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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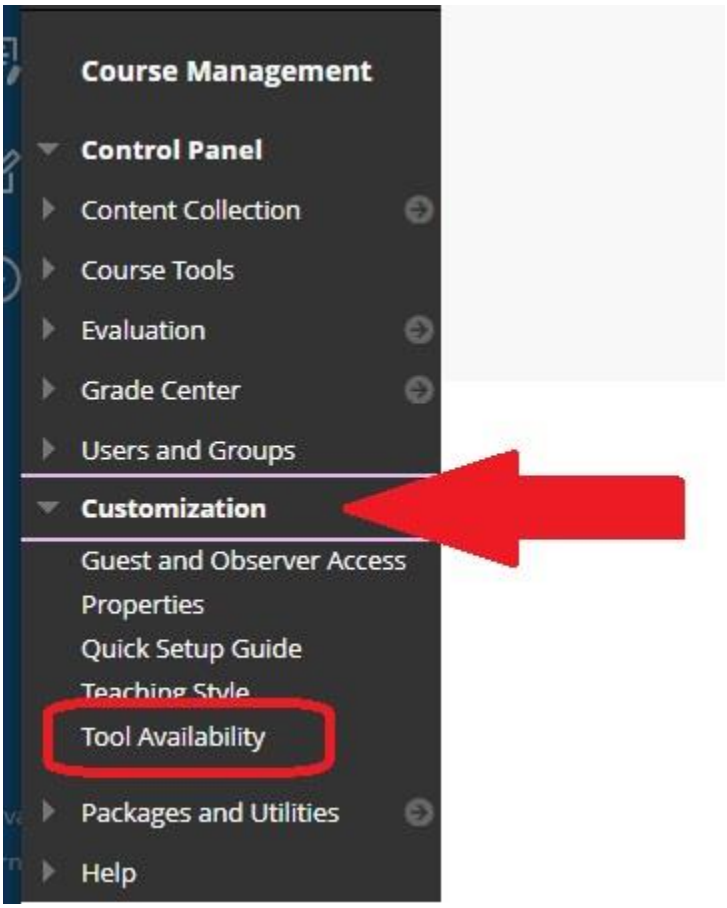
Instructions

Enable the LockDown Browser feature in your course:

1. Go to your course.

2. Open Control Panel -> Customization -> Tool Availability

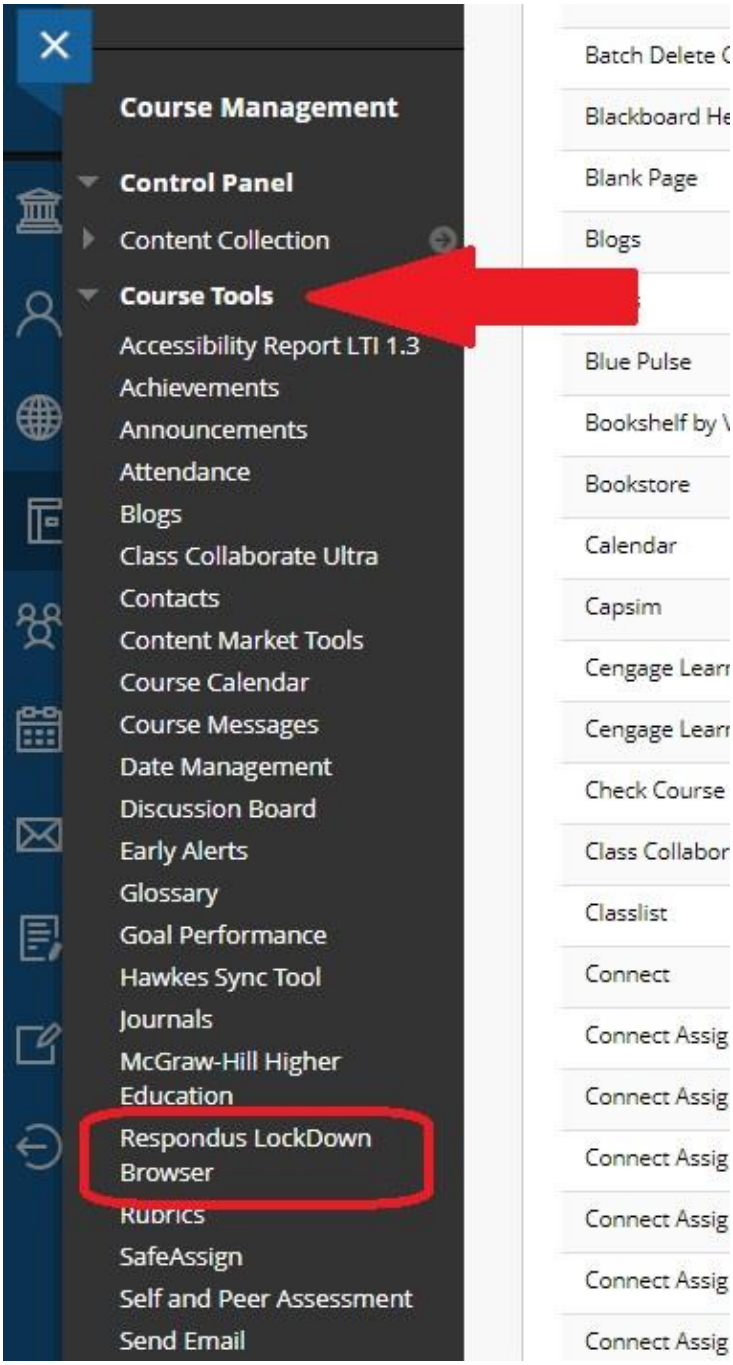


3. Check the box for “Respondus LockDown Browser” – Remember to hit the Submit button!!

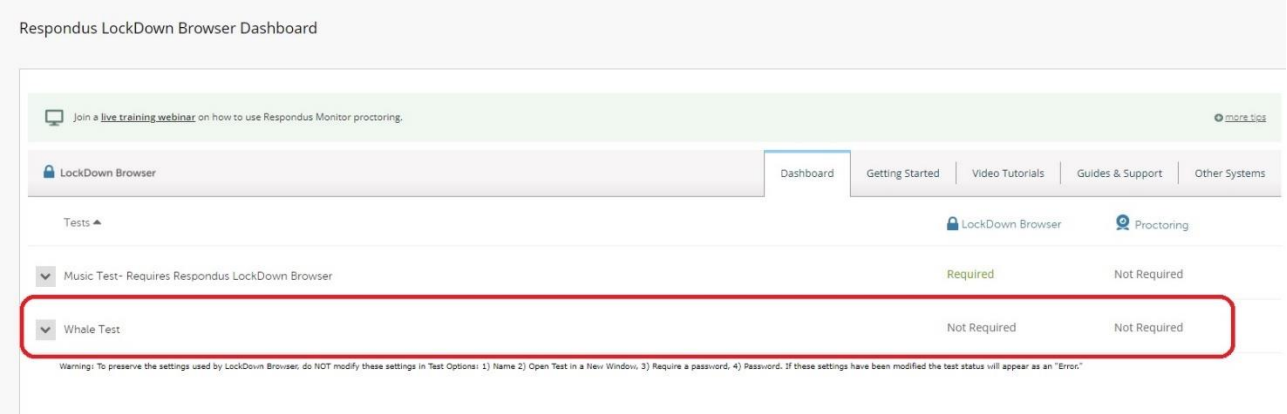
Perusall
Recording Creation
Respondus LockDown Browser
Retention Center
Review Status

Setup a test for use with LockDown Browser Only

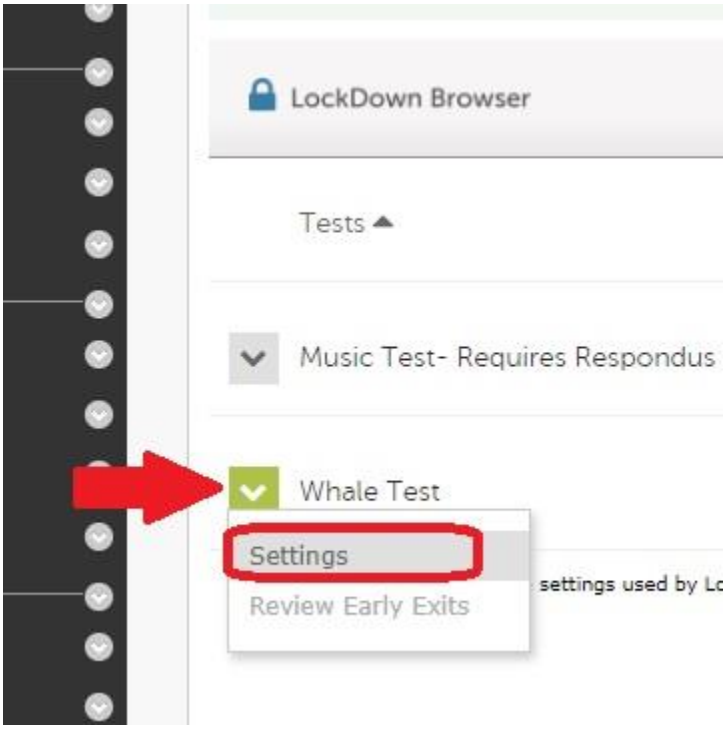
1. Go to your course where you have your test/exam built.
2. Open Control Panel -> Course Tools -> “Respondus LockDown Browser”



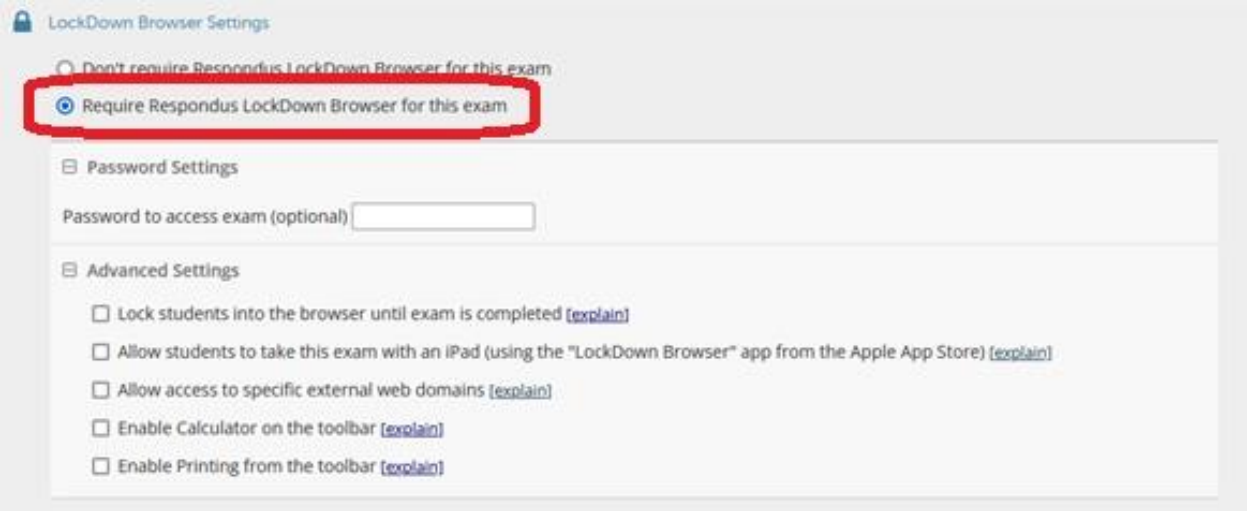
3. Locate the test you would like to deploy.



4. Click the down arrow and select “Settings”

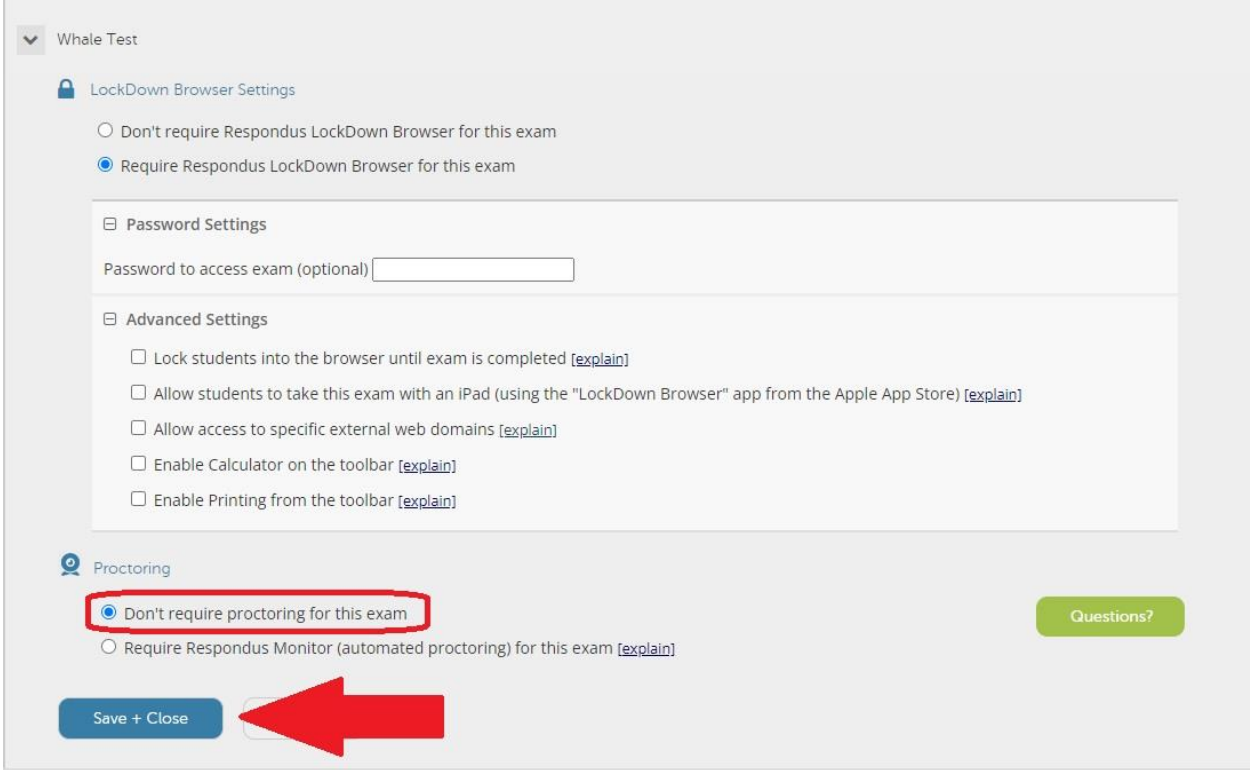


5. Select “Require Respondus LockDown Browser” for this exam

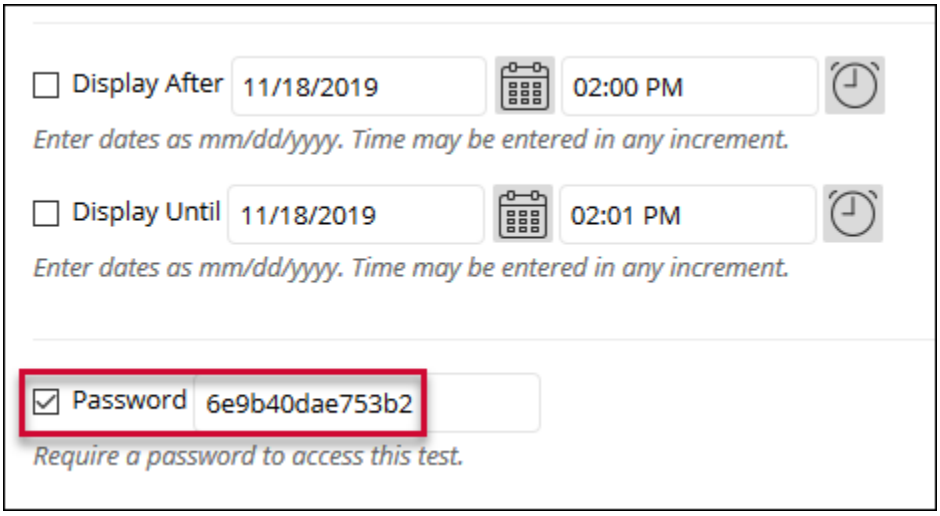


- Add a password if desired (this is optional)
- Set Advanced Settings, which include the ability for students to use selected tools and websites if desired.

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



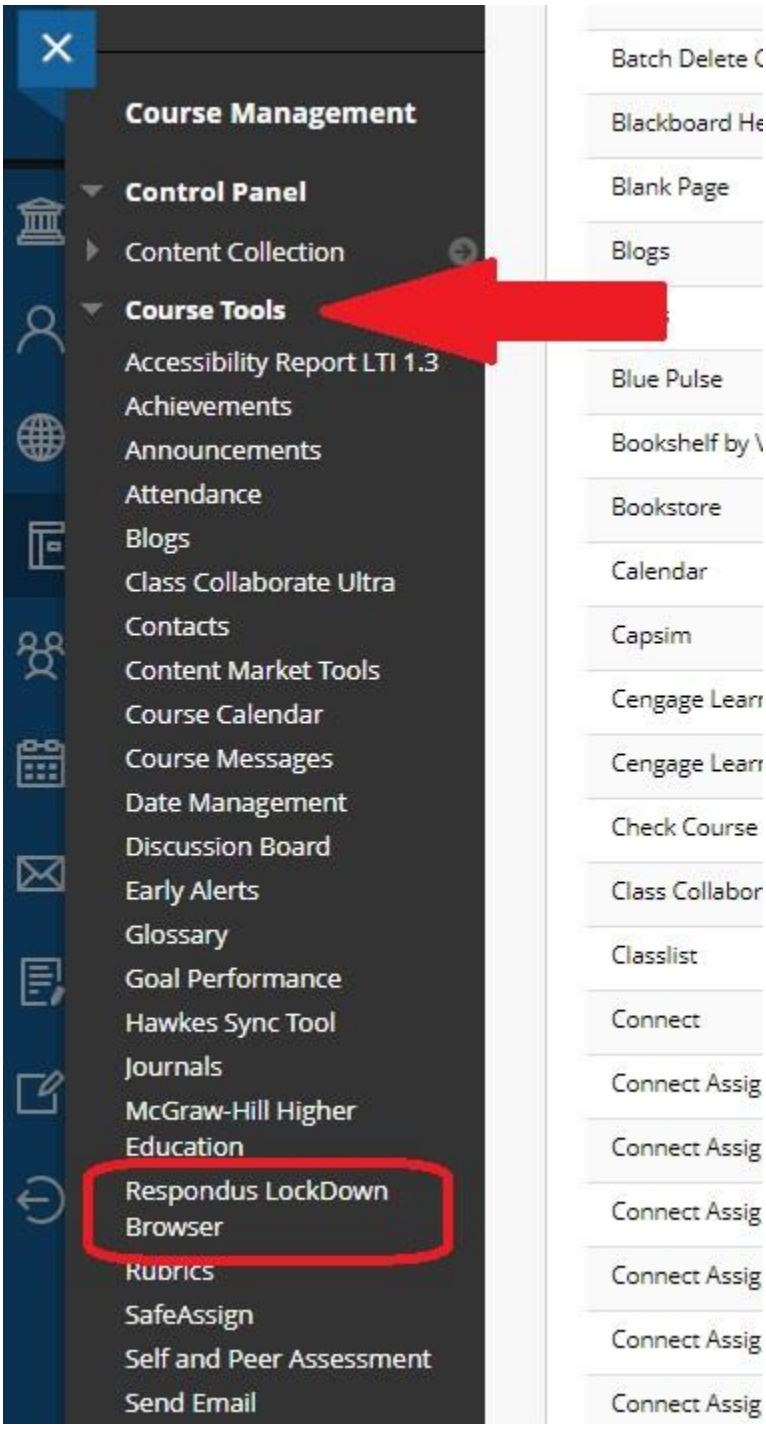
Important Note: The Lockdown Browser will automatically generate a password which appears in the Blackboard TEST OPTIONS for the exam (see the screenshot below.) Please do not uncheck or change this password or you will break the settings for the Lockdown Browser and compromise the exam. Students **do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



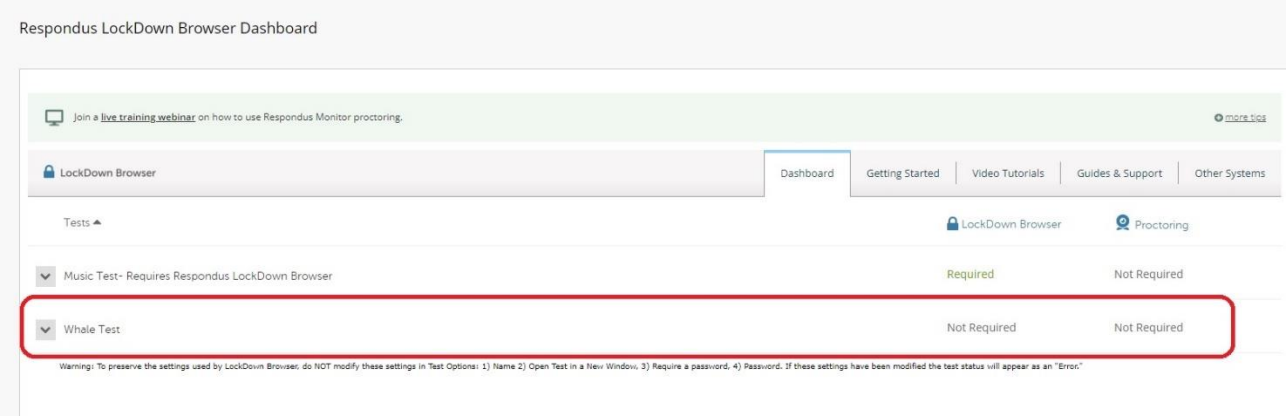
Setup a test using Lockdown Browser and Proctoring/Monitor
(Note: Lockdown Browser is Required for Monitoring)

1. Go to your course where you have your test/exam built.

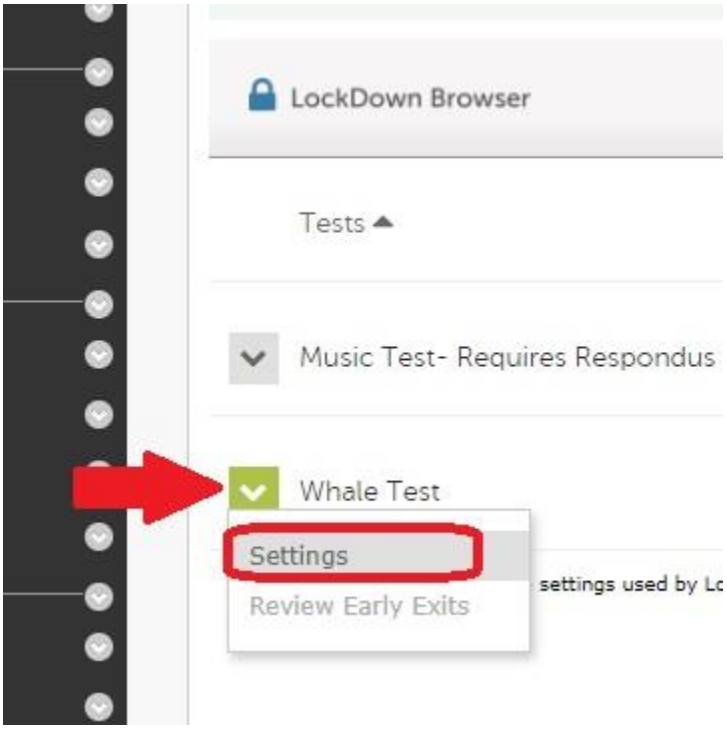
2. Open Control Panel -> Course Tools -> “Respondus LockDown Browser”



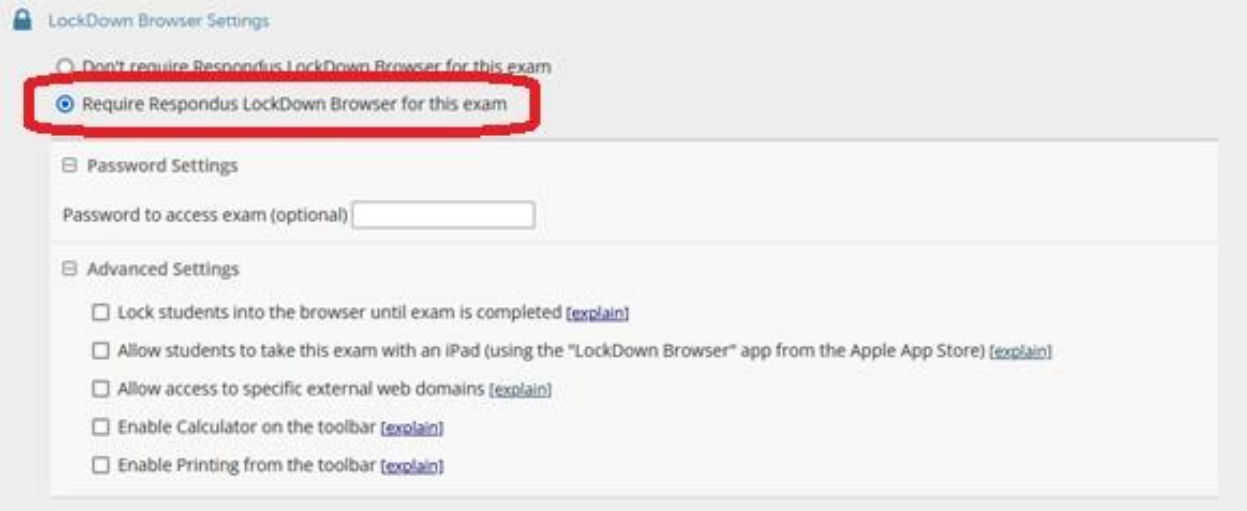
3. Locate the test you would like to deploy.



4. Click the down arrow and select “Settings”



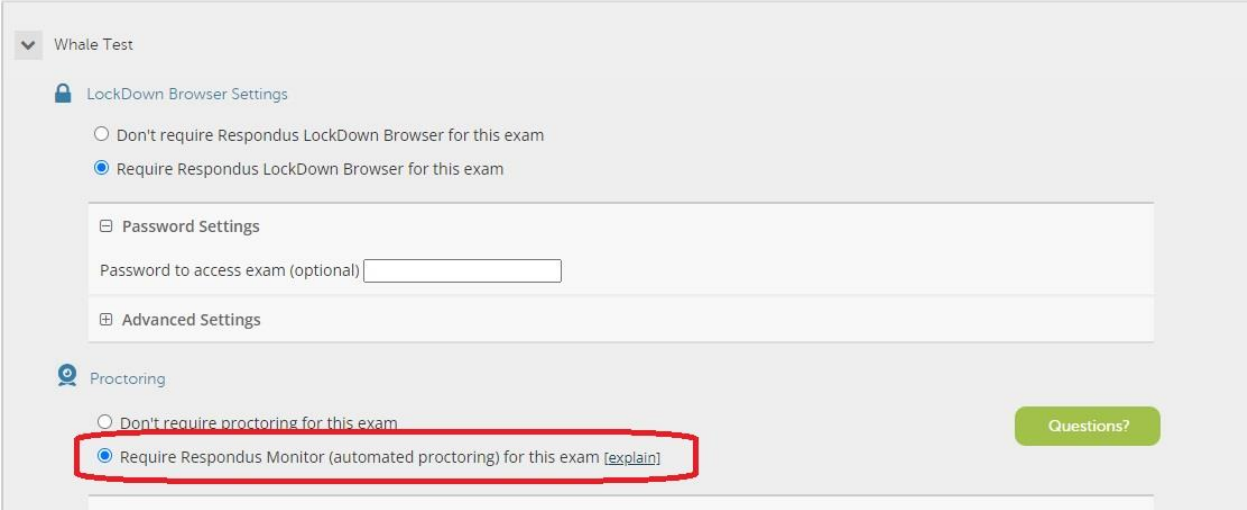
5. Select “Require Respondus LockDown Browser” for this exam (Required for Monitoring)



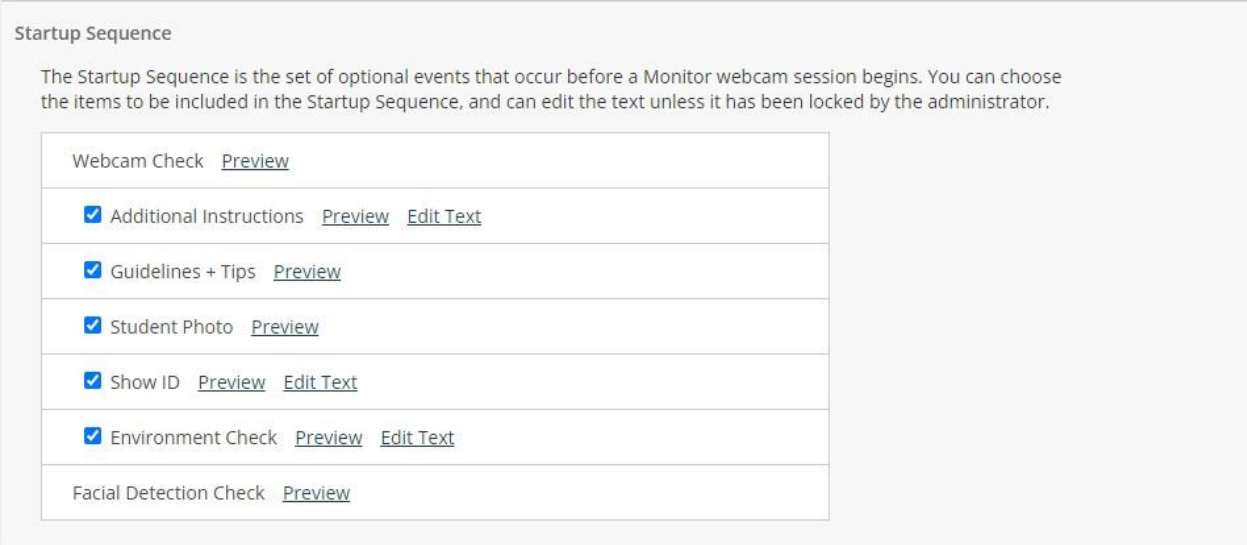
- Add a password if desired (this is optional)
- Set Advanced Settings, which include the ability for students to use selected tools and websites if desired.

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).



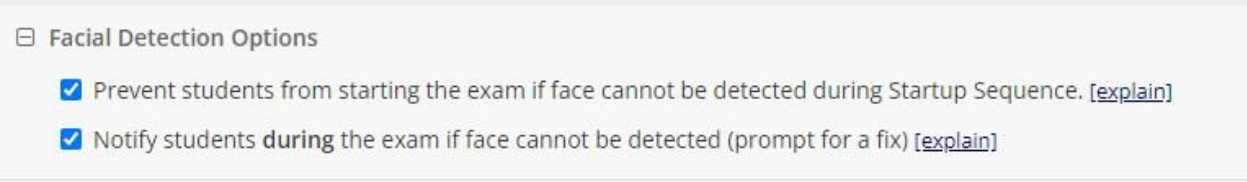
7. You will now see options for the “Startup Sequence.” This is the sequence a student will see prior to taking the exam. You can unclick any item you don’t want a student to be required to do.



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.

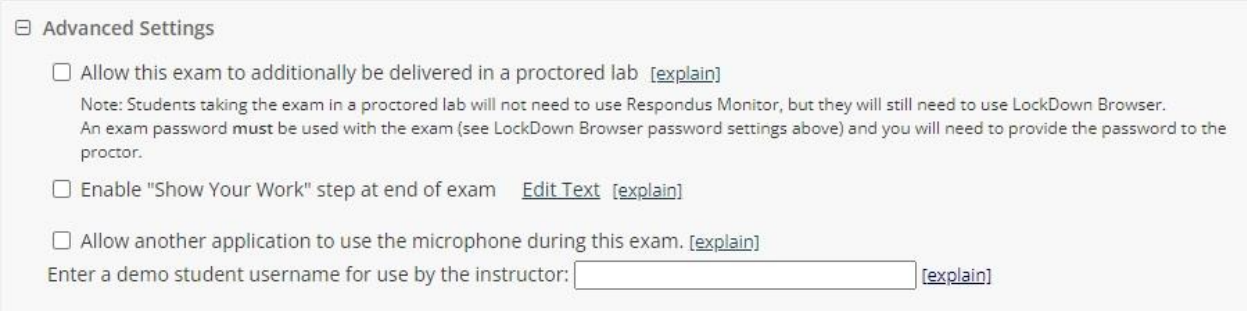
A Whale Card can be issued to distance students - https://uas.alaska.edu/student-accounts/whale-card.html - Remember to give the student enough lead time to receive their card prior to the test/exam.

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

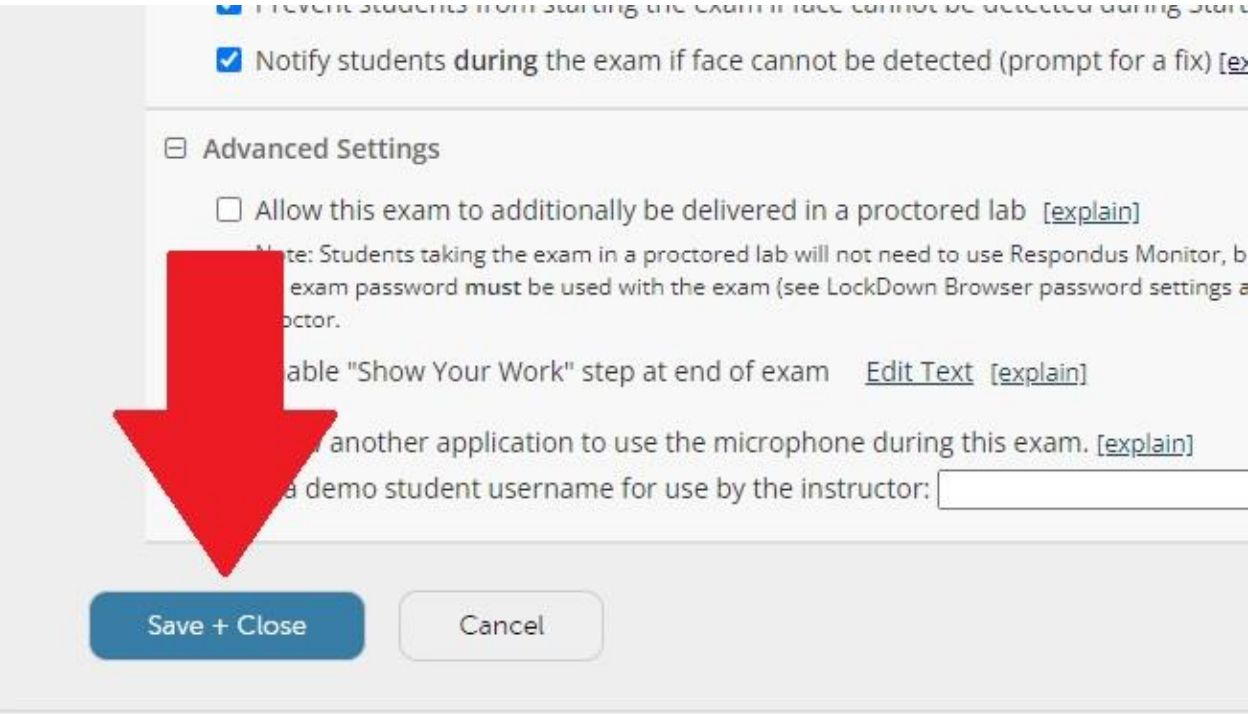


9. Advanced Settings – These are additional situations that you may run into. Click on desired boxes.

- 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.”



10. Remember to Save + Close



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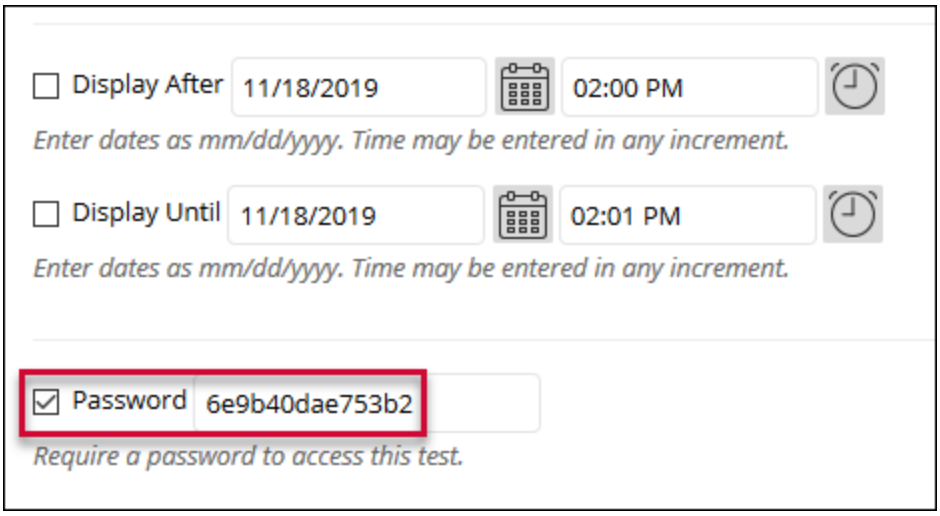


Student Experience - Respondus Lockdown Browser/Monitor

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

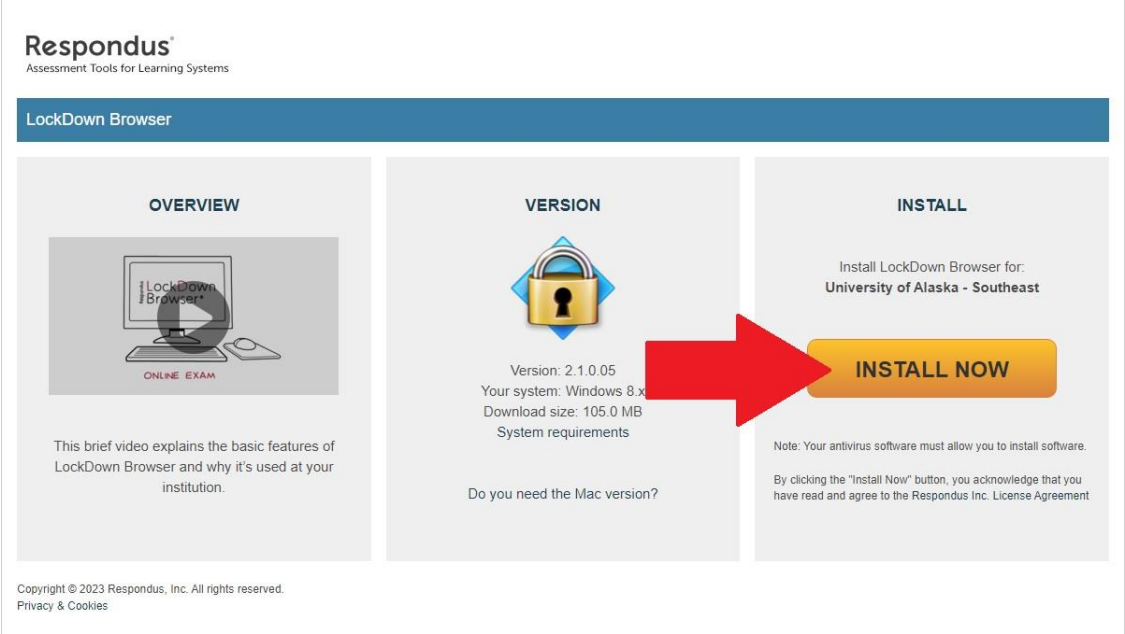
Go to this Respondus Technical Support page to make sure the computer operating system you are using will work with LockDown Browser: What are the computer requirements for installations of Respondus LockDown Browser?

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.):

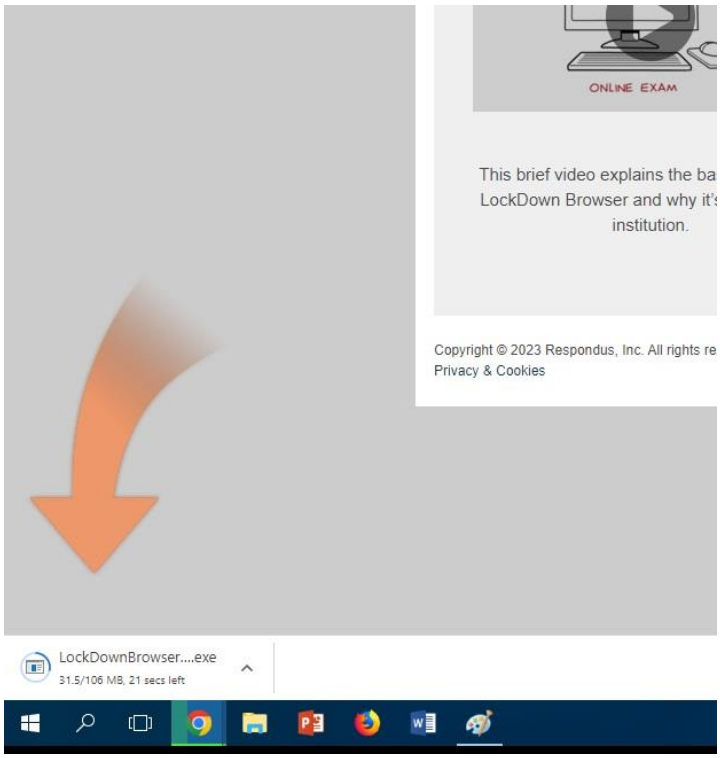
   Download Respondus LockDown Browser

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

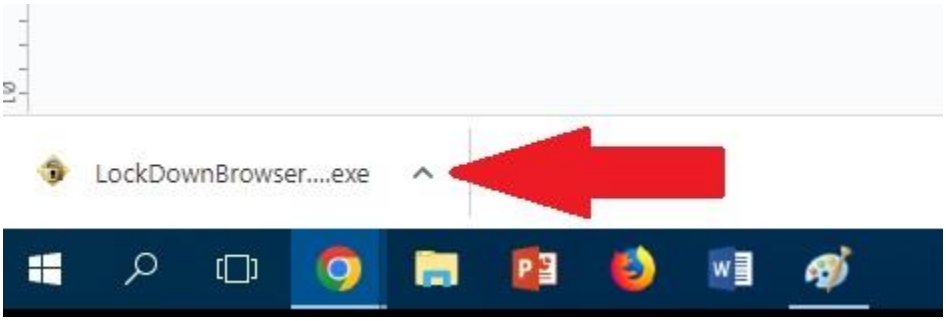


3. Follow the screen prompts.

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

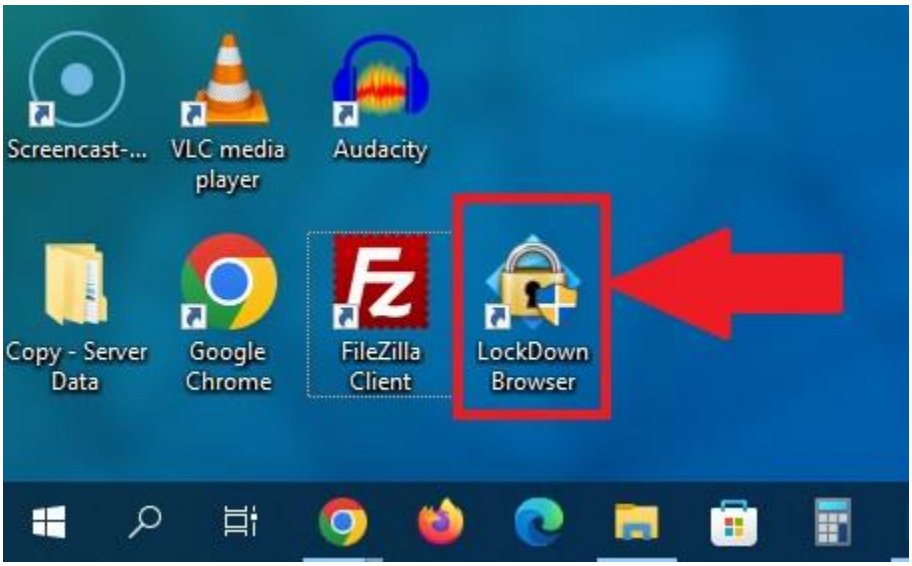


5. When it is ready to Download you will see this:



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.

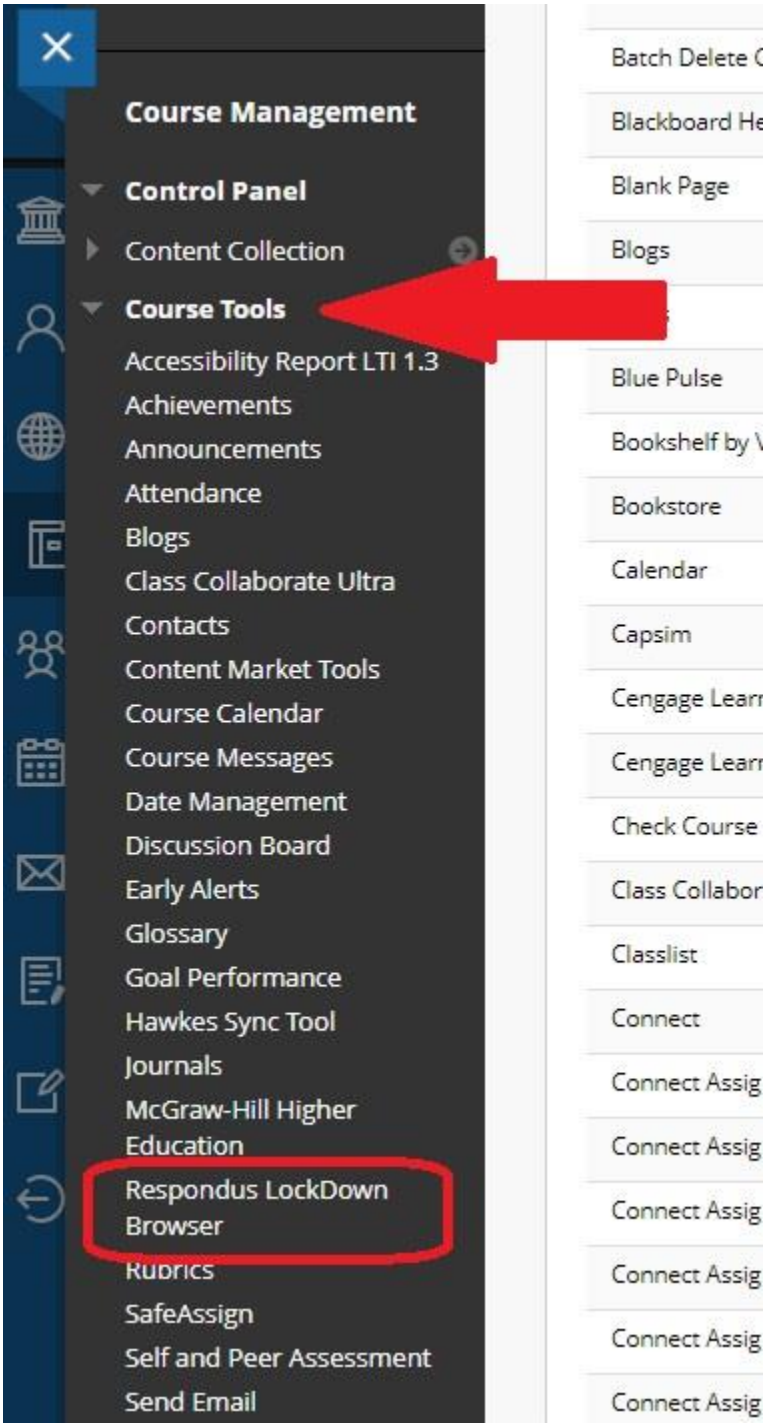
6. Take the exam.
   - Note that while the exam is running, you will not be able to access other applications, web sites not designated in the exam, and files located on your computer.

7. Once you have completed your exam, be sure to save and submit your answers.

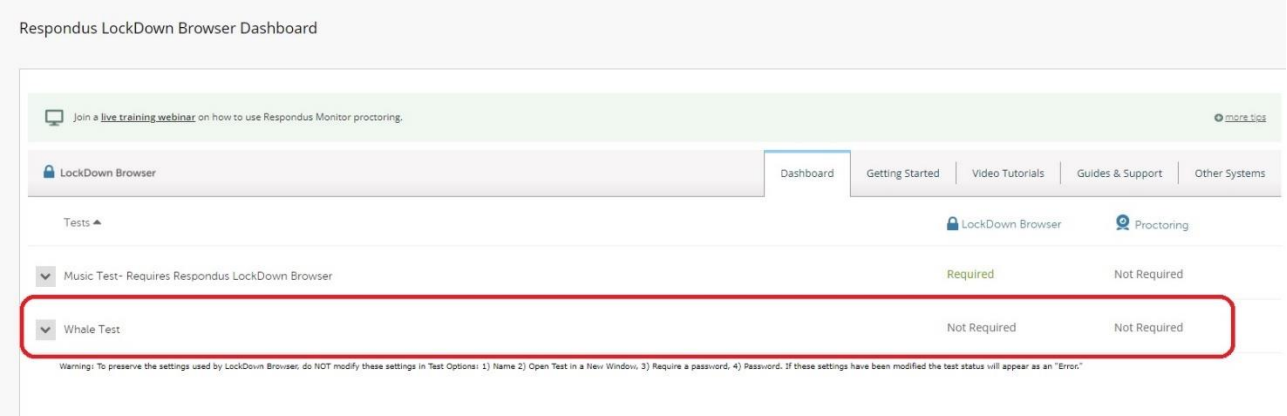
8. You may now close the Respondus LockDown browser. Once Respondus shuts down, you will regain access to your computer.

Instructor Check of Students After Testing is Completed

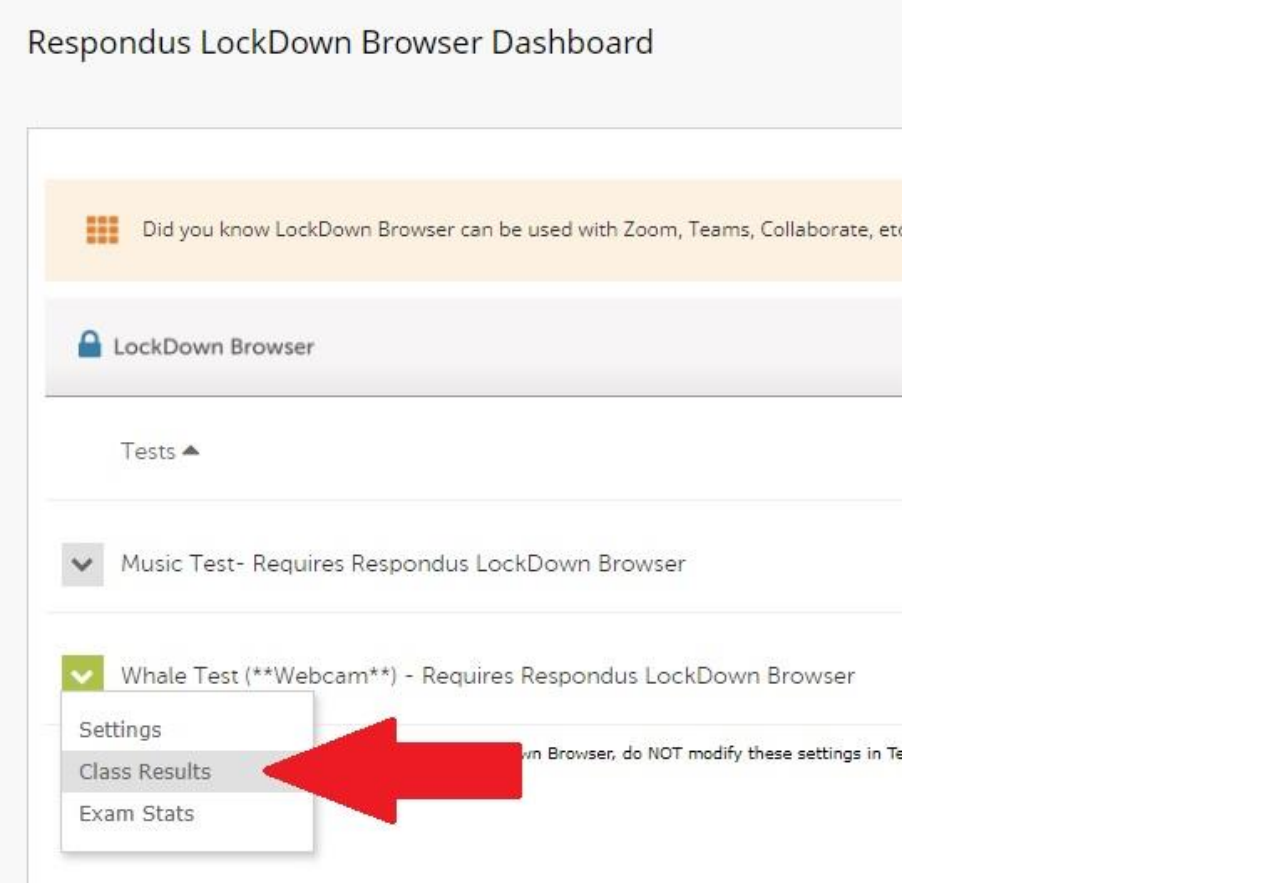
1. Go to your course.
2. Open Control Panel -> Course Tools -> “Respondus LockDown Browser”



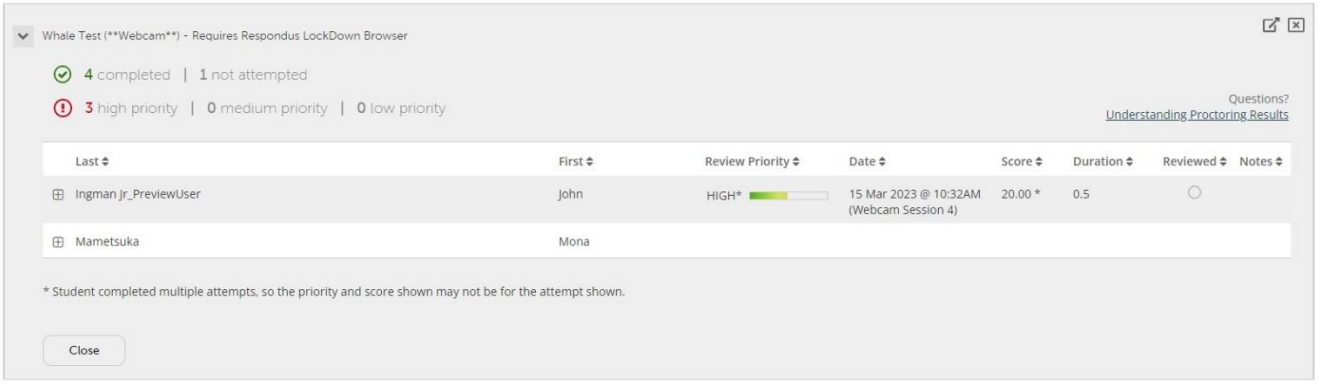
3. Locate the test you want to check.



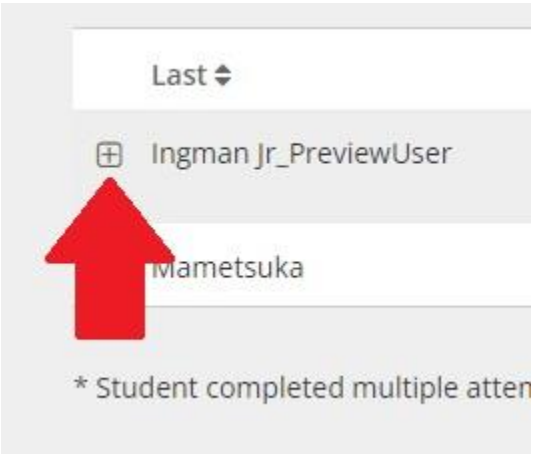
4. Click the down arrow and select “Class Results”



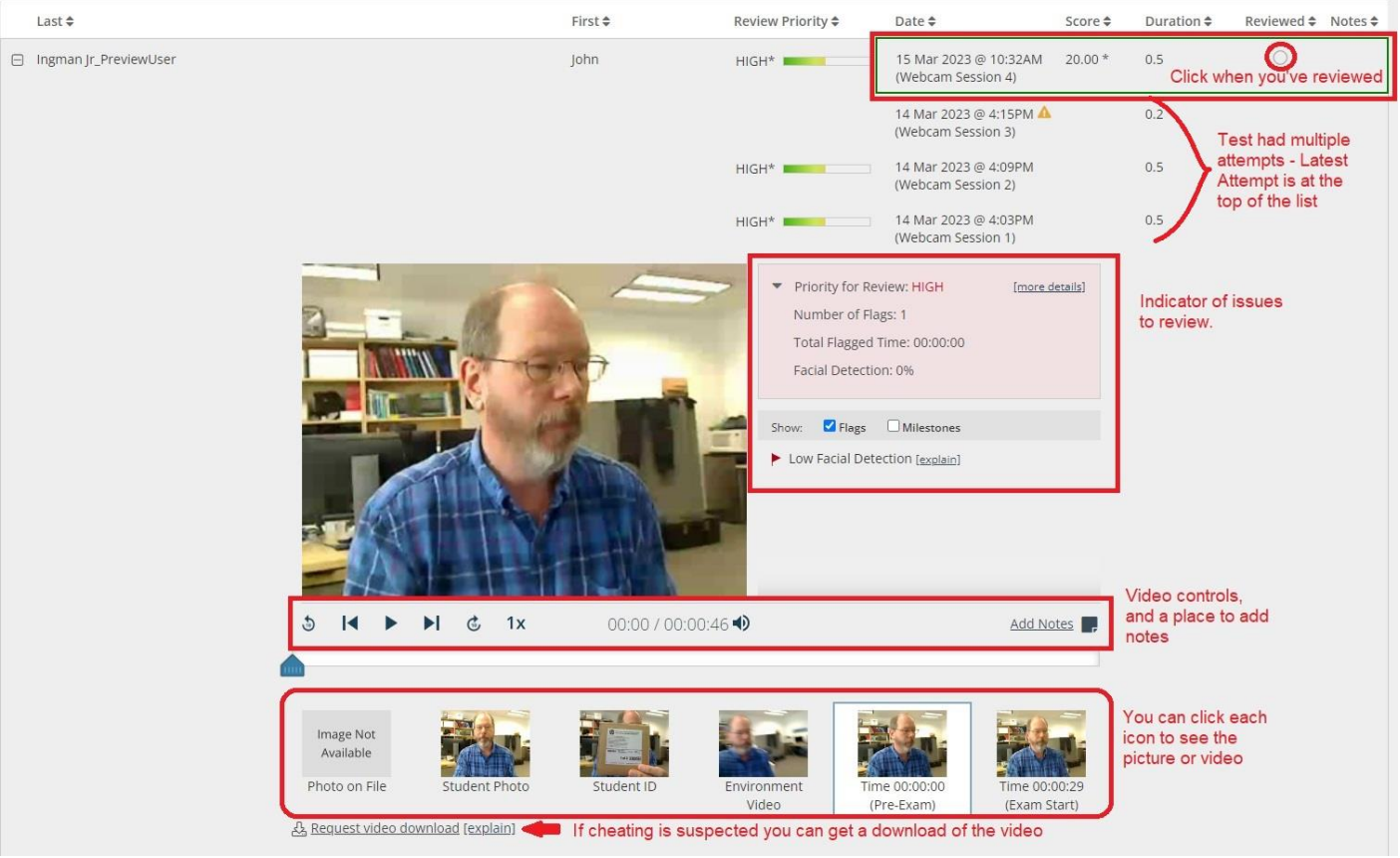
5. Here is the screen you will see:



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:



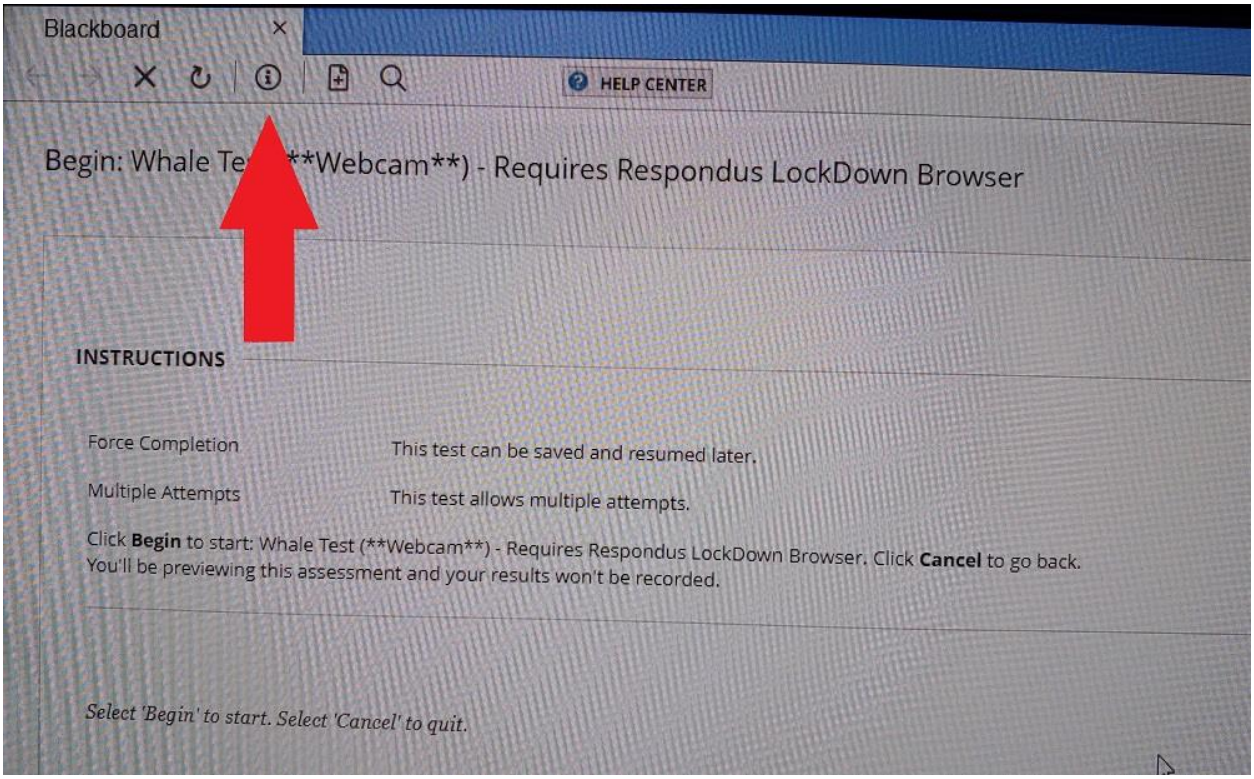
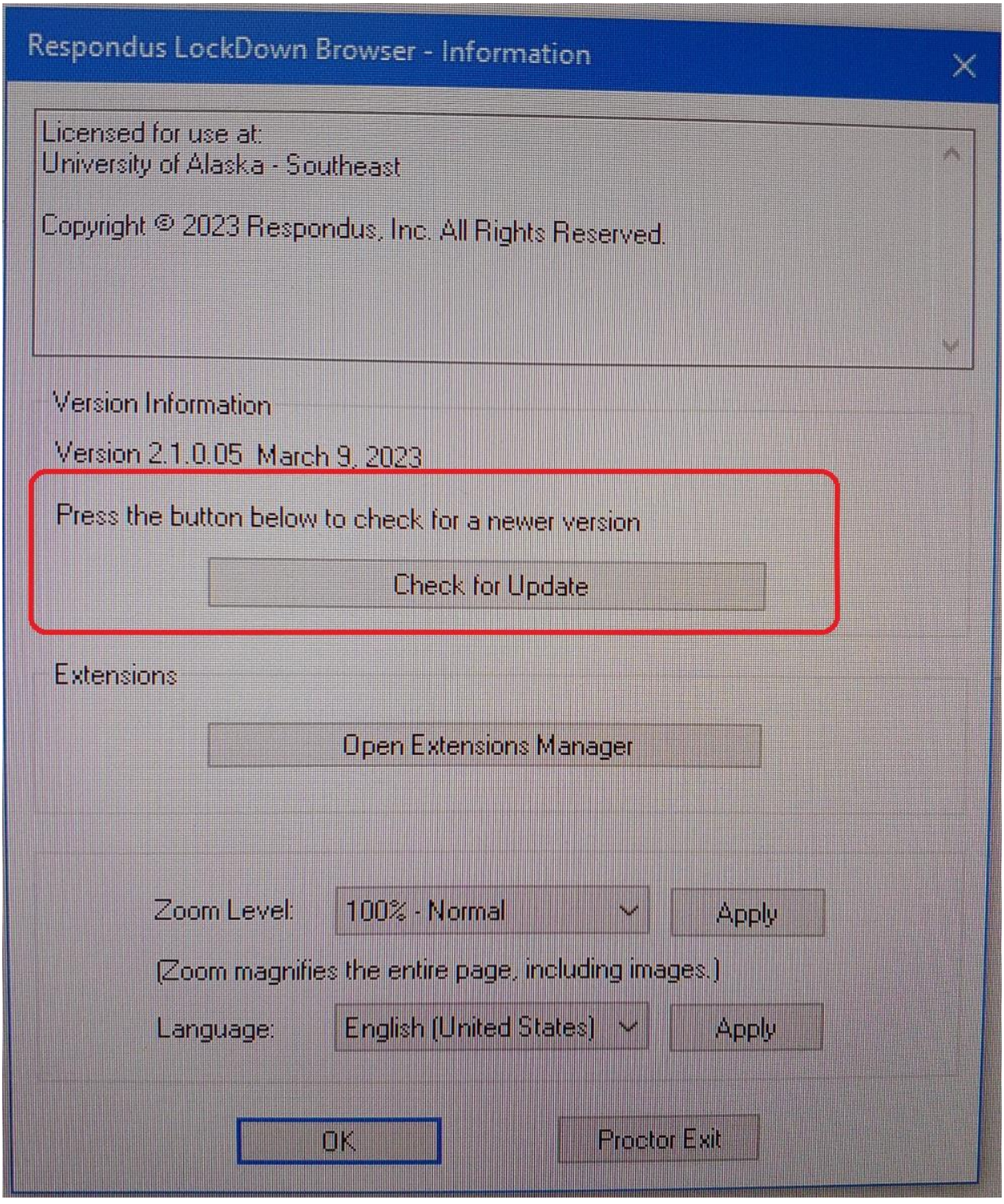
Note: The student ID should be an ID card with the students name and picture, and not a random box top as shown in the picture above. 😊

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