

Applying Respondus LockDown Browser to a quiz

You can create quizzes in two locations: The Content tool and the Quizzes tool. After you save the new quiz for your course, it appears in the Manage Quizzes tab. You can apply the Respondus LockDown Browser to any quiz listed in the Manage Quizzes tab using the options available in the LockDown Browser tab.

1. From the Brightspace home page, select the course where you have created the quiz.
2. Click **Quizzes** from the navigation bar. If it does not appear on your navigation bar, click **More** and then select **Quizzes** from the list.
3. Click the **LockDown Browser** tab.



Figure: Click **LockDown Browser** to view the LockDown Browser dashboard.

4. On the **Dashboard** tab of **LockDown Browser**, click the drop-down arrow beside your quiz and click Settings to open the LockDown Browser settings for the quiz.



Figure: Click the **Settings** option.

5. Click the **Require Respondus LockDown Browser for this exam** to change the setting.

Depth of the Ocean (sections)

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Save + Close Cancel

Figure: Click the **Require Respondus LockDown Browser for this exam** radio button to use LockDown Browser.

Depth of the Ocean (sections)

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

[-] Password Settings

Password to access exam (optional)

[+] Advanced Settings

Proctoring

Don't require proctoring for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Save + Close Cancel

Figure: When you select **Require Respondus LockDown Browser for this exam**, additional settings become available, including **Password Settings**, additional **Advanced Settings**, and **Proctoring** settings.

6. Enter a **Password to access exam**, if applicable.

7. Click **Advanced Settings** to expand and view additional options.

Depth of the Ocean (sections)

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Password Settings

Password to access exam (optional)

Advanced Settings

Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)

Lock students into the browser until exam is completed [\[explain\]](#)

Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

Allow access to specific external web domains [\[explain\]](#)

Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)

Figure: Check the desired options for your quiz in the The LockDown Browser settings.

Important: The settings in the Lockdown Browser Settings area are an integration with Respondus; only the two options selected in the previous image (**Require Respondus LockDown Browser for this exam** and **Require LockDown Browser to view post-exam feedback and results**) are saved to the Brightspace database. The other settings are saved by Respondus on their server. As a result, if this quiz is copied into other courses, those two settings are the only two that are copied with the quiz into the new course.

8. Review the available **Advanced Settings** and select any that apply to your quiz.
Note: For more information about each **Advanced Setting**, click **explain** beside each list item.
9. Click to select any proctoring settings that are applicable. By default, **Don't require proctoring for this exam** is selected.
10. Click **Save + Close**.

When you save the quiz with the Respondus LockDown settings applied, the name of the quiz is appended to include **Requires Respondus LockDown Browser**, and the Lockdown Browser column displays **Required**. If you edit the quiz name to remove the appended text, the LockDown Browser column in the dashboard displays **Error** with a **Fix It** button. Click **Fix It** to re-append **Requires Respondus LockDown Browser** to the quiz name.

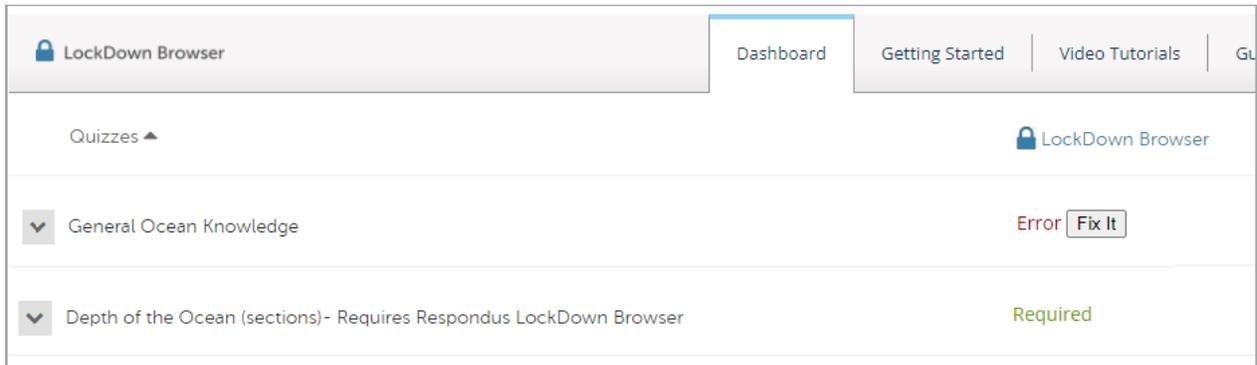


Figure: Quizzes with the **Error** status can be corrected by clicking the **Fix It** button. Quizzes have **Requires Respondus Lockdown Browser** appended to the title and **Required** status when correctly configured to use LockDown Browser.

Using Special Access with Respondus LockDown Browser

Special Access makes a quiz available to select groups of students or enables instructors to provide individualized due dates and custom timing settings for certain students. Instructors can set Special Access for their students in the **Availability Dates & Conditions** tab of their quiz. For more information, refer to the **Set up Availability Dates & Conditions** section of the [Create and configure a quiz](#) topic.

Within the **Manage Special Access** settings, there is a setting to specifically indicate if you require students with special access to use Lockdown Browser for a quiz.

1. From within a quiz, click to expand the **Availability Dates & Conditions** area.

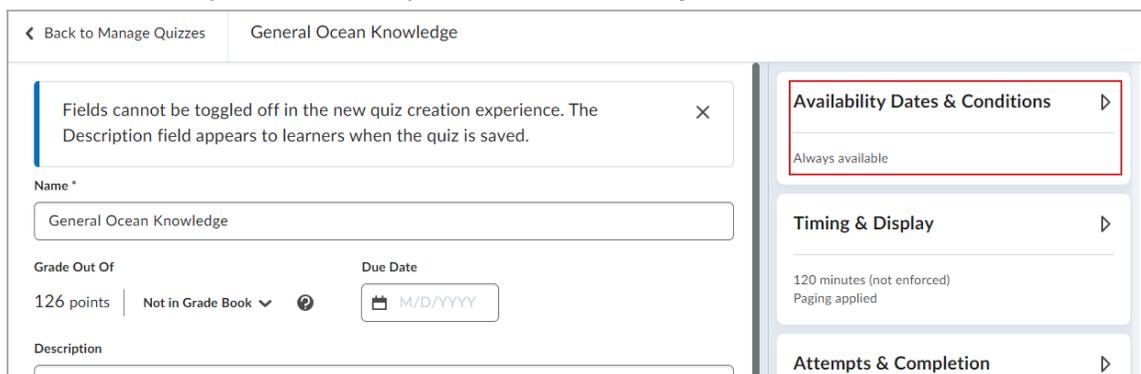


Figure: Click the arrow to expand the **Availability Dates & Conditions** area of Quizzes.

2. Click **Manage Special Access**.

Availability Dates & Conditions ▼

Start Date

End Date

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

[Add Release Condition](#) ▼

Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

Figure: You can access the **Special Access** options by clicking **Manage Special Access**.

3. Click **Add Users to Special Access**.

The image shows a 'Special Access' panel with the following elements:

- Special Access** (Section Header)
- Allow selected users special access to this quiz
- Allow only users with special access to see this quiz
- Add Users to Special Access** (Button, highlighted with a red box)
- Save and Close** (Button)
- Cancel** (Button)

Figure: Click the **Add Users to Special Access** button to view existing users that have special access and add new users to the list.

4. In the **LockDown Browser** area of the **Special Access** panel, click **Not required to take this quiz**.

Override behavior when time limit is exceeded
Original behavior: Do nothing; the time limit is not enforced

LockDown Browser

Not required to take this quiz 

Attempts

Override attempts allowed

Attempts Allowed

Unlimited 

Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Figure: Check the **Not required to take this quiz** checkbox.

Important: If the **Require Respondus LockDown Browser for this exam** option is not turned on for this quiz, the **LockDown Browser** section does not appear in the **Manage Special Access** options.

Override behavior when time limit is exceeded
Original behavior: Do nothing: the time limit is not enforced

Attempts

Override attempts allowed

Attempts Allowed

1

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Figure: An example that shows the same area of the **Manage Special Access** options as in Step 4, above, without the **LockDown Browser** option available.