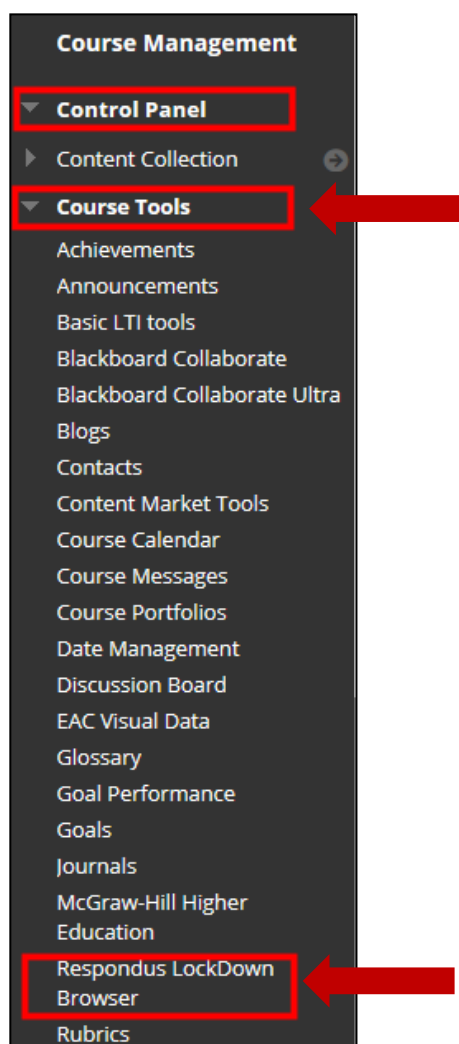


Adding Respondus LockDown Browser to a Test

Respondus LockDown Browser (RLDB) is a custom browser that locks down the testing environment. This feature can be used as a Course Tool within Blackboard.

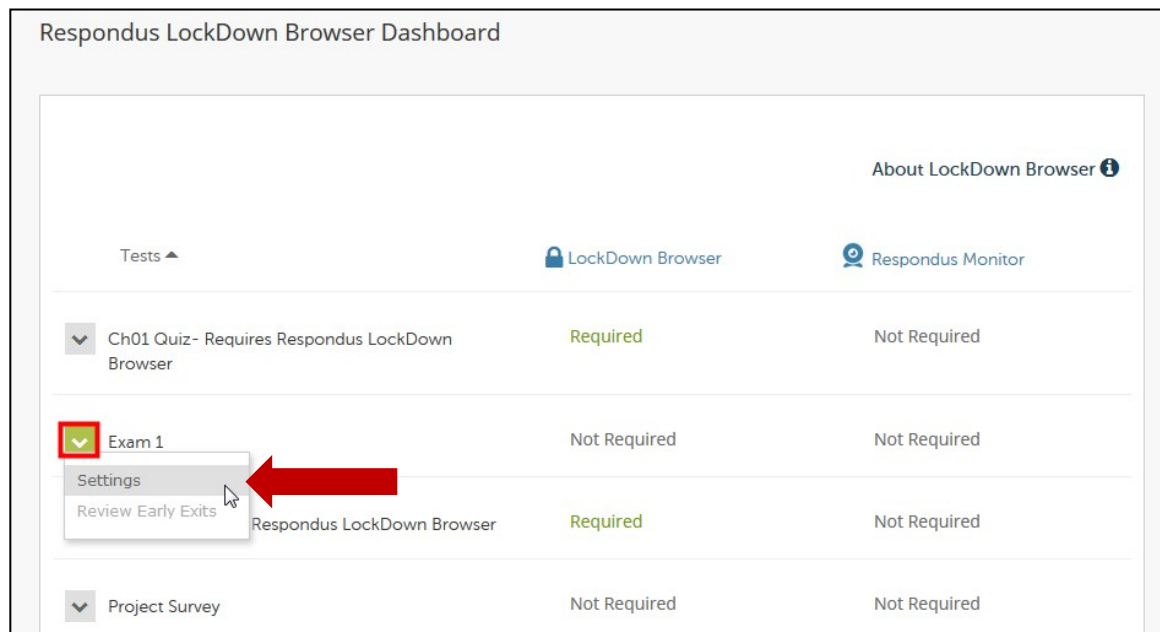
Respondus Monitor is a companion application for Respondus LockDown Browser that uses webcam and video technology to prevent cheating during online exams. Respondus Monitor is ideal for non-proctored testing environments. A separate step-by-step addresses Respondus Monitor.

1. On the left-hand course navigation menu, locate **Course Management > Control Panel > Course Tools** and click **Respondus LockDown Browser**.



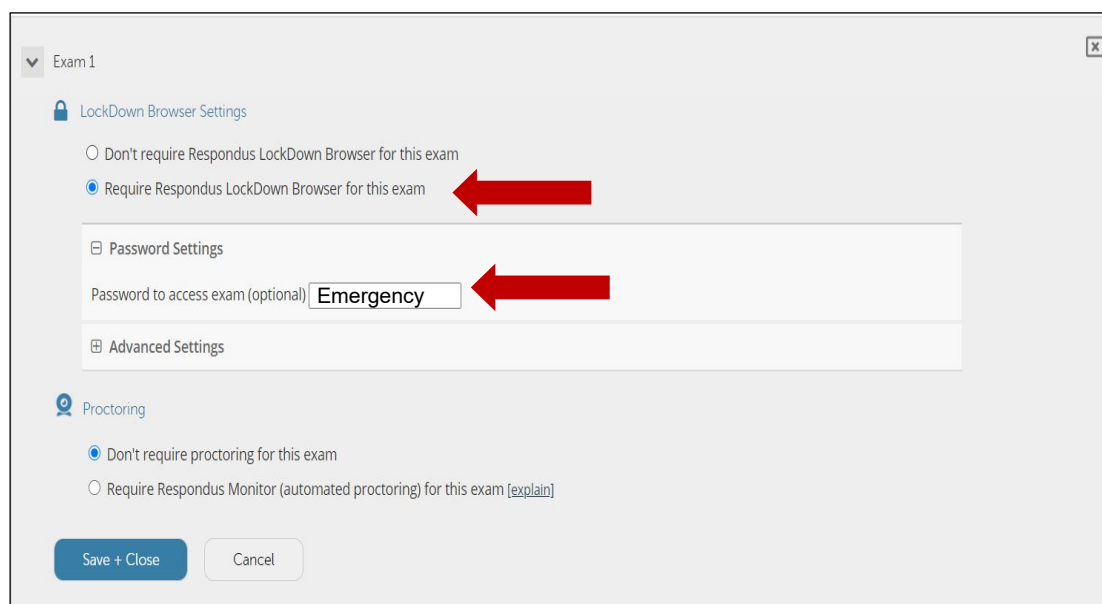
Adding Respondus LockDown Browser to a Test

- The **Respondus LockDown Browser Dashboard** displays a list of deployed assessments. By default, Respondus LockDown Browser is not selected. Select **Settings** from the drop-down menu of the desired assessment.



- On the Settings Menu for the selected assessment, click **Require Respondus LockDown Browser for this exam**.

Optional: Add a password in the **Password to access exam** field. Passwords can only contain numbers and letters.



Adding Respondus LockDown Browser to a Test

4. Click the [+] (plus sign) to view the **Advanced Settings**.

Exam 1

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**

Proctoring

Don't require proctoring for this exam

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

The **Advanced Settings** options display. You can check any of the available options.

Exam 1

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**

Lock students into the browser until exam is completed [\[explain\]](#)

Password to close browser and exit exam early (optional)

Allow students to take this exam with an iPad (using the "LockDown Browser" app from the App Store)

Allow access to specific external web domains [\[explain\]](#)

Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)

Select this option to prevent students from exiting the exam before it is submitted. If this option is deselected (default), it allows a student to exit the browser if a problem or emergency arises (e.g. Internet connection failure).

Optionally, a password can be entered to enable a proctor to close the browser during a test. This option is recommended only for proctored exams.

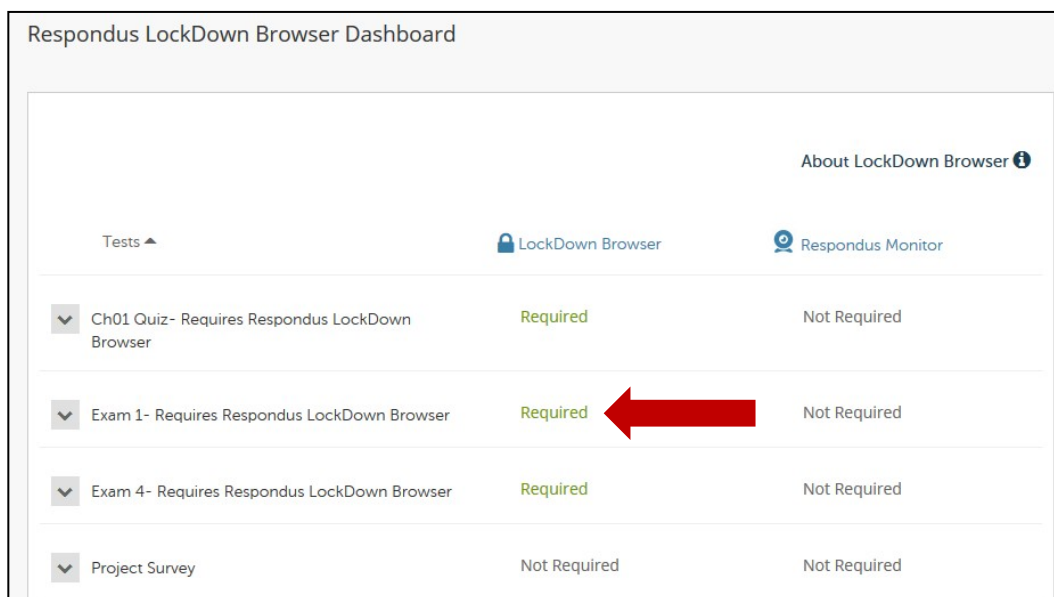
Note: Other options allow access to external web domains during the exam and the use of calculators.

Adding Respondus LockDown Browser to a Test

5. Click **Save and Close** button at the bottom right of the LockDown Browser Settings window.



6. The Respondus LockDown Browser Dashboard now displays “**Required**” next to the test.



Warning Note: To preserve the settings used by LockDown Browser, do **NOT** modify these settings in Test Options. If these settings have been modified, the test status will appear as an error:

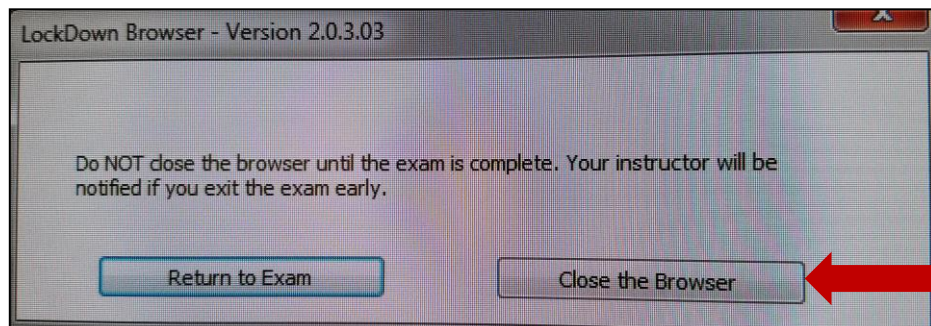
- **Name**
- **Open Test in a New Window**
- **Require a password**
- **Password**

Using Force Completion with RLDB is not recommended.

Adding Respondus LockDown Browser to a Test

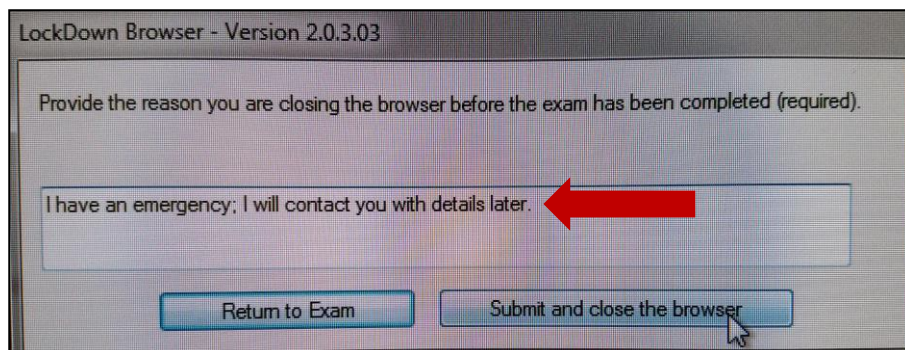
Advanced Settings Information

If the **Lock students into the browser until exam is completed** option is **not** selected and a student attempts to exit the browser during an exam, they will encounter the following prompt:

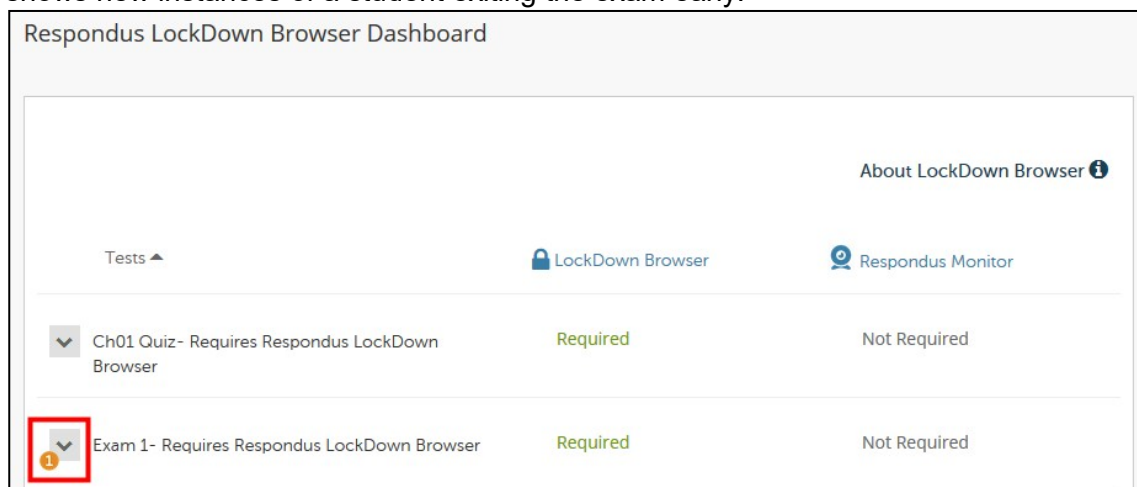


If the student selects **Close the browser**, the student is then required to enter a reason for exiting the exam early.

Students can type the reason for leaving the exam early and click **Submit and close the browser**. This information will be submitted to the instructor.

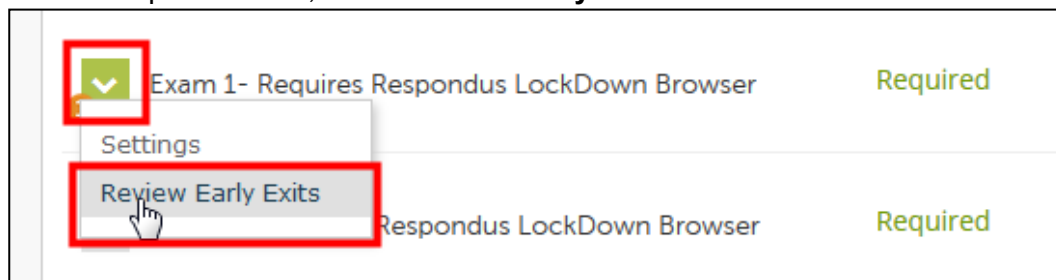


On the Respondus LockDown Browser Dashboard, the **numeric indicator** on the context menu shows new instances of a student exiting the exam early.

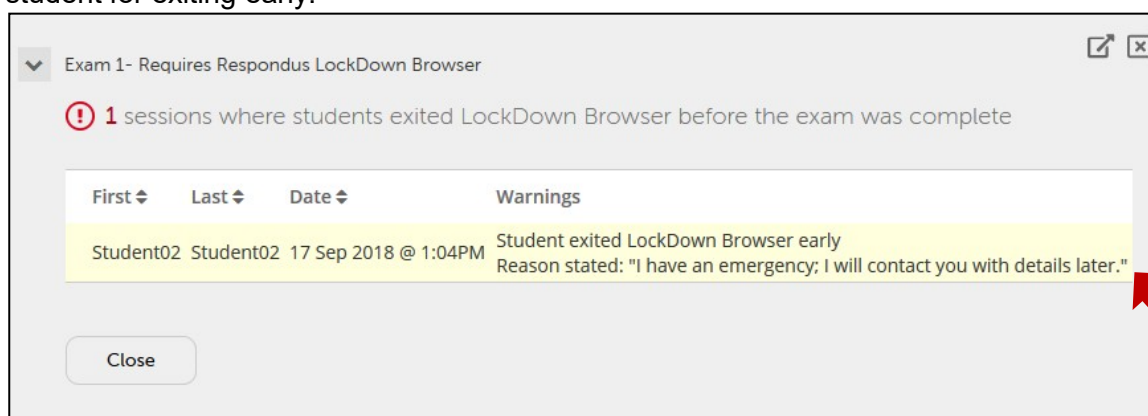


Adding Respondus LockDown Browser to a Test

From the options menu, select **Review Early Exits**.



The instructor can then see when the student exited the exam and the reason provided by the student for exiting early.



Close the exam window to return to the Respondus LockDown Browser Dashboard.