

Using Respondus LockDown Browser

LockDown Browser® is a custom browser that prevents other applications from running while a student takes an exams online. This tool is intended to support academic integrity.

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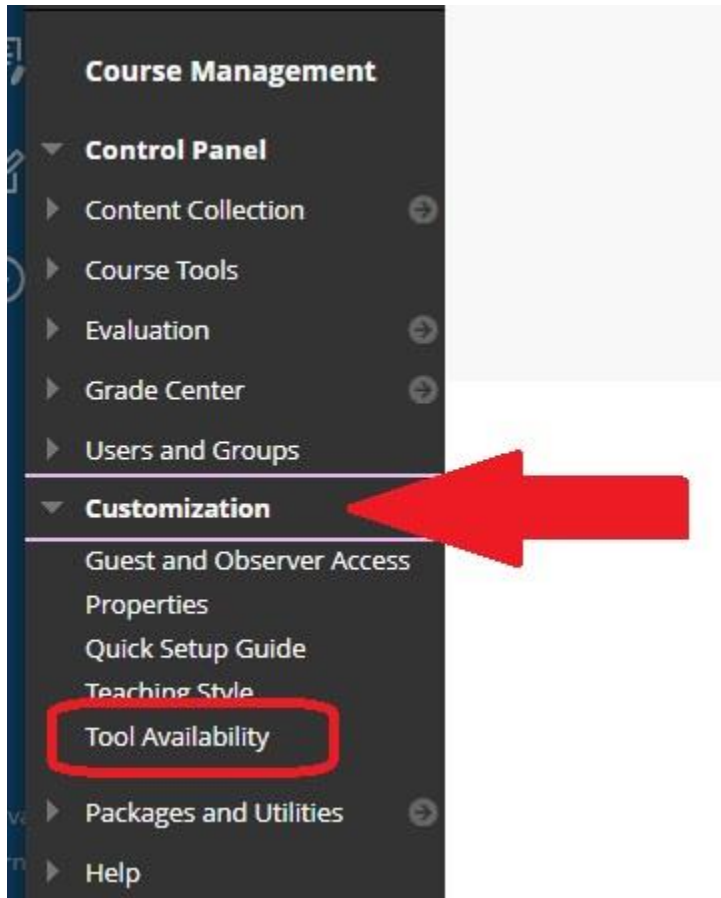
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Instructions

Enable the LockDown Browser feature in your course:

1. Go to your course.
2. Open Control Panel -> Customization -> Tool Availability



3. Check the box for "Respondus LockDown Browser" – Remember to hit the Submit button!!

Perusall	<input type="checkbox"/>	<input type="checkbox"/>
Recording Creation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respondus LockDown Browser	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retention Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Locate the test you would like to deploy.

Respondus LockDown Browser Dashboard

Join a [live training webinar](#) on how to use Respondus Monitor proctoring. [more tips](#)

LockDown Browser | Dashboard | Getting Started | Video Tutorials | Guides & Support | Other Systems

Tests ▲

Test Name	LockDown Browser	Proctoring
Music Test- Requires Respondus LockDown Browser	Required	Not Required
Whole Test	Not Required	Not Required

Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error."

4. Click the down arrow and select "Settings"

LockDown Browser

Tests ▲

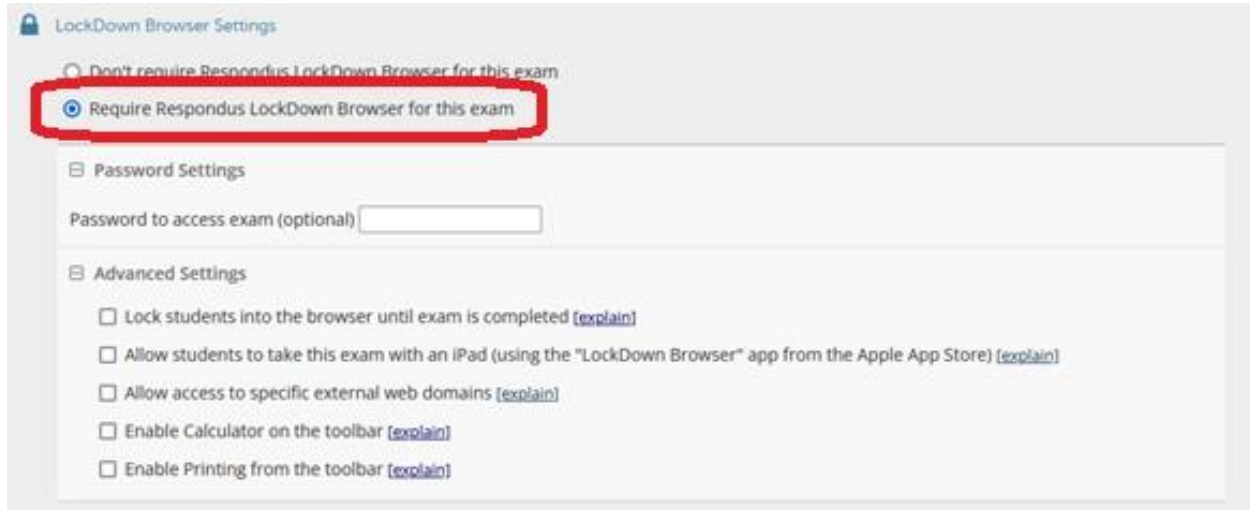
Music Test- Requires Respondus

▼ Whole Test

- Settings
- Review Early Exits

settings used by Lc

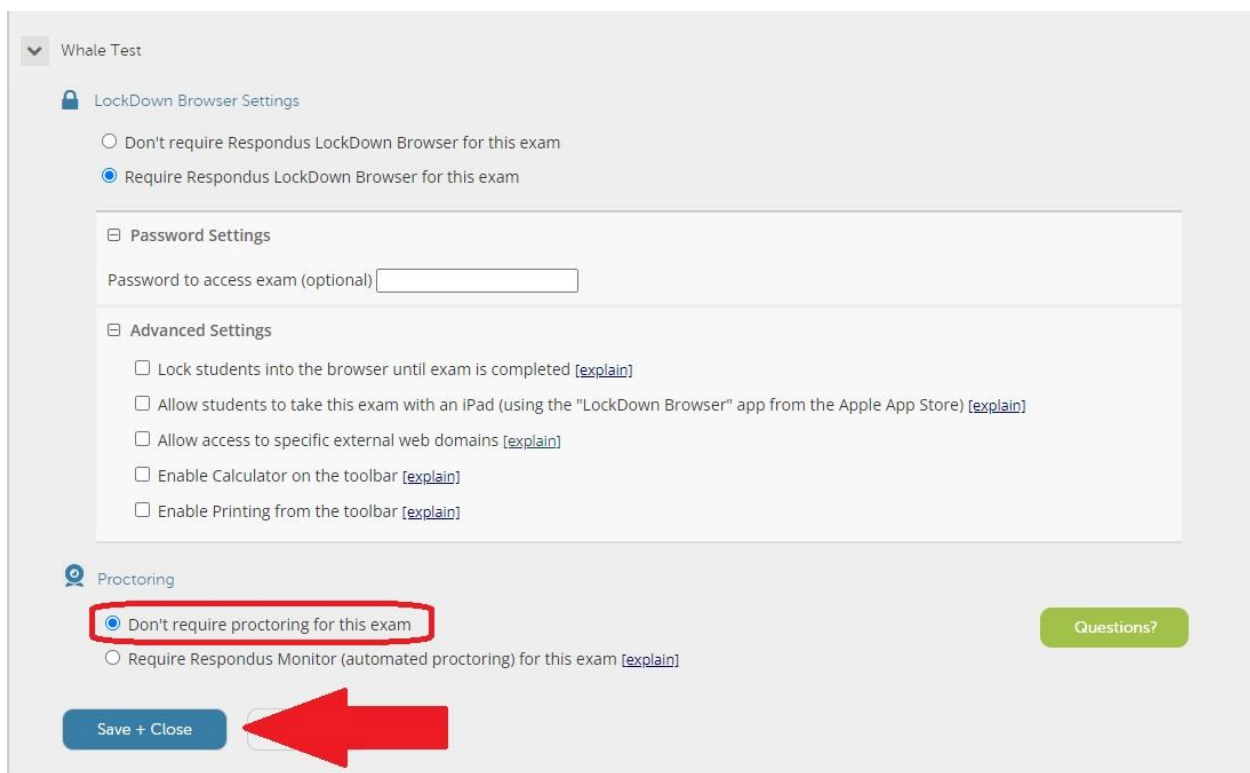
5. Select “Require Respondus LockDown Browser” for this exam



The screenshot shows the 'LockDown Browser Settings' interface. At the top, there are two radio button options: 'Don't require Respondus LockDown Browser for this exam' and 'Require Respondus LockDown Browser for this exam'. The second option is selected and highlighted with a red rectangle. Below this, there are two expandable sections: 'Password Settings' and 'Advanced Settings'. The 'Password Settings' section contains a text input field for 'Password to access exam (optional)'. The 'Advanced Settings' section contains five checkboxes, all of which are currently unchecked: 'Lock students into the browser until exam is completed', 'Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store)', 'Allow access to specific external web domains', 'Enable Calculator on the toolbar', and 'Enable Printing from the toolbar'. Each checkbox has a corresponding '(explain)' link.





- Add a password if desired (this is optional)
- Set Advanced Settings, which include the ability for students to use selected tools and websites if desired.

6. If you do not require Monitoring, click the button “Don’t require proctoring for this exam” and Click on the button Save + Close



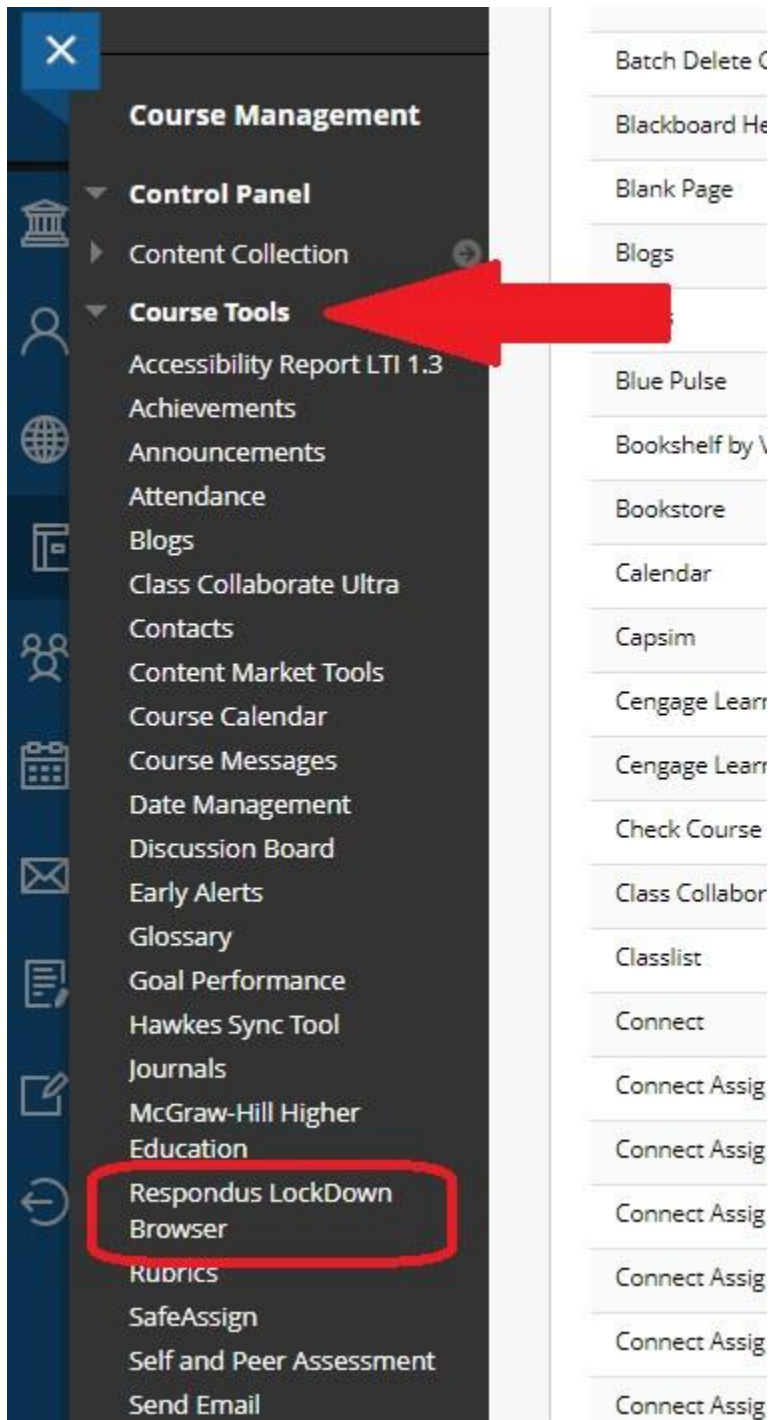
The screenshot shows the 'Proctoring' section of the exam configuration interface. It features two radio button options: 'Don't require proctoring for this exam' and 'Require Respondus Monitor (automated proctoring) for this exam'. The first option is selected and highlighted with a red rectangle. To the right of these options is a green button labeled 'Questions?'. At the bottom left, there is a blue button labeled 'Save + Close' and a grey button with a white arrow pointing left, which is also highlighted with a red rectangle and a large red arrow pointing towards it from the right.

Important Note: The Lockdown Browser will automatically generate a password which appears in the Blackboard TEST OPTIONS for the exam (see the screenshot below.) Please do not uncheck or change this password or you will break the settings for the Lockdown Browser and compromise the exam. Students **do not** need this password to enter the exam. This password is only needed to set up the LockDown Browser.

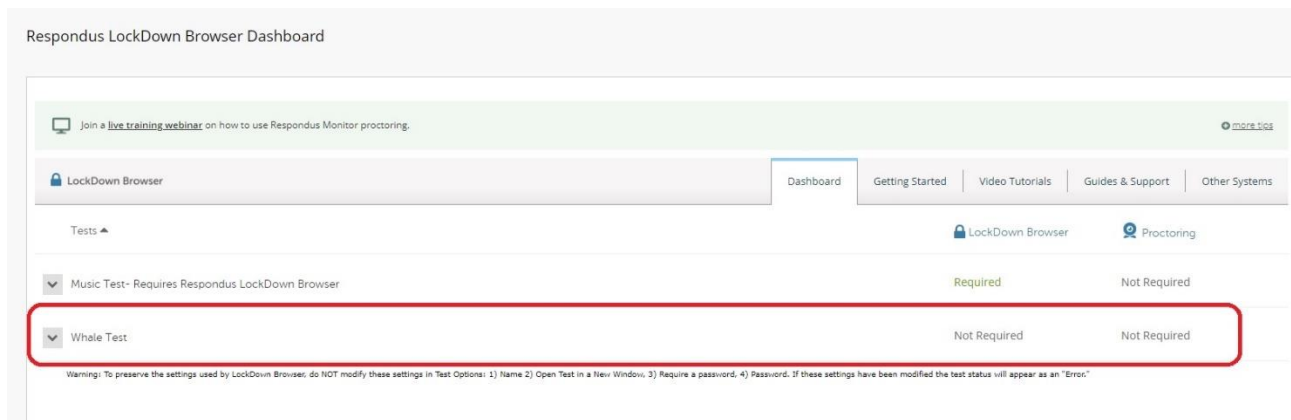
<input type="checkbox"/>	Display After	11/18/2019		02:00 PM	
<i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i>					
<input type="checkbox"/>	Display Until	11/18/2019		02:01 PM	
<i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i>					
<input checked="" type="checkbox"/>	Password	6e9b40dae753b2			
<i>Require a password to access this test.</i>					

Setup a test using Lockdown Browser and Proctoring/Monitor (Note: Lockdown Browser is Required for Monitoring)

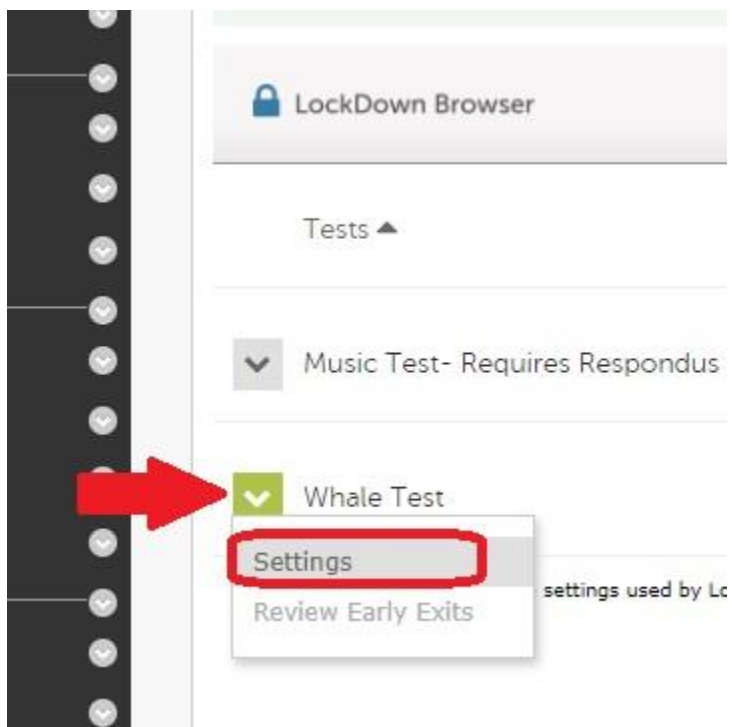
1. Go to your course where you have your test/exam built.
2. Open Control Panel -> Course Tools -> "Respondus LockDown Browser"



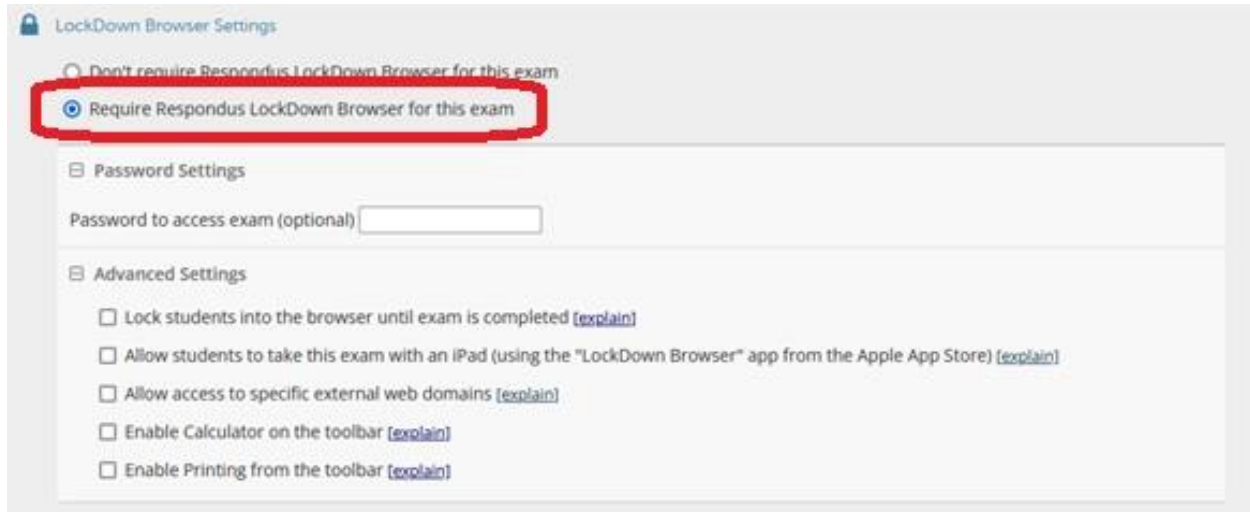
3. Locate the test you would like to deploy.



4. Click the down arrow and select "Settings"



5. Select “Require Respondus LockDown Browser” for this exam (Required for Monitoring)

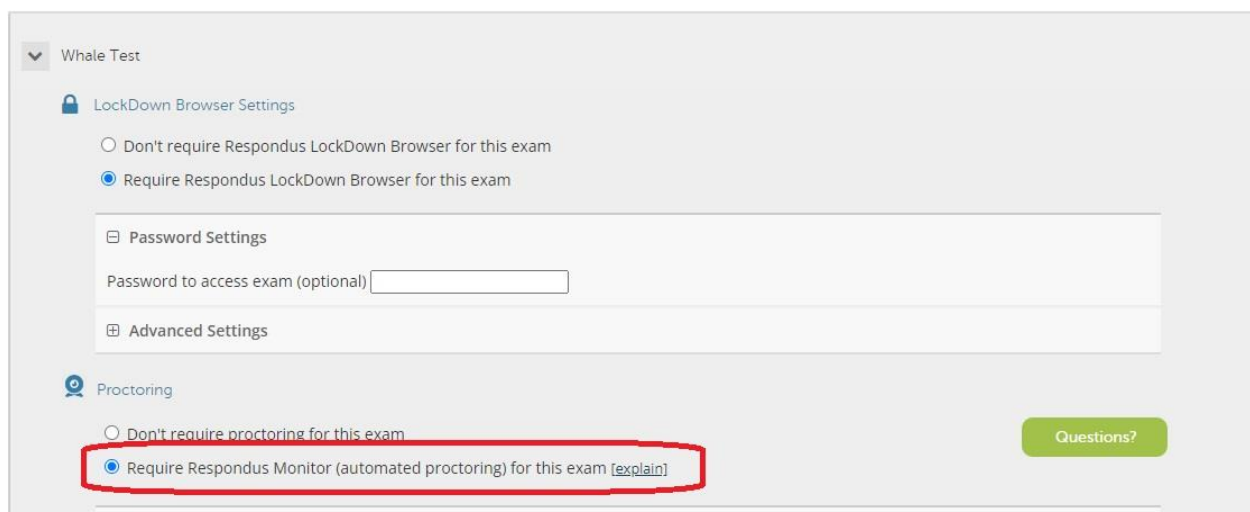


The screenshot shows the 'LockDown Browser Settings' interface. At the top, there are two radio button options: 'Don't require Respondus LockDown Browser for this exam' (unselected) and 'Require Respondus LockDown Browser for this exam' (selected and highlighted with a red box). Below this is a section for 'Password Settings' with a text input field for 'Password to access exam (optional)'. Underneath is the 'Advanced Settings' section, which contains five unchecked checkboxes: 'Lock students into the browser until exam is completed', 'Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store)', 'Allow access to specific external web domains', 'Enable Calculator on the toolbar', and 'Enable Printing from the toolbar'. Each checkbox has a corresponding 'explain' link.

- Add a password if desired (this is optional)
- Set Advanced Settings, which include the ability for students to use selected tools and websites if desired.

6. If you require Monitoring, then under “Proctoring,” click the button “Require Respondus Monitor (automated proctoring) for this exam.”

- Note: Students will be prompted to purchase a license to use this feature (\$15 for a 12-month license. This Respondus license can then be used with any course at UAS).



The screenshot shows the 'Proctoring' settings interface for a 'Whale Test'. It includes the 'LockDown Browser Settings' section from the previous screenshot, which is partially visible. Below it, the 'Proctoring' section has two radio button options: 'Don't require proctoring for this exam' (unselected) and 'Require Respondus Monitor (automated proctoring) for this exam' (selected and highlighted with a red box). A green 'Questions?' button is located to the right of the selected option.

7. You will now see options for the “Startup Sequence.” This is the sequence a student will see prior to taking the exam. You can unclick any item you don’t want a student to be required to do.

Startup Sequence

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

Webcam Check	Preview
<input checked="" type="checkbox"/> Additional Instructions	Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips	Preview
<input checked="" type="checkbox"/> Student Photo	Preview
<input checked="" type="checkbox"/> Show ID	Preview Edit Text
<input checked="" type="checkbox"/> Environment Check	Preview Edit Text
Facial Detection Check	Preview

Note: In the step “Show ID” it asks for a picture of the student’s ID. It must be noted that this information is not controlled by UAS and will not be stored on UAS servers, so it is recommended that a student use a UAS ID (Whale Card), or if using a state or federal ID (example: drivers license) that they cover all information except for their picture and name.

A Whale Card can be issued to distance students - <https://uas.alaska.edu/student-accounts/whale-card.html> - Remember to give the student enough lead time to receive their card prior to the test/exam.

8. Under the Startup Sequence, you will see “Facial Detection Options.” You can unclick any item you don’t required.

Facial Detection Options

- Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)
- Notify students during the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

9. Advanced Settings – These are additional situations that you may run into. Click on desired boxes.

- If some students will be taking the test/exam in a testing center, you will want to check the box that says, “Allow this exam to additionally be delivered in a proctored lab.”

Advanced Settings

Allow this exam to additionally be delivered in a proctored lab [\[explain\]](#)
Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An exam password must be used with the exam (see LockDown Browser password settings above) and you will need to provide the password to the proctor.

Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)

Allow another application to use the microphone during this exam. [\[explain\]](#)

Enter a demo student username for use by the instructor: [\[explain\]](#)

10. Remember to Save + Close

Prevent students from starting the exam if face cannot be detected during start

Notify students **during** the exam if face cannot be detected (prompt for a fix) [\[ex\]](#)

Advanced Settings

Allow this exam to additionally be delivered in a proctored lab [\[explain\]](#)
Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but an exam password must be used with the exam (see LockDown Browser password settings above) and you will need to provide the password to the proctor.





Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)

Allow another application to use the microphone during this exam. [\[explain\]](#)

Enter a demo student username for use by the instructor:

Important Note: The Lockdown Browser will automatically generate a password which appears in the Blackboard TEST OPTIONS for the exam (see the screenshot below.) Please do not uncheck or change this password or you will break the settings for the Lockdown Browser and compromise the exam. Students **do not** need this

password to enter the exam. This password is only needed to set up the LockDown Browser.

<input type="checkbox"/>	Display After	<input type="text" value="11/18/2019"/>		<input type="text" value="02:00 PM"/>	
<i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i>					
<input type="checkbox"/>	Display Until	<input type="text" value="11/18/2019"/>		<input type="text" value="02:01 PM"/>	
<i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i>					
<hr/>					
<input checked="" type="checkbox"/>	Password	<input type="text" value="6e9b40dae753b2"/>			
<i>Require a password to access this test.</i>					

Student Experience - Respondus Lockdown Browser/Monitor

Instructions for students using LockDown Browser

If your instructor has created a test in Blackboard that requires the Respondus LockDown Browser, you must download and install it on the computer you intend to use to take the test.

YouTube Video on why Lockdown Browser - [Respondus Lockdown Browser](#)

Step 1: Check your system requirements

Go to this Respondus Technical Support page to make sure the computer operating system you are using will work with LockDown Browser: [What are the computer requirements for installations of Respondus LockDown Browser?](#)

Step 2: Download and install

1. On the computer you will be taking the test from, click this link to install the Lockdown Browser (You only have to do this one time. Once it is downloaded on your computer you do not need to download again and can skip to [Step 3.](#)):

[Download Respondus LockDown Browser](#)

2. Click "**Install Now.**"

LockDown Browser

OVERVIEW



This brief video explains the basic features of LockDown Browser and why it's used at your institution.

VERSION



Version: 2.1.0.05
Your system: Windows 8.x
Download size: 105.0 MB
System requirements

Do you need the Mac version?

INSTALL

Install LockDown Browser for:
University of Alaska - Southeast

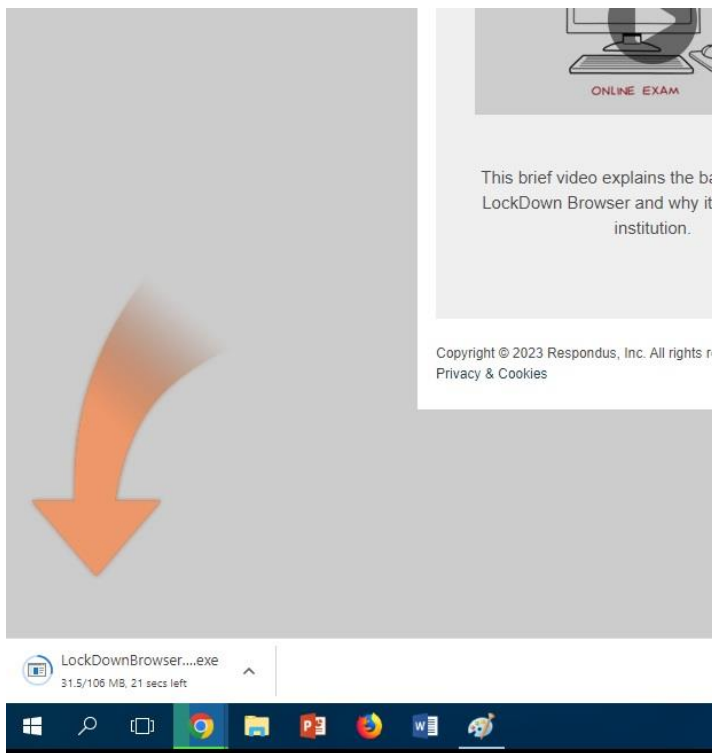
INSTALL NOW

Note: Your antivirus software must allow you to install software.

By clicking the "Install Now" button, you acknowledge that you have read and agree to the Respondus Inc. License Agreement

3. Follow the screen prompts.

4. In Chrome you will see the download on the bottom left corner of your screen.



5. When it is ready to Download you will see this:



6. Click on the exe file to install the Respondus LockDown Browser on your computer.

7. Once installed you will find Respondus Lockdown Browser in your Start menu, and on your desktop:



Step 3: Shut down all apps

1. Quit all email applications.
2. Quit any messaging systems (Slack, Messages, etc.).
3. Quit any screen capture applications.
4. Quit any and all running applications.

Step 4: Take your exam

1. Launch the Respondus LockDown Browser on your computer. Do this by clicking the Lockdown Browser icon on either your desktop, or within your Start Menu



- If you have not closed down all applications, a pop-up message will prompt you to do so, or to quit. Select **Close Applications**.
2. The LockDown Browser will automatically open on the Blackboard login page.
 3. **Log In** with your UAS ID and Password, then go through the identity verification process.
 - Webcam Check
 - Instructions for the Test/Exam
 - Guidelines and Tips
 - Student Photo
 - Show ID (UAS Whale Card preferred, or photo ID with only name and photo visible)
 - Environment Check (showing around your computer)
 - Facial Detection Check
 4. Once this is done and you are logged into Blackboard within the LockDown Browser, go to your class and locate your exam.
 5. Click the exam link to open it, then select **Continue** to begin.
 6. Take the exam.
 - Note that while the exam is running, you will not be able to access other applications, web sites not designated in the exam, and files located on your computer.
 7. Once you have completed your exam, be sure to save and submit your answers.

8. You may now close the Respondus LockDown browser. Once Respondus shuts down, you will regain access to your computer.

3. Locate the test you want to check.

Respondus LockDown Browser Dashboard

Join a [live training webinar](#) on how to use Respondus Monitor proctoring. more info

LockDown Browser | Dashboard | Getting Started | Video Tutorials | Guides & Support | Other Systems

Tests ▲ | LockDown Browser | Proctoring

▼ Music Test- Requires Respondus LockDown Browser	Required	Not Required
▼ Whale Test	Not Required	Not Required

Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error."

4. Click the down arrow and select "Class Results"

Respondus LockDown Browser Dashboard

Did you know LockDown Browser can be used with Zoom, Teams, Collaborate, etc

LockDown Browser

Tests ▲

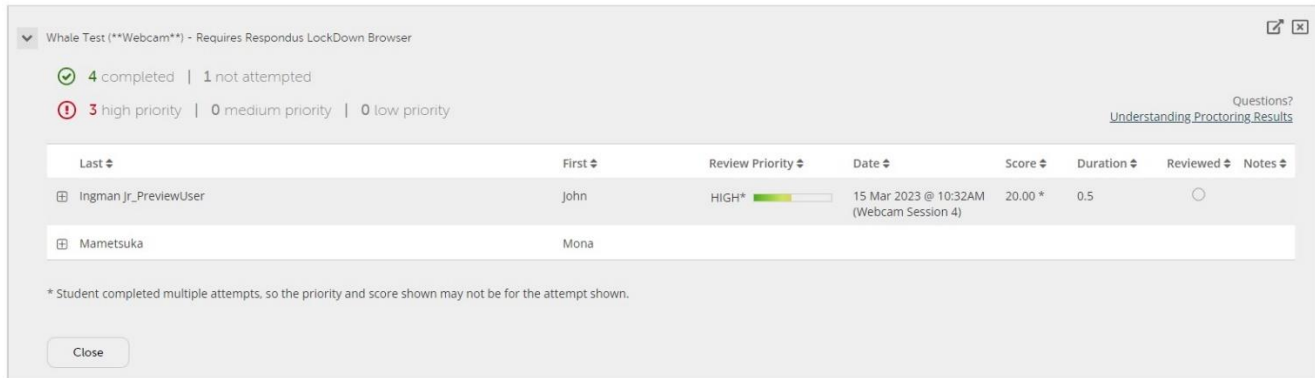
▼ Music Test- Requires Respondus LockDown Browser

▼ Whale Test (**Webcam**) - Requires Respondus LockDown Browser

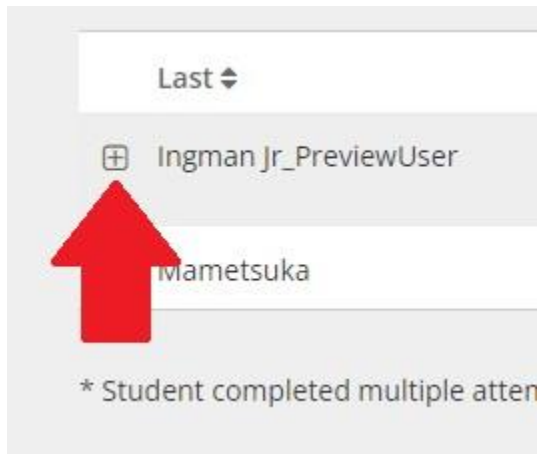
- Settings
- Class Results
- Exam Stats

...wn Browser, do NOT modify these settings in Te

5. Here is the screen you will see:



6. If you want to look at an individual's Respondus Monitor file, click on the  to the left of their name.



7. You will get a screen that has a lot of information:

Last	First	Review Priority	Date	Score	Duration	Reviewed	Notes
Ingman Jr_PreviewUser	John	HIGH*	15 Mar 2023 @ 10:32AM (Webcam Session 4)	20.00 *	0.5		Click when you've reviewed
			14 Mar 2023 @ 4:15PM (Webcam Session 3)		0.2		Test had multiple attempts - Latest Attempt is at the top of the list
		HIGH*	14 Mar 2023 @ 4:09PM (Webcam Session 2)		0.5		
		HIGH*	14 Mar 2023 @ 4:03PM (Webcam Session 1)		0.5		

▼ Priority for Review: HIGH [\[more details\]](#)
 Number of Flags: 1
 Total Flagged Time: 00:00:00
 Facial Detection: 0%

Show: Flags Milestones

▶ Low Facial Detection [\[explain\]](#)

Indicator of issues to review.

⏪ ⏩ 1x 00:00 / 00:00:46 Add Notes

Video controls, and a place to add notes

Image Not Available Student Photo Student ID Environment Video Time 00:00:00 (Pre-Exam) Time 00:00:29 (Exam Start)

You can click each icon to see the picture or video

[Request video download \[explain\]](#) ← If cheating is suspected you can get a download of the video

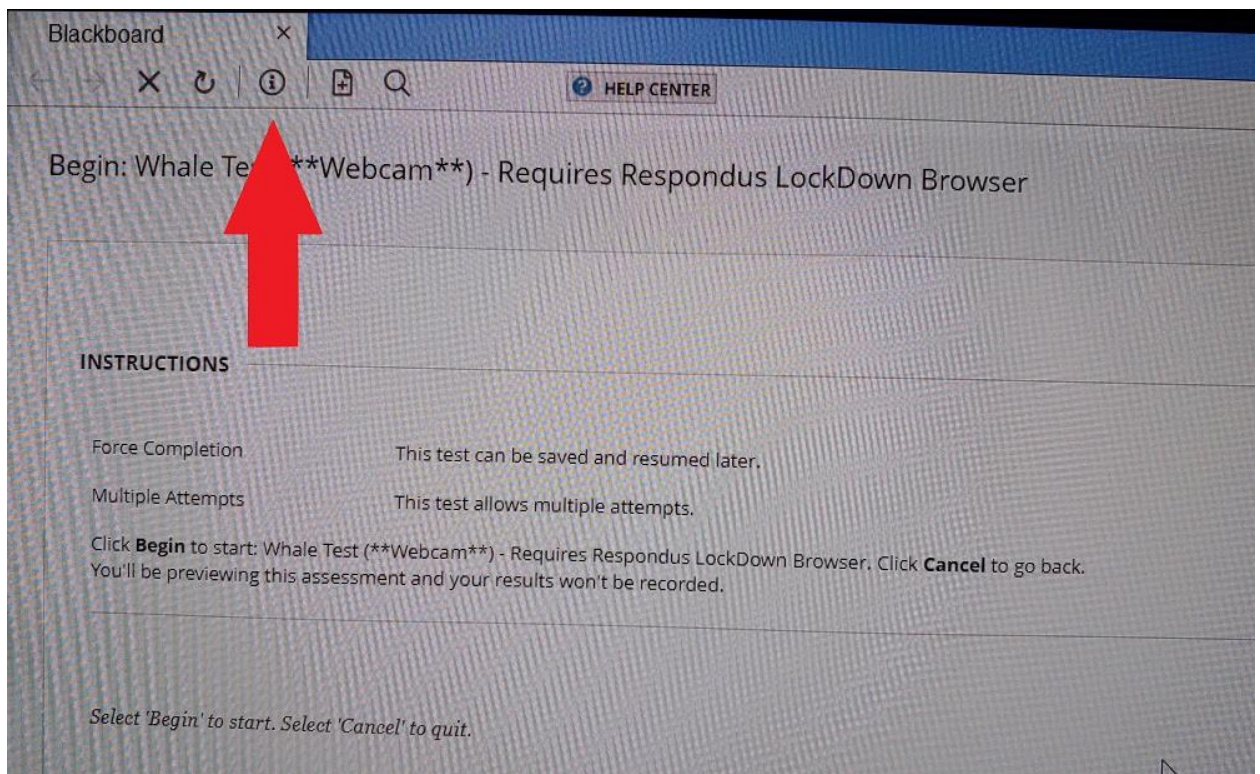
Note: The student ID should be an ID card with the students name and picture, and not a random box top as shown in the picture above. 😊

Keeping Respondus LockDown Browser Up-To-Date

Respondus LockDown Browser will automatically check for updates whenever it is opened, but there are occasional updates that cannot be auto-installed. We strongly recommend checking for an update before you launch an exam, even if it has worked previously.

Update Respondus LockDown Browser on Windows

1. Start Respondus LockDown Browser
2. Click the “i” button in the toolbar



3. Check for Updates

