

LockDown Browser® & Respondus Monitor® Instructions for Bay College

WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a locked browser for taking tests in Blackboard Learn. It prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that Respondus LockDown Browser be used, you will not be able to take the test with a standard web browser.

LockDown Browser should only be used for taking Blackboard tests. It should not be used in other areas of Blackboard.

INSTALLING LOCKDOWN BROWSER

If LockDown Browser has already been installed, skip to the next section. If not, LockDown Browser must be installed to each computer Windows, Mac being used to take a test.

- Go to this link to download the Lockdown Browser at Bay College:
<https://download.respondus.com/lockdown/download.php?id=284241708>
- Follow the onscreen instructions to complete the install.

INSTALLING LOCKDOWN BROWSER ON A CHROMEBOOK

- Log into the Chromebook and start the Chrome browser
- Log into the LMS using a student account, and navigate to the exam that requires LockDown Browser
- Select the link for downloading and installing LockDown Browser
- From the Chrome web store, select “Add to Chrome” to install the LockDown Browser Extension

TAKING A TEST

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Mac users, launch “LockDown Browser” from the Applications folder.)
3. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting.
4. Login to your Blackboard course.
5. Navigate to the test and select it.

6. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click Begin Exam .
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.)

USING WITH A WEBCAM (RESPONDUS MONITOR)

You may be required to use LockDown Browser with a webcam, which will record you during an online, non- proctored exam. (The webcam feature is sometimes referred to as “Respondus Monitor.”)

Your computer must have a functioning webcam and microphone. A broadband connection is also required. If an exam requires LockDown Browser and a webcam, follow steps 1-5 in the previous “Taking A Test” section. At this point the Startup Sequence for the webcam begins.

- You will first need to review and agree to the Terms of Use.
- The Webcam Check will confirm that your webcam and microphone are working properly. The first time the Webcam Check is performed on a computer, Adobe Flash Player will require you to select Allow and Remember.
- The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the top of the screen.
- If you encounter a problem, select the It’s not working link for troubleshooting tips. The test will begin after the Startup Sequence is complete. You cannot exit LockDown Browser until the test is submitted for grading.

PROBLEMS?

If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, contact your instructor first, then contact:

For Support Contact: The Online Learning and Instructional Design Department

Mon-Fri: 8:30am - 5pm EST

Summer Hours M-R 7:30-5:30 EST

Phone: 1.906.217.4276

Email: onlinehelp@baycollege.edu

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