Using Lockdown Browser in a Campus Computer Lab

1. Close all open programs on the computer.
2. Go to the Start menu> All Programs> Respondus> Respondus Lockdown Browser.
3. If prompted, either close a blocked program by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting.
4. Log in using your normal Winthrop username and password.
5. Navigate to your course and to the test within the course. Click on the link to open the test.
6. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click Begin Exam.
7. The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit button is clicked.)

You may be required to use LockDown Browser with a webcam, which will record you during an online, non-proctored exam. Your computer must have a functioning webcam and microphone. The campus lab computers have a webcam and microphone built-in. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used. A broadband connection is also required.

1. If the exam requires LockDown Browser and a webcam, follow steps 1-5 in the previous section. At this point the Startup Sequence for the webcam begins.
2. You will first need to review and agree to the Terms of Use.
3. The Webcam Check will confirm that your webcam and microphone are working properly. The first time the Webcam Check is performed on a computer, Adobe Flash Player will require you to select Allow and Remember.
4. The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. You may be asked to take a photo of yourself, take a photo of your student ID card, and/or use your web cam to scan and record your environment. Follow the instructions and note your progress along the top of the screen.
5. If you encounter a problem, select the It’s not working link for troubleshooting tips. The test will begin after the Startup Sequence is complete. ***You cannot exit LockDown Browser until the test is submitted for grading.