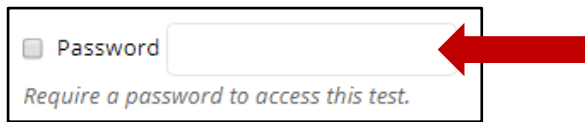
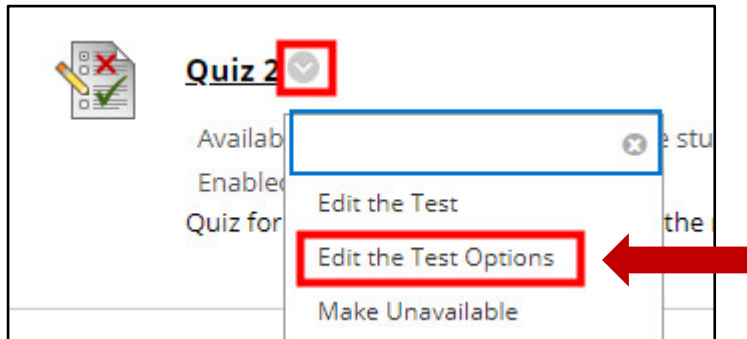


# Adding Respondus LockDown Browser and Monitor to a Test

**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.

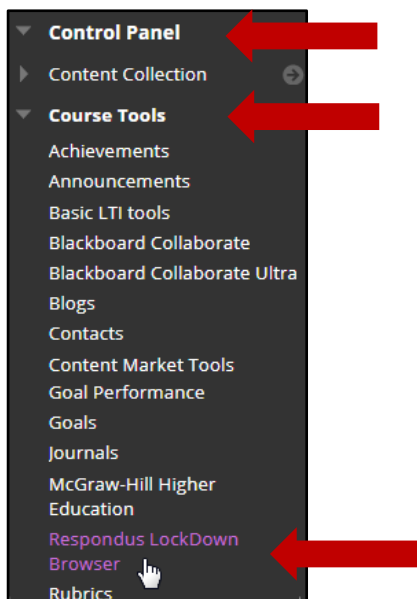
## Step 1: Edit the Test Options

1. Go to the content area of the course where the test is deployed. In the **Edit the Test Options** area of the test, make sure the **Password** field is unchecked and blank.



## Step 2: Set up Respondus Lockdown Browser/Monitor


1. In Blackboard Learn, you will add Respondus LockDown Browser (RLDB) to a test using the Respondus LockDown Browser course tool. On the course **Control Panel** under **Course Tools**, click the **Respondus LockDown Browser** link.



## Adding Respondus LockDown Browser and Monitor to a Test

2. This will open the **Respondus LockDown Browser Dashboard**. Click the (  ) icon next to the quiz or exam you would like to add. Then click **Settings**.

Respondus LockDown Browser Dashboard

Resources 


→ New to Respondus Monitor proctoring? See this [introductory video](#) and [Rapid Rollout Guide](#). Additional resources are available from the Resources Menu above.

| Tests  | LockDown Browser | Proctoring        |
|--|------------------|-------------------|
| Exam 1 (**Webcam**) - Requires Respondus LockDown Browser                    | Required         | Respondus Monitor |
| Exam Review (**Webcam**) - Requires Respondus LockDown Browser               | Required         | Respondus Monitor |
| Project Survey   | Not Required     | Not Required      |
| Quiz 1- Requires Respondus LockDown Browser                                  | Required         | Not Required      |
| <input checked="" type="checkbox"/> Quiz 2<br>Settings<br>Review Early Exits | Not Required     | Not Required      |
|  | Not Required     | Not Required      |


3. Click the **Require Respondus LockDown Browser for this exam** option.

It is optional to require a password to access the exam. Passwords must be letters and numbers only.

Quiz 2

 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)

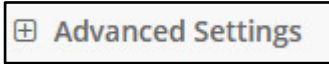
This is the password you will give the exam proctor.

**Note:** If you are having your exam proctored in a lab, you will want to set a password to access the exam so that students are not able to take the exam offsite. Give the password to the test center representative.


# Adding Respondus LockDown Browser and Monitor to a Test

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4. Click the (  ) plus sign icon to view the **Advanced Settings**.




5. Hover over each of the [\[explain\]](#) links to the right of each item for more details.

 **Advanced Settings**

- Lock students into the browser until exam is completed [\[explain\]](#)
- Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
- Allow students to use LockDown Browser for Chromebook (beta) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

6. Check the box(es) next to the items you would like to enable.

 **Advanced Settings**


- Lock students into the browser until exam is completed [\[explain\]](#)
- Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
- Allow students to use LockDown Browser for Chromebook (beta) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)

Enter one or more web domains, separated by commas (e.g. algebra-ebooks.com, calculus-ebooks.com)

- Enable Calculator on the toolbar [\[explain\]](#)
- Standard Calculator
- Scientific Calculator
- Enable Printing from the toolbar [\[explain\]](#)

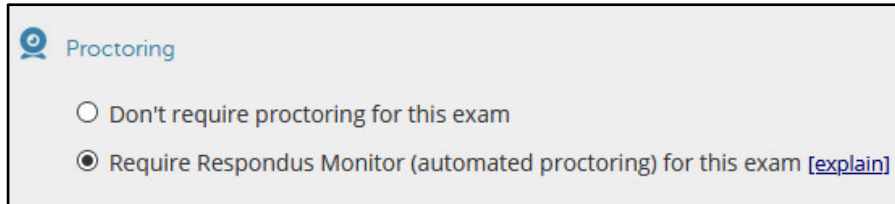
7. If you do not plan to use Respondus Monitor for the exam, under **Proctoring**, make sure the option **Don't require Respondus Monitor for this exam** is selected and **skip to step 14**.

 **Proctoring**

- Don't require proctoring for this exam
- Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

## Adding Respondus LockDown Browser and Monitor to a Test

8. If you do plan to use Respondus Monitor, under **Proctoring**, select **Require Respondus Monitor (automated proctoring) for this exam**.

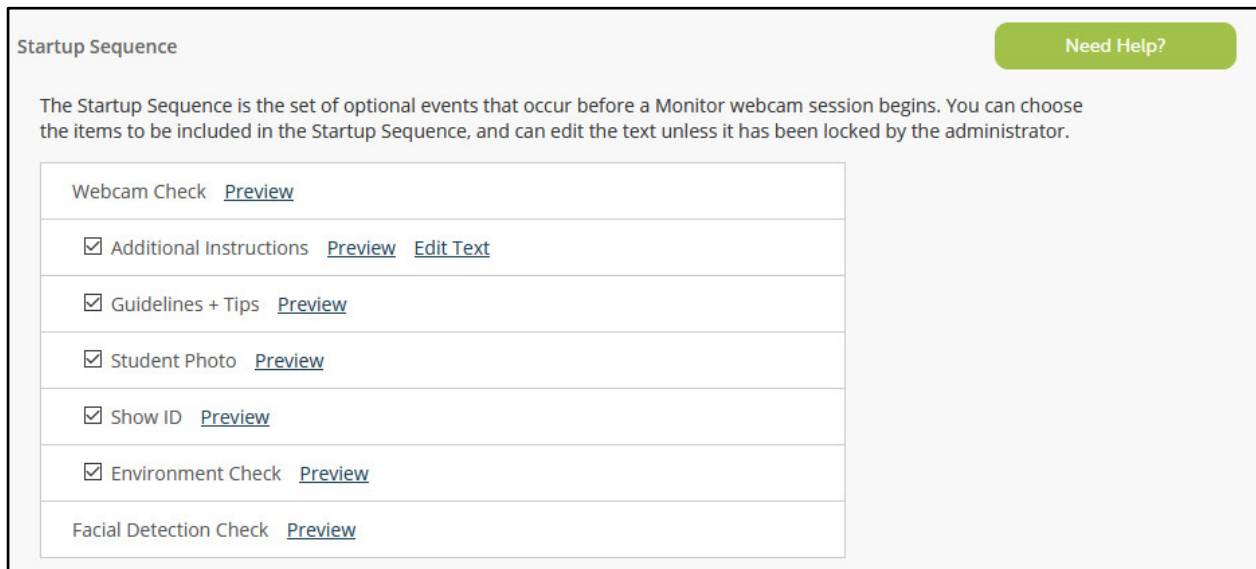


**Proctoring**

Don't require proctoring for this exam

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

9. Under **Startup Sequence**, you can select what is required of users to do prior to beginning the test session.

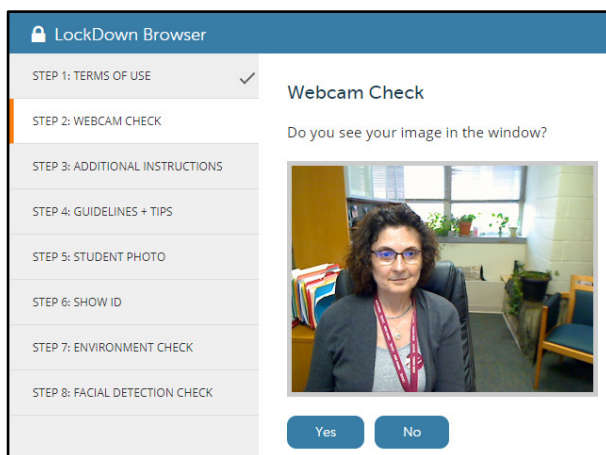


**Startup Sequence** [Need Help?](#)

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 <a href="#">Preview</a>  |
| <input checked="" type="checkbox"/> Additional Instructions <a href="#">Preview</a> <a href="#">Edit Text</a> |
| <input checked="" type="checkbox"/> Guidelines + Tips <a href="#">Preview</a>                                 |
| <input checked="" type="checkbox"/> Student Photo <a href="#">Preview</a>                                     |
| <input checked="" type="checkbox"/> Show ID <a href="#">Preview</a>   |
| <input checked="" type="checkbox"/> Environment Check <a href="#">Preview</a>                                 |
| Facial Detection Check <a href="#">Preview</a>  |

10. If you click the [Preview](#) link next to any of the Startup Sequence items, a popup window will appear and allow you to run through the Startup Sequence as if you were the student.



**LockDown Browser**

STEP 1: TERMS OF USE

STEP 2: WEBCAM CHECK

STEP 3: ADDITIONAL INSTRUCTIONS

STEP 4: GUIDELINES + TIPS

STEP 5: STUDENT PHOTO


STEP 6: SHOW ID

STEP 7: ENVIRONMENT CHECK

STEP 8: FACIAL DETECTION CHECK

**Webcam Check**

Do you see your image in the window?



## Adding Respondus LockDown Browser and Monitor to a Test

11. **Facial Detection Options** are set by default.


Optional, in **Advanced Settings** you can allow test taking by Respondus Monitor offsite and LockDownBrowser with password onsite for the same test.

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) [\[explain\]](#)

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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. [\[explain\]](#)

Enter a demo student username for use by the instructor:  [\[explain\]](#)

12. When you are done editing the Respondus Monitor settings, click **Save + Close**.

Save + Close

Cancel

13. On the Respondus LockDown Browser Dashboard the test will show with the text Required for the LockDown Browser column and Respondus Monitor for the Proctoring column.

Respondus LockDown Browser Dashboard

Resources

➔ New to Respondus Monitor proctoring? See this [introductory video](#) and [Rapid Rollout Guide](#). Additional resources are available from the Resources Menu above.

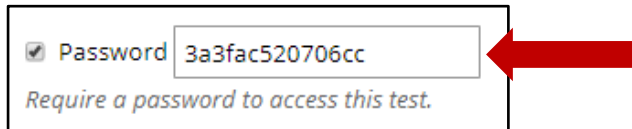
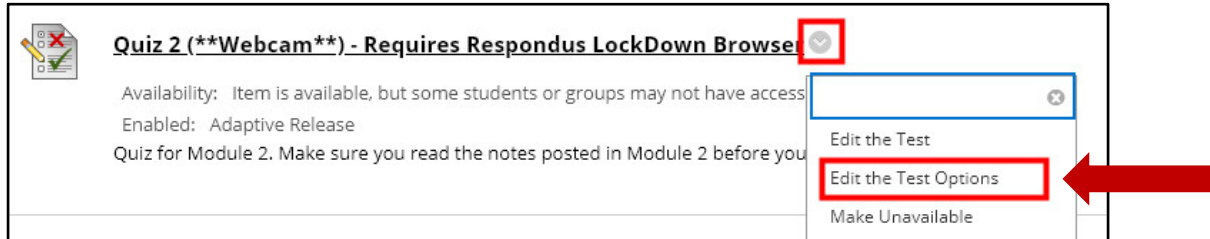
| Tests ▲  | LockDown Browser | Proctoring        |
|--|------------------|-------------------|
| ▼ Exam 1 (**Webcam**) - Requires Respondus LockDown Browser      | Required         | Respondus Monitor |
| ▼ Exam Review (**Webcam**) - Requires Respondus LockDown Browser | Required         | Respondus Monitor |
| ▼ Project Survey   | Not Required     | Not Required      |
| ▼ Quiz 1- Requires Respondus LockDown Browser                    | Required         | Not Required      |
| ▼ Quiz 2 (**Webcam**) - Requires Respondus LockDown Browser      | Required         | Respondus Monitor |

## Adding Respondus LockDown Browser and Monitor to a Test

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14. In Blackboard, your test link will now appear with the text **(\*\*Webcam\*\*)-Requires Respondus LockDown Browser**. If you go back and **Edit the Test Options** for the test, the password box will now be checked and you will see a string of random letters and numbers.

**Do not modify this password. Do not give this password to the students.**



**Note:** Do **NOT** modify the password in the Edit Test Options after you have activated Respondus LockDown Browser. This is **NOT** the password you will give to the exam proctor. If you need to edit your exam password, do so through the Respondus LockDown Browser dashboard under Course Tools.