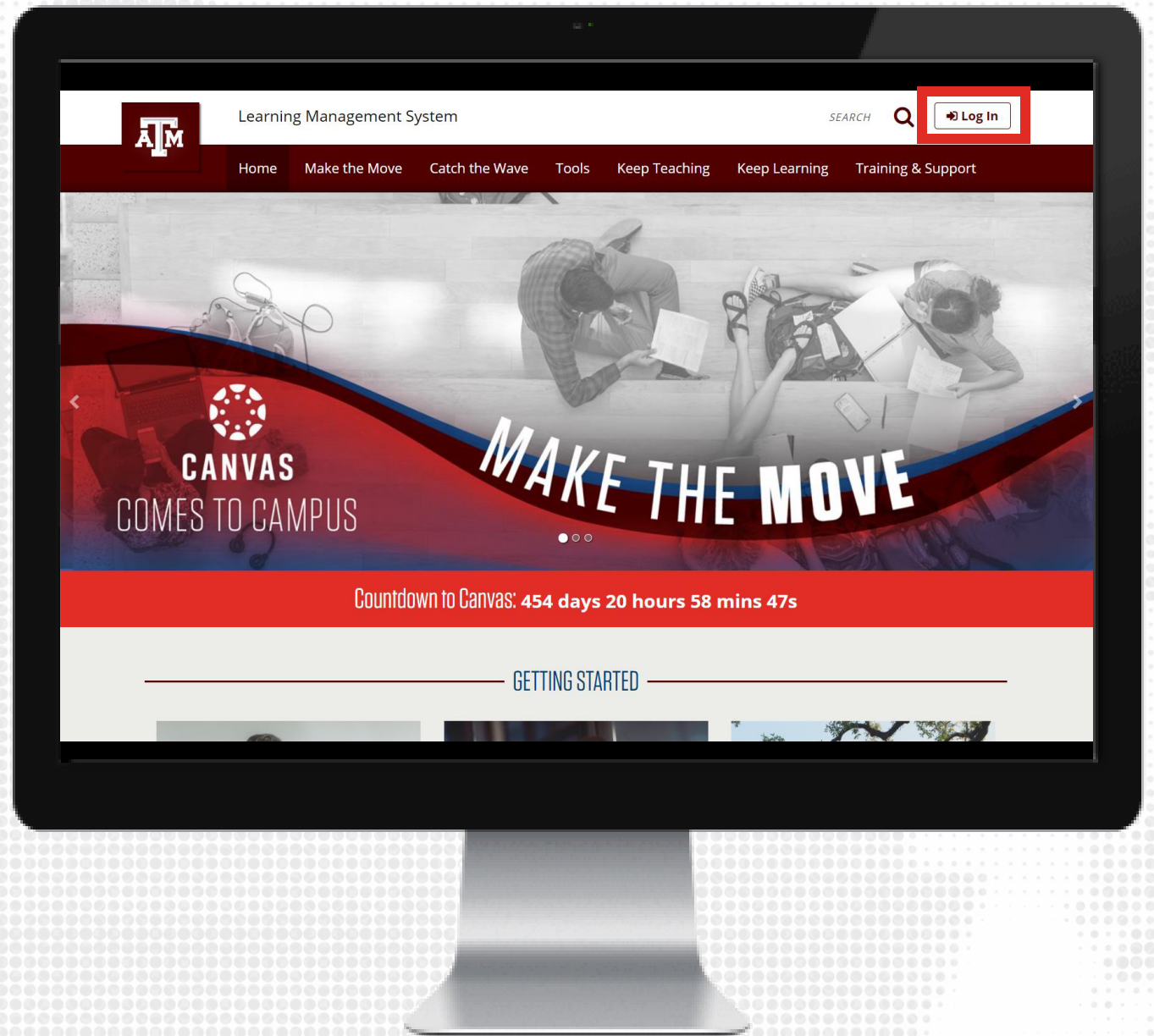# PROCTORING WITH RESPONDUS LOCKDOWN BROWSER IN CANVAS

Presented by the Office for Academic Innovation
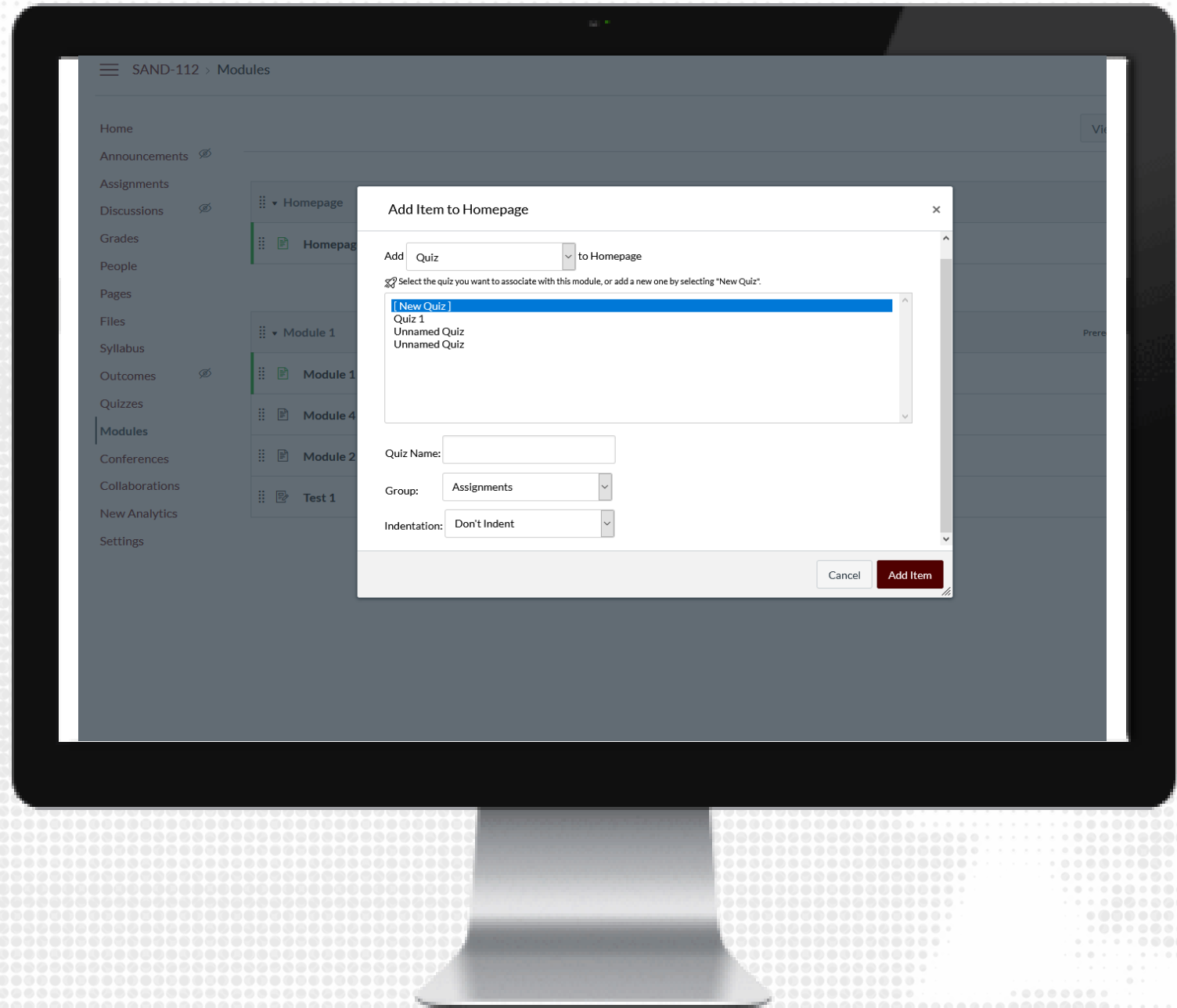
LOG IN

1. Navigate to LMS.TAMU.EDU
2. On the top right -hand corner, click on Log In
3. Login using your TAMU NetID and password
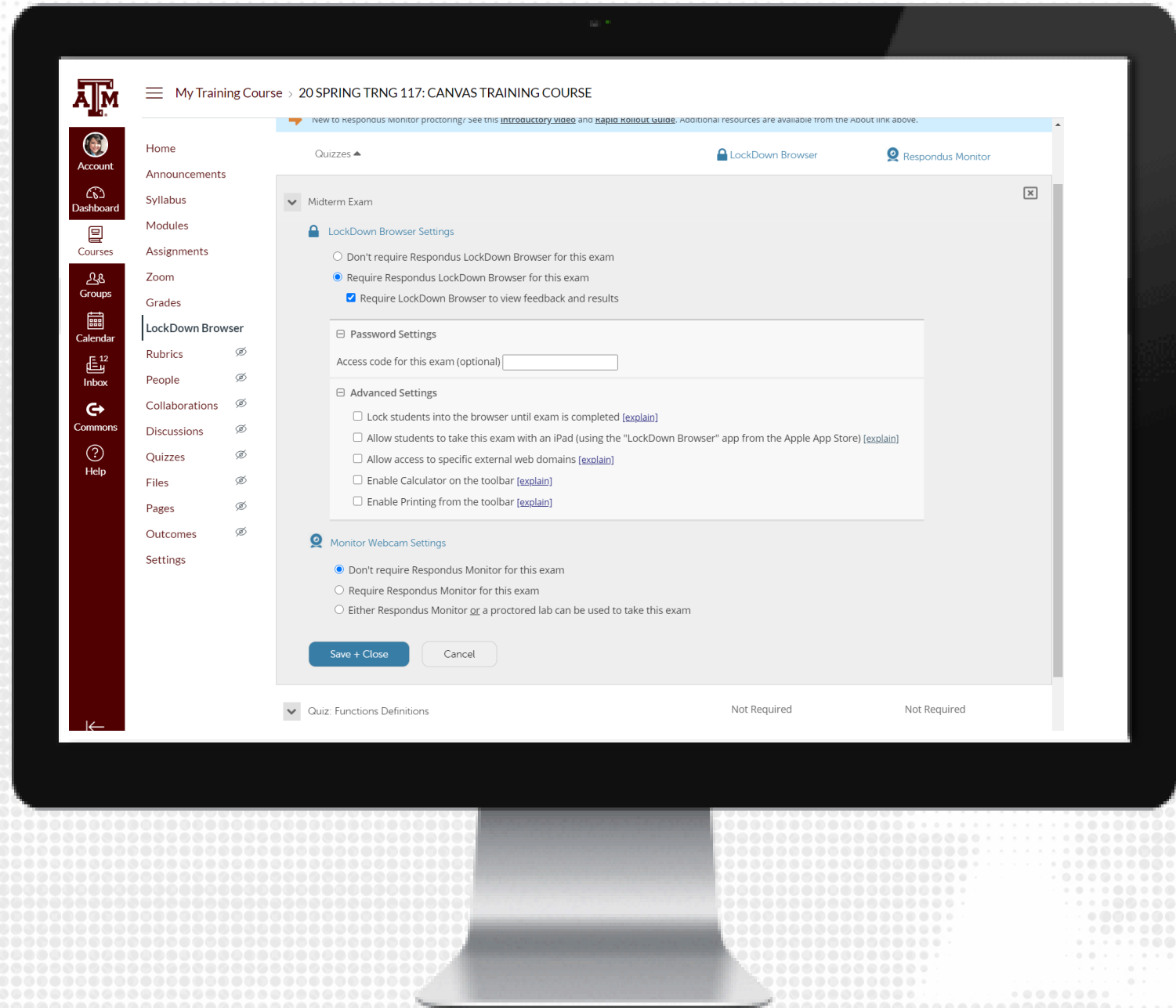
CREATE EXAM

1. From the course navigation, click on Modules

2. From within a Module, click the + sign

3. Select Quiz in the drop -down menu and click [New Quiz]

4. Enter quiz name

5. Click Add item
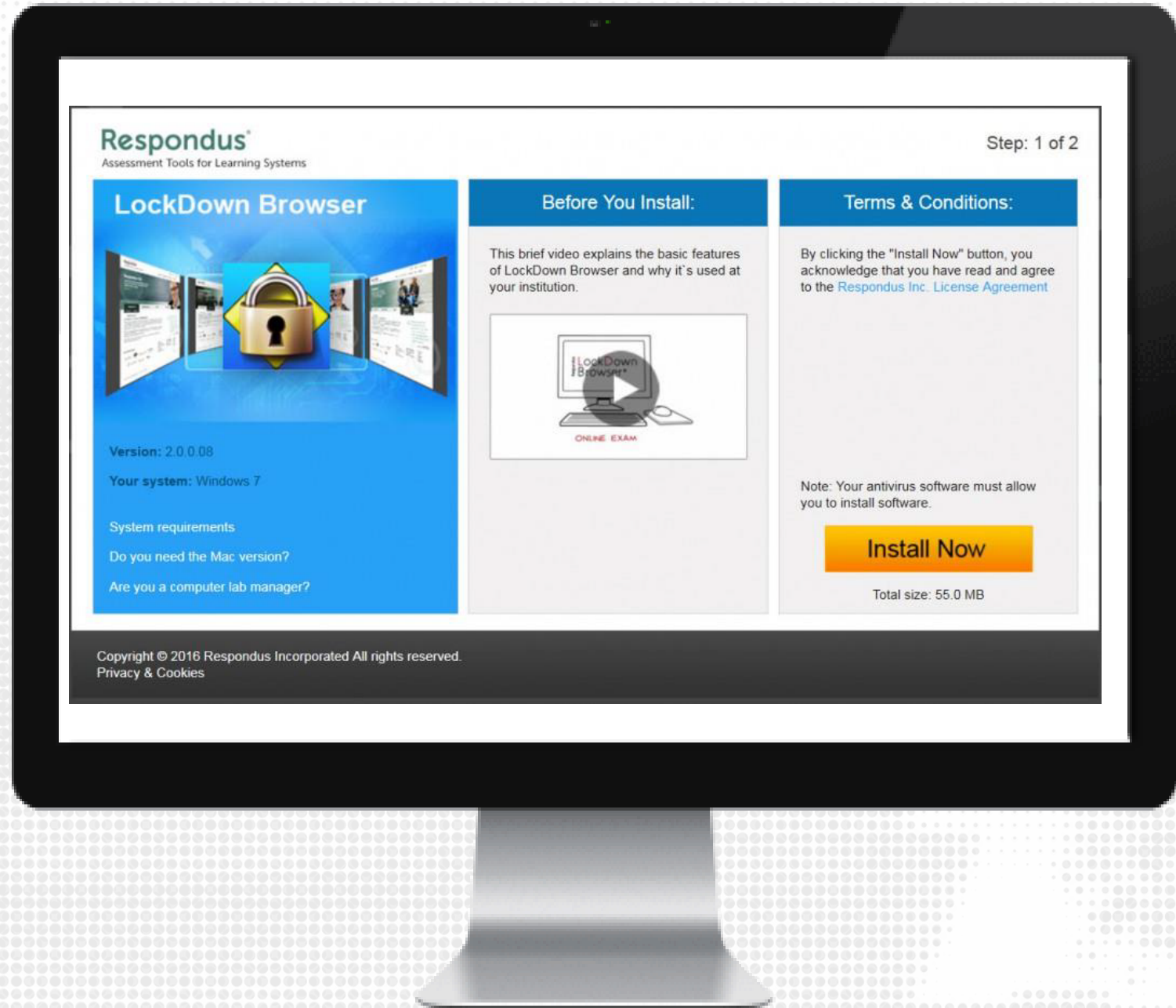
ENABLE RESPONDUS

1. From the course navigation, click on Respondus   Lockdown Browser
2. Locate the quiz from those listed and click the arrow to Modify Settings
3. Select the radio button to Require   LockDown Browser for this exam
4. Modify the Advanced Settings as needed.
   Password Settings (optional)
   Advanced Settings (optional)
   Review and modify settings pertaining to the exam
5. If Respondus   Monitor will also be used, select the radio button and modify settings as needed
6. Save and Close the   Respondus   settings

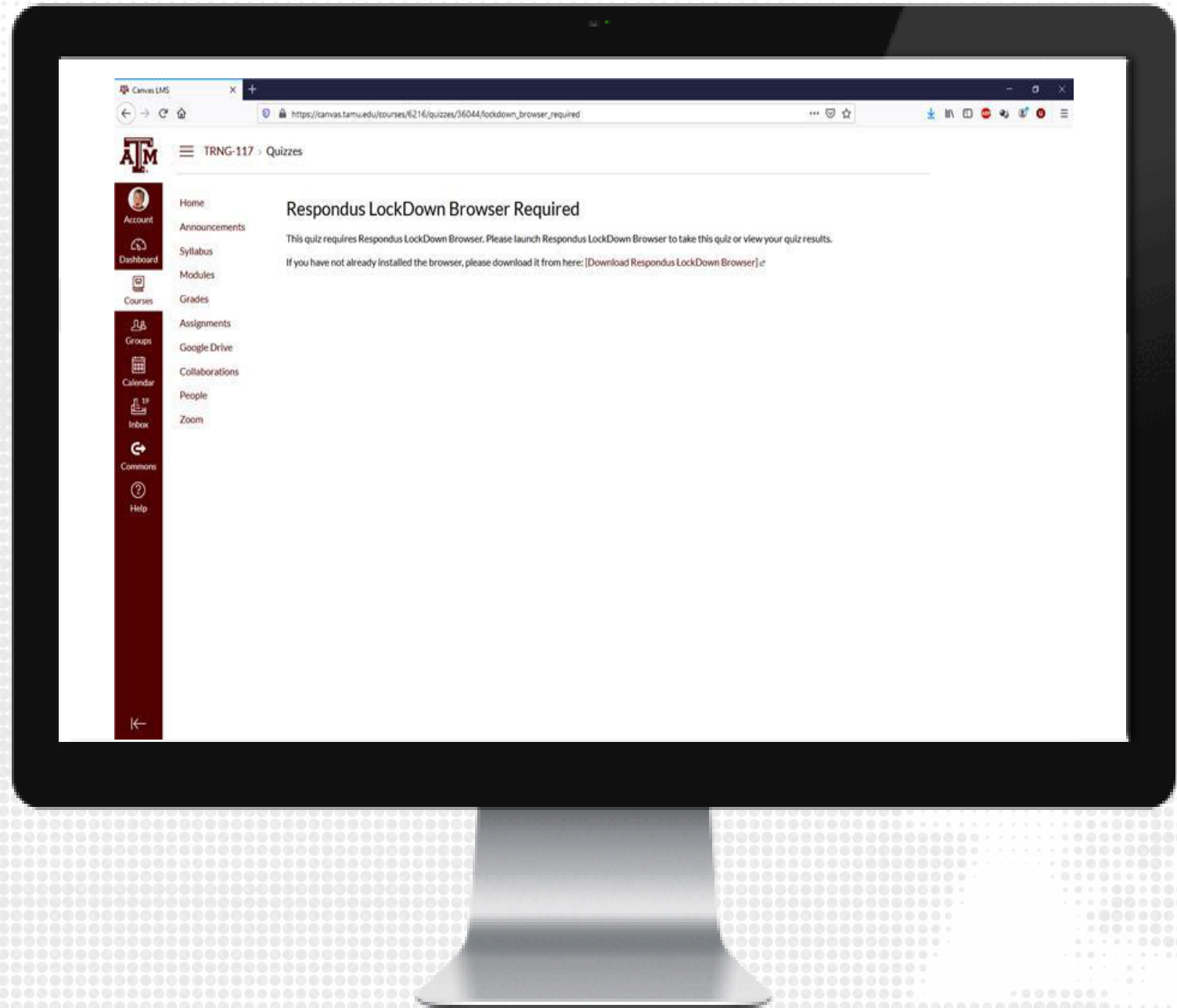**Note:** Respondus   works best with Chrome

STUDENT INSTRUCTIONS

- Deliver instructions to students on how to download and install Respondus LockDown Browser
  - This application is only available for Window PCs and MacOS. Any other system will not be able to download this software.
  - For any other system, we recommend to use Zoom proctoring.
- Students should launch and test the tool at least 24 hours prior to the exam to ensure it works

STUDENT RESPONDUS DOWNLOAD

- The students can download Respondus   by trying to start the quiz.
- They will then receive instructions on downloading Respondus .
- Then students will get a choice between taking their quiz in eCampus   or Canvas.
- Students will have to use   Respondus Lockdown Browser to take the test and review the results.
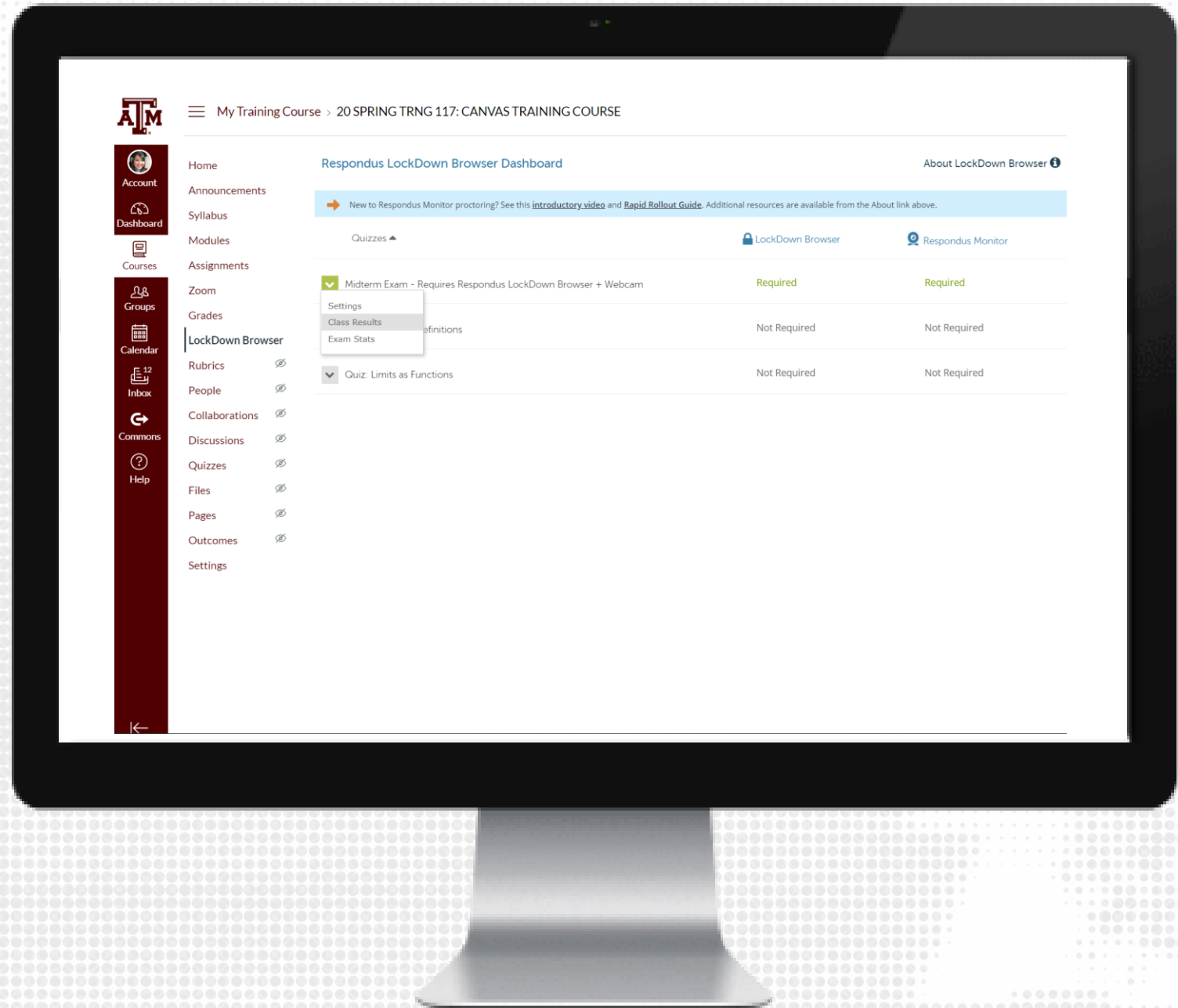
CLASS RESULTS

1. From the course navigation, click on Respondus LockDown Browser

2. Click the down arrow next to the quiz you wish to review, and choose Class Results

3. Click + (the plus sign) next to a student's name to see details about that student's session

4. Thumbnails in the student's report point to moments in the video when violations may have occurred

5. Once you have reviewed a student's session, you can click the button in the "Reviewed" column to help you keep track. Note: It is recommended that you check each student's authentication photo against the student ID photos, even those with low review priority, to ensure the correct students took the exam.

RESPONDUS BEST PRACTICES

- We recommend to conduct a Pre -exam check using Respondus Lockdown Browser, such as a practice exam, at least 24 hours before the exam.

- Request students to download Respondus Lockdown before testing window open.

- We recommend faculty and/or TAs to be available for students during the exam window to assist with any issues they may encounter, including internet or technical issues with their device.

- It is not recommended to use Zoom and Lockdown Browser in conjunction due potential issues.

- Build in extra time to the exam to allow for technical setups and checks

RESOURCES

SUPPORT

- support@instructure.com
- 877-875-9232