

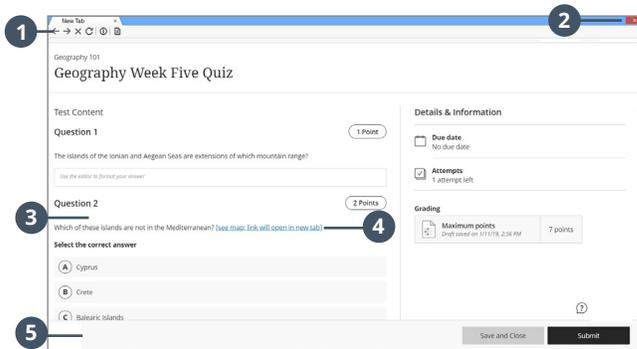
## Instructor Quick Start Guide

## LockDown Browser® and Respondus Monitor®

## WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Blackboard. 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 tab and prevent browsing beyond that page.
- 5 **Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed.

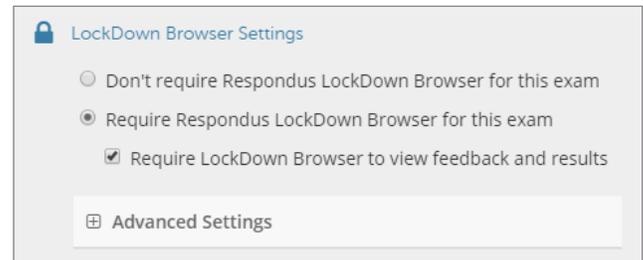
## WHAT IS RESPONDUS MONITOR?

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.

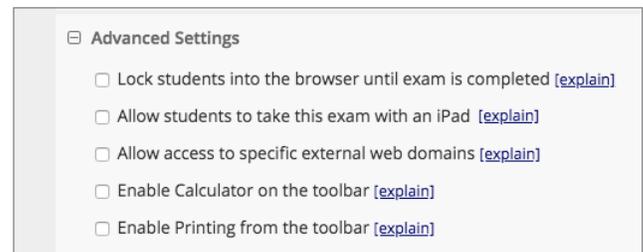
## PREPARING A TEST

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

1. Create the test in the Blackboard course.
2. In the test, from the **Test Settings** menu, select the **LockDown Browser Dashboard** under Assessment Security. Alternatively, the **Books & Course Tools** section of the course navigation can be used to open the **LockDown Browser Dashboard**.
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.



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



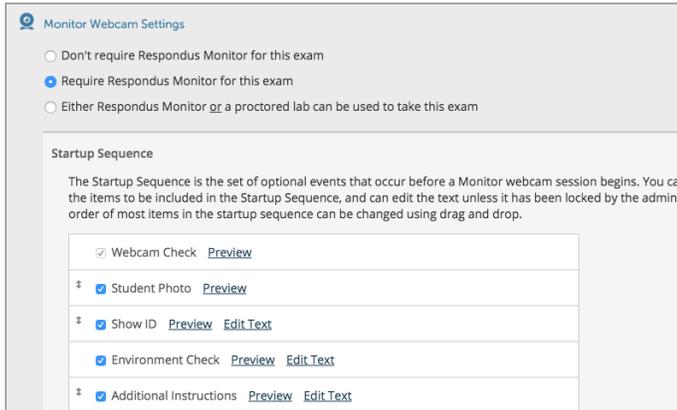
- The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
- The second setting will allow students to take the exam with an iPad, using the free LockDown Browser 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.

First, 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**.



The screenshot shows the 'Monitor Webcam Settings' interface. It has three radio button options: 'Don't require Respondus Monitor for this exam', 'Require Respondus Monitor for this exam' (which is selected), and 'Either Respondus Monitor or a proctored lab can be used to take this exam'. Below this is a 'Startup Sequence' section with a descriptive paragraph and a list of items to be included in the sequence. The items are: 'Webcam Check' (checked), 'Student Photo' (checked), 'Show ID' (checked), 'Environment Check' (checked), and 'Additional Instructions' (checked). Each item has a 'Preview' or 'Edit Text' link.

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.

## INSTALLING LOCKDOWN BROWSER

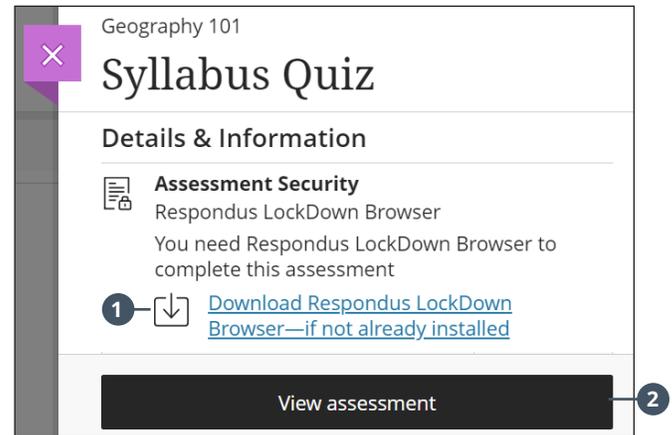
LockDown Browser must be installed to each computer (Windows or Mac) being used to take a test.

- From any standard browser, open a test that requires LockDown Browser.
- Download LockDown Browser from the link provided, following the instructions on the download page.

## TAKING A TEST

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

1. Log into Blackboard with a regular browser, select the course and navigate to the test.
2. From this screen, the student can either install LockDown Browser or launch it to take the test.



- 1 The first link will enable a student to install LockDown Browser to the computer, if this is their first time using the browser.
  - 2 If the computer already has LockDown Browser installed, the student simply clicks "View Assessment" to begin the test in LockDown Browser.
  3. If prompted to close a blocked program (e.g. screen capture, instant messaging), choose **Yes**.
  4. If a student is required to use a webcam to record themselves during a quiz, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.
  5. Once a quiz has been started with LockDown Browser, the student cannot exit the test until the **Submit Test** button is clicked.
- TIP** - Prior to the first 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 **Respondus LockDown Browser Dashboard** in the Blackboard course.
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.

The screenshot displays the Respondus LockDown Browser interface. At the top, a header bar shows the student's name 'Adler', 'Irene', 'LOW', the date '23 Feb 2016 @ 6:27AM', '95.00', and '15.2 minutes'. Below this is a video player showing a student's webcam feed. To the right of the video player is a summary box with the following information: 'Priority for Review: LOW', 'Number of Flags: 0', 'Total Flagged Time: 00:00:00', and 'Facial Detection: 99%'. Below the summary box are two tabs: 'Flags' (selected) and 'Missions'. Below the video player is a playback control bar with a progress indicator showing '00:01:14 / 00:15:31' and an 'Add Notes' button. Below the video player is a grid of thumbnails for review. The thumbnails are arranged in a grid and include the following labels: 'Image not available', 'Photo on File', 'Student Photo', 'Student ID', 'Environment Video', 'Time 00:03:00 (Pre-Exam)', 'Time 00:03:01 (Exam Start)', 'Time 00:03:04', 'Time 00:03:08', 'Time 00:03:12', 'Time 00:03:15', 'Time 00:03:20', 'Time 00:03:24', 'Time 00:03:28', 'Time 00:03:32', 'Time 00:03:36', 'Time 00:03:40', 'Time 00:03:44', 'Time 00:03:48', 'Time 00:13:52', and 'Time 00:14:55'.

## OTHER TRAINING AND SUPPORT RESOURCES

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

<sup>1</sup> Contact your local support representative for Respondus LockDown Browser before opening a support ticket.

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