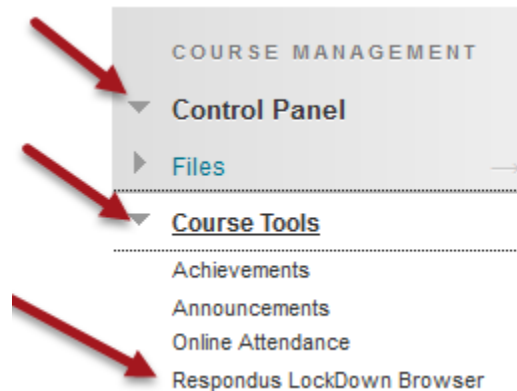


Using Respondus LockDown Browser

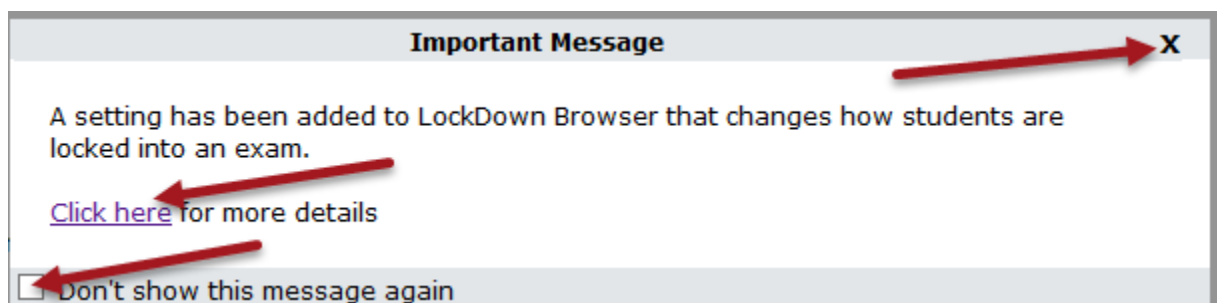
The Respondus LockDown Browser provides an easier way to monitor your Students' during Testing and answers as to why they exited the Test early.

Setting up Respondus LockDown Browser:

1. After you have logged into Blackboard and brought up your Course, click the down arrow next to the **Control Panel**.
2. Click on **Course Tools** link.
3. Click on **Respondus LockDown Browser** link.

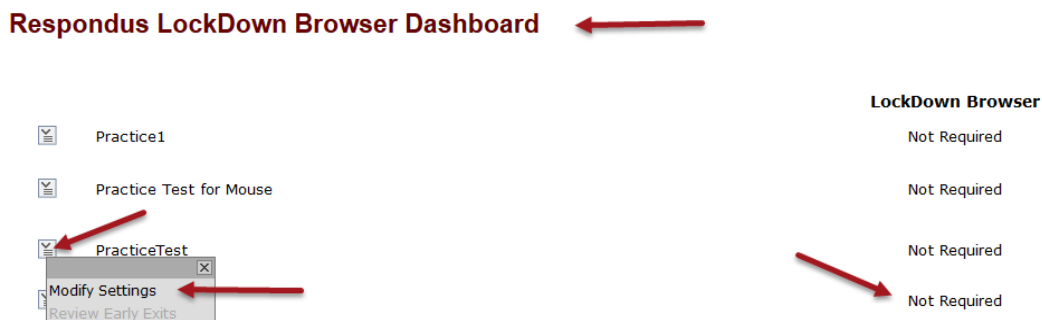


4. When you first log into **Respondus LockDown Browser Dashboard**, you will receive an **Important Message** dialog box that will have the following options:
 - a. For **additional information** regarding using the LockDown Browser, click on [Click here](#) link for more details.
 - b. If you **do not** want the Important Message box to show up, click in the check box to select the **don't show this message again** option.
 - c. Click on the **X** at the far right corner to close the **Important Message** dialog box.

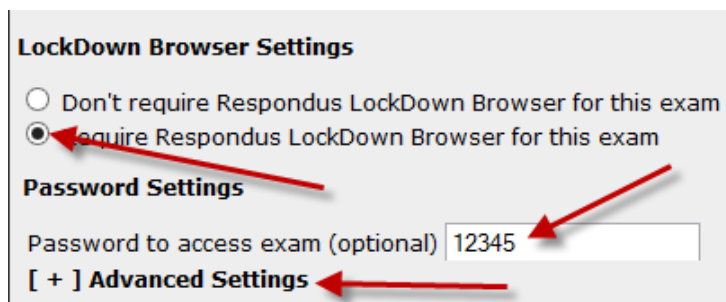


Using Respondus LockDown Browser

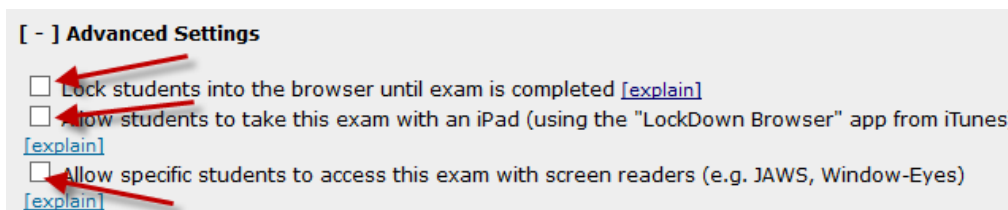
5. In **Respondus LockDown Browser Dashboard**, click on the down arrow next to the Test that you want to use the **LockDown Browser** in. For example, in the image below the Practice Test, has a down arrow located to the left that you would click on to get the Menu to **Modify Settings**.
6. In the Menu, click on **Modify Settings**.



7. In the **LockDown Browser Settings**, click the radio button for **Required Respondus LockDown Browser for this exam**.
8. You may add a password to access the exam by clicking in the **Password to access exam (optional)** text box. By using the password option, only those who receive the password will be able to log into the Test that you are giving.
9. Click the **Advanced Settings** plus sign.

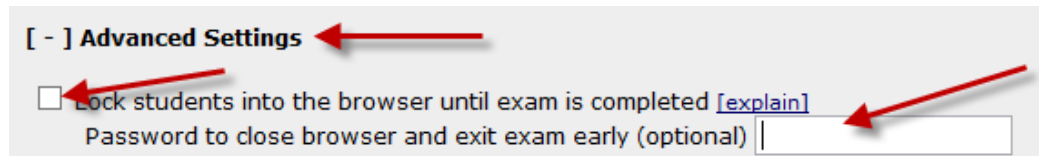


10. In the **Advanced Settings** the text boxes for the following are set to be unchecked as the default settings:
 - a. Lock students into the browser until exam is completed.
 - b. Allow students to take this exam with an iPad.
 - c. Allow specific students to access this exam with screen readers.



Using Respondus LockDown Browser

11. In the **Advanced Settings** do the following:



a. If you want the Student to give an **explanation** as to why they exited the Test, keep the **Lock students into the browser until exam is completed** text box **unchecked**. This will allow the following:

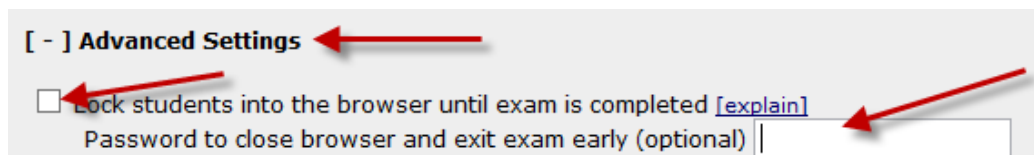
- Students will be able to exit the browser if there is an issue with the browser, system, or an emergency occurs.
- When Students exit the Test, they will be given a choice to **Return to Exam** or **Close the Browser**.
 - If they choose to **close the browser**, they will receive another dialog box where they will be given another chance to either **Return to Exam** or **Submit and close the browser**.

OR

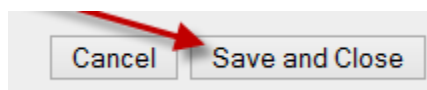
- If they choose to **Submit and close the browser**, they will need to provide a reason in detail why they are exiting the Test.
- Once the **Student has exited the Test**, you will be provided with the **reason, date, and time the student exited** the exam.

b. If you **do not** want the Student to **exit** the Test without completing the exam, click on **Lock students into the browser until exam is completed** check box.

Note: Do not put a Password in the text box **to close browser and exit exam early (optional)**.



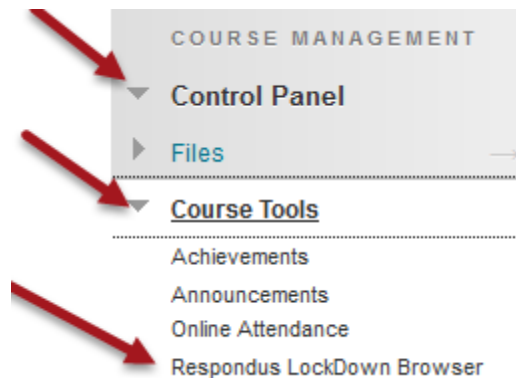
12. Once you have made the selection on your Advanced Settings, click **Save and Close button**. This should take you back to the **Respondus LockDown Browser Dashboard screen**.



Using Respondus LockDown Browser

How to Review Early Exits for Respondus LockDown Browser:

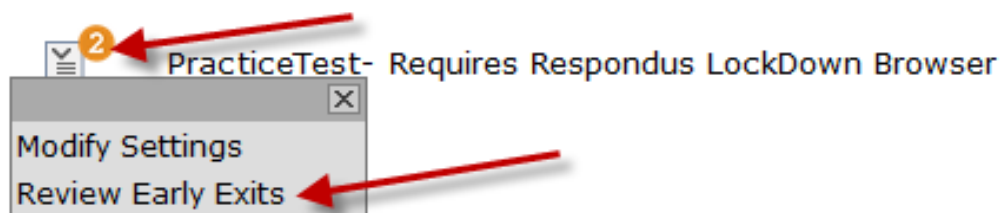
1. Click on **Respondus LockDown Browser** located under **Course Tool** in the **Control Panel**.



2. In **Respondus LockDown Browser Dashboard**, You will be able to **view the reason** the Student exited the Test in the drop down **Menu**, located under **Review Early Exits**

Note: For example, in the image below for **PracticeTest**, has a drop down arrow located to the left of the Test that would give you a Menu to choose **Review Early Exits**. You will also see the number **2**, next to the down arrow, that indicates there are **2 instances of early exits** for the PracticeTest.

3. Click the down arrow next to your Test (PracticeTest).
4. In the drop down Menu, click on **Review Early Exits**.



Using Respondus LockDown Browser

5. You can now view the early exits in the **Sessions where students exited LockDown Browser before the exam was complete**.

Note: You can only view the **Student's name, reason, date, and time the student exited** the exam in the **Review Early Exits**. You cannot edit or delete any items at this time.

6. Click **Close Early Exits Review** to return to the **Respondus LockDown Browser Dashboard** page.

PracticeTest- Requires Respondus LockDown Browser Required

Sessions where students exited LockDown Browser before the exam was complete

First	Last	Date ▲	Warnings
CIE	Student	25 Mar 2014 @ 10:14AM	Student exited LockDown Browser early Reason stated: " Computer Locked up."
CIE	Student	25 Mar 2014 @ 10:22AM	Student exited LockDown Browser early Reason stated: " Emergancy."

For additional information on using **Respondus LockDown Browser**, click on the following links:

- **LockDown Browser Update for Instructors:**
<http://www.respondus.com/products/lockdown-browser/studentexit.shtml>
- **Respondus Training and Guides for Instructors:**
<http://www.respondus.com/training/>
- **Correcting Errors In Respondus LockDown Browser (PDF):**
http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Respondus_LockDown_Browser_Fix.pdf

