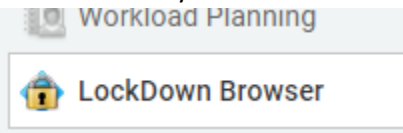


LockDown Browser Quick Reference

The following are the basic instructions for setting up and using the lockdown browser for quizzes in Schoology. Please follow carefully.



1. Create the test/quiz as you normally would in Schoology.
2. When it is ready click on the LockDown Browser option on the left menu.



3. Click on the “V” next to the test/quiz you want the students to take.
4. Click **Settings**.
5. Click on “**Require Respondus LockDown Browser for this exam**”.
6. Click the “+” next to Advanced Settings.
7. At minimum you should have the **first two boxes checked** for locking students into the exam until complete and allowing students to use the iPad.
8. In addition, you should **always have a password** to close the browser in the event of a technology failure. This will allow the student to end the exam and re-enter to resume what they have completed.

LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

☒ Advanced Settings

☒ Lock students into the browser until exam is completed [\[explain\]](#)

Password to close browser and exit exam early (optional)

☒ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

☐ Allow access to specific external web domains [\[explain\]](#)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

9. Once that is complete, make the quiz available **at least 15 minutes before having students take it**. If done in a shorter timeframe, students may have technical issues.

You do have other options like setting websites or using a calculator. But the settings above are going to be the most common for tests/quizzes using Schoology.

For more information, click on **LockDown Browser** on the left menu and click on **Video Tutorials**.

If you have any questions or technical issues please email SMA Help Desk.

