

Using Webex During a Respondus Lockdown Browser Test

Quick Summary

Typically, Respondus Lockdown Browser shuts off access to every app and utility when it's in use. However, by utilizing some of the advanced settings in the [Brightspace's](#) Respondus test setup space, it is possible to use Webex to allow for remote exam proctoring by the instructor.

Instructor Instructions

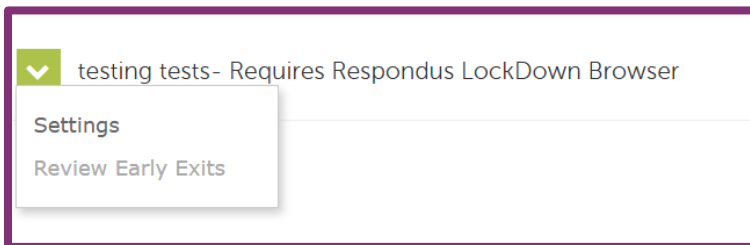
These steps assume that a quiz has already been created within Brightspace. If you need assistance creating a quiz, [see our documentation here](#).

Step 1: Open Respondus Lockdown Browser

Respondus Lockdown Browser can be found at the top of the Quizzes section in Brightspace.

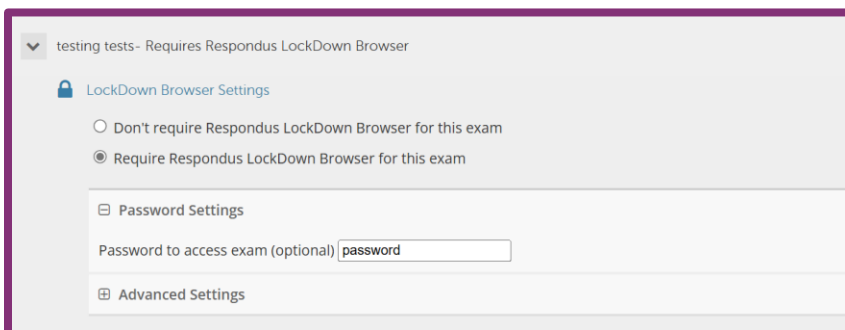
Step 2: Access the “Settings” menu for Respondus Lockdown Browser

Select the drop-down chevron next to the quiz and choose “Settings” from the menu



Step 3: Set the basic settings

Choose the radio button next to “Require Respondus Lockdown Browser for this exam” to make sure the browser is required. Additionally, choose a password to keep the quiz closed except for those who join the Webex videoconference.



Step 4: Set the Advanced Settings

Select the plus sign next to “Advanced Settings” to expand the menu. Check the box next to “Allow access to specific external web domains.” Then, paste in the domain or domains test takers will need. If the

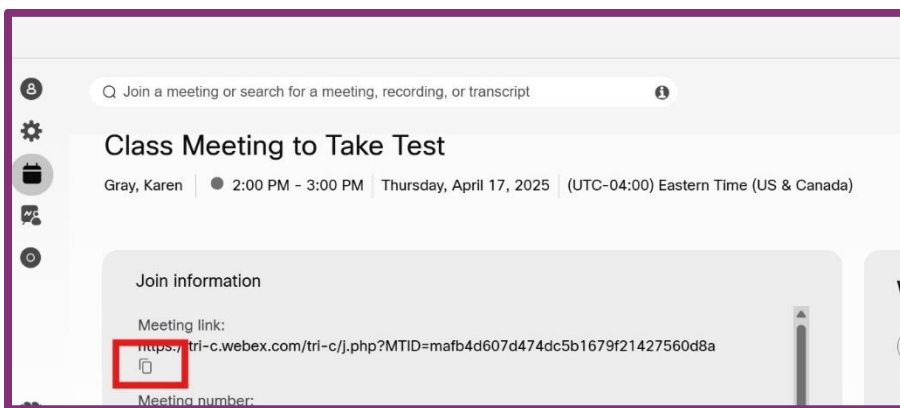
videoconference is via **Webex**, the domain is “**tri-c.webex.com.**” If the videoconference is via **Microsoft Teams**, the domain is **teams.microsoft.com.**



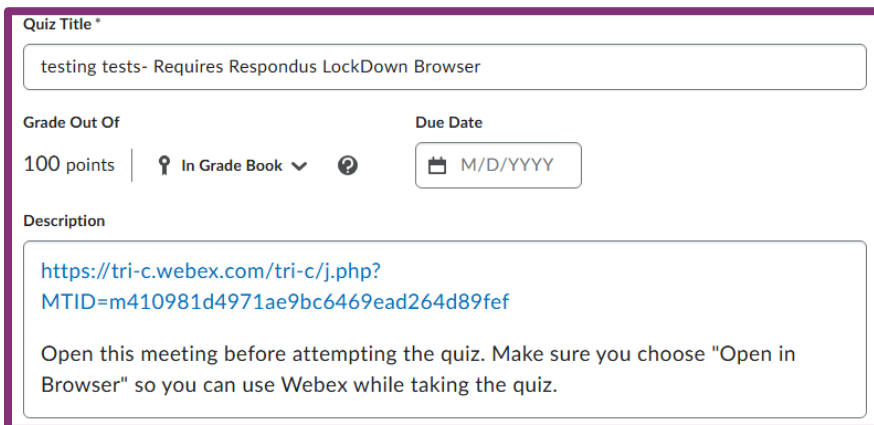
“Save + Close” the settings at the bottom of the page.

Step 5: Add the Webex link to your quiz

In a new tab or window, navigate to [Webex](#) and find the Meetings tab in the left nav bar. If a meeting is not scheduled, select “[Schedule a meeting](#)” at the top before proceeding. Once the meeting is scheduled, click or tap it two times to open the menu. Copy the meeting link by selecting the two rectangle Copy icon under “Meeting link.”” at the top before proceeding. Once the meeting is scheduled, click or tap it two times to open the menu. Copy the meeting link by selecting the two rectangle Copy icon under “Meeting link.”



Navigate back to Brightspace and go to the Quizzes tab. Find the quiz on the list and click its title to open the Edit menu. Paste the URL to the Webex meeting into the description text box. Include some language about choosing the “Open in Browser” option when opening the meeting.



Finally, select “Save and Close” to save the quiz.



Student Instructions

Students should use a computer to take quizzes via Respondus Lockdown Browser instead of attempting this process via their phone or tablet. Please note that they will be required to download the browser to the device they are using.

Step 1: Open the quiz from Brightspace

Students should use their normal browser to navigate to Brightspace and click on the name of the quiz.

The screenshot shows the Brightspace interface for 'Alaine's Test Course'. The top navigation bar includes 'Content', 'Announcements', 'Assignments', 'Discussions', 'Quizzes', 'Course Tools', 'Class Progress', and 'Grades'. The 'Quizzes' tab is highlighted with a red box. Below the navigation bar, the 'Quiz List' is displayed. A table lists the quiz 'testing tests- Requires Respondus LockDown Browser'. The quiz name is highlighted with a red box. The table also shows 'Evaluation Status' as 'Feedback: On Attempt' and 'Attempts' as '1 / Unlimited'.

Step 2: Open the Webex session

When students have opened the quiz, they should see the link in the description to open the Webex session.

Please note: If the class is meeting via Webex prior to beginning the quiz, the same steps will apply. If the quiz is closed and unavailable to students until the instructor opens it, link the same Webex meeting in an announcement or somewhere in the course materials so students can still access it.

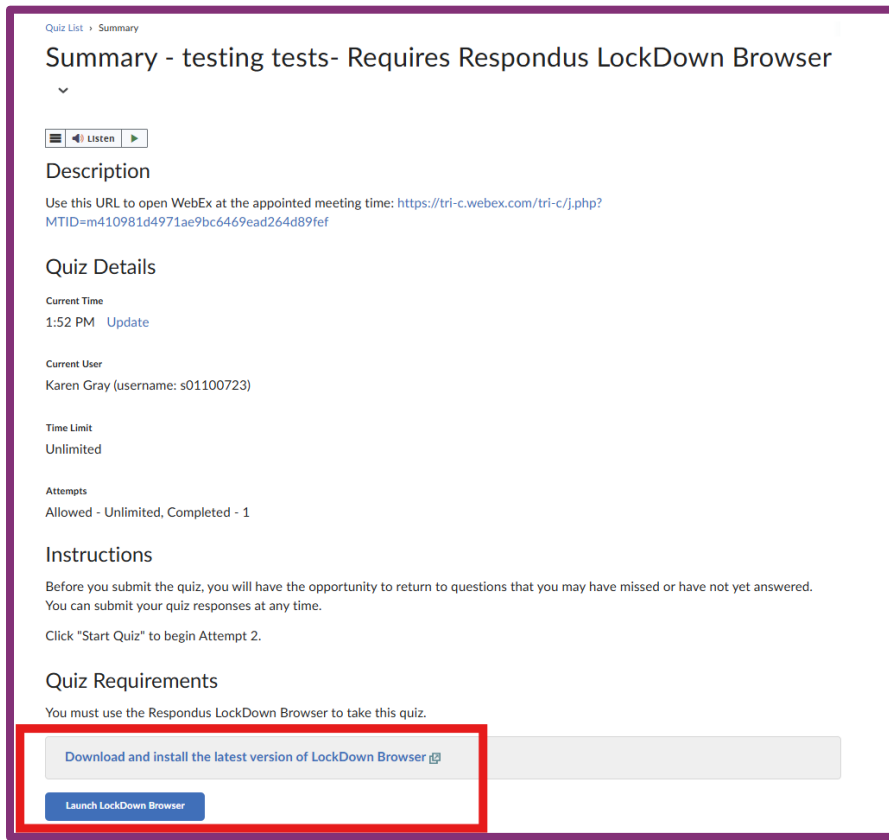
Student steps to open Webex from the quiz:

1. Right click on the link to open it in a new tab;
2. Select "Open in a browser" if the option is provided.

The screenshot shows the quiz summary page for 'testing tests- Requires Respondus LockDown Browser'. The 'Description' section is highlighted with a red box, containing a Webex URL: <https://tri-c.webex.com/tri-c/j.php?MTID=m410981d4971ae9bc6469ead264d89fef>.

Step 3: Download/Open Respondus Lockdown Browser


When students open the quiz, they will be prompted to open Respondus Lockdown Browser. If they do not already have the browser downloaded, they will be able to download and install it at this time.



Quiz List > Summary

Summary - testing tests- Requires Respondus LockDown Browser

▼

 Listen

Description

Use this URL to open WebEx at the appointed meeting time: <https://tri-c.webex.com/tri-c/j.php?MTID=m410981d4971ae9bc6469ead264d89fef>

Quiz Details

Current Time
1:52 PM [Update](#)

Current User
Karen Gray (username: s01100723)

Time Limit
Unlimited

Attempts
Allowed - Unlimited, Completed - 1

Instructions

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.

Click "Start Quiz" to begin Attempt 2.

Quiz Requirements

You must use the Respondus LockDown Browser to take this quiz.

[Download and install the latest version of LockDown Browser](#)

[Launch LockDown Browser](#)

Students should be prompted to close any open windows that Lockdown Browser requires, but their initial browser will remain open with Webex active.

Need Help?

For assistance setting up your quizzes, please email olat@tri-c.edu.