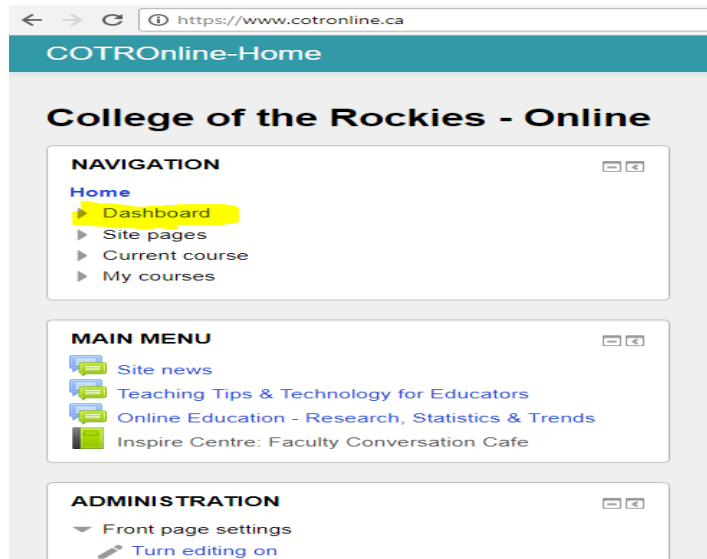
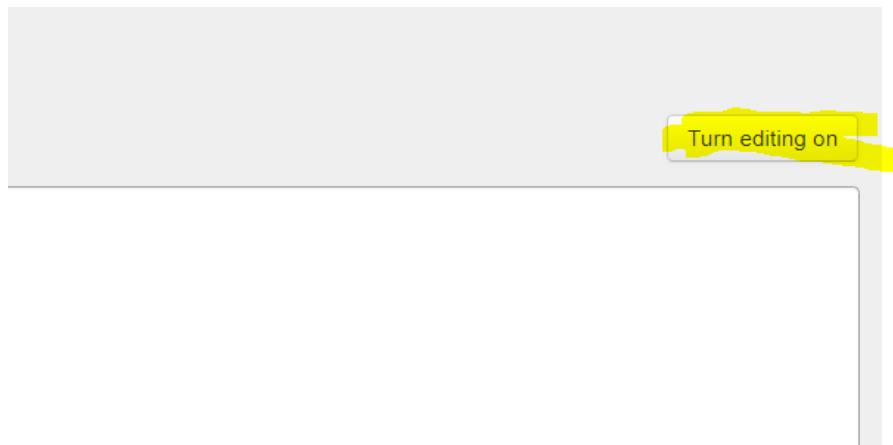


## RESPONDUS LOCKDOWN BROWSER EXAM SETUP MANUAL

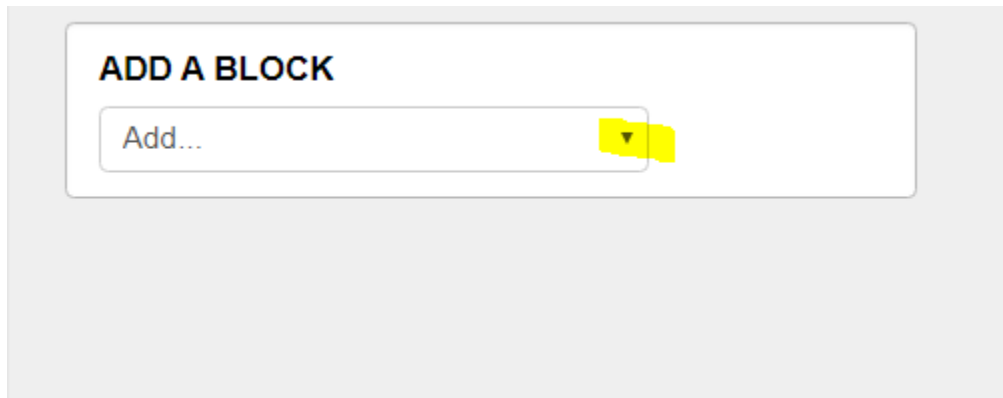
1. Login into <https://www.cotronline.ca> and click on the Dashboard located on the top left hand side in the **NAVIGATION BLOCK**. Then select the course that you want Respondus LockDown Browser in.



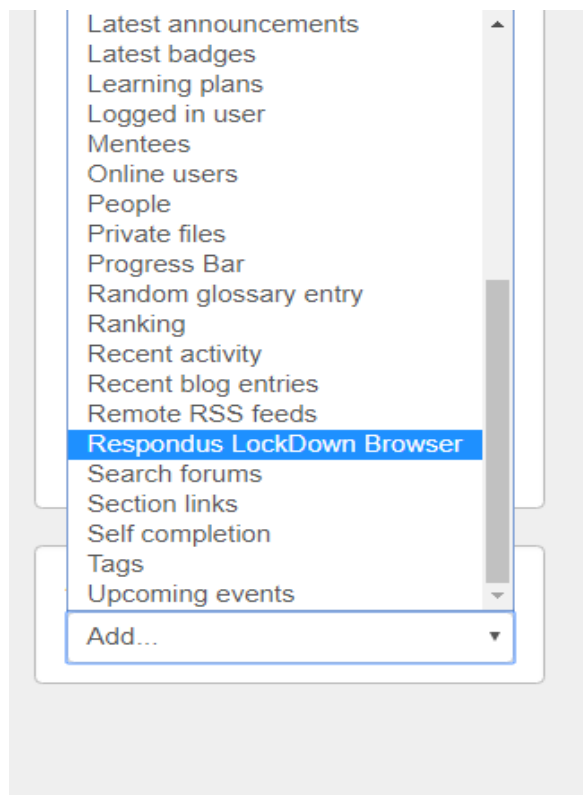
2. Once in the course, at the top right hand side, click **Turn editing on**.



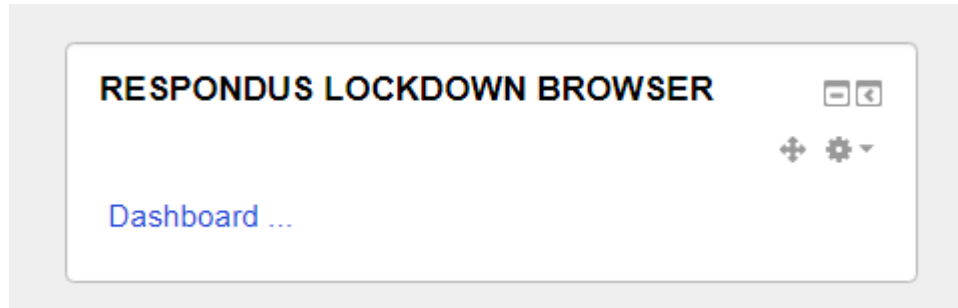
- Now that you have turned the editing on, scroll down, and at the bottom left hand side you will find a block called **ADD A BLOCK**. Click on the dropdown menu. Then scroll down and choose **Respondus LockDown Browser**. You need to click on it in order to add the block. **REMEMBER: YOU ONLY HAVE TO ADD REPENDUS LOCKDOWN BROWSER ONCE INTO YOUR COURSE. IT WILL ALWAYS BE THERE ONCE IT HAS BEEN ADDED.**



- Select Respondus LockDown Browser here.



- The **Respondus LockDown Browser** has now been added as a block in the course. Respondus LockDown Browser block will be located above the **ADD A BLOCK** block. If you scroll down to the bottom left hand side of your course, the Respondus LockDown Browser” block will be visible. To proceed, click on the Dashboard link.

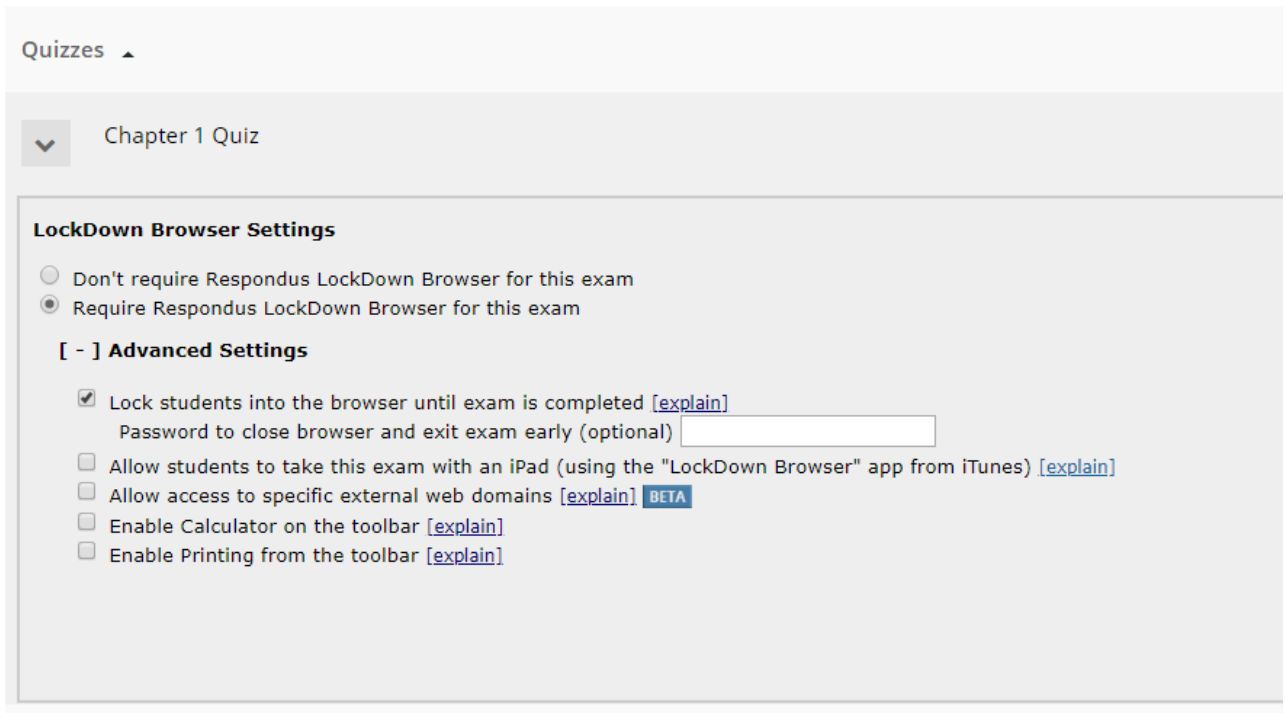


- In the Dashboard window you will see all of your quizzes. Click on the down arrow located on your left hand side next to the quiz’s title. Then Click on **Modify Settings**.

[About LockDown Browser](#) ⓘ

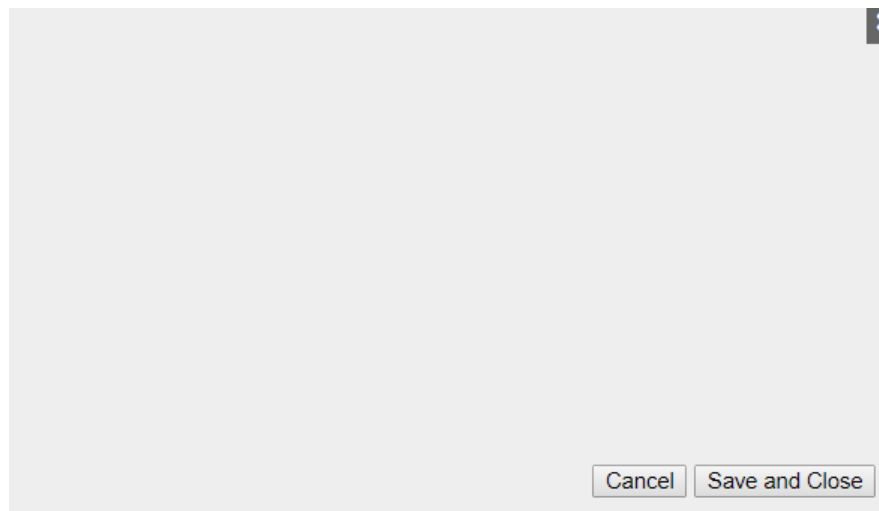
Quizzes ▾		LockDown Browser
Chapter 1 Quiz		Not Required
▾	Modify Settings	
Review Early Exits	- Due January 13, 2018 at 23:59- Requires Respondus LockDown Browser	Required

6. Select “**Require Respondus LockDown Browser for this exam**”. Then click on **[+] Advanced Settings**. Next, select **Lock the students into the browser until exam is completed**. You can select any other options you want depending on your needs.



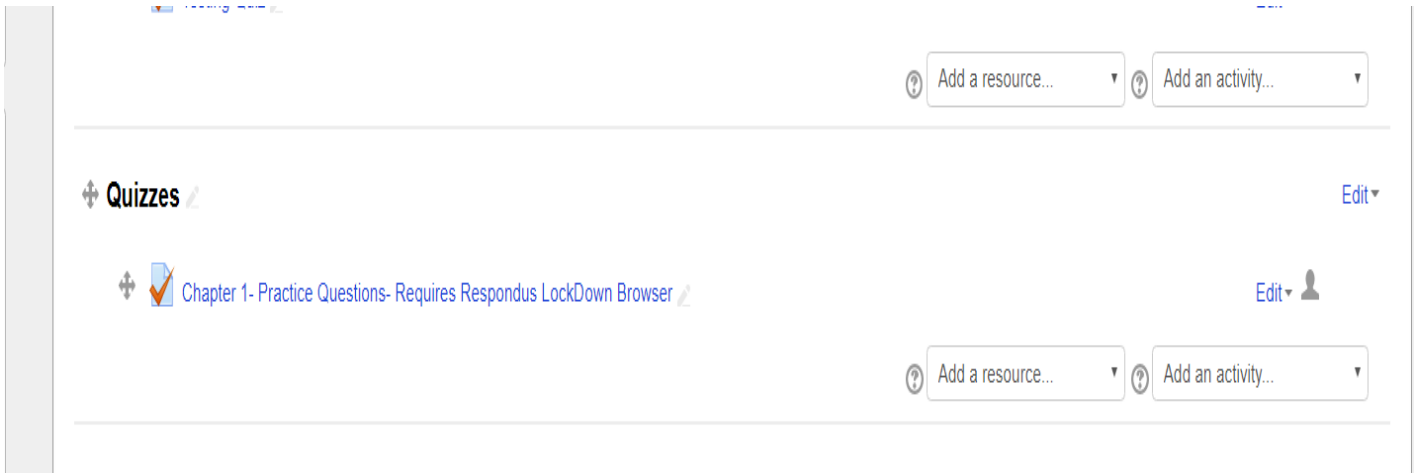
The screenshot shows the 'Quizzes' section with a dropdown menu for 'Chapter 1 Quiz'. Underneath, the 'LockDown Browser Settings' are displayed. Two radio buttons are present: 'Don't require Respondus LockDown Browser for this exam' (unselected) and 'Require Respondus LockDown Browser for this exam' (selected). Below these, the 'Advanced Settings' section is expanded, showing several checkboxes: 'Lock students into the browser until exam is completed' (checked), 'Allow students to take this exam with an iPad (using the "LockDown Browser" app from iTunes)' (unchecked), 'Allow access to specific external web domains' (unchecked), 'Enable Calculator on the toolbar' (unchecked), and 'Enable Printing from the toolbar' (unchecked). A text input field for a password is also visible next to the first checked option.

7. Once you are done with the **Advanced Setting** options, click on **Save and Close** located on the bottom right hand side of the screen.



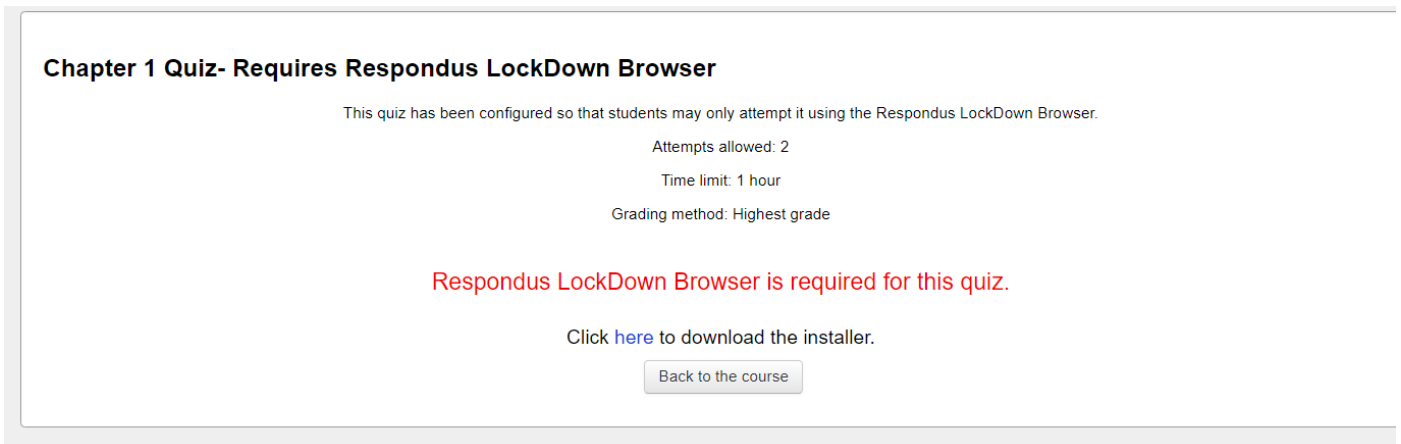
This screenshot shows the bottom right corner of the settings window. It features a small 'x' icon in the top right corner and two buttons at the bottom: 'Cancel' and 'Save and Close'.

8. Go back to your course quiz and verify that **Requires Respondus LockDown Browser** is applied.



The screenshot shows a course management interface. At the top, there are two dropdown menus: 'Add a resource...' and 'Add an activity...'. Below this is a section titled 'Quizzes' with an 'Edit' button. Under 'Quizzes', there is a list item for 'Chapter 1- Practice Questions- Requires Respondus LockDown Browser' with an 'Edit' button and a user icon. At the bottom, there are two more dropdown menus: 'Add a resource...' and 'Add an activity...'.

9. The window bellow is what the students will see when they click on the quiz.



**Chapter 1 Quiz- Requires Respondus LockDown Browser**

This quiz has been configured so that students may only attempt it using the Respondus LockDown Browser.

Attempts allowed: 2  
Time limit: 1 hour  
Grading method: Highest grade

**Respondus LockDown Browser is required for this quiz.**

Click [here](#) to download the installer.

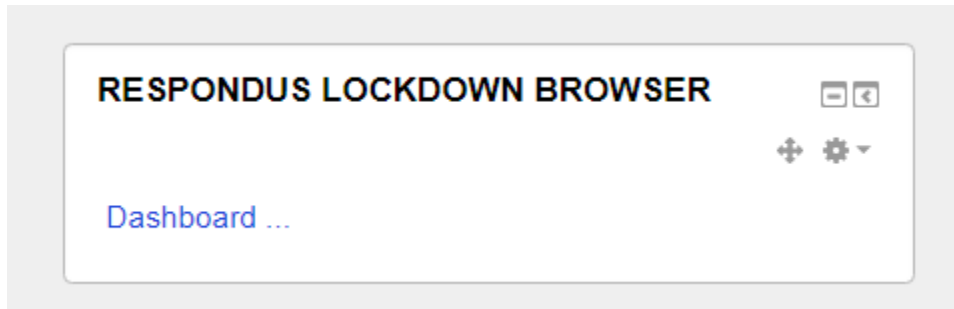
[Back to the course](#)

10. The Respondus LockDown Application icon can be located on the desktop of each computer in the labs. The icon looks like this.

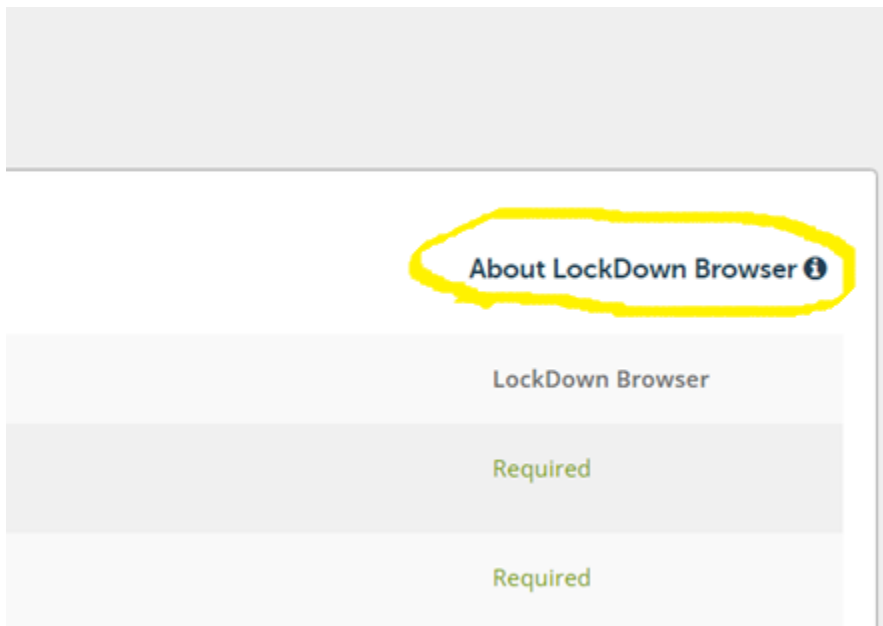


## OTHER HELPFUL INFORMATION

- Open the Respondus LockDown Browser Dashboard.



- Once you have opened the Dashboard, at top right you will find a link called **About LockDown Browser**. Click on it.



- This will open a window with an explanation of the purpose of Respondus, including **Video Tutorials** (explaining how to set up a quiz/exam) and links to more information.

## Respondus LockDown Browser

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### About LockDown Browser

Welcome

Video Tutorials

Getting Started

Resources



Prevent Cheating During  
Online Quizzes

Don't show this page again

[Continue to LockDown Browser >](#)