

# Expert TA: Respondus Lockdown Browser – User Manual

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# The Expert TA

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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

### Memory

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

## [Browser Requirements](#)

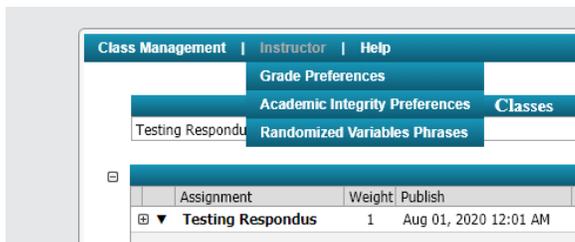
LockDown Browser is a client application that is installed on a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open-source framework.

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

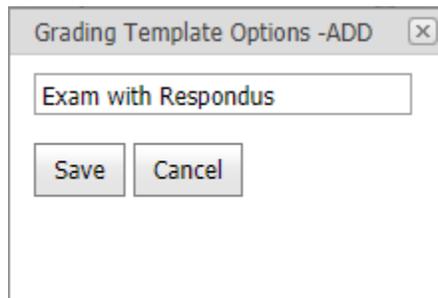
## Activating Lockdown Browser

### 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”.



Give your template a name and select “Save”

Class Management | Instructor | Help

For help on this page click here.

**Grade Preference Templates**

Instructor Default  
Exam with Respondus

Please Select..

**Exam with Respondus Template**

Grade Preferences for the Following question types: Equations, Numeric, Multiple Select

**Submission Attempts**

Number of allowed Submission Attempts:  (number of attempts) Range: 1 to 999

Deduction for each Incorrect Submission Attempt:  (% of part value) Range: 0 to 100

**Hints and Feedback**

Students are allowed to access Hints?  Yes  No

Deduction for each accessed Hint:  (% of part value) Range: 0 to 100

Students are allowed to access Feedback?  Yes  No

Deduction for each accessed Feedback:  (% of part value) Range: 0 to 100

**Access to Correct Answer**

Scroll to the bottom of the screen and select “Yes” for “Is Required” underneath **Respondus Lockdown Browser**. Be sure to adjust the “Max times to open assignment allowed” 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.

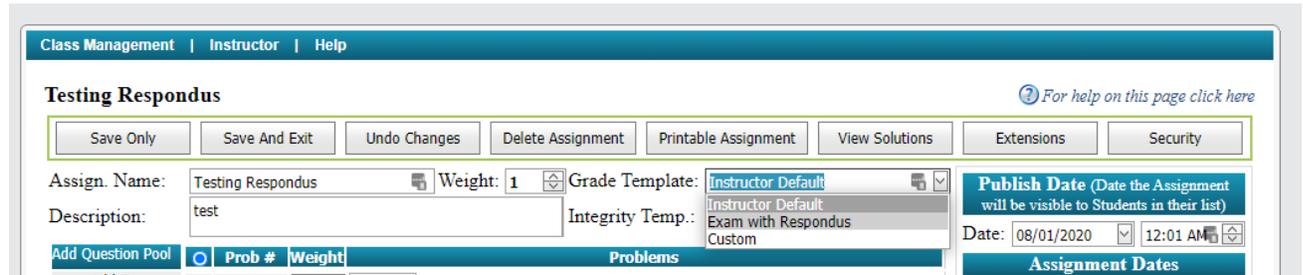
Is Required?  Yes  No

Max times to open an assignment allowed:

**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

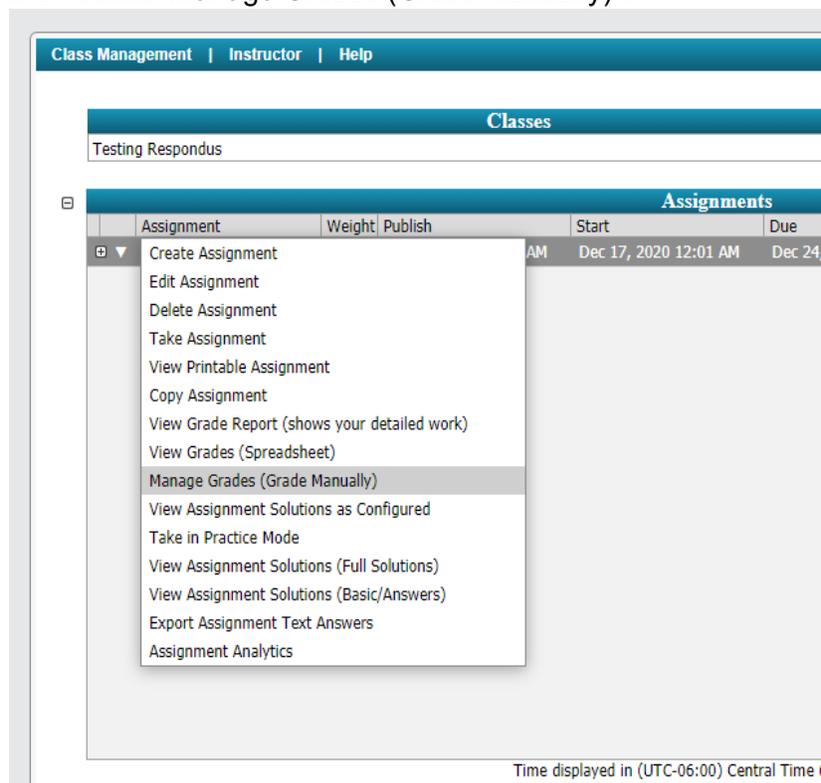
To activate the Respondus Lockdown Browser for one specific assignment, enter the Edit Assignment screen, select the “Grade Template” dropdown, then select your created Template. In this case, ours is “Exam with Respondus”.



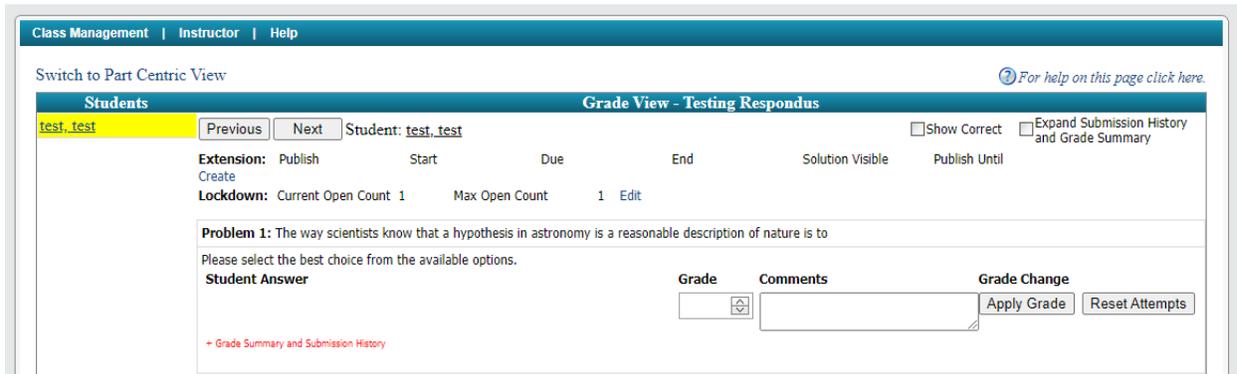
## Adjusting “Max Opens” per Student

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)”.



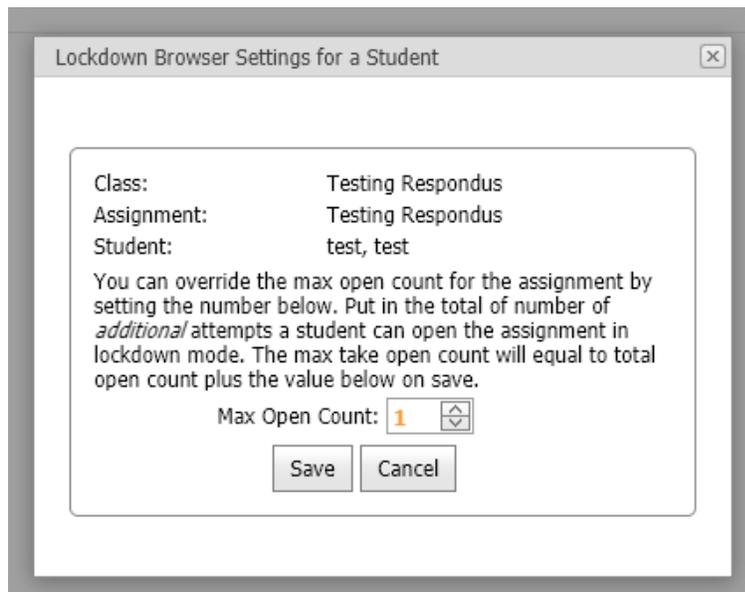
You will be presented with a list of all students and their grades for this particular assignment



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.

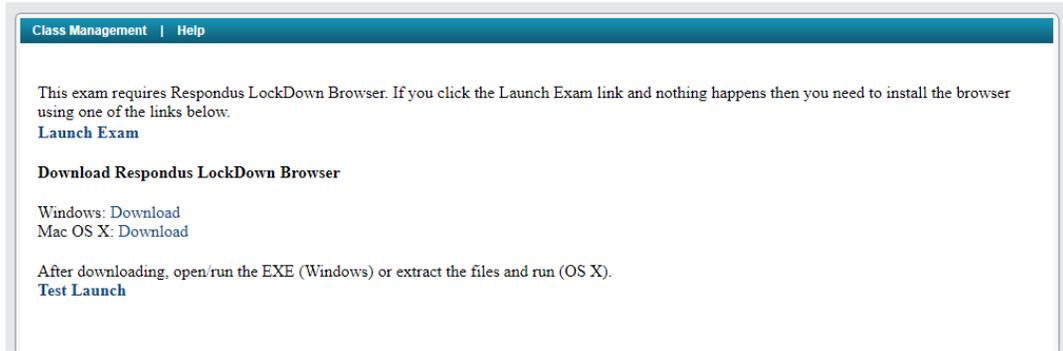
You can edit these settings by clicking the word “Edit” to the right of the “Lockdown” information.



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.