

### Blackboard Learn

Respondus is a course tool in Blackboard that allows instructors to increase the security of proctored computer-based testing. A test protected by Respondus can only be opened in LockDown Browser, a software program that prevents students from printing, copying, visiting websites, and accessing other programs when taking a test in Blackboard.

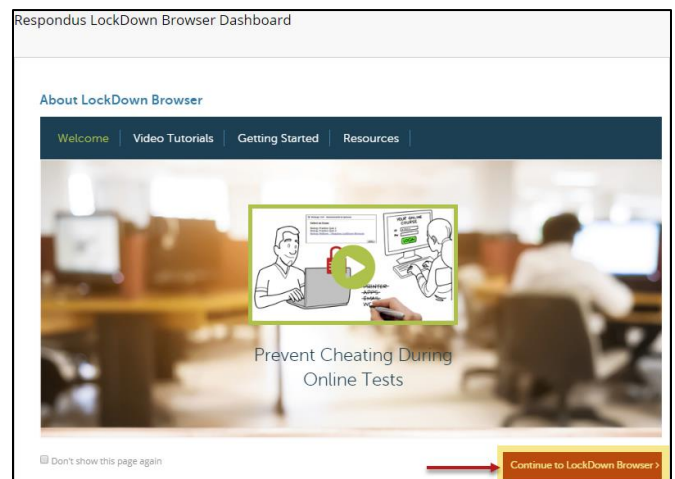


**LockDown Browser is meant for proctored classroom testing environments only!** It is *not* effective in online courses when students take tests unsupervised. [See this guide](#) to review effective test design practices that deter cheating.

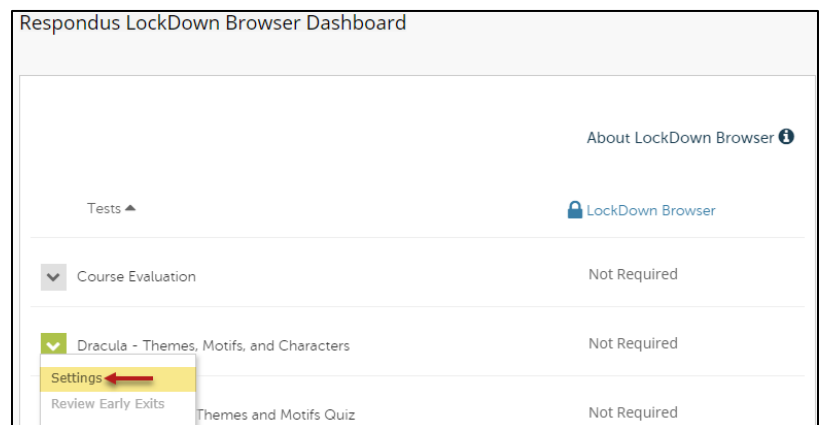
## First-Time Guide to Enabling Respondus Protections on a Test

Once you have built and deployed a Blackboard test in a course, Respondus protections can be equipped on the test.

1. In the course's **CONTROL PANEL**, click **COURSE TOOLS**. In the list of tools, click **RESPONDUS LOCKDOWN BROWSER**.
2. The **RESPONDUS LOCKDOWN BROWSER DASHBOARD** will appear. If desired, review the resources on this page. Then, click **CONTINUE TO LOCKDOWN BROWSER**.



3. The dashboard will list the tests you have deployed to students and whether each test requires LockDown Browser. To enable protections, click the down arrow next to the test's title and select **SETTINGS**.



4. In the drop-down settings form that appears, select **REQUIRE RESPONDUS LOCKDOWN BROWSER FOR THIS EXAM.**

- a. If desired, on this screen you may add a password that students must enter to access the exam.
- b. If desired, you may click Advanced Settings to allow students to take the test using the LockDown browser app for iPad.

5. When you are done, click the **SAVE + CLOSE** button.

6. 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 the name of the test.

| Respondus LockDown Browser Dashboard   |                  |
|--|------------------|
| <a href="#">About LockDown Browser</a> ⓘ   |                  |
| Tests ▲  | LockDown Browser |
| ▼ Course Evaluation  | Not Required     |
| ▼ Dracula - Themes, Motifs, and Characters - Requires Respondus LockDown Browser | <b>Required</b>  |

**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 the protection:



- \* The Test’s Name;
- \* The “Open in New Window” setting
- \* The “Require Password” setting - this is used by Respondus to secure the 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 test.

## How Does the Protection Work?

The Respondus tool publishes a special password to the “password” field on your test’s “Test Options” page.

This is a unique security key that LockDown Browser uses to protect your test.

**Students *do not* need to know this password** – it is only used by LockDown Browser to prevent the test from being accessed through other browsers.

TEST AVAILABILITY

Make available to students  Yes  No

Add a new announcement for this test  Yes  No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Score attempts using

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. Students will see the timer option before they begin the test.

Minutes

Auto-Submit  OFF  ON

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

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.

**Do not edit, remove, or share this password!**

## How Students Access Respondus LockDown Browser

MATC Desktop Services has equipped all Academic Support Center PCs with the latest version of the “Lab Edition” of LockDown Browser. However, students may install the program on their personal technology using these links.

- [Respondus LockDown Browser for Windows or Mac](#)
- [Respondus LockDown Browser for iPad](#)

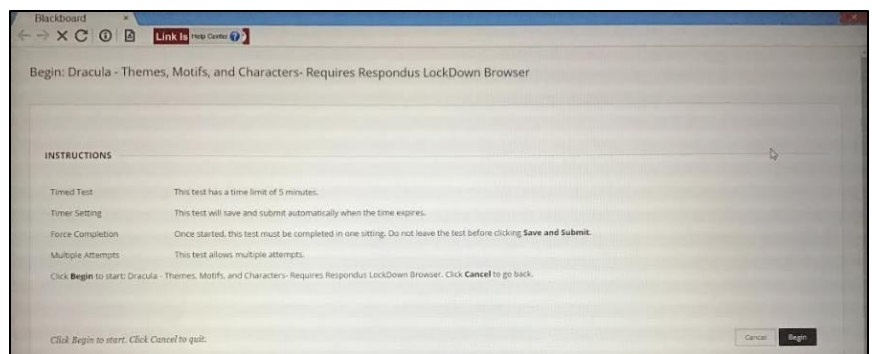
The student follows this process to access a test that requires LockDown Browser on a Windows or Mac PC.

1. **The Student Opens LockDown Browser** – Student clicks on the LockDown Browser icon 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.
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.

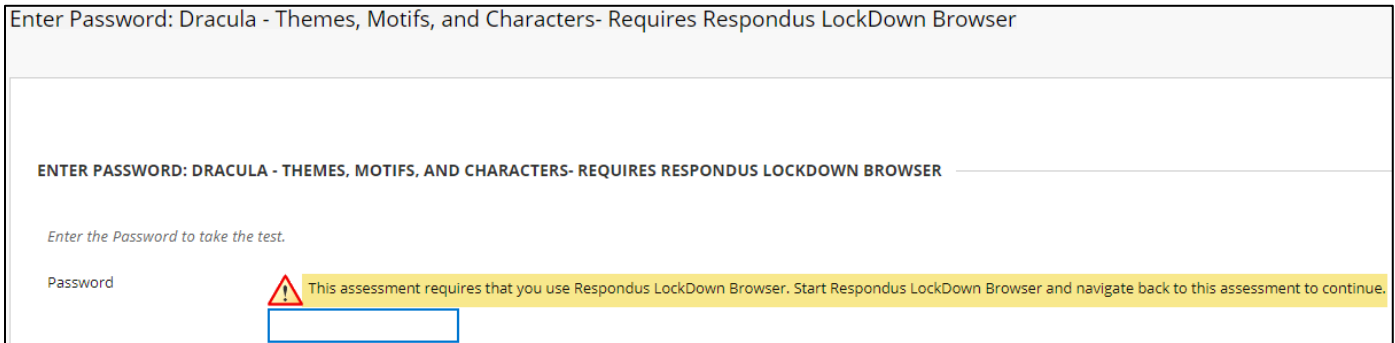
- a. If a password is required, the student will be prompted to enter it.



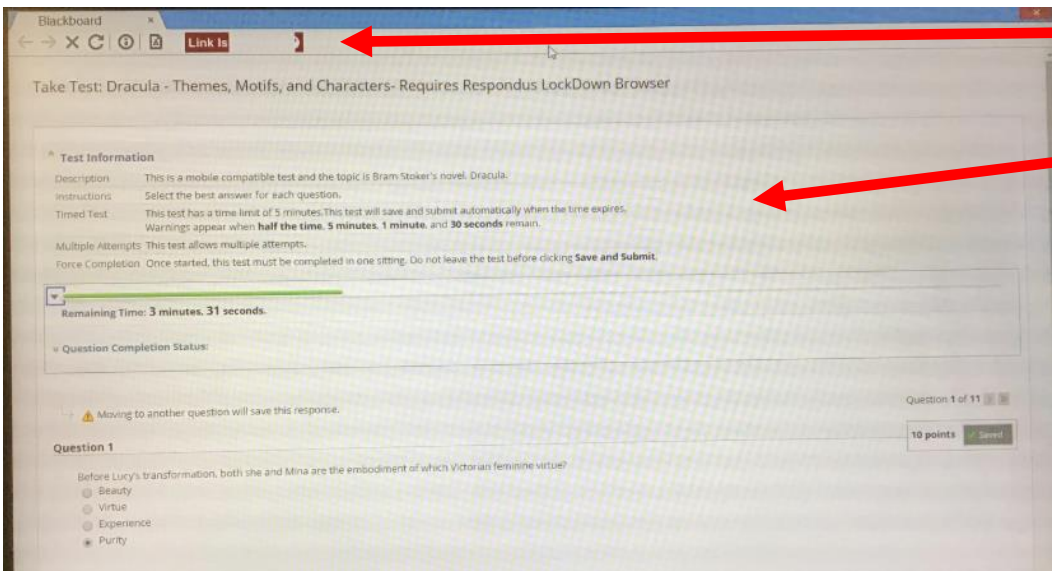
4. **The Student Completes the Test** - When taking the test, we recommend that students click a “Save Answer” button every 5 questions or so to save their progress in the event of a disruption to Internet Connectivity or server communications. Once the test is submitted, a confirmation screen and test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

## What if Students Try to Access the Test with a Standard Browser?

If a student tries to access a test protected by Respondus with Internet Explorer, Firefox, or Chrome, they will see a warning message that advises them to close the browser and access the test through LockDown Browser.



## Features of Lockdown Browser



**Modified Toolbar** - Includes only forward, back, stop, refresh, and browser information buttons.

**Test Mode** - Tests are shown full-screen. There is no option to resize or minimize the test window.

**Disabled Controls** - All printing options, keyboard shortcuts, function keys, and mouse-click driven context menus have been disabled.

**Links** - Links to other web servers will open in a new, secure window and block browsing other pages.

**Blocked Features/Applications**- The computer's start-up menu, system tray, and menu bars are hidden from view while the program is open.