

# Respondus LockDown Browser

**What is the Respondus LockDown Browser?** It is a browser replacement that restricts student access to Blackboard only. When using this browser to take a test, all other applications and websites are closed and inaccessible to students.

## Steps for Setting Up a LockDown Test

*(IMPORTANT: Note that this browser will not work on tablets. Student's must use desktops or laptops to take their tests.)* Here's how to set up a Blackboard test using Respondus LockDown Browser:

1. **Enable the LockDown tool** in your Blackboard course by going to Control Panel → Customization → Tool Availability. Check the box next to "Respondus LockDown Browser" and click Submit.
2. **Create and deploy a test as you normally would** in Blackboard, taking care with the following settings on the Test Options page:
  - **Do not enable force completion.** This will prevent students from completing the exam in the event of network issues, computer crashes, etc.
  - **Deliver questions one at a time.** This prevents potential loading problems, especially in the case of longer exams.
  - **Do not set a password here.** (This can be done in another place later.) If you open up Test Options in Blackboard later, and you see an unfamiliar password, **do not edit it.** It's being used by the LockDown Browser, not by students.
3. **Set the test to require the LockDown Browser** by going to Control Panel → Course Tools → Respondus LockDown Browser and clicking on the button to the left of the test you just deployed. Choose "Modify Settings" and then set it to require the lockdown. If you'd like to set a password for this exam, you can do so on this screen.
4. The exam should now appear with a green "Required" to the right of the title. If there was an error in setting it up, you may instead see an "Error" message, with a "Fix it" button next to the exam. Clicking that button will resolve many problems with the exam.
5. **Finally, instruct students to download** the LockDown Browser with the link we provide below. Feel free to share the following paragraphs to explain how to get and use this tool. **Posting it as an announcement** will put it at the top of the course home page.

### Text to copy/share with students:

This class uses the LockDown Browser for some of its exams. The LockDown Browser is like a normal browser, except that once you click "Begin" on your test, it prevents you from opening Word documents, instant messages, or email, and it blocks you from visiting other websites or accessing other parts of the course. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

**Important:** You must download the browser from the URL below. Even if you have used the LockDown Browser at another school, it won't work at You only need to install it once for all tests in your GVSU Bb courses.

### Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=936312756>

### Once Installed

- Start LockDown Browser
- Log into Blackboard Learn
- Navigate to the test

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

### Important Things to Keep in Mind

**Respondus Lockdown Browser does not work on ALL devices!** Make sure to communicate to your students that they'll need to use computers that run the following operating systems:

- Windows: 10, 8, 7
- Mac: MacOS 10.14 to 10.12, OS X 10.11, OSX 10.10

Be sure that students are not using tablets to take the test, but only using desktop or laptop computers. Do not attempt to deploy "mobile" versions of the exam. *If you have students who have tablets or laptops that run other operating systems, e.g. Linux, you'll need to help them locate an available computer that will run the lockdown browser to take the test.* GVSU has installed Lockdown Browser in all of our Windows labs.

**GIVE STUDENTS EXPERIENCE** before they take an exam. Deploy a practice exam a day or two before the first actual exam so they have an idea of how it looks and to iron out any kinks.

Avoid trouble by adhering to these best practices:

- **Do NOT modify any of the following settings** on the Test Options page after you've set up a LockDown Exam:
  - Name
  - Open Test in a New Window
  - Require a password
  - Password the "added" password is not to be given to students. (they can get past using Lockdown.) it is for faculty only.

If these settings have been modified, the test status will appear as "Error."

- **Do not enable Force Completion** on an exam
- Always set the test options to **deliver one question at a time**