

Respondus LockDown Browser for Instructors

Overview video: <https://youtu.be/e-QRHkoF8Xg>

Instructor Quick Start Guide: <https://www.respondus.com/downloads/RLDB-QSG-Bb-Instructor.pdf>

How to prepare an exam using Respondus Lockdown Browser (video): <https://youtu.be/4Ts2izBlkbo>

Notes:

1. In the Blackboard test options do NOT select Force Completion.
2. In the Blackboard test options, do not enter a password.
3. The Blackboard question type File Response cannot be used with Respondus LockDown Browser.

Informing and preparing your students

1. Inform your students by adding wording to your syllabus. At minimum, inform students one week before exam that Respondus LockDown Browser will be used.
2. Syllabus wording (includes a link with overview and instructions for students):

Test integrity software Respondus LockDown Browser will be used for online exams. When taking online exams students cannot print, make screen captures, access other web pages, or access other applications while taking the exam. Students download LockDown Browser to their computer. More information about LockDown Browser including installation of the browser, other instructions and policies: <http://celt.cuw.edu/respondus-lockdown-browser/>

3. Prepare your students for taking a test by setting up a 1-point practice quiz for students to verify they have properly downloaded Respondus LockDown Browser and can access a test using the browser.
4. Students can view test questions and responses only through Respondus LockDown Browser.

Other considerations

1. Technical support for Respondus LockDown Browser (what students use) is provided by the IT Help Desk at 262-243-4357 or email support@cuw.edu.
2. Instructor help: For a face-to-face course, contact the Center for Excellence in Learning and Teaching (CELT) at celtsupport@cuw.edu or call 262-243-2358 or 1-888-377-7447 (select option 2). For fully online and dual-credit courses contact the Office of Continuing and Distance Education (OCDE) at blackboardsupport@cuw.edu or call 262-243-4327 or 1-888-377-7447 (select option 1).
3. Respondus Monitor requires additional set up and use must be approved.