



## Using Teams meetings with Respondus Lockdown Browser

MS Teams meetings can be used while running the Respondus LockDown Browser, with the provision that the option **"Instructor Live Proctoring" must be explicitly enabled by the Professor** in the Respondus settings.

After this option has been enabled, Teams meetings run in the background, enabling the instructor to see and hear students, while the browser prevents students from accessing other applications or websites.

### Process:

- The instructor sets up a Teams meeting, and students join it **before** launching the Lockdown Browser. Once the exam starts, Teams remains active in the background
- While the meeting runs in the background, you generally **cannot** actively use Teams controls (like chatting, unmuting, or switching windows) during the exam
- Students cannot start a Teams meeting *from within* the Lockdown Browser - they must join the meeting first using a regular browser or app, then launch the exam
- This method is intended for small classes (usually 25 or fewer)
- If *"Instructor Live Proctoring"* is not enabled, the Respondus LockDown Browser will block all other applications, including Teams
- Remind students the Teams meeting 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 any browser or apps. You may want to mute all students' mics

You may want to consider running a practice session with your students to ensure the configuration works correctly.

Setup a way for students to communicate with you when they have any issues during the exam.

**One suggestion:** The student exits the exam (RLB,) returns to the Teams meeting and uses the meeting chat to send the message to the instructor immediately. The instructor can respond to the meeting chat or send the student to a meeting breakout room. If the conversation has ended in the breakout room, the instructor needs to bring the student back to the main room. The student can reopen RLB and continue the exam.

(When a student leaves the LockDown Browser during an assessment, you are able to see a report on the LockDown Browser dashboard, which records "early exits," and flags unusual activity, such as camera or browser interruptions).

### **Respondus Lockdown Browser setup:**

1. On Course Navigation, select **Lockdown Browser**.
2. Find the Exam you want to use in Lockdown Browser, click the action link (chevron icon), and select **Settings**.
3. In the "LockDown Browser Settings," select **Require Respondus Lockdown Browser for this Exam**  
***Note:** Do not setup a password for students to access the exam. You will enter the start exam code later.*
4. In the "Proctoring," select **Allow instructor live proctoring for this exam (via Zoom, Teams, etc)**
5. Select your video conferencing system from the action link.
6. Enter start code.  
***Note:** The start code prevents students from entering the exam earlier with RLB.*
7. Select "Include additional instructions to student" if you desire.
8. Click **Save + Close**.
9. In the "Tests" column, the "Required Respondus Lockdown Browser" wordings are added after the exam name. In the "Lockdown Browser" column, it shows "Required" word. In the "Proctoring" column, it shows an instructor with a video conferencing name, for example, Instructor (Zoom.)