

## Instructor Guide to using Lockdown Browser

Log in to your course in Vista (<https://vista.kent.edu>). From the Build tab navigate to and click on the specific Quiz you would like to use Lockdown Browser for. Click on the Quiz and click Edit. Once on the Quiz page, click Edit Settings

The screenshot shows the Vista interface for a course. The 'Build' tab is selected. Under 'Assessments > Quiz1', the 'Edit Settings' link is highlighted with a red box and an arrow. A yellow callout box with red text says: "From the Build tab, go to the specific Quiz and click Edit Settings". Below this, a table lists quiz items:

Move	Title	Points	Type	options ?
<input type="checkbox"/>	1.-40. Question Set	Select: 40 x 1	Question Set	
<input type="checkbox"/>	toddler	--	Multiple Choice	
<input type="checkbox"/>		--	Multiple Choice	
<input type="checkbox"/>		--	Multiple Choice	
<input type="checkbox"/>	middle childhood 2	--	Multiple Choice	
<input type="checkbox"/>	middle childhood-health	--	Multiple Choice	
<input type="checkbox"/>	middle childhood-friends	--	Multiple Choice	

Scroll all the way to the end of the Settings page. Click the green icon to expand the section. To choose Lock down browser, check the box next to "Browser Restriction" and then click Save.

The screenshot shows the 'Edit Assessment Settings' page. The 'Security Settings' section is expanded. The 'Browser Restriction' checkbox is checked. A yellow callout box with red text says: "Expand Security Settings option by clicking the green Expand/Collapse icon". Another yellow callout box with red text says: "Check the box for 'Browser Restriction'". A third yellow callout box with red text says: "Click Save".

Attempts allowed: 1  
 Randomize questions in a question set for each attempt

\*Attempts separation: Minimum time: 0 Units: Hour(s)

Student score: If multiple attempts are allowed, display the grade of the First attempt as the student's grade.

Student score release:  
 Release the score once the assessment has been submitted.  
 Release the score once the assessment has been submitted and all of the questions have been graded.  
 Do not release the score.

More Options (Click on the expand/collapse icons to expand or collapse these optional settings.)

- ▶ Dates Available
- ▶ Results Settings
- ▶ Submission Settings
- ▼ Security Settings

Proctor password:   
A Student must enter this password to access the assessment.

Browser Restriction   
Check this box if you want to restrict this assessment so it can only be taken with the Respondus LockDown Browser.

IP address:

IP address mask:

If students' machines must match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 255. If students' machines do not need to match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 0.

\*required fields