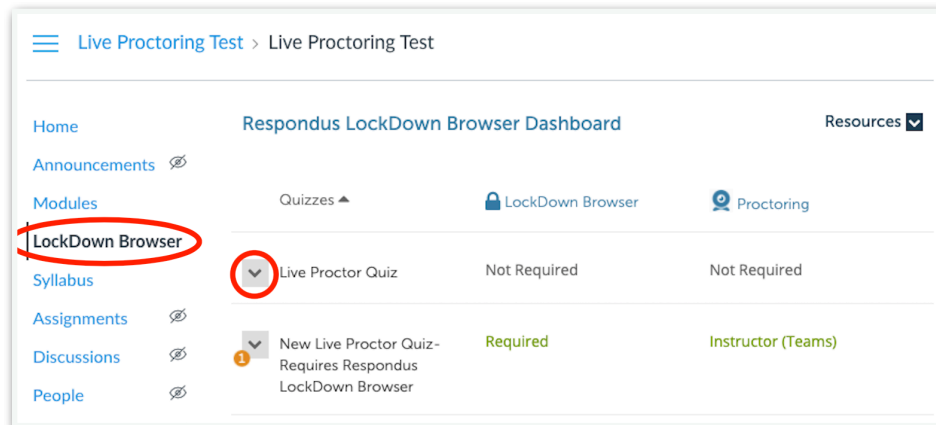**Using Live Proctoring in LockDown**
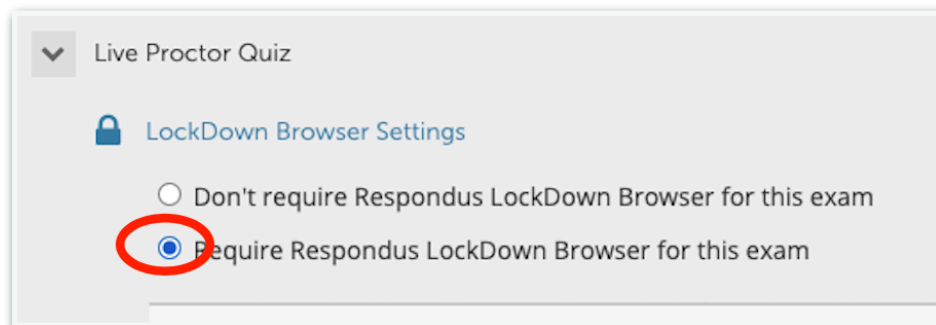
Live Proctoring allows teachers to use Teams to monitor students while they complete quizzes in LockDown Browser.

Setup the Quiz:
• Create a Teams link *(if you don't have one)* for students to be able to join a Teams meeting.
• Create a Quiz *(Classic or New)* in Canvas as you normally would.
• Click on **LockDown Browser** link in your course in Canvas. Then click on the **down arrow** next to the quiz for which you wan to enable the LockDown Browser.

• Click on **Settings** under the dropdown arrow and click the button next to **Require Respondus LockDown Browser for this exam.**

• Click the **+** next to **Advance Settings** and check the box next to Allow Students to use LockDown Browser for Chromebook. You can have this checked whether the student is on Chromebook or MacBook. You may add an access code or other features as desired.

- Click the button next to **Allow instructor live proctoring for this exam**.
- Choose **Teams** for the video conferencing system.
- Add a start code that will be given verbally to students via Teams.
- (Optional) Click the check next to Include additional instructions to students. Edit the instructions as necessary.
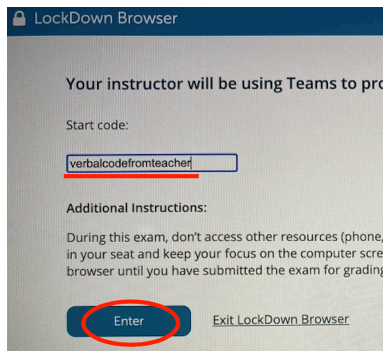

- Click **Save and Close**.
- Arrange your quiz in a **module** where students will be able to access the quiz.
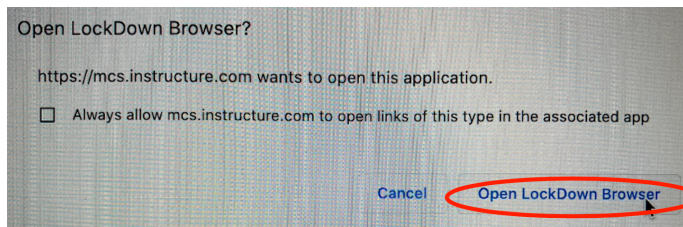
Administer the Quiz:
> *(Note: Chromebooks should already have the LockDown Browser extension installed. MacBooks will need Respondus LockDown Browser 2.0.7 or higher installed from Self Service.)*

MacBooks
- Open your Teams meeting and have students join the appropriate meeting. Students should have their camera enabled.
- For Classic Quizzes, direct students to open Respondus LockDown Browser (Must be version 2.0.7 or higher), login to Canvas, navigate to the quiz and wait for the start code which will be provided by the teacher. (Note: Students won't see the teacher once LDB is launched. Teams will be running in the background.)
- Students will enter the start code and click enter. They will complete the quiz and submit as normal.

- For New Quizzes, direct students to open Chrome (or normal web browser), login to Canvas, and navigate to the quiz. When students get to the quiz, they should be prompted to Open LockDown Browser. (Students will need to have popups enabled.) In LDB, student will click begin and wait for a start code which will be provided by the teacher. (Note: Students won't see the teacher once LDB is launched. Teams will be running in the background.)
- Students will enter the start code and click enter. They will complete the quiz and submit as normal.

Chromebooks
- Open your Teams meeting and have students join the appropriate meeting. Students should have their camera enabled.
- For New or Classic Quizzes, direct students to open Chrome, login to Canvas, and navigate to the quiz. When students get to the quiz, they should be prompted to Open LockDown Browser or it should open automatically. In LDB, student will click begin and wait for a start code which will be provided by the teacher. (Note: Students won't see the teacher once LDB is launched. Teams will be running in the background.)
- Students will enter the start code and click enter. They will complete the quiz and submit as normal.