Expert TA: Respondus Lockdown Browser – User Manual

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System Requirements

Operating Systems

- Windows: 10, 8, 7 Details
- Mac: macOS 10.12 or higher

Storage Space

- Windows: 75 MB of permanent space on the hard drive
- Mac: 120 MB permanent space on the hard drive

<u>Memory</u>

- Windows: 2 GB RAM
- Mac: 2 GB RAM

Browser Requirements

LockDown Browser is a client application that is installed on a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open-source framework.

Students do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that is already installed.

Activating Lockdown Browser

Creating a Grade Preference

Access your account Grade Preferences within the Instructor tab menu at the top of the screen.



The best practice is to create a new template from the "Grade Preference Templates" on the left side of the screen. From the dropdown at the bottom, select "Add Template".

Grading Template Options -ADD	×
Exam with Respondus	
Save Cancel	

Give your template a name and select "Save"

		For help on this page cl	lick here.
Grade Preference Templates	Exam with Respondus Template		
nstructor Default ixam with Respondus	Grade Preferences for the Following question typ	es: Equations, Numeric, Multiple Select	
	Submission Attempts		
	Number of allowed Submission Attempts	5 🔄 (number of attempts) Range: 1 to 999	
	Deduction for each Incorrect Submission Attempt	4 (% of part value) Range: 0 to 100	
Please Select 🖂	Hints and Feedback		
	Students are allowed to access Hints?		
	Deduction for each accessed Hint	2 💮 (% of part value) Range: 0 to 100	
	Students are allowed to access Feedback?		
	Deduction for each accessed Feedback	2 (% of part value) Range: 0 to 100	

Scroll to the bottom of the screen and select "Yes" for "Is Required" underneath <u>Respondus</u> <u>Lockdown Browser</u>. Be sure to adjust the "<u>Max times to open assignment allowed</u>" to the number of times you would like your students to be allowed to *reopen* the assignment. Many instructors who make themselves available during the exam time, will only allow students to enter the assignment one time. If the student has internet trouble and needs to be let back in, they notify the instructor via email and the instructor can open the exam back up (shown later in this document). If you do not plan to be available during the exam, you may want to allow 2 or more entries to the exam as some students may experience local network trouble (i.e., their own home internet).

Respondus Lockdown Browser Set the requirement to utilize the lockdown browser while taking the assignment.		
Is Required?		
Max times to open an assignment allowed	1 😔	
	Save Preferences	

NOTE: Keep in mind, all assignments with the Grade Preference you have modified or created will now require the Respondus Lockdown Browser to complete the assignment.

Activating from Assignment Editor

To activate the Respondus Lockdown Browser for one specific assignment, enter the Edit Assignment screen, select the "Grade Template" dropdown, then select your created Template. In this case, ours is "Exam with Respondus".

Class Management	Instructor Help						
Testing Respon	dus					For help	o on this page click here
Save Only	Save And Exit	Undo Changes Delete	Assignment Printat	le Assignment	View Solutions	Extensions	Security
Assign. Name:	Testing Respondus	🖷 Weight: 1	🕀 Grade Template:	Instructor Default	F	Publish Date (Date the Assignment
Description:	test		Integrity Temp.:	Instructor Default Exam with Respond	us	will be visible to S	Students in their list)
Add Question Pool	O Prob # Weight		Problems	Custom		Assignm	ent Dates

Adjusting "Max Opens" per Student

In the case that a student needs to open an assignment in Lockdown Browser beyond the set number, modifications can be made within that student's grade sheet for that specific assignment.

Start from your "Class Management" screen, select the appropriate assignment, then select "Manage Grades (Grade Manually)".

Testin	J Respondus			
9			Assignmer	ıts
	Assignment Weight Publish		Start	Due
• 🔻	Create Assignment	AM	Dec 17, 2020 12:01 AM	Dec 2
	Edit Assignment			
	Delete Assignment			
	Take Assignment			
	View Printable Assignment			
	Copy Assignment			
	View Grade Report (shows your detailed work)			
	View Grades (Spreadsheet)			
	Manage Grades (Grade Manually)			
	View Assignment Solutions as Configured			
	Take in Practice Mode			
	View Assignment Solutions (Full Solutions)			
	View Assignment Solutions (Basic/Answers)			
	Export Assignment Text Answers			
	Assignment Analytics			

You will be presented with a list of all students and their grades for this particular assignment

lass Management	Instructor Help				
witch to Part Centr	ic View				For help on this page click he
Students		Grade View - Testing Res	spondus		
<u>lest, test</u>	Previous Next Student: test, test			Show Correct	Expand Submission History and Grade Summary
	Extension: Publish Start Due Create	End	Solution Visible	Publish Until	
	Problem 1: The way scientists know that a hypothesis in astronomy	y is a reasonable description of	nature is to		
	Please select the best choice from the available options.				
	Student Answer	Grade	Comments	Grad	e Change
		⇒		Арг	Reset Attempts
	+ Grade Summary and Submission History	,			

Select the appropriate student from the left side of the screen.

You will find the "Lockdown" settings near the top of the "Grade View" with information regarding "Current Open Count", which is how many times the student has opened the assignment, as well as the "Max Open Count", which is the preset number of times a student can open the assignment.

You can edit these settings by clicking the word "Edit" to the right of the "Lockdown" information.

Class:	Testing Respondus
Assignment:	Testing Respondus
Student:	test, test
setting the numbe additional attemp lockdown mode. 1 open count plus t	er below. Put in the total of number of ts a student can open the assignment in The max take open count will equal to total he value below on save.
Max	Open Count: 1 😔
	Save Cancel

Make any necessary adjustments and select "Save".

Launching the Assignment

• **The Basic Process:** Students will log in using a normal browser (Chrome, Firefox, etc.) and when they choose "Take assignment" for the exam, they will be prompted to either download or launch the Lockdown Browser.



- Load times when you Initiate the Browser: When the student clicks on the link in Expert TA it will potentially take several minutes for the Lockdown Browser to launch. Make sure that the students understand this and let them know they will need to be patient.
- White Screen: Some students might experience a white or blank screen at some point when launching the Lockdown browser. Students will still be able to see the top navigation bar of the browser and the "x" in the upper right. Clicking the "x" normally solves the issue and presents the student with the screen they need to move forward.
- Additional Time: Please consider adding some time to the exam window to accommodate for cases such as mentioned above.
- The ability for Instructors to let students back in: We have a mechanism in the Grade Preferences that allows you to control how many times a student can leave the Lockdown Browser environment and reenter. Expert TA recommends allowing a maximum of 3 reentries for exams.
- After Assignment Launch: Once the assignment is launched within the Lockdown Browser, students may be met with a prompt to close all applications that are not allowed during a locked-down assignment
- Meeting Software Blocked: Software like Zoom and GoToMeeting are blocked while using the Respondus Lockdown Browser. One exception to that rule is Google Meet, which can be accessed prior to launching the assignment and continue running after. Google Meet could be used as an approach to monitoring Exams.