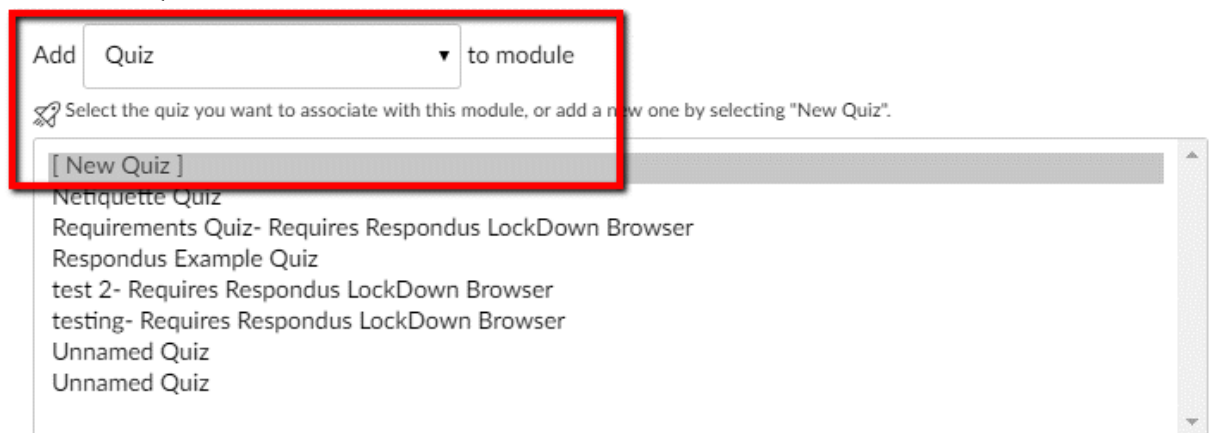**Creating a Canvas Quiz with Respondus**

Copy this link into your Canvas Course to allow students to download LockDown Browser onto their machines for free. This link is unique to Kirtland.

Students' Download Link: https://download.respondus.com/lockdown/download.php?id=537817203

1. Create a New Quiz in Canvas and add it to a module.
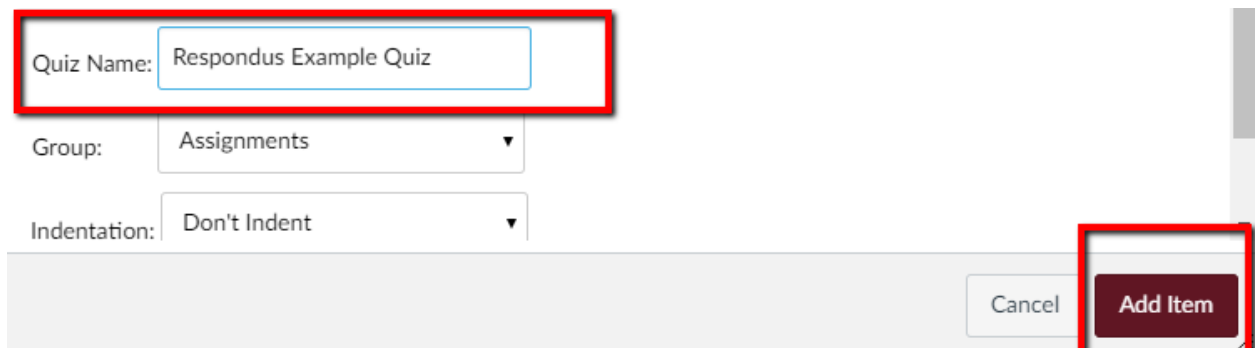
| Add | Quiz ▼ | to module |

Select the quiz you want to associate with this module, or add a new one by selecting "New Quiz".

[New Quiz]
Netiquette Quiz
Requirements Quiz- Requires Respondus LockDown Browser
Respondus Example Quiz
test 2- Requires Respondus LockDown Browser
testing- Requires Respondus LockDown Browser
Unnamed Quiz
Unnamed Quiz

2. Name The Quiz and Add Item to the Module.

Quiz Name: Respondus Example Quiz

Group: Assignments ▼

Indentation: Don't Indent ▼

Cancel   **Add Item**

3. Click on LockDown Browser on the left side of your Canvas page and select the Quiz that you would like to add LockDown functionality and/or Webcam monitoring to:

4. Choose *Modify Settings> Require Respondus Lockdown Browser for this Exam>* and select <u>optional</u> advanced settings. Choose Save and Close.

5. Choose to require Respondus webcam monitoring or allow students to take the exam in the Kirtland Testing Center with LockDown Browser. You will need to provide an access code for the exam to the Testing Center testingcenter@kirtland.edu if you choose the proctored lab option.

Monitor Webcam Settings

- ○ Don't require Respondus Monitor for this exam
- ⦿ Require Respondus Monitor for this exam
- ○ Either Respondus Monitor <u>or</u> a proctored lab can be used to take this exam

or

Kirtland Testing Center option:
You can choose to have your students use Lockdown browser in a proctored environment in the Testing Center. In this case you will add a unique Access Code and provide that code to the Kirtland Testing Center (testingcenter@kirtland.edu).

Password Settings

Access code for this exam (required) [   ]

[+] Advanced Settings

Monitor Webcam Settings

- ○ Don't require Respondus Monitor for this exam
- ○ Require Respondus Monitor for this exam
- ⦿ Either Respondus Monitor <u>or</u> a proctored lab can be used to take this exam

Note: Students taking the exam in a proctored lab will still need to use LockDown Browser. An access code must be used with the exam (see above section) and you will need to provide the access code to the proctor.

6. Choose your webcam monitoring startup sequence. Note: It is recommended to leave the Advanced Settings boxes <u>unchecked</u> at the bottom of this page.

Startup Sequence Explanation:

<u>Webcam Check:</u> Recommended. This ensures the students webcam and computer software are configured correctly.

<u>Student Photo:</u> Recommended. Takes a snapshot of the student taking the quiz/ exam.

<u>Show ID:</u> Recommended. This would be used to ensure the student ID matches the Student Photo.

<u>Environment Check:</u> Recommended. This requires the student to record a short video of their surroundings (i.e., no open books, cheat sheets, or additional people).

<u>Additional Instructions:</u> Recommended. You can edit the text specific to your instructions here.

7. Finally choose **Save and Close**. The quiz/ exam will now require Respondus LockDown Browser and the optional Webcam monitoring feature. You can view your quizzes that require LockDown Browser settings as shown below: