

# Preparing a quiz or exam that requires students to use Respondus LDB & Monitor

## Overview

To set up a quiz in eLearning that requires students to use LockDown Browser and Monitor, follow these steps.

## Instructions

### Step 1

Log in to eLearning and select the appropriate course.

### Step 2

Locate the link to the **LockDown Browser Dashboard** on your Course Navigation Bar. Upon selecting the Dashboard link, a list of quizzes in the course is displayed.

### Step 3

Set up LDB properties.

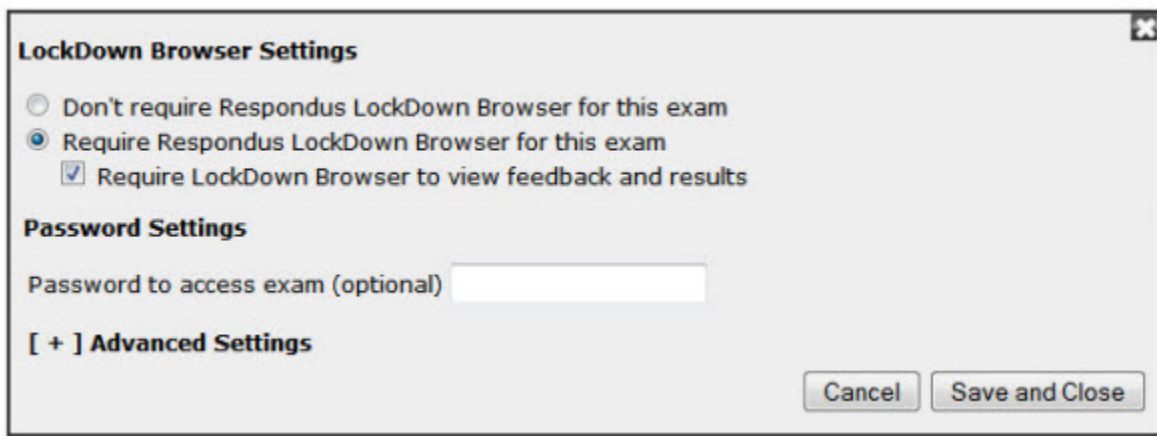
Once in the dashboard, any quizzes that exist in your course will display.

- Quizzes labeled with "Required" require students to use LockDown Browser
- Quizzes labeled with "Not Required" don't require LockDown Browser

To change the settings, select Modify Settings from the context menu to the left of the quiz title and select the desired option.

You may additionally require that LockDown Browser be used to view quiz feedback and results.

Optionally you may create a password that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the quiz.

The image shows a screenshot of the 'LockDown Browser Settings' dialog box. It has a title bar with a close button. Inside, there are two radio buttons: 'Don't require Respondus LockDown Browser for this exam' and 'Require Respondus LockDown Browser for this exam'. The second option is selected. Below it is a checked checkbox for 'Require LockDown Browser to view feedback and results'. Under the 'Password Settings' section, there is a text input field for 'Password to access exam (optional)'. At the bottom left is a link '[ + ] Advanced Settings'. At the bottom right are 'Cancel' and 'Save and Close' buttons.

### Step 4

Click the plus sign next to **Advanced Settings** and make your selections from the available options for the LockDown Browser. Click the "explain" link for further details about each setting.

- The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
- The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
- The third setting will allow specific students to access the exam with screen reader accessibility programs. See [www.respondus.com/accessibility](http://www.respondus.com/accessibility) for an additional step that's required by the student.
- The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar. For additional information, select the [explain] link that follows each setting.

**LockDown Browser Settings**

☐ Don't require Respondus LockDown Browser for this exam  
☒ Require Respondus LockDown Browser for this exam  
☒ Require LockDown Browser to view feedback and results

**Password Settings**

Password to access exam (optional)

**[ - ] 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 specific students to access this exam with screen readers (e.g. JAWS, Window-Eyes) [\[explain\]](#)  
☐ Enable Calculator on the toolbar [\[explain\]](#)  
☐ Enable Printing from the toolbar [\[explain\]](#)

## Step 5

Set up Monitor properties.

To require all students use a webcam during the exam, select **Require Respondus Monitor for this exam**.

To give students the option to either take the exam with a webcam or in a proctored testing lab, select **Either Respondus Monitor or a proctored lab can be used to take this exam**.

- A test password will then be required to access the test (for use in proctored settings).

Now 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 and can be reordered by dragging and dropping them to the desired order.

**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

**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. Except for the Webcam Check which is always first, the order that items are shown in the startup sequence can be changed by dragging and dropping the items.

☒ Webcam Check [Preview](#)  
☒ Student Photo [Preview](#)  
☒ Show ID [Preview](#) [Edit Text](#)  
☒ Environment Check [Preview](#) [Edit Text](#)  
☒ Additional Instructions [Preview](#) [Edit Text](#)

**[ + ] Advanced Settings**

## Step 6

Click the plus sign next to **Advanced Settings** and make your selections from the available options for Monitor. Click the "explain" link for further details about each setting.

**[ - ] 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:  [\[explain\]](#)

**Step 7**

Click **Save and Close** to apply settings.

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