Mac Icon Windows icon **Using Respondus LockDown Browser and Monitor**

LockDown Browser is a browser for online test. You will not be able access anything else on computer. **Respondus Monitor** is Respondus LockDown Browser with a webcam, which will record you during an online, nonproctored exam. We recommend that you watch this overview video below:

- LockDown Browser and Monitor Overview Video (2:24)

To take your exam with Respondus LockDown Browser and Monitor you will need to:

1. Make sure your computer meets the technical requirements.
    a. We strongly recommend that you use Google Chrome as your internet browser.
    b. Please note that Chrome books will not work for online testing as LockDown Browser and Respondus features will not work.
2. Download and install Respondus LockDown Browser to your computer.
3. Follow instructions for opening LockDown Browser, navigating to the Blackboard exam, and if required by your professor, completing the webcam startup sequence to begin your exam.

1. Make sure that your computer meets the technical requirement below:

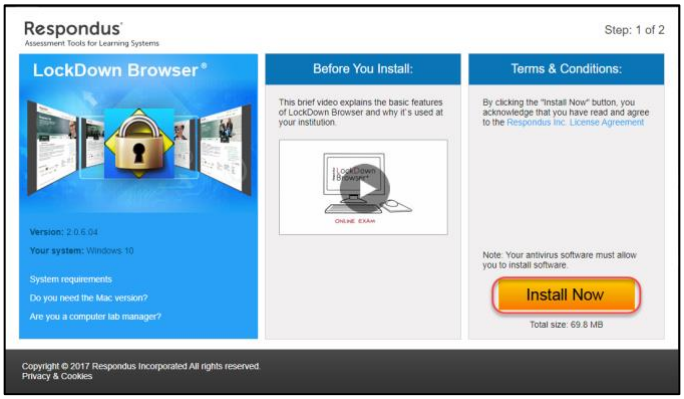
- **Windows:** 10, 8, 7
- **Mac:** OS X 10.10 or higher
- **iOS:** 10.0+ (iPad only). Must have a compatible LMS integration. Details.
- Web camera (internal or external) & microphone
- A broadband internet connection
- Smartphones and Chromebook **cannot** be used.

2. Downloading and Installing Respondus Lockdown Browser

(You only have to do this one time so if you have already installed LockDown Browser skip to the next section**.)**

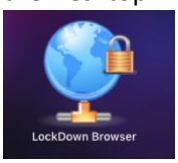
Click the link below to Download Respondus LockDown Browser. This link is unique to Curry College.

- Download Respondus LockDown Browser



3. **Taking a test with Respondus Monitor is Respondus LockDown Browser with a webcam, which will record you during an online, nonproctored exam.**

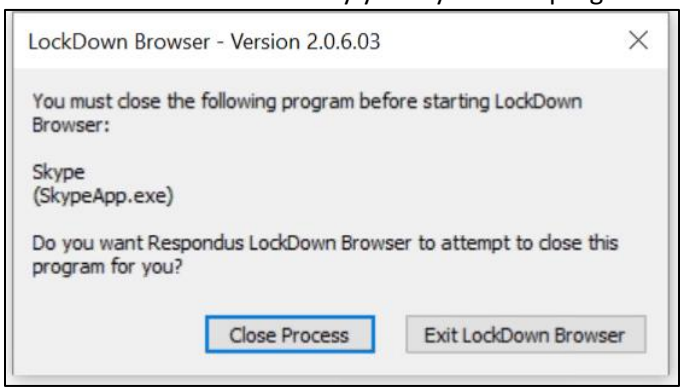
Step 1: Close all Browsers and Applications (like Word, Excel, or Email). Step 2: Click on the LockDown Browser Icon on the Desktop**.**



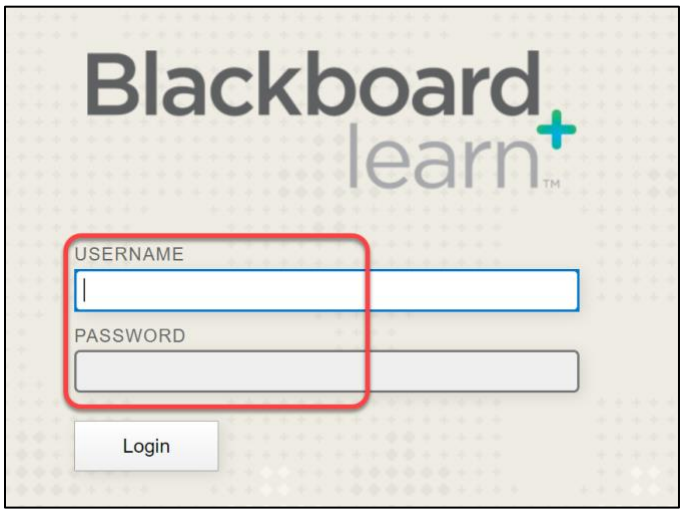
Mac Icon

Windows icon

LockDown Browser will notify you if you have programs that need to be closed.



Step 3: Login to Blackboard using your Portal username and password.



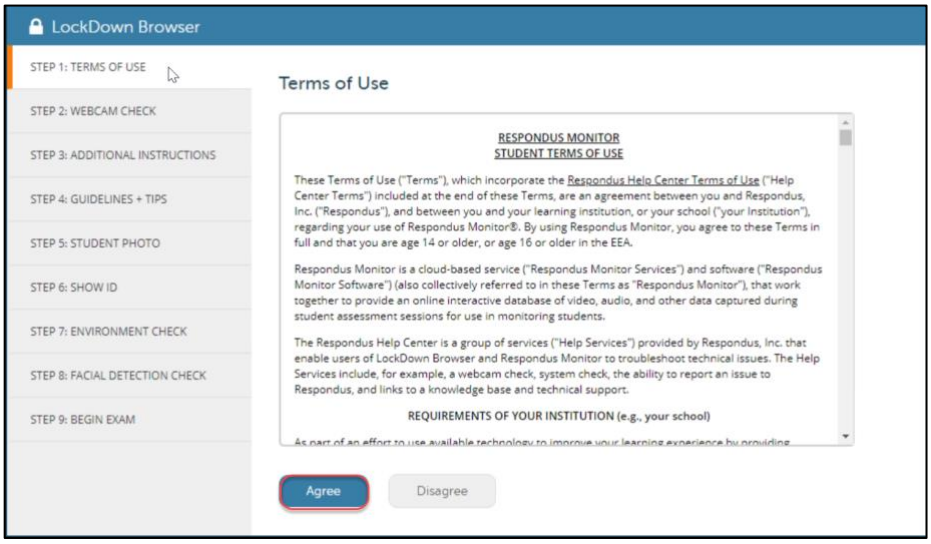
Step 4: Navigate to the Test and select **Begin Exam** (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit button is clicked.)

Using webcam: If your exam requires the use of a webcam (sometimes referred to as Respondus Monitor), you'll be guided through a set of screens prior to the start of the exam. All exams that require use of webcam will include a Startup Sequence. All steps may not be required by your instructor.

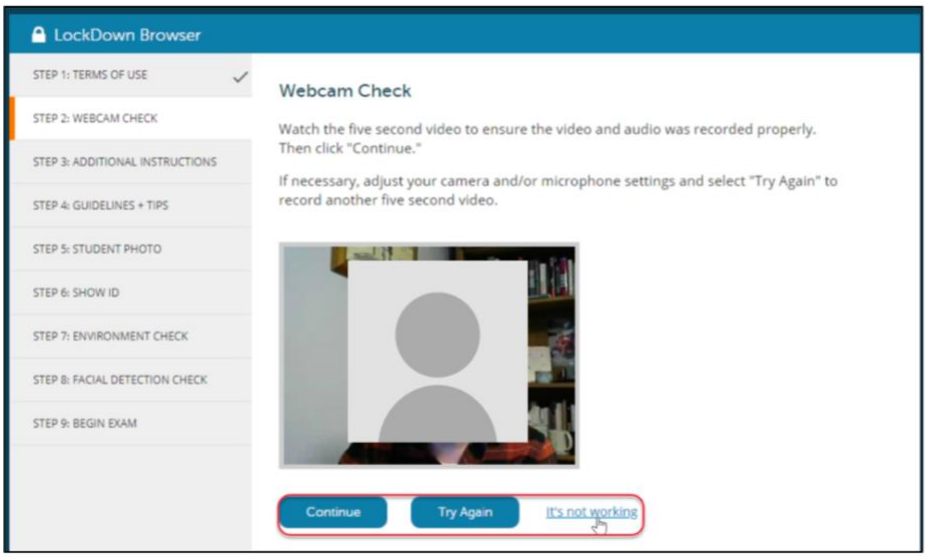
Step 5: Complete the Startup Sequence:

1. Terms of Use
2. Webcam Check
3. Additional Instructions
4. Guidelines
5. Student Photo
6. Show ID – what forms of ID will you accept
7. Environment Check – pick up laptop and record 360 degree of your surroundings
8. Facial Detection Check – Prevent students from starting without webcam
9. Begin Exam

1. **Terms of use:** Review and agree to the Terms of Use by clicking **Agree**.

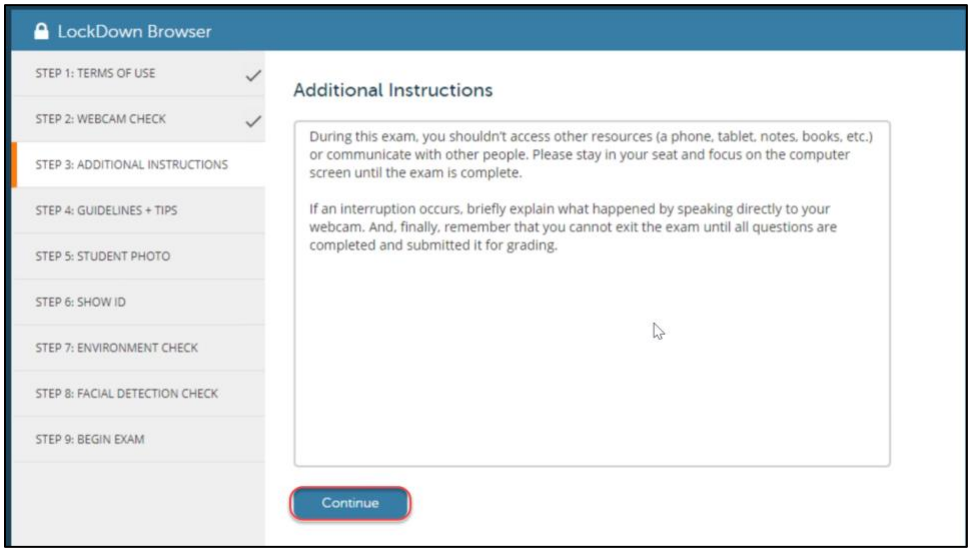


2. **Webcam Check** – will confirm that your webcam and microphone are working properly. You will be prompted to a record 5-second video with audio then watch the video to ensure that your video and audio are recording properly. If it is click **Continue** if not click **Try Again**. If you encounter a problem, select the **It's not working** link for troubleshooting tips.

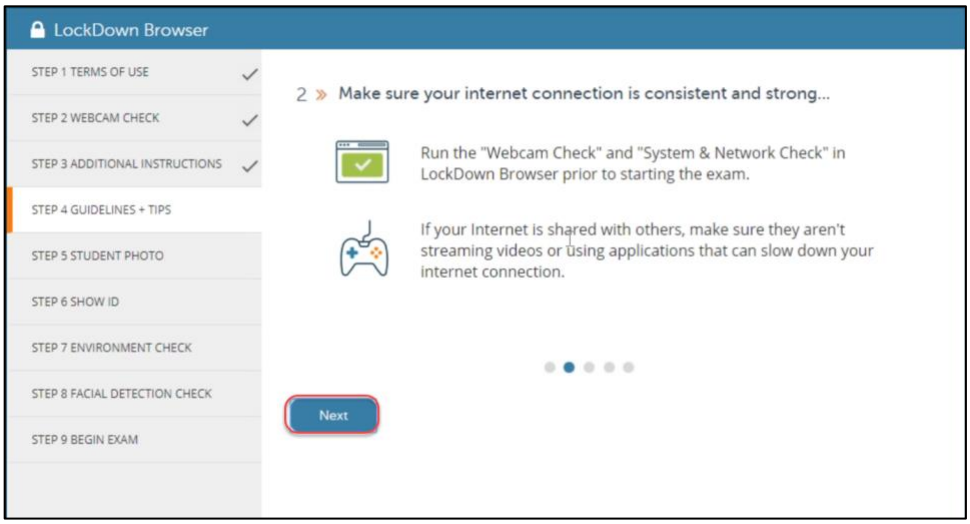


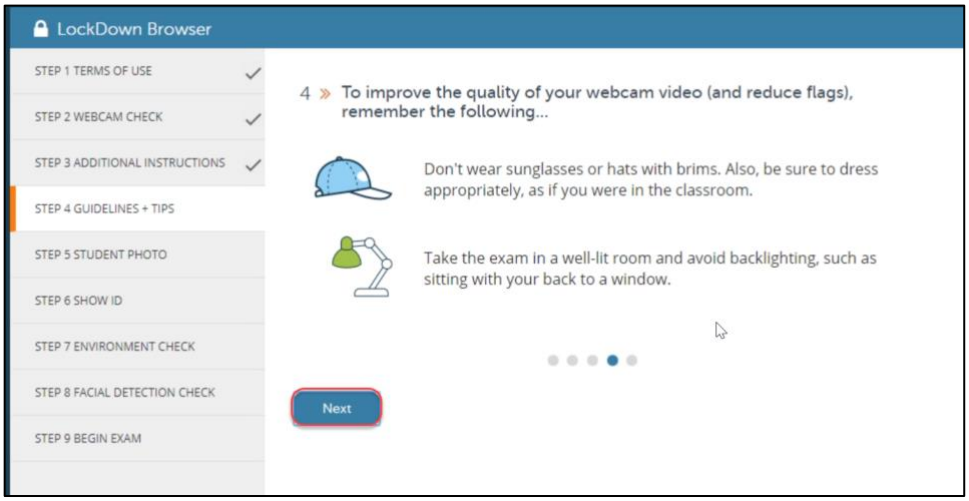
The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the left side of the screen.

3. **Additional Instructions** – this may include additional guidelines from your instructor on what to do during your exam, what is approved and what isn't.



4. **Guidelines** – the next few screens will provide guidelines and tips for taking an online exam that will be recorded. (see samples provided below)


LockDown Browser
STEP 1 TERMS OF USE
STEP 2 WEBCAM CHECK
STEP 3 ADDITIONAL INSTRUCTIONS
STEP 4 GUIDELINES + TIPS
STEP 5 STUDENT PHOTO
STEP 6 SHOW ID
STEP 7 ENVIRONMENT CHECK
STEP 8 FACIAL DETECTION CHECK
STEP 9 BEGIN EXAM
2 » Make sure your internet connection is consistent and strong...
Run the "Webcam Check" and "System & Network Check" in LockDown Browser prior to starting the exam.
If your Internet is shared with others, make sure they aren't streaming videos or using applications that can slow down your internet connection.
Next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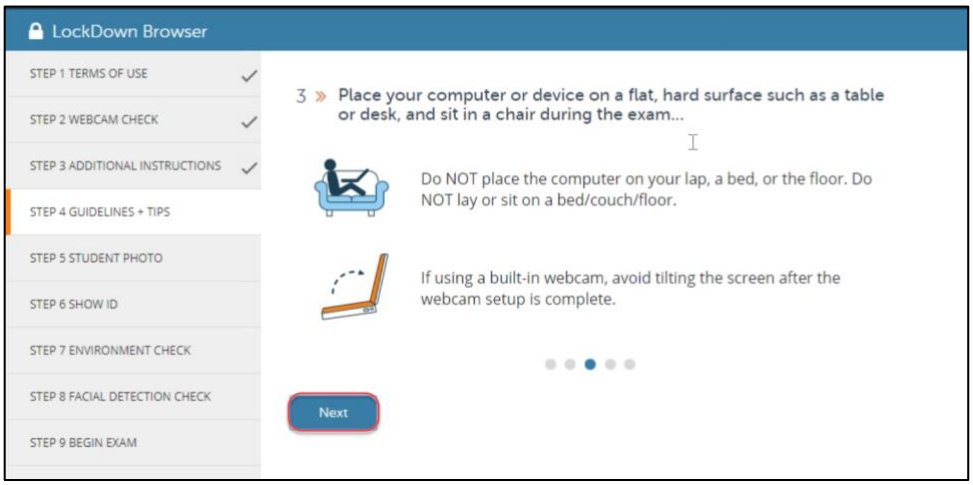
4 » To improve the quality of your webcam video (and reduce flags), remember the following...
Don't wear sunglasses or hats with brims. Also, be sure to dress appropriately, as if you were in the classroom.
Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
Next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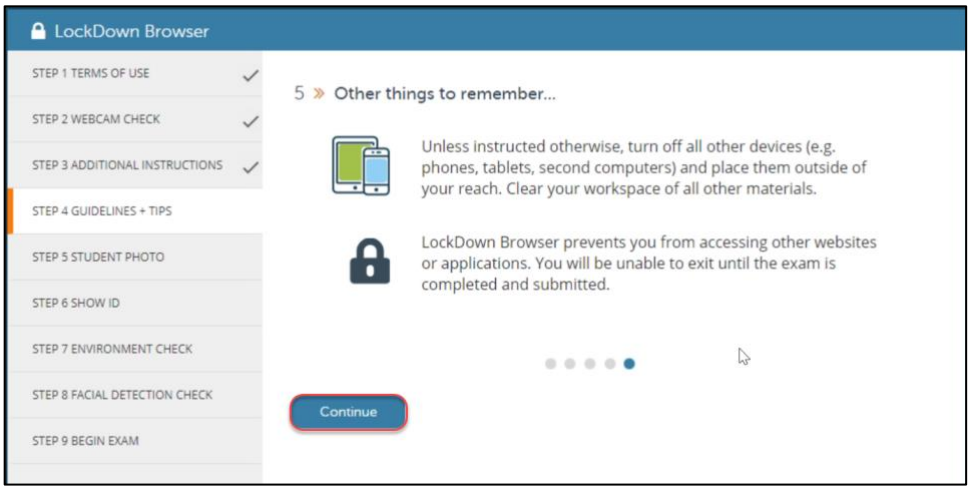
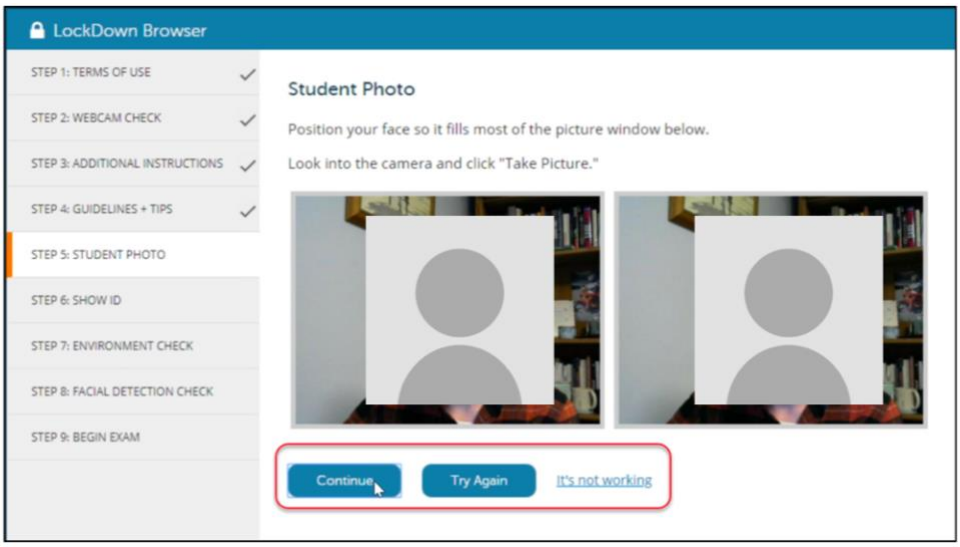
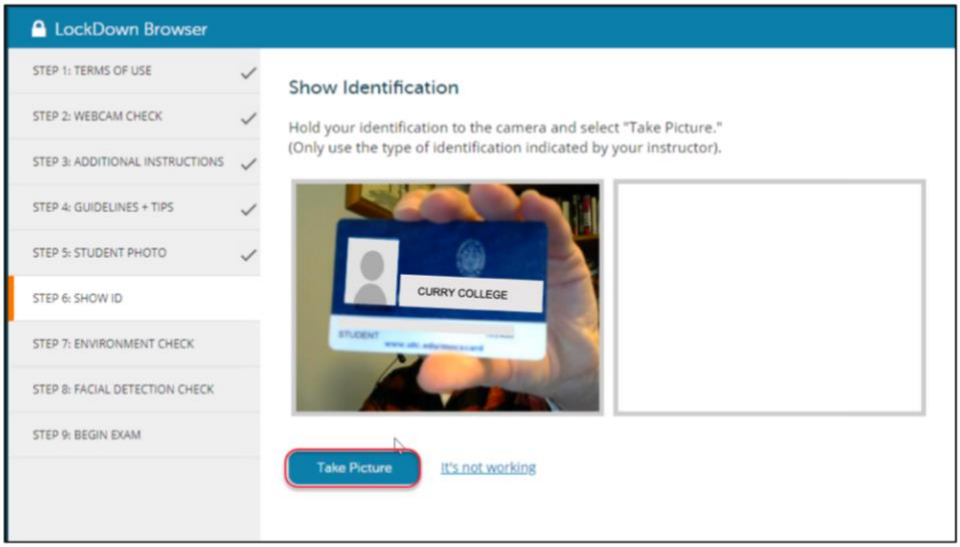
3 » Place your computer or device on a flat, hard surface such as a table or desk, and sit in a chair during the exam...
Do NOT place the computer on your lap, a bed, or the floor. Do NOT lay or sit on a bed/couch/floor.
If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
Next

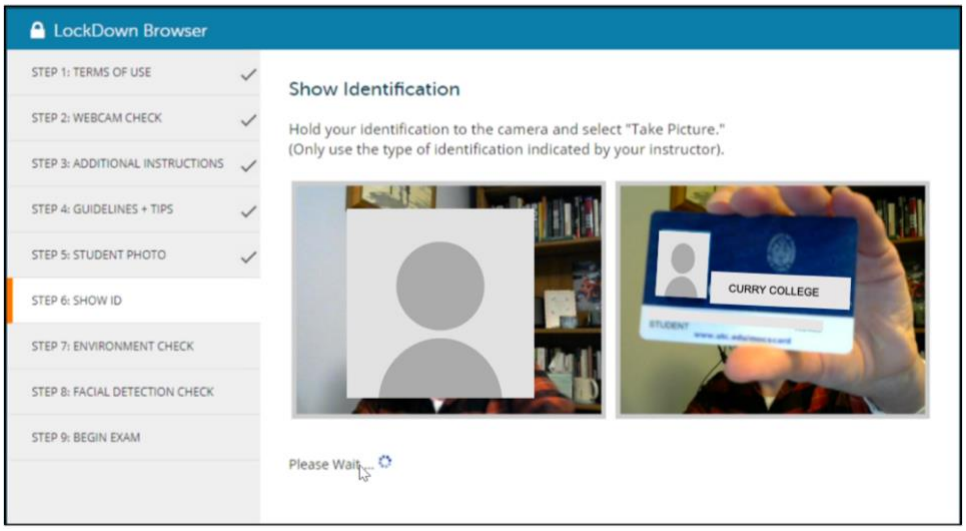


5. **Student Photo –** follow the prompts and take a photo of yourself**.**

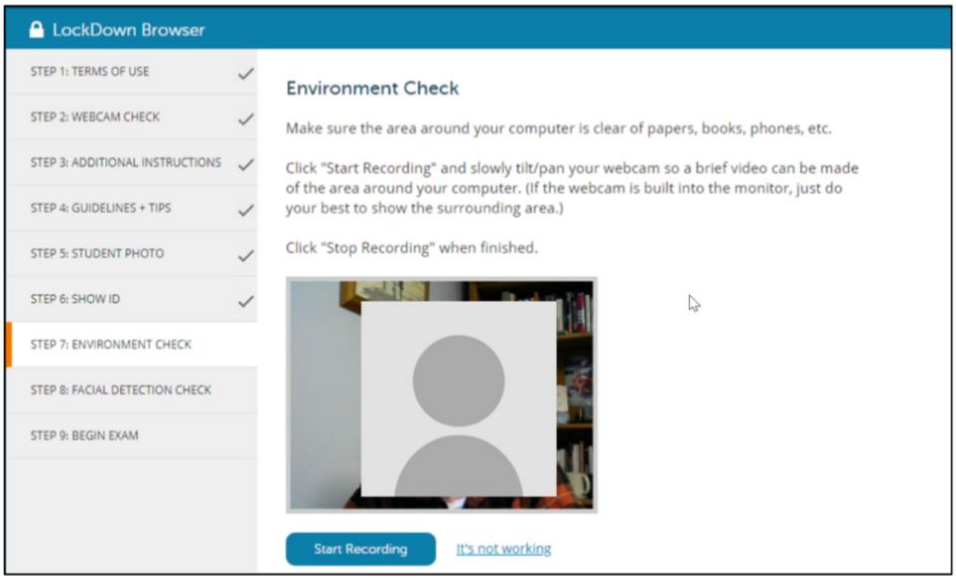


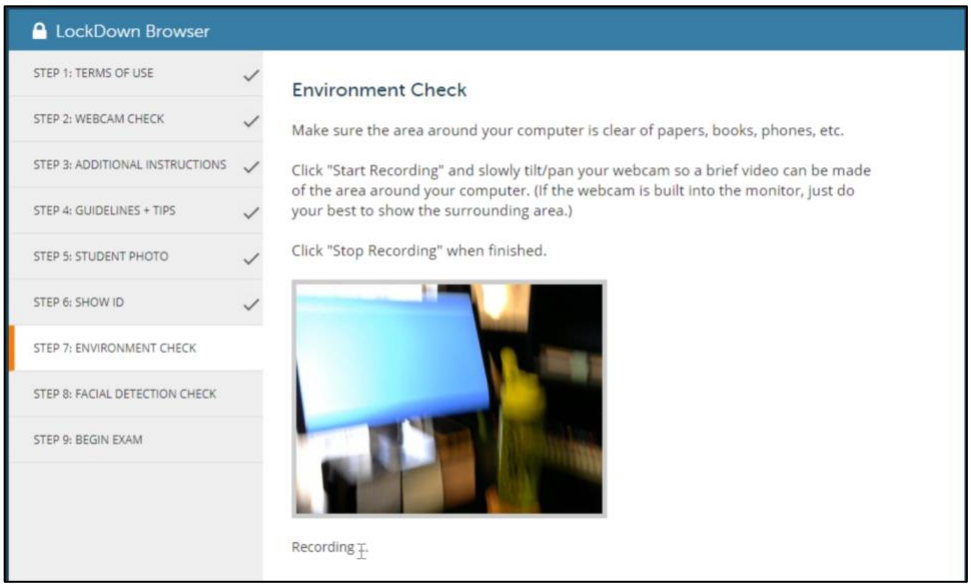
6. **Show ID** – follow the prompts to take a picture of your ID.

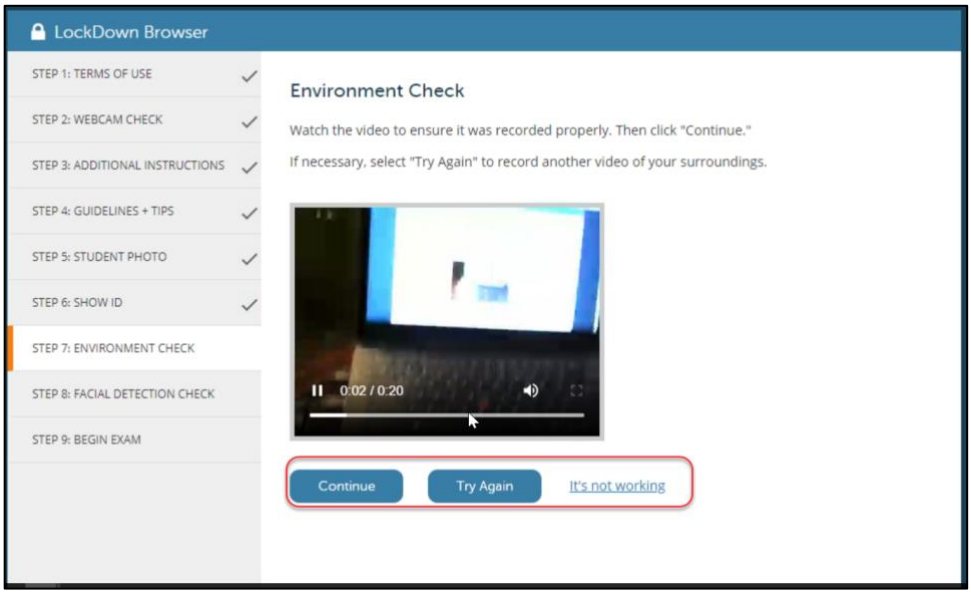




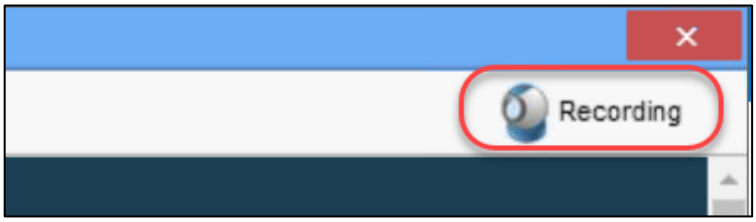
7. **Environment Check** – pick up laptop or webcam and record 360 degree of your surroundings where you will be taking your online exam.



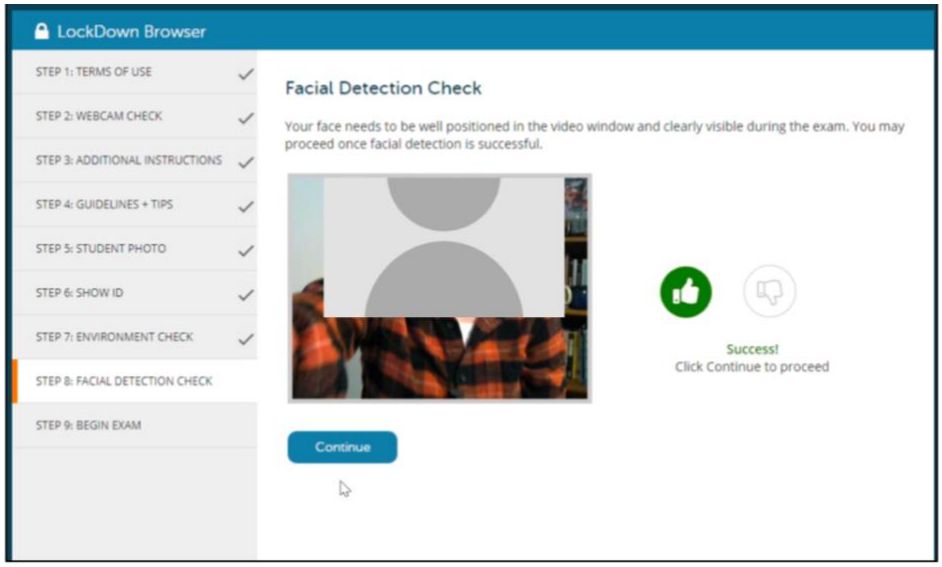


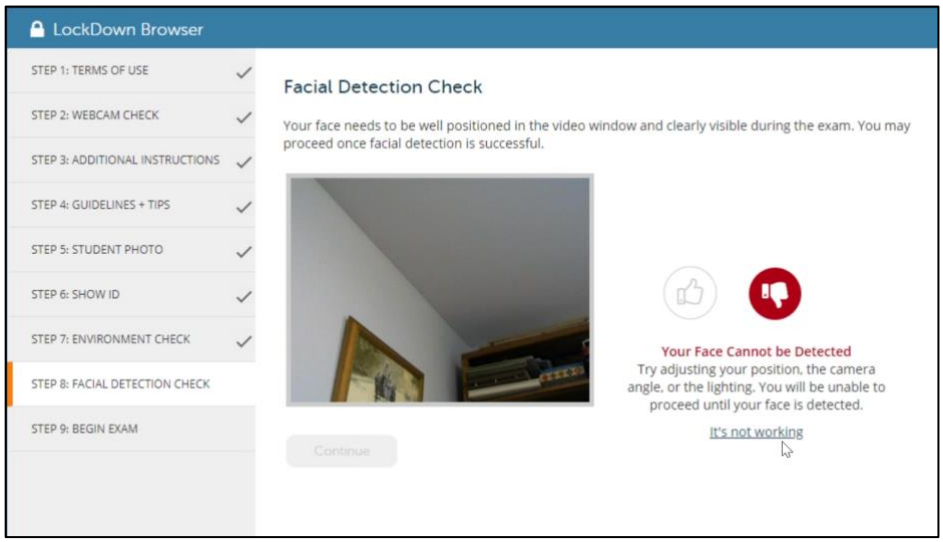


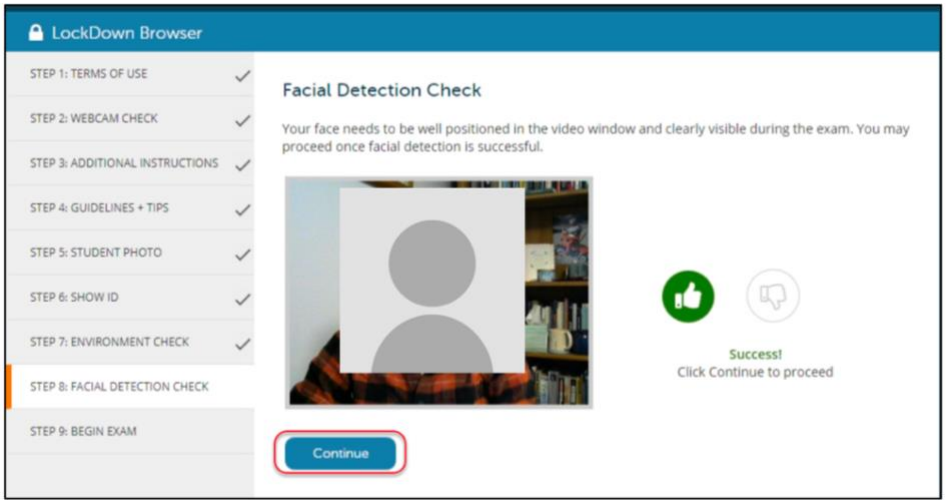
After the environment check you will be continuously recorded until your submit your exam for grading. You will see the Recording icon in the upper right corner of your screen.



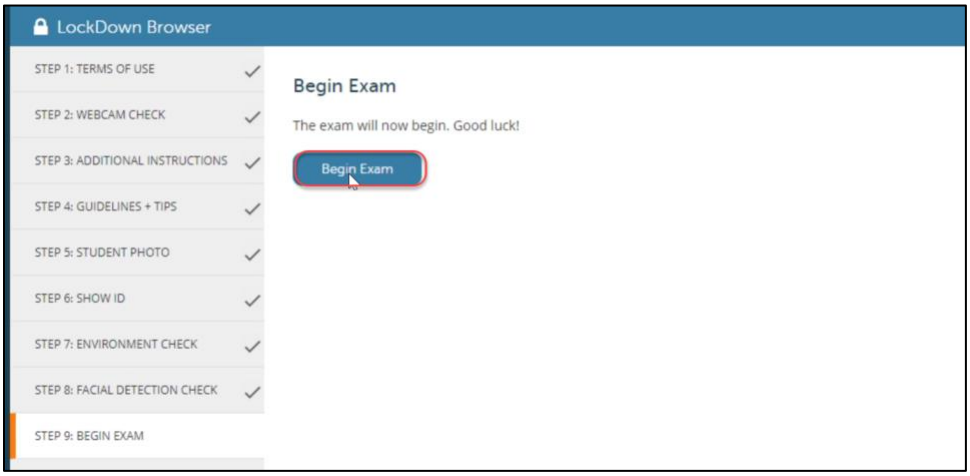
8. **Facial Detection Check** – ensures that your face appears in the camera before you start the exam. A green thumbs up notification means you can click Continue to begin your exam and a red thumbs down notification means your face cannot be detected. Correct your webcam angle or adjust lighting until facial detection is achieved.



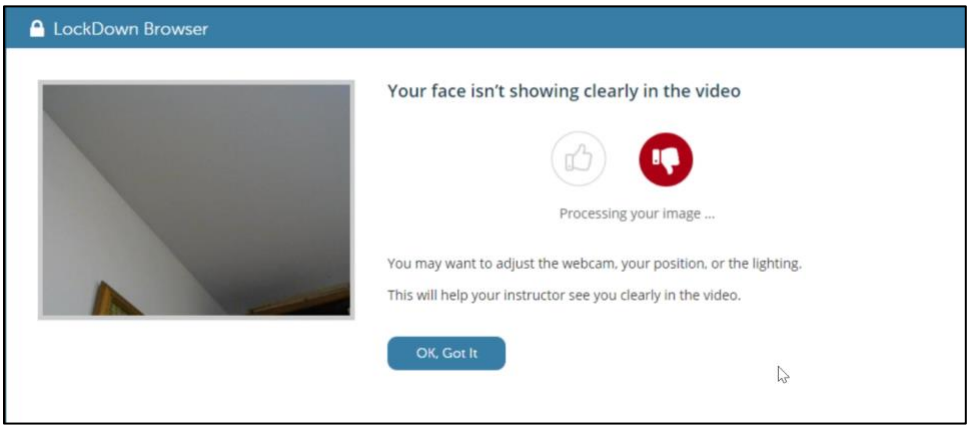




9. Begin Exam

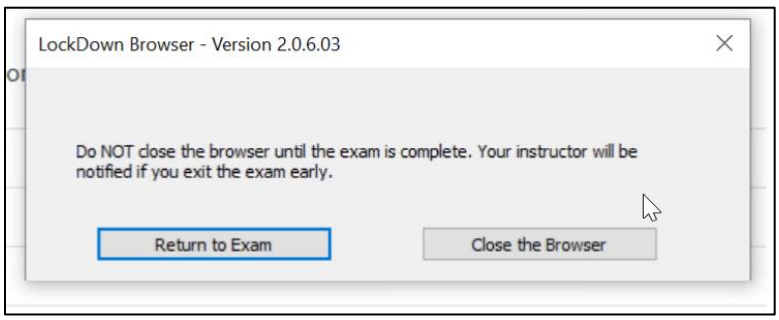


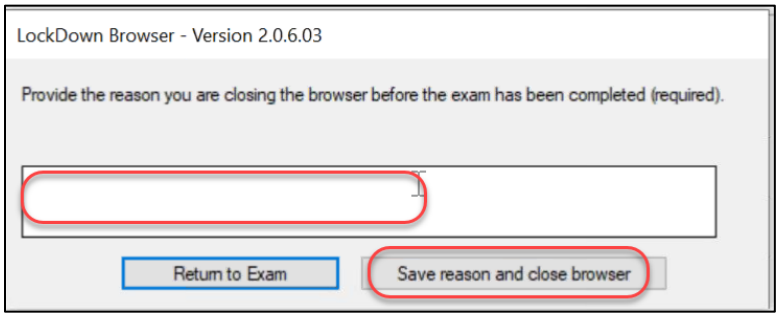
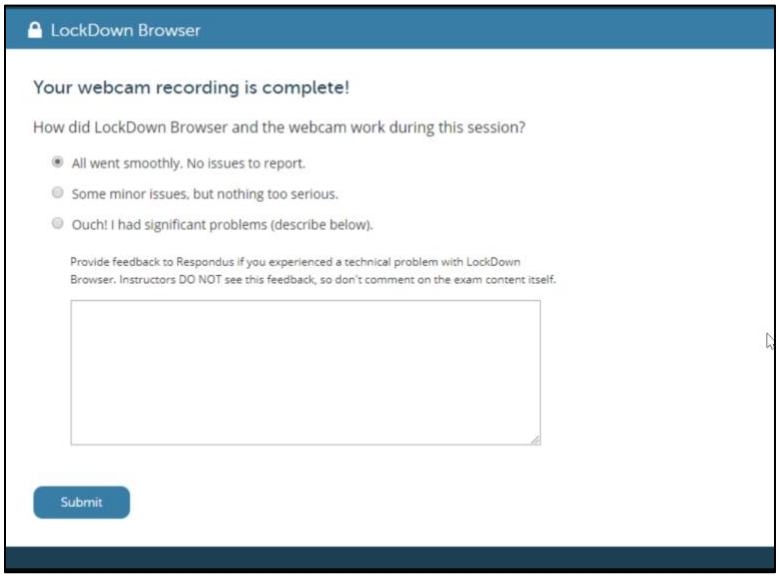
During your exam, you will be notified if your face is not clearly showing in the video so that you can adjust.



Early Exit

If you attempt to exit the exam before submitting it, for example in case of an emergency or internet failure, you are required to enter a reason for exiting the exam early.





When you submit your exam, you will be notified that **Your webcam recording is completed!**