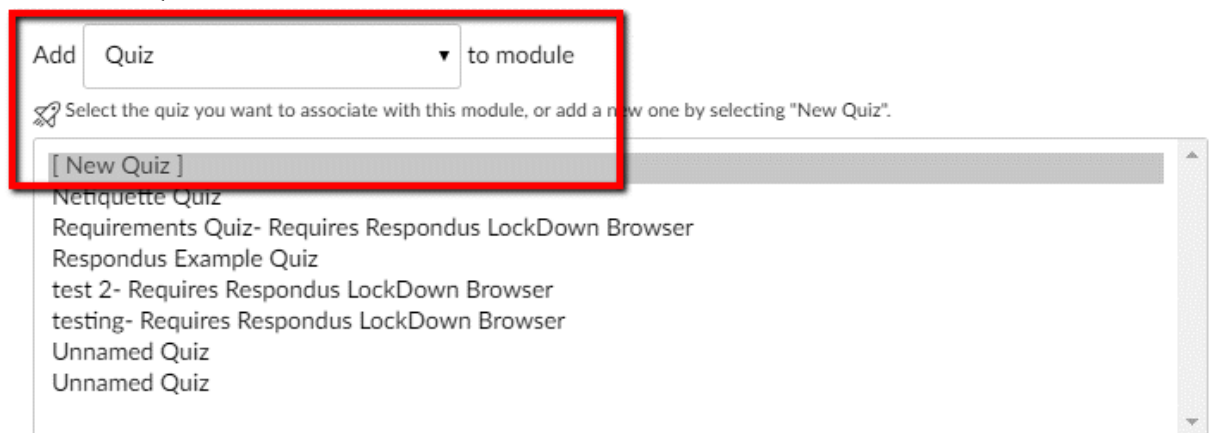


Creating a Canvas Quiz with Respondus

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.



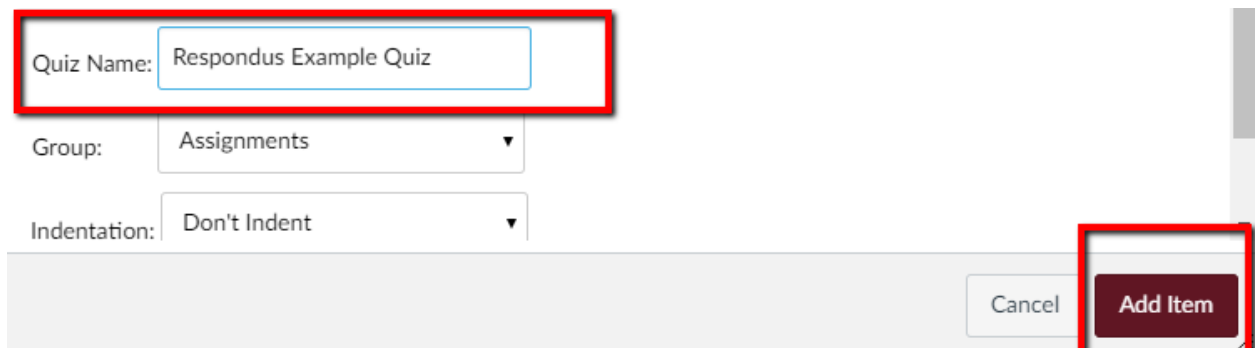
The screenshot shows the 'Add Quiz' dialog box in Canvas. The 'Add Quiz' dropdown menu is open, showing a list of quiz options. The 'New Quiz' option is highlighted. The dialog box also contains a text input field for the quiz name and a 'New Quiz' button.

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.



The screenshot shows the 'Name Quiz and Add Item' dialog box in Canvas. The 'Quiz Name' field is filled with 'Respondus Example Quiz'. The 'Group' dropdown menu is set to 'Assignments' and the 'Indentation' dropdown menu is set to 'Don't Indent'. The 'Add Item' button is highlighted.

Quiz Name: Respondus Example Quiz

Group: Assignments

Indentation: Don't Indent

Cancel Add Item

- 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:

The screenshot shows a list of items in a Canvas page. On the left is a navigation menu with categories: Modules, Collaborations, Pages, Assignments, People, Outcomes, Files, Quizzes, Syllabus, Discussions, Conferences, and Office 365. The 'Office 365' category is expanded, showing 'LockDown Browser' and 'Settings'. The 'LockDown Browser' button is highlighted with a red rectangular box. In the main content area, a table lists items with checkboxes and status indicators. A blue arrow points to the 'Modify Settings' button for the 'Respondus Example Quiz'.

Item	Checkbox	Status	Other
Respondus Example Quiz	<input type="checkbox"/>	Not Required	Not Required
Unnamed Quiz	<input type="checkbox"/>	Not Required	Not Required
test 2- Requires Respondus LockDown Browser	<input type="checkbox"/>	Required	Not Required
testing- Requires Respondus LockDown Browser	<input type="checkbox"/>	Required	Not Required

Below the table, there is a link: [Get help or provide feedback on LockDown Browser or Respondus Monitor](#).

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

The screenshot shows the 'LockDown Browser Settings' dialog box. It has three radio buttons: 'Don't require Respondus LockDown Browser for this exam', 'Require Respondus LockDown Browser for this exam' (selected), and 'Require LockDown Browser to view feedback and results' (unchecked). A blue arrow points to the unchecked checkbox. A red box highlights the 'Password Settings' section, which includes an input field for 'Access code for this exam (optional)'. A blue box highlights the word 'Optional' in red text. Below is the 'Advanced Settings' section with several unchecked checkboxes and links to 'explain' each option.

This screenshot shows the 'Advanced Settings' section of the dialog box. It contains five unchecked checkboxes, each with an 'explain' link: 'Lock students into the browser until exam is completed', 'Allow students to take this exam with an iPad (using the "LockDown Browser" app from iTunes)', 'Allow access to specific external web domains' (with a 'BETA' tag), 'Enable Calculator on the toolbar', and 'Enable Printing from the toolbar'. A blue box highlights the text: 'Check any of these optional boxes to include within your exam. Click on "Explain" for a full explanation of functionality.'

Continue to steps 5 through 7 ONLY if you are requiring webcam monitoring.

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 or 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 or 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.

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

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. The order of most items in the startup sequence can be changed using drag and drop.

<input checked="" type="checkbox"/>	Webcam Check	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"/>	Additional Instructions	Preview Edit Text

[+] **Advanced Settings**

Optional

Startup Sequence Explanation:

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

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

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

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

Additional Instructions: Recommended. You can edit the text specific to your instructions here.

- 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:

	Quizzes	LockDown Browser	Respondus Monitor (webcam)
Home	<input checked="" type="checkbox"/> Netiquette Quiz	Not Required	Not Required
Announcements	<input checked="" type="checkbox"/> Requirements Quiz- Requires Respondus LockDown Browser	Required	Not Required
Grades	<input checked="" type="checkbox"/> Respondus Example Quiz- Requires Respondus LockDown Browser	Required	Not Required
Modules	<input checked="" type="checkbox"/> Unnamed Quiz	Not Required	Not Required
Collaborations	<input checked="" type="checkbox"/> Unnamed Quiz	Not Required	Not Required
Pages	<input checked="" type="checkbox"/> Unnamed Quiz	Not Required	Not Required
Assignments	<input checked="" type="checkbox"/> test 2- Requires Respondus LockDown Browser	Required	Not Required
People	<input checked="" type="checkbox"/> testing- Requires Respondus LockDown Browser	Required	Not Required
Outcomes	<input checked="" type="checkbox"/>	Required	Not Required
Files	Get help or provide feedback on LockDown Browser or Respondus Monitor		
Quizzes			
Syllabus			
Discussions			
Conferences			
Office 365			
LockDown Browser			