



Respondus LockDown Browser Set-Up Checklist AY22/23

There are a number of important settings required to ensure that your Canvas/Respondus LDB exam runs smoothly. Apply the recommended settings to your Canvas quiz, then turn the quiz into a Respondus LDB quiz by applying the Respondus settings

**Where there is an asterisk, see the 'Further Considerations' section of the staff guide for more information*

Canvas Settings

- Set 'Grade Posting Policy' to manual
- Ensure your quiz has a distinct title*
- Check instructions are clear and specific*
- Turn 'Shuffle Answers' on
- Do not set a time limit
- Allow at least 2 attempts
- Show one question at a time
- Select 'Require an Access Code' and enter one*
- Input 'due', 'available from', 'until' dates/times*
- Save and publish

For help, contact Tier 1 via the "Help" menu on Canvas (available 24/7/365). Alternatively, book a [1-to-1 consultation](#) with the VLE Pedagogy Support team

Respondus Settings

- Select 'LockDown Browser' from course navigation menu
- Select 'Require Respondus LDB for this Exam'
- Check that an access code has been entered. If not, add one*
- Choose your 'Advanced Settings'
- Save and close

[Watch this video tour of Respondus LDB and the recommended settings](#)



Note

It is highly recommended that you give your students a brief, ungraded Respondus LDB quiz prior to the real exam. This will familiarise students with the software and ensure that it has been installed properly

