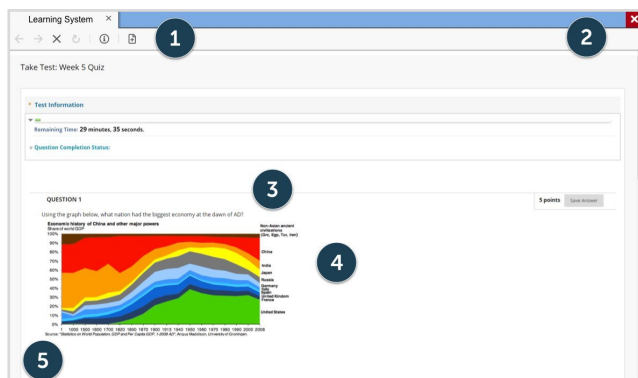


## What is Respondus LockDown Browser?

LockDown Browser is a custom browser that locks down the testing environment in your learning system. Students cannot print, copy, visit other websites, access other applications, or close a quiz until submitted for grading. Quizzes cannot be accessed with a standard browser.

LockDown Browser works like a standard browser, but with key differences:



LockDown Browser interface

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

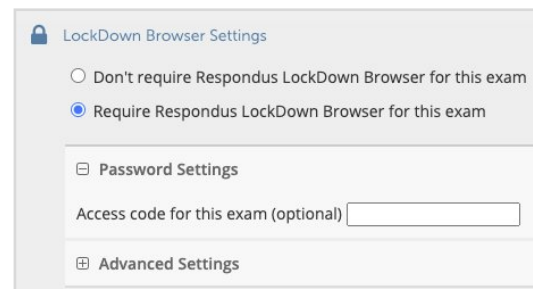
## What is Respondus Monitor?

Some institutions additionally license Respondus Monitor, an automated proctoring solution that works with LockDown Browser to record students during online exams. After the exam is complete, an instructor can review details of the assessment, including recorded videos of the student's webcam, screen, or both.

## Preparing a Quiz

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

1. Make sure the quiz has been deployed in the online course.
2. Locate the LockDown Browser Dashboard tool in the course (either from the navigation or a Course Tools menu). A list of quizzes in the course will be displayed.
3. To change the settings, select **Settings** from the context menu to the left of the quiz title and select the desired option.
  - Optionally you may create an access code that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided code before proceeding with the quiz.



LockDown Browser settings

4. Several Advanced Settings are available:
  - Require LockDown Browser to view feedback and results.
  - Lock students into the browser until exam is completed.
  - Allow students to access a list of specified web domains (websites, like ebooks or other resources) during the quiz.
  - Enable Calculator or Print functions in the LockDown Browser toolbar.

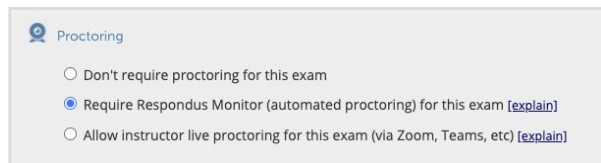
For additional information, select the [explain] link that follows each setting.

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

## Using Respondus Monitor (automated proctoring feature)

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If your institution licenses Respondus Monitor, additional settings will appear in the LockDown Browser Dashboard. Once the quiz requires LockDown Browser, select **Require Respondus Monitor for this exam** to record students via webcam, screen, or both.



*Respondus Monitor proctoring options*

Configure the **Startup Sequence** -- steps students complete before the quiz begins (most are optional). Advanced Settings include hand-written work capture, iPad support, a second camera for an additional video angle, and more. Select the [explain] link that follows each setting for additional details.

To offer a proctored lab option alongside webcam, select "Allow this exam to additionally be delivered in a proctored lab" and provide the proctor with a password.

## Installing LockDown Browser

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LockDown Browser must be installed to each device being used for a quiz.

- 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

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From a student's perspective, this is how LockDown Browser is used for an assessment.

**TIP: Have students complete a practice quiz first to confirm LockDown Browser is installed correctly.**

1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
2. Log into your online course using a student login.
3. Navigate to the quiz and open it to begin.
4. If the student is required to use a webcam to record themselves during the quiz, a **Startup Sequence** will guide the student through a webcam check and other items required by the instructor.

## What if a Standard Browser is Used?

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If a quiz is configured for LockDown Browser, it cannot be opened in a standard browser -- a warning message will confirm the requirement is active.

## Reviewing Videos

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When Respondus Monitor is used to proctor an exam, instructors can review recorded sessions from the LockDown Browser Dashboard. 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 and post-exam data:

1. Return to the LockDown Browser Dashboard in the online course.
2. From the context menu to the left of the quiz title, select **Class Results**.
3. A roster of the students in the course is shown, along with the date, time, duration, review priority, and grade (if available).
4. Click [ + ] to expand the section for a student.

Thumbnails show the Startup Sequence and exam session -- click to view video at that point. Notes can be added per student. For more detail, see *Understanding Proctoring Results*, linked from the Dashboard.

## Other Training and Support Resources

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The LockDown Browser Dashboard, accessed from within a course in your LMS, includes videos, guides and other resources to assist with getting started.

Other resources include:

- **Training Webinars** -- [respondus.com/webinars](https://respondus.com/webinars)
- **Student Guides, Tutorials and more** -- [respondus.com/lockdown-guides](https://respondus.com/lockdown-guides)
- **Knowledge Base and Ticket-based Support** -- [support.respondus.com](https://support.respondus.com)

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