OME Staff: Unlock Lost Focus Exam

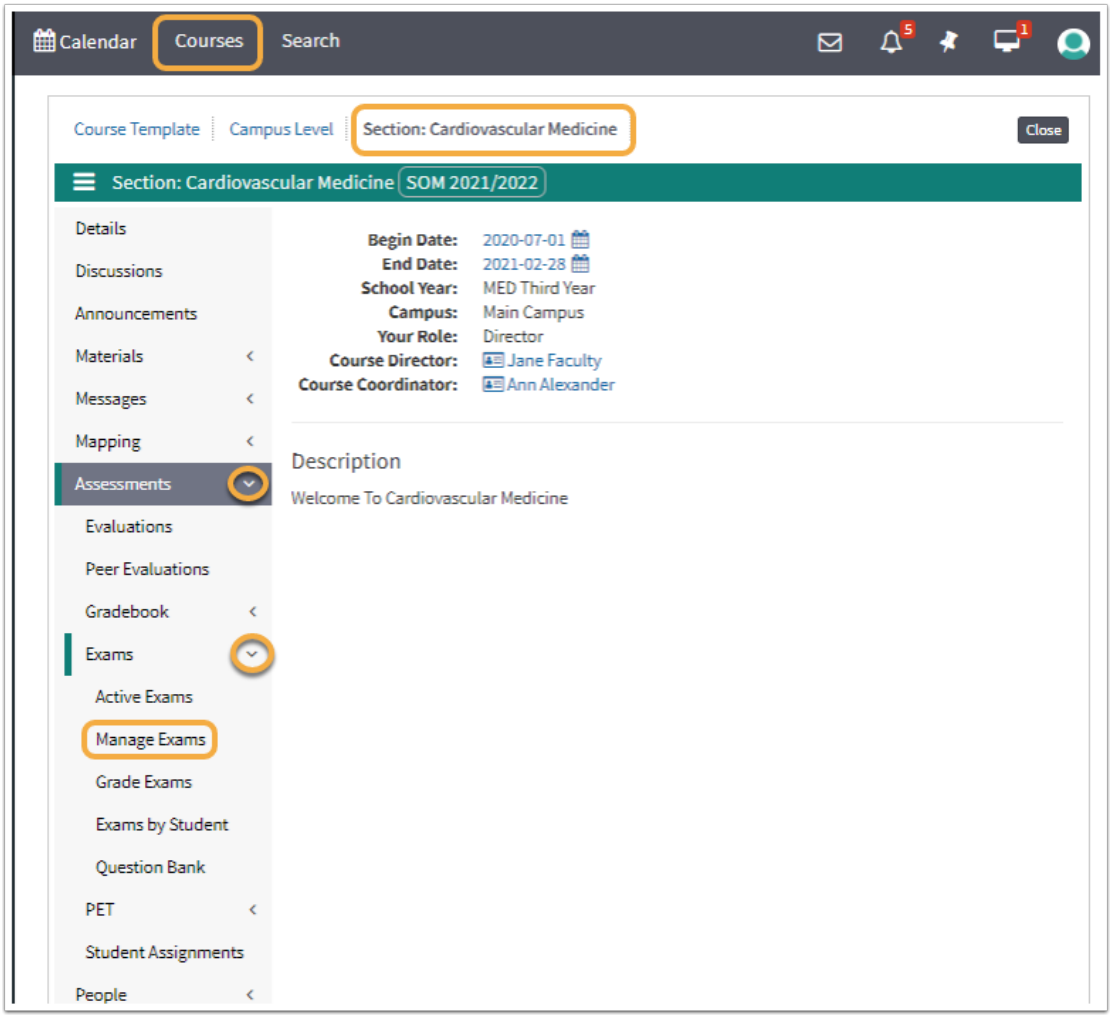
Christine Clevenger - 2025-09-12 - OwlMed and Canvas

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.

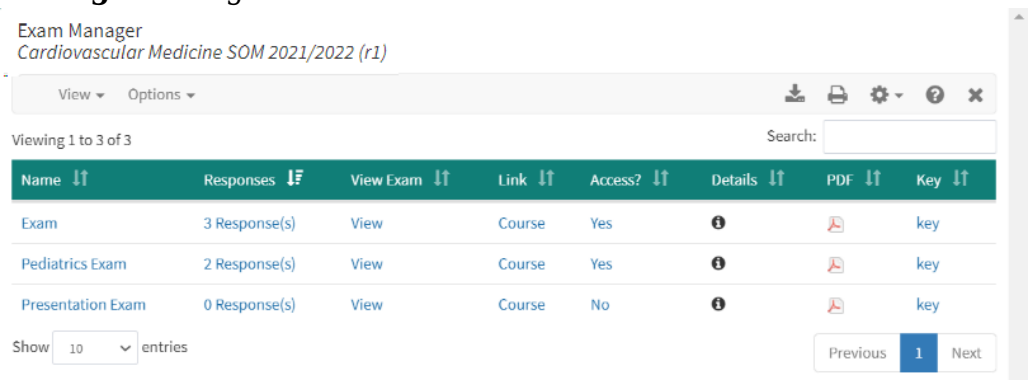
- Students will not be able to leave or tab out of the Exam while this feature is turned on.
- If a Student gets locked out of the Exam, the Exam Administrator will have to unlock the Student's account in order to allow them to re-access the Exam.
- Each instance of a Student getting locked out will be tracked and included in the Locked Users Report.

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

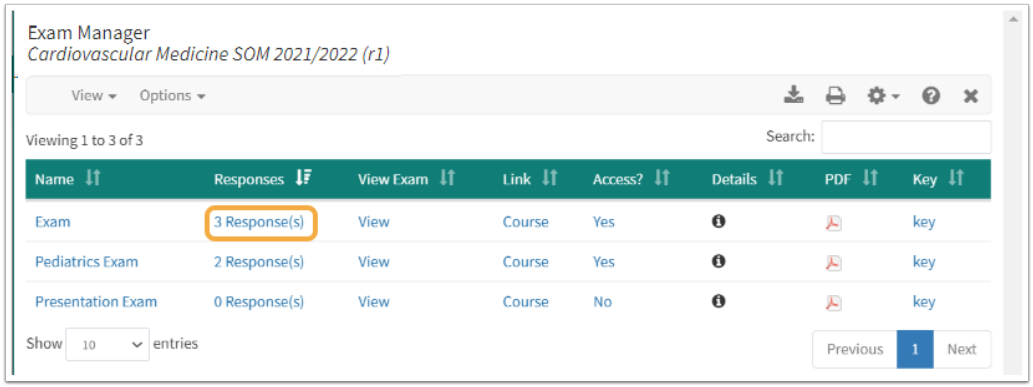


1. Select your Exam from **Course-->Assessments--> Exams--> Exam**

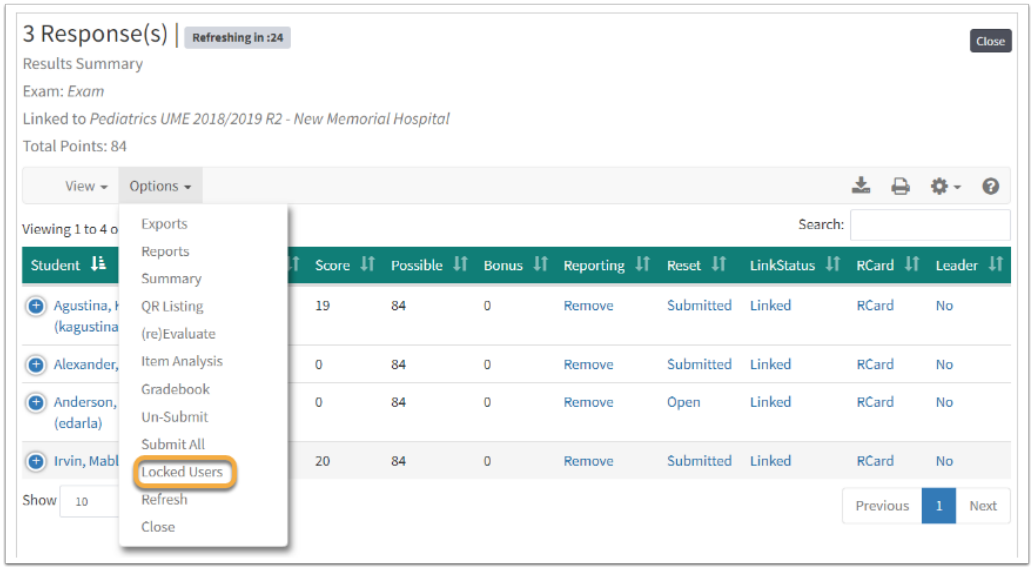
Manager listing



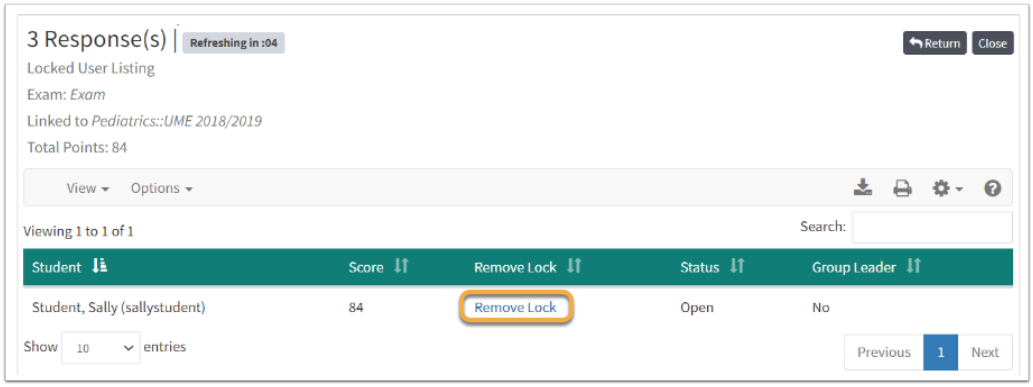
2. In the **Exam Manager**, click the **Response(s)** link corresponding to the Exam in question.



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



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



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

