Instructor Guide to Respondus LockDown Browser in Blackboard
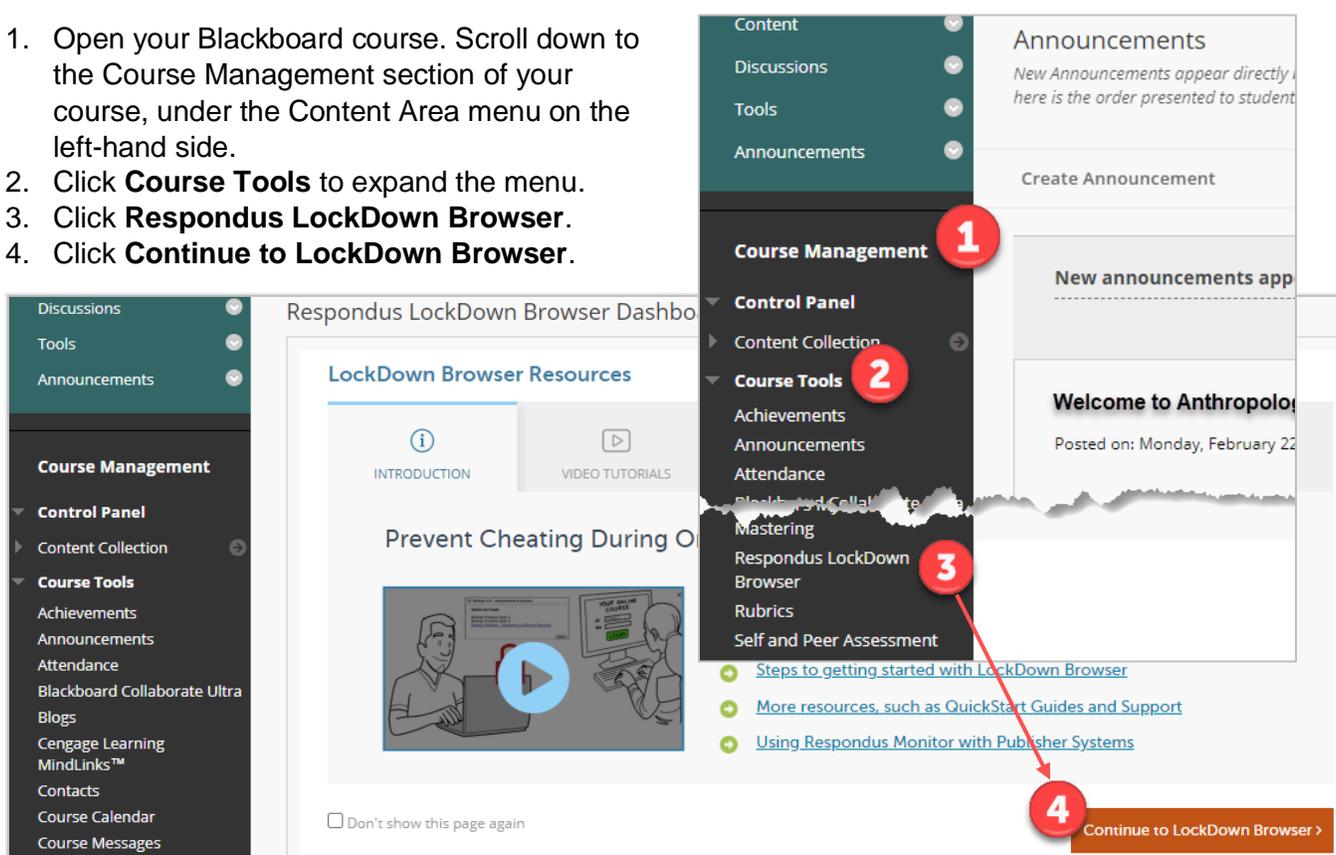
Per University guidance, an online proctoring tool may only be required if the course description or course syllabus noted that one might be used, allowing the student to make an informed decision about enrolling in that course.

Respondus LockDown Browser is a custom browser that locks down the testing environment in Blackboard Learn. When students use LockDown Browser to take a Blackboard test, they are unable to print, copy, go to other websites, access other applications, or close a test until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers.

While instructors are able to use Respondus LockDown Browser directly via Blackboard, students will need to download and install the application. Provide the following download link to your students: **https://download.respondus.com/lockdown/download.php?id=453108607**

1. Open your Blackboard course. Scroll down to the Course Management section of your course, under the Content Area menu on the left-hand side.
2. Click **Course Tools** to expand the menu.
3. Click **Respondus LockDown Browser**.
4. Click **Continue to LockDown Browser**.

5. Select the **Settings** option from the dropdown menu next to the intended test.
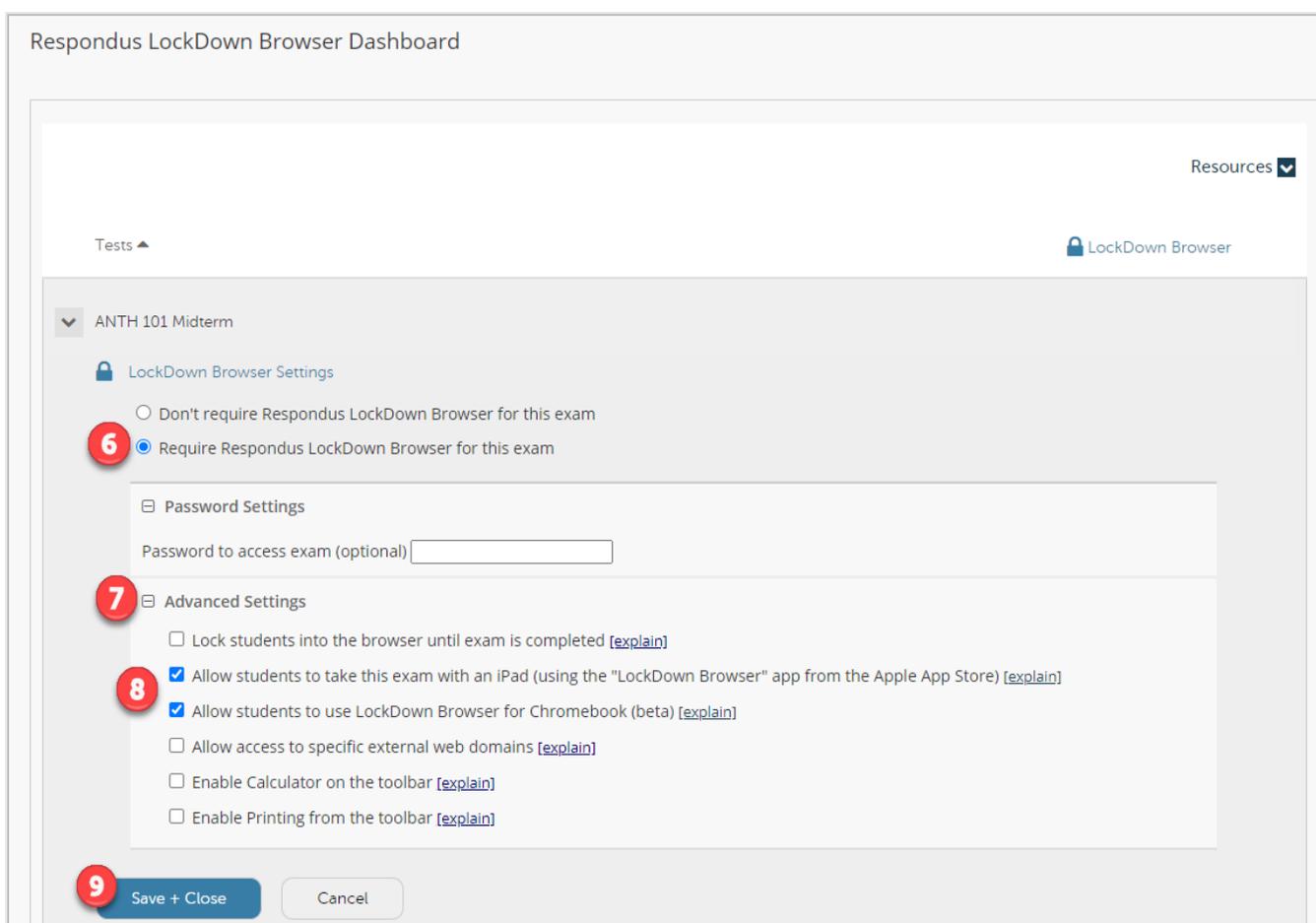
Note: Tests created within your Blackboard course will automatically appear on the Respondus LockDown Browser dashboard. For assistance on creating and deploying tests in Blackboard, see **Additional Resources** at the end of these instructions.

6. Select **Require Respondus LockDown Browser** for this exam.
7. Expand **Advanced Settings**.
8. Check the boxes to **Allow students to take this exam with an iPad** and **Allow students to use LockDown Browser for Chromebook**, if you would like to make your test available to students using those devices.

Caution: Do not select the **Lock student into browser until exam is complete**, the students will not be able to complete the exam if they lose internet connection or a device malfunction during the exam.

Note: See Appendix for information regarding the other settings.

9. Click **Save + Close**.

10. The selected test is now set up for Respondus LockDown Browser. The title of the test will include "– Requires Respondus LockDown Browser"

Appendix

I. LockDown Browser Advanced Settings

Option	Explained
Lock student into the browser until exam is completed	Students won't be able to exit the exam until they complete and submit their work. If the student loses internet connection or has to exit the exam early due to an emergency, they will not be able to return. You will be able to view a log of every time a student existed the exam, including their provided reason for the exit.
Allow students to take this exam with an iPad	If this setting is not selected, students will not be able to access or complete the assessment on their iPad device.
Allow students to use LockDown Browser for Chromebooks	If this setting is not selected, students will not be able to access or complete the assessment on their Chromebook device.
Allow access to specific external web domains	If you want to allow students to access certain websites while they work on the assessment, you can specify those under this setting. **Note:** This setting will not apply to students using a Chromebook device.
Enable Calculator on the toolbar	Allow students to access a digital calculator while working on the exam. **Note:** This setting will not apply to students using a Chromebook device.
Enable Printing from the toolbar	Allow students to print the assessment while it's open. **Note:** This setting will not apply to students using a Chromebook device.

II. Additional Resources

Resource Link	Description
Assignments, Tests and Grades	Step-by-step assistance on creating and deploying tests in Blackboard.
CUNY.edu/Blackboard	Updates and announcements; User Guides with information on using new and improved features; FAQs with answers to the commonly asked questions.
LockDown Browser Resources	Respondus website pages providing additional information and training resources