

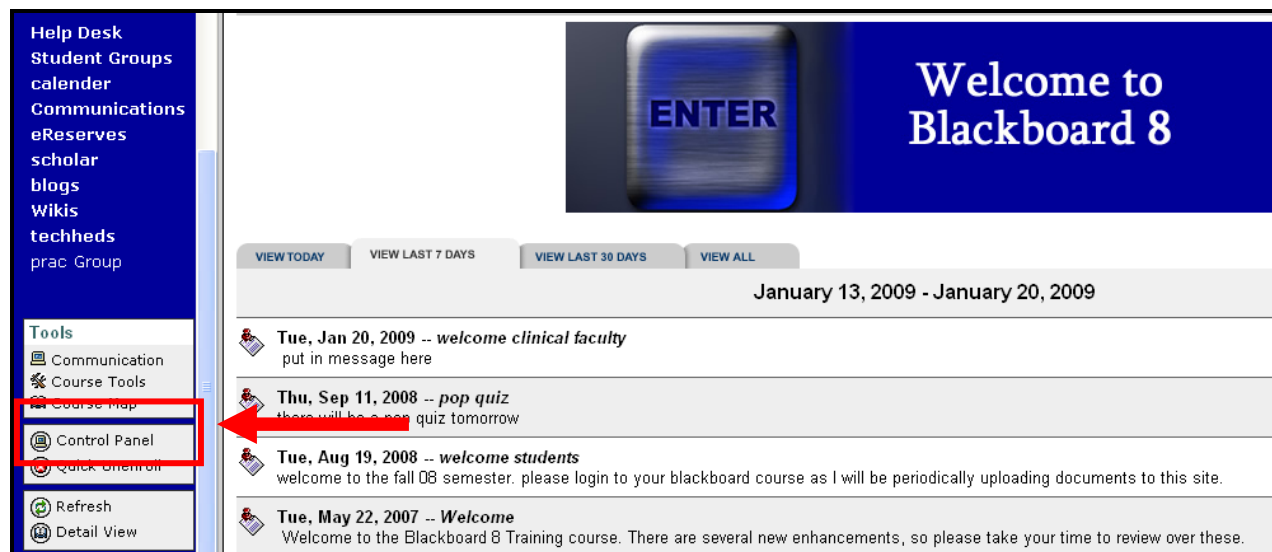
Instructor Guide

Respondus LockDown Browser is a custom browser that locks down the testing environment within Blackboard. Students are locked into the assessment and are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading.

Enabling the Respondus LockDown Browser

Step 1

Go to the **Control Panel** of the course you wish to enable the LockDown Browser.



Step 2

From within the **Control Panel**, go to **Course Options** then **Manage Tools**.



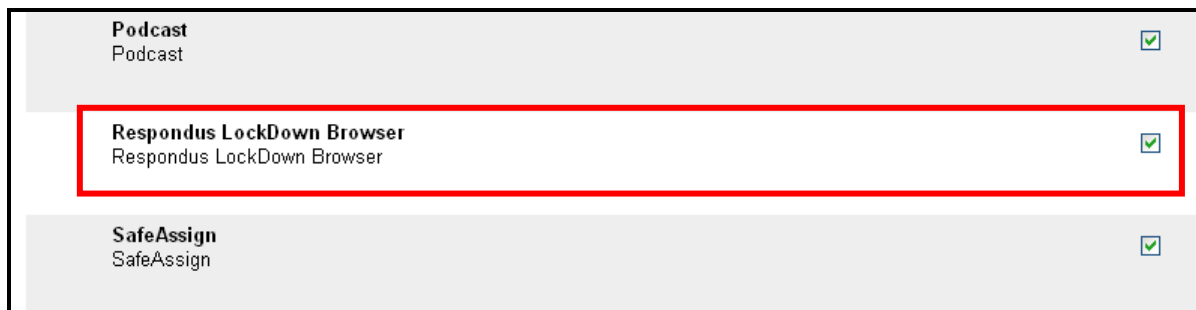
Step 3

From the **Manage Tools** link, select **Building Block Tool Availability**.



Step 4

Scroll down until you see the tool **Respondus LockDown Browser** to check the box, then click **Submit**.




Step 5

Go back to the **Control Panel** and you will now see the **Respondus LockDown Browser** link available under the **Course Tools**. Now, click on this link.









Step 6

To deploy a particular test in conjunction with the LockDown Browser, select **Modify Settings**

 **Respondus LockDown Browser**

Only Blackboard tests that have been deployed are displayed below.

	LockDown Browser Settings	
 aug 5th test	Not Enabled	Modify Settings
 August 19th exam	Not Enabled	Modify Settings
 dummy test	Enabled	Modify Settings
 dummy test sep 10	Not Enabled	Modify Settings
 dummy test sept 9	Not Enabled	Modify Settings
 dummy test3	Not Enabled	Modify Settings

Step 7

Select the radio button next to **Require Respondus LockDown Browser for this test** to enable the LockDown Browser. Only put in a password if applicable, then click the **Submit** button.

August 19th exam


Require Respondus LockDown Browser for this test
 Require Respondus LockDown Browser for this test


Test password (optional) *


* If a test password is entered, it won't be displayed when you return to this view. To clear a test password, leave the field blank and click [Submit].


Step 8

Return to the course menu where you have deployed the test to see that the **Respondus Lockdown Browser** has been enabled.

 **Tests & Quizzes**

 [dummy test](#)

 [August 19th exam - Requires Respondus LockDown Browser](#)

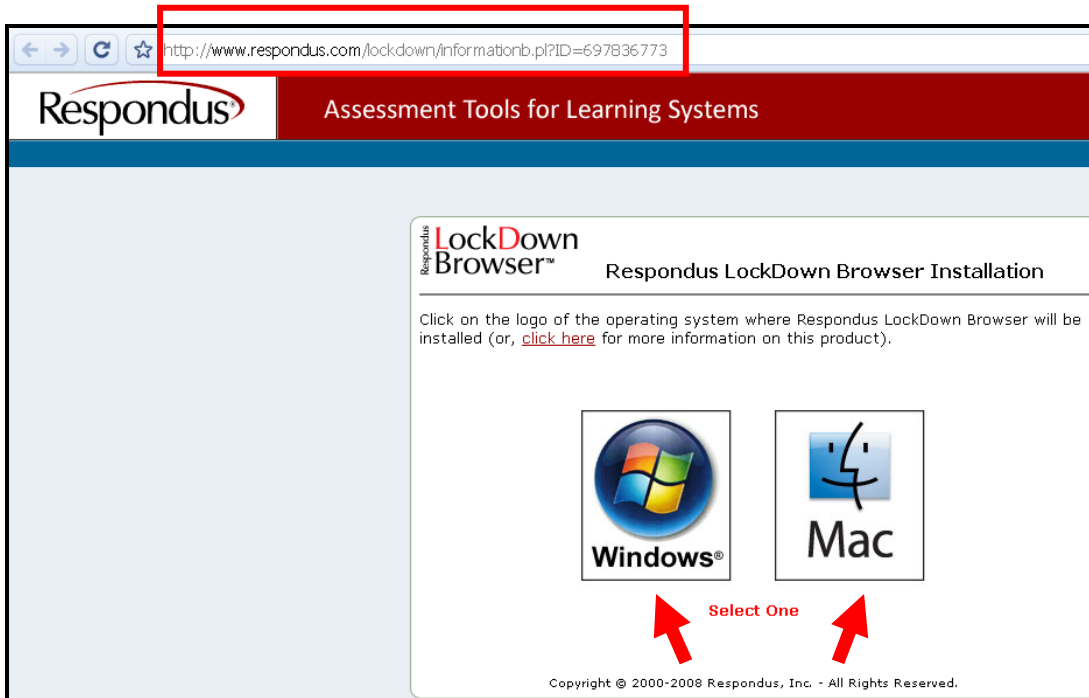
 [test test](#)

Installing the Respondus LockDown Browser

Step 1

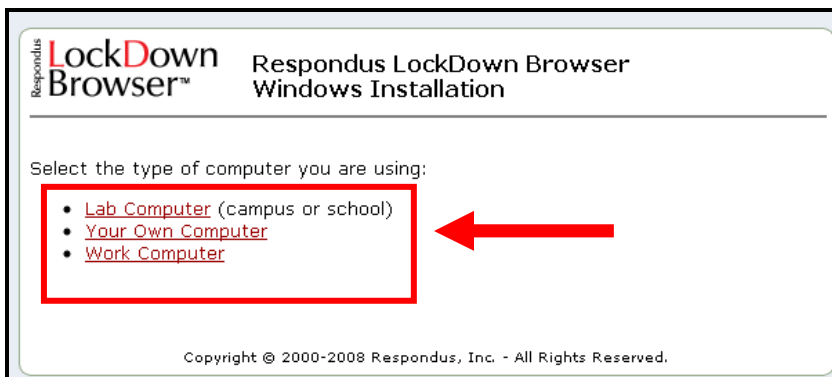
Download the Respondus Lockdown Browser available at the following link

<http://www.respondus.com/lockdown/informationb.pl?ID=697836773>. Be sure that the ID at the end of the link has the number 697836773 as this is specific to our university Blackboard login page.

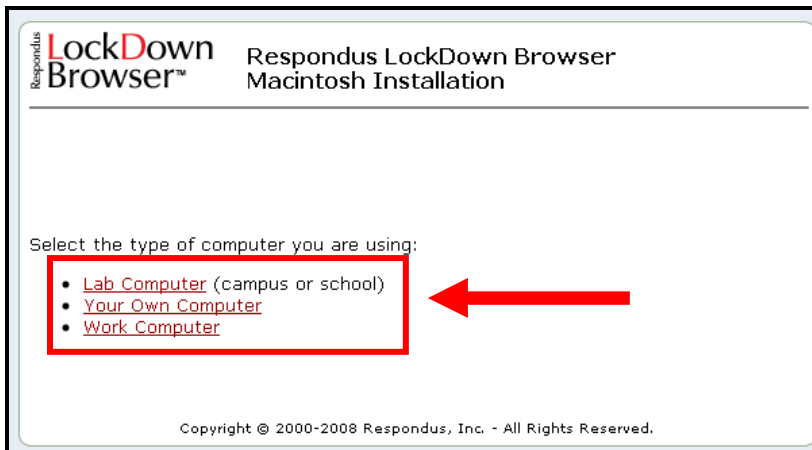


Step 2

Click on the logo to download either the Windows or Mac version of the LockDown Browser. Next, select the link that best describes the type of computer you are using.



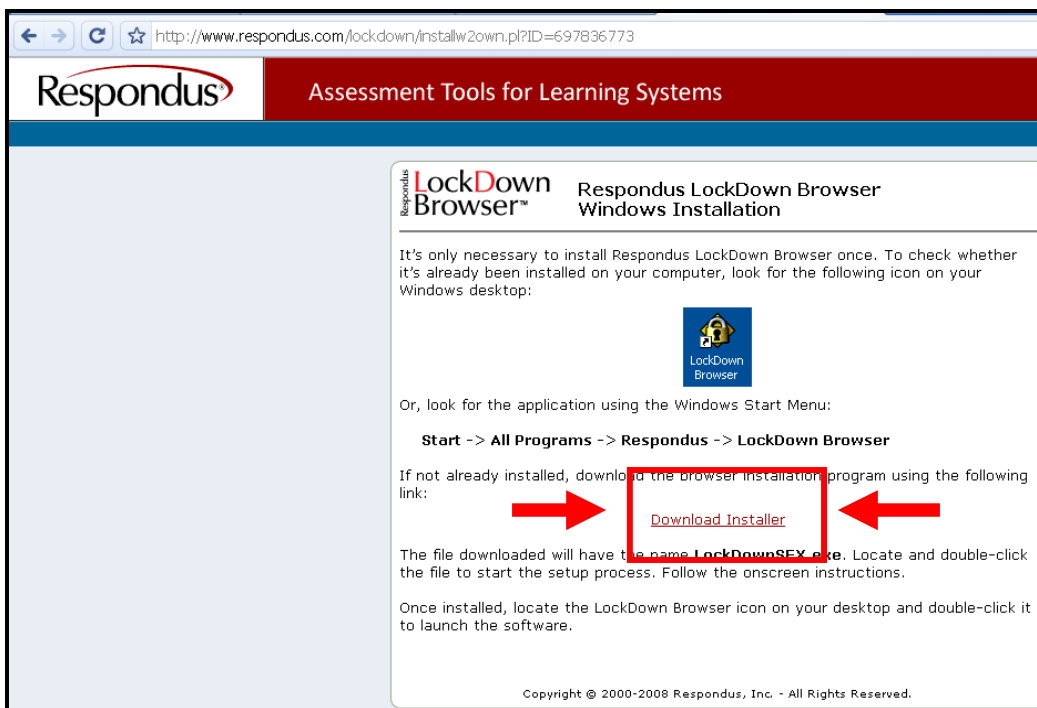
Windows Installation page



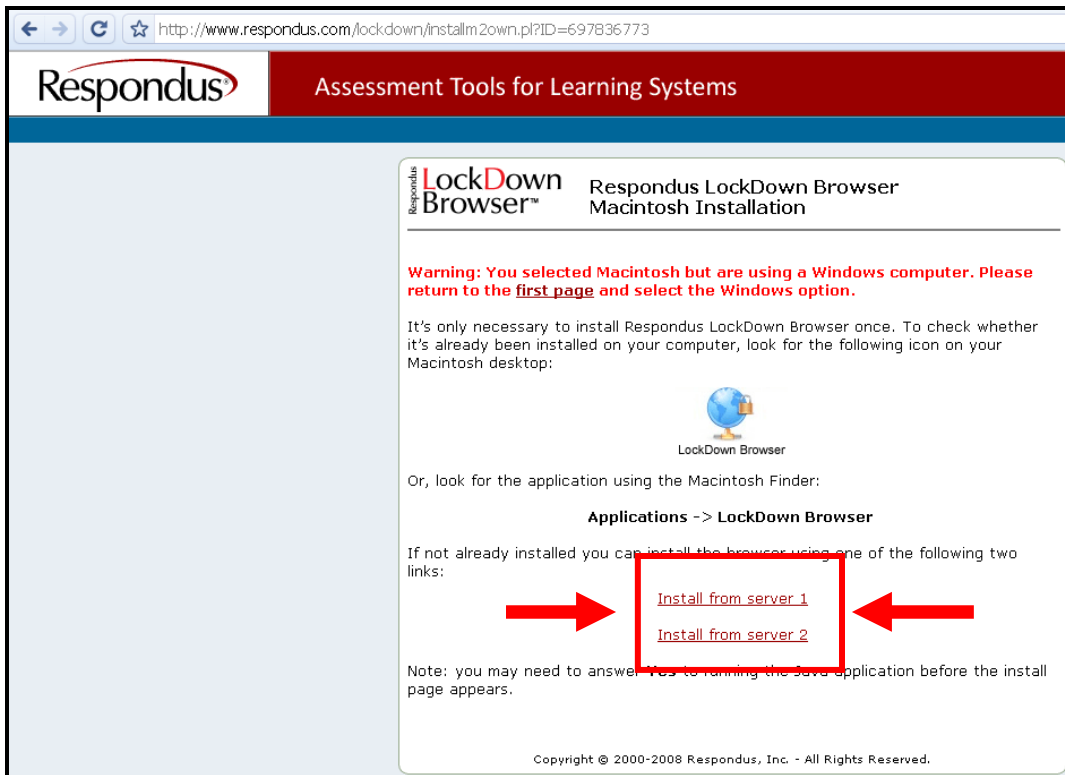
Macintosh Installation page

Step 3

Click on the **Download Installer** link to begin the installation process.



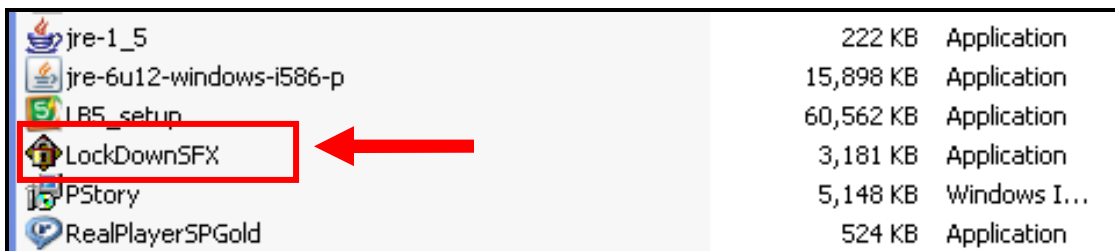
Windows Download Installer page



Macintosh Download Installer page

Step 4

Locate and select the application file to begin the installation process.



Step 5

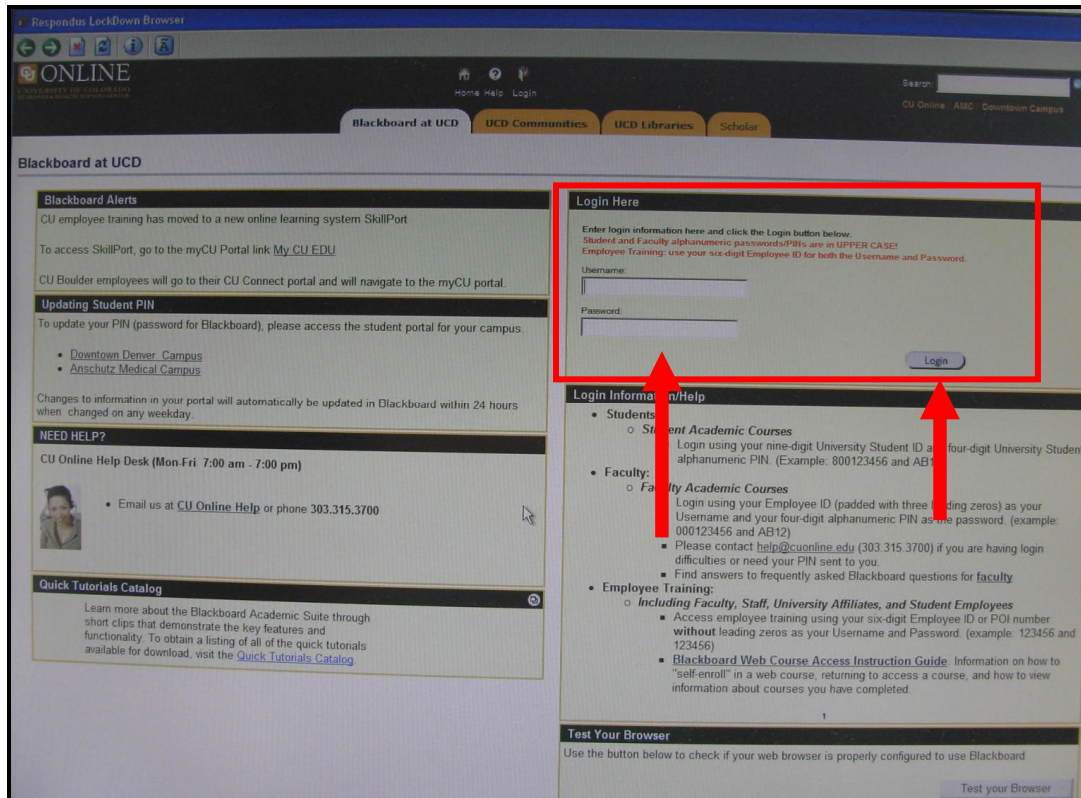
Once you have successfully installed the LockDown Browser onto your computer, you will need to click on the icon on your desktop to launch the browser.



Testing out the Respondus LockDown Browser

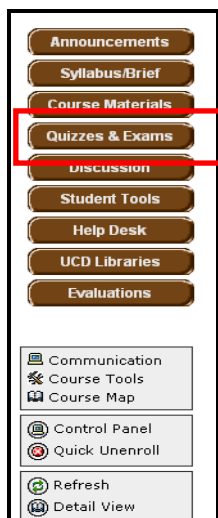
Step 1

Once you have clicked on the LockDown Browser icon on your desktop, it will take a few seconds to load before you are directed to the Blackboard login. Enter your Username and Password and then click **Login**



Step 2

Go to the **Exam/Quiz/Test** link from the course menu and select the available test.



Step 3

It will display a message that states the Exam/Quiz/Test requires the Respondus LockDown Browser. Click the **OK** button to launch the test.

Note: You will see the same message again if you used a regular web browser such as Firefox, Internet Explorer or Safari.

