



## RESPONDUS LOCKDOWN BROWSER IPAD STUDENT GUIDE

### TABLE OF CONTENTS

INSTALLATION.....	2
ACCESSING CLASSIC QUIZZES.....	4
ACCESSING NEW QUIZZES.....	5
LANGUAGE KEYBOARDS .....	6
BEST PRACTICES.....	8
FAQS + TROUBLESHOOTING .....	9

## INSTALLATION

Although LockDown Browser is available for iPad, we do not recommend using it as your primary way to take timed quizzes or exams. It is possible to be locked into the iPad application but be unable to access your assessment before the timer runs out.

1. Download and install the **LockDown Browser app** from the Apple App Store
2. Open the **Settings** app on your iPad and choose **LockDown** from the left-hand navigation
3. Select **Allow cross-site tracking** (so it toggles to green) to allow images on LockDown Browser in case images will be required for your course.

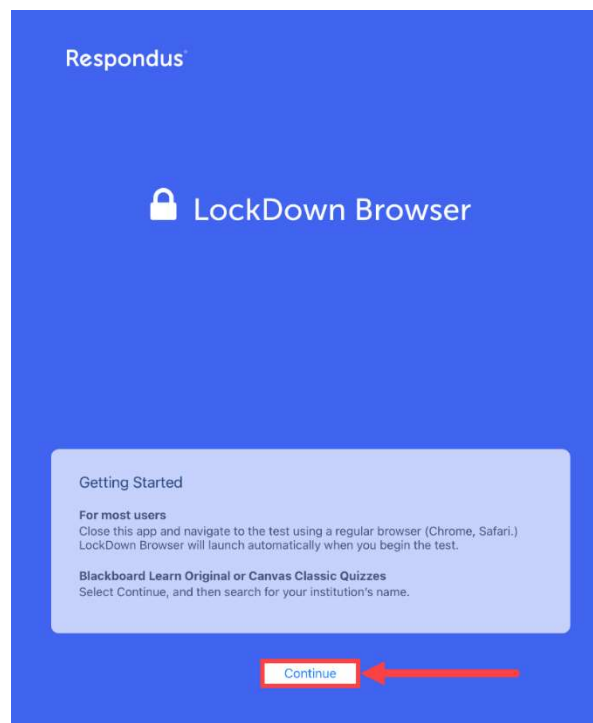
### Classic Quiz - Installation, Best Practices, FAQs, and Troubleshooting

If you are using an iPad device, you can take your exam using the LockDown Browser mobile app for iOS

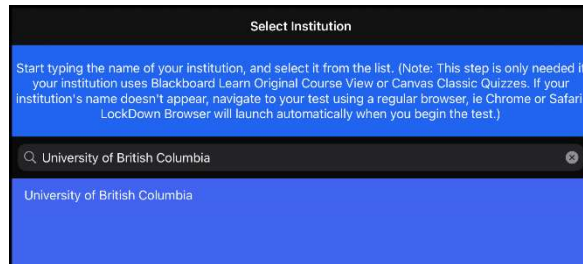
Please note that your instructor will need to enable this setting in advance of your exam before you will be able to use your iPad device

Instructions on how to install the LockDown Browser mobile app can be found above. Before the date of your exam, you will need to select your institution in the app and log in:

1. On your mobile device, launch the LockDown Browser app, and select **Continue**.



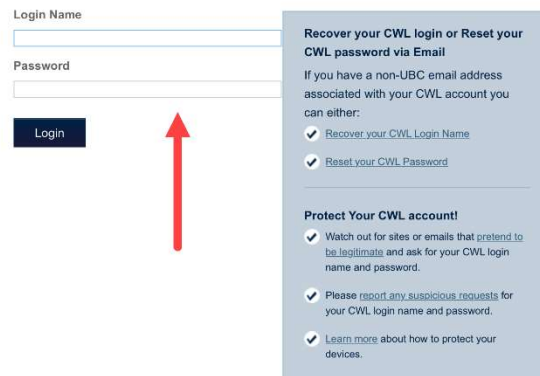
2. Start typing the name of your institution (University of British Columbia) into the search bar, and
3. select it from the list.



4. Log in using your CWL

## CWL Authentication

Login to continue to [UBC Canvas](#)

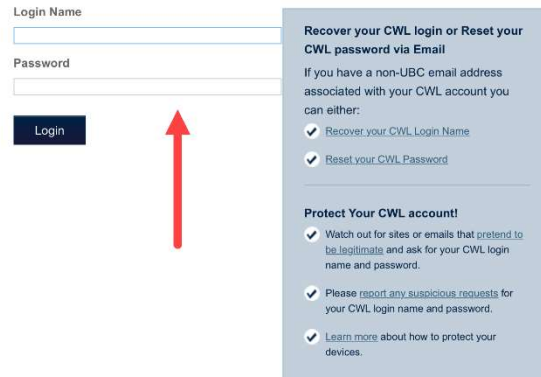


## ACCESSING CLASSIC QUIZZES

1. Launch the LockDown Browder app and log in with CWL.
2. Enter your course from the Canvas Dashboard, and navigate to your exam.

### CWL Authentication

Login to continue to [UBC Canvas](#)



Login Name  
Password

Login

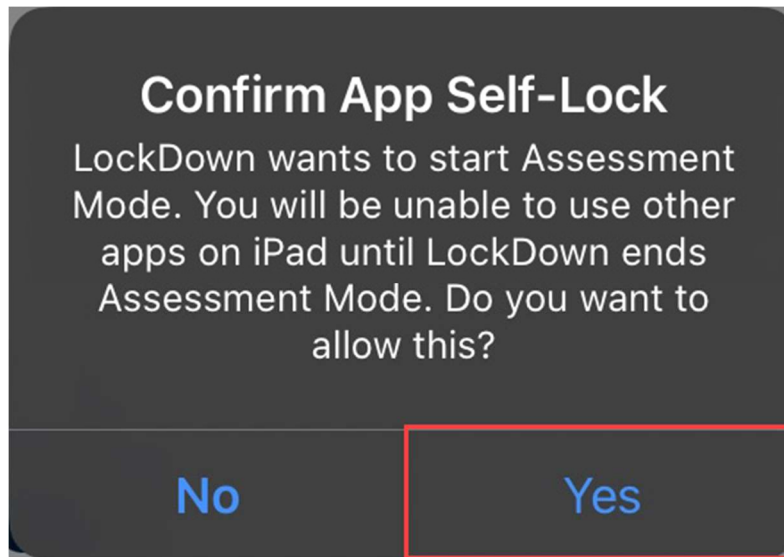
**Recover your CWL login or Reset your CWL password via Email**  
If you have a non-UBC email address associated with your CWL account you can either:

- ✓ [Recover your CWL Login Name](#)
- ✓ [Reset your CWL Password](#)

**Protect Your CWL account!**

- ✓ Watch out for sites or emails that pretend to be legitimate and ask for your CWL login name and password.
- ✓ Please report any suspicious requests for your CWL login name and password.
- ✓ [Learn more](#) about how to protect your devices.

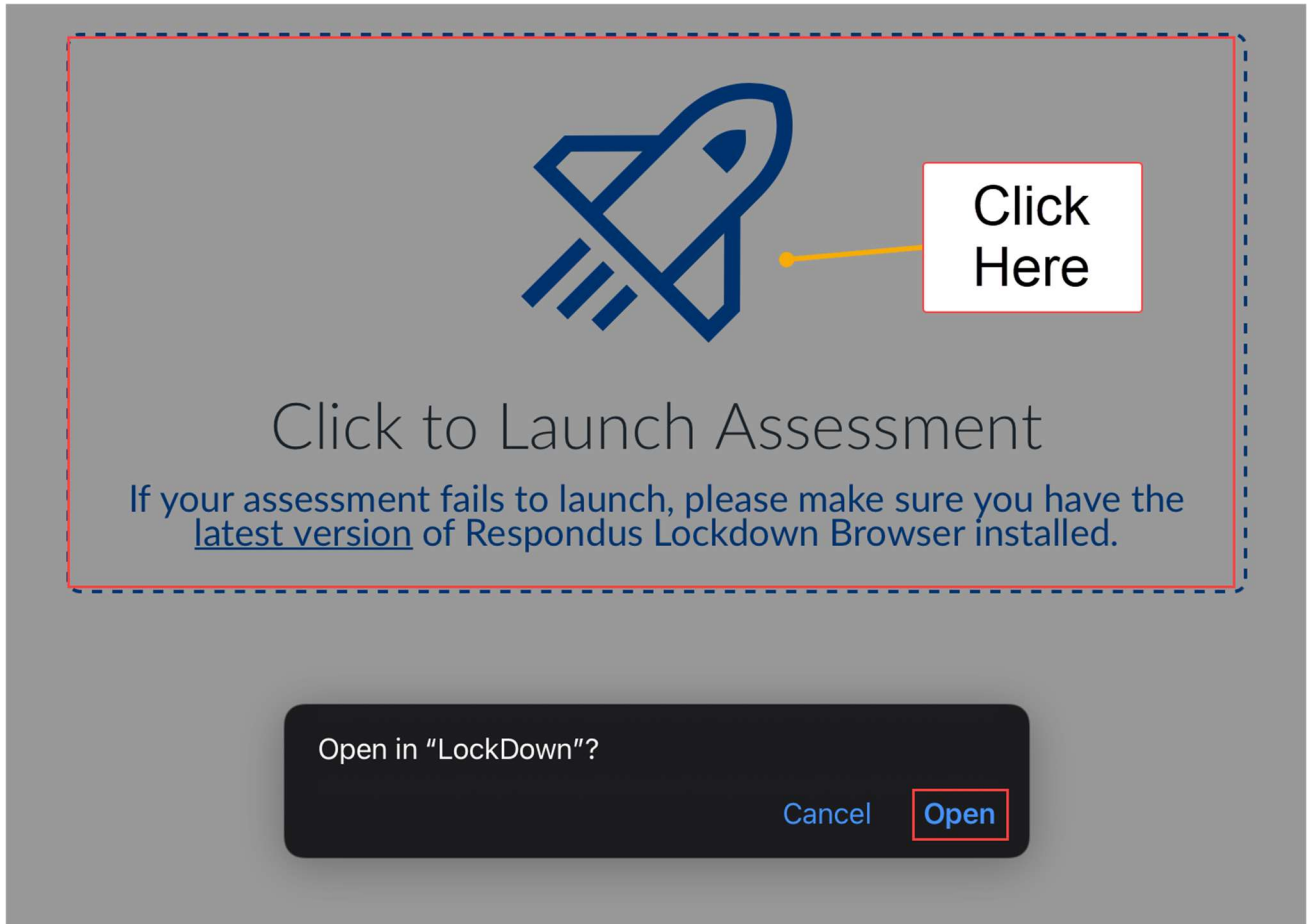
3. Select **Take the Quiz**
4. If you receive a notification that asks if you would like to Confirm App Self-Lock, select **Yes**



\*Note: If you accidentally selected **No** to the Confirm App Self-Lock notification, re-enter into your quiz page and select **Yes** instead to the notification message.

## ACCESSING NEW QUIZZES

1. Navigate to your quiz on your preferred browser (Google Chrome, Safari, etc...)
2. Click the **Rocketship** on the new page
3. Then, click **Open** in the pop-up

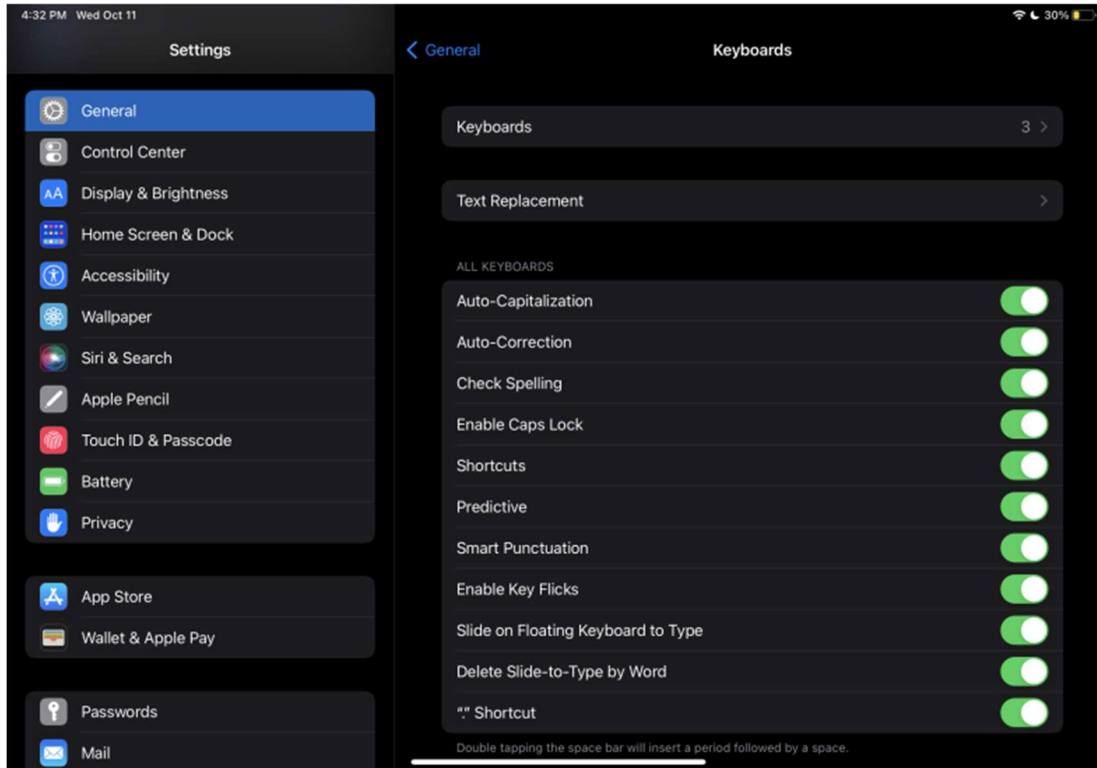


You should now be able to complete your quiz on LockDown Browser.

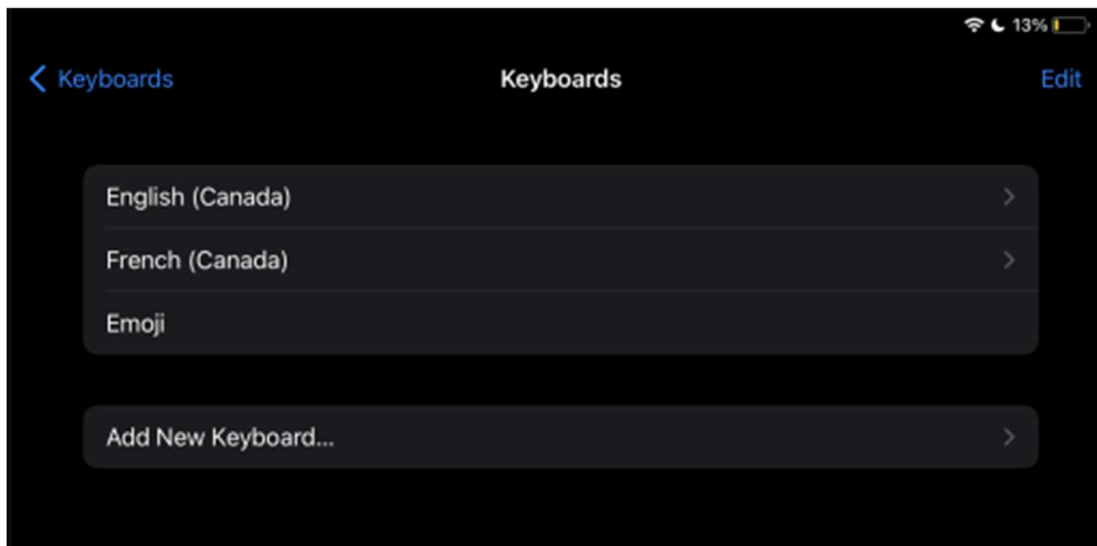
## LANGUAGE KEYBOARDS

To use a different language, you will need to add the language to your keyboard by following the instructions below :

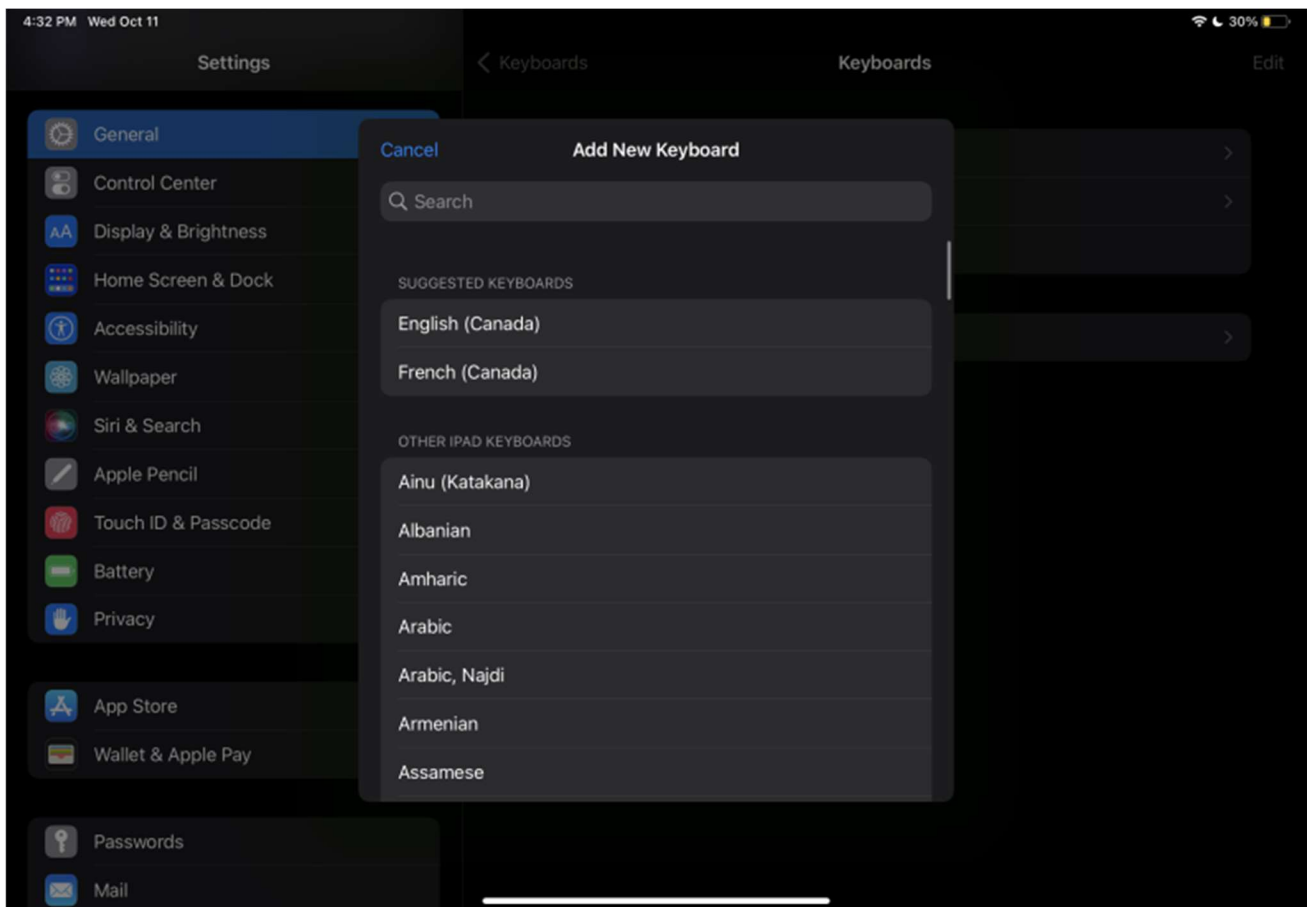
1. Go to Settings > General > Keyboards



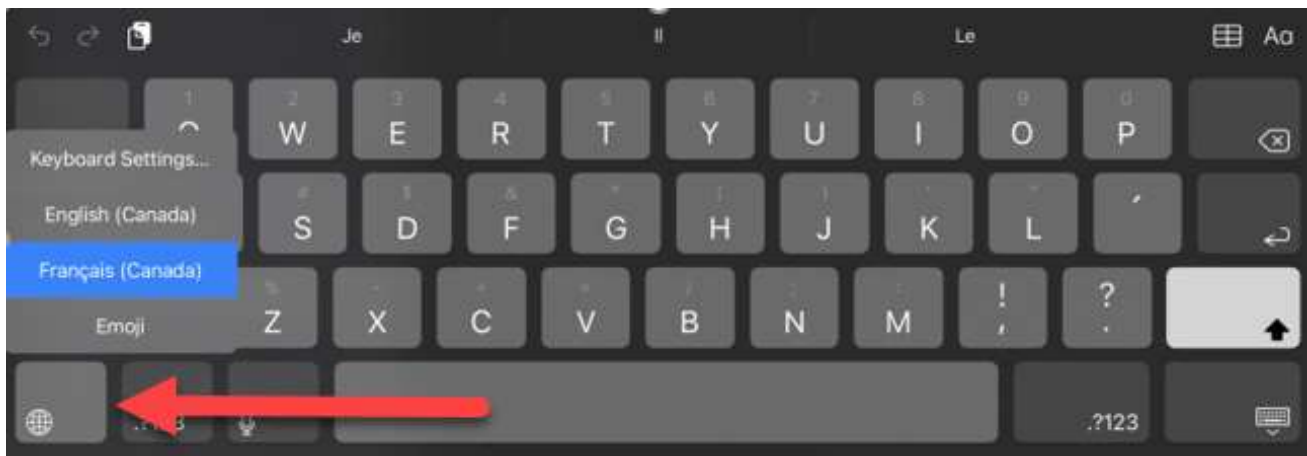
2. Click Keyboards in the Keyboards Settings



3. Click Add New Keyboard... and select your desired language

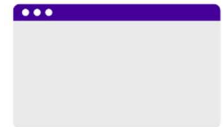


You can now access the language keyboard using the Globe Icon on your Keyboard



## BEST PRACTICES

1. Ensure that your device's **battery life is full** before beginning the exam with a charger available, and that the internet connection on your device is as stable as possible.
2. Make sure your computer is connected to a secure wireless network. (ubcsecure preferred)
3. Close all windows, programs, and notifications on your computer (eg. iMessage, Notifications in Windows Action Centre) before opening Respondus.
4. **DO NOT** use your browser's back and forward buttons to navigate during the exam; instead, use the Previous and Next buttons in Canvas.
5. If you have downloaded Respondus Lockdown Browser in the past, open Respondus and install any updates as prompted before the exam.
6. Check that you have enabled any necessary alternate languages on your computer before starting the exam and that the keyboard shortcuts are functioning correctly.
7. To track your progress, make sure to occasionally look at the Questions & Time Elapsed located in the top-right corner of the window. Questions will only be checked off if every field in the question has been filled.
8. Press the **Submit Quiz** button at the bottom of the screen after you are finished. Canvas will ask to make sure you want to submit if there are unfinished questions.



◀ Previous

Next ▶



Submit Quiz



## FAQS + TROUBLESHOOTING

### Logging into Canvas on LockDown Browser

To log into Canvas on LockDown Browser, users must know their CWL login and password

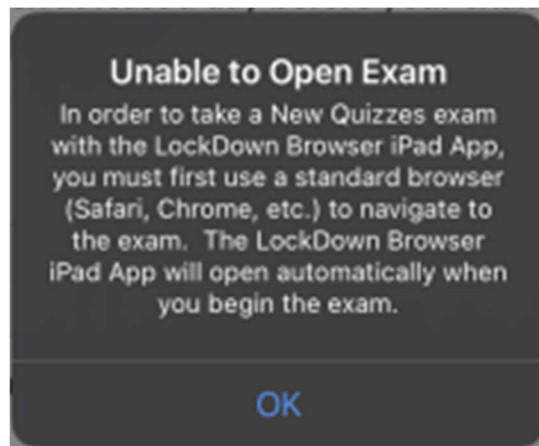
Automatic password management like fingerprint or face detection will not work with Lockdown Browser.

Users may be prompted to authenticate their login through the Duo mobile app.

- Students are advised to set up their Duo two-factor authentication on this website (<https://mfadepices.id.ubc.ca/secure/>) and choose an option that uses their mobile devices.
- It is possible to set up a Duo two-factor authentication without a mobile device by going to this website: <https://mfadepices.id.ubc.ca/secure/u2fkeys.php>. One of the additional options is "Touch ID"—however, it only works on macOS on a chrome browser.

### Using LockDown Browser app to access New Quizzes and Receive and Unable to Open Exam message

If you are unable to access New Quizzes using the LockDown Browser app, try the following:



1. Exit out of the LockDown Browser app
2. Re-launch quiz using your preferred Web browser (Chrome, Safari, Firefox, etc)

## Using LockDown Browser on a web browser to access Classic Quizzes and receive a Respondus LockDown Browser required message

☰ [WS Exam Practice Run](#) > [Quizzes](#)

[Home](#)

[Modules](#)

[Media Gallery](#)

[My Media](#)

### Respondus LockDown Browser Required

This quiz requires Respondus LockDown Browser. Please launch Respondus LockDown Browser to take this quiz or view your quiz results.

If you have not already installed the browser, please download it from here: [\[Download Respondus LockDown Browser\]](#) ↗

If you are unable to access Classic Quizzes on a web browser, try the following

1. Close the LockDown Browser tab
2. Re-launch quiz in the LockDown Browser app

### Experiencing connection problems

If you lose internet connection during the exam, try the following:

Inform your instructor of the issue and that you may need to exit and re-enter the exam to reconnect. Before exiting the exam, your instructor may allow you to use your device to photograph your answers. Exit the exam and attempt to reconnect to the internet. You may need to click Forget Network before reconnecting, or plug in your iPad to a charger (iPads that are not sufficiently charged may continue to disconnect from the internet intermittently).

Once you have reconnected, navigate back to the exam - Canvas will have saved your most recent set of answers prior to losing connection.

### LockDown Browser froze/nothing is loading

1. Click on the globe/ⓘ icon > Proctor Exit > type "escape"
2. If you are taking the assessment in a space with an in-person Teacher/TA/Invigilator, ask one to enter the "Proctor Exit Password" to close LockDown Browser for you.
3. Log back in and resume the quiz. Any answers that you have made previously should be saved.
4. Notify your instructor if it is a timed quiz so that they could extend the time as necessary.

## Accidentally exited the quiz?

If you have accidentally exited the quiz, your answers will be autosaved by Canvas. Re-open Respondus Lockdown Browser, navigate back to the quiz, and click **Resume Quiz**.

## Can you use Respondus Lockdown Browser on an iPad? How about a Chromebook?

Respondus Lockdown Browser can only be installed on **Windows** or **Mac** computers. However, you may be able to take the exam on an iPad using the **Lockdown Browser** app if your instructor has chosen to enable the setting. UBC does not support Lockdown Browser use with Chromebooks.

## Why do I get a Virtual Machine Error?

Respondus Lockdown Browser will not run if a virtual machine is detected (e.g. virtual operating systems, emulators, virtual environments). If your system is running a virtual machine, you may need to use a different Windows or Mac laptop to run Respondus Lockdown Browser.

