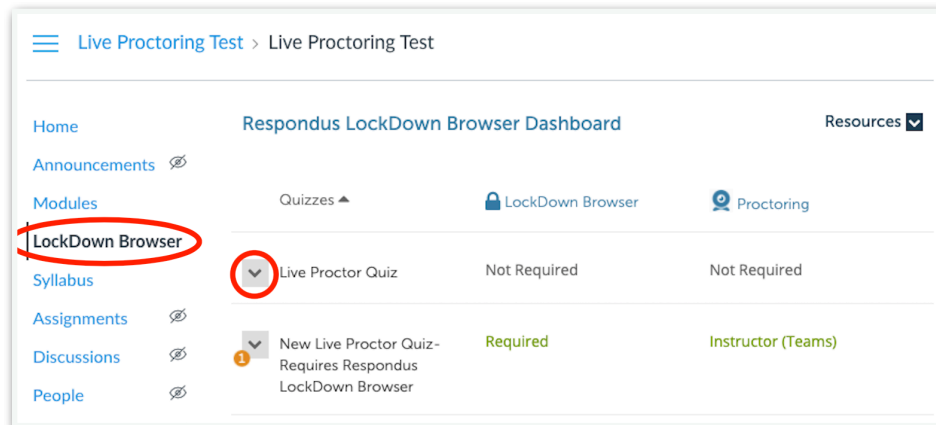


Using Live Proctoring in LockDown

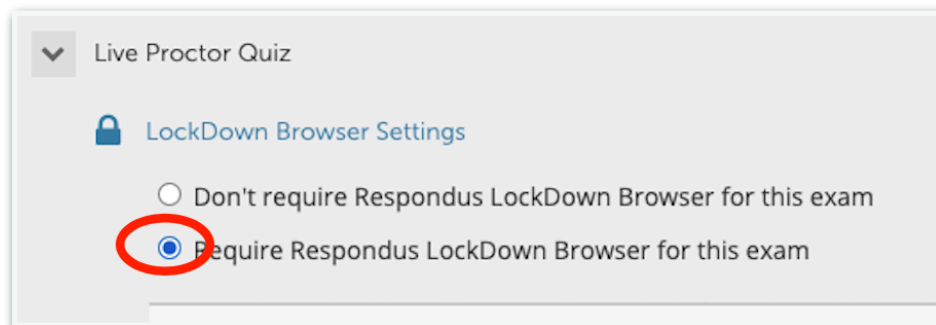
Live Proctoring allows teachers to use Teams to monitor students while they complete quizzes in LockDown Browser.

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 want 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.

Password Settings
 Access code for this exam (optional)

Advanced Settings

- Require LockDown Browser to view feedback and results
- Lock students into the browser until exam is completed [\[explain\]](#)
- Allow students to take this exam with an iPad (using the "LockDown Browser" a
- Allow students to use LockDown Browser for Chromebook (beta) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)

- 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.

Don't require proctoring for this exam
 Allow instructor live proctoring for this exam (via Zoom, Teams, e

Instructor Live Proctoring
 The instructor live proctoring option allows a video conference to ru
 Browser. This option is for live, synchronous proctoring by the instr
 possible to observe and track all students during a video conference
 the student has a second device for video conferencing.)

Select your video conferencing system

Start code [\[explain\]](#)

Include additional Instructions to students [Edit Text](#)

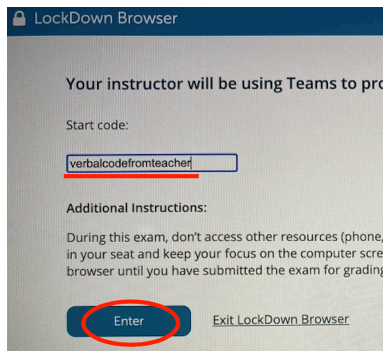
- Click **Save and Close**.
- Arrange your quiz in a **module** where students will be able to access the quiz.

Administer the Quiz:

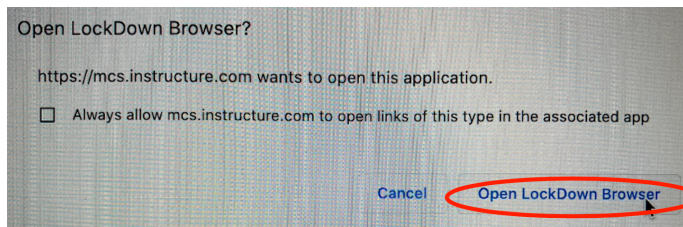
(Note: Chromebooks should already have the LockDown Browser extension installed. MacBooks will need Respondus LockDown Browser 2.0.7 or higher installed from Self Service.)

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.