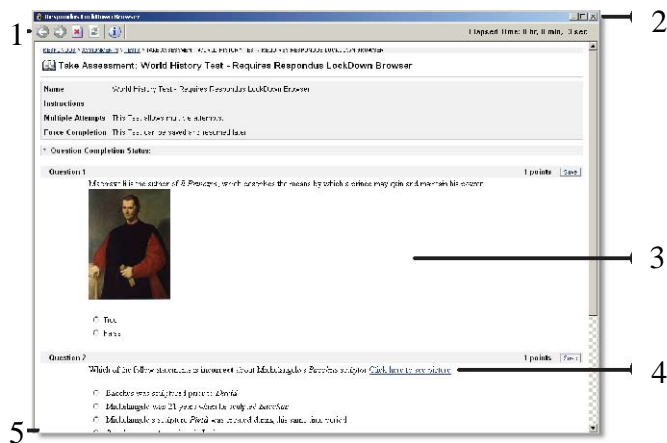




Instructor Quick Start Guide

WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a customized browser that increases the security of online testing in Blackboard. When students use Respondus LockDown Browser to take a Blackboard test, they are unable to print, copy, go to another URL, access other applications, or close a test until it is submitted for grading. Tests created for use with Respondus LockDown Browser cannot be accessed with standard browsers such as Internet Explorer, Firefox or Safari. Respondus LockDown Browser 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, Refresh and Stop functions.
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.

BUILDING BLOCK INSTALLATION

The "Respondus LockDown Browser Building Block" has been installed on MATC's Blackboard system. (A building block is an add-on third party program that is loaded into Blackboard.) It can be used by all instructors and classes. The Respondus LockDown Browser tool should appear under the available tools for your course. It will also appear under the Course Tools section of the Control Panel.

If it doesn't appear in your course, follow these steps make it available.

INSTALLING RESPONDUS LOCKDOWN BROWSER

PREPARING A TEST

To set up a test in Blackboard that requires students to use Respondus LockDown Browser, follow these steps:

1. Make sure the test has been deployed in the Blackboard course.
2. From the *Control Panel* in Blackboard, select the *Course Tools* section and select the link Respondus LockDown Browser.
3. A list of deployed tests will be displayed.
 - Tests labeled with "Enabled" require students to use LockDown Browser
 - Tests labeled with "Not Enabled" don't require LockDown Browser.
4. To change the setting for a test, click the Modify Settings button and select the desired option:
 - Require Respondus LockDown Browser for this test
 - Don't require Respondus LockDown Browser for this test

Optionally you may enter a test password that students must enter to start the test. The Respondus LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the test. **If you want a password for your test you MUST enter it here and not in the Blackboard test options.**

5. Click Submit to confirm the new test options.

HOW THE INTEGRATION WORKS

The Respondus LockDown Browser integration relies on the "password" feature for Blackboard tests. For instructors this means:

- The Respondus LockDown Browser Building Block publishes a special password to the "password" field for the Blackboard test. **This special password, which is used by Respondus LockDown Browser, shouldn't be edited by the instructor within Blackboard (doing so will prevent Respondus LockDown Browser from working with the test).**
- If the instructor wants students to enter a password before a test is started in Blackboard, the password must be entered during the "Preparing A Test" step #4 described above.
- **Do not change the name of the test within Blackboard** once it has been set up for use with LockDown Browser.

Respondus LockDown Browser must be installed to each computer being used to take a test. Follow the instructions below to install the Windows or Macintosh version of Respondus LockDown Browser.

- ✓ Use the MATC link for downloading and installing Respondus LockDown Browser.

MATC Link: (also found on student support tab)

<http://www.respondus.com/lockdown/information.pl?ID=992336552>

Windows computers:

- Follow the download page instructions to obtain the correct installation program.
- Start the LockDown Browser installation program and follow the onscreen instructions to complete the install.

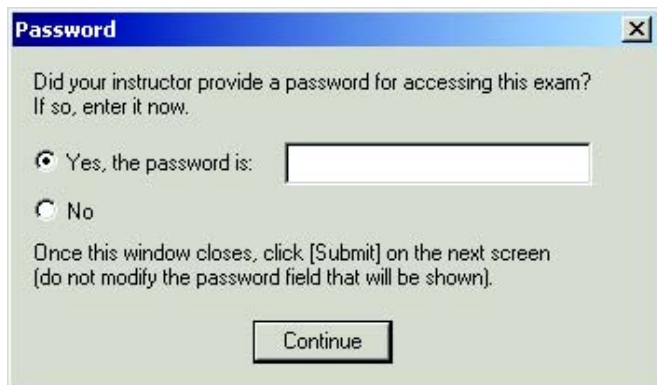
Macintosh computers:

- Be sure that OSX 10.3.9 or higher is being used (512K RAM minimum).
- During the installation, select Yes when prompted to run the Java application.
- Follow the onscreen instructions to complete the install.

TAKING A TEST

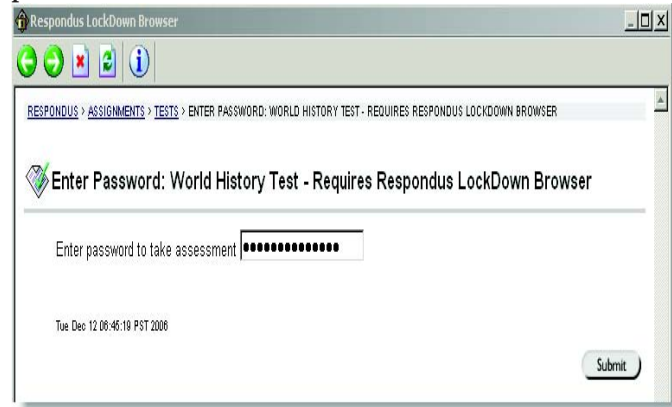
From a student’s perspective, this is how Respondus LockDown Browser is used to take a test.

1. Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Macintosh users, launch “LockDown Browser” from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose Yes when prompted.
3. Login to the Blackboard course.
4. Navigate to the test and select it.
5. A pop-up window will ask whether the instructor has required a password for the test.



- If a test password (such as the word “apple”) is required by the instructor to start the test, select the Yes option, enter the password, and click the Continue button.
- If the instructor did not set up the test with a password, the No option should be selected. Click the Continue button.
- 6. Regardless of the selection made in the previous step, Respondus LockDown Browser will automatically fill in a

special password on the next screen. **It’s important that this password field isn’t modified.** Click the Submit button.



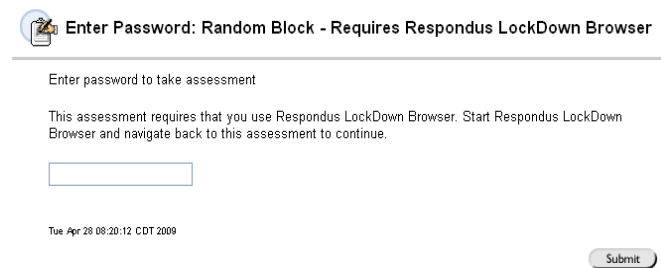
7. The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit button is clicked.)

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.

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.***