

Instructor Live Proctoring using Respondus LockDown Browser

About Instructor Live Proctoring

Instructor Live Proctoring uses LockDown Browser to help prevent cheating on the computer itself, while the instructor monitors students via Zoom.

- **This method is only recommended for small class sizes where instructors can effectively observe and track students during the exam.**
- Instructor Live Proctoring does not allow the session to be recorded. If you want to record your students, use [Respondus Monitor](#).

Setting up Instructor Live Proctoring for an exam

1. Have your students download and install Respondus LockDown Browser using the link below. **This is the only link that should be given to students to download LockDown Browser.** The installers are preconfigured to work with UB Learns. Respondus LockDown Browser is available for Windows and macOS.

<https://download.respondus.com/lockdown/download.php?id=231516053>

2. Convey to your students, in advance, that you will be using LockDown Browser and Zoom with online exams during the semester. We highly recommended that you schedule a practice exam to test everything before administering an actual exam.
3. Create the exam.
4. Once the exam has been created, go to **Course Tools > Respondus LockDown Browser** to open the **Respondus LockDown Browser Dashboard**.
5. If necessary, click **Continue to LockDown Browser**.
6. Click the chevron icon (V icon) next to the exam and choose **Settings** from the drop-down menu.
7. Click **Require LockDown Browser for this exam**.
8. Click **Allow live proctoring for this exam**.
9. Select **Zoom** from the **Select your video conferencing system** drop-down menu.
10. Enter a **Start code**. The start code prevents students from starting the exam early.

11. Click **Save + Close**.
12. Create Zoom meeting and distribute the meeting information to students before the exam.
13. Before providing the start code, confirm that you can see and hear all the students in the Zoom meeting.
14. Remind students that Zoom will continue to run in the background, enabling you to see and hear them during the exam. However, they will not be able to access the Zoom window during the exam.
15. When you are ready, provide the start code to students to begin the exam.

Additional resources from Respondus

- [Instructor Quick Start Guide](#)
- [Video for instructors](#)

UB Learns Support

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