

# INSTRUCTOR GUIDE TO RESPONDUS LOCKDOWN BROWSER



## Blackboard Learn

The “Respondus Lockdown Browser Building Block” is a third-party program in Blackboard that allows instructors to increase the security of testing through Blackboard. When a test is protected by Respondus, it can only be opened in LockDown Browser, which is a special browser that prevents students from printing, copying, visiting websites, and accessing other programs.

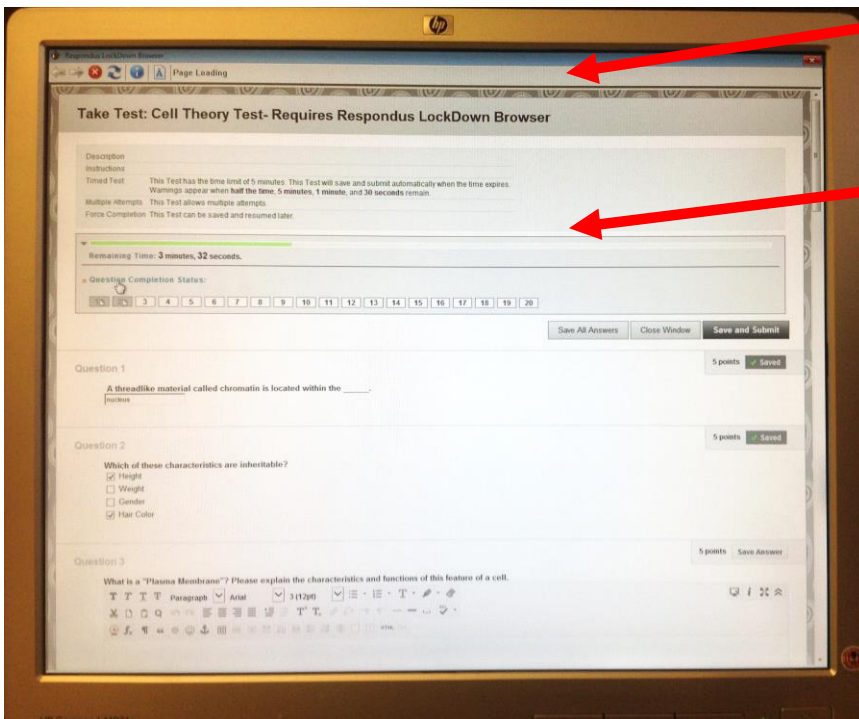


### PLEASE NOTE

Respondus Lockdown Browser is meant to be used in proctored classroom testing environments only. If requiring the use of Respondus for taking tests outside a proctored lab or classroom, please remember that students may have access to course resources through multiple devices used concurrently, such as smart phones, tablets, or laptops.

**Respondus LockDown Browser is not a fool-proof means of preventing cheating. To discourage cheating more effectively, consider factors such as test design, authentic assessment methodologies, and proctored testing.**

## FEATURES OF LOCKDOWN BROWSER




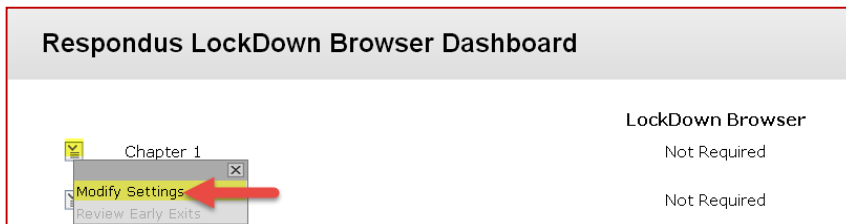
- 1. Modified Toolbar -** Includes only forward, back, stop, refresh, and browser information buttons.
- 2. Test Mode -** Tests are shown full-screen. There is no option to resize or minimize the test window.
- 3. Disabled Controls -** All printing options, keyboard shortcuts, function keys, and mouse-click driven context menus have been disabled.
- 4. Links -** Links to other web servers will open in a new, secure window and prevent browsing beyond that page.
- 5. Blocked Features & Applications-** The computer’s start-up menu, system tray, and menu bars have been removed from view.

## ? HOW DO I PROTECT AN ONLINE TEST USING RESPONDUS?

Once an instructor has built and deployed a Blackboard test in his or her course, Respondus protections can be equipped on the test using these instructions:

1. In your course's "Control Panel", open the "Course Tools" menu and select "Respondus Lockdown Browser".

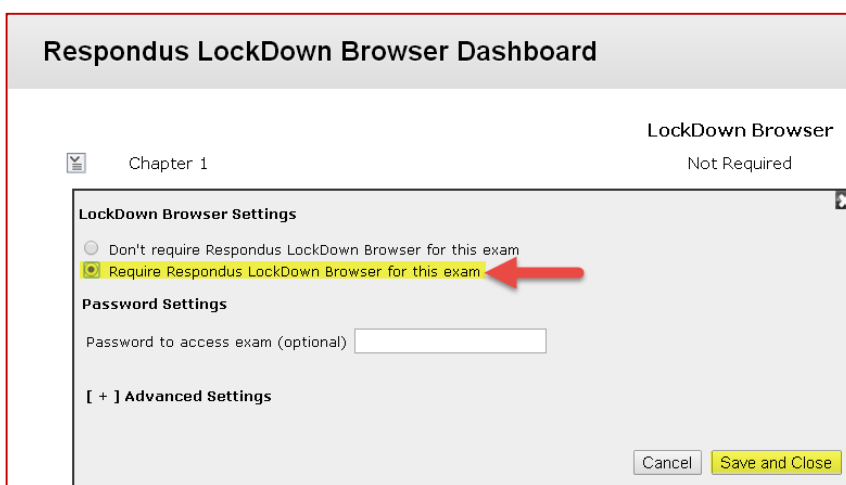
2. The "Respondus Lockdown Browser Dashboard" will appear and display a list of tests you have made available to students. To equip protections on a test, click the **gray arrow icon**  next to the name of the test and select "Modify Settings" from the menu that appears.



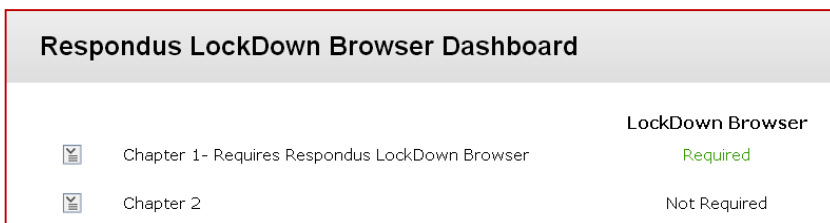
3. In the form that appears, select the "Require Respondus Lockdown Browser for this Exam" option.

**Optional:** You may assign password protection to the test on this page and review additional settings through the "Advanced Settings" menu.

When done, click "Save and Close" to exit the form.



4. Respondus-protected tests will indicate their status with a green "Required" label on the dashboard. The phrase "Requires Respondus Lockdown Browser" will be appended to your test's name.



### BE CAREFUL WHEN EDITING YOUR TEST'S SETTINGS AFTER ENABLING RESPONDUS

Do not edit these settings in your test's Test Options or you will break your protection:

- \* The Test's Name;
- \* The "Open in New Window" setting
- \* The "Require Password" setting - this is used by Respondus to secure a test.

If these settings are changed after you equip Respondus protections on your test, an error message and "Fix It" button will appear in your Respondus LockDown Browser Dashboard next to the effected test.

## ? HOW DOES THE INTEGRATION WORK?

The Respondus Building Block publishes a special password to the “password” field on your test’s “Test Options” page. This is a unique security key that Respondus Lockdown Browser uses to protect your test.

- **Students *do not need to know this password to access the test.***
- **Instructors *should not edit or remove this password.*** Altering this information prevents Respondus from protecting your test.

**2. Test Availability**

Make the Link Available  Yes  No

Add a New Announcement for this Test  Yes  No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion

*Once started, this Test must be completed in one sitting.*

Set Timer

*Set expected completion time. Selecting this option also records completion time for this Test.*

Hours  Minutes

Auto-Submit

*OFF: The user is given the option to continue after time expires.*  
*ON: Test will save and submit automatically when time expires.*

OFF  ON

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Password

*Require a password to access this Test.*

Password

**RESPONDUS'S SECURITY PASSWORD - DO NOT EDIT OR DISTRIBUTE TO STUDENTS!**

## ? HOW CAN INSTRUCTORS HELP PREVENT TEST-BASED TECHNICAL PROBLEMS WHEN CREATING TESTS?

1. **Do not use ‘No-Copy/No-Print’ JavaScript and CSS codes in your online test!**

You do not need these codes because LockDown Browser prevents copying and printing in a test. Furthermore, these codes are obsolete and are known to prevent tests from loading or to cause the test to crash.

2. **Do not copy and paste your test’s content directly from a MS Word document into Blackboard.**

You will unknowingly insert conflicting software program code and style formatting into the test. The browser will attempt to execute this code with unpredictable results. To avoid this, we recommend creating your test using any of these options:

- Type your questions and answers directly into Blackboard’s text-editors.
- Use the [Word to Blackboard Pool Generator](#) and [create your tests from imported question pools](#).
- Paste your test content into NotePad or [EditPad](#) to strip text of its formatting, then copy and paste the plain text into Blackboard’s text-editors.

3. **Once Respondus protections are enabled on a test, do not modify these settings in your test’s Test Options: Test Name, Open Test in New Window, Require Password, and Password.**

If these settings have been modified, an error message and “Fix It” button will appear next to the test in the Respondus LockDown Browser Dashboard. To restore protections, use the “Fix It” button.

**Respondus LockDown Browser Dashboard**

	LockDown Browser
<input checked="" type="checkbox"/> Chapter 1- Requires Respondus LockDown Browser	Error <input type="button" value="Fix It"/>
<input checked="" type="checkbox"/> Chapter 2- Requires Respondus LockDown Browser	Required
<input checked="" type="checkbox"/> Chapter 3- Requires Respondus LockDown Browser	Required

Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error."

4. **Instructors should not edit or remove the password they see on a test's Test Options page after enabling Respondus protections on the test.**

This is Respondus's behind-the-scenes security password that protects your test. Students do not need to know this password to access your test in the LockDown Browser. Altering this information prevents Respondus from protecting your test.

**2. Test Availability**

Make the Link Available  Yes  No

Add a New Announcement for this Test  Yes  No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion  
*Once started, this Test must be completed in one sitting.*

Set Timer  
*Set expected completion time. Selecting this option also records completion time for this Test.*

Hours  Minutes

Auto-Submit  
*OFF: The user is given the option to continue after time expires.  
ON: Test will save and submit automatically when time expires.*

OFF  ON

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Password  
*Require a password to access this Test.*

Password

**RESPONDUS'S SECURITY PASSWORD - DO NOT EDIT OR DISTRIBUTE TO STUDENTS!**

If you want students to enter a special password before beginning a test in LockDown Browser, you can add your own access password requirement to the test through the Respondus Lockdown Browser Dashboard (CONTROL PANEL > COURSE TOOLS > RESPONDUS LOCKDOWN BROWSER > MODIFY SETTINGS).

When reviewing the LockDown Browser settings, enter the access password that you want to give students in the optional field.

**Respondus LockDown Browser Dashboard**

Chapter 1- Requires Respondus LockDown Browser LockDown Browser Required

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

Cancel Save and Close

5. **Understand how students review Respondus-protected tests once they have completed them and check your test's Feedback Options.**

Once a student submits their attempt of an exam protected by Respondus, they can only review their test results and the feedback options you have selected when using LockDown Browser!

Students will be presented with their test results and feedback immediately after submitting the test and through the My Grades tool in the course or through the My Blackboard global navigation.

If you do not want students to see test questions, submitted answers, or the correct answers to questions once the test is completed, please check your test's Test Feedback settings to make sure that only **score** is set to display.

## TAKING A TEST PROTECTED BY LOCKDOWN BROWSER

Tests that are protected by Respondus can only be taken in LockDown Browser version 1.05.07 or higher!

- All Academic Support Center PCs are equipped with the latest version of the “Lab Edition” of LockDown Browser as of June 2014. All updates to the “Lab Edition” of LockDown Browser are performed by MATC Desktop Services.
- Students who are interested in completing Respondus-protected tests on their own computers may install the latest version of the [“Student Version” of LockDown Browser for Windows PC or Mac](#). All updates to this version of the program are managed by Respondus Inc. When students open the application, they may be prompted to install an update if one is available. We strongly recommend that students accept and install updates in order to prevent technical difficulties related to the software.

Before students begin taking tests in LockDown Browser, we recommend that they do the following tasks to prepare:

- [Open the computer’s default Internet Explorer or Safari browser and run the Respondus Browser Check Tool](#) – LockDown Browser refers to settings in Internet Explorer or Safari browser. In the default browser, JavaScript, Cookies, and Pop-Ups from Blackboard must be allowed.
- [Check LockDown Browser for Updates](#) – Upon opening the “Student Version” of the application, if a software update is available, the student will be prompted to install it. We strongly recommend accepting and installing updates.
- [Familiarize Self with Troubleshooting Support Page](#) - If the student has difficulties with installing or using this program, students should review the [Respondus Troubleshooting Tips at the Student Support website](#).

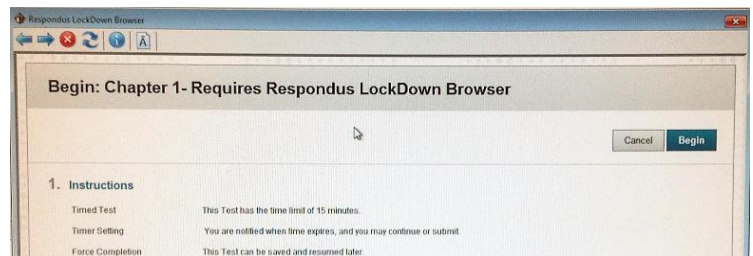
## STUDENT TEST TAKING PROCESS

1. **The Student Opens LockDown Browser** – Student clicks on the LockDown Browser icon that has been installed on the desktop to open the program. If there are other open programs or processes running on the computer, the student will be prompted to close them down. If a pop-up window appears alerts the student to software update, the student should follow the prompts on the screen to complete the update.

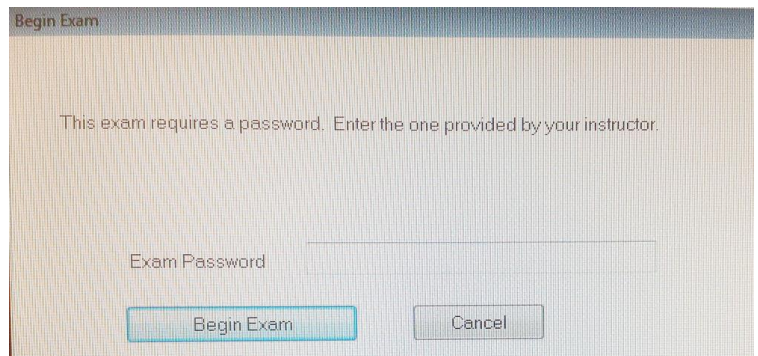


2. **The Student Logs into Blackboard** –When the program opens, the student will be taken to the Blackboard home page to log in with his or her MATC network username and password.

3. **The Student Accesses Your Test** - Student navigates to your course and clicks on your test’s link to initiate the test. When student clicks the test’s “Begin” button, the test will open *if no additional access password is required* by the instructor.



If an access password is required, the student will be prompted to type the correct access password into the password form and click the “Begin Exam” button. The test will open afterwards.

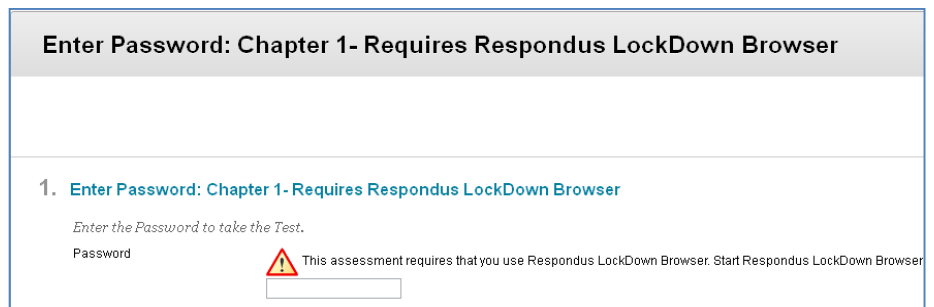


4. **The Student Completes the Test** - When taking the test, we recommend that students click a “Save Answer” button every 5 questions or so to save their progress in the event of a disruption to Internet Connectivity or server communications. Once the test is submitted, a confirmation screen and test results with the feedback you chose to display will appear to the student.

### WHAT IF A STANDARD BROWSER IS USED?

When Respondus is enabled on a test, the test cannot be accessed with Internet Explorer, Firefox, or Google Chrome.

You can confirm this by previewing the test in a regular browser. If set up correctly, you will see a warning that asks for Respondus’s special security password.



#### **NOTICE-**

*If students report that they are unable to access a test because they are being prompted for a password (or that an access password provided to them doesn’t work), it may indicate that they are trying to access the test with a standard Web browser or an outdated version of LockDown Browser that needs to be updated.*