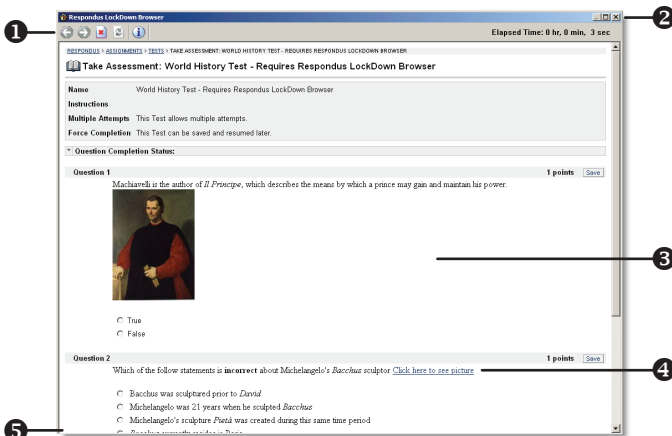




WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a customized browser that increases the security of online testing 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 grab, function keys, and right-click 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.

PREPARING A TEST

The Respondus 3.5 exam authoring tool must be used to prepare a Blackboard Basic Edition test for use with Respondus LockDown Browser. Follow these instructions:

1. Start Respondus 3.5 or higher.
2. Determine if the “Institution ID” for your institution has been entered in Respondus:
 - In Respondus, select **File** from the menu bar.
 - Select **LockDown Browser**.
 - If necessary, enter your institution’s unique 10-digit ID number. (Contact the administrator of your Respondus LockDown Browser license to obtain this.)
 - Click the **OK** button.

3. There are two options for preparing a test to be used with Respondus LockDown Browser: create a *new* test or update the settings for an *existing* test.

Create a New Test

To create a new test that requires students to use Respondus LockDown Browser, follow these steps:

- Open or Create a test file with Respondus.
- Go to the Settings menu, select the **Availability** tab, and select the box *Require LockDown Browser for this exam*.
- From the Preview & Publish menu, select the **Publish to Blackboard** tab.
- On the second page of the Publish Wizard, ensure that the box *Apply Settings to Exam* is selected.
- Complete the Publish Wizard, which will result in the test being published to the Blackboard course.

Update Settings for an Existing Test

To update the settings of an existing Blackboard test so that it will require students to use Respondus LockDown Browser, follow these steps:

- From the Preview & Publish menu in Respondus, select the **Update Settings** tab.
- Choose the *Server*, *Course*, and *Exam* to which you wish to add the LockDown Browser requirement.
- Click the **Settings** button.
- In the Settings dialogue, choose the **Availability** tab, and select the box *Require LockDown Browser for this exam*.
- Confirm that the other test settings are correct and click the **OK** button.
- Click the **Publish New Settings** button to publish the new test settings to the course.

HOW THE INTEGRATION WORKS

The Respondus LockDown Browser integration relies on the “password” feature for Blackboard tests. This feature is also what prevents a regular browser from accessing a test that has been set up for use with LockDown Browser. It’s not important to fully understand how this works, but the following details are important:

- Respondus 3.5 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 edited by the instructor within Blackboard (doing so will prevent LockDown Browser from working with the test).
- If the instructor wants students to enter a password before a test is started in Blackboard, the password must be entered in Respondus 3.5 before the test and settings are published to Blackboard (or before the “Update Settings” feature is used in Respondus).
- Do not change the name of the test within Blackboard once it has been set up for use with LockDown Browser.

* This Quickstart Guide is for users of the Blackboard Learning System that don’t have the “Respondus LockDown Browser Building Block” installed.

INSTALLING RESPONDUS LOCKDOWN BROWSER

Respondus LockDown Browser must be installed to each computer being used to take a test. Follow the instructions below to install the Windows or Macintosh version of Respondus LockDown Browser.

Windows computers:

- Your institution will provide the link for downloading and installing Respondus LockDown Browser.
- 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.

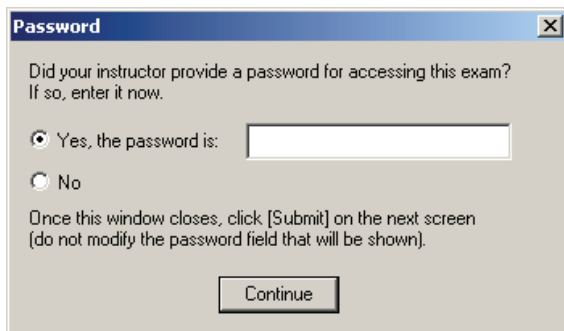
Macintosh computers:

- Be sure that OSX 10.3.9 or higher is being used (512K RAM minimum).
- Your institution will provide the link for downloading and installing Respondus LockDown Browser.
- During the installation, select **Yes** when prompted to run the Java application.
- Follow the onscreen instructions to complete the install.

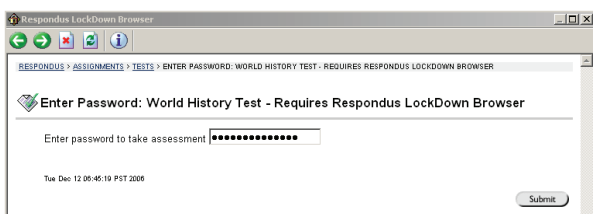
TAKING A TEST

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 Macintosh 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. A pop-up window will ask whether the instructor has required a password for the test.



- If a test password (such as the word "apple") is required by the instructor to start the test, select the **Yes** option, enter the password, and click the **Continue** button.
- If the instructor did not set up the test with a password, the **No** option should be selected. Click the **Continue** button.
6. Regardless of the selection made in the previous step, Respondus LockDown Browser will automatically fill in a special password on the next screen. It's important that this password field isn't modified. Click the **Submit** button.



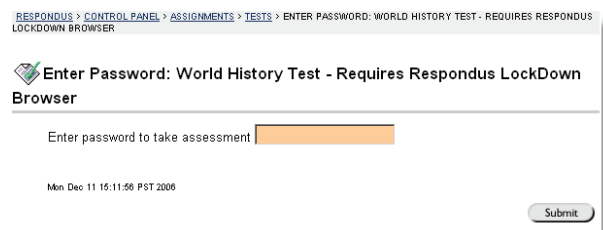
7. The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the **Submit** button is clicked.)

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 Internet Explorer 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 be 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.)

TIP - If students indicate that they are unable to access a test because they are being prompted for a password (or that the password provided to them doesn't work), it usually indicates that they are trying to access the test with a standard browser instead of Respondus LockDown Browser.

OTHER TRAINING AND SUPPORT RESOURCES

- **User Guide** - contact your institution's Respondus LockDown Browser administrator for the complete user guide.
- **Student Quick Start Guide** - a quick start guide for students is available at <http://www.respondus.com/download>.
- **Demo Movies** - view demonstration and training movies at <http://www.respondus.com/demo>.
- **Knowledgebase** - <http://www.respondus.com/esupport>.
- **Ticket-based Support**¹ - <http://www.respondus.com/esupport>.

¹ Contact your local support representative for Respondus LockDown Browser before opening a support ticket at www.respondus.com.

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