

## Student Guide to Respondus LockDown Browser for Chromebook

Respondus LockDown Browser (referred to as LDB and LockDown Browser) is a Blackboard Learn integration for taking tests that encourages examination equity and integrity by preventing students from printing, copying, going to another URL, or accessing other applications during a test. If an instructor identifies a Blackboard test as requiring that Respondus LockDown Browser be used, participants will not be able to take the test with a standard web browser.

Once you are aware that a test requires the use of Respondus LDB, make sure you download, install and configure this tool in advance of the test to avoid issues during the test. If an instructor provides a practice examination requiring Respondus LDB, you are encouraged to take it.

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*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.*

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### Notes

Students will only be allowed to use LockDown Browser on a Chromebook if it is selected by the instructor in the test settings.

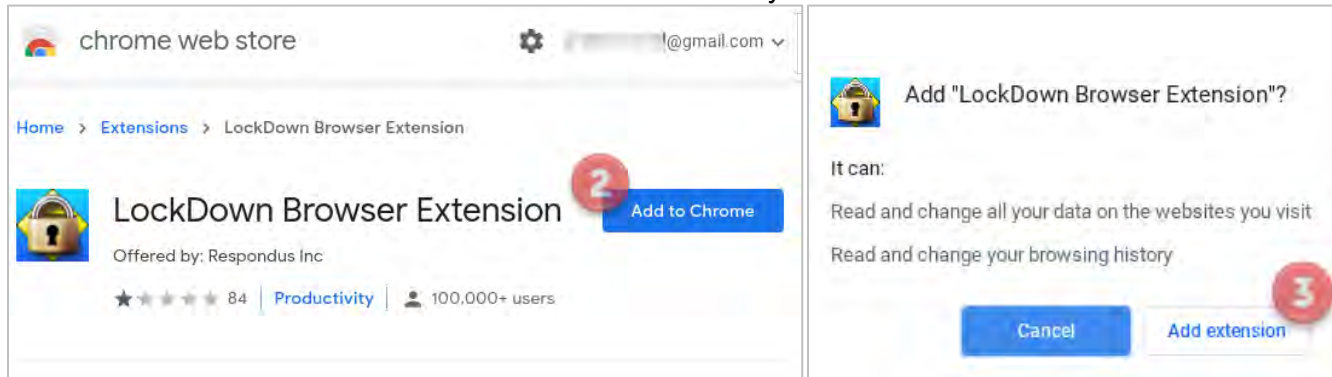
You will not be able to use dual monitors while using Respondus LockDown Browser.

You have to use the CUNY download link to access the Respondus LockDown Browser extension. You will not be able to use any other Respondus LockDown Browser extension.

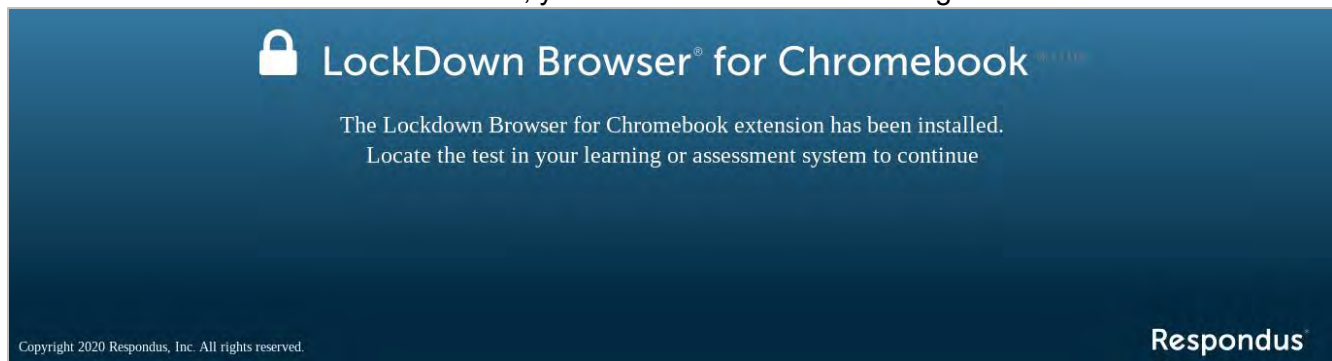
Download link: <https://download.respondus.com/lockdown/download.php?id=453108607>

Download and install the Respondus LockDown Browser to your Chromebook

1. Click on this link - <https://download.respondus.com/lockdown/download.php?id=453108607>. You will be taken to the Chrome Web Store. **You have to use this link** – you will not be able to simply search the Chrome Web Store to locate this extension.
2. Click on the **Add to Chrome** button to begin download the extension.
3. Click on **Add Extension** button to add the extension to your Chrome browser.



4. Once the extension has downloaded, you will see a screen confirming the installation.



**Note:** Ensure that your Chrome pop-up blocker and any additional pop-up blockers you may have installed are disabled.

Take an Exam on Blackboard using Respondus LockDown Browser on Chromebook

1. Navigate to your course in Blackboard using Chrome browser. You have to use Chrome browser only – you will not be able to use Respondus LockDown Browser with any other browser.
2. Once within the course, navigate to the content area where your instructor has placed the exam. You will be able to see what tests require LockDown Browser by looking at test names.



3. Click on the exam name to begin.
4. Once you access the test, it will look and behave like any test taken in Blackboard. You will see the LockDown Respondus bar across the top.



5. Once you have completed the test and checked all your answers, make sure you click **Save and Submit**.
6. Upon test completion, you will see a Respondus message indicating that the test is complete. Click the **Continue** button to exit LockDown Browser.



Recommendations for taking tests in Blackboard while using LockDown Browser

- Make sure you have enough time to complete the test before you start. You may not be able to resume the test if you have to leave it.
- Take the test in a place free from distractions.
- Take the test from a reliable computer with a strong Internet connection.
- If you are using a laptop with a touchpad or a mouse with a scroll wheel, be careful when scrolling to avoid moving your cursor accidentally. It is easy to mistakenly change an answer after you have made your entries. Always click a blank area on the test before using the touchpad or scroll wheel. This will insure you do not accidentally change your answers.
- Review all responses before you submit the test. Once you are sure of your entries, save your work, and click Submit. Your test will not be complete until it is submitted. Click Submit only once.
- If you get locked out of a test or have other problems while taking a test, contact your instructor immediately.