WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Blackboard. 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.

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

WHAT IS RESPONDUS MONITOR?

Respondus Monitor, is 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.

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.
   NOTE: Do not change the name of the test within Blackboard once it has been set up for use with LockDown Browser.
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.
   a. Tests labeled with "Required" require students to use LockDown Browser
   b. Tests labeled with "Not Required" don't require LockDown Browser.
4. To change the Respondus settings for a test or quiz, click on the arrow next to the test/quiz, then select **Settings** and select the desired option.
   NOTE: If you like, 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. This is typically used in a computer lab, rather than an online course. You must enable Lockdown Browser before seeing and enabling this option.
5. Other options may be accessed under **Advanced Settings**:
   a. 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.
   b. The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
   c. The third setting will allow students to access a list of specified web domains during the test.
   d. The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.
   e. For additional information, select the [explain] link that follows each setting.
6. Click **Save and Close** to apply settings.

USING RESPONDUS MONITOR (Webcam Feature)

NOTE: We strongly suggest you survey your students to ensure they all have a webcam and a broadband internet connection, before requiring using this feature. If they do not they will not be able to take the test.

Once an exam is set to require the use of LockDown Browser, several options are then available for Respondus Monitor.

To require all students to use a webcam during the exam, select **Require Respondus Monitor for this exam**.

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

INSTALLING LOCKDOWN BROWSER

LockDown Browser must be installed on any computer (Windows or Mac) being used to take a test. It is institution-specific, if a student has used LockDown Browser at another institution, they must download this one.

University of Hartford: https://download.respondus.com/lockdown/download.php?id=104390715

Follow the on-screen instructions to install. ***Minimum Requirements: Windows 7 or macOS 10.10 with 120MB of storage space***

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. LockDown Browser uses a special password that will be unknown to students, and 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, that password won't work on this page. The password will only work if LockDown Browser is being used.)

TAKING A TEST (For Students)

The student will have to log into the Blackboard course through LockDown Browser to take the test.

1. Locate the installed "LockDown Browser" on the computer and open it.
2. If prompted to close a blocked program (e.g., screen capture, instant messaging), choose **Yes**.
3. Log in to 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, the 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.)

TIPS: Be sure to remind students several times, that they will need to download the Lockdown Browser to take the test.
Prior to the first real test, have students complete a practice test that uses LockDown Browser to make sure they have installed it correctly.

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

Demo Movies – view demonstration and training movies at www.respondus.com/demo
Knowledge Base – support.respondus.com
Campus Support – respondus@hartford.edu