Blackboard Learn – LockDown Browser – Ultra Course View
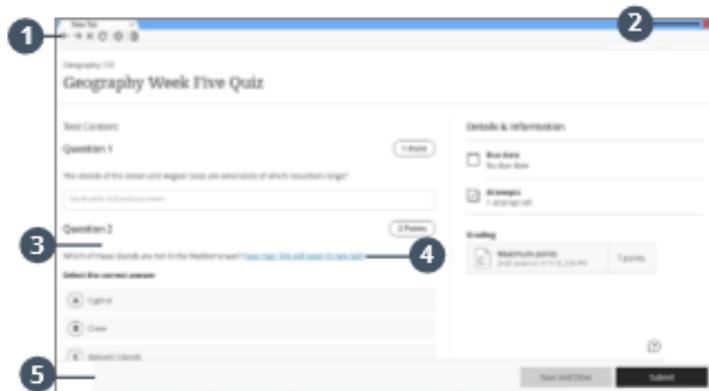
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I. What is Respondus LockDown Browser?

LockDown Browser is a custom browser that locks down the testing environment in Blackboard. 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, either.

LockDown Browser functions much like a standard browser, but some options have been removed or work differently. The list below highlights some of these differences.

1- **Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
2- **Test Mode** - tests are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
3- **Disabled Controls** - all printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.
4- **Links** - links to other web servers will open in a new, secure tab and prevent browsing beyond that page.
5- **Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed.
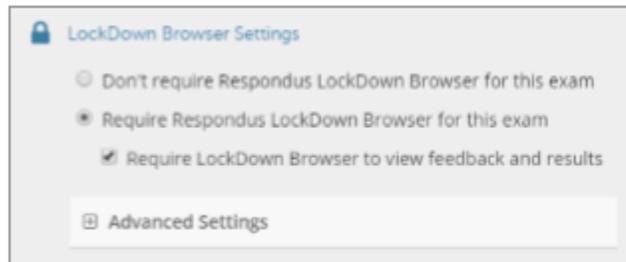
II. Preparing a Test

To set up a test in Blackboard that requires students to use LockDown Browser, follow these steps:

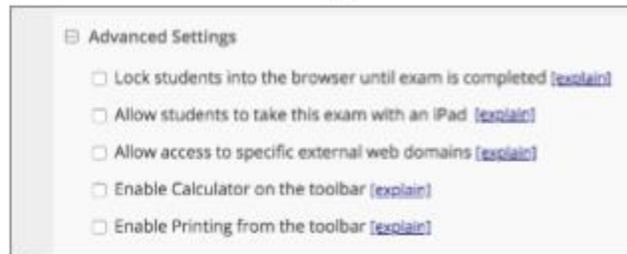1. Create the test in the Blackboard course.

2. In the test, from the **Test Settings** menu, select **the LockDown Browser Dashboard** under Assessment Security. Alternatively, the Books & Course Tools section of the course navigation can be used to open the **LockDown Browser Dashboard**.

3. A list of deployed tests will be displayed.   › Tests labeled with "Required" require students to use LockDown Browser › Tests labeled with "Not Required" don't require LockDown Browser.

4. To change the settings for the test, select **Settings** from the context menu to the left of the test title and select the desired option.

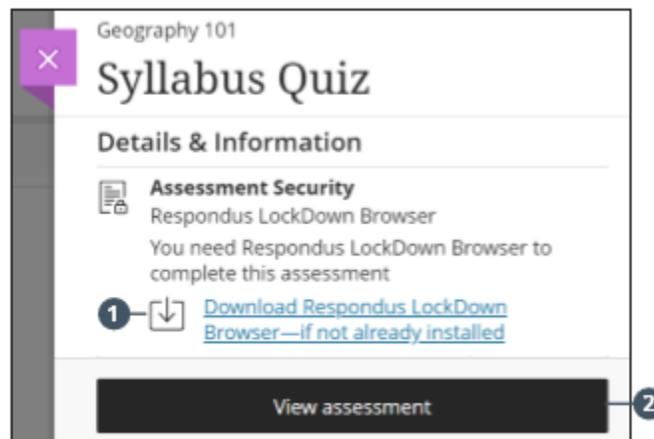5. Several **Advanced Settings** are available:

- The first setting will prevent students from exiting the browser until the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.
- The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
- The third setting will allow students to access a list of specified web domains during the test.
- The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.
- For additional information, select the [explain] link that follows each setting.

6. Click Save and Close to apply settings.

III.   Taking a Test

From a student's perspective, this is how LockDown Browser is used to take a test.

1. Log into Blackboard with a regular browser, select the course and navigate to the test.

2. From this screen, the student can either install LockDown Browser or launch it to take the test.

● the first link will enable a student to install LockDown Browser to the computer, if this is their first time using the browser.

● if the computer already has LockDown Browser installed, the student simply clicks "View Assessment" to begin the test in LockDown Browser.

3. If prompted to close a blocked program (e.g. screen capture, instant messaging), choose Yes.

4. If a student is required to use a webcam to record themselves during a quiz, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.

5. Once a quiz has been started with LockDown Browser, the student cannot exit the test until the Submit Test button is clicked.

IV.   Additional Tips and Suggestions

Make sure students know, well in advance, that they must use Respondus LockDown Browser to take an online exam. This is particularly important if students are required to install LockDown Browser to their own computer.

It's recommended that you create a "practice exam" that requires the use of LockDown Browser.

Once a Blackboard assessment is started with LockDown Browser, the exam will appear in a full screen window and all other applications and links are locked down.

LockDown Browser will maintain the "locked" testing environment even if a question contains a link to another web page (which opens another, locked browser window). However, all links that may appear on the new web page will be blocked, so be sure the content that students must see is available from the initial, linked page.