Respondus LockDown for Students

Getting Started

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this short video to get a basic understanding of LockDown Browser and the webcam feature.

Video: http://www.respondus.com/products/lockdown-browser/student-movie.shtml

Then download and install LockDown Browser from this link:

LockDown Browser Install:
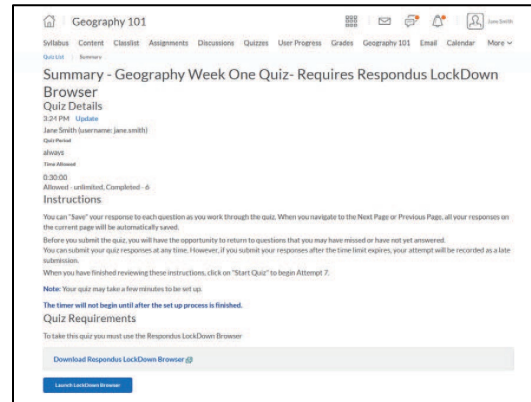http://www.respondus.com/lockdown/information.pl?ID=932712521

Test Guidelines

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Clear your desk of all external materials not permitted — books, papers, other devices
- Before starting the text, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Taking a Test

1. Log into D2L with a regular browser, select the course and navigate to the quiz.
2. From this screen, either install LockDown Browser or launch it to take the test.

3. If prompted to close a blocked program (e.g. screen capture, instant messaging), choose Yes.
4. If you are required to use a webcam to record yourself during a test, a Startup Sequence will guide you through a webcam check and other items required by the instructor.
5. Once a test has been started with LockDown Browser, you cannot exit the test until the Submit button is clicked.

Testing with a Webcam (Respondus Monitor)

You may be required to use LockDown Browser with a webcam, which will record you during an online, nonproctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.")

Your computer must have a functioning webcam and microphone. A broadband connection is also required.

If an exam 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 properly. The first time the Webcam Check is performed on a computer, Adobe Flash Player will require you to select Allow and Remember.
- The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the top 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 is submitted for grading.