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Proctoring an OwlMed Exam with Lost Focus Feature Samantha Starr - 2025-01-27 - OwlMed and Canvas

Proctoring an Exam with Lost Focus on OwlMed

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.

- 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.

Note: Do NOT unlock an exam for a student without them notifying you (proctor) to state they have been locked.

Basic Instructions for Proctors: Select the course

- 1. Assessments
- 2. Exams
- 3. Manage Exams
- 4. Select the numbered responses
- 5. Select "Options"
- 6. Locked Users
- 7. Remove Lock

Section: BMS	6022- F	Foundations of Medicine 4 COM 2024/2025
Info		From Monogon
Details		Exam Manager BMS 6022- Foundations of Medicine 4 COM 2024/2025 (r.
Discussions		View - Options -
Announcements		Viewing 1 to 1 of 1
Manage Materials	<	Name A View Evan
Messages	<	4 tesponses view can
Mapping	<	FOM4 Epi/Biostats Quiz #1 2025 0/77 View
Assessments	~	10 🗸 entries per page
Evaluations		
Peer Evaluations		
Gradebook	<	
Exams	~	
3 Manage Exams		
Grade Exams		

Refreshing in: 50 Results Summary Exam: FOM4 Epi/Biostats Quiz #1 2025 Linked to BMS 6022- Foundations of Medicine 4 CO Total Points: 100



Student Experience:

Lost Focus Security Enabled

If you click outside of the exam window while taking this exam your exam will shut down until an exam proctor/administrator resets your access to the exam. You may want to go into full screen mode to reduce the risk of accidentally getting locked out.

Continue

- Upon entering the Exam, Students will see the message shown above, which indicates that **Lost Focus Security** is in effect.
- Students will need to click Continue on the message to proceed to taking their Exam.

Lock out triggered

Your exam has b	en locked	
You will need to hav	proctor or exam administrator unlock your session to regain access to this exam	
Once vour exam is u	ocked close this window/tab and re-enter the exam from the original link	

- If a Student attempts to tab out or leave the Exam window, the message shown above will appear and the Student will no longer have access to the Exam.
- Once regaining access, they will need to reopen the exam window.

Administrator Unlock (Detailed):

Exam Manager Cardiovascular Med	icine SOM 2021/20	122 (r1)						
View 🗸 Options	· •				<u>+</u>	⊖ ◊	0	×
Viewing 1 to 3 of 3					Search	:		
Name 🗍	Responses 🗜	View Exam 🗍	Link 🔱	Access? 1	Details 🗍	PDF ↓†	Key	lt -
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	Æ	key	
Show 10 ~ entrie	25					Previous	1	Next

- To unlock the exam for students who have triggered the Lost Focus Security feature, navigate to the Course or Event **Exam Manager** where the Exam exists.
- In the **Exam Manager**, click the **Response(s)** link corresponding to the Exam in question.

Locked Users

3 Respons Results Summa Exam: Exam Linked to Pedic Total Points: 84	Se(s) Refreshing in :24 ary atrics UME 2018/2019 R2	New Memoric	al Hospital						Close
View 👻	Options -							± 🔒	¢- 0
Viewing 1 to 4 o	Exports						Search:		
Student 💵	Reports Summary	1 Score 1	Possible 🔱	Bonus 🔱	Reporting $\downarrow\uparrow$	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

• Click **Locked Users** to view a list of students that have been locked out of their Exam.

Remove Lock

3 Response(s) Refreshing in :04				Return Close
Locked User Listing				
Exam: Exam				
Linked to Pediatrics::UME 2018/2019				
Total Points: 84				
View - Options -				± ⊖ ¢- 0
iewing 1 to 1 of 1				Search:
Student 👪	Score 🔱	Remove Lock 🗍	Status ↓†	Group Leader ↓1
Student, Sally (sallystudent)	84	Remove Lock	Open	No
ihow 10 ~ entries				Previous 1 Next

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

NOTE: Once an Administrator has unlocked the Exam the student will be able to click back into the Exam and pick up where they left off prior to when Lost Focus was triggered.

Lock History Report

3 Response(s) Refreshing in :04				Return Close
Locked User Listing				
Exam: Exam				
Linked to Pediatrics::UME 2018/2019				
Total Points: 84				
View - Options -				± ⊖ ≎- 0
Viewing 1 to 1 o Back to Results Listing				Search:
Student	Score 👫	Remove Lock ↓↑	Status ↓↑	Group Leader ↓Î
Student, Sally (sallystudent)	84	Remove Lock	Open	No
Show 10 ~ entries				Previous 1 Next

• Click **Lock History** from the Locked Users screen to view a report including time and duration details of Students that have been locked out of their Exam.