# Guide for setting the exam with LockDown Browser - Faculty/AAs.

Note: LockDown Browser will be available on moodle.iima.ac.in server different than the regular moodle server, so please send your request for a exam course creation on moodle. (Email request: mdlsup@iima.ac.in)

1. Login to Moodle : Url: https://moodle.iima.ac.in by clicking [Google] button

2. Click the course such as 'Course_Name_Exam '

3. Create the zoom meeting or put zoom meeting link as url for students if zoom monitoring required.

4. Create a Quiz activity with appropriate timings by going to edit mode (Turn edit on/off).

5. Add questions to quiz/exam click on above created quiz and 'Edit' quiz, Add questions for quiz/exam.

6. For Respondus LockDown Browser check for 'Respondus LockDown Browser' block, if not there you need to add a 'Respondus LockDown Browser' block in the course page by (Turn edit on/off – check the left side panel for Block and Add block).
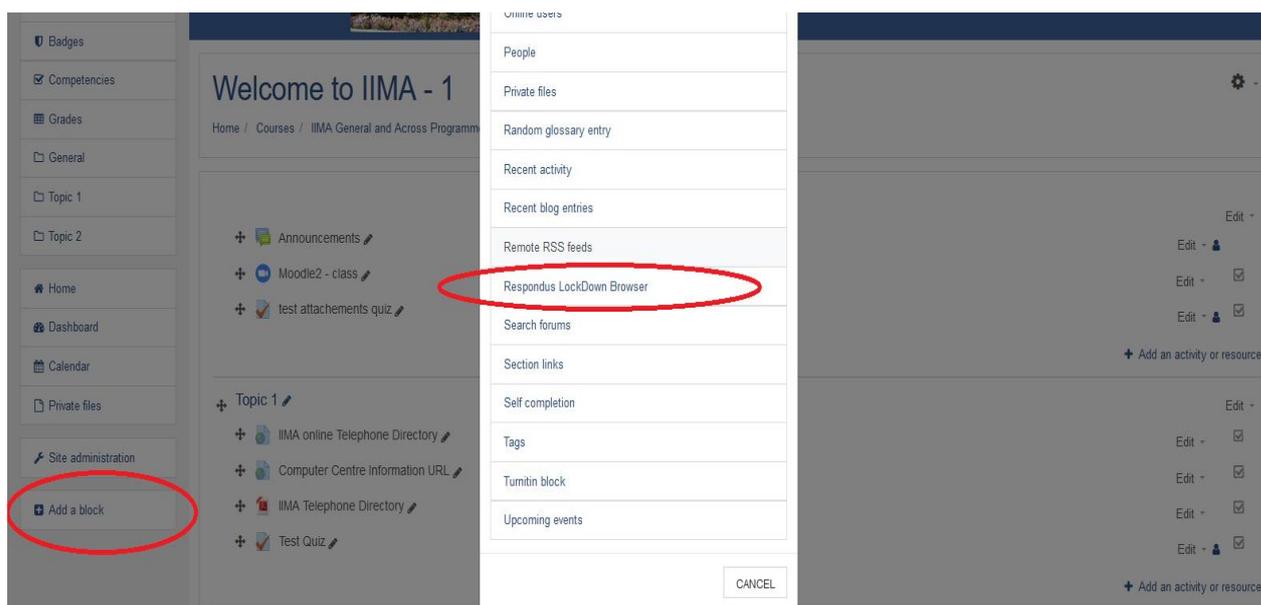
7. Click on 'Respondus LockDown Browser' block in the course page.

Respondus Lockdown Browser Dashboard on Moodle course page will appear like below:

8. Once 'Respondus Lockdown Browser' Dashboard opens – select the quiz setting for various options by clicking drop down symbol again quiz (for going/getting back the moodle page please click on back button of browser).
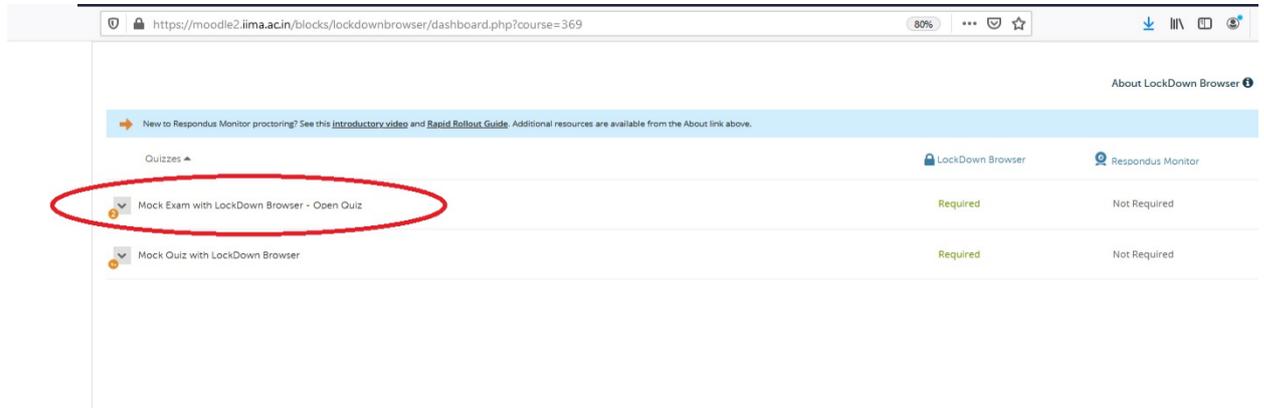
9. Options to be set for LockDown Browser are as below:

Set Advanced Settings (details are explained along with option on browser) as required.

1. Lock students into the browser until exam is completed
2. Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store)
3. Allow access to specific external web domains
4. Enable Calculator on the toolbar
5. Enable Printing from the toolbar
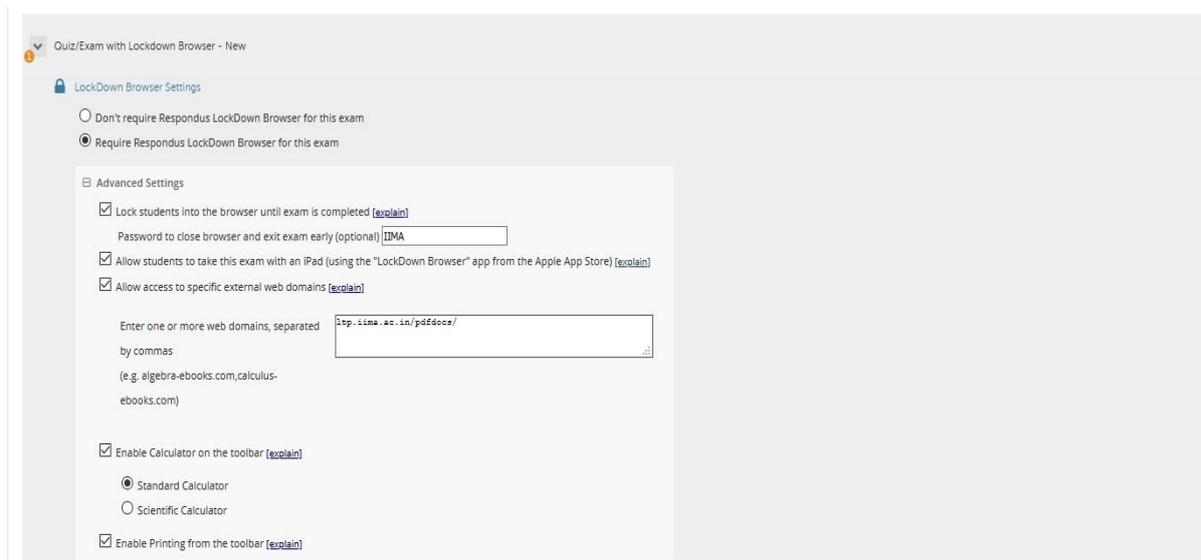
Note: We are not going to have/use 'Repondus Monitor' for proctoring the exam, the details related to it is not explained herewith.

Configuring/setting the separate Excel sheet-based exam

A. Upload the exam excel sheet/file as a resource on moodle page:

1. From moodle page

   Copy the file link/url by right click and 'Copy file link location' from moodle page and put it as an Instructions on quiz page or along with the Quiz question as a link. It will open the file in a new tab on 'LockDown Browser' while attempting the exam/quiz.

2. From other server (subject to allowed url in LockDown Browser setup and access)

   Copy the url/link of file and insert as a link at an Instructions/Description on quiz page or along with Quiz question (as a link). It will open the file in a new tab on 'LockDown Browser' while attempting the exam/quiz.

B. Uploading of PDF file of Cases or a Question paper.

As per LockDown browser requirements it must be on a separate server other than moodle or any other LMS sites.

We need to allow the said site url on LockDown Browser 'Allow access to specific external web domains' in quiz setting.

Copy the url of file and insert as a link at an Instructions/Description on quiz page or along with Quiz question (as a link). It will open the file in a new tab on 'LockDown Browser' while attempting the exam/quiz.

- Adding the link in instruction/questions – click on 'Insert/edit link' in question text box.

- Adding Instruction/Description page in quiz – select – Description while adding the question in the quiz, it will appear as 'i' in question list.