RESPONDUS – LIVE PROCTORING

In this tutorial, you will learn how to enable Respondus live proctoring in a quiz.

Respondus Instructor Live Proctoring is best used in classes of 20 to 25 students

To set up a quiz in Brightspace that uses the instructor live proctoring feature, follow these steps:

1. Within the Brightspace platform, access the course where you would like to add a quiz that requires LockDown Browser.
2. Then in the Navbar for that course, click on **Course Admin**
3. From the **Assessment** section select **Quizzes**
4. Select the **LockDown Browser** tab
5. If this is your first time using LockDown Browser, you will see in the bottom right corner of the screen the **Continue to LockDown Browser** button.
6. Your quizzes will be listed here, and you will need to select Settings from the pulldown menu to the left of your quiz name.

7. Within the settings, select **Require Respondus LockDown for this exam**.
8. In the Monitor section, select **Allow instructor live proctoring for this exam**.

9. Within the settings, fill out the following fields:

    A. First, Select a videoconferencing system from the dropdown menu

    B. Second, provide a **Start code** which prevents students from starting the exam early

    Then, when you are finished: click save and close. You have enabled respondus live proctoring for this quiz.