

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

Ê	Calendar Cours	ses	Search			¢5	*	<b>Ç</b> ı	
	Course Template	Camp	us Level Section: Cardi	ovascular Medicine				Cla	ose
	Section: Card	diovaso	cular Medicine SOM 20	21/2022					
	Details Discussions		Begin Date: End Date: School Year:	2020-07-01 🛗 2021-02-28 🛗 MED Third Year Main Campus					
	Materials	< <	Your Role: Course Director: Course Coordinator:	Director I Jane Faculty I Ann Alexander					
	Mapping Assessments	× ح	Description Welcome To Cardiovasco	ular Medicine					
	Evaluations Peer Evaluations								
	Exams	Ó							
	Manage Exams Grade Exams								
	Exams by Studer	nt							
	Question Bank								
	PET	٢							
	Student Assignme	ents							
	People	<							

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

View 👻 Option	▼ 2				1	₽ \$	F- (9 )
iewing 1 to 3 of 3					Search	:	
Name 🗍	Responses 17	View Exam 1	Link 🔱	Access? 1	Details ↓↑	pdf ↓†	Key ↓†
Exam	3 Response(s)	View	Course	Yes	0	P	key
Pediatrics Exam	2 Response(s)	View	Course	Yes	0	P	key
Presentation Exam	0 Response(s)	View	Course	No	0	P	key

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

Cardiovascular Mea	licine SOM 2021/20	022 (r1)					
View 👻 Options	5 <b>v</b>				*	<b>₽ •</b>	Θx
viewing 1 to 3 of 3					Search	:	
Name 🗍	Responses	View Exam 🗍	Link 🔱	Access? 1	Details 🔱	PDF ↓†	Key 👫
Exam	3 Response(s)	View	Course	Yes	0	P	key
Pediatrics Exam	2 Response(s)	View	Course	Yes	0	P	key
Presentation Exam	0 Response(s)	View	Course	No	0	P	key
Show 10 v entrie	25					Previous	1 Next

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

locked out of their Exam

3 Respons Results Summa Exam: Exam Linked to Pedic Total Points: 84	Se(S) Refreshing in :24 ary atrics UME 2018/2019 R2	New Memoria	al Hospital						Close
View 👻	Options -							≛ 🔒	¢- 0
Viewing 1 to 4 o	Exports	1					Search:		
Student 🗜	Reports Summary	↑ Score ↓↑	Possible 🔱	Bonus 🔱	Reporting 1	Reset 🔱	LinkStatus 🔱	RCard 🔱	Leader 🔱
Agustina, F (kagustina)	QR Listing (re)Evaluate	19	84	0	Remove	Submitted	Linked	RCard	No
Alexander,	Item Analysis	0	84	0	Remove	Submitted	Linked	RCard	No
Anderson, (edarla)	Gradebook Un-Submit	0	84	0	Remove	Open	Linked	RCard	No
🕒 Irvin, Mabl	Submit All	20	84	0	Remove	Submitted	Linked	RCard	No
Show 10	Refresh Close							Previous	1 Next

## STEP FOUR:

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

Exam: Exam				
Linked to Pediatrics::UME 2018/2019				
Total Points: 84				
View - Options -				± ⊖ ¢-
Viewing 1 to 1 of 1				Search:
Student 🚛	Score 11	Remove Lock 🏼 🗍	Status ↓1	Group Leader 1
			<u>^</u>	

## 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