## Using Respondus LockDown Browser

LockDown Browser<sup>®</sup> is a custom browser that prevents other applications from running while a student takes an exams online. This tool is intended to support academic integrity.

Student Experience - Respondus Lockdown Browser/Monitor

Instructions for students using LockDown Browser

If your instructor has created a test in Blackboard that requires the Respondus LockDown Browser, you must download and install it on the computer you intend to use to take the test.

YouTube Video on why Lockdown Browser - Respondus Lockdown Browser

Step 1: Check your system requirements

Go to this Respondus Technical Support page to make sure the computer operating system you are using will work with LockDown Browser: <u>What are the computer requirements for installations of Respondus LockDown Browser?</u>

## Step 2: Download and install

- Important: If you are using a computer borrowed from a school or institution (such as a High School) you will need to work with the Computer Administrator from that organization. You will only be able to download and install Respondus Lockdown Browser if you are logged in as a local administrator with full rights.
- 2. On the computer you will be taking the test from, click this link to install the Lockdown Browser (You only have to do this one time. Once it is downloaded on your computer you do not need to download again and can skip to <u>Step 3</u>.):

Download Respondus LockDown Browser

3. Click "Install Now."



- 4. Follow the screen prompts.
- 5. In Chrome you will see the download on the bottom left corner of your screen.



6. When it is ready to Download you will see this:



- 7. Click on the exe file to install the Respondus LockDown Browser on your computer.
- 8. Once installed you will find Respondus Lockdown Browser in your Start menu, and on your desktop:



## Step 3: Shut down all apps

- 1. Quit all email applications.
- 2. Quit any messaging systems (Slack, Messages, etc.).
- 3. Quit any screen capture applications.
- 4. Quit any and all running applications.

## Step 4: Take your exam

1. Launch the Respondus LockDown Browser on your computer. Do this by clicking the Lockdown Browser icon on either your desktop, or within your Start Menu



- If you have not closed down all applications, a pop-up message will prompt you to do so, or to quit. Select **Close Applications**.
- 2. The LockDown Browser will automatically open on the Blackboard login page.
- 3. **Log In** with your UAS ID and Password, then go through the identity verification process.
  - Webcam Check
  - Instructions for the Test/Exam
  - Guidelines and Tips
  - Student Photo
  - Show ID (UAS Whale Card preferred, or photo ID with only name and photo visible)
  - Environment Check (showing around your computer)
  - Facial Detection Check
- 4. Once this is done and you are logged into Blackboard within the LockDown Browser, go to your class and locate your exam.
- 5. Click the exam link to open it, then select **Continue** to begin.
- 6. Take the exam.
  - Note that while the exam is running, you will not be able to access other applications, web sites not designated in the exam, and files located on your computer.
- 7. Once you have completed your exam, be sure to save and submit your answers.

8. You may now close the Respondus LockDown browser. Once Respondus shuts down, you will regain access to your computer.