

# LockDown Browser® & Respondus Monitor®

## Student Quick Start Guide Brightspace by D2L Edition

### WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a locked browser for taking quizzes in Brightspace. 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 Brightspace quizzes. It should not be used in other areas of Brightspace.

### 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 or Mac) being used to take a test.

- Your institution or instructor will provide the link for downloading and installing LockDown Browser.
- Follow the onscreen instructions to complete the install.

### TAKING A QUIZ

1. Close all programs, unless one is used to connect you to the Internet.
2. Log into Brightspace, select your course and navigate to the quiz.
3. Click the "Launch LockDown Browser" button to open LockDown Browser and start the quiz.

If you do not see the Start Quiz button, your institution may not have enabled the feature to automatically launch LockDown Browser. Simply close the regular browser and locate the "LockDown Browser" shortcut (on the Windows desktop or in the Mac application folder). Double-click it to launch LockDown Browser. You will then log into Brightspace, select your course and open the quiz.

4. 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.
5. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click **Begin Exam**.
6. 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. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used. 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 or your institution's help desk.

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