

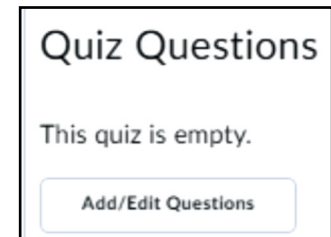


Black Hills State University Instructional Design

Quiz - Respondus LockDown Browser & Monitor

Create a Quiz

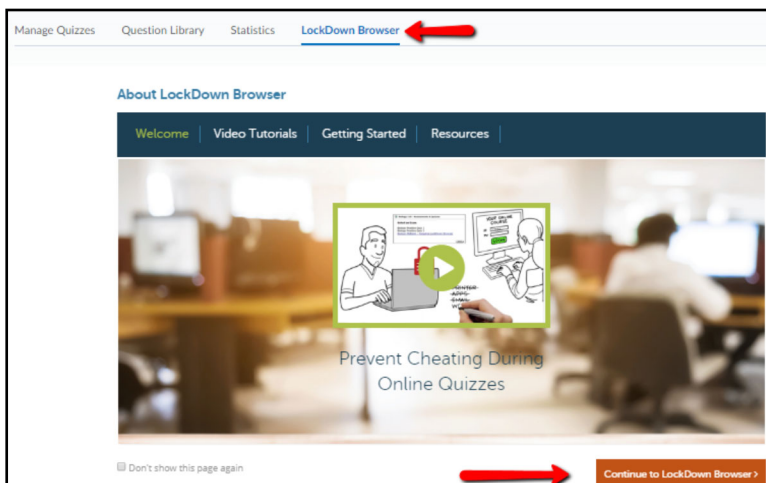
- Click 'Assessments' > 'Quizzes' to go to 'Manage Quizzes' tab
- Click 'New Quiz' to go to 'New Quiz' page
- Complete the information on the 'Properties' tab
- Click on 'Add/Edit Questions' button
- Use the drop down menu for 'New' to select appropriate question type . Follow the steps
- Complete the information on the 'Restrictions, 'Assessment' and Submission Views'



Note: The 'Import' option could be used with specified format. / Quizzes can be added to D2L by using Respondus too.

Use LockDown Browser / Respondus Monitor

- Click 'Assessments' > 'Quizzes' to go to 'Manage Quizzes' tab
- Click on the 'Lockdown Browser' tab > 'Continue to LockDown Browser' to go to the Respondus LockDown Browser Dashboard'

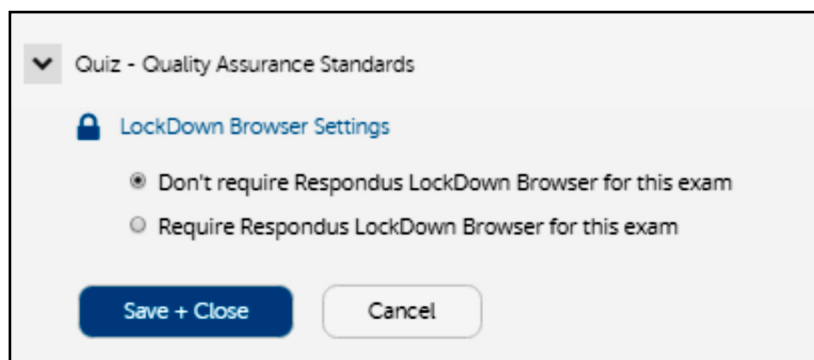
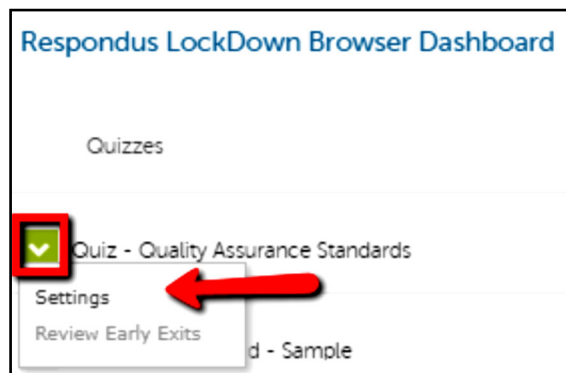




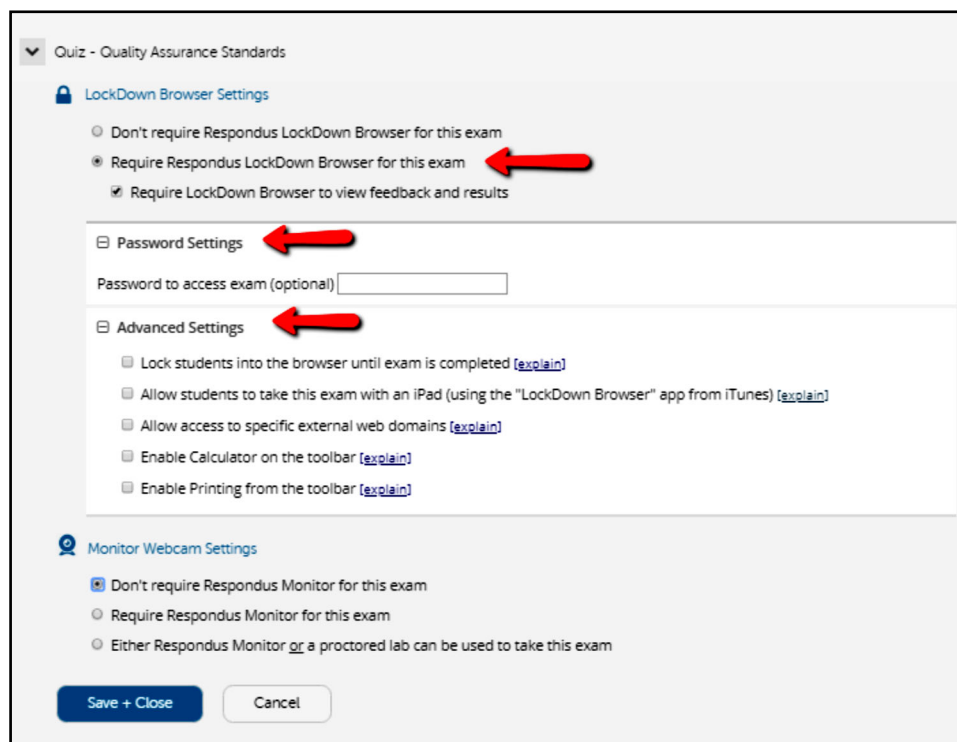
Black Hills State University Instructional Design

Quiz

- On the 'Respondus LockDown Browser Dashboard', use the drop down menu next to the quiz to click 'Settings' for the 'LockDown Browser Settings' to be displayed



- Select the option 'Require Respondus LockDown Browser for this exam' for few options to be displayed
- Click 'Advanced Settings' for more options > Select the options
- If you DO NOT wish to use the Respondus Monitor, click 'Save+Close' for the status to change on the Respondus LockDown Browser Dashboard



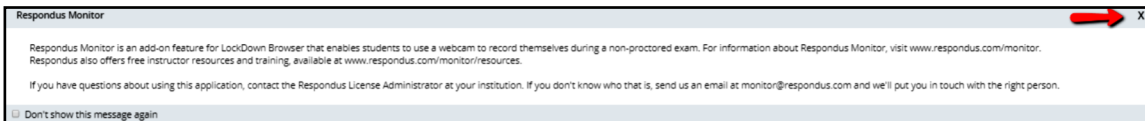


Black Hills State University Instructional Design

Quiz - Respondus LockDown Browser & Monitor

- If you WISH to use the Respondus Monitor, select 'Require Respondus Monitor for this exam' for more options to be displayed

Note: A 'Respondus Monitor' message may pop up > Click the 'X' to close the message **and for** more options to be displayed



- Select the options
- Click 'Save+Close' for the status to change on the Respondus LockDown Browser Dashboard

Monitor Webcam Settings

☐ Don't require Respondus Monitor for this exam

☒ **Require Respondus Monitor for this exam**

☐ Either Respondus Monitor or a proctored lab can be used to take this exam

Startup Sequence

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

<input checked="" type="checkbox"/> Webcam Check	Preview
<input checked="" type="checkbox"/> Additional Instructions	Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips	Preview
<input checked="" type="checkbox"/> Student Photo	Preview
<input checked="" type="checkbox"/> Show ID	Preview Edit Text
<input checked="" type="checkbox"/> Environment Check	Preview Edit Text
<input checked="" type="checkbox"/> Facial Detection Check	Preview

☒ **Facial Detection Options**

☒ Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)

☒ Notify students during the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

This option will prompt students to fix an ongoing issue with facial detection, such as moving out of the camera frame. This setting is NOT recommended if students will be using a side-view camera, or if they will be referring to resources (books or notes) that will frequently result in their head being turned away from the camera.

☐ Advanced Settings

Save + Close Cancel

