

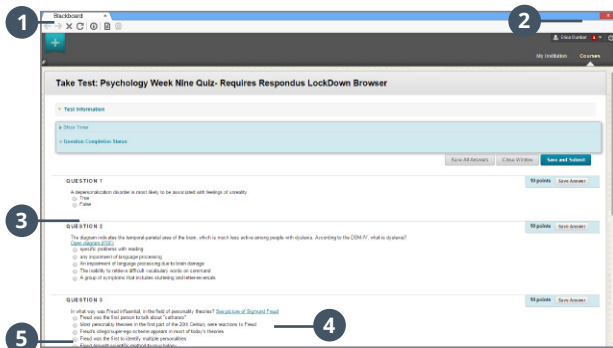
Instructor Quick Start Guide

LockDown Browser® and Respondus Monitor®

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Blackboard Learn. When students use LockDown Browser to take a Blackboard test, they are unable to print, copy, go to other websites, access other applications, or close a test until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers, either.

LockDown Browser functions much like a standard browser, but some options have been removed or work differently. The list below highlights some of these differences.



- 1 **Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
- 2 **Test Mode** - tests are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
- 3 **Disabled Controls** - all printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.
- 4 **Links** - links to other web servers will open in a new, secure window and prevent browsing beyond that page.
- 5 **Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed.

WHAT IS RESPONDUS MONITOR?

Some institutions additionally license Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored exams. When this feature is enabled for a test, students are required to use a webcam and microphone with LockDown Browser. After the exam is complete, an instructor can review details of the assessment, even the recorded videos.

BUILDING BLOCK INSTALLATION

The "Respondus LockDown Browser Building Block" must be installed by the Blackboard system administrator. If the system administrator has made the Building Block available for all courses, then the **Respondus LockDown Browser** tools will appear under the **Course Tools** section of the **Control Panel**.

If the Building Block has been installed by the system administrator but it doesn't appear in your course, follow these steps make it available.

1. Log into your course and expand the **Control Panel**.
2. Expand the **Customization** menu and click **Tool Availability**.
3. Click the Available checkbox beside the **Respondus LockDown Browser** row.
4. Click **Submit** to enable the Building Block for your course.

PREPARING A TEST

To set up a test in Blackboard that requires students to use LockDown Browser, follow these steps:

1. Make sure the test has been deployed in the Blackboard course.
2. From the **Control Panel** in Blackboard, locate the **Course Tools** section and select the link **Respondus LockDown Browser**.
3. A list of deployed tests will be displayed.
 - Tests labeled with "Required" require students to use LockDown Browser
 - Tests labeled with "Not Required" don't require LockDown Browser.
4. To change the settings for the test, select **Settings** from the context menu to the left of the test title and select the desired option

LockDown Browser Settings

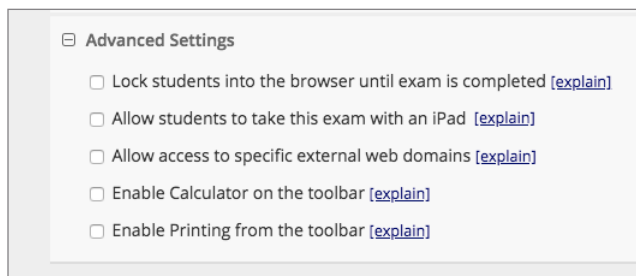
Don't require Respondus LockDown Browser for this exam
 Require Respondus LockDown Browser for this exam

Password Settings

Password to access exam (optional)

Optionally you may enter a test password that students must enter to start the test. LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the test.

5. Several **Advanced Settings** are available:



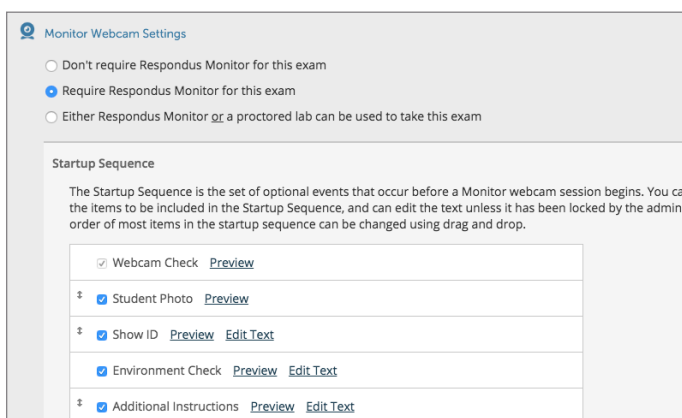
- Lock students into the browser until exam is completed [\[explain\]](#)
- Allow students to take this exam with an iPad [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

- › The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
- › The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
- › The third setting will allow students to access a list of specified web domains during the test.
- › The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.
- › For additional information, select the [\[explain\]](#) link that follows each setting.

6. Click **Save and Close** to apply settings.

USING RESPONDUS MONITOR (webcam feature)

If your institution licenses Respondus Monitor (the webcam feature for LockDown Browser), additional settings will appear in the LockDown Browser Dashboard. Set the exam so it requires the use of LockDown Browser. Several options are then available for Respondus Monitor. To require all students use a webcam during the exam, select **Require Respondus Monitor for this exam**.



Monitor Webcam Settings

- Don't require Respondus Monitor for this exam
- Require Respondus Monitor for this exam
- Either Respondus Monitor or a proctored lab can be used to take this exam

Startup Sequence

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can add items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator. The order of most items in the startup sequence can be changed using drag and drop.

- Webcam Check [Preview](#)
- Student Photo [Preview](#)
- Show ID [Preview](#) [Edit Text](#)
- Environment Check [Preview](#) [Edit Text](#)
- Additional Instructions [Preview](#) [Edit Text](#)

To give students the option to either take the exam with a webcam or in a proctored testing lab, select **Either Respondus Monitor or a proctored lab can be used to take this exam**. A test password will then be required to access the test (for use in proctored settings).

Now select the items to be included in the Startup Sequence, the steps a student must complete prior to the start of an exam. Most settings are optional and can be reordered by dragging and dropping them to the desired order.

HOW THE INTEGRATION WORKS

The LockDown Browser integration relies on the “password” feature for Blackboard tests. This feature is also what prevents a regular browser from accessing a test that has been set up for use with LockDown Browser. It’s not important to fully understand how this works, but the following details are important:

- › The Respondus LockDown Browser Building Block publishes a special password to the “password” field for the Blackboard test. This special password, which is used by LockDown Browser, shouldn’t be edited by the instructor within Blackboard (doing so will prevent LockDown Browser from working with the test).
- › If the instructor wants students to enter a password before a test is started in Blackboard, the password must be entered during the “Preparing A Test” step described above.
- › Do not change the name of the test within Blackboard once it has been set up for use with LockDown Browser.

INSTALLING LOCKDOWN BROWSER

LockDown Browser must be installed to each computer (Windows or Mac) being used to take a test.

- › Your institution will provide the link for downloading and installing LockDown Browser.
- › Follow the onscreen instructions to install.

TAKING A TEST

From a student’s perspective, this is how LockDown Browser is used to take a test.

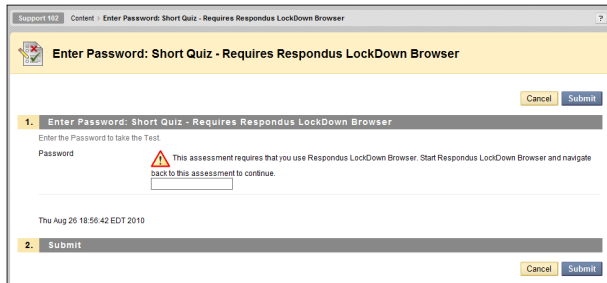
1. Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Mac users, launch “LockDown Browser” from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes**.
3. Log into the course, navigate to the test and select it.
4. If the student is required to use a webcam to record themselves during the test, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.
5. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click **Begin Exam**.
6. The test will then start. (Note: If the instructor settings permit a student to close the browser during an exam for emergency purposes, the student will be prompted to enter a reason for exiting. The reason is displayed to the instructor in the LockDown Browser Dashboard.)

TIP - Prior to the first test, have students complete a practice test that uses LockDown Browser to make sure they have installed it correctly.

WHAT IF A STANDARD BROWSER IS USED?

If the settings for a test require that LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a test has been properly set for LockDown Browser by following these steps using a regular browser.

1. Open a regular web browser.
2. Login to the Blackboard course as a student.
3. Navigate to the test and open it.
4. You will be asked to enter a password for the test, as shown below:



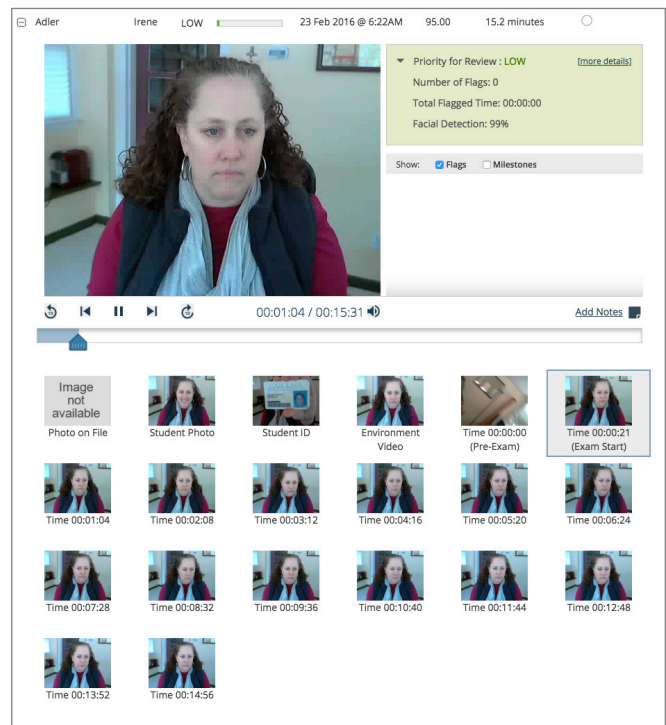
Because LockDown Browser uses a special password that will be unknown to students, they will be unable to access the test with a standard browser. (Even if the instructor elects to use a password like "apple" that must be entered at the start of the test, the password won't work on this page. The password will only work if LockDown Browser is being used.)

REVIEWING WEBCAM VIDEOS

If students were required to use the webcam feature (Respondus Monitor) with the exam, instructors can access information about the exam sessions and can review the recorded videos. Note that Respondus Monitor is intended to be a deterrent, so it's up to the instructor to determine the level of review warranted.

To review student videos:

1. Return to the Control Panel in Blackboard, locate the Course Tools section and select the link **Respondus LockDown Browser**.
2. From the context menu to the left of the test title, select Class Results.
3. A roster of the students in the course is shown, along with the date, time, duration of the test, review priority, and grade (if applicable).
4. Click [+] to expand the section for a student.
5. Details of the startup sequence and the exam session are shown in thumbnails. Click a thumbnail to view the video from the time indicated. Videos can be marked as reviewed or have comments added by the instructor.



OTHER TRAINING AND SUPPORT RESOURCES

- › **Student Quick Start Guide** - a quick start guide for students is available at www.respondus.com/lockdown-guides
- › **Demo Movies** - view demonstration and training movies at www.respondus.com/demo
- › **Knowledge Base and Ticket-based Support** ¹ - support.respondus.com

¹ Contact your local support representative for Respondus LockDown Browser before opening a support ticket.

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