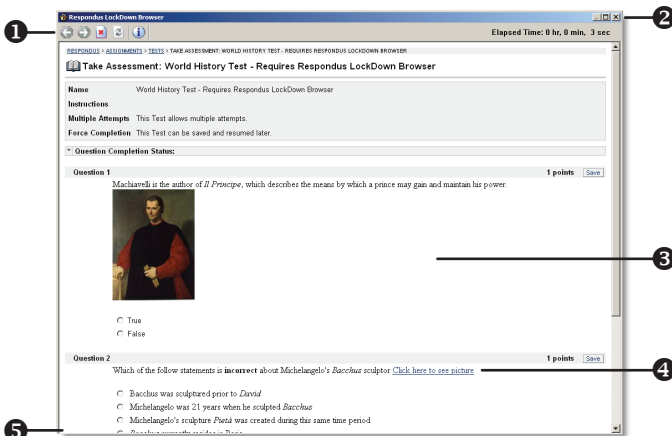




### WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a customized browser that increases the security of online testing in Blackboard. When students use Respondus LockDown Browser to take a Blackboard test, they are unable to print, copy, go to another URL, access other applications, or close a test until it is submitted for grading. Tests created for use with Respondus LockDown Browser cannot be accessed with standard browsers either.

Respondus 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 window and prevent browsing beyond that page.
- 5 **Blocked Features & Applications** - the Start button (Windows), system tray, and menu bars have been removed.

### BUILDING BLOCK INSTALLATION

The “Respondus LockDown Browser Building Block” must be installed by the Blackboard system administrator. If the system administrator has made the Building Block available for all courses, then the **Respondus LockDown Browser** tool will appear under the available tools for your course. It will also appear under the **Course Tools** section of the **Control Panel**.

If the Building Block has been installed by the system administrator but it doesn't appear in your course, follow these steps make it available.

1. Login to your course and select the **Control Panel**.
2. Click **Manage Tools** from the Course Options panel.
3. Click **Building Block Tool Availability**.

4. Click the Available checkbox beside the **Respondus LockDown Browser** row.
5. Click **Submit** to enable the Building Block for your course.

### PREPARING A TEST

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

1. Make sure the test has been deployed in the Blackboard course.
2. From the *Control Panel* in Blackboard, locate the *Course Tools* section and select the link **Respondus LockDown Browser**.
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 setting for a test, click the **Settings** button and select the desired option:
  - **Require Respondus LockDown Browser for this test**
  - **Don't require Respondus LockDown Browser for this test**

Optionally you may enter a test password that students must enter to start the test. The Respondus LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the test.

5. You may also enter an optional exit password that can be used to close the LockDown Browser during a test.
6. Click **Submit** to apply settings.

### HOW THE INTEGRATION WORKS

The Respondus LockDown Browser integration relies on the “password” feature for Blackboard tests. This feature is also what prevents a regular browser from accessing a test that has been set up for use with LockDown Browser. It's not important to fully understand how this works, but the following details are important:

- The Respondus LockDown Browser Building Block publishes a special password to the “password” field for the Blackboard test. This special password, which is used by Respondus LockDown Browser, shouldn't be edited by the instructor within Blackboard (doing so will prevent LockDown Browser from working with the test).
- If the instructor wants students to enter a password before a test is started in Blackboard, the password must be entered during the “Preparing A Test” step described above.
- Do not change the name of the test within Blackboard once it has been set up for use with LockDown Browser.

## INSTALLING RESPONDUS LOCKDOWN BROWSER

Respondus LockDown Browser must be installed to each computer being used to take a test. Follow the instructions below to install the Windows or Macintosh version of Respondus LockDown Browser.

Windows computers:

- Your institution will provide the link for downloading and installing Respondus LockDown Browser.
- Follow the download page instructions to obtain the correct installation program.
- Start the LockDown Browser installation program and follow the onscreen instructions to complete the install.

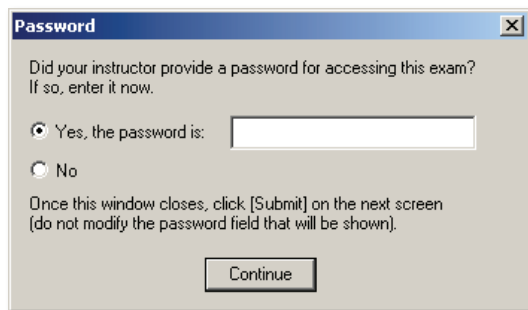
Macintosh computers:

- Be sure that OSX 10.3.9 or higher is being used (512K RAM minimum).
- Your institution will provide the link for downloading and installing Respondus LockDown Browser.
- During the installation, select **Yes** when prompted to run the Java application.
- Follow the onscreen instructions to complete the install.

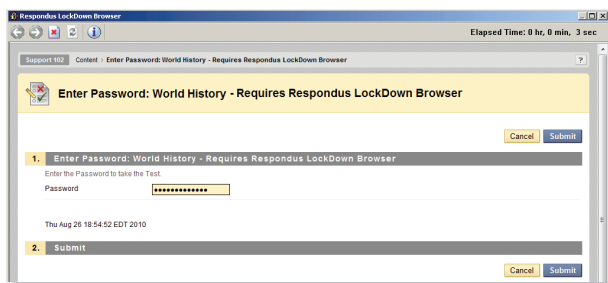
## TAKING A TEST

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

1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Macintosh users, launch "LockDown Browser" from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes** when prompted.
3. Login to the Blackboard course.
4. Navigate to the test and select it.
5. A pop-up window will ask whether the instructor has required a password for the test.



- If a test password (such as the word "apple") is required by the instructor to start the test, select the **Yes** option, enter the password, and click the **Continue** button.
  - If the instructor did not set up the test with a password, the **No** option should be selected. Click the **Continue** button.
6. Regardless of the selection made in the previous step, Respondus LockDown Browser will automatically fill in a special password on the next screen. It's important that this password field isn't modified. Click the **Submit** button.



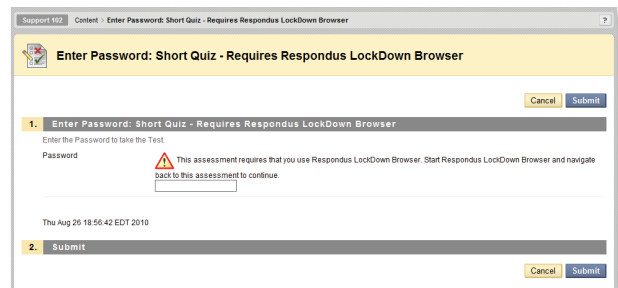
7. The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the **Submit** button is clicked.)

**TIP** - Prior to the first test, have students complete a practice test that uses Respondus LockDown Browser to make sure they have installed it correctly.

## WHAT IF A STANDARD BROWSER IS USED?

If the settings for a test require that Respondus LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a test has been properly set for Respondus LockDown Browser by following these steps using a regular browser.

1. Open a regular web browser such as Internet Explorer or Safari.
2. Login to the Blackboard course as a student.
3. Navigate to the test and open it.
4. You will be asked to enter a password for the test, as shown below:



Because Respondus LockDown Browser uses a special password that will be unknown to students, they will be unable to access the test with a standard browser. (Even if the instructor elects to use a password like "apple" that must be entered at the start of the test, the password won't work on this page. The password will only work if LockDown Browser is being used.)

**TIP** - If students indicate that they are unable to access a test because they are being prompted for a password (or that the password provided to them doesn't work), it usually indicates that they are trying to access the test with a standard browser instead of Respondus LockDown Browser.

## OTHER TRAINING AND SUPPORT RESOURCES

- **User Guide** - contact your institution's Respondus LockDown Browser administrator for the complete user guide.
- **Student Quick Start Guide** - a quick start guide for students is available at <http://www.respondus.com/download>.
- **Demo Movies** - view demonstration and training movies at <http://www.respondus.com/demo>.
- **Knowledgebase** - <http://www.respondus.com/esupport>.
- **Ticket-based Support**<sup>1</sup> - <http://www.respondus.com/esupport>.

<sup>1</sup> Contact your local support representative for Respondus LockDown Browser before opening a support ticket at [www.respondus.com](http://www.respondus.com).

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