

Canvas TLC Tips for Faculty



Add Passwords: Quizzes Using Lockdown Browser

Respondus Lockdown Browser is an application used to protect academic integrity by disabling web browsing and all other Windows applications. Traditionally, Lockdown Browser has only been available in Brookdale's Testing Center; however, it may be available in other computer labs on campus. In addition, students who need to run Respondus Monitor will download Lockdown Browser. **To properly secure the academic integrity of your exams, it is critical that you follow this procedure to:**

- **Add passwords to all exams requiring Lockdown Browser**
- **Communicate these passwords to the Testing Center**

Note: If you copy courses from "master" courses each term, be sure to follow this process for those courses as well, and not just your current term's course.

1. Navigate to the course containing the exam where a password is needed.
2. Click Lockdown Browser in the left-hand navigation.

Announcements

LockDown
Browser

Syllabus

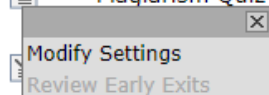
Note: If Lockdown Browser does not appear in your course navigation, you may have to add it by clicking Settings > Navigation.

1. Find the exam where you need to add a password. Click the drop-down menu to the left of the exam name and click Modify Settings.

Quizzes ▲

☰ DC Fundamentals- Requires Respondus LockDown Browser

☰ Plagiarism Quiz



2. Click Require Respondus Lockdown Browser for this exam. Also enter a password of your choice for your exam. Though the password field reads "optional", it is institutionally required.

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☰ Plagiarism Quiz

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam
 Require Respondus LockDown Browser for this exam
 Require LockDown Browser to view feedback and results

Password Settings

Access code for this exam (required)

3. Click Save and Close.
4. Ensure that “Requires Respondus Lockdown Browser” has been added to the test title and that the test reads “Required” under the Lockdown Browser column.

Quizzes ▲	LockDown Browser
☰ Unit 1 Test- Requires Respondus LockDown Browser	Required
☰ Chapter 4 Quiz	Not Required
☰ Chapter 5 Quiz	Not Required

Next, you must fill in the Testing Center’s proctoring request form so that their staff will be able to enter passwords for students.

1. Navigate to the Testing Center’s [Testing Center Information for Faculty](#) web page.
2. Under Proctor Approvals for Distance Education Classes, click the hyperlink to open the Test Administration Request Form.
3. Fill in the form and specify the password in the appropriate field.
4. Return the completed form to the testing center per their instructions on the page.