

Enable Respondus LockDown Browser for a Test

Overview

This tutorial will show you how to enable **Respondus LockDown Browser** for a Test in your course. Respondus LockDown Browser has two features: you can either use the LockDown Browser alone, which prevents students from opening other tabs or windows while taking a Test, or you can use the LockDown Browser and the Respondus Monitor, which allows you to see a live video of students as they work. The webcam monitoring system will alert you of dubious behavior, e.g. the student leaving the field of view, multiple people detected by the camera.

Quick Steps

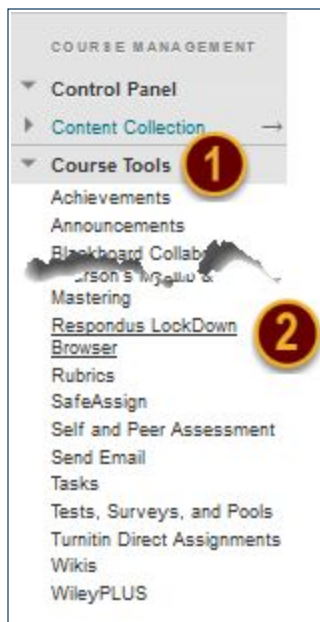
Control Panel > Course Tools > Respondus LockDown Browser > Enable > Modify Settings

Step 1

The first step is to [Create a Test](#).

Step 2

Next, access the Respondus LockDown Browser Dashboard. The Dashboard can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1]., and then click on the “Respondus LockDown Browser” option [2].



Step 3

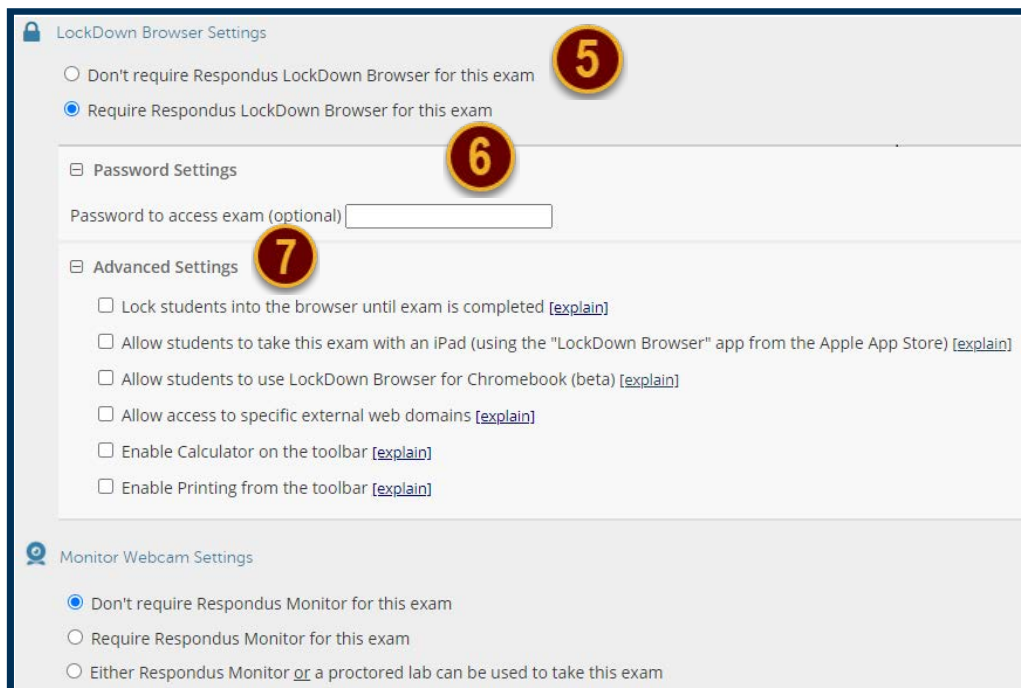
On the Respondus LockDown Browser Dashboard, locate the Test you would like students to take with the LockDown Browser. Use the drop-down arrow that precedes the Test's title [3] to open a Contextual menu and select "Modify Settings" [4].



Step 4

The LockDown Browser Settings menu will open beneath the Test's title [5]. Use the radio button to select "Require Respondus LockDown Browser for this exam" [6].

This menu also allows you to enable Advanced Settings [7], such as requiring a password to access the test, locking the students in the browser while they take the test (which is not recommended for students taking the exam away from a proctored environment), enabling Chromebook use, iPad use (if you have made a mobile test), and enabling a calculator or printing options.

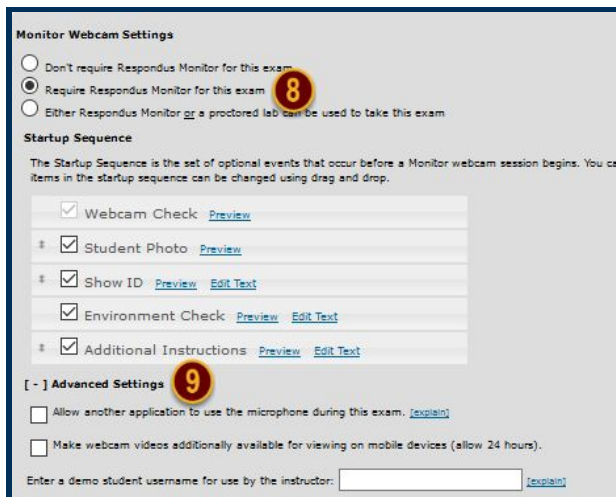


Step 5

If you wish to turn on the Respondus Monitor feature, select “Require Respondus Monitor for this exam” from the Monitor Webcam Settings menu [8].

This will open a new Startup Sequence menu. Use the menu to determine which events must occur before a testing session begins. Use the *Preview* button that follows each option to learn more about what students must do to satisfy the requirements. Use the *Edit Text* button to change the wording of the directions for students, if needed.

Using the Advanced Settings menu [9], you may allow students to use a microphone during the exam if your test requires a recorded audio file. You may also choose to create a demo student username to test the Respondus system from a student’s point of view, which is recommended.



*It is **HIGHLY RECOMMENDED** to give students a practice test using the LockDown Browser before their first graded test; it will allow students to become familiar with the browser and test the Respondus system on their computer.*

Note

For your convenience, you may provide students with some (or all) of the information located in the [Supplemental Material](#) section of this document.

- ✓ If you do not plan on using the webcam monitoring feature, remove the information **highlighted in blue**.
- ✓ If you have not provided your students with a practice exam, remove the information **highlighted in orange**.

Supplemental Material

This course requires the use of Respondus LockDown Browser for online exams. LockDown Browser is, as the name implies, a web browser like Microsoft Edge, Apple Safari, Google Chrome, or Mozilla Firefox, and it is installed on your computer in the same manner.

Please watch the short video below for a helpful explanation of what features LockDown Browser includes for your online exam.

<https://www.youtube.com/watch?v=XuX8WoeAycs>

Now that you have an understanding of what LockDown Browser is, please download it by following the link posted below. If you have LockDown Browser installed on your computer from another institution, such as USC or York Technical College, you will still need to download LockDown Browser using the link below. This installation is specific to Winthrop University. If you have an older machine, you may want to review the [minimum system requirements](#) before installing the browser.

<https://download.respondus.com/lockdown/download.php?id=158741422>

Once you have installed the browser, you will find it listed alongside the rest of your programs. To take your test, you must use this browser to access Blackboard. Trying to use a different browser, such as Chrome or Firefox, will lock you out of the exam.

In addition, because you will be taking these exams remotely, exams will require the use of your computer's webcam and microphone. This feature-set is referred to as LockDown Monitor in the above video. LockDown Monitor requires Adobe Flash to work correctly, which you may download below.

[Adobe Flash Player Download](#)

Because you may have never used Respondus LockDown Browser or Monitor before, you will find a practice exam below. You are required to take this practice exam to ensure you identify and resolve any complications prior to taking the actual exams.

The practice exam is short, containing only five questions, and you have an unlimited number of attempts to prepare. Because this exam requires use of your computer's webcam and microphone, you will be required to test that these devices are working properly, and then use them to provide evidence of a clear desk and work environment before you are presented with any questions.

If you encounter issues taking the exam, you are to follow the troubleshooting steps provided within the Monitor environment. If you are unable to resolve the issues on your own, please contact the Office of Online Learning at blackboard@winthrop.edu or at 803-323-2122 during business hours.