



Student Guide to Using Respondus LockDown Browser & Monitor for Blackboard Testing

Respondus LockDown Browser is a locked browser for taking tests in Blackboard Learn. It prevents you 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, you will not be able to take the test with a standard web browser. LockDown Browser should only be used for taking Blackboard tests. It should not be used in other areas of Blackboard.

If you are new to LockDown Browser, you can watch a short (02:24) video by [clicking here](#).

Important Notes:

- LockDown Browser and Monitor will not work on Chromebooks.
- You are using LockDown Browser to access the test - not Internet Explorer, Firefox, Chrome, or Safari.

How To Set Up the LockDown Browser

STEP 1: Download & Install the Respondus LockDown Browser

- To take an exam in a Blackboard Course requiring the LockDown Browser, click on the link below and download the install file.

Download URL unique to Quinsigamond Community College:

<https://download.respondus.com/lockdown/download.php?id=936751450>

- The below screen will appear. There is a short video **Before You Install** (02:24) which is recommended you review prior to installation (same as above link).
- When ready, click the **Install Now** button.

Respondus
Assessment Tools for Learning Systems

Step: 1 of 2

LockDown Browser®

Version: 2.0.6.03
Your system: Windows 10

System requirements
Do you need the Mac version?
Are you a computer lab manager?

Before You Install:

This brief video explains the basic features of LockDown Browser and why it's used at your institution.

ONLINE EXAM

Terms & Conditions:

By clicking the "Install Now" button, you acknowledge that you have read and agree to the [Respondus Inc. License Agreement](#)

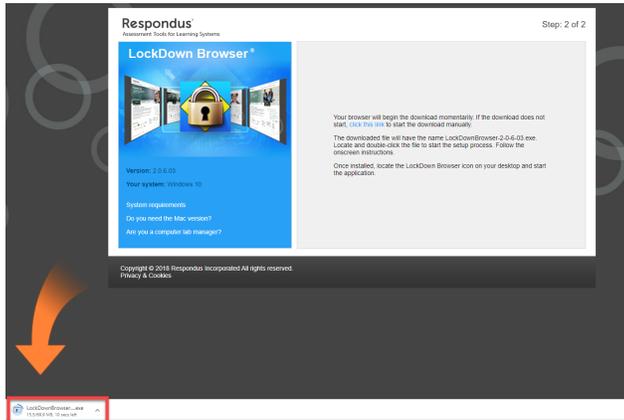
Note: Your antivirus software must allow you to install software.

Install Now

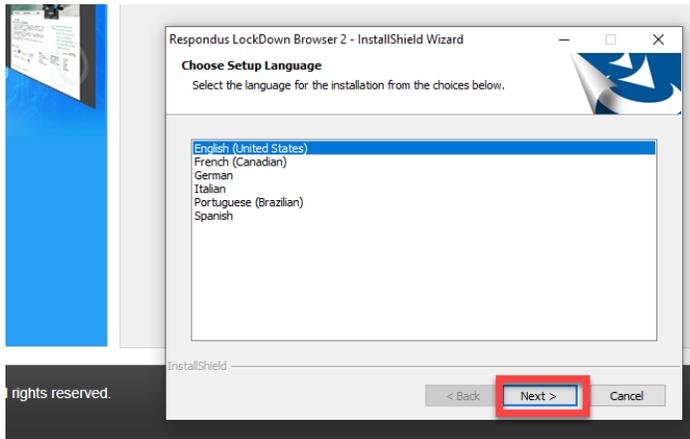
Total size: 69.8 MB



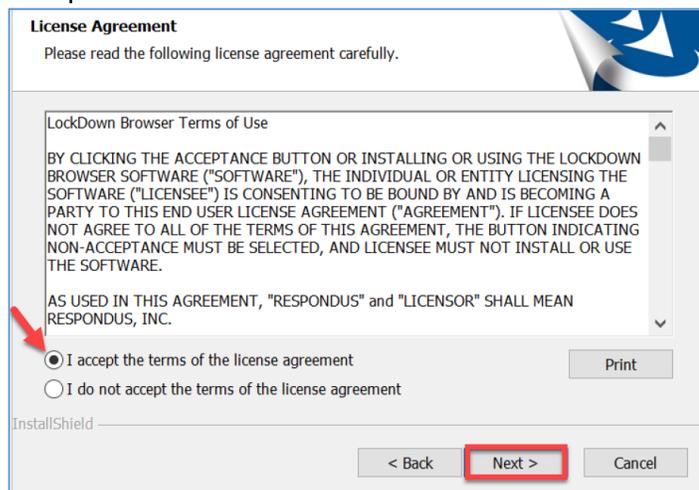
- d. Depending on the browser you are using, you may see a pop-up window or it will notify you in the bottom left of your browser window. It will also provide you with a link if you don't see the download. Click on the file to install.



- e. Click Next

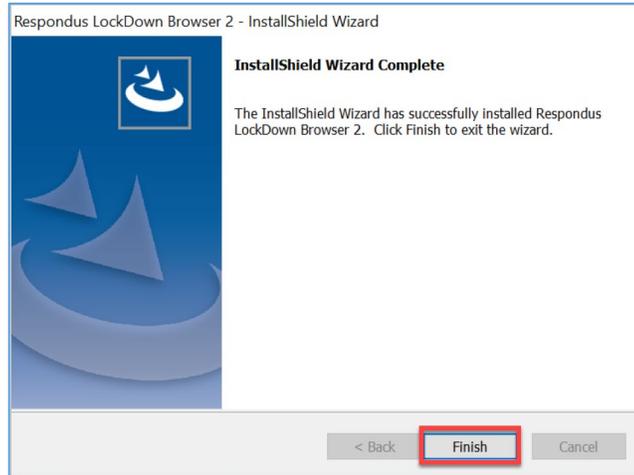


- f. Accept the terms of the license and click Next





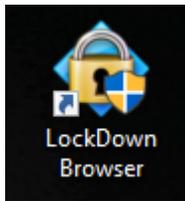
g. Click Finish



How To Take a Test Using Respondus

STEP 2: Taking the Test

- Close all programs, unless one is used to connect you to the Internet.
- Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.

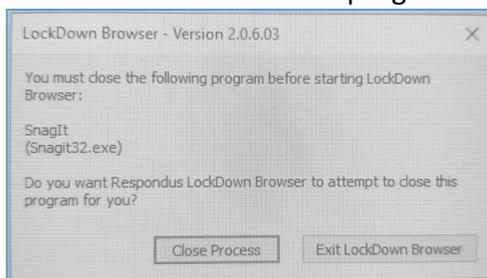


Windows



Mac

- If prompted, either close a blocked program (e.g. screen capture, instant messaging) by clicking Close Process each time until all applications are closed. Alternatively, you can close LockDown Browser and close the blocked program before restarting.



- The browser will bring you to the QCC landing page. Click on The Q if necessary and log in. Click on the Blackboard logo as you normally would and navigate to your Blackboard course.
- Navigate to the test and select it. You will notice that it states that the test requires the LockDown Browser





STEP 2: Taking the Test (cont.)

- f. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click Begin Exam.
- g. 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 Prompted to use a Webcam

- a. You may be required to use LockDown Browser with a webcam, which will record you during an online, nonproctored exam. (The webcam feature is sometimes referred to as “Respondus Monitor.”)
- b. Your computer must have a functioning webcam and microphone. A broadband connection is also required.
- c. If an exam requires LockDown Browser and a webcam, follow steps 1-5 in the previous “Taking A Test” section. At this point the Startup Sequence for the webcam begins.
 - You will first need to review and agree to the Terms of Use.
 - The Webcam Check will confirm that your webcam and microphone are working properly. The first time the Webcam Check is performed on a computer, Adobe Flash Player will require you to select Allow and Remember.
 - The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the top of the screen.
 - If you encounter a problem, select the It’s not working link for troubleshooting tips.
- d. The test will begin after the Startup Sequence is complete. You cannot exit LockDown Browser until the test is submitted for grading.