Respondus LockDown Monitor Guide

This guide provides instructions on setting up Respondus Monitor with a quiz that has Respondus LockDown Browser enabled. Respondus Monitor enables the instructor to protect the integrity of exams when taken in a non-proctored online environment. Here, students follow a startup sequence by providing identification and verifying their environment. The student’s environment is recorded throughout the exam.

Follow these steps to setup Respondus Monitor for an exam.

**Step 1:** First, create a quiz in your course and enable Respondus LockDown Browser by following guide I.

**Step 2:** Go to the Lockdown Browser menu

A. Click on LockDown Browser Menu on the bottom left of your canvas page.

B. Click on the dropdown on the left of quiz for which you want to setup LockDown Browser and select modify settings.
Step 3: As shown in figure, “Don’t require Respondus Monitor is selected.”

A. If you want to use Respondus Monitor for the quiz, select one of the following options: (Shown by red box in below figure)
   1. Require Respondus Monitor for this exam
   2. Either Respondus Monitor or a proctored lab can be used to take this exam
      If this option is selected, students not using monitor will still need to use LockDown Browser to take the quiz.
B. The dialog following this shows a sequence of optional events that can occur before the webcam session begins. (Shown by yellow box in figure above)

C. You can drag and drop options with arrow. Doing this, you can change the sequence in which the event occurs. If you do not want a certain event to happen, you can uncheck the checkbox beside it.

D. It is possible to edit the text that will display at the time of the event. You can do this by clicking on the edit text button beside a particular event. Change the text as required, and click on the “Save and Close” button, as shown in figure below.

You can also preview each sequence by clicking on preview beside the sequence. While in preview, you first need to allow privacy settings on the window. After this follow the steps as guided.
E. Some Advanced Settings are also available for setting up Respondus Monitor.

These are:

1. **Allow another application to use the microphone during this exam.**
   This option lets you choose if you want to allow use of microphone by an application other than Respondus Monitor. For example, a foreign language application where students provide oral answers.

2. **Make webcam videos additionally available for viewing on mobile devices (allow 24 hours).**
   By checking this option, you can allow the videos to be stored on user’s devices for 24 hours.

3. The next is setting name of demo_student, using which the instructor can take a quiz using Respondus Monitor. The name cannot be changed, after it is used once by Respondus Monitor.

**Step 4:** Once you are satisfied with settings, click on Save and Close button. You will see “Required” or “Optional” appears against the quiz for Respondus Monitor.