Configuring an Assessment to Use Respondus LockDown Browser

Respondus LockDown Browser is a customized browser that increases the security of online testing in Blackboard. When students use Respondus to access an assessment, they are unable to print, copy, go to another URL, access other applications, or close an assessment until it is submitted for grading.

1. Setup and deploy test as desired in Content menu area. Detailed information for these steps can be found in the Full & Part Time Faculty Blackboard Resources web site area, https://www.csi.edu/facultyAndStaff/resources/blackboard Scroll to the bottom of the screen to Tests, Quizzes and Surveys.

2. With the location of the test open, click on Respondus LockDown Browser from within the Control Panel.

3. Click on Settings (right side of screen).
4. Click on **Require Respondus LockDown Browser for this test**, to activate needed settings.

5. Enter **Test Password** (recommended).

6. Enter **Exit Password** for closing the browser (optional).

---

**From a Student’s Perspective**

This is how Respondus LockDown Browser is used to take an assessment.

1. Close all programs, unless one is used to connect to the Internet.

2. Locate the “LockDown Browser” shortcut on the desktop and double-click it.

3. If prompted to close a blocked program, choose **Yes** when prompted.

4. Login to your **Blackboard** course.

5. Navigate to the assessment and select the **Begin Assessment** button (If the Begin Assessment button is disabled, it means you are not running Respondus LockDown Browser.)

6. Once an assessment has been started with Respondus, you cannot exit until the Finish button is clicked.

---

**Additional Tips**

To preserve the settings used by LockDown Browser, do NOT modify the following settings in Test Options once test is set up in Respondus: Name, Open Test in New Window, Require a Password, Password. If any of these settings are modified, the test status will appear as an “Error”.

It is a good practice for instructors to preview an exam prior to making it available to students, especially when using Respondus. The best approach is to enroll and log in as a student. The CSI Help Desk can provide you with a non-assigned login you can use temporarily for this purpose.

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, etc.

Students will not be able to activate hyperlinks within questions that link to another web page, due to the “locked” environment.