

## Manage Exams: Enable Lost Focus Security

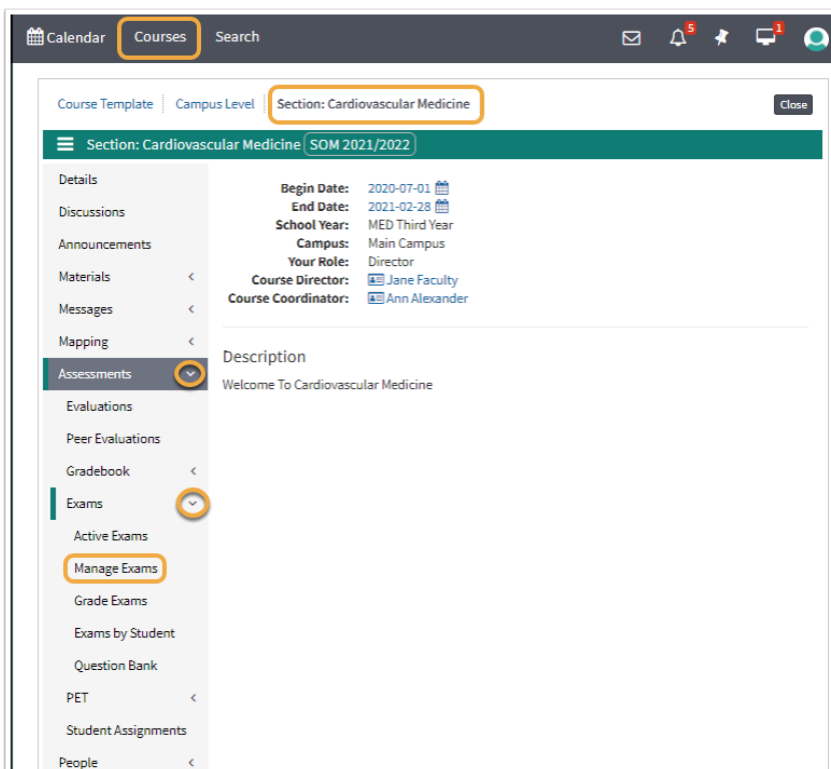
The **Lost Focus Security** feature will lock Students out of an Exam if they attempt to leave the Exam window to access other resources, websites, or software on their computer.

- Students will not be able to leave or tab out of the Exam while this feature is turned on.
- If a Student gets locked out of the Exam, the Exam Administrator will have to unlock the Student's account in order to allow them to re-access the Exam.
- Each instance of a Student getting locked out will be tracked and included in the Locked Users Report.



[Exam\\_Security\\_in\\_Leo.pdf](#)

**Path: Home > [Course Screen] > Assessment > Exams > Manage Exams**



Select your Exam from Exam Manager listing to open that Exam in the **Exam Editor**.

## Exam Manager Cardiovascular Medicine SOM 2021/2022 (r1)

View ▾ Options ▾

Viewing 1 to 3 of 3

Search:

Name ↑↓	Responses ↑↓	View Exam ↑↓	Link ↑↓	Access? ↑↓	Details ↑↓	PDF ↑↓	Key ↑↓
Exam	3 Response(s)	<a href="#">View</a>	<a href="#">Course</a>	Yes	<a href="#">i</a>	<a href="#">PDF</a>	<a href="#">key</a>
Pediatrics Exam	2 Response(s)	<a href="#">View</a>	<a href="#">Course</a>	Yes	<a href="#">i</a>	<a href="#">PDF</a>	<a href="#">key</a>
Presentation Exam	0 Response(s)	<a href="#">View</a>	<a href="#">Course</a>	No	<a href="#">i</a>	<a href="#">PDF</a>	<a href="#">key</a>

Show  entries

Previous **1** Next

## Exam Editor

- From the **Home Tab**
- Click **Advanced** at the bottom of the screen.

Leo Exam Editor  
Acute Test

Home Admins Questions Edit Question Question Bank

Instructions:   
Completion Msg:   
Display Type:   
GO Version:   
Password:   
Remove Submit:   
In-Exam Feedback:   
Attestation:

Immediate Feedback:   
Show Prompts:   
Show Response:   
Show Explanations:   
Lock After Feedback:   
Post Exam Link:   
Exclude Faculty:

Settings | Instructions | Completion | **Advanced** | No Faculty | Key | PDF | View | Type | Clone | Costs | Notes | Where Used | Custom Score Card Links

- Set **Lost Focus Security** to **Yes**.
- Click **Save** to save your changes.

**Advanced Exam Options**

Name: Acute Test

Admin Notes:

Use question groups if available?

Randomize questions:

Randomize responses:

Required:

Lost Focus Security:

Lost Focus Password:

Exclude from RCard:

Do not allow others to edit:

## Student Experience

Questions 1 - 5 of 5 (all)

1. **Lost Focus Security in Effect**

If you click outside of the exam window while taking this exam your exam will shut down until an exam proctor resets your access to the exam

You should maximize the screen to prevent yourself from accidentally moving outside the exam.

*Don't close this message until you are in full screen mode*

On Windows or Linux, press the **F11** key to maximize the screen.

On some newer Windows machines (such as the Surface) you may have press the Function (**Fn**) key + **F11**

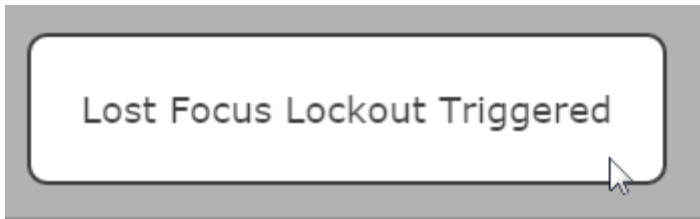
On Mac OSX, press **Shift+Command+F** to maximize the screen.

On Mac OSX with Safari you may have to use the View menu to enter full screen mode

[Click here to continue to your exam.](#)

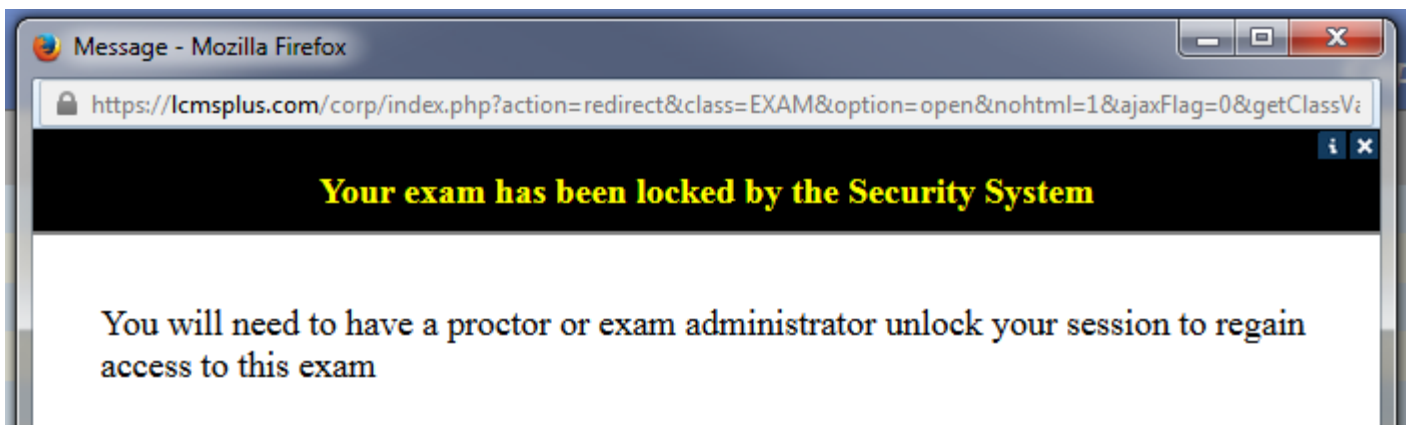
- Upon entering the Exam, Students will see the message shown above, which indicates that **Lost Focus Security** is in effect.
- Students will need to scroll to the bottom of the message and click the link provided to continue to their Exam.

## Lock out triggered



- If a Student attempts to tab out or leave the Exam window, the message shown above will appear and the Student will no longer have access to the Exam.

## Administrator must grant access



- Upon trying to restart the Exam, the Student will see the message shown above.

## Administrator Unlock

Exam Manager Cardiovascular Medicine SOM 2021/2022 (r1)							
View ▾ Options ▾							
Viewing 1 to 3 of 3		Search: <input type="text"/>					
Name ↑↓	Responses ↑↓	View Exam ↑↓	Link ↑↓	Access? ↑↓	Details ↑↓	PDF ↑↓	Key ↑↓
Exam	3 Response(s)	View	Course	Yes			key
Pediatrics Exam	2 Response(s)	View	Course	Yes			key
Presentation Exam	0 Response(s)	View	Course	No			key
Show <input type="text" value="10"/> entries		Previous <span style="background-color: #007bff; color: white; padding: 2px 5px;">1</span> Next					

- To unlock the exam for students who have triggered the Lost Focus Security feature, navigate to the Course or Event **Exam Manager** where the Exam exists.
- In the **Exam Manager**, click the **Response(s)** link corresponding to the Exam in question.

## Locked Users

3 Response(s) | Refreshing in :24 Close

Results Summary  
Exam: Exam  
Linked to Pediatrics UME 2018/2019 R2 - New Memorial Hospital  
Total Points: 84

View ▾ Options ▾ Download Print Settings Help

Viewing 1 to 4 of 4 entries

Student	Score	Possible	Bonus	Reporting	Reset	LinkStatus	RCard	Leader
Agustina, I (kagustina)	19	84	0	Remove	Submitted	Linked	RCard	No
Alexander, J	0	84	0	Remove	Submitted	Linked	RCard	No
Anderson, J (edarla)	0	84	0	Remove	Open	Linked	RCard	No
Irvin, Mabl	20	84	0	Remove	Submitted	Linked	RCard	No

Options menu: Exports, Reports, Summary, QR Listing, (re)Evaluate, Item Analysis, Gradebook, Un-Submit, Submit All, **Locked Users**, Refresh, Close

Search:

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- Click **Locked Users** to view a list of students that have been locked out of their Exam.

## Remove Lock

3 Response(s) | Refreshing in :04 Return Close

Locked User Listing  
Exam: Exam  
Linked to Pediatrics::UME 2018/2019  
Total Points: 84

View ▾ Options ▾ Download Print Settings Help

Viewing 1 to 1 of 1

Student	Score	Remove Lock	Status	Group Leader
Student, Sally (sallystudent)	84	<b>Remove Lock</b>	Open	No

Search:

Show 10 entries

Previous 1 Next

- Once you click the **Remove Lock** link, you will receive a confirmation message.
- Click **OK** to continue.
- The student can now access the Exam again.

**NOTE:** The **Locked User Listing** screen, shown above, refreshes approximately every 10 seconds.

## Lock History Report

3 Response(s) | Refreshing in :04

Return Close

Locked User Listing  
Exam: Exam  
Linked to Pediatrics::UME 2018/2019  
Total Points: 84

View Options

Back to Results Listing  
Refresh  
Lock History

Student

Score

Remove Lock

Status

Group Leader

Student, Sally (sallystudent)

84

Remove Lock

Open

No

Search:

Show 10 entries

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Next

- Click **Lock History** from the Locked Users screen to view a report including time and duration details of Students that have been locked out of their Exam.

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