

ADDITIONAL INFORMATION FOR INSTRUCTORS

Instructor and student quick start guides for Respondus LockDown Browser and Respondus Monitor are available from <https://www.respondus.com/products/lockdown-browser/guides.shtml>. These guides are the easiest way to get instructors ready to use LockDown Browser. You may also want to distribute the supplemental information below, depending on the needs of instructors and how LockDown Browser is being used at your institution.

Background Information

Respondus LockDown Browser is a client application available for Windows, Mac or iPads. Both the Windows edition and Mac edition of the browser are based on Google's "Chromium" engine. Students do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that's already installed.

LockDown Browser is also available for the iPad. See the section below "iPad Edition of LockDown Browser" for further details.

LockDown Browser is not intended to replace the browser used by faculty or students within Blackboard. LockDown Browser is only intended for use by students taking assessments that have been set up to use LockDown Browser.

Determining if the LockDown Browser Settings Are Set Correctly

To confirm that an assessment is properly set to require students to use LockDown Browser, open a standard web browser, log into Blackboard using a valid student account enrolled in the course, and attempt to start the assessment. You should be unable to start the assessment if everything is set correctly.

Next, start LockDown Browser, log into Blackboard using a valid student account enrolled in the course, and then start the assessment that requires LockDown Browser. If everything is set correctly, you should be able to start the assessment with LockDown Browser.

Note: If you log into Blackboard as a student and access an assessment with LockDown Browser, you must "Finish" the assessment before the browser will let you exit.

Additional Tips and Suggestions

Make sure students know, well in advance, that they must use Respondus LockDown Browser to take an online exam. This is particularly important if students are required to install LockDown Browser to their own computer. It's recommended that you create a "practice exam" that requires the use of LockDown Browser.

It's a good practice for instructors to preview the exam using LockDown Browser. The best approach is a direct log in with a valid student account in the course since instructor logins have different access rights. Previewing an exam with a valid student account is an especially good idea if a test password is being used.



Once a Blackboard assessment is started with LockDown Browser, the exam will appear in a full-screen window and all other applications and links are locked down.

LockDown Browser will maintain the “locked” testing environment even if a question contains a link to another web page (which opens another, locked browser window). However, all links that may appear on the new web page will be blocked, so be sure the content that students must see is available from the initial, linked page.

INSTRUCTOR ADVANCED SETTINGS

Instructors manage the settings for LockDown Browser from the “LockDown Browser Dashboard” located within the Tools area of Blackboard Learn. The LockDown Browser Dashboard has several advanced settings for the instructor.



Lock Students into Browser

The first option can be selected to prevent students from exiting LockDown Browser before an exam is submitted for grading. If this setting is NOT selected, students can exit the browser during an exam, but will be prompted to enter a reason for exiting the exam early. The student's response is available to the instructor from the LockDown Browser Dashboard.

If the setting “Lock students into the browser...” is selected, an optional password can be entered to enable a proctor to close the browser during an exam.

We don't recommend selecting this setting outside of a proctored environment. If selected, a student will be unable to exit the browser if their Internet connection fails or there is an emergency.

iPad Edition of LockDown Browser

The setting to allow students to use the iPad Edition of LockDown Browser is explained in this Knowledge Base article.

Can an iPad be used with LockDown Browser?

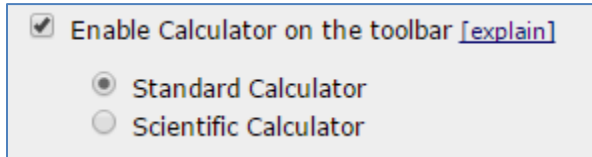
<https://support.respondus.com/support/index.php?/Knowledgebase/Article/View/186/0/>



Calculator, Printing and Spreadsheet support

Enable Calculator on the toolbar

Select the “Enable Calculator...” setting to make a standard or scientific calculator available to students from the toolbar in LockDown Browser.



Enable Printing on the toolbar

Select the “Enable Printing...” setting to make a print button available to students from the toolbar in LockDown Browser.

Spreadsheet support in LockDown Browser

This Knowledge Base article explains how spreadsheets can be used in LockDown Browser.

Can spreadsheets be used with LockDown Browser?

<https://support.respondus.com/support/index.php?/Knowledgebase/Article/View/233/19/>

