![CU Division for Teaching Innovation and Program Strategy, University of Colorado Denver logo]

# CU Denver LockDown Browser & Respondus Monitor Student Guide

## What is LockDown Browser?

LockDown Browser is a locked browser tool that works with quizzes in Canvas. While using Lockdown Browser you CANNOT:

- o Print
- o Capture screen content
- o Go to other websites
- o Access any other applications (Browsers, Word, Etc.)
- o Assessments are displayed full-screen and cannot be minimized
- o Browser menu and toolbar options are removed, except for Back, Forward, Refresh and Stop
- o Copying and pasting anything to or from an assessment is prevented
- o Right-click menu options, function keys, keyboard shortcuts and task switching are disabled
- o An assessment cannot be exited until you have finished and submitted the quiz for grading

## LockDown Browser Installation

We recommend installing LockDown Browser well in advance of taking a quiz or exam. LockDown browser works on Windows and Mac. There are two ways to quickly install LockDown Browser:

1. Visit: bit.ly/ucdenver-respondus and follow the on-screen installation instructions
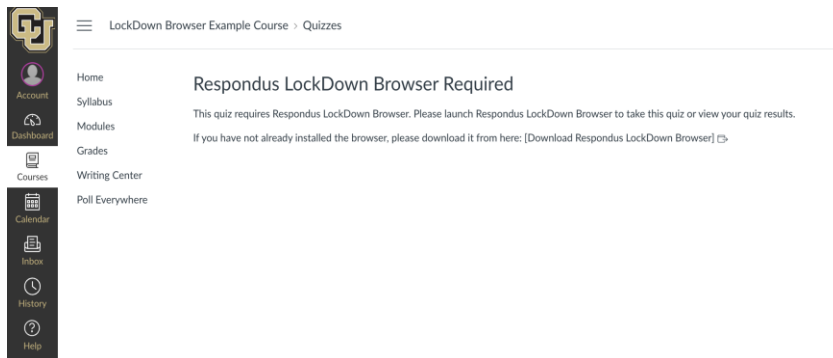


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2. When you click on a quiz in Canvas that requires LockDown Browser you will automatically be prompted with the LockDown Browser download link and instructions.



## Taking a Quiz in Canvas

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
3. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by selecting "Yes". Or, close LockDown Browser and close the blocked program before restarting.
4. Log into Canvas.
5. Navigate to the quiz within the course and begin the quiz.

**Note:** Once a quiz has been started with Respondus LockDown Browser, you cannot exit until the quiz has been submitted for grading.

## Taking a Quiz with a Webcam (Respondus Monitor)

Your instructor might ask you to take a quiz or exam using a webcam. The webcam feature is called Respondus Monitor. A working webcam and microphone are required to use Respondus Monitor.

If a quiz requires LockDown Browser and a webcam, follow the steps in the previous section. At this point, the startup sequence for the webcam begins.

1. You will first need to review and agree to the terms of use.
2. The webcam check will confirm that your webcam and microphone are working properly.
3. The remaining steps of the startup sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the left side of the screen.
4. If you encounter a problem, select the 'it's not working' link for troubleshooting tips and access to 24/7 live chat help. The quiz will begin after the startup sequence is complete.

*Startup Sequence example. Keep in mind, instructors might not use all of these settings for your quizzes.*



## Help

If you run into issues downloading, installing, or taking a quiz you can troubleshoot support at support.respondus.com. If you encounter a problem, select the 'it's not working' link for troubleshooting tips and access to 24/7 live chat help.

You may also contact the Office of Information Technology at 303-724-4357.