Respondus LockDown Browser® & Respondus Monitor®
Student Quick Start Guide for Canvas

WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a locked browser for taking quizzes in Canvas. It prevents you from printing, copying, going to another URL, or accessing other applications during a quiz. If a Canvas quiz requires that Respondus LockDown Browser be used, you will not be able to take the quiz with a standard web browser. LockDown Browser should only be used for taking Canvas quizzes. It should not be used in other areas of Canvas. Click here for a two-minute video explaining Respondus LockDown Browser.

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

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 QUIZ 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 Canvas course.
5. Navigate to the quiz and select it.
6. Read the quiz instructions and select **Take the Quiz.**
7. If the instructor requires a quiz password, a new window will appear asking for the **Access Code.** Enter the password and click **Submit**.
8. The quiz will then start. (Note, once a quiz has been started with Respondus LockDown Browser, you cannot exit until the **Submit** button is clicked.)

Note: If your instructor uses "New Quizzes" within Canvas, you must enter Canvas in a regular web browser, access the quiz from the regular web browser, and then Respondus LockDown Browser will automatically launch and open.

<u>iPads:</u>

1. Launch the Respondus LockDown Browser app.
2. Login to Canvas.
3. Go into the course, navigate to the quiz and select it.
4. Read the quiz instructions and select **Take the Quiz**.
5. If the instructor requires a quiz password, a new window will appear asking for the **Access Code**. Enter the password and click **Submit**.
6. The quiz will then start. (Note, once a quiz has been started with Respondus LockDown Browser, you cannot exit until the **Submit** button is clicked.)

<u>Chromebooks:</u>

1. Open the Google Chrome web browser.
2. Navigate to Canvas and login.
3. Go into the course, navigate to the quiz and select it.
4. Read the quiz instructions and select **Take the Quiz**. LockDown browser will automatically launch.
5. If the instructor requires a quiz password, a new window will appear asking for the **Access Code**. Enter the password and click **Submit**.
6. The quiz will then start. (Note, once a quiz 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 referred to as "Respondus Monitor.") Your computer must have a functioning webcam and microphone. A high-speed internet connection is also required.

- If a quiz requires LockDown Browser and a webcam, follow steps 1-5 in the previous "Taking A Quiz" 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 quiz will begin after the Startup Sequence is complete. You cannot exit LockDown Browser until the quiz is submitted for grading.

PROBLEMS?

If you have problems downloading, installing, or taking a quiz with Respondus LockDown Browser, contact your instructor or the NWTC Student Help Desk (920-498-6900 or 866-235-5037).