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## Respondus LockDown Browser: Set Up in Blackboard Learn Ultra

LockDown Browser is a custom browser that locks down the testing environment within a learning management system.











We strongly recommend setting up a practice test using Respondus before requiring students to use the LockDown Browser for points. A small syllabus quiz would work great!

NOTE: If you have copied your Respondus Exam from a previous course, you will need to click on the Respondus Dashboard in your test options before the first test for the Respondus settings to be applied.

1. To set up a test so that students must use the LockDown Browser you will *click* **View course & institution tools**.


### Details & Actions


---


-  Roster  
[View everyone in your course](#)
-  Course Groups  
[View sets & groups](#)
-  Progress Tracking ⓘ  
Turned on
-  Course Image  
[Edit display settings](#)
-  Course is private  
[Students can't access this course](#)
-  Class Collaborate  
[Join session](#) ▼
-  Attendance  
[Mark attendance](#)
-  Books & Tools  
[View course & institution tools](#)
-  Question Banks  
[Manage banks](#)
-  Conversion Exceptions  
[Review all course exceptions](#)

2. Click **Respondus**.


---


 **OneNote Class Notebook**

 **Respondus**  
LockDown Browser Dashboard


 **Top Hat Course Launch**

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 **TutorMe (Global Campus)**

 **TutorMe (Upward Bound)**

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 **Zoom Meeting**

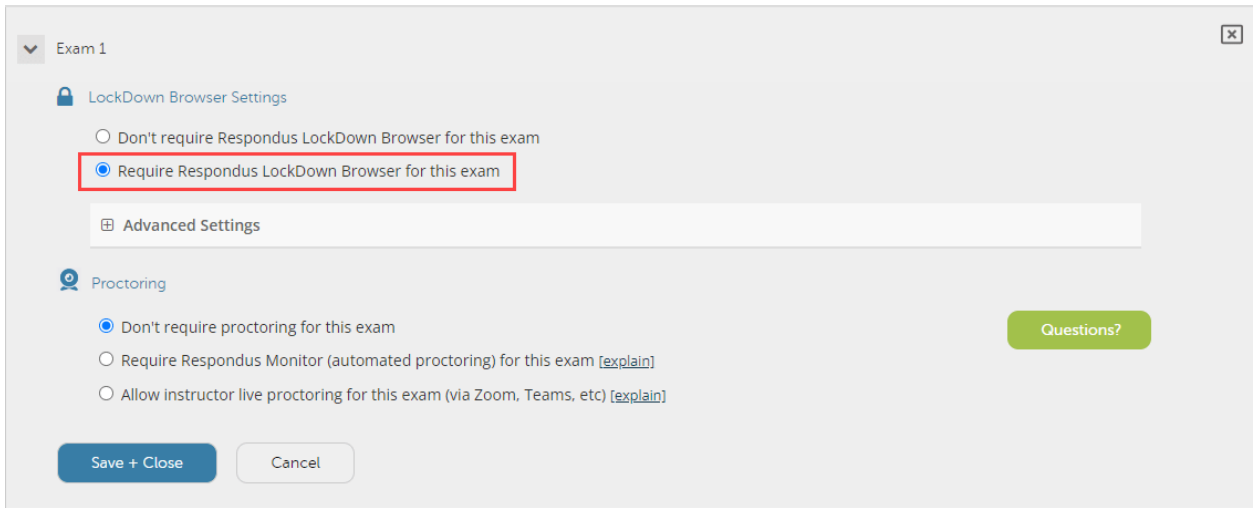
3. *Click* the drop-down beside the exam name and select **Settings**.

LockDown Browser | Dashboard | Getting Started | Video Tutorials | Guides & Support | Other Systems

Tests ▲

	LockDown Browser	Proctoring
Exam 1	Not Required	Not Required
Settings		
Review Early Exits	Not Required	Not Required

4. Click the option **Require Respondus Lockdown Browser for this exam**.



Exam 1

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

**Require Respondus LockDown Browser for this exam**

Advanced Settings

Proctoring

Don't require proctoring for this exam

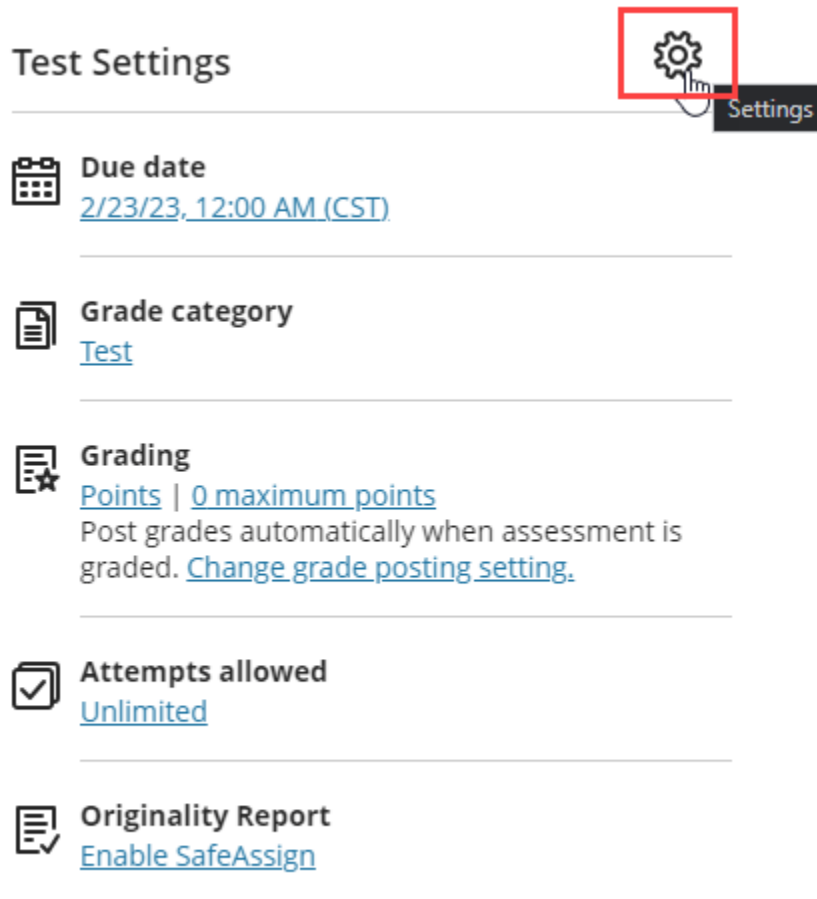
Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)


Questions?


Save + Close Cancel


5. You can also access the Respondus settings from within the exam settings. Click the **gear (Settings) icon** in the upper right-hand corner of the exam page.





## Test Settings


 Settings

 **Due date**  
[2/23/23, 12:00 AM \(CST\)](#)

 **Grade category**  
[Test](#)

 **Grading**  
[Points](#) | [0 maximum points](#)  
Post grades automatically when assessment is graded. [Change grade posting setting.](#)

 **Attempts allowed**  
[Unlimited](#)

 **Originality Report**  
[Enable SafeAssign](#)


6. Click **LockDown Browser Dashboard** in the “Assessment security” section.

---

## Assessment security


### Access code  
[Add access code](#)

---


 **Respondus**  
[LockDown Browser Dashboard](#)

---

## Additional Tools

 **Time limit**  
[Add time limit](#)

---

 **Use grading rubric**  
*You can't add a rubric to an assessment with questions*

## **In-Class Exams in Blackboard Ultra Using Respondus LockDown Browser**

Giving Scantron exams in classes can be time-consuming when you consider the time it takes to grade and print exams. We now have the ability to offer secure electronic exams in the classroom using student laptops and Respondus LockDown Browser.

### **In-Class Online Exams**

What is Respondus LockDown Browser?

[Respondus LockDown Browser](#) is a secure browser that prevents students from accessing files, the internet, and other applications on their devices. Essentially, this browser only allows them access to the exam they are taking. This is a tool that integrates seamlessly with Blackboard to enable exams to be created, taken, and graded without having to use several different applications.

How Does Respondus LockDown Browser Work?

Instructor Set-up:

The instructor will [create an exam](#) in Blackboard. Once the exam is created, in Blackboard, they [link Respondus LockDown Browser](#) to the exam. Once the instructor does this, the tool only allows students to access the exam through the secure browser. The instructor can also set up a password for the exam so that students can *only* access the exam if they have the password as well. We highly recommend this for in-class Blackboard exams.

Taking the Exam as a Student:

Respondus LockDown Browser is an internet browser like Chrome, Firefox, or Safari that the student will need to [download to their device](#). LockDown Browser works with MACs, Windows devices, and iPads. Unfortunately, it does not work with Chromebooks at this time.

The student opens Respondus LockDown Browser, goes to Blackboard, and opens the exam. Respondus LockDown Browser forces the students to close any other browsers or applications that are open on their computers before they can access the exam. This includes applications like Siri, Microsoft Word, music applications, and more. They are also unable to open any applications or browsers on their computer once they launch Respondus LockDown Browser.

The student takes the exam and because most exams are auto-graded the student gets their score right after submitting it!

The instructor also has the ability to include feedback for correct and incorrect answers. The instructor can then set a date and time when students can view this feedback to see what they got wrong and why!

Are You Considering Using Respondus LockDown Browser for an In-Class Exam?

That is fantastic!

- Check out our [quick guide to Respondus LockDown Browser](#).
- If you are interested, we recommend setting up an appointment to visit our support specialists who can walk you through the exam and all of the options available.
  - Email [tips@uark.edu](mailto:tips@uark.edu) to set up an appointment.
- If students have issues they can call our Help Desk at 479-575-HELP. Our Help Desk staff are trained in using Respondus LockDown Browser and can walk students through any tech troubleshooting issues they have. You do not need to be the tech support for your students! We can help!
- Keep in mind that students come with a variety of devices and operating systems, and there will likely be some tech troubleshooting required. With that in mind, we recommend having students install Respondus LockDown Browser and do a practice test or quiz at home one week prior to the exam.

Getting Started

1. We recommend that you come see us to discuss the exam logistics, [how to set up the exam in Blackboard](#), [recommended in-class exam settings](#), and [how to enable Respondus LockDown Browser](#). However, you can also do it yourself by following the how-to instructions on the TIPS site.
2. We recommend putting information about Respondus LockDown Browser and the in-class Blackboard exams in the syllabus.
3. We have [instructions for Students](#) that explain how Respondus LockDown Browser works that [you can add to your Blackboard course](#).
4. Once you have the student instructions in Blackboard, we recommend that you [create a practice exam](#) and [set up Respondus LockDown Browser](#) for students to test *at home* before trying it out in class.
  - If they have issues, direct them to the Help Desk, 479-575-HELP, who are trained to support this. You do not need to be tech support for your students.

5. Set up an *in-class practice quiz* to make sure students are testing their devices in the room on the campus WiFi network to discover any potential issues.
  - One common issue is that they are on the wrong wifi network. Here are [instructions for Windows users](#) and [instructions for MAC users](#) on getting on the correct network.
  - Another common issue is that they need to restart their computer. This fixes a surprising amount of issues.
  - If students are having computer issues or do not have a computer, they can [check out a laptop with Respondus LockDown Browser already installed from the Student Technology Center \(STC\)](#) for the exam. Make sure they request a DELL and NOT a MAC. MACs do not have Respondus LockDown Browser installed.
6. Add the actual exam to Blackboard. Be sure to [check your exam settings!](#)
7. Be sure that [Respondus LockDown Browser is enabled](#) on the exam.
  - **NOTE:** In the Blackboard exam settings there is a password that Respondus LockDown Browser provides — do not change this password.
  - If you want to add an additional password, you do this in Respondus LockDown Browser.
  - Did you accidentally change this password? No problem! [There is a quick way to fix it!](#)
  - **NOTE:** When creating a password for the practice quizzes and the tests we recommend setting a password that is easy for students to type.
8. If you need students to access a calculator or any other website, you can request that these be “whitelisted” by our Administrator. Email [tips@uark.edu](mailto:tips@uark.edu) to request this.
9. We recommend that you send a reminder to students in the days leading up to the exam to bring their laptop or [check one out from the Student Technology Center](#) (make sure they check out a DELL and not a MAC) and make sure the laptop is charged before coming to class.
  - This is also the time to remind them of any unique testing conditions, such as the need to bring headphones or to put their phones on airplane mode during exams, etc.

**NOTE:** Putting phones in airplane mode helps to improve WiFi performance. We recommend this.

10. Do you have CEA accommodations? We recommend that you set up a separate exam for these requests. We have an easy way to save you time on setting these up! [Ask us how!](#) Be sure to discuss accommodations with the [CEA office](#).
11. Are you giving an exam in a large lecture section? [Contact us](#) for some general information and recommendations on things to consider.

### Preparing Your Students For the Exam

- [Add student instructions](#) to your class using instructions that we keep up-to-date so you don't have to. Just look for In-Class Online Exams.
- Have students [download Respondus LockDown Browser](#) about one week prior to the exam to ensure it works on their device.
- Have students take a practice test *at home* using Respondus LockDown Browser. If they have issues, they can contact the Help Desk at 479-575-HELP.
- Have students take a practice test *in class* using Respondus LockDown Browser. This ensures that they do not have technical problems.
- Before the exam, send students a reminder to charge their laptops before the exam and to update and restart their computers. Most tech issues are solved by updating and/or restarting their computers.
- If they do not have a laptop, they can [check one out from the Student Technology Center \(STC\)](#). Make sure that they check out a DELL and NOT a MAC. MACs do not have Respondus LockDown Browser installed.

### On Exam Day

- We recommend displaying instructions on the screen for students. Here is an example of things to include:
  - Have students double-check that they are connected to UARK WIFI and NOT Guest WiFi. If they are connected to guest WiFi, have them forget the network and log on to UARK WiFi. Here are [instructions for Windows users](#) and [instructions for MAC users](#) on getting on the correct network.
  - Have students put their phones on airplane mode to improve WiFi performance.

- Have students pack all of their belongings and put them at the front of the classroom.
- If they are having persistent issues with their device, have them restart their computer.
- We recommend having a backup plan in case a student device is not working. You can either check out an extra laptop or two depending on class size (contact the Student Technology Center) or bring a few printed exams to class.
- In the unlikely event that WiFi goes down, we recommend having a backup plan for class that day (for example, have an in-class activity or the next regularly scheduled lecture for the day).

### Common Issues and Resolutions

A student on a MAC is getting an incorrect password error.

- On a MAC, there is a pop-up window where the students must type the password. In some cases, the students do not wait for the window and type the password in the wrong place. Advise them to exit the exam, open it again, and wait a minute for the pop-up to appear.

A student is having issues connecting or staying connected.

- Have students double-check that they are connected to UARK WIFI and NOT Guest WiFi. If they are connected to guest WiFi, have them forget the network and log on to UARK WiFi. Here are [instructions for Windows users](#) and [instructions for MAC users](#) on getting on the correct network.

The wifi seems slow and students are not able to connect quickly.

- There may be a few reasons for this. First, have students put mobile devices on airplane mode. This improves the wireless signal.
- Next, have the students put their computers on airplane mode and then back to the network. Sometimes their computer is having issues.

Students are having issues with the password.

- One problem may be that the password is difficult to type and the students are mistyping it. We recommend that you make it simple and do not have repeating letters, etc.

- Another may be that you changed the Respondus password. To fix this you can go to Respondus LockDown Browser, click on the exam, and click the “Fix it” button next to the exam.

### How To Help Prevent Academic Integrity Violations

Here are some recommendations for preventing Academic Integrity Violations:

- Randomize questions
- Randomize answers
- Have students put their phones on airplane mode
- Check University IDs
  - In large lecture sections, you can check out an ID scanner from the Card Office. Contact us for more details.
- Consider using a question pool for the exam that pulls say 50 questions from a pool of 200. This creates a very unique exam for each student.
- Have students wear hats backward or remove them
- Have students remove all belonging from their desks
- Have students remove smartwatches
- Recruit additional proctors to assist during the exam (this is useful in large lecture sections)

## **Blackboard Ultra Respondus LockDown Browser: Quick Start Guide for Instructors**

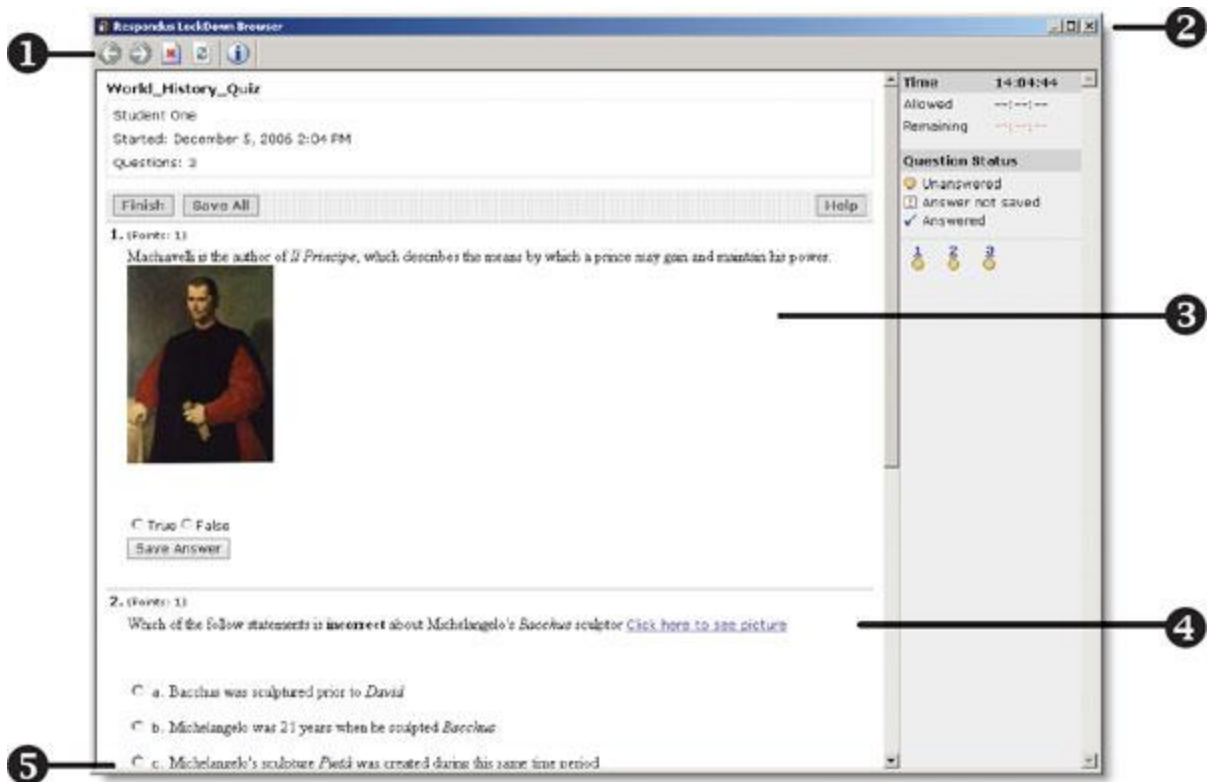
Respondus LockDown Browser is a customized web browser that increases the security of online testing in Blackboard. When students use Respondus LockDown Browser to access a test, they are unable to print, copy, go to another URL, access other applications, or close a test or quiz until it is submitted for grading. Respondus LockDown Browser works much like a standard browser, but many options have been removed or work differently.

NOTE: If you have copied your Respondus Exam from a previous course, you will need to click on the Respondus Dashboard in your test options before the first test for the Respondus settings to be applied.

[Jump to how to configure](#)

This list below highlights some of these differences and gives you an idea of how it looks for students.

1. Modified Toolbar – the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
2. Assessment Mode – assessments 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 do not compromise the secure testing environment.
5. Blocked Features & Applications – the Start button (Windows), system tray, and menu bars have been removed. Hundreds of screen capture, messaging, screen-sharing, and network monitoring applications are blocked.



## How to Configure Tests and Quizzes to Require LockDown Browser










Follow these steps to set up a test (that has already been created) for use with Respondus LockDown Browser:

1. Using a standard web browser, log in to your Blackboard Ultra course.

2. Click **Books & Tools**.

Details & Actions

---

-  Roster  
[View everyone in your course](#)
-  Course Groups  
[View sets & groups](#)
-  Progress Tracking ⓘ  
Turned on
-  Course Image  
[Edit display settings](#)
-  Course is private  
[Students can't access this course](#)
-  Attendance  
[Mark attendance](#)
-  **Books & Tools**  
[View course & institution tools](#)
-  Question Banks  
[Manage banks](#)
-  Conversion Exceptions  
[Review all course exceptions](#)

3. Click **Respondus Lockdown Dashboard**.



**Respondus**  
LockDown Browser Dashboard

4. Navigate to the assessment, *click* the **drop-down** button to the left of the assessment's name, and *click* **Settings**.

Final Exam

## Assessment security

Why isn't LockDown Browser a browser plugin? [Details](#) [more tips](#)

LockDown Browser | Dashboard | Getting Started | Video Tutorials | Guides & Support | Other Systems

Tests ▲	LockDown Browser	Proctoring
Assignment test feedback	Not Required	Not Required
Final Exam	Required	Not Required
Settings		
Review Early Exits	Not Required	Not Required
Group Project	Not Required	Not Required
Lesson 1 Short Essay	Not Required	Not Required
Lesson 1: Paper	Not Required	Not Required
Lesson 2: Paper	Not Required	Not Required
New Assignment 5/1/23	Not Required	Not Required
Test 1	Required	Respondus Monitor

5. *Click* the radio button next to **Require Respondus LockDown Browser for this exam**.

Final Exam

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Advanced Settings

Proctoring

Don't require proctoring for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Questions?

Save + Close Cancel

6. Enter an exam password if you require one. Remember, if you add a password here do not change the generated code under the **Edit the Test Options** page. This is the only area you will need to add your password.
7. *Click the **plus sign (+)** to open the Advanced Settings. If you do not need to change these settings or require Respondus Monitor move on to Step 7.*
  - You can allow students to take the exam on an iPad provided they have downloaded the app and configured it. (Instructions are here: [Can an iPad be used with LockDown Browser?](#)) *If you allow this option, you should alert your students that it requires additional setting on the iPad and they should test it in advance of actually starting the exam.*

#### Video Player

00:00

00:20

- By default, the LockDown Browser works with accessibility technologies, but the security is lower when these technologies are used. The instructor can supply a list of usernames to be allowed. More information here: [Is LockDown Browser accessible to those with disabilities?](#)
8. *Click **Save and Close** at the bottom of the page.*
  9. The assessment will now require students to use Respondus LockDown Browser. To remove this requirement, go back to the **Settings** button and select the **Don't require Respondus LockDown Browser for this test.**

**TIP:** If you plan on using the Respondus LockDown Browser, it is good practice to let your students know at the beginning of the semester that they will need to download and install a special program in order to take exams. Also, it is helpful to provide a low-stakes quiz early in the semester to ensure that they have downloaded and installed the LockDown Browser before higher-stakes exams are required.

*Share this link with your students to help with the installation and use of Respondus LockDown Browser: <https://tips.uark.edu/lockdown-student-quickstart/>*

#### Additional Tips and Suggestions

- Make sure students know, well in advance, that they must use Respondus LockDown Browser to take an online assessment. This is particularly important if students are required to install Respondus LockDown Browser on their own

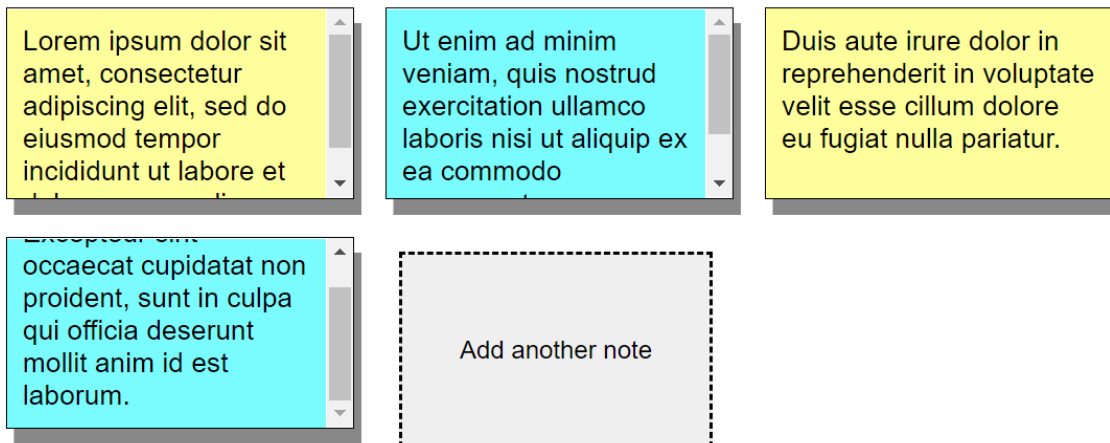
computers. It's recommended that you create a "practice quiz" that requires the use of Respondus LockDown Browser. Many instructors do a syllabus quiz!

- Once a Blackboard assessment is started with Respondus LockDown Browser, the assessment will appear in a full-screen window and all other applications and links are locked down. The assessment cannot be exited without clicking the "Finish" button.
- If audio/video files are used in an assessment, the media player must be embedded in the question itself. This is the only way that students will have access to the control buttons, such as play, start, pause, and stop.
- Respondus LockDown Browser will maintain the "locked" testing environment even if a question contains a link to another web page (which opens another, secure browser window). However, all links that may appear on the new web page will be blocked by the browser, so be sure the content that students must see is available from the initial, linked page.

## Respondus Lockdown Browser: Taking Notes During an Exam in Blackboard Ultra

If you want your students to be able to take notes during an exam but you don't want them to be able to save those notes easily, then our Note-Taking widget might be just right for you.

These notes won't be stored and will be lost when you leave the page



[You can try out the Note Taking app yourself!](#)

**NOTE:** These notes will not be saved on your computer so once the tab is closed the notes are lost.

STEP ONE:

Allow Note taking Page in Respondus Settings

You will have to allow the Note taking app in your Respondus settings when you create your test.

1. *Click* on the **+** to expand the Advanced Settings.
2. *Click* on the box next to **Allow access to specific external web domains**.
3. In the box paste the following  
URL: **<https://learn.uark.edu/bbcswebdav/institution/Colleges/Global%20Camp>**

## us/LRD\_Tools/notes.html

Test 1 (\*\*Webcam\*\*) - Requires Respondus LockDown Browser

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Password Settings

Password to access exam (optional)

Advanced Settings

Lock students into the browser until exam is completed [\[explain\]](#)

Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

Allow access to specific external web domains [\[explain\]](#)

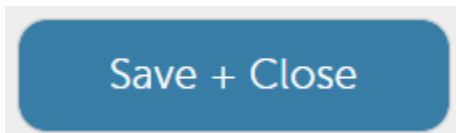
Enter one or more web domains, separated by commas  
(e.g. algebra-ebooks.com, calculus-ebooks.com)

Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)

`https://learn.uark.edu/bbcswebdav/institution/Colleges/Global%20Campus/LRD_Tools/notes.html`

4. Click **Save + Close**.



## STEP TWO:

Add the Link to your Instructions or a test question


1. Navigate to the exam and click on “**Plus**” button to add content  
**Final Exam**

Visible to students

Content and Settings Submissions (0) Student Activity Question Analysis

---

Test Content

Questions 1-14 **POOL**  10 points each ...


14 of 14 questions in this pool are displayed randomly to students  
[View questions](#)


Allow students to add content at end of assessment


Additional Content


Students can add text, images, and files here.


---


Test Settings 


 **Due date**  
[7/8/23, 12:00 AM \(CDT\)](#)

 **Grade category**  
[Test](#)

 **Grading**  
[Points](#) | [140 maximum points](#)  
Post grades automatically when assessment is graded. [Change grade posting setting.](#)

 **Attempts allowed**  
[1 attempt](#)

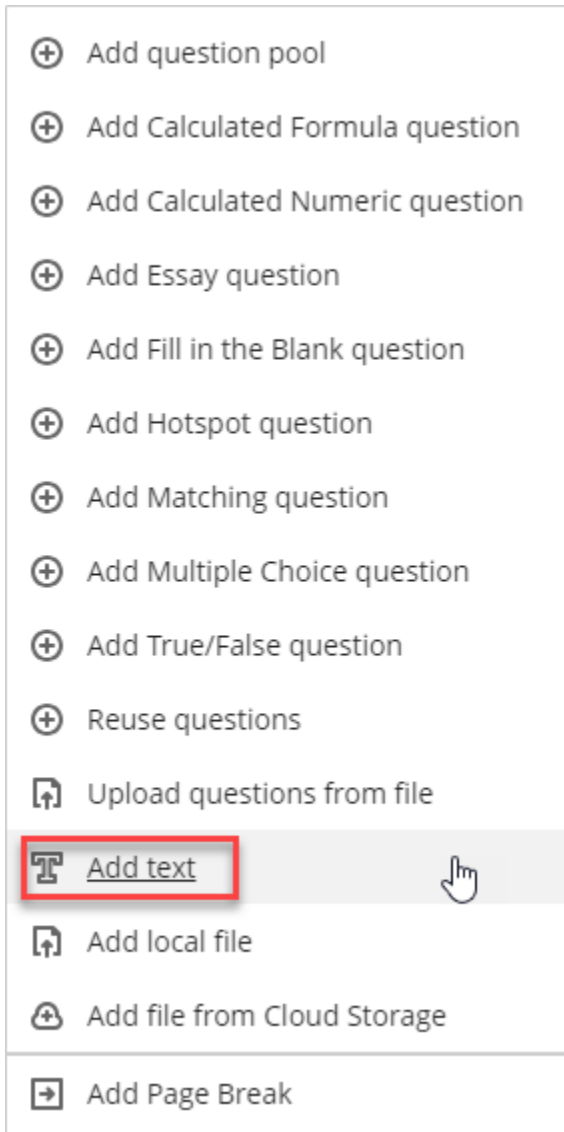
 **Originality Report**  
[Enable SafeAssign](#)

 **Respondus**  
Students need to use Respondus LockDown Browser to complete this assessment  
[LockDown Browser Dashboard](#)

2. Click on **Add Text**.

**NOTE:** Please let your students know that the link to the app is available at the top of

the exam page.

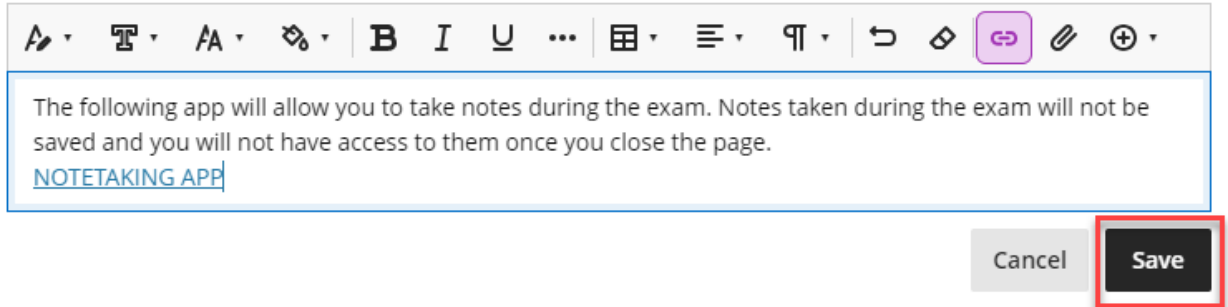


3. Highlight and copy the following text into the text field:

The following app will allow you to take notes during the exam. Notes taken during the exam will not be saved and you will not have access to them once you close the page. [NOTETAKING APP](#)

4. Edit the instructions to fit your students and *click* **Save**.

Test Content



The screenshot shows a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar is a text box containing the following text:

The following app will allow you to take notes during the exam. Notes taken during the exam will not be saved and you will not have access to them once you close the page.

[NOTETAKING APP](#)

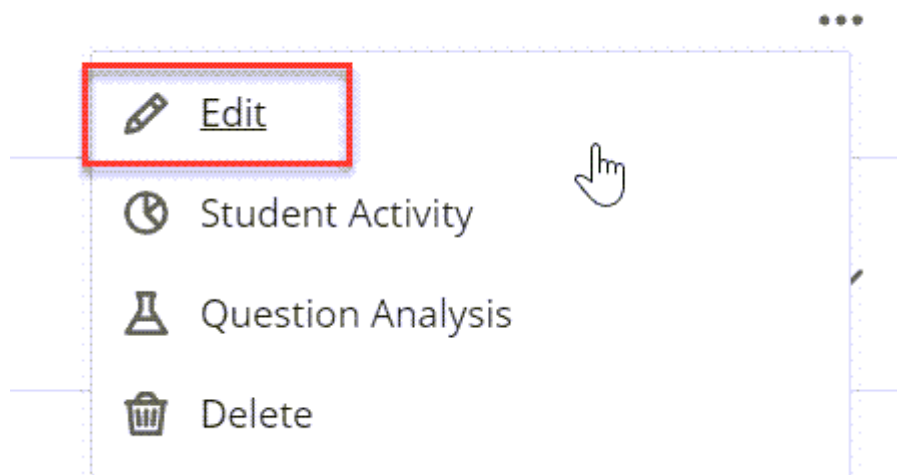
At the bottom right of the text box, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular border.

**NOTE:** You will not be able to save the notes after the exam. Once the link is closed the notes will be gone, so be careful not to close the tab until you are ready.

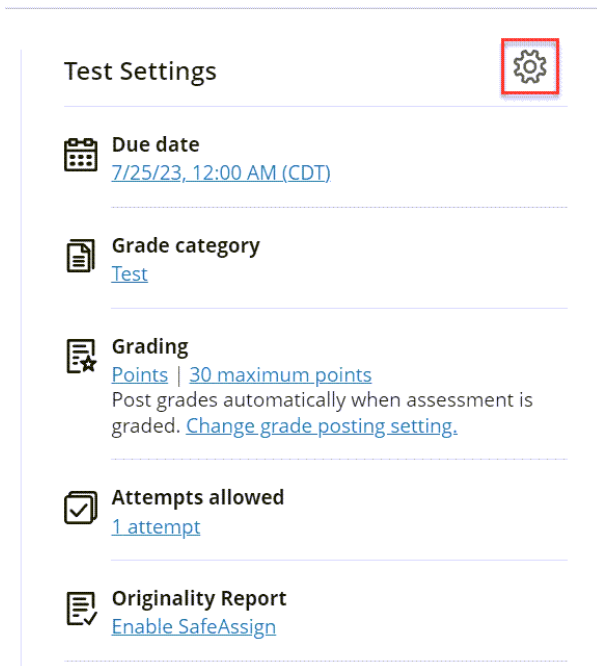
## In-Class Blackboard Exam Using Respondus LockDown Browser: Recommended Exam Settings in Blackboard Ultra


If you are giving an in-class Blackboard exam using Respondus Lockdown Browser, it is important to be sure that all of your settings are correct. The instructions below are the recommended settings for these types of exams.


1. Create your [exam in Blackboard](#).
2. [Set the exam to use Respondus Lockdown Browser](#).
3. Click the **three dots (...)** next to the name of the class and *click* **Edit**.





4. Click on the Settings button which looks like a cog.





Test Settings 

 **Due date**  
[7/25/23, 12:00 AM \(CDT\)](#)

 **Grade category**  
[Test](#)

 **Grading**  
[Points](#) | [30 maximum points](#)  
Post grades automatically when assessment is graded. [Change grade posting setting.](#)

 **Attempts allowed**  
[1 attempt](#)

 **Originality Report**  
[Enable SafeAssign](#)

The test options are now available for review.

5. It is optional to set a due date. It is useful for students when there is a due date attached because they can then see it in their course calendar.

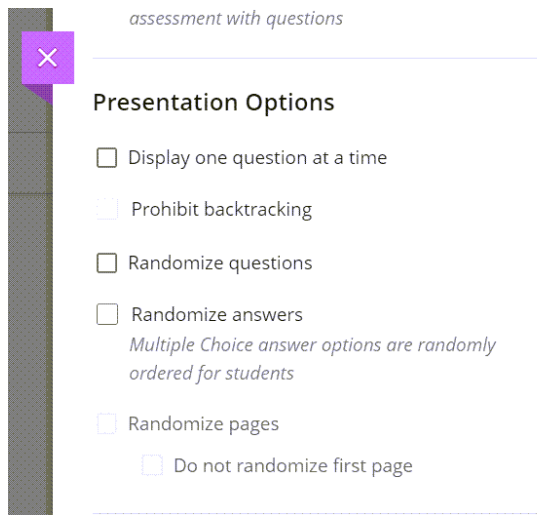
#### Due date

- Prohibit late submissions  
*In progress attempts will be submitted automatically at the due date and time*
- Prohibit new attempts after due date  
*Students can't start new attempts once the due date and time has passed*
- Allow class conversations
- Collect submissions offline  
*You can't collect submissions offline for an assessment with questions*

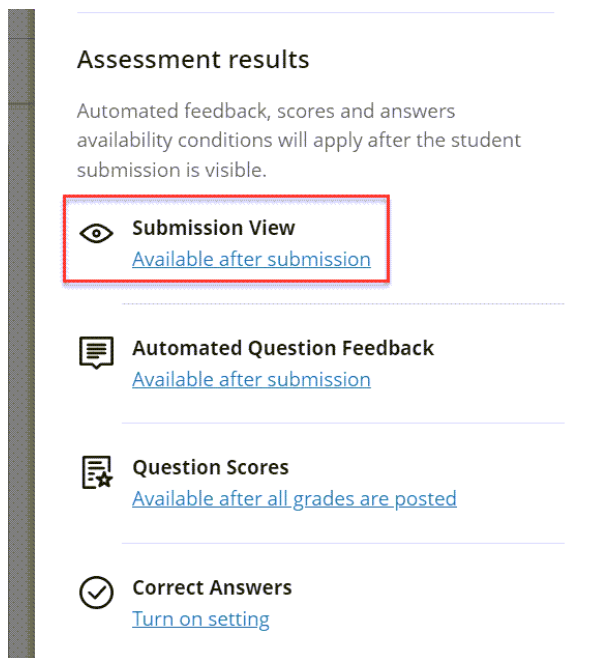
6. In order for students to have a testing experience with minimal issues, be sure NOT to choose “Display one question at a time” as the viewing option. This can cause the network to get bogged down and the exam does not load properly or takes an

extended period of time to load. We want to avoid this.



7. For academic integrity reasons, you also want to be sure to check “Randomize Questions” here. This orders the questions differently for the students which makes it unhelpful for them to look at each others’ exams.

8. **Click Submission View.**



9. For academic integrity reasons, you want to make sure that students cannot see the answers and questions after they submit the exam, especially if you have CEA students or absent students who have yet to take the exam. Make sure that **Show correct answers** is NOT checked. The students by default will see their score. If you want students to be able to see the exam, questions, answers, and feedback, choose “On Specific Date” from the drop-down menu and choose the date. You can

then select what you would like them to see from the options.

### Assessment results timing

Customize when the submission content is visible to students.

Allow students to view their submission  
*You can only select one specific date per assessment. If you select "On a specific date" for other settings, the date will default to this specific date.*

On specific date

7/26/23 11:57 AM

#### Submission feedback settings

Automated feedback, scores and answers availability conditions will apply after the student submission is visible.

Show automated feedback  
After submission

Show question scores  
After all grades are posted

Show correct answers

Cancel Save

10. Click **Time limit**.

### Respondus

[LockDown Browser Dashboard](#)

#### Additional Tools

Time limit  
[Add time limit](#)

Use grading rubric

11. Set the timer for the class time. We also recommend choosing **Students have extra time to work after the time limit expires** to prevent the test from being

automatically submitted.

**Time limit** ×

**Add time limit**

minutes

---

**Submission rules**

Work is automatically saved and submitted when time expires

Students have extra time to work after the time limit expires

---

**Extra time**

When initial time expires, tell students that work submitted after the initial time limit may receive partial credit.

12. Click **Save**.



13. Set the release conditions for the test so they will not be able to see the exam except during the time period you specify. It is important to set availability for the exam so that students cannot see it before the exam opens or after the exam period is over.

Setting CEA Accommodations in Blackboard Ultra is easy. [Just follow these instructions.](#)

If you have copied your Respondus Exam from a previous course, you will need to click on the Respondus Dashboard in your test options before the first test for the Respondus settings to be applied.

## Respondus LockDown Browser: iPads and Chromebooks

Respondus LockDown Browser has options for students to take their exams on iPads and Chromebooks. The instructor must grant permission for the use of iPads in the advanced settings when using certain settings in Respondus Monitor, however.

### iPad

Students will need to download the iPad Edition of “LockDown Browser” (available from the [Apple App Store](#)). Students can follow the [Student Instructions for iPads](#).

- [Faculty Instructions for iPad](#)

**IMPORTANT NOTE:** If you are using the screen recording feature in Respondus Monitor you will have to allow the use of iPad in Advanced Settings when deploying the test. The reason for this is that screen recording within Respondus Monitor is not available on iPads.

### Chromebook

Students will need to download and install the chrome extension of Respondus LockDown Browser. They can do this by logging in to Blackboard and *clicking* the [Respondus LockDown Browser/Respondus Monitor link](#) on the **Institutions Page** under “Helpful Links.”

Students will NOT be able to search for the app directly from the Chrome web store.

The University LockDown Browser installation link on the Institutions Page will direct the student to the Chrome web store. Then select “Add to Chrome” to install the LockDown Browser Extension.

### Limitations and known issues with LockDown Browser for Chromebook

- Quiz passwords (specified via the “optional password” field in the LockDown Browser Dashboard) aren’t currently supported.
- The Respondus Monitor “optional password” field is supported. This password field allows students to bypass the use of a webcam for exams using Respondus Monitor.
- The “Early Exit” feature in LockDown Browser isn’t currently supported
- LockDown Browser’s Calculator and Spreadsheet features aren’t currently supported
- The extended keyboard functions (for adding symbols and special characters) isn’t currently available
- LockDown Browser’s “Help Center” is currently unavailable

- “Allow access to specific external web domains” option is currently not supported

### Enabling iPads when using Respondus Monitor with Screen Recording

Enabling both iPads must be done on a per-exam basis. Chrome is enabled by default.

1. Create your exam and [enable Respondus LockDown Browser on the exam.](#)

The screenshot shows a table of test configurations. The first row is 'Course Feedback Survey' with 'Not Required' for both 'LockDown Browser' and 'Proctoring'. The second row is 'Review Early Exits (webcam\*\*)' with 'Required' for 'LockDown Browser' and 'Respondus Monitor' for 'Proctoring'. A red box labeled '1' highlights the dropdown arrow for 'Course Feedback Survey', and another red box labeled '2' highlights the 'Settings' button in the dropdown menu.

Tests ▲	LockDown Browser	Proctoring
Course Feedback Survey	Not Required	Not Required
Review Early Exits (webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor

2. Once you choose to require LockDown Monitor and enable **Webcam + Screen** or **Screen Only**, *click Advanced Settings*.

Respondus Monitor

Don't require Respondus Monitor for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

[Questions?](#)

Webcam Only    Webcam + Screen    Screen Only

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

**Startup Sequence**

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

Webcam Check	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Additional Instructions	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Guidelines + Tips	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Student Photo	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Show ID	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Environment Check	<a href="#">Preview</a> <a href="#">Edit Text</a>
Face Detection	<a href="#">Preview</a>

Face Detection Options

Advanced Settings

- Allow use of an iPad for this exam (screen recording not available for iPad) [\[explain\]](#)
- ULTA** Allow switching to another application during the assessment (requires a Windows or Mac computer) [\[explain\]](#)
- Microsoft Excel (test-taker must have a desktop version of Excel installed)
- Microsoft Word (test-taker must have a desktop version of Word installed)
- Allow this exam to additionally be delivered in a proctored lab (no webcam or screen recording) [\[explain\]](#)
- Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)

Save + Close    Cancel

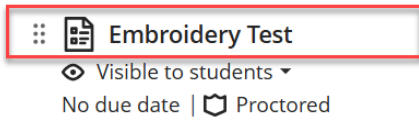
3. Click on the box next to **Allow use of an iPad for this exam**.

4. Click **Save + Close**.

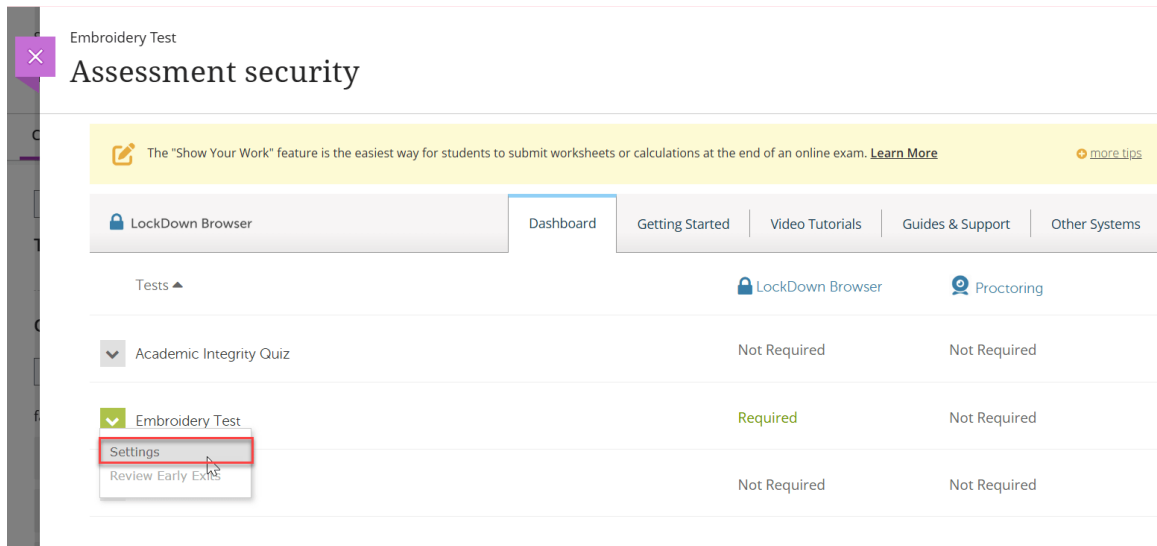
## Respondus: Remove from an Exam

Sometimes you might need to remove the requirement for Respondus Lockdown Browser from an exam. It's easy to do in just a few steps.

1. Open your Blackboard Course.
2. *Click* on the name of your exam.



3. *Click* on the **down arrow** next to the name of the test and *click* **Settings**.



A screenshot of the 'Assessment security' page for an 'Embroidery Test'. The page has a purple close button in the top left. Below the title, there is a yellow banner with a tip about the 'Show Your Work' feature. A navigation bar contains 'LockDown Browser', 'Dashboard', 'Getting Started', 'Video Tutorials', 'Guides & Support', and 'Other Systems'. A table lists assessment settings:

Tests	LockDown Browser	Proctoring
Academic Integrity Quiz	Not Required	Not Required
Embroidery Test	Required	Not Required
Review Early Exams	Not Required	Not Required

A red box highlights the 'Settings' option in a dropdown menu next to the 'Embroidery Test' row.

4. Choose **Don't require Respondus LockDown Browser for this exam.**

Academic Integrity Quiz Not Required Not Required

Embroidery Test

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Advanced Settings

Proctoring

Don't require proctoring for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Questions?

Save + Close Cancel

5. Click **Save + Close.**

Embroidery Test

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Save + Close Cancel

You've now removed the requirement for Respondus Lockdown Browser.

## [Accessibility with LockDown Browser – Respondus Support](#)

- [Instructor Quick Start Guide](#)
- [Student Quick Start Guide](#)

### **MC Current Resources**

## **[E-Learning | Montgomery College, Maryland](#)**

### **Respondus**

A Windows application that enhances the functionality and usability of Blackboard's quiz, survey, and self-test tools. This software is available to faculty who have course sites on Montgomery College's online learning Blackboard system. For more information, include downloading the software, please see the [Respondus Installation Procedure website](#).

#### **Respondus Tutorials**

- [User Guide for Blackboard Learn](#) (PDF) (PDF)
- [Respondus 4.0 Quick Start Guide](#) (PDF) (PDF)
- [How To Use Respondus](#) (PDF) (PDF)
- [Publishing To Blackboard](#) (video)
- [Respondus Monitor: Show Your Work](#)
- [Resetting Your Direct Blackboard Password](#) (video)
- [Technical Support](#)