



## Using Respondus LockDown Browser & Monitor for Blackboard Testing

When administering a test using Blackboard, you have access to Respondus LockDown Browser & Monitor. This document will explain what those tools are and how to set them up. For the LockDown Browser, it does require the student to install that custom browser through a QCC specific link. For the Monitor feature, students must have both camera and audio capabilities on their computer.

### Important Notes:

- LockDown Browser and Monitor will not work on Chromebooks.
- The LockDown Browser & Monitor tools do not work with publisher tests, only tests made within the Blackboard platform.

### What is LockDown Browser?

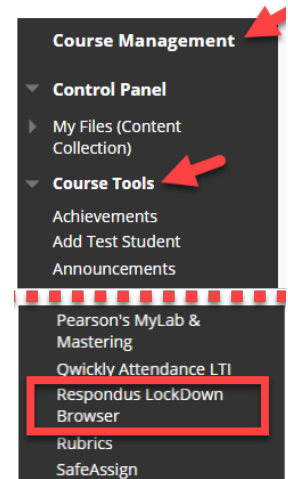
- When administering test, students use the custom **LockDown Browser** which makes them unable to print, copy, go to other websites, access other applications or close a test until it is submitted for grading. The tests set up with **LockDown Browser** can't be accessed using any other standard browser.
- If you are having students test remotely, they need to download a **QCC** specific version of the **LockDown Browser** on their computer in advance of the session. They can use only this browser to access the test. The link for the QCC download of this browser is included in the Student Handout. Please share this with the students as it also provides instructions on how to download and install the browser.
- This feature does not require you to use Monitor, it is an option.

### What is Respondus Monitor?

- **Monitor** can require a student to use and enable a webcam feature to be used with the **LockDown Browser**.
- The enabled camera records students during online, non-proctored exams. When this feature is enabled for a test, students are required to use a webcam and microphone with **LockDown Browser**. After the exam is complete, an instructor can review details of the assessment, even the recorded videos. The processed video has embedded flags so that the instructor does not need to view all of the students' recordings.
- It can't be used independent of the **LockDown Browser**, the tools must be used together.

### Preparing a Test: LockDown Browser

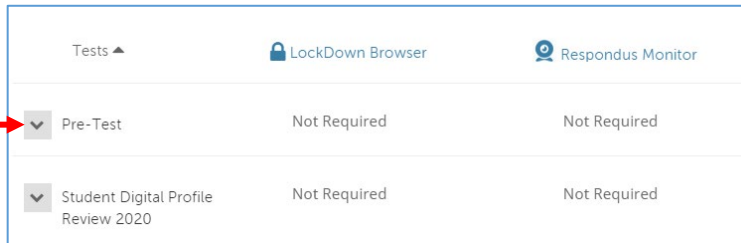
- Make sure the test has been deployed in the Blackboard course.
- From the left side navigation panel in Blackboard, locate **Course Management**, then click on **Course Tools**, and then click on **Respondus LockDown Browser**.
- You will come to an interim screen with links to information on **Respondus**, click on **Continue to LockDown Browser** in the lower right corner.





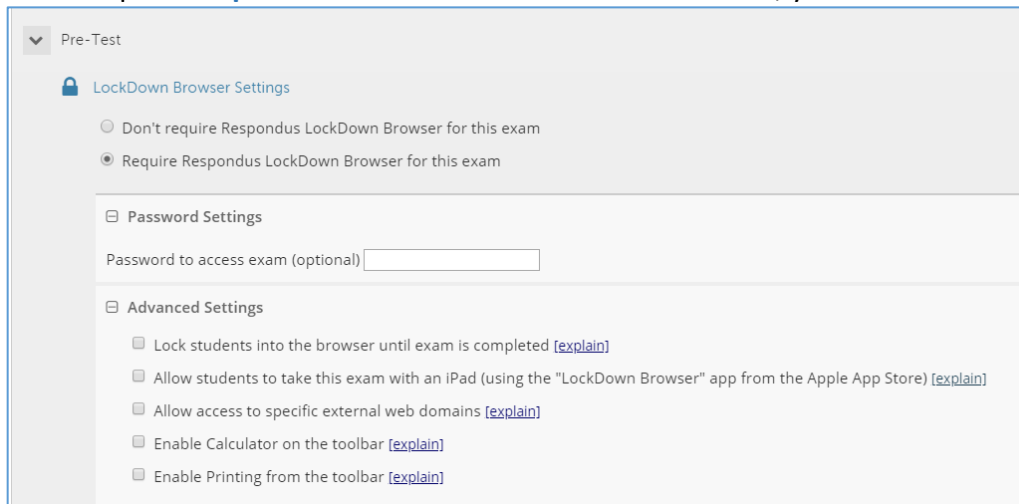
## Preparing a Test: LockDown Browser (cont.)

- A list of deployed tests in your course will be displayed:
  - You will see the Tests and two additional columns for the **LockDown Browser** and **Respondus Monitor**.
  - This will tell you if the tool is required for each test, it's either **“Required”** require students to use **LockDown Browser** or **“Not Required”** and does not require the **LockDown Browser**.



Tests ▲	LockDown Browser	Respondus Monitor
▼ Pre-Test	Not Required	Not Required
▼ Student Digital Profile Review 2020	Not Required	Not Required

- To change the settings for the test, click on the down arrow and then select **Settings** from the context menu next to the test title.
- If you click Require **Respondus LockDown Browser for this exam**, you will see additional options.



▼ Pre-Test

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 [\[explain\]](#)
- Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

- The options are:
  - Require a password to access the exam.
    - *If you use this option DON'T add a password to the Blackboard test itself as it will break the functionality and LockDown Browser will not work for this exam.*
  - Advanced Settings all provide explanations with them which you can review when setting up an exam.

For additional information on this tool, visit the Respondus Website at <https://web.respondus.com/he/lockdownbrowser/resources/>



## Preparing a Test: Respondus Monitor

- If you choose to use Respondus Monitor, under the LockDown Browser settings, you will see the Monitor Webcam Settings. Click on Require Respondus Monitor for this exam.

**Monitor Webcam Settings**

Don't require Respondus Monitor for this exam

Require Respondus Monitor for this exam

Either Respondus Monitor or a proctored lab can be used to take this exam

**Startup Sequence**

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.

<input checked="" type="checkbox"/> 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> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Environment Check <a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Facial Detection Check <a href="#">Preview</a>

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) [\[explain\]](#)

Advanced Settings

- Allow another application to use the microphone during this exam. [\[explain\]](#)
- Make webcam videos additionally available for viewing on mobile devices (allow 24 hours). [\[explain\]](#)

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

**Save + Close**

- There are many options available for this tool, you can preview and edit what the students will see in advance.

For additional information on this feature, visit the Respondus website at <https://web.respondus.com/he/monitor/>

View the Respondus Instructor Quick Guide by clicking here.