



Respondus LockDown Browser Instructor Guide

This guide describes how to enable a test for the use of the Respondus Lockdown Browser. Best practices are also included.

In order to enable the Respondus Lockdown Browser for a test, you must first have a test created and deployed in your course.

To enable the Lockdown Browser for a test:

Tool	Available
Adaptive Release	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>
Assignment	<input type="checkbox"/>
BbStats - Activity Dashboard	<input type="checkbox"/>
Blackboard Help	<input checked="" type="checkbox"/>
Blank Page	<input type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>
Blogs	<input type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>
Cengage Learning MindLinks™	<input type="checkbox"/>
Cengage Learning MindLinks™ Tools	<input type="checkbox"/>
Chat	<input type="checkbox"/>
Check Course Links	<input checked="" type="checkbox"/>
Collaboration	<input checked="" type="checkbox"/>
Commercial Content	<input type="checkbox"/>
Respondus LockDown Browser	<input checked="" type="checkbox"/>

1. You'll first need to make the Respondus tool available in your course. Go to the **Control Panel, Customization, Tool Availability**.

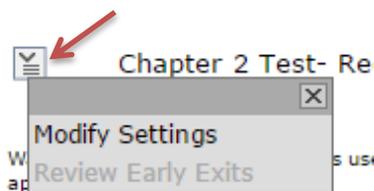
2. On the next page, scroll down and find Respond Lockdown Browser, select the **checkbox** next to its name, then click **submit**.



3. Now, you're ready to enable it for a test. Go to the **Control Panel, Course Tools, Respondus Lockdown Browser**.

- ▼ **Course Tools**
 - Announcements
 - Blogs
 - Collaboration
 - Contacts
 - Course Calendar
 - Course Messages
 - Discussion Board
 - Glossary
 - Journals
 - Media Gallery
 - Respondus LockDown Browser**
 - Rubrics
 - SafeAssign
 - Self and Peer Assessment
 - Send Email
 - Tasks
 - Tests, Surveys, and Pools
 - Wikis
 - iTunes U

4. On the next page, click the icon next to the test name and choose **modify settings**.



5. Next, choose to **Require Respondus Lockdown Browser** for the exam.

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Password Settings

Password to access exam (optional)

[+] **Advanced Settings**

Cancel Save and Close

Using a password (optional) - Use of a password prevents someone outside of the classroom from going on-line in their own room with text and notes at the same time others are taking the exam in class. Using a password and then posting the password in the test room at the beginning of the class is a good idea.

Click **save and close**.

6. The next page will provide confirmation that Respondus Lockdown Browser is required for the test.

LockDown Browser

Required

Best practices for the use and implementation of Respondus Lockdown Browser in your Blackboard course:

1. When students are taking tests outside of the classroom such as at home or in another unmonitored space, they can use a second computer or a mobile device to conduct internet searches or take pictures of the testing screen, thus rendering the LockDown browser less effective.

DO use to provide an extra layer of security in monitored tests

DON'T use in unmonitored situations

2. This tool should be used in conjunction with the University's [honor code](#) to encourage academic integrity and trust between students and faculty.

DO talk about academic integrity and the Honor Code with your students

DON'T allow the tool to create a culture of suspicion in the classroom

3. The LockDown browser can interact in unexpected ways with students' various operating systems, ad-blockers, and malware detection software. Make sure students are aware of the potential problems and have practiced with the browser beforehand to ensure they will be able to use the browser properly in class during a test.

DO create a practice quiz with unlimited attempts for students

DON'T expect the tool to work perfectly the first time