



Center for
Innovative Learning

Webex and Respondus Lockdown Browser

Objective

To setup and run an exam in which the students are locked into a single browser screen on their main device, but they are still able to have the camera on for Webex-based video proctoring.

This slide deck covers this in two main steps:

- 1) Setting up the exam with a Webex Link and Respondus Lockdown Browser
- 2) Opening the Webex session and running the exam

Setting up the Exam

Create Content

The screenshot displays a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline`. The page title is "Demo course - Ultra". The navigation menu includes "Content", "Calendar", "Announcements", "Discussions", "Gradebook", "Messages", "Analytics", "Groups", "Achievements", and "Student Preview". The "Course Settings" button is labeled "OPEN".

The main content area is titled "Course Content" and features a search icon and a menu icon. A list of content items is shown, with "Exams" selected and visible to students. A purple horizontal line is positioned below the "Exams" item, and a large orange arrow points to a "Create" menu that is open below it. The "Create" menu options are:

- Create
- Copy Content
- Upload
- Cloud Storage
- Content Market
- Content Collection
- Learning Object Repository

The right sidebar contains the "Course Faculty" section, listing Milad Dwaihi and Sara Hassoun as instructors, and the "Details & Actions" section, which includes links for Roster, Course Image, Class Collaborate, Attendance, Books & Tools, and Question Banks.

The Windows taskbar at the bottom shows the system time as 8:42 PM on 4/7/2026.

Add a Test

The screenshot shows a web browser window with the address bar displaying `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/create?parentId=_1612453_1&positionBefore=start`. The page title is "Create Item". The main content area shows a course titled "Demo course - Ultra" with a navigation menu including "Content", "Calendar", "Announcements", "Discussions", "Gradebook", "Messages", "Analytics", "Groups", and "Achievements".

The "Create Item" sidebar is open on the right, showing the following categories and items:

- Course Content Items**
 - Folder
 - Document
 - Link
 - Teaching tools with LTI connection
 - SCORM package
- Assessment**
 - Test (highlighted with an orange arrow)
 - Assignment
 - Form
- Participation and Engagement**
 - Discussion

The bottom of the browser window shows the Windows taskbar with the time 8:47 PM and date 4/7/2026.

Create a Link to your Webex Personal Room as the First Item on the Test by adding text

The screenshot displays the Blackboard assessment editor interface. The main heading is "Test with Respondus and Webex". The "Content and Settings" tab is active. A dropdown menu is open, listing various content types. The "Add text" option is highlighted with a grey background and an orange arrow pointing to it from the right. The "Assessment Settings" panel on the right shows details for the assessment, including the due date (Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)), grade category (Test), grading (Points | 0 maximum points), attempts allowed (1 attempt), and Respondus settings (Students need to use Respondus LockDown Browser to complete this assessment).

Assessment Settings

- Due date**
[Tomorrow](#)
Wed Apr 8, 2026 11:59 PM (UTC+3)
- Grade category**
[Test](#)
- Grading**
[Points](#) | 0 maximum points
Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed**
[1 attempt](#)
- Originality Report**
[Enable SafeAssign](#)
- Respondus**
Students need to use Respondus LockDown Browser to complete this assessment
[LockDown Browser Dashboard](#)

Write your text, select it, and add a link

The screenshot displays a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1?courseId=_62645_1&grad`. The page title is "Test with Respondus and Webex". The main content area is titled "Test Content" and contains a text editor. The text "Click here first to enter Webex via the Browser" is selected in the editor. A toolbar above the text box includes a "Link" icon, which is highlighted by a tooltip and an orange arrow. The right sidebar shows "Assessment Settings" with various options:

- Due date:** Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)
- Grade category:** Test
- Grading:** Points | 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed:** 1 attempt
- Originality Report:** Enable SafeAssign
- Respondus:** Students need to use Respondus LockDown Browser to complete this assessment. [LockDown Browser Dashboard](#)

The bottom of the screen shows a Windows taskbar with the time 9:01 PM and date 4/7/2026.

Enter your Webex personal room as the link:
[https://lau.webex.com/meet/\[firstname.lastname\]](https://lau.webex.com/meet/[firstname.lastname])

The screenshot shows a web browser window displaying a Blackboard assessment editor. The page title is "Test with Respondus and Webex". The main content area is titled "Test Content" and contains a text editor with the text "Click here first to enter Webex via the Browser". A dialog box titled "Insert Link" is open, showing the "Link URL" field with the text "https://lau.webex.com/meet/jordan.srouer" and the "Link text" field with the text "Click here first to enter Webex via the Browser". The "Insert" button is highlighted. The right sidebar shows "Assessment Settings" with fields for "Due date", "Grade category", "Points", "Attempts allowed", "Originality Report", and "Respondus".

Assessment Settings

- Due date: Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)
- Grade category: Test
- Points: 0 maximum points. Post grades automatically when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed
- Originality Report: [Enable SafeAssign](#)
- Respondus: Students need to use Respondus LockDown Browser to complete this assessment. [LockDown Browser Dashboard](#)

Save the Text box with the link

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1?courseId=_62645_1&grad`. The page title is "Test with Respondus and Webex". The "Content and Settings" tab is active, showing the "Test Content" section. A text box contains the text "Click here first to enter Webex via the Browser" with a blue link icon. Below the text box is a "Save" button, which is highlighted by a large orange arrow. The "Assessment Settings" section on the right includes options for "Due date" (Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)), "Grade category" (Test), "Attempts allowed" (1 attempt), "Originality Report" (Enable SafeAssign), and "Respondus" (Students need to use Respondus LockDown Browser to complete this assessment). The Windows taskbar at the bottom shows the time as 9:04 PM on 4/7/2026.

Write the rest of the Test then go to Settings

The screenshot displays a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1?courseid=_62645_1&grad`. The page title is "Test with Respondus and Webex" and it is marked as "Hidden from students". The interface is divided into two main sections: "Test Content" on the left and "Assessment Settings" on the right. The "Test Content" section includes a link to "Click here first to enter Webex via the Browser", a single question titled "Question 1" worth "1 point" with the text "The sky is blue." and two radio button options: "True" (marked as the correct answer) and "False". Below the question, there is a toggle for "Allow students to add content at end of assessment" which is currently turned off. The "Assessment Settings" section on the right contains several configuration options: "Due date" set to "Tomorrow" (Wed Apr 8, 2026 11:59 PM (UTC+3)), "Grade category" set to "Test", "Grading" set to "Points" with a maximum of 1 point and automatic grading, "Attempts allowed" set to "1 attempt", "Originality Report" with "Enable SafeAssign" checked, and "Respondus" settings indicating that students need to use Respondus LockDown Browser. A large orange arrow points from the right side of the screen towards the gear icon for the "Assessment Settings" section. The Windows taskbar at the bottom shows the time as 9:08 PM on 4/7/2026.

Scroll to “Assessment Security”; Click on “Lockdown Browser Dashboard” under “Respondus”

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1/assessmentSettings?cont...`. The page title is "Test with Respondus and Webex". The main content area is titled "Test Content" and shows a question: "Question 1" with the text "The sky is blue." and two radio button options: "True" (selected) and "False". Below the question, there is a toggle for "Allow students to add content at end of assessment" which is currently turned off. On the right side, the "Assessment Settings" panel is open, showing various configuration options. The "Assessment security" section is expanded, and the "Respondus" option is highlighted with an orange arrow pointing to "LockDown Browser Dashboard". Other options in the "Assessment security" section include "Access code" and "Assessment security" itself. Below this, there are sections for "Additional Tools" including "Time limit", "Goals & standards", "Assigned groups", and "Originality Report". At the bottom of the settings panel, there are "Cancel" and "Save" buttons. The browser's address bar shows the URL and a zoom level of 80%. The Windows taskbar at the bottom shows the time as 8:51 PM on 4/7/2026.

Expand the arrow next to the Test Item, select “Settings”

The screenshot shows a web browser window titled "Assessment Settings Tool" with the URL elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1/assessmentSettings/proct.... The page is titled "Assessment security" and features a navigation menu with "LockDown Browser", "Dashboard", "Getting Started", "Video Tutorials", and "Guides & Support". Under the "Tests" section, there is a table with the following content:

Tests	LockDown Browser
Test with Respondus and Webex	Not Required

An orange arrow points to the green downward arrow next to the "Test with Respondus and Webex" entry, indicating that it should be expanded to access settings.

The Windows taskbar at the bottom shows the time as 8:53 PM on 4/7/2026.

Choose “Require Lockdown Browser for this exam” and Press “Save & Close”

The screenshot displays the 'Assessment security' configuration page for a test titled 'Test with Respondus and Webex'. The page is part of the 'Assessment Settings Tool' and is accessed via the URL 'elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1/assessmentSettings/proct...'. The interface includes a navigation menu with 'LockDown Browser', 'Dashboard', 'Getting Started', 'Video Tutorials', and 'Guides & Support'. Under the 'LockDown Browser' section, the 'Test with Respondus and Webex' settings are shown. The 'LockDown Browser Settings' section has two radio button options: 'Don't require LockDown Browser for this exam' and 'Require LockDown Browser for this exam', with the latter being selected. Below these options is an 'Advanced Settings' section. At the bottom of the settings panel, there are two buttons: 'Save + Close' and 'Cancel'. Two orange arrows point to the 'Require LockDown Browser for this exam' radio button and the 'Save + Close' button, respectively. The Windows taskbar at the bottom shows the time as 8:55 PM on 4/7/2026.

Exit the Assessment Security Window and Save the Assessment Settings

The screenshot shows a web browser window with the URL `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1/assessmentSettings?cont...`. The main content area displays the 'Test with Respondus and Webex' interface, including a 'Test Content' section with a question: 'The sky is blue.' with 'True' selected as the correct answer. An 'Assessment Settings' modal is overlaid on the right side of the screen. The modal has a title bar with a close button (X) and the text 'Test with Respondus and Webex Assessment Settings'. It is divided into two main sections: 'Details & Information' and 'Presentation Options'. The 'Details & Information' section includes a 'Due date' field set to '4/8/2026' at '11:59 PM', and several checkboxes: 'No due date', 'Prohibit late submissions', 'Prohibit new attempts after due date', and 'Allow class conversations'. The 'Presentation Options' section includes checkboxes for 'Display one question at a time', 'Prohibit backtracking', 'Randomize questions', 'Randomize answers', and 'Randomize pages'. At the bottom of the modal, there are 'Cancel' and 'Save' buttons. An orange arrow points to the 'Save' button. The Windows taskbar at the bottom shows the time as 9:11 PM on 4/7/2026.

Set the Test visibility conditions as you would with any Test

The screenshot displays the Blackboard assessment configuration interface. The browser address bar shows the URL: `elearn.lau.edu.lb/ultra/courses/_62645_1/outline/assessment/Test/_1612454_1?courseId=_62645_1&gradr`. The page title is "Test with Respondus and Webex".

On the right side, a dropdown menu for visibility is open, showing the following options:

- Hidden from students (selected)
- Visible to students
- Hidden from students
- Release conditions

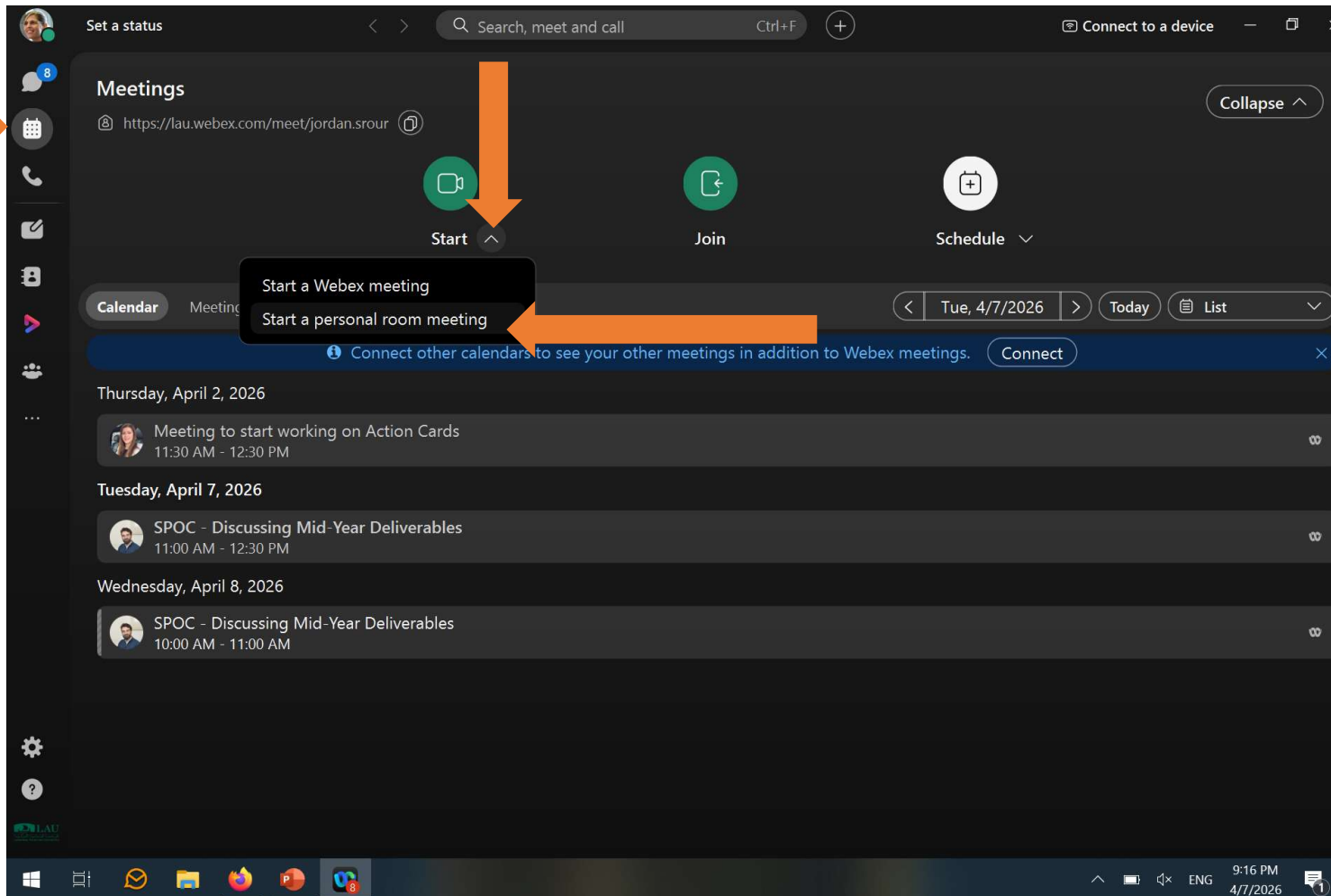
An orange arrow points to the selected "Hidden from students" option. The main content area is divided into two sections:

- Test Content:** Includes a link "Click here first to enter Webex via the Browser" and a question titled "Question 1" worth 1 point. The question text is "The sky is blue." with radio button options for "True" (marked as the correct answer) and "False".
- Assessment Settings:** Includes fields for "Due date" (Tomorrow, Wed Apr 8, 2026 11:59 PM (UTC+3)), "Grade category" (Test), "Grading" (Points | 1 maximum point), "Attempts allowed" (1 attempt), "Originality Report" (Enable SafeAssign), and "Respondus" (Students need to use Respondus LockDown Browser to complete this assessment).

The Windows taskbar at the bottom shows the system time as 9:13 PM on 4/7/2026.

Opening Webex and Running the Exam

Just before scheduled start of the exam, open Webex and start a Personal Room Meeting

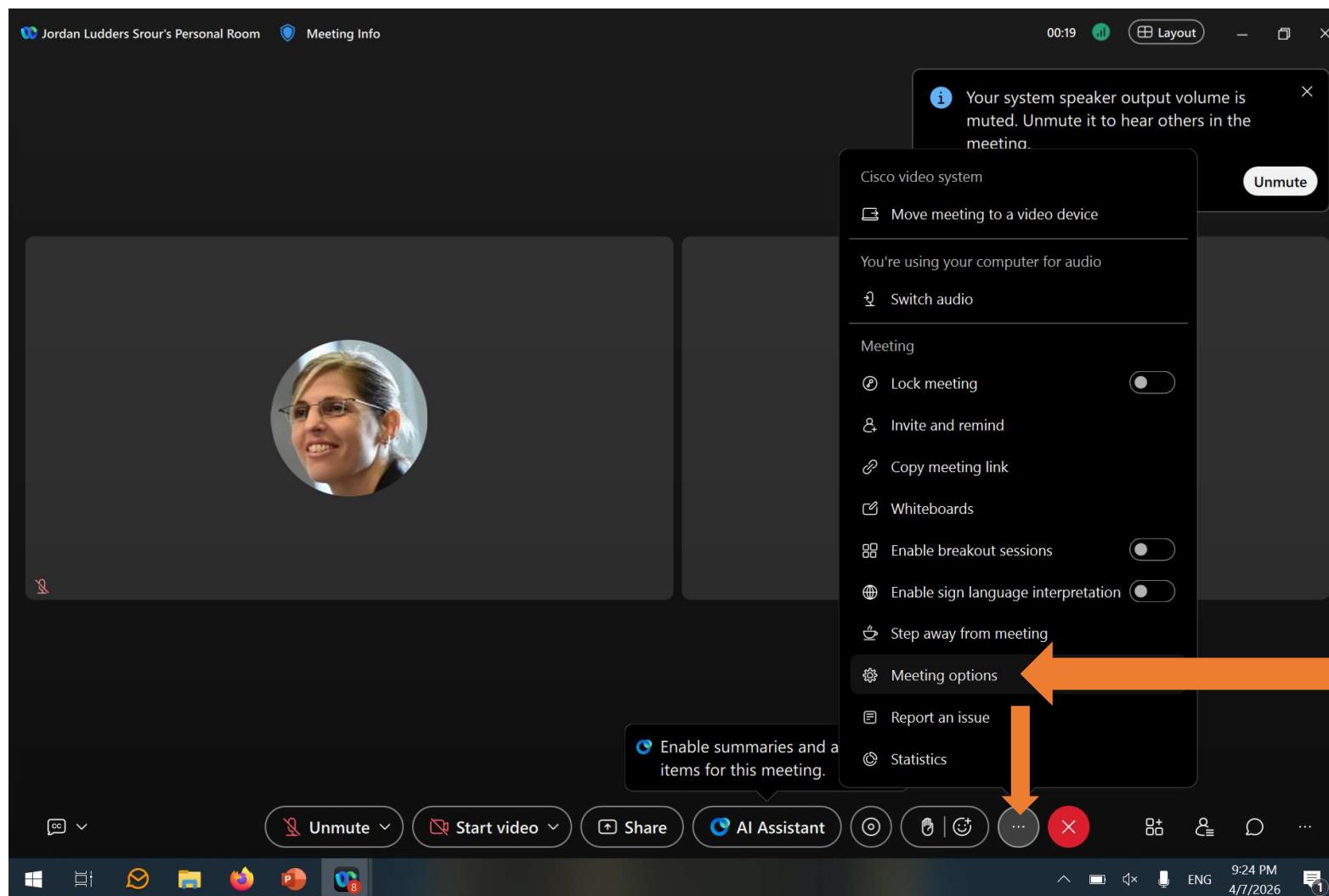


Note, this view is for Webex Desktop; Webex Browser version will look a bit different.

Start the Meeting

The screenshot displays the Microsoft Teams interface for a meeting room. At the top, there is a search bar with the text "Search, meet and call" and a "Connect to a device" button. The main area is titled "Meetings" and shows the URL "https://lau.webex.co". Below this, the room name "Jordan Ludders Srour's Personal Room" is displayed. A large video placeholder is centered, showing a circular profile picture of a woman with glasses. To the left, a "Calendar" widget lists several meetings, including "Meeting to st" on Thursday, April 2, 2026, and "SPOC - Discu" on Tuesday, April 7, 2026, and Wednesday, April 8, 2026. At the bottom of the meeting room, there are three buttons: "Unmute", "Start video", and "Start meeting". An orange arrow points to the "Start meeting" button. The Windows taskbar at the bottom shows the time as 9:23 PM on 4/7/2026.

Go to Meeting Options



Turn Off everything but Start Video; Press “Apply”

The screenshot shows a Microsoft Teams meeting interface. At the top, it displays "Jordan Ludders Srour's Personal Room" and "Meeting Info". The time is 03:26. A notification in the top right corner states: "Your system speaker output volume is muted. Unmute it to hear others in the meeting." with an "Unmute" button.

The "Meeting options" dialog box is open, showing the "General" tab. Under "Allow for everyone", the "Start video" checkbox is checked. Other options include "Chat", "Send reactions", "Raise hand", and "Add and download files". Under "Allow for all attendees", options include "View participants list", "Share content", "Remote control", "Annotation", and "Start Slido (polling and Q&A)". The "Apply" button is highlighted with an orange arrow.

The background shows a video feed of a woman with glasses and a "Waiting for others to join..." message with "Invite and remind" and "Copy meeting information" buttons.

At the bottom, the meeting controls bar includes "Unmute", "Start video", "Share", "AI Assistant", and other icons. The Windows taskbar at the very bottom shows the time as 9:27 PM on 4/7/2026.

Running the Test

- Release the test link to the students as usual
- Watch them via the videos in your webex meeting

Helpful Hints to Tell your Students

- Download Respondus before the Test.
- Be sure to click the Webex Browser link and turn on their camera before starting the Test.
- When clicking the link, select “Webex Browser” in the new tab that opens.
- Navigate back to the test tab once the webex tab is setup and work normally.

- For more guidelines and tutorials please visit the CIL website <https://cil.lau.edu.lb/>
- For technical support related to Blackboard kindly contact Mrs. Dima Tawk via email at dima.tawk@lau.edu.lb
- For questions about managing hybrid teaching and instructional approaches, feel free to contact the CIL via email at cil@lau.edu.lb



Center for
Innovative Learning