



## OME Staff: Unlock Lost Focus Exam

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# Manage Exams: Enable Lost Focus Security

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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 a web application interface for course management. At the top, there are navigation tabs for 'Calendar', 'Courses', and 'Search'. The 'Courses' tab is selected. Below the navigation, there are filters for 'Course Template', 'Campus Level', and 'Section: Cardiovascular Medicine'. The main content area displays course details for 'Section: Cardiovascular Medicine SOM 2021/2022'. On the left, a sidebar menu is visible with the following items: Details, Discussions, Announcements, Materials, Messages, Mapping, Assessments (highlighted with a red circle), Evaluations, Peer Evaluations, Gradebook, Exams (highlighted with a red circle), Active Exams, Manage Exams (highlighted with a red circle), Grade Exams, Exams by Student, Question Bank, PET, Student Assignments, and People. The 'Manage Exams' option is the target of the first step.

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

The screenshot shows the 'Exam Manager' interface for 'Cardiovascular Medicine SOM 2021/2022 (r1)'. It features a search bar and a table of exams. The table has the following columns: Name, Responses, View Exam, Link, Access?, Details, PDF, and Key. The data rows are as follows:

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

At the bottom, there is a 'Show 10 entries' dropdown and a pagination control with 'Previous', '1', and 'Next' buttons.

**STEP TWO:** 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  entries

Previous 1 Next

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

3 Response(s) | Refreshing in :24

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

Search:

Student ↓↑	Score ↑↓	Possible ↑↓	Bonus ↑↓	Reporting ↑↓	Reset ↑↓	LinkStatus ↑↓	RCard ↑↓	Leader ↑↓
Agustina, F (kagustina)	19	84	0	Remove	Submitted	Linked	RCard	No
Alexander, J (alexander)	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

Show  entries

Previous 1 Next

**STEP FOUR:**

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

3 Response(s) | Refreshing in :04

Locked User Listing

Exam: Exam

Linked to Pediatrics::UME 2018/2019

Total Points: 84

View ▾ Options ▾

Viewing 1 to 1 of 1

Search:

Student ↓↑	Score ↑↓	Remove Lock ↑↓	Status ↑↓	Group Leader ↑↓
Student, Sally (sallystudent)	84	Remove Lock	Open	No

Show  entries

Previous 1 Next

**STEP FIVE:**

- 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