Respondus LockDown Browser & Monitor
Getting Started in Canvas - Exam Set-up_MyMathLab

Respondus: allows students to take an exam or test from a remote location - all while ensuring the integrity of the exam process.
LockDown Browser: provides a locked-down testing environment so students won't have access to other browsers or apps, print, etc.
Monitor Feature: For exams requiring a proctoring solution, instructors may choose to use Monitor remotely, in-person, or hybrid.

Supported Devices

Not Used with I-Pad or Chromebooks

Set-up LockDown Browser Tab & (Code)

Firstly, you will need to setup your **LockDown Browser Tab** in your Canvas course shell. Once your Tab is active, locate the account code and integrate the two accounts (MyLab & Respondus).

Setup your **LockDown Browser Tab** in Canvas:
- Open your Canvas course settings
- Drag LockDown Browser Tab from bottom to top (viewable)
- At bottom of page, select Save

To access your Instructor **Respondus resources** and **Link Code**:
- Select "LockDownBrowser" Tab on course navigation bar
- Review Respondus resources (Other Systems) for Link Code
- Follow Instructions on Other Systems Tab, and watch video:
  [Respondus Monitor with Pearson MyLab](#)

You may need to enable this option from within your **MyLab Course Settings.**
1. Open your Mylab Course Home Option
2. Select Option (5) Learning Aids and Test Options
3. Apply settings within LockDown Browser and Proctoring

Exam Settings in MyLab with Respondus

You will need to enable the Respondus Tool for your Exams before adjusting your settings for each exam.

To begin, on the landing page for your **MyLab and Mastering Tab** in your Canvas Course is the **(MyLab) Instructors Tools**. Open this!

- Locate and select the MyLab Math Assignment Manager
- **Create or select an Exam/Quiz** to enable Exam settings
- Complete all steps—<u>Step three</u> "Choose Settings"
- Under " Access Controls" you will **find Respondus Options**
- Choose an appropriate option for your Exam/Quiz
- Save it

Setup your **Advance settings** for each exam/quiz using this tool.

- Return to the Assignment Manager
- At the top right on the toolbar, select "More Tools" option
- Select the Exam/Quiz you want to adjust settings for
- Open Advance Settings
- Review and adjust all necessary settings for the Exam/Quiz
- Don't forget to Save It

Respondus + Pearson Resources and FAQ's

- ♦ [Respondus + Pearson Site Resource Page](#)
- ♦ [How to Set-up Live Proctoring with Zoom](#) (Set-up Differs)

FAQ's:

» **Can Students see themselves during an exam?**
- No, they will see themselves for readjustments Only. However, the Face Recognition setting will alert and pause the exam when out of frame.

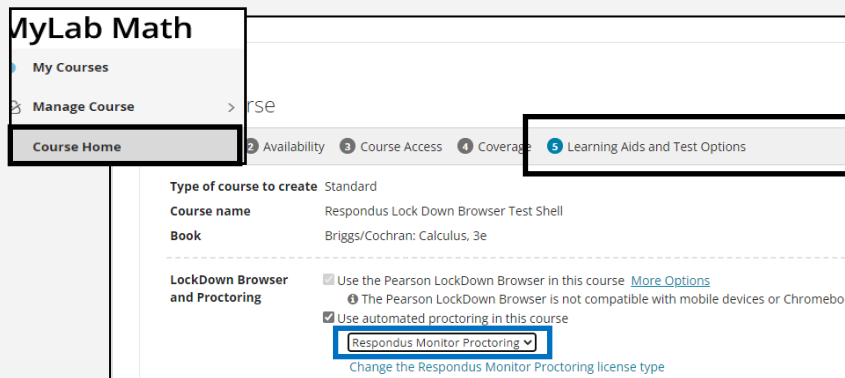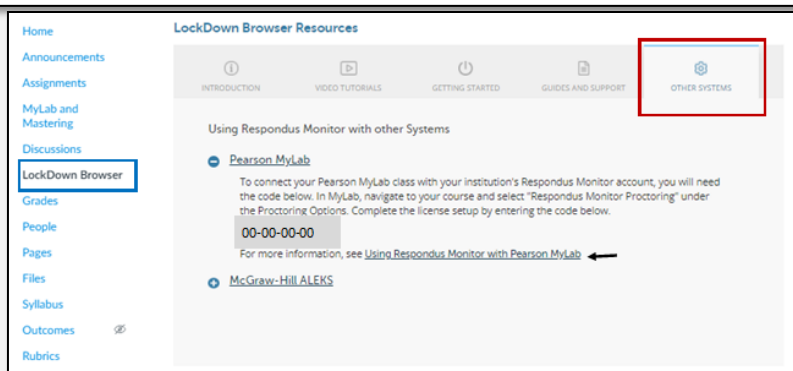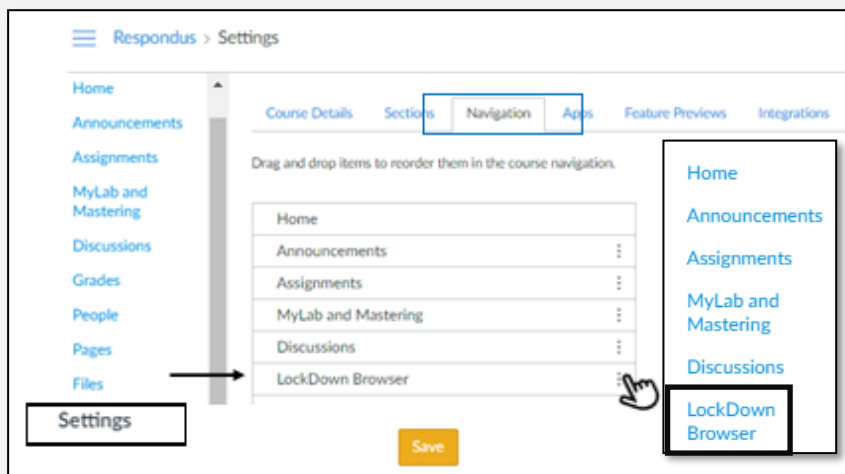» **Can Instructors still give students accommodations?**
- Yes, Instructors can still give extra attempts or time on Exams inside of the MyLab area. (Don't Forget to Save!)

» **When Live Proctoring with Zoom will students have access to Remote for Mute and Un-Mute Options?**
- No, Students will not have the ability to toggle the mute/unmute option with Zoom once the exam has started and the environment is locked down.
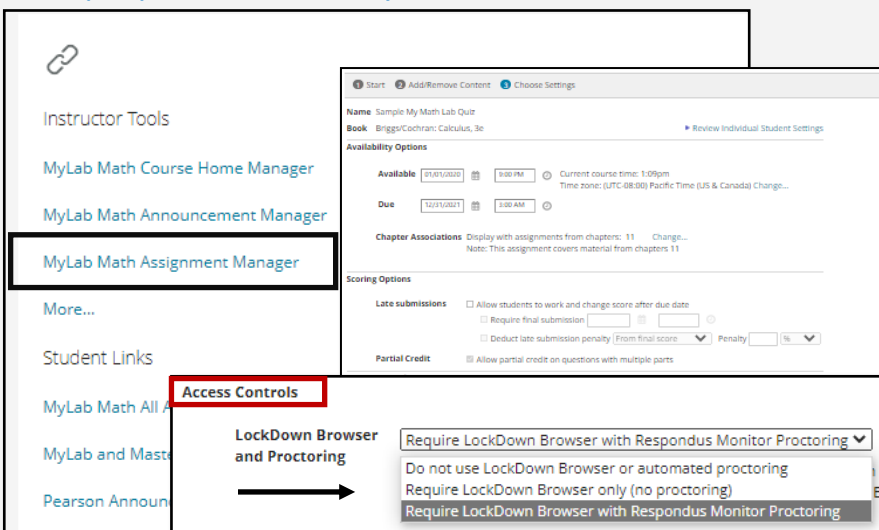
Set-up Respondus & Monitor
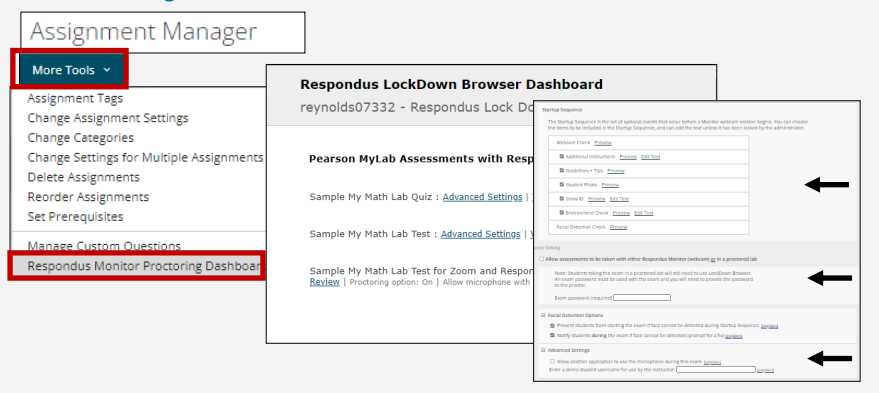### Set-up Respondus Tab in Canvas & Locate Account Code

Exam Settings
Set-up Respondus with Exams in MyLab

Contact our DE support team by emailing
DESupport@TaftCollege.edu or calling **661-763-7917.**

Distance Education
Going the Distance for our students!