

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a locked browser for taking tests in Blackboard. It prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that 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.

INSTALLING LOCKDOWN BROWSER

LockDown Browser must be installed on any computer (Windows or Mac) being used to take a test. It is institution-specific, if you have used LockDown Browser at another institution, it will not work at the University of Hartford, you must download this one.

University of Hartford: <https://download.respondus.com/lockdown/download.php?id=104390715>

Follow the on-screen instructions to install. **Minimum Requirements: Windows 7 or macOS 10.10 with 120MB of storage space**

NOTE: You only need to download and install LockDown Browser once for all University of Hartford Blackboard tests/quizzes.

TAKING A TEST

Make sure you have downloaded and installed LockDown Browser from the link above. You will not be able to proceed until then.

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the installed "LockDown Browser" on the computer and open it.
3. If prompted to close a blocked program (e.g., screen capture, instant messaging), choose **Yes**. Or, you can close LockDown Browser and close the blocked program(s) before restarting.
4. Log into Blackboard, in LockDown Browser.
5. Navigate to the test within the course and select **Begin Exam**.
6. If your test requires the use of a webcam, the Respondus Monitor Startup Sequence will begin before you can take the test. See the next section, "Using a Webcam," for more information.
7. 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 exam. This feature is also referred to as "Respondus Monitor." Your computer must have a functioning webcam, microphone, and a broadband connection.

If a test or quiz 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 **Webcam Check** will confirm that your webcam and microphone are working correctly.
- The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the left side 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 or quiz is submitted for grading.

OTHER TRAINING AND SUPPORT RESOURCES

Demo Video – web.respondus.com/lockdownbrowser-student-video/

Knowledge Base – support.respondus.com

Campus Support – respondus@hartford.edu