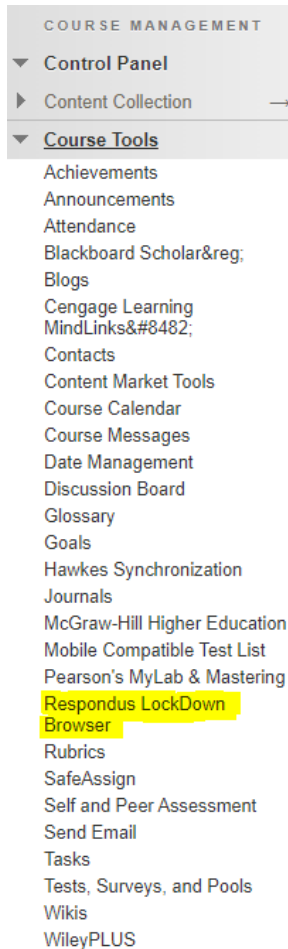


Using Respondus & Monitor in your Blackboard classes

Create your testing content within Blackboard like normal.

You will find the Respondus LockDown Browser under Course Management Menu – Course Tools (see below)




You may be prompted with “About LockDown Browser”. You can click the Continue to LockDown Browser orange button below the video once you are ready to use the tool.

The Dashboard will open and you will see a list of the tests within your course. You will need to click the down arrow next to each test and change the settings to require LockDown Browser and/or Monitor to be used for each test. Click the “Require Respondus LockDown Browser for this exam” button and the LockDown Browser & Monitor settings will open below. There are certain settings set as default so make sure you expand and select all options needed before clicking Save + Close.

There are Advanced settings for the LockDown Browser with explanations if needed.

▼ Chapter 1 Quiz

 LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

⊞ Password Settings

Password to access exam (optional)

⊞ Advanced Settings

☐ Lock students into the browser until exam is completed [\[explain\]](#)


☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

☐ Allow access to specific external web domains [\[explain\]](#)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

There is a Startup Sequence for Monitor with “optional” events and previews if needed.

 Monitor Webcam Settings

☐ Don't require Respondus Monitor for this exam

☒ Require Respondus Monitor for this exam

☐ Either Respondus Monitor or a proctored lab can be used to take this exam

Startup Sequence

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

<input checked="" type="checkbox"/> Webcam Check Preview
<input checked="" type="checkbox"/> Additional Instructions Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips Preview
<input checked="" type="checkbox"/> Student Photo Preview
<input checked="" type="checkbox"/> Show ID Preview Edit Text
<input checked="" type="checkbox"/> Environment Check Preview Edit Text
<input checked="" type="checkbox"/> Facial Detection Check Preview

There are also Facial Detection Options and Advanced settings for Monitor with explanations if needed.

☐ Facial Detection Options

☒ Prevent students from starting the exam if face cannot be detected during Startup Sequence. [\[explain\]](#)
☒ Notify students **during** the exam if face cannot be detected (prompt for a fix) [\[explain\]](#)

☐ Advanced Settings

☐ Allow another application to use the microphone during this exam. [\[explain\]](#)
☐ Make webcam videos additionally available for viewing on mobile devices (allow 24 hours).
Enter a demo student username for use by the instructor: [\[explain\]](#)

Once you click Save + Close you will be sent back to the list of tests and each test will show what is required for the test.

****Warning:** To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error."