

CSU Instructor Check List For Using Respondus LockDown Browser + webcam Monitor

While most students do not experience a concern with proctoring, if you do have a concern, here's what to do!

Respondus LockDown Browser with Monitor - Mac or Windows PC laptop/desktop computer, iPad-iOS 11 or higher

Topic	Steps To Take	Resources
Best Practices	<ul style="list-style-type: none"> • Week before exam, create 1-2 question practice Respondus exam in Canvas for students to test their equipment. • Consider adding an additional 5 – 10 minutes to timed exams to allow for a technical concern. • Lot of students taking exam? Avoid bottlenecks and start a little after the hour. E.g. start at 10:10 instead of 10:00 	CSU Respondus page
Help Quiz Images	<ul style="list-style-type: none"> • Try to keep exam images below 1 MB in size. • Numerous images? Display questions on the quiz one at a time to insure they load properly. 	
Internet Speed	<ul style="list-style-type: none"> • Use wired connection, when possible. • Wireless connection, students should locate close to wireless router, reduce number of people on network while taking test. 	
Learning Accommodations	<ul style="list-style-type: none"> • Student Disability Center (SDC) provides accommodation letter to student to share with instructor. • Work with student to meet need. 	SDC Canvas Learning Accommodations
Student requires Assistive Technology (AT) e.g. text to speech, speech recognition	<ul style="list-style-type: none"> • Respondus does not work well with AT. Provide alternative version of exam or testing method. 	Student Disability Center Assistive Technology Resource Center
Student experiences concern while using Respondus	After opening Respondus LockDown Browse, at top <i>click</i> Help Center and initiate chat session with support.	Respondus Support
Student does not have webcam/mic	<ul style="list-style-type: none"> • Instructor/TA proctor via a Teams meeting. • Use Monitor option to use webcam or access code. Give students without webcam the quiz access code/password. 	
Student requires quiet space for testing	<ul style="list-style-type: none"> • Can be inside or outside. • Student can place towel/sheet behind them for privacy. Family member enters during test, flagged review, but can still take test. 	Course instructor can review flagged incidents.
Who sees recorded proctoring session/flagged incidents?	Course instructor only	Course instructor
Need Help?	Contact Respondus Support	Respondus Support