Student Guide for Respondus LockDown Browser

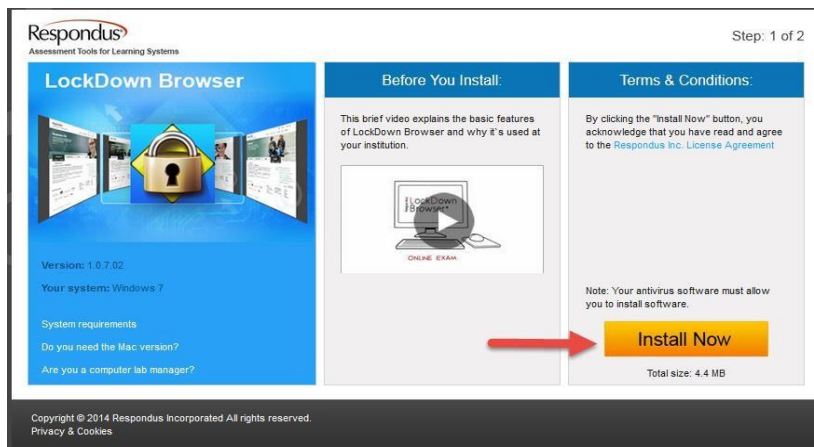## 1 WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus Lockdown Browser is a secure browser for taking tests in Blackboard. It prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that Respondus Lockdown Browser be used, you will not be able to take the test with a standard web browser.   Respondus Lockdown Browser should only be used for taking Blackboard tests. It should not be used in other areas of Blackboard.

2 INSTALLING RESPONDUS LOCKDOWN BROWSER

2.1 WINDOWS COMPUTERS:
- Open your favorite web browser In the address bar, go to https://download.respondus.com/lockdown/download.php?id=924933741

1 Screenshot of Installation page for Respondus LockDown Browser

You can read or watch the video. Click on Install Now to begin the process.
- Depending on your browser, you can save the install file then install it by double clicking on the file or run the install immediately.
- Follow the onscreen prompts to locate it and begin the actual install. ○ During the installation, select **YES** if prompted to accept program from Respondus. ○ Follow the onscreen prompts to complete the install.

2.2 MAC COMPUTERS:
- Be sure that OSx 10.5 or higher is being used (512K Ram minimum)
- In the address bar of your favorite web browser, type https://download.respondus.com/lockdown/download.php?id=924933741
- Follow the download page instructions to obtain the correct installation program
- Start the LockDown Browser installation program and follow the onscreen instructions to complete the installation.

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3 TAKING A TEST USING RESPONDUS LOCKDOWN BROWSER

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
3. If prompted, either close a blocked program (e.g. screen capture, instant messaging, email) by choosing **Yes** or close LockDown Browser and close the blocked program(s) before restarting.
4. Log into the MyMCC.
5. Select your Blackboard course.
6. Navigate to the test and select it.
7. Click Begin Exam to start the exam.

Desktop Icon for Respondus Lockdown Browser

8. The test will then start. (Note: Once the test has been started with Respondus LockDown browser, you cannot exit until the **Submit** button is clicked.)
9. Once you have submitted your test, you will receive a window indicating that it has been submitted. Close this window. You will not be able to see your score unless you click on My Grades and scroll to the location in your grade book where the test is located.
10. If your instructor has given the permission to review the test questions after taking the test, go to My Grades and scroll to find the test name.
    a. Click on the test name
    b. Click on the score to view the questions, answers submitted, and correct answers.

4 PROBLEMS?

If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, contact your instructor.

If you start Blackboard before you start the test, you will need to exit out of Blackboard, start Respondus LockDown Browser, then access MyMCC → Blackboard before you can take the test.

If you access a test that is set to use Respondus LockDown Browser and you have not started the LockDown Browser prior to selecting Begin Test, you will be asked to enter in a password to access the test. **YOUR INSTRUCTOR DOES NOT HAVE THAT PASSWORD.** You must exit Blackboard, start the Respondus LockDown Browser, then access MyMCC → Blackboard to begin your test. (ie follow the directions under Taking a Test).

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