**Using LockDown Browser and a Webcam for Online Exams**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](http://www.respondus.com/products/monitor/guides.shtml) (PDF) is also available.

Then download and install LockDown Browser from this link:

**[NOTE TO INSTRUCTOR: INSERT YOUR INSTITUTION'S DOWNLOAD URL HERE, IF APPLICABLE]**

To ensure LockDown Browser and the webcam are set up properly, do the following:

* Start LockDown Browser, log into [**INSTRUCTOR: ENTER LMS NAME HERE**], and select this course.
* Locate and select the **Help Center** button on the LockDown Browser toolbar.
* Run the **Webcam Check** and, if necessary, resolve any issues.
* Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
* Exit the Help Center and locate the practice quiz named [**NOTE TO INSTRUCTOR: CREATE A BRIEF PRACTICE QUIZ AND INSERT NAME/LOCATION OF QUIZ**].
* Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

* Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should also be free of distractions and interruptions.
* Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach.
* Clear your desk of all external materials not permitted — books, papers, other devices, etc.
* Before starting the test, know how much time is available for it, and that you’ve allotted sufficient time to complete it.
* Remain at your device for the duration of the test.
* If the device or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test.
* To produce a good webcam video, do the following:
	+ Avoid wearing baseball caps or hats with brims.
	+ Ensure your device is on a firm surface (a desk or table). Do NOT have the device on your lap, a bed or other surface where the device (or you) are likely to move.
	+ If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
	+ Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
* Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.