



[Knowledgebase](#) > [OwlMed and Canvas](#) > [OME Staff: Unlock Lost Focus Exam](#)

## OME Staff: Unlock Lost Focus Exam

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### 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.

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

The screenshot shows the Canvas LMS interface for a course. The top navigation bar includes 'Calendar', 'Courses', and 'Search'. The 'Courses' tab is highlighted. Below the navigation bar, the course details are displayed: 'Section: Cardiovascular Medicine' and 'SOM 2021/2022'. The left sidebar contains a list of course options: Details, Discussions, Announcements, Materials, Messages, Mapping, Assessments, Evaluations, Peer Evaluations, Gradebook, Exams, Active Exams, Manage Exams, Grade Exams, Exams by Student, Question Bank, PET, Student Assignments, and People. The 'Assessments' and 'Exams' categories are expanded, and 'Manage Exams' is highlighted. The main content area shows the course description: 'Welcome To Cardiovascular Medicine'. The 'Manage Exams' option is circled in orange.

1. Select your Exam from **Course-->Assessments--> Exams--> Exam**

## Manager listing

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)	View	Course	Yes	ⓘ	📄	key
Pediatrics Exam	2 Response(s)	View	Course	Yes	ⓘ	📄	key
Presentation Exam	0 Response(s)	View	Course	No	ⓘ	📄	key

Show 10 entries Previous 1 Next

2. In the **Exam Manager**, click the **Response(s)** link corresponding to the Exam in question.

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)	View	Course	Yes	ⓘ	📄	key
Pediatrics Exam	2 Response(s)	View	Course	Yes	ⓘ	📄	key
Presentation Exam	0 Response(s)	View	Course	No	ⓘ	📄	key

Show 10 entries Previous 1 Next

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

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

Viewing 1 to 4 of 4

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

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

Show 10 Previous 1 Next

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

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 Search:

Student	Score	Remove Lock	Status	Group Leader
Student, Sally (sallystudent)	84	<a href="#">Remove Lock</a>	Open	No

Show 10 entries Previous 1 Next

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

Your exam has been locked

You will need to have a proctor or exam administrator unlock your session to regain access to this exam

Once your exam is unlocked close this window/tab and re-enter the exam from the original link