

## 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. Set 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 (if applicable) Respondus Monitor settings for each test. If using Respondus Monitor, your chair must approve its use, communicate this to the dean, and inform Susan Gallanis in the CELT ([susan.gallanis@cuw.edu](mailto:susan.gallanis@cuw.edu)) - Provide the course name and number.

### Post-test Instructor Review

1. Access the Respondus Dashboard to view flagged behavior, video thumbnails and full video of student taking exam.
  - a. Click on Course Tools→Respondus LockDown Browser.
  - b. Click on the chevron next to the test title→Click on Class Results.
  - c. 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).
  - d. Click the plus sign [+] next to a student name to view any flags, thumbnails or the entire video.
  - e. For more information, view the Instructor Quick Start Guide:  
<https://www.respondus.com/downloads/RLDB-QSG-Bb-Instructor.pdf>
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. Student help: 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](mailto:support@cuw.edu).
2. Instructor help: For a face-to-face course, contact the Center for Excellence in Learning and Teaching (CELТ) at [celtsupport@cuw.edu](mailto: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](mailto:blackboardsupport@cuw.edu) or call 262-243-4327 or 1-888-377-7447 (select option 1).
3. Video of student's perspective when accessing and taking a test using Respondus Monitor ([link to video](#)).
4. Students can view test questions and responses only through Respondus LockDown Browser.
5. Google Chromebooks and non-iPad tablets are NOT compatible with Respondus.
6. Respondus Monitor resources developed by Respondus ([link to web page](#))
7. Respondus LockDown Browser resources developed by Respondus ([link to web page](#))
8. Respondus Monitor requires additional set up and use must be approved (this requirement is suspended for the Spring 2020 semester).