WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a custom browser that locks down the testing environment 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 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.

ENABLING THE BROWSER TOOL

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 doesn’t appear in your course, follow these steps to make it available.

1. Login to 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 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 settings for the test, select Modify Settings from the context menu to the left of the test title and select the option to Require Respondus LockDown Browser for this exam.

Optionally you may enter a test password that students must enter to start the test. Respondus LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the test.
5. Several **Advanced Settings** are also available:

- The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
- The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
- The third setting will allow specific students to access the exam with screen reader accessibility programs. See [www.respondus.com/accessibility](http://www.respondus.com/accessibility) for an additional step that’s required by the student.
- The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.

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

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

**HOW THE INTEGRATION WORKS**

The Respondus LockDown Browser integration relies on the “password” feature for Blackboard tests. 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 given to students or edited by the instructor within Blackboard (doing so will prevent LockDown Browser from working with the test).
- Do not change the name of the test within Blackboard once it has been set up for use with LockDown Browser.

**INSTALLING THE RESPONDUS LOCKDOWN BROWSER**

Respondus LockDown Browser must be installed on each computer being used to take a test.

- 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.

**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 Mac 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. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click Begin Exam.
6. 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 Mozilla Firefox 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 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.) A link to the installation of Respondus LockDown Browser is provided as part of the message.

**OTHER TRAINING AND SUPPORT RESOURCES**