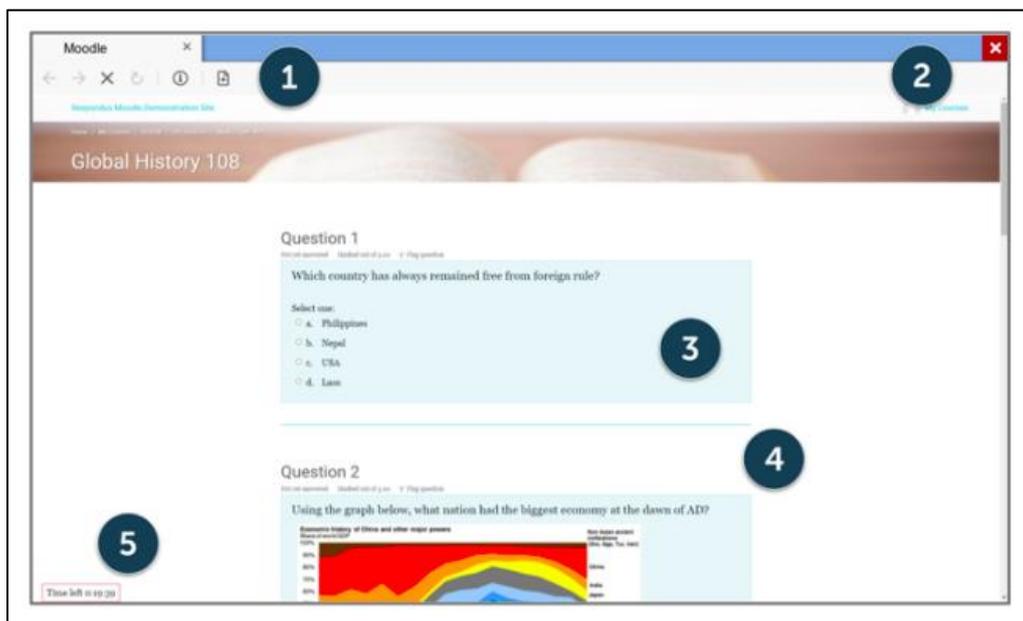


LockDown Browser User Guide for Programme Administrator

LockDown Browser is a custom browser that locks down a quiz or assignment in SOUL 2.0. When students use LockDown Browser to access a quiz, they are unable to print, copy, visit other websites, access other applications, or close a quiz until it is submitted for grading. Quizzes created for use with LockDown Browser cannot be accessed with standard browsers.

Along with Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored quizzes. When this feature is enabled for a quiz, students are required to use a webcam and microphone with LockDown Browser. After the quiz is complete, an instructor can review details of the assessment, and even view the recorded videos.

LockDown Browser works much like a standard browser, but some options have been removed or work differently. The list below highlights some of these differences.



- 1) **Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
- 2) **Assessment Mode** - assessments are shown full screen and cannot be minimized, resized, or exited until submitted for grading.
- 3) **Disabled Controls** - all printing, keystroke combinations, screen grab, function keys, and right click menus have been disabled.
- 4) **Links** - links to other web servers do not compromise the secure testing environment.

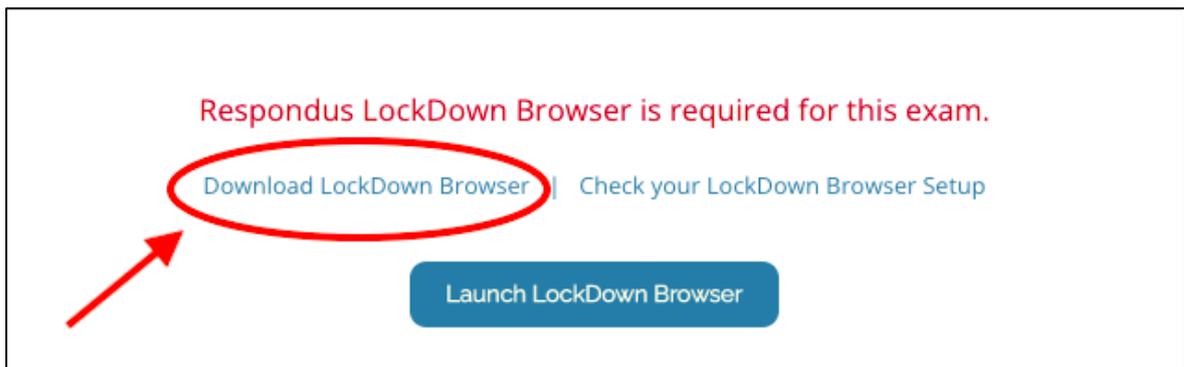
5) **Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed. Hundreds of screen capture, messaging, screen-sharing and network monitoring applications are blocked.

Installing LockDown Browser

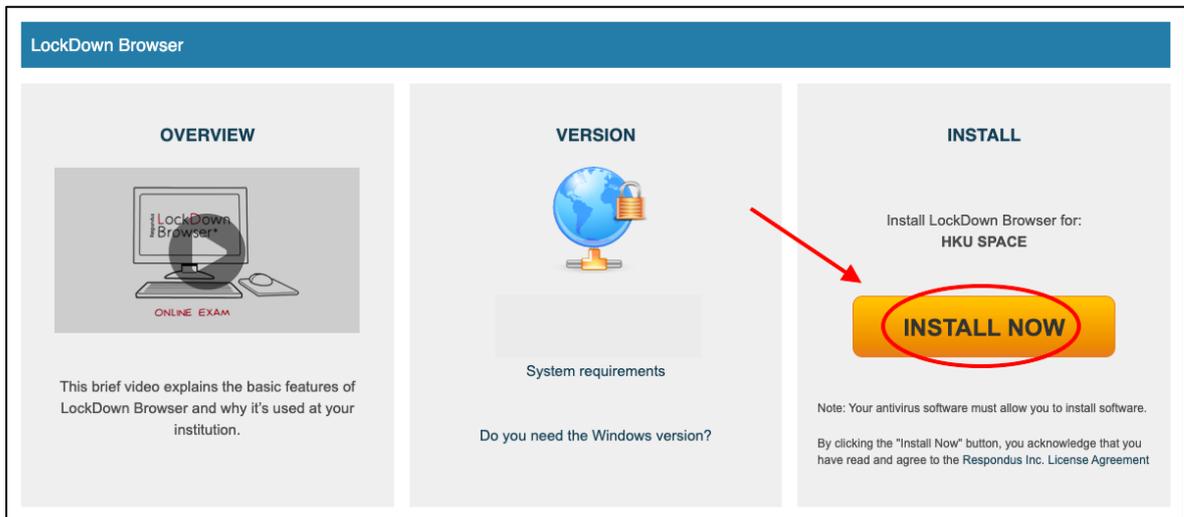
LockDown Browser must be installed to each computer being used for a quiz.

1) From any standard browser (e.g. Chrome), open a quiz that requires LockDown Browser to start the download procedures.

i)



ii)

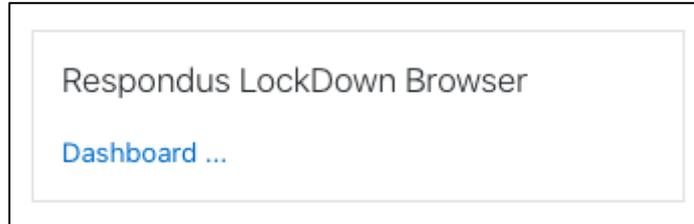


2) Download LockDown Browser at <https://web.respondus.com/support/download-respondus-4-0/>, then follow the instructions on the download page.

Preparing a Quiz

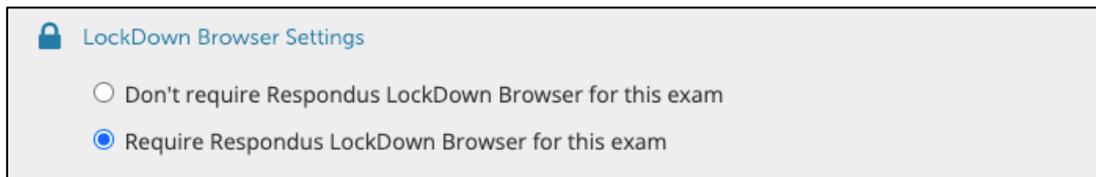
To set up a quiz in SOUL 2.0 that requires students to use LockDown Browser, follow these steps:

- 1) Make sure the quiz has been deployed in the SOUL 2.0 course.
- 2) In the course, select **[LockDown Browser Dashboard]**.

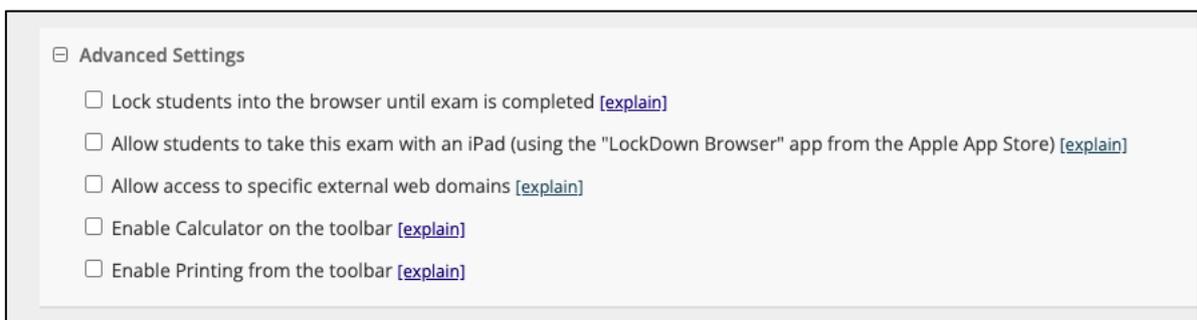


- 3) A list of deployed quizzes will be displayed.
 - Quizzes labeled with **"Required require students to use LockDown Browser"**.
 - Quizzes labeled with **"Do not require students to use LockDown Browser"**.

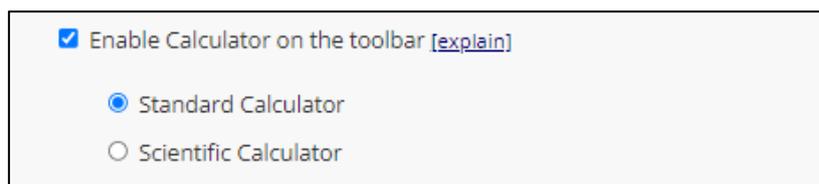
To change the settings, select **[Settings]** from the context menu to the left of the quiz title and select **[Required students to use LockDown Browser]**.



- 4) Several Advanced Settings are available



- Enable Calculator or Print functions in the LockDown Browser toolbar. For additional information, select the [explain] link that follows each setting.



Using Respondus Monitor (Webcam Feature)

Set the exam to require the use of LockDown Browser. Several options are then available for Proctoring.

- 1) To require all students to use a webcam during the exam, select [**Require Respondus Monitor for this exam**].

The screenshot shows the 'Proctoring' settings page. 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 'Allow instructor live proctoring for this exam (via Zoom, Teams, etc)'. Below these is a 'Startup Sequence' section with a 'Need Help?' button. A text block explains that the Startup Sequence consists of optional events before a webcam session. A table lists the items in the sequence, each with a checkbox and a 'Preview' link. The items are: Webcam Check, Additional Instructions (checked), Guidelines + Tips (checked), Student Photo (checked), Show ID (checked), Environment Check (checked), and Facial Detection Check.

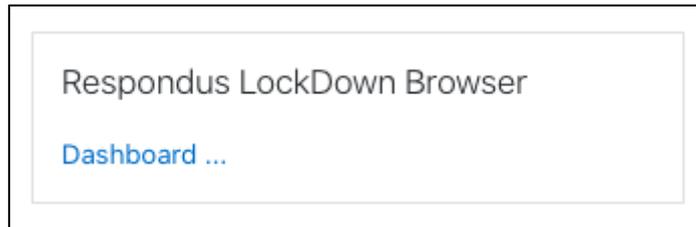
| Item | Preview |
|---|---|
| Webcam Check | Preview |
| <input checked="" type="checkbox"/> Additional Instructions | Preview Edit Text |
| <input checked="" type="checkbox"/> Guidelines + Tips | Preview |
| <input checked="" type="checkbox"/> Student Photo | Preview |
| <input checked="" type="checkbox"/>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

- 2) Select the items to be included in the “**Startup Sequence**”, which includes the steps a student must complete prior to the start of an exam. Most settings are optional.
- 3) To give students the option to either take the exam with a webcam or in a proctored testing lab, select the [**proctored lab option**] under **Advanced Settings** for Respondus Monitor. A test password will then be required to access the test (the password should be given to the test proctor).
- 4) Click [**Save and Close**] to apply the settings.

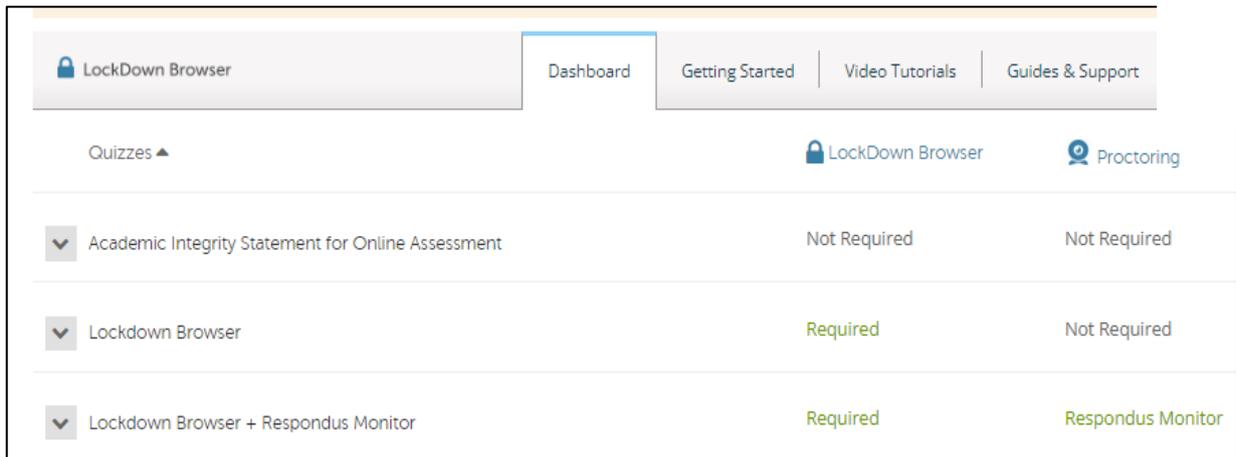
Reviewing Webcam Videos

If students are required to use the webcam feature (Respondus Monitor) with the quiz, instructors can access information about the quiz sessions and can review the recorded videos. Note that Respondus Monitor is intended to be a deterrent, so it's up to the instructor to determine the level of review warranted. To review student videos:

- 1) Enter **LockDown Browser Dashboard** in SOUL 2.0 course.



- 2) From the context menu to the left of the quiz title.



3) Select **[Class Results]**.

A roster of the students in the course is shown, along with the date, time, duration, review priority, and grade (if available) for the quiz.

LockDown Browser Dashboard
About LockDown Browser ⓘ

Quizzes ▾
LockDown Browser
Respondus Monitor

Geography Midterm Exam on Flags - Requires Respondus LockDown Browser + Webcam 🔗 🗕

✔ 9 completed |
 1 processing |
 1 not attempted

! 2 high priority |
 2 medium priority |
 5 low priority
 ? How is priority determined?

| Last | First | Status | Review Priority | Date | Score | Duration | Notes |
|-------------|------------|--------|--|-------------------------------------|--------|----------|-------|
| Adler | Jane | ✔ | HIGH <div style="width: 100%; height: 10px; background: linear-gradient(to right, red, orange, yellow, green);"></div> | 29 Mar 2018 @ 12:43AM | 71.1 | 33:45 | 🗕 |
| Meainrad | Angelina | ✔ | HIGH <div style="width: 100%; height: 10px; background: linear-gradient(to right, red, orange, yellow, green);"></div> | 19 Mar 2018 @ 9:43AM | 94.0 | 10:55 | |
| Poseidon | Devin | ✔ | MED. <div style="width: 100%; height: 10px; background: linear-gradient(to right, orange, yellow, green);"></div> | 19 Mar 2018 @ 8:34AM | 93.0 | 10:12 | 🗕 |
| Smithsonian | Sebastian | ✔ | MED. <div style="width: 100%; height: 10px; background: linear-gradient(to right, orange, yellow, green);"></div> | 12 Mar 2018 @ 8:17AM | 71.0 | 12:30 | |
| Loebwin | Helen | ✔ | LOW* <div style="width: 100%; height: 10px; background: linear-gradient(to right, green);"></div> | 9 Mar 2018 @ 10:41AM (Attempt 3) | 71.1 * | 33:45 | |
| Gismund | Ravi | ✔ | LOW <div style="width: 100%; height: 10px; background: linear-gradient(to right, green);"></div> | 8 Mar 2018 @ 7:33AM | 94.0 | 10:55 | |
| Adelmar | Linda | ✔ | LOW <div style="width: 100%; height: 10px; background: linear-gradient(to right, green);"></div> | 10 Mar 2018 @ 9:03AM | 85.4 | 9:55 | |
| Genova | Aliaksandr | ✔ | LOW <div style="width: 100%; height: 10px; background: linear-gradient(to right, green);"></div> | 13 Mar 2018 @ 9:15AM | 71.0 | 12:30 | |
| Damodar | Felix | ✔ | LOW <div style="width: 100%; height: 10px; background: linear-gradient(to right, green);"></div> | 9 Mar 2018 @ 9:55AM | 78.0 | 12:15 | |
| Roan | Marcelina | ⚙️ | | | | | |
| Dominica | Zahira | — | | | | | |

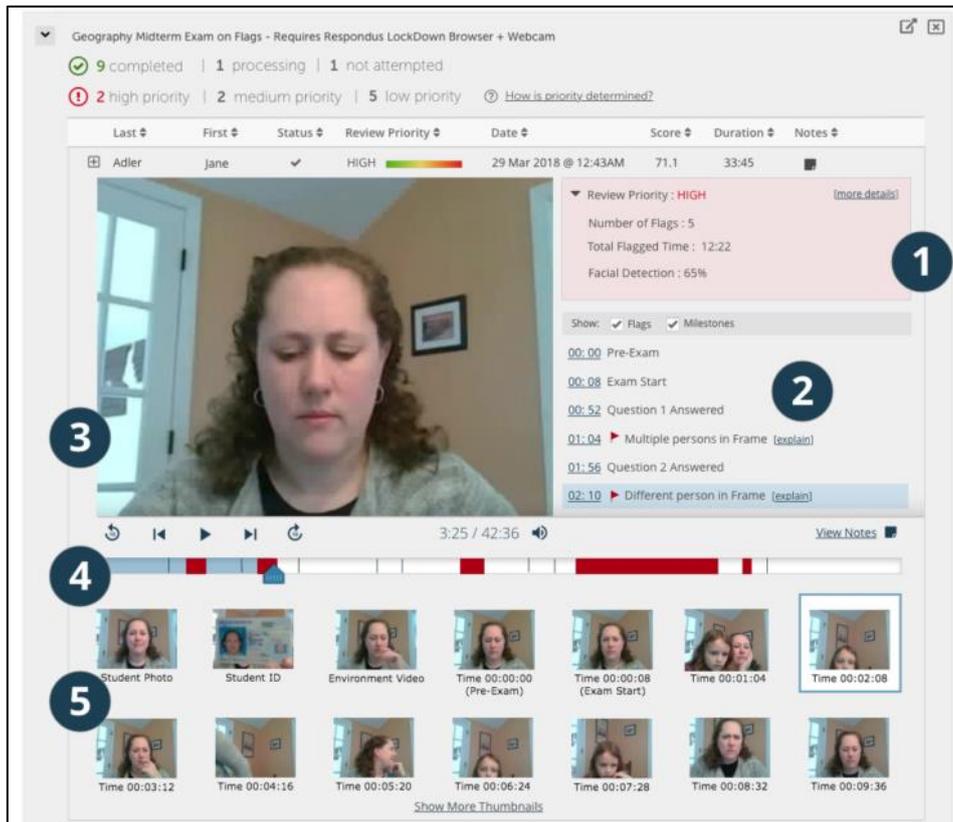
* Student completed multiple attempts, so the priority and score shown may not be for the attempt shown.

Close

| | | |
|--|----------|--------------|
| ▾ 146FinalB-MC - Requires Respondus LockDown Browser + Webcam | Required | Required |
| ▾ Assignment 10 (LDB with Quiz settings)- Requires Respondus LockDown Browser | Required | Not Required |

4) Click [+] to expand the section for a student.

Review Priority is a composite measure that helps an instructor determine which exam sessions warrant a closer look. Results appear as Low, Medium or High, with a green-to-red bar that conveys the quantity and severity of flagged events.



Notes:

- 1) Summary of key data
- 2) List of Flags and Milestones (see explanation below)
- 3) Video playback and controls
- 4) Timeline with flags (red) and milestones (blue)
- 5) Thumbnail images from video

Respondus Monitor generates a list of events from the exam session. "Flags" are events where a problem might exist, whereas "milestones" are general occurrences such as when the exam started, or when a question was answered.

Flagged Events

- **Missing from Frame** — the student could not be detected in the video frame for a period of time
- **Different person in Frame** — a different person from whom started the exam may have been detected in the video frame for a period of time
- **Multiple persons in Frame** — multiple faces are detected in the video for a period of time
- **An Internet interruption occurred** — a video interruption occurred as a result of an internet failure
- **Video frame rate lowered due to quality of internet connection** — if a poor upload speed is detected with the internet connection, the frame rate is automatically lowered for the webcam video
- **Student exited LockDown Browser early** — the student used a manual process to terminate the exam session early; the reason provided by the student is shown
- **Low Facial Detection** — facial detection could not be achieved for a significant portion of the exam
- **A webcam was disconnected** — the web camera was disconnected from the computing device during the exam
- **A webcam was connected** — a web camera was connected to the computing device during the exam
- **An attempt was made to switch to another screen or application** — indicates an application-switching swipe or keystroke combination was attempted
- **Video session terminated early** — indicates the video session terminated unexpectedly, and that it didn't automatically reconnect before the exam was completed by the student
- **Failed Facial Detection Check** — facial detection could not be achieved during the Facial Detection Check portion of the startup sequence
- **Students turned off facial detection alerts** — the student selected "Don't show this alert again" when the facial detection alert appeared during the assessment. The student did not receive alerts after this.

Milestone Events

- **Question X Answered** — an answer to the question was entered (or changed) by the student
- **Pre-Exam** — the webcam recording that occurs between the environment check and the start of the exam
- **Exam Start** — the start of the exam
- **End of Exam** — the exam was submitted

5) Details of the Startup Sequence and the exam session are shown in thumbnails. Click a thumbnail to view the video from the time indicated. Videos can be marked as reviewed or have comments added by the instructor.