

# LockDown Browser<sup>®</sup> and Respondus Monitor<sup>®</sup>

## WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a locked browser for use with tests in Blackboard. It prevents you from printing, copying, going to another URL, or accessing other applications during an assessment. If a Blackboard test requires that LockDown Browser be used, you will not be able to take the test with a standard web browser.

LockDown Browser should only be used for taking Blackboard tests. It should not be used in other areas of Blackboard.

## INSTALLING LOCKDOWN BROWSER

If LockDown Browser has already been installed, skip to the next section. If not, LockDown Browser must be installed to each computer being used for a test.

- > Your institution or instructor 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.

## BEGINNING A QUIZ

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 choosing **Yes**. Or, close LockDown Browser and close the blocked program before restarting.
4. Log into Blackboard.
5. Navigate to the test within the course and begin the test.

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

## USING WITH A WEBCAM (Respondus Monitor)

You may be required to use LockDown Browser with a webcam, which will record you during an online, non-proctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.")

Your computer must have a functioning webcam and microphone. A broadband connection is also required.

If a test requires LockDown Browser **and** a webcam, follow the steps in the previous section. At this point, the Startup Sequence for the webcam begins.

- > You will first need to review and agree to the Terms of Use
- > The **Webcam Check** will confirm that your webcam and microphone are working properly.
- > 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.
- > If you encounter a problem, select the **it's not working** link for troubleshooting tips and access to 24/7 Live Chat Help.

The test will begin after the Startup Sequence is complete.

## PROBLEMS?

If you have problems downloading, installing, or taking an assessment with Respondus LockDown Browser, contact your instructor or your institution's help desk.

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