

# Respondus LockDown Browser® & Respondus Monitor®

## Student Quick Start Guide for Blackboard Learn

### WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a locked browser for taking tests in Blackboard Learn. 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 Blackboard tests. It should not be used in other areas of Blackboard.

LockDown Browser is compatible with computers (Windows or Mac), iPads (if enabled by your instructor) and Chromebooks (if enabled by your instructor). LockDown Browser is not compatible with smartphones.

### INSTALLING LOCKDOWN BROWSER (if LockDown Browser has already been installed, skip to the next section)

#### Windows or Mac computers:

- Use this link to download and install LockDown Browser for NWTC: <https://download.respondus.com/lockdown/download.php?id=796437354>.
- Follow the onscreen instructions to complete the install.

#### iPads (requires iOS 11 or higher):

- Use this link to download the Respondus LockDown Browser app from the Apple Store: <https://apps.apple.com/us/app/lockdown-browser/id659101775>
- Start the LockDown Browser app. (Some Learning Management Systems require you first logon via a standard browser, then launch LockDown Browser from your quiz page.)
- The first time the app is used, you will be prompted to select your institution and server. Search for “Northeast Wisconsin Technical College”. Searching for “NWTC” will not produce any results. If you later need to change the institution or server, select the settings icon on the toolbar for the LockDown Browser app.

#### Chromebooks:

- Use this installation link: <https://download.respondus.com/lockdown/download.php?id=796437354>.
- It will direct you to the Chrome web store, at which point you should select “Add to Chrome” to install the LockDown Browser Extension.

### TAKING A TEST WITH RESPONDUS LOCKDOWN BROWSER

#### Windows or Mac computers:

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Mac users, launch “LockDown Browser” from the Applications folder.)
3. 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.
4. Login to your Blackboard course.
5. Navigate to the test and select it.
6. Read the test instructions and select **Begin**
7. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click **Continue**.
8. 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.)

### iPads:

1. Launch the Respondus LockDown Browser app.
2. Login to Blackboard.
3. Go into the course, navigate to the test and select it.
4. Read the test instructions and select **Begin**.
5. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click **Continue**.
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.)

### Chromebooks:

1. Open the Google Chrome web browser.
2. Navigate to Blackboard and login.
3. Go into the course, navigate to the test and select it.
4. Read the test instructions and select **Begin**. LockDown browser will automatically launch.
5. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click **Continue**.
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. A high-speed internet 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 **System Check** available through the **Help Center** button in Respondus LockDown Browser will confirm that your computer meets the system requirements and your webcam and microphone are working properly.
- 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 the NWTC Student Help Desk (920-498-6900 or 866-235-5037).