



[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

The screenshot displays the Canvas LMS interface. At the top, there is a navigation bar with 'Calendar', 'Courses', and 'Search' tabs. The 'Courses' tab is selected. Below the navigation bar, there is a breadcrumb trail: 'Course Template' > 'Campus Level' > 'Section: Cardiovascular Medicine'. The 'Section: Cardiovascular Medicine' link is highlighted with an orange box. To the right of the breadcrumb trail is a 'Close' button. Below the breadcrumb trail, there is a green header bar with 'Section: Cardiovascular Medicine' and 'SOM 2021/2022'. On the left side, there is a sidebar menu with various 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' options are highlighted with orange circles. The 'Manage Exams' option is highlighted with an orange box. On the right side, there is a 'Description' section with the text 'Welcome To Cardiovascular Medicine'. Above the 'Description' section, there is a table with the following information: Begin Date: 2020-07-01, End Date: 2021-02-28, School Year: MED Third Year, Campus: Main Campus, Your Role: Director, Course Director: Jane Faculty, and Course Coordinator: Ann Alexander.

**STEP ONE:** 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  entries

Previous **1** Next

**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	<b>3 Response(s)</b>	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

Student ↑↓

- Agustina, I (kagustina)
- Alexander, (edarla)
- Anderson, (edarla)
- Irvin, Mabl

Show  entries

Exports

Reports

Summary

QR Listing

(re)Evaluate

Item Analysis

Gradebook

Un-Submit

Submit All

**Locked Users**

Refresh

Close

Score ↑↓	Possible ↑↓	Bonus ↑↓	Reporting ↑↓	Reset ↑↓	LinkStatus ↑↓	RCard ↑↓	Leader ↑↓
19	84	0	Remove	Submitted	Linked	RCard	No
0	84	0	Remove	Submitted	Linked	RCard	No
0	84	0	Remove	Open	Linked	RCard	No
20	84	0	Remove	Submitted	Linked	RCard	No

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

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	Remove Lock	Open	No

Show 10 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