Respondus LockDown Browser Tips for Instructors

When using Respondus LockDown browser to protect online tests, please make sure you follow these guidelines. This will help you maintain your test’s accessibility and protection. It will also help you avoid and troubleshoot common problems.

- **DO NOT use the ‘No-Copy/No-Print’ JavaScript and CSS code in your test.**

  The inclusion of this code in a Respondus protected test conflicts with Respondus and prevents the test from loading (i.e. ‘White Screen’). Respondus provides the same level of protections as this code.

- **DO NOT copy and paste your test content directly from Word into the Blackboard text-editor.**

  You will unknowingly insert Word-specific HTML and conditional scripting statements into your test instructions, questions, and answers. The browser will attempt to execute this code with unpredictable results.

  Either enter your test content directly into the text-editor fields by typing or copy and paste your content from your Word document to Notepad, and then copy from Notepad to Blackboard. This ensures that your test content is plain text and free of HTML code.

- **Once Respondus is enabled for your test, DO NOT modify these settings in your test’s Test Options: Name, Open Test in New Window, Require Password, Password.**

  If these settings have been modified, an error in the test’s Respondus settings will occur, breaking your protection. You will have to re-enable Respondus for the test to correct the settings (Course Tools → Respondus LockDown Browser → Settings).

- **If you want to password protect your Respondus protected test, add your password on the same page where you enable Respondus for the test (Course Tools → Respondus LockDown Browser → Settings).**

  Do not add your password in your test’s Test Options page. When you enable Respondus, it enters its own behind-the-scenes password on that page. Do not modify it. You do not have to tell students about it.

- **Understand and check the Test Feedback options you have enabled for your test.**

  Once a student submits their attempt of an exam, they can view their results through the My Grades tool link or the link on the Academic Support tab in Blackboard. What they see there will be determined by what you enable in your Test Feedback settings on your test’s Test Options page (i.e. score, student’s submitted answer, the correct answer, instructor feedback).

  In a Respondus protected exam, a student can only view this information when using Respondus. However, if you do not want students to see the test questions, their submitted answers, or the correct answer to the test at all once the test is completed, check your test’s Test Feedback settings to make sure that only score is set to display.