

## Respondus Monitor Guide

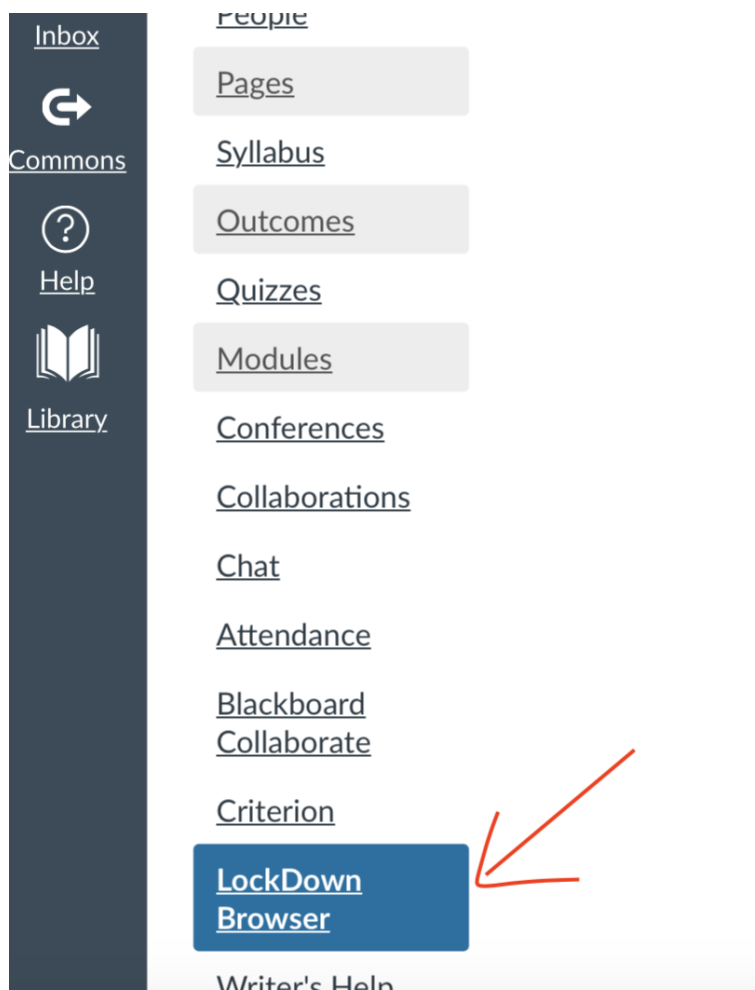
This guide provides instructions on setting up Respondus Monitor with a quiz that has Respondus LockDown Browser enabled. Respondus Monitor enables the instructor to protect the integrity of exams when taken in a non-proctored online environment. Here, students follow a startup sequence by providing 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 1.

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

- Click on the Respondus 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 Respondus LockDown Browser and select 'Modify Settings'.

## Respondus LockDown Browser Dashboard

About LockDown Browser ⓘ

Quizzes ▾	LockDown Browser	Respondus Monitor
▼ Unnamed Quiz	Not Required	Not Required

Modify Settings

Review Early Exits

[Get help or provide feedback on LockDown Browser or Respondus Monitor](#)

- c. If you want to use Respondus Monitor for the quiz, select one of the following options:
- Require Respondus Monitor for this exam
  - Check the boxes as per your need like 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.

### 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

Access code for this exam (optional)

### [ + ] Advanced Settings

#### 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

- d. You can use a checklist sequence to check the environment just to make sure everything is working. You can also reorder the check actions by using the double-sided arrow mark.

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. The order of most items in the startup sequence can be changed using drag and drop.

Webcam Check [Preview](#)

↕  Student Photo [Preview](#)

↕  Show ID [Preview](#) [Edit Text](#)

Environment Check [Preview](#) [Edit Text](#)

↕  Additional Instructions [Preview](#) [Edit Text](#)

[ + ] **Advanced Settings**

- e. 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 below.

Additional Instructions [Preview](#) [Edit Text](#)

Edit Text

During this exam, you shouldn't access other resources (a phone, tablet, notes, books, etc.) or communicate with other people. Please stay in your seat and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and submitted it for grading.

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.

- f. There are a few Additional Settings as well to use while setting up the Respondus Monitor.

#### **[ - ] 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).

They 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.

**Step 3:** 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.

That shows that the LockDown Browser is mandatory and the Respondus Monitor is optional.