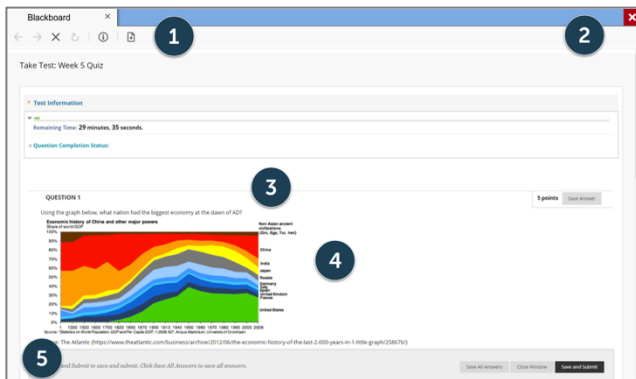# LockDown Browser®

Blackboard Learn Original – K-12 Teacher Quick Start Guide

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Blackboard Learn. When students use LockDown Browser to access a test, they are unable to print, copy, visit 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.

LockDown Browser works 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. **Assessment Mode** - assessments 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 do not compromise the secure testing environment.
5. **Blocked Features and Applications** - the Start button (Windows), system tray or dock, and menu bars have been removed. Hundreds of screen capture, messaging, screen-sharing and network monitoring applications are blocked.

BUILDING BLOCK INSTALLATION

The "Respondus LockDown Browser Building Block" must be installed by the Blackboard system admin. If the system administrator has made the Building Block available for all courses, then the **Respondus LockDown Browser** tools will 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 to make it available.
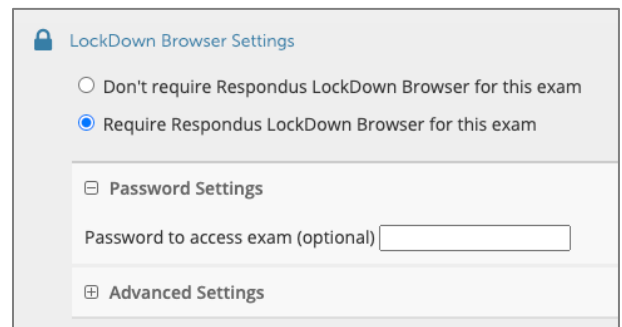
1. Log into your course and expand the **Control Panel**.
2. Expand the **Customization** menu and click Tool Availability.
3. Click the Available checkbox beside the **Respondus LockDown Browser** row.
4. Click **Submit** to enable the Building Block for your course.

PREPARING A TEST

To set up a test in Blackboard that requires students to use 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 **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** do not require students to use LockDown Browser.

4. To change the settings, select **Settings** from the context menu to the left of the test title and select the desired option.

   Optionally, you may create a test password. LockDown Browser will prompt students to enter this instructor-provided password before proceeding with the test. See the section in this guide on "How the Integration Works" for additional information about test passwords.

5. Several Advanced Settings are available:

- Require LockDown Browser to view post-exam feedback and results.
- Lock students into the browser until exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
- Allow students to take the exam with an iPad, using the free LockDown Browser app.
- Allow students to access a list of specified web domains during the test.
- Enable Calculator or Print functions in the LockDown Browser toolbar.

  For additional information, select the [explain] link that follows each setting.

6. Click **Save and Close** to apply the settings.

HOW THE INTEGRATION WORKS

The 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 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 LOCKDOWN BROWSER

LockDown Browser must be installed to each computer or device being used for a test.

- Your institution will provide the link for downloading and installing LockDown Browser. This URL is unique to your institution.
- Follow the onscreen instructions to complete the install.

STUDENT EXPERIENCE

From a student's perspective, this is how LockDown Browser is used for an assessment. **TIP:** Prior to the first quiz, have students complete a practice quiz that uses LockDown Browser to make sure they have installed it correctly.

Windows or Mac:

1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
2. If prompted, agree to close any blocked programs (e.g. screen capture, instant messaging).
3. Log into your Blackboard course using a student login.
4. Navigate to the test and open it to launch LockDown Browser.
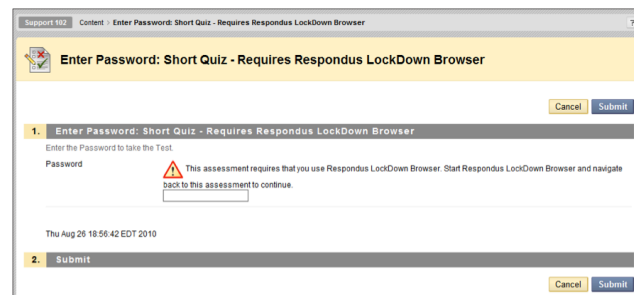
Chromebook:

1. Log into Blackboard with a regular browser, select the course and navigate to the quiz.
2. If the LockDown Browser extension has not previously been installed, the student will be prompted to do so.
3. Return to the test and open it to launch LockDown Browser.

Note: Once a test has been started with LockDown Browser, you cannot exit until the exam has been submitted for grading

WHAT IF A STANDARD BROWSER IS USED?

If the settings for a test require that 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 LockDown Browser by following these steps using a regular browser.

1. Open a regular web browser.
2. Log into 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 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 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.)
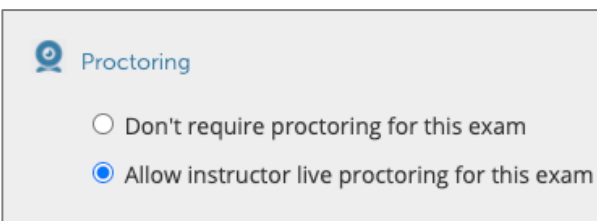
INSTRUCTOR LIVE PROCTORING (video option)

The Instructor Live Proctoring option allows teachers to watch students remotely during an online test. This feature requires the use of a video conferencing system such as Zoom or Google Meet (sold separately) and is intended for small classes where the instructor can view all students on the screen at once.

The teacher and students meet in the video conference at a specified time. When ready, the teacher provides students a start code for the online exam – students start LockDown Browser from there. The teacher can then watch students via the video conference system for the duration of the exam. Note that Instructor Live Proctoring does NOT record the student video, nor does it alert the teacher to suspicious events.

PREPARING FOR LIVE PROCTORING (video option)

1. Provide students the above instructions for downloading and installing LockDown Browser.
2. Convey to students, in advance, that LockDown Browser and a video conferencing system will be used with online exams. (Important: Schedule a practice exam so everything can be tried in advance of a real exam.)
3. LockDown Browser Dashboard, select "Require LockDown Browser for this exam," select "Allow live proctoring for this exam..." and then supply a "Start Code" (which prevents students from starting the exam early).

4. Use your normal process to create a meeting for the video conferencing system (Zoom, Google Meet, etc.). Distribute the meeting information to students prior to the exam. Note that students must start the video conference session in the video conference application, or via a "standard" browser (Chrome,

Firefox, etc). They cannot start a video conference from within LockDown Browser.
5. At the scheduled time, confirm you can see and hear all students in the video conferencing system. When ready, provide the start code to students to commence the exam.
6. Remind students the video conference will continue to run in the background, enabling you to see and hear them during the exam. However, they will NOT be able to access the video conferencing system during the exam.

Note: An iPad doesn't allow you to run a video conferencing app and LockDown Browser at the same time. Consider these alternatives:

- Have the student use a different device altogether (Windows, Mac, Chromebook)
- Have the student use a second device for the video conferencing
- Allow the student to shut down the video conferencing system on the iPad when it's time to start the exam

OTHER TRAINING AND SUPPORT RESOURCES

- The **LockDown Browser Dashboard**, accessed from within a course in your LMS, includes videos, guides and other resources to assist with getting started.
- **Student Guides, Training Videos and more** - available at respondus.com/lockdown-guides-k12
- **Knowledge Base** and **Ticket-based Support** - support.respondus.com