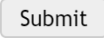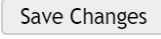# LOCKDOWN BROWSER WITH MYOPENMATH

This document provides the steps necessary for enabling **LockDown Browser** for **MyOpenMath (MOM)** assignments in a Canvas course. The process begins after you have already linked your Canvas course with MOM and imported your assignments. We'll cover four major steps aimed at encouraging academic integrity and securing the contents of your course: **(1)** configuring the MOM assignment, **(2)** creating & configuring a Canvas Quiz that links to the MOM assignment, **(3)** enabling LockDown Browser for the Canvas Quiz, and **(4)** securing the MOM assignment in your Canvas course. To request help with these instructions, **click here**.

## 1) CONFIGURING THE MOM ASSIGNMENT

In this part, we're ensuring that the MOM assignment's accessibility/due dates are set by Canvas and setting a strict time limit on the exam.

1. Configure the MOM course to have its dates set by the LMS (Canvas).
   a. Go to your MyOpenMath course's home page.
   b. Click on the **Course Settings** link in the menu to the left.
   c. Click **LMS Integration** to expand the options.
   d. Next to the "**Allow the LMS to set assessment due dates?**" option, click the checkbox to turn this feature **ON**. If there's already a check in this box, leave it alone and skip the next step.
   e. Click the  Submit  button.
2. Set a **unique** password and a strict time limit for the exam.
   a. From your MOM course's home page, find the assessment for which you want to set a password.
   b. Click the ⚙▼ button to the right of the assessment.
   c. Click the **Settings** menu item.
   d. Click **Time Limit and Access Control** to expand the options.
   e. In the **Time Limit** field, set the time limit for the exam and check the **Kick student out at time limit** box.
   f. In the **Require Password** field, set a unique password for this assessment.
   g. Scroll down and click the  Save Changes  button.

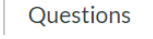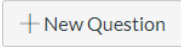## 2) CREATING A CANVAS QUIZ THAT LINKS TO THE MOM ASSIGNMENT

Here, we go back to Canvas and create a Canvas Quiz that includes a question with the link and password to the MOM assessment. The question(s) can be customized to your specifications as you will know how best to communicate with your students.

1. Go to your Canvas course.
2. Click **Quizzes** from the course navigation menu.
3. Click the  +Quiz  button at the top-right of the page.
4. In the  Details  tab, set the following details:
   a. In the first field, give a title to the Quiz (e.g., "Access for Exam 1").
   b. In the **Quiz Instructions** field, add any relevant info that you may want to tell the students for this assessment.
   c. Click the box next to **Time Limit** and enter a time limit for the exam that is slightly longer (5 minutes) than the time you set in MOM for the assessment.
   d. Scroll down to the **Assign to** card and use the fields to enter the due and availability dates for the exam.
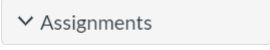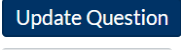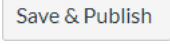
5. Scroll back up to the top of the screen and click the [ Questions ] tab.

6. Click the [ + New Question ] button.

7. Enter the sample text below into the **Question** text box or type something similar into the editor.

> *I agree to take the quiz linked below while being proctored by Respondus LockDown Browser. Clicking the link below will begin your exam in MyOpenMath.*
>
> *- Link to Exam*
> *- password: \*\*\*\*\**

8. In the editor, select the text where you will provide the link to the assessment (e.g., "**Link to Exam**" in the example above).

9. In the **Links** tab on the right or bottom of this page, click the [ ⌄ Assignments ] button.

10. Locate and click on the MOM assignment that corresponds to your exam.

11. On your keyboard, press **ctrl + K (or command + K).**

12. In the **Target** field of the panel that popped up, click the dropdown menu and select **New window**.

13. Click the blue **Ok** button.

14. Below this box, in the **Possible Answer** field, enter an answer for the student to confirm the above (e.g., "I agree").

15. Remove the other possible answers by clicking the 🗑 button to the right of each answer field.

16. Click the [ Update Question ] button to save the question.

17. Click the [ Save & Publish ] button to finish creating the quiz.

## 3) ENABLING LOCKDOWN BROWSER FOR THE QUIZ

Now, we'll require that students access the Canvas Quiz through LockDown Browser.

1. Click **LockDown Browser** from the course navigation menu (if it's not there, **follow these instructions to enable it**).

2. If asked to authorize Respondus, click the blue **Authorize** button.

3. When it loads, the page will show a list of all the "Quiz"-type assignments in your course along with columns showing you whether or not you've enabled LockDown Browser or Respondus Monitor for your quizzes.

4. Click the [ ⌄ ] button, located left of a quiz where you want to use LockDown Browser.

5. Click the **Settings** item in the popup menu.

6. Under **LockDown Browser Settings** click the option to **Require Respondus LockDown Browser for this exam.**

7. Click **Advanced Settings** to expand more options.

8. Check the box next to **Allow access to specific external web domains**.

9. Click into the box that appears underneath, and type this domain: **myopenmath.com**

10. At this point, clicking the [ Save + Close ] button will enable LockDown Browser for this specific quiz, with default settings and without the webcam feature (**Respondus Monitor**).

11. To enable the webcam feature, find the **Monitor Webcam Settings** section and click the **Require Respondus Monitor for this exam** option**.**

    a. If prompted, click the [ Continue to Respondus Monitor >> ] button to continue.

12. Click the [ Save + Close ] button to finish enabling LockDown Browser and Respondus Monitor for this assessment.
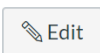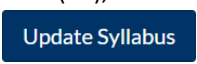
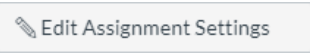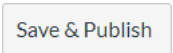For a full breakdown of all the setup and advanced options of LockDown Browser and Respondus Monitor, including how to view and assess results, **view the document linked here**.

## 4) SECURING THE MOM ASSIGNMENT IN YOUR CANVAS COURSE

The final step of this process is to hide the places where Canvas links the imported MOM assessment. It will require that you edit the course navigation menu, **Syllabus** page, and the **Due** date of the imported MOM assessment.

1. Edit the Course Navigation Menu to remove the following links (for steps on how to edit the menu, **click here**):
   a. **Assignments**
   b. **Outcomes**
   c. Any other page/tool/link that you do not want your students to access or just do not use in the course.
   d. *Remember* to click the [Save] button in the Course Settings to save your changes to the course navigation menu.
2. Click on the **Syllabus** link in the course navigation menu. On this page:
   a. Click the [Edit] button towards the top of the page.
   b. If it is checked (on), click the box next to **Show Course Summary** to turn it off.
   c. Click the [Update Syllabus] button to finish editing the Syllabus page of the course.
3. Remove the **Due** date of the imported MOM assessment, but keep the availability dates:
   a. Click **Assignments** in your course navigation menu.
   b. Find the imported MOM assessment that we are locking down.
   c. Click the title of the assessment.
   d. In the top-right or bottom of the page, click the [Edit Assignment Settings] button.
   e. Scroll down to the **Assign to** card.
   f. Remove the date in the **Due** field.
   g. Set the **Available From** and **Until** dates to match the **LockDown Browser** Canvas Quiz that we made in **section 2** of these instructions.
   h. Click the [Save & Publish] button or the [Save] button if you've already published the imported assignment.

## HELP LINES

- If you experience issues with LockDown Browser or Respondus Monitor, or would like help with any of the instructions in this document, contact the FAU OIT Help Desk using the service request **linked here**.
- Share our **LockDown Browser Student Guide** with your students.
- For in-depth training or assistance, visit our **calendar of workshops** to sign up for our training sessions or **schedule a one-on-one appointment** with one of our staff.
- Respondus Documentation:
  - **Overview of LockDown Browser**
  - **Overview of Respondus Monitor**
  - **Respondus Knowledgebase & Help Desk**