

INSTRUCTOR QUICK START GUIDE

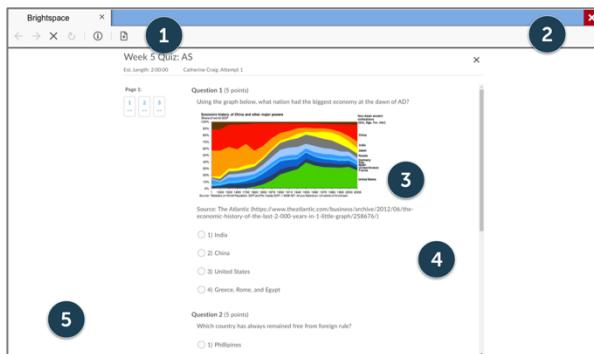
LockDown Browser®

► BRIGHTSPACE

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Brightspace. When students use LockDown Browser to access a quiz, they are unable to print, copy, visit other websites, access other applications, or close a quiz until it is submitted for grading. Quizzes created for use with LockDown Browser cannot be accessed with standard browsers.

LockDown Browser works much like a standard browser, but some options have been removed or work differently. The list below highlights some of these differences.



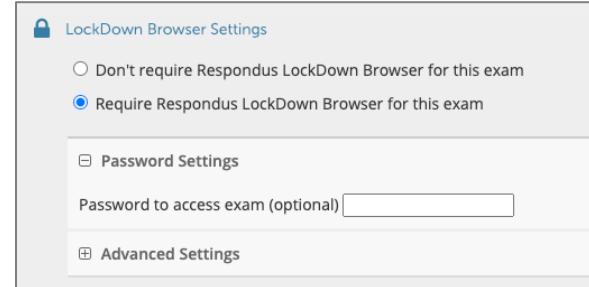
- Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
- Assessment Mode** - assessments are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
- Disabled Controls** - all printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.
- Links** - links to other web servers do not compromise the secure testing environment.
- Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed. Hundreds of screen capture, messaging, screen-sharing and network monitoring applications are blocked.

When this feature is enabled for a quiz, students are required to use a webcam and microphone with LockDown Browser. After the quiz is complete, an instructor can review details of the assessment, and even view the recorded videos.

PREPARING A QUIZ

To set up a quiz in Brightspace that requires students to use LockDown Browser, follow these steps:

1. Make sure the quiz has been deployed in the Brightspace course.
2. In the course, open the **Quizzes** tab and open the **LockDown Browser Dashboard**.
3. A list of deployed quizzes will be displayed.
 - Quizzes labeled with **Required** require students to use LockDown Browser.
 - Quizzes labeled with **Not Required** do not require students to use LockDown Browser.
4. To change the settings, select **Settings** from the context menu to the left of the quiz title and select the desired option.



Optionally you may create a password that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the quiz.

5. Several **Advanced Settings** are available:
 - Require LockDown Browser to view feedback and results.
 - Lock students into the browser until exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
 - Allow students to take the exam with an iPad, using the free LockDown Browser app.

INSTALLING LOCKDOWN BROWSER

LockDown Browser must be installed to each computer being used for a quiz.

- > From any standard browser, open a quiz that requires LockDown Browser.
- > Download LockDown Browser by clicking the link provided, following the instructions on the download page.

STUDENT EXPERIENCE

From a student's perspective, this is how LockDown Browser is used for a test. **TIP:** Prior to the first test, have students complete a practice test that uses LockDown Browser to make sure they have installed it correctly.

1. Log into Brightspace with a regular browser, select the course and navigate to the quiz.
2. If LockDown Browser has not previously been installed, the student will be prompted to download and install the browser.
3. Return to the quiz and open it to launch LockDown Browser.
4. If the student is required to use a webcam to record themselves during the test, a **Startup Sequence** will guide the student through a webcam check and other items required by the instructor.

Note: Once a test has been started with LockDown Browser, the student cannot exit the test until the quiz has been submitted for grading.

OTHER TRAINING AND SUPPORT RESOURCES

The LockDown Browser Dashboard, accessed from within a course in your LMS, includes videos, guides and other resources to assist with getting started.

Other resources include:

- > **Student Guides, Training Videos and more** - available at respondus.com/lockdown-guides
- > **Knowledge Base and Ticket-based Support** - support.respondus.com

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