

Respondus LockDown Browser and Monitor for Instructors

Preparing the Test

1. Inform your students and provide them the link to download Respondus browser. Wording and link is on the syllabus template ([link to syllabus template](#)).
2. Prepare your students 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.
 - a. Link to a practice quiz you can import into your course ([link to zip file](#))
 - b. Directions for importing above zip file into your course ([link to directions](#))
3. Set up your test(s) in Blackboard as you normally would.
 - a. In the Blackboard test options do NOT select Force Completion.
 - b. In the Blackboard test options, do not enter a password (the Respondus program will fill in this field automatically)
 - c. The Blackboard question type File Response cannot be used with Respondus Monitor.
4. Enable the Respondus LockDown Browser and Respondus Monitor settings for each test.

Post-test Instructor Review

1. Access the Respondus Dashboard to view
 - a. LockDown Browser: Early test exists
 - b. Monitor only: flagged behavior, video thumbnails and full video of student taking exam.
 - c. Instructions:
 - i. Click on Course Tools→Respondus LockDown Browser.
 - ii. Click on the chevron next to the test title→Click on Class Results.
 - iii. A roster of the students in the class is displayed along with the date, time, duration of the test, review priority and grade (if applicable).
 - iv. Click the plus sign [+] next to a student name to view any flags, thumbnails or the entire video.
2. Automated video analysis; what is flagged:
 - a. Missing: No face in frame
 - b. Multiple: More than one face in frame
 - c. Different: Face in frame is different than face at start of exam

Support and More Information

1. If you or students need assistance contact the IT Help Desk at 262-243-4357 or email ITHelpDesk@cuw.edu.
2. Video of student's perspective when accessing and taking a test using Respondus Monitor ([link to video](#)).
3. Students can view test questions and responses only through Respondus LockDown Browser.
4. Google Chromebooks and non-iPad tablets are NOT compatible with Respondus.
5. Respondus Monitor resources developed by Respondus ([link to web page](#))
6. Respondus LockDown Browser resources developed by Respondus ([link to web page](#))