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## 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 displays the Canvas LMS interface. At the top, the navigation bar includes 'Calendar', 'Courses' (highlighted with an orange box), and 'Search'. On the right, there are icons for email, notifications (5), a star, a mobile device (1), and a user profile. Below the navigation bar, the breadcrumb trail shows 'Course Template', 'Campus Level', and 'Section: Cardiovascular Medicine' (highlighted with an orange box). A 'Close' button is visible. The main content area has a green header for 'Section: Cardiovascular Medicine SOM 2021/2022'. On the left, a sidebar menu lists various options: Details, Discussions, Announcements, Materials, Messages, Mapping, Assessments (highlighted with an orange circle and a dropdown arrow), Evaluations, Peer Evaluations, Gradebook, Exams (highlighted with an orange circle and a dropdown arrow), Active Exams, Manage Exams (highlighted with an orange box), Grade Exams, Exams by Student, Question Bank, PET, Student Assignments, and People. The main content area shows course details: 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). Below this is a 'Description' section with the text 'Welcome To Cardiovascular Medicine'.

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

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, M (kagustina)

Alexander, M (edarla)

Anderson, M (edarla)

Irvin, Mabl

Show 10

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

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	Remove Lock	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