

Knowledgebase > OwlMed and Canvas > OME Staff: Unlock Lost Focus Exam

OME Staff: Unlock Lost Focus Exam

Christine Clevenger - 2024-02-12 - OwlMed and Canvas

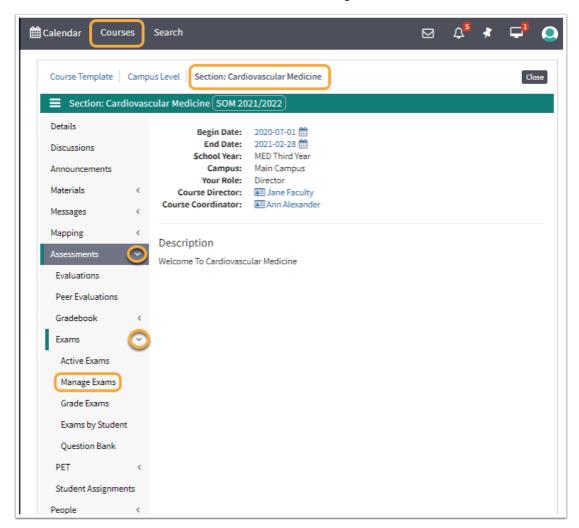
Manage Exams: Enable Lost Focus Security

Updated on Nov 02, 2023

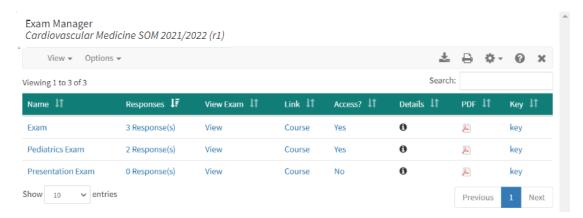
The **Lost Focus Security** feature will lock Students out of an Exam if they attempt to leave the Exam window to access other resources, websites, or software on their computer.

- 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.

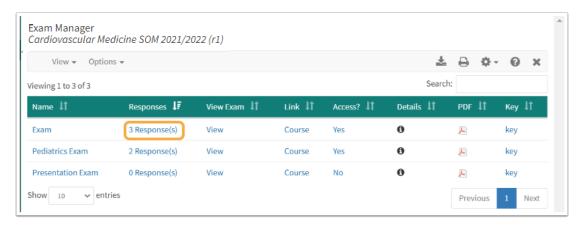
Path: Home > [Course Screen] > Assessment > Exams > Manage Exams



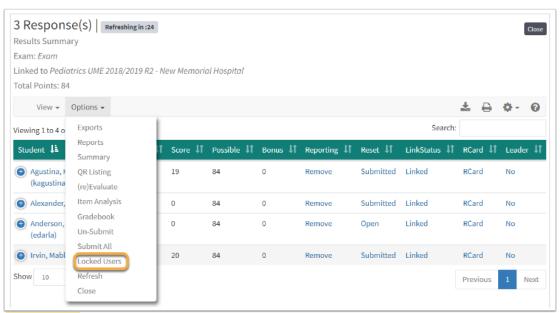
STEP ONE: Select your Exam from Course-->Assessments--> Exams--> Exam Manager listing



STEP TWO: In the Exam Manager, click the Response(s) link corresponding to the Exam in question.

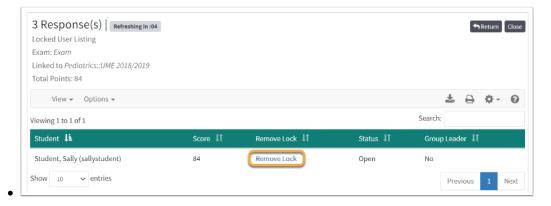


STEP THREE: Click **Options--> Locked Users** to view a list of students that have been locked out of their Exam



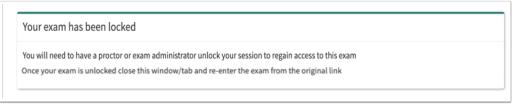
STEP FOUR:

- Once you click the **Remove Lock** link, you will receive a confirmation message.
- Click **OK** to continue.



STEP FIVE:

• The Student will need to close out of the Tab and return to the Exam once their Administrator has granted them access.



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