

Enable Respondus LockDown Browser for a Test

Overview

This tutorial will show you how to enable **Respondus LockDown Browser** for a Test in your course. Respondus LockDown Browser has two features: you can either use the LockDown Browser alone, which prevents students from printing, screen capturing, or opening other tabs or windows while taking a Test, or you can use the LockDown Browser with Respondus Monitor or Respondus Live Proctoring. Respondus Monitor, the automated proctoring feature, allows you to review a recording of students as they take an exam and will alert you of dubious behavior, e.g. the student leaving the field of view or multiple people detected by the camera. Respondus Live Proctoring allows you to monitor students remotely in real time using Zoom.

Quick Steps

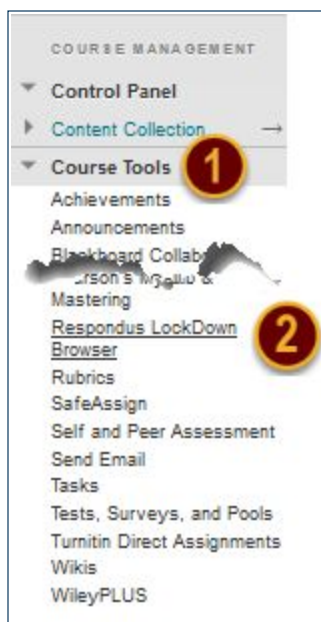
Control Panel > Course Tools > Respondus LockDown Browser > Enable > Modify Settings

Step 1

The first step is to [Create a Test](#).

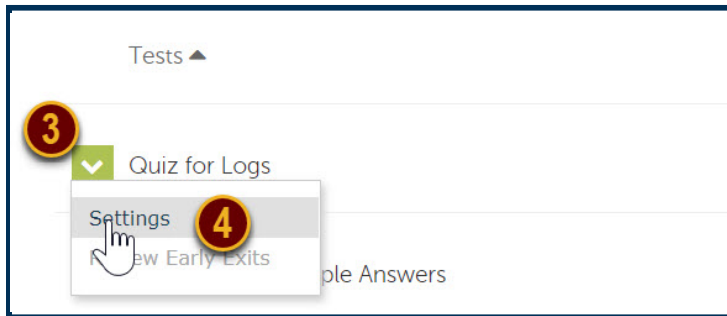
Step 2

Next, access the Respondus LockDown Browser Dashboard. The Dashboard can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Respondus LockDown Browser” option [2].



Step 3

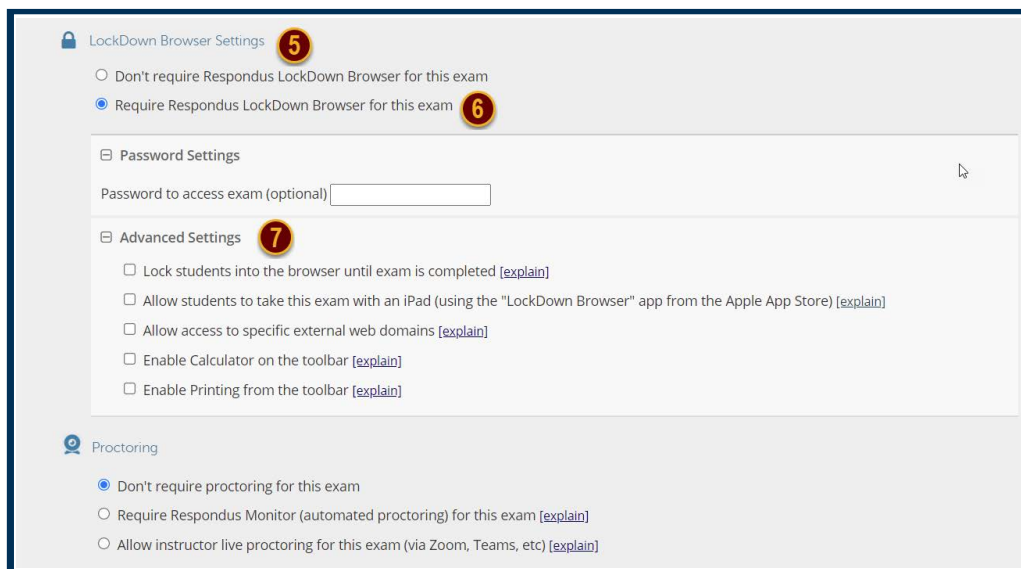
On the Respondus LockDown Browser Dashboard, locate the Test you would like students to take with the LockDown Browser. Use the drop-down arrow that precedes the Test's title [3] to open a Contextual menu and select "Settings" [4].



Step 4

The LockDown Browser Settings menu will open beneath the Test's title [5]. Use the radio button to select "Require Respondus LockDown Browser for this exam" [6].

This menu also allows you to enable Advanced Settings [7], such as requiring a password to access the test, locking the students in the browser while they take the test (which is not recommended for students taking the exam away from a proctored environment), enabling iPad use (if you have made a mobile test), and enabling a calculator or printing options.

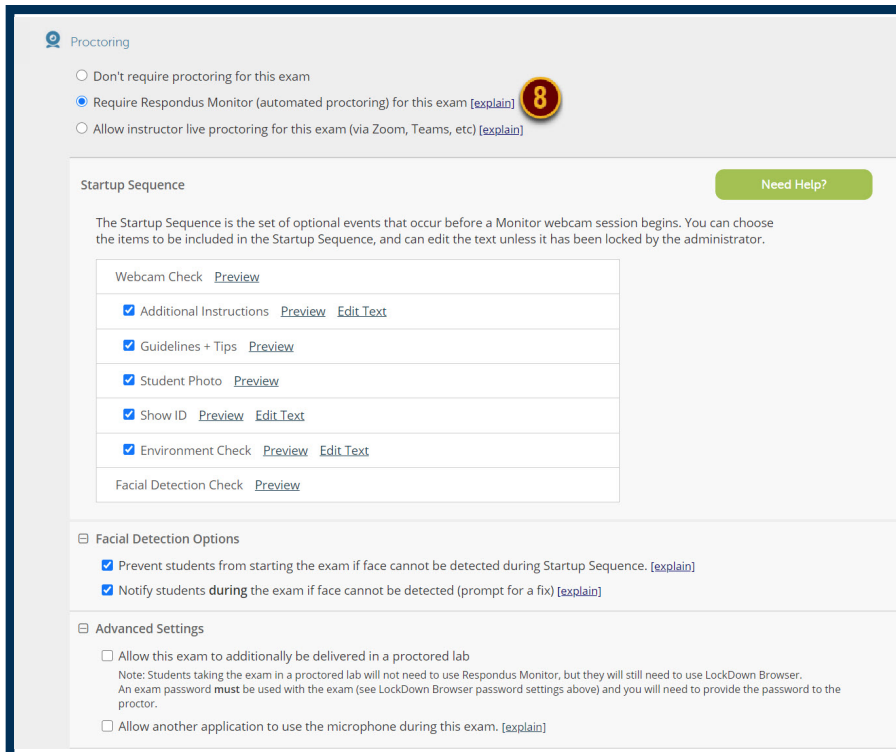


Step 5

You may choose to use Respondus Monitor, the automated proctoring feature, or the instructor live proctoring feature. Follow Step 5 if you wish to use Respondus Monitor. Otherwise, skip to Step 6. If you wish to turn on the Respondus Monitor feature, select “Require Respondus Monitor (automated proctoring) for this exam” from the Proctoring menu [8].

This will open a new Startup Sequence menu. Use the menu to determine which events must occur before a testing session begins. Use the *Preview* button that follows each option to learn more about what students must do to satisfy the requirements. Use the *Edit Text* button to change the wording of the directions for students, if needed.

Select the desired options from the Facial Detection Options and Advanced Settings menus, then click Save + Close.



Proctoring

- Don't require proctoring for this exam
- Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#) 8
- Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Startup Sequence [Need Help?](#)

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

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) [\[explain\]](#)

Advanced Settings

- Allow this exam to additionally be delivered in a proctored lab
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.
- Allow another application to use the microphone during this exam. [\[explain\]](#)

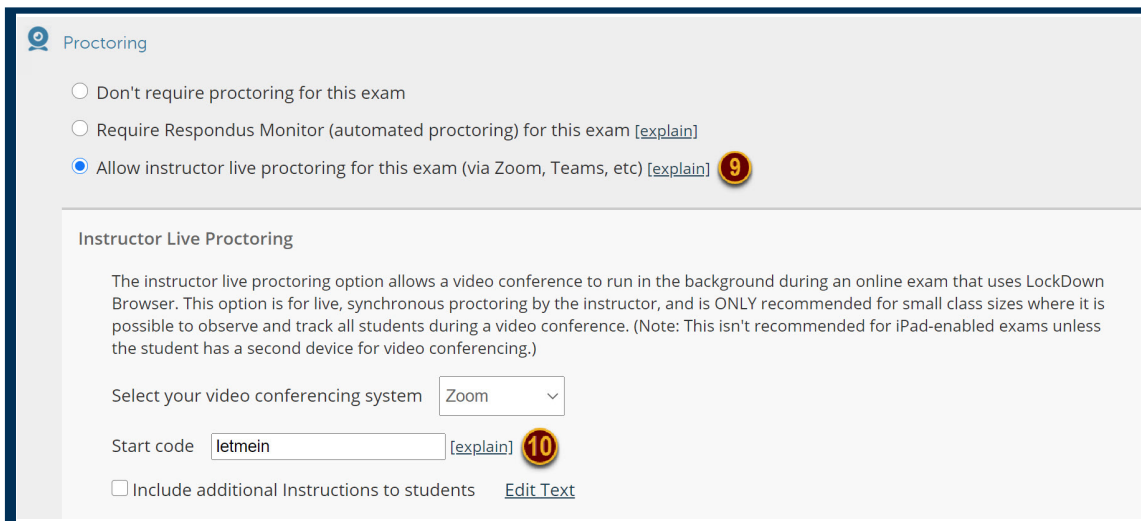


It is HIGHLY RECOMMENDED to give students a practice test using the LockDown Browser before their first graded test; it will allow students to become familiar with the browser and test the Respondus system on their computer.

Step 6

If you wish to use the Instructor Live Proctoring feature, select “Allow instructor live proctoring for this exam” from the Proctoring menu [9].

This will open an Instructor Live Proctoring menu. Select Zoom from the Select your video conferencing system drop down menu. Type in a Start code. The proctor will share the start code with the students once they have joined the Zoom session. Start code Use the menu to determine which events must occur before a testing session begins. The students will use the Start code to begin their exam in Blackboard.



Proctoring

Don't require proctoring for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#) **9**

Instructor Live Proctoring

The instructor live proctoring option allows a video conference to run in the background during an online exam that uses LockDown Browser. This option is for live, synchronous proctoring by the instructor, and is ONLY recommended for small class sizes where it is possible to observe and track all students during a video conference. (Note: This isn't recommended for iPad-enabled exams unless the student has a second device for video conferencing.)

Select your video conferencing system

Start code [\[explain\]](#) **10**

Include additional Instructions to students [Edit Text](#)



It is HIGHLY RECOMMENDED to give students a practice test using the LockDown Browser before their first graded test; it will allow students to become familiar with the browser and test the Respondus system on their computer.

Note

For your convenience, you may provide students with some (or all) of the information located in the [Supplemental Material](#) section of this document.

- ✓ If you do not plan on using the webcam monitoring feature, remove the information **highlighted in blue**.
- ✓ If you plan on using Instructor Live Proctoring instead of Respondus Monitor, look for the text **highlighted in blue** that is in brackets and remove or replace any Respondus Monitor references using the text that is in brackets [].
- ✓ If you have not provided your students with a practice exam, remove the information **highlighted in orange**.

Supplemental Material

This course requires the use of Respondus LockDown Browser for online exams. LockDown Browser is, as the name implies, a web browser like Microsoft Edge, Apple Safari, Google Chrome, or Mozilla Firefox, and it is installed on your computer in the same manner.

Please watch the short video below for a helpful explanation of what features LockDown Browser includes for your online exam.

<https://www.youtube.com/watch?v=XuX8WoeAycs>

Now that you have an understanding of what LockDown Browser is, please download it by following the link posted below. If you have LockDown Browser installed on your computer from another institution, such as USC or York Technical College, you will still need to download LockDown Browser using the link below. This installation is specific to Winthrop University. If you have an older machine, you may want to review the [minimum system requirements](#) before installing the browser.

<https://download.respondus.com/lockdown/download.php?id=158741422>

Once you have installed the browser, you will find it listed alongside the rest of your programs. To take your test, you must use this browser to access Blackboard. Trying to use a different browser, such as Chrome or Firefox, will lock you out of the exam.

[Instructor Live Proctoring will work with Windows, MacOS, the Chromebook Extension, and LockDown Browser for Windows version 2.0.6.10 or higher, and LockDown Browser for Mac version 2.0.7.00 or higher. Follow the instructions to Check for Updates.]

Because you may have never used Respondus LockDown Browser or Monitor before, you will find a practice exam below. You are required to take this practice exam to ensure you identify and resolve any complications prior to taking the actual exams.

The practice exam is short, containing only five questions, and you have an unlimited number of attempts to prepare. Because this exam requires use of your computer's webcam and microphone, you will be required to test that these devices are working properly, and then use them to provide evidence of a clear desk and work environment before you are presented with any questions.

If you encounter issues taking the exam, you are to follow the troubleshooting steps provided within the Monitor environment. If you are unable to resolve the issues on your own, please contact the Office of Online Learning at blackboard@winthrop.edu or at 803-323-2122 during business hours.