

INSTRUCTOR GUIDE

USING RESPONDUS LOCKDOWN BROWSER IN BLACKBOARD LEARN ULTRA

PURPOSE

Respondus LockDown Browser helps protect the integrity of online assessments by restricting student access to other applications, websites, and tools during an exam. When enabled, students must take the test in a secure browser environment.

WHEN TO USE RESPONDUS

Use Respondus LockDown Browser when:

- You are administering a **high stakes exam**
- You want to **limit access to external resources**
- You need **additional academic integrity measures**

Avoid using it when:

- Students need access to notes, websites, or software
- Accessibility accommodations require flexibility
- The assessment is low stakes

BEFORE YOU BEGIN

- Clearly communicate expectations to students
- Share the **Student Guide**
- Provide a **low stakes practice quiz**
- Confirm students can install the browser in advance
- Coordinate with DSS for accommodations if needed

STEP 1. ACCESS RESPONDUS IN BLACKBOARD ULTRA

1. Enter your course in Blackboard Learn Ultra
2. Select **Details and Actions**
3. Click **Books and Tools**
4. Select **Respondus LockDown Browser Dashboard**

STEP 2. ENABLE LOCKDOWN BROWSER FOR AN EXAM

1. Locate the exam in the dashboard
2. Click the dropdown arrow next to the exam
3. Select **Settings**
4. Choose **Require Respondus LockDown Browser for this exam**
5. Select additional options as needed:
 - LockDown Browser only

- LockDown Browser with Monitor (webcam required)

STEP 3. CONFIGURE OPTIONAL SETTINGS

You may enable additional controls:

- Prevent printing
- Block access to other applications
- Require a startup sequence (webcam check if Monitor is used)
- Set a password or access code if needed

STEP 4. PREPARE STUDENTS

Provide students with:

- Installation instructions
- System requirements
- Practice opportunity

Encourage students to:

- Use a reliable internet connection
- Close all programs before starting
- Restart their device before the exam

STEP 5. ADMINISTER THE EXAM

- Students launch the exam using LockDown Browser
- The browser prevents:
 - Opening new tabs
 - Copying or printing
 - Accessing other applications

If using Respondus Monitor:

- Students complete a webcam check
- The session is recorded for review

STEP 6. REVIEW RESULTS AND FLAGS (MONITOR ONLY)

If Respondus Monitor is enabled:

- Access the LockDown Browser Dashboard
- Review flagged behaviors and recordings
- Use professional judgment before making decisions

BEST PRACTICES

- Start with a **low stakes practice test**
- Provide **clear written instructions**
- Balance security with **student access and equity**
- Use Respondus only when it supports learning goals
- Always consider **accessibility and alternative options**

ACCESSIBILITY AND STUDENT SUPPORT

- Respondus may not work with all assistive technologies
- Work with **Disability Support Services (DSS)** for accommodations
- Provide alternative testing options when needed

TROUBLESHOOTING TIPS

Common student issues:

- Browser not installed → Respondus provides the download link and instructions before the test begins
- Cannot start exam → Respondus will not allow the exam to begin unless the LockDown Browser is installed and running
- Webcam issues → Check device permissions and settings

Encourage students to:

- Test their setup before exam day
- Use the help link provided within the Respondus pre-exam steps for immediate assistance
- Contact MC IT Service Desk early if issues arise (chat, email, or phone)
 - Montgomery College IT Service Desk
 - Email: itservicedesk@montgomerycollege.edu
 - Phone: 240 567 7222

ADDITIONAL NOTES FOR FACULTY

- Respondus is one tool, not a complete solution for academic integrity
- Combine with:
 - Question pools
 - Timed assessments
 - Authentic assessment design

REFERENCE

This guide is informed by Respondus functionality for creating and publishing assessments, including exam setup, settings, and publishing workflows.