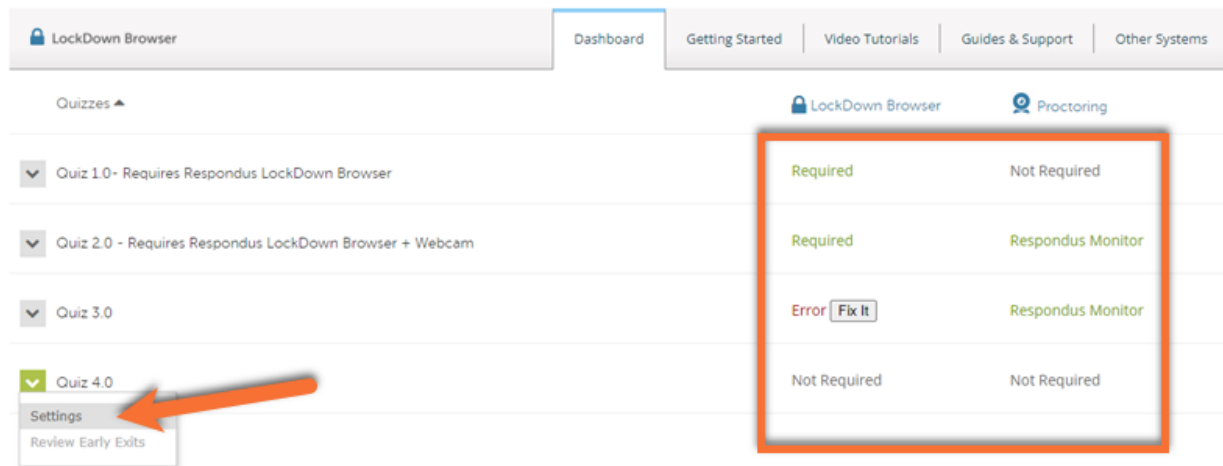
Troubleshooting

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>
- <https://download.respondus.com/lockdown/download.php?id=961615468>

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 Browser 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->