



## Respondus LockDown Browser Faculty Quick Start Guide

### Overview

Respondus LockDown Browser is a secure browser for taking tests in Blackboard. It prevents the user from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that Respondus LockDown Browser be used, the user will not be able to take a test with a standard web browser.

### Download link for Respondus

<http://www.respondus.com/lockdown/information.pl?ID=989636090>

*NOTE: The link above is for the use of UTM students ONLY. The installer file on that website will NOT work for non-UTM students.*

### Requirements for use

- Windows PCs: IE 7 or higher, Firefox 3.0 or higher
- Macs: Safari, with OSX 10.3.9 or higher
- Does not modify either browser in any way
- Installs a separate program that displays when started

### Instructions to faculty for enabling Respondus assessments

*NOTE: it is recommended that the instructor go into the "Tools" Menu item and "Hide Link" on the Respondus tool to prevent students from seeing the Respondus link. Students must use the download link provided above (and in a separate Student guide to Respondus).*

***\*When planning to use Respondus with a Blackboard test, do NOT use the Test Options feature to set a password. Use the Respondus Settings password feature.***

- Click the 'Respondus LockDown Browser' link under Course Tools of the course Control Panel.
- Click the 'Settings' button beside the assessment you would like to enable for use by Respondus (see graphic below).

Test Name	LockDown Browser Settings
1of15weeklysummary	Not Required
1of4Quiz - Requires Respondus LockDown Browser	Required
2of15WeeklySummary	Not Required

- Select 'Require Respondus Lockdown Browser for this test'; add optional password if desired (note the warning above – do not set password in the Test Options); and click Submit.
- Blackboard denotes all Respondus enabled assessments with "Required."



## Instructions for Students

**(NOTE: a separate PDF document entitled "Respondus Lockdown Browser Student Quick Start Guide is available here: [www.utm.edu/itc](http://www.utm.edu/itc))**

- Close all programs, unless one is used to connect you to the Internet (*such as a program from your internet provider that maintains the connection*).
- Locate the "LockDown Browser" shortcut on the desktop and double-click it.
- Mac users, launch "LockDown Browser" from the Applications folder.
- If prompted to close a blocked program (e.g. screen capture, instant messaging), choose 'Yes' when prompted.
- Login to your Blackboard course.
- Navigate to the test and select it.
- A pop-up window will ask whether the instructor has required a password for the test. If so, enter it to take the exam. If not, click 'No' and then the 'Continue' button.
- 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 'Submit'.
- 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. If you do that, your test will be hung and you'll have to contact your professor to clear it out so that you can re-take the test from the beginning.)

## A Partial List of Lockdown Features

Respondus LockDown Browser creates a "locked" testing environment for Blackboard assessments and includes the following features:

- Assessments are displayed full-screen and cannot be minimized
- Assessments cannot be exited until submitted by users for grading
- Task switching or access to other applications is prevented
- Printing functions are disabled
- Print Screen and capturing functions are disabled
- Copying and pasting anything to and from an assessment is prohibited
- Right-click menu options are disabled (Windows); key + click options are disabled (Macintosh)
- Browser menu and toolbar options are disabled except Back, Forward, Refresh and Stop
- Function keys (F1-F12) are disabled
- Source code for the HTML page cannot be viewed
- URLs cannot be typed by the user
- Hundreds of screen capture, messaging, screen-sharing and network monitoring applications are blocked from running
- The browser automatically starts at the institution's login page for Blackboard
- Links in questions that point to other servers don't compromise the "locked" testing environment
- Pages from the assessment aren't cached or stored in the browser's history listing
- And many other features...



**Additional Resources**

- <http://www.respondus.com/downloads/RLDB%20Quick%20Start%20Guide-Bb-Enterprise-Instructor.pdf>