

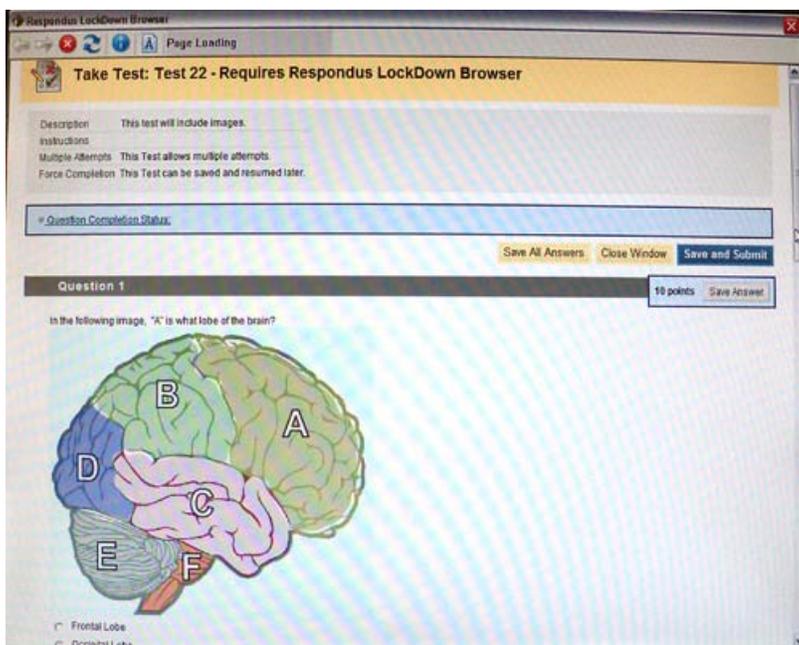
## Instructor Guide to Respondus Lockdown Browser

### The Respondus Building Block and Respondus Lockdown Browser

The “Respondus Lockdown Browser Building Block” is a third-party program in Blackboard that allows instructors to increase the security of online testing in their courses. Once the instructor establishes Respondus protections on an online test, students will only be able to take the test in Respondus Lockdown Browser.

Respondus Lockdown Browser is a special browser that prevents students from printing, copying, navigating to other websites, accessing other programs, or closing a test until the test is submitted for grading. Tests protected by Respondus **cannot be accessed with standard browsers** such as Internet Explorer, Firefox or Safari.

Respondus Lockdown Browser is meant just for taking Blackboard tests. It functions much like a standard browser, but some options have been removed or work differently. The list below highlights some of these differences.



1. **Modified Toolbar** - The condensed toolbar includes only forward, back, stop, refresh, and browser information buttons.
2. **Test Mode** - Tests are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
3. **Disabled Controls** - All printing, keystroke combinations, screen grab, function keys, and right-click 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 Start button (Windows), system tray, and menu bars have been removed.

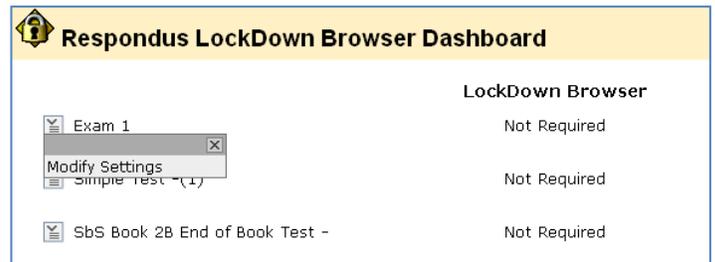
### Protecting a Test

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

1. In your course’s “**Control Panel**”, open the “**Course Tools**” menu and select “**Respondus Lockdown Browser**”.

- The “**Respondus Lockdown Browser Dashboard**” will appear and display a list of tests you have made available to students and whether or not they have been set to require Respondus Lockdown Browser.

To equip Respondus protections on a test, click the **gray arrow icon** next to the name of the test and select “**Modify Settings**” from the pop-up menu that appears.

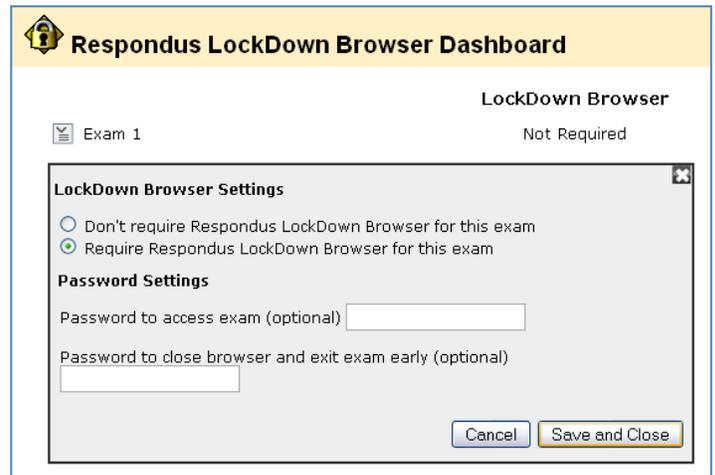


- In the form that appears, select the “**Require Respondus Lockdown Browser for this Exam**” option.

**Optional:** You may assign password protection to the test on this page.

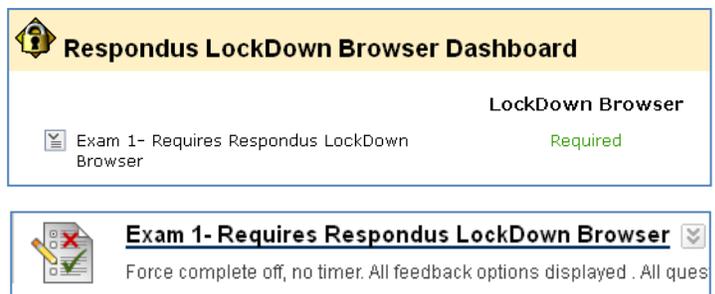
If you indicate a password here, students will be prompted to enter the instructor-supplied password when accessing the test.

When done, click “**Save and Close**” to exit the form.



- 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.



## ATTENTION

**After enabling Respondus protections on a test, DO NOT MODIFY these Test Options settings:**

- Test Name
- Open Test in New Window option
- Require a password checkbox and password field (Respondus uses these options to protect your test).

If these settings are modified, the test’s protections will break and an “Error” message will appear in your Respondus Lockdown Browser Dashboard. You will have to re-enable the test’s Respondus protections using the steps mentioned above.

## How the Integration Works

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.**

If the instructor wants students to enter a special password before a test is started in Blackboard, the instructor can add their own password requirements to the Respondus test through the Respondus Lockdown Browser Dashboard.

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.

Hours  Minutes

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

OFF  ON

Display After   
Enter dates as mm/dd/yyyy. Time may be entered.

Display Until   
Enter dates as mm/dd/yyyy. Time may be entered.

Password  
Require a password to access this Test.

Password

**Respondus's Password – Do not change!**

## Taking a Test Protected with Respondus Lockdown Browser

Tests that are protected by the Respondus Building Block can only be taken in Respondus Lockdown Browser.

- All Academic Support Center computer labs are equipped with Respondus Lockdown Browser.
- If a student would like to take Respondus protected tests off campus, they can [install the program](#) on a PC or Mac computer. To help with the installation process, we recommend viewing the [Quick Start Guide](#) (PDF - requires [Adobe Acrobat Reader](#)).

When installing Respondus on a personal computer, it is important that students are using the appropriate version of the Respondus Browser prior to beginning a test. The student is prompted to download the latest version of the Respondus Browser (if available) prior to the program completely opening.

We recommend students perform the following tasks to prepare for taking a test in Respondus Lockdown Browser.

- [Run a Browser Test](#) – Because Respondus Lockdown Browser refers to settings in the computer’s default Internet Explorer or Safari browser, it is important to verify that a) Cookies are enabled b) Javascript is enabled c) Java 6 or better is installed and enabled and d) Pop-ups from Blackboard are allowed. The test, and any adjustments to settings, should be made within Internet Explorer or Safari.
- [Check Version of Respondus Being Used](#) – Students are encouraged to check the version of Respondus they are using and whether the program needs updating. At this time, MATC’s Blackboard requires use of Respondus Lockdown Browser version 1.0.4.30 or higher.
- [Familiarize Self with Troubleshooting Support Page](#) - If the student has difficulties with installing or using this program, refer the student to the [Respondus Troubleshooting Tips at the Student Support website](#).

**TIP - Prior to the first test, have students complete a practice test that uses Respondus Lockdown Browser to make sure they have installed it correctly.**

## Student Test Taking Process

From a student's perspective, this is how Respondus Lockdown Browser is used to take a test.

1. **Student Opens Respondus Lockdown Browser** – Student clicks on the Respondus Lockdown Browser padlock icon that has been installed on your desktop to open the Respondus Browser.



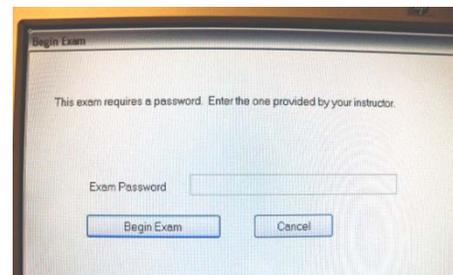
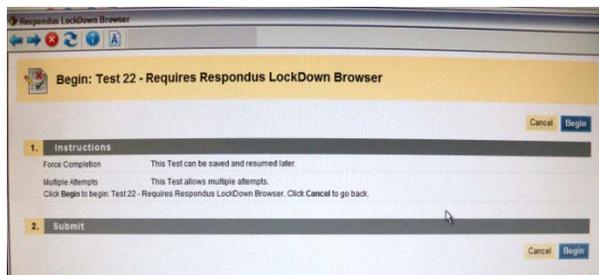
- If there are other open programs or processes running on the computer, the student will be prompted to close them down.
- If a pop-up window appears and asks for the user to update Respondus Lockdown Browser to its latest version, the student should follow the prompts on the screen to complete the update.

2. **Student Logs into Blackboard** –When Respondus Lockdown Browser opens, the student will immediately be taken to the Blackboard login page. The student will log into Blackboard he or she would normally do.

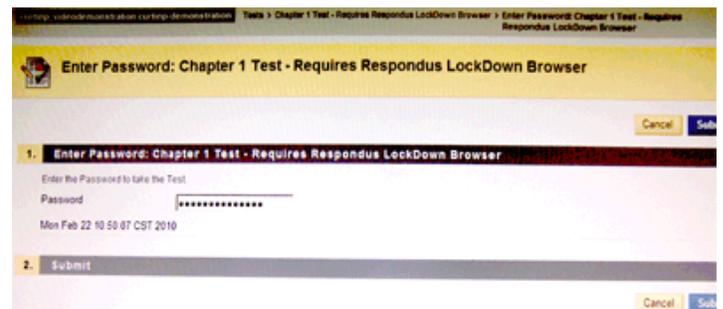
3. **Student Accesses Your Test** - Student navigates to your course and clicks on your test's link to initiate the test.

- Students using the Respondus Lockdown Browser version 1.0.5.00 (latest update)** – When student clicks the test's "Begin" button, the test will immediately open *if no access password is required*.

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.



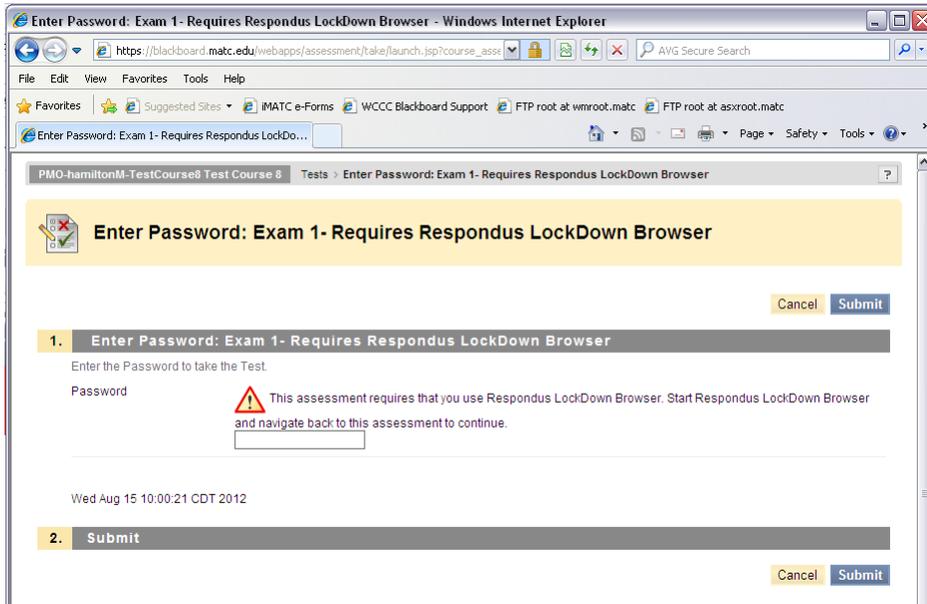
- Students using Respondus Lockdown Browser version 1.0.4.30** will be prompted to indicate if the instructor assigned a special access password to the test. If so, the student selects the "Yes" option, enters the access password, and clicks the "Continue" button. If there is no special access password, the student clicks "No" and "Continue". The student will then see a Blackboard page that confirms this is a Respondus-protected test; the student should just click "Submit" to proceed to the test.



## What if a Standard Browser is Used?

If the settings for a test require that Respondus Lockdown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a test has been properly set for Respondus Lockdown Browser by following these steps using a regular browser.

1. Open a regular web browser such as Internet Explorer or Safari.
2. Login to the Blackboard course as a student.
3. Navigate to the test and open it.
4. You will be asked to enter a password for the test, as shown below:



Because Respondus Lockdown Browser uses a special password that will be unknown to students, they will be unable to access the test with a standard browser. (Even if the instructor elects to use an instructor password like “apple” that must entered at the start of the test, that password won’t work on this page. The instructor password will only work if Lockdown Browser is being used.)

**TIP** - If students indicate that they are unable to access a test because they are being prompted for a password (or that the password provided to them doesn’t work), it usually indicates that they are trying to access the test with a standard browser instead of Respondus Lockdown Browser.

**You, the instructor, will also not be able to “take” the test except in Respondus Lockdown Browser.**