



### WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser (LDB) is a testing application available within BeachBoard designed to prevent cheating and maintain integrity of online exams. Once installed and launched, Respondus LDB accomplishes this by preventing learners from accessing web enabled applications (e.g. iMessage, Email, native browsers) nor can they open a new window or tab, take a screenshot, copy and paste, or print during a test.

If enabled as a testing tool, students will not be able to take the quiz with a standard web browser and are required to download and launch LDB within the BeachBoard Learning Management System (LMS) via the chosen exam. Before proceeding, take a moment to review system requirements.

*System requirements:*

- Windows: 10, 8, 7
- Mac: MacOS 10.10+
- iOS: 11.0+ (iPad only)

For latest requirements, visit the [Respondus Pre-Installation webpage](#).

*Special Notes: iPad accessibility is disabled by default. Review step #6 to enable attempts from this device. Chromebooks are not currently supported.*

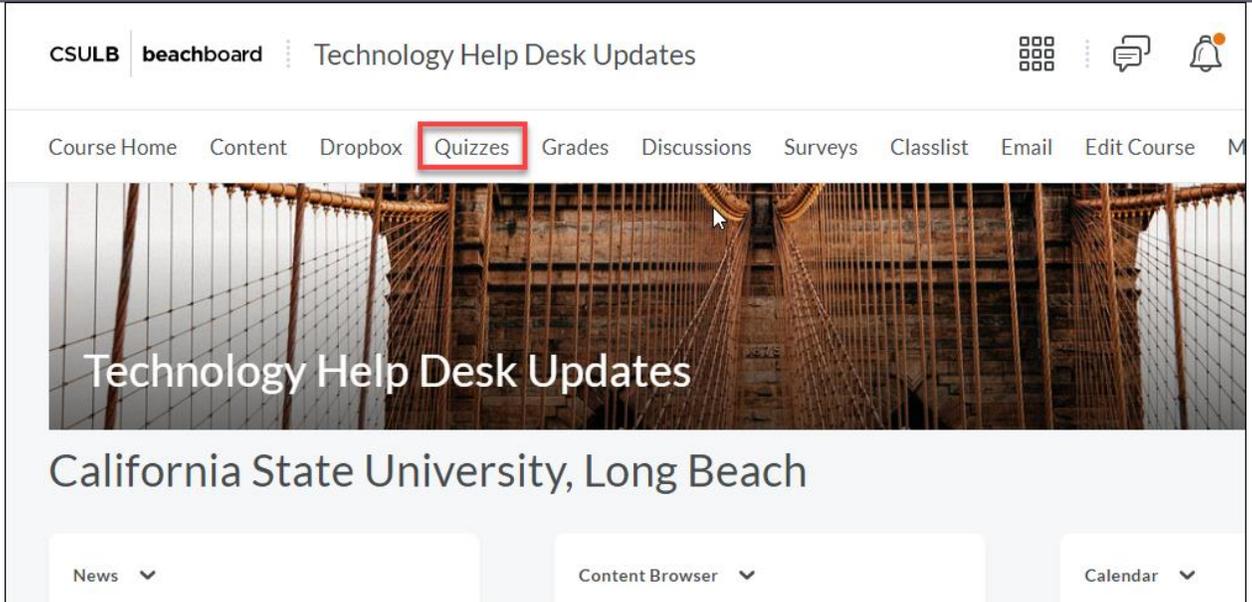
### ENABLING RESPONDUS LOCKDOWN BROWSER

1. From your BeachBoard homepage, access the desired course and select the Quizzes tool available along the navigation bar (next page).

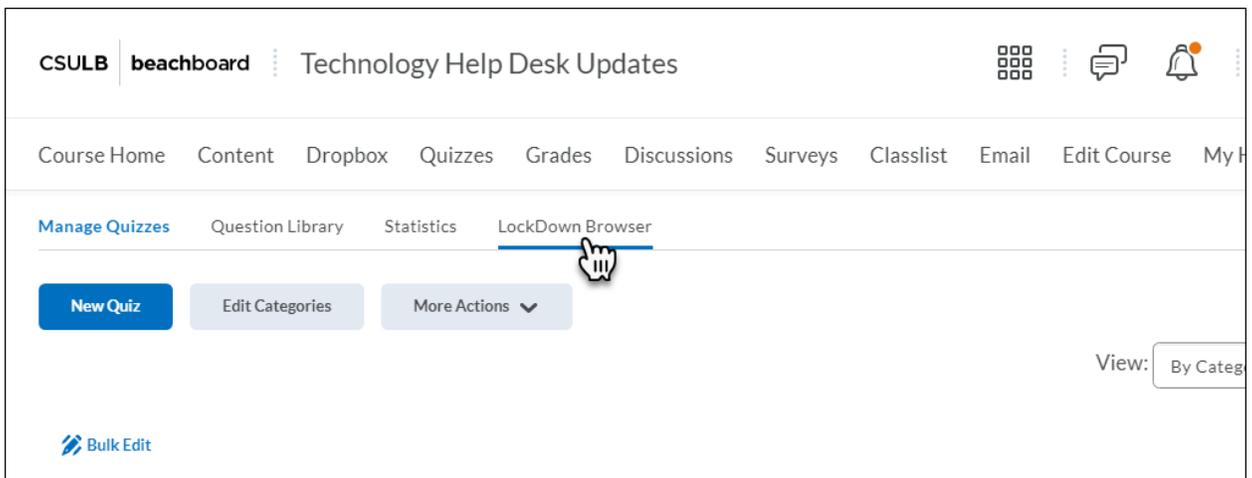


# LockDown Browser and Respondus Monitor

## Faculty Start Guide



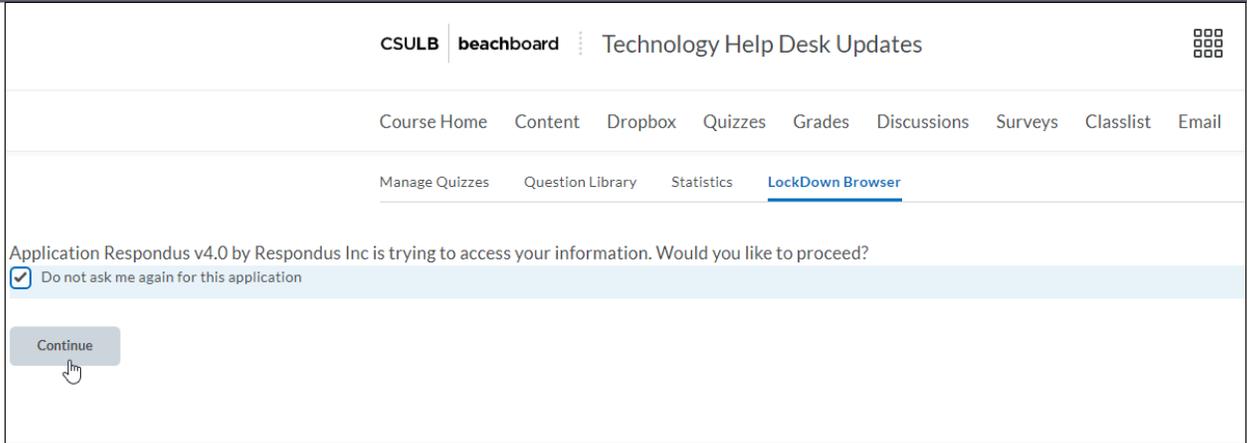
2. Select the "LockDown Browser" option to launch application access.



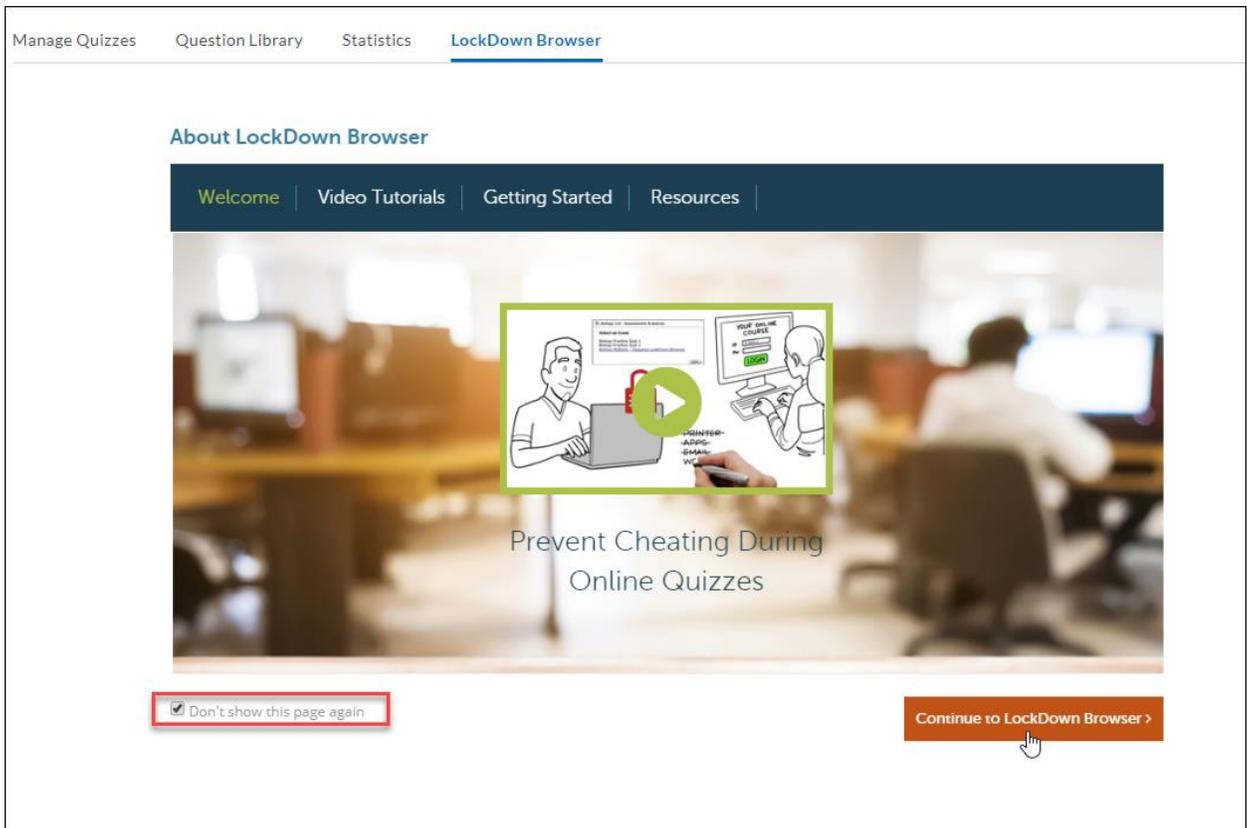
3. Check the "Do not ask me again for this application" notification and click "Continue" (next page).



## Faculty Start Guide



4. Watch the [About LockDown Browser](#) video (3:20) for an overview of LockDown Browser and Respondus Monitor services. Check the "Don't show this page again" notification and click "Continue to LockDown Browser"



5. Existing BeachBoard Quizzes will be displayed below. To enable, select the carrot to invoke the menu and click "Settings". Quizzes already enabled



# LockDown Browser and Respondus Monitor

## Faculty Start Guide

with Respondus LDB in combination with Respondus Monitor will display a "Required" status underneath their respective column.

The screenshot shows the Respondus LockDown Browser Dashboard. At the top, there are navigation tabs: Manage Quizzes, Question Library, Statistics, and LockDown Browser (which is selected). Below the tabs, the dashboard title "Respondus LockDown Browser Dashboard" is displayed, along with an "About LockDown Browser" link. A "Quizzes" dropdown menu is visible. The main content area contains a table with the following data:

Quiz Name	LockDown Browser Status	Respondus Monitor Status
Beach ID- Requires Respondus LockDown Browser	Required	Not Required
BeachBoard Overview	Not Required	Not Required
Review Early Exits	Not Required	Not Required
Blustar	Not Required	Not Required
Chapter 6	Not Required	Not Required

A red box highlights the "Required" status in the LockDown Browser column for the "Beach ID" quiz. A mouse cursor is hovering over the "Settings" option in the dropdown menu for the "BeachBoard Overview" quiz.

- To enable Respondus LDB for a quiz, select "Require Respondus LockDown Browser for this exam". To allow attempts via an iPad device, expand on the "Advanced Settings" and select "Allow student to take this exam with an iPad" (next page).

*Special Note: When enabled for iPad accessibility, facial detection step during the pre-exam startup sequence, and facial detection alerts during the exam itself are not supported.*



# LockDown Browser and Respondus Monitor

## Faculty Start Guide

Quizzes ▲ LockDown Browser Respondus Monitor

Beach ID- Requires Respondus LockDown Browser Required Not Required

BeachBoard Overview

LockDown Browser Settings

- Don't require Respondus LockDown Browser for this exam
- Require Respondus LockDown Browser for this exam
- Require LockDown Browser to view feedback and results

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 [\[explain\]](#)

### 7. Click Save + Close to finish.

Manage Quizzes Question Library Statistics LockDown Browser

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 [\[explain\]](#)

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

Save + Close Cancel

Beachboard Not Required Not Required

Visit the following links for knowledgebase [Pre-Installation](#) support and [General](#) settings and configuration articles.

Feel free to provide your students the following link for [Student Support FAQ](#).



### WHAT IS RESPONDUS MONITOR?

In addition to Respondus LockDown Browser (LDB) enabled features, Respondus Monitor is a companion application to be used when administering a BeachBoard exam in a non-proctored environment. When enabled, Respondus Monitor will use a learner's webcam and video analytics to record learner activity throughout duration of the exam to deter cheating.

Respondus Monitor will record movements and will automatically flag the exam if a student leaves the view, if their eyes wander, or if another person comes into the screen. Instructors can also ask the webcam to capture a student ID, their face, and also an environment scan at the beginning before the test begins.

Upon completion of the exam, full recordings will be available to the instructor in BeachBoard after processing (the average time for an exam video to be processed and available to an instructor is 8 hours). This allows the instructor to review and determine the integrity of test takers. Before proceeding, take a moment to review system requirements.

#### *System requirements:*

- *Windows: 10, 8, 7*
- *Mac: MacOS 10.15 to 10.12, OS X 10.11, OSX 10.10*
- *iOS: 11.0+ (iPad only)*
- *Web camera (internal or external) & microphone*
- *A broadband internet connection*

For latest requirements, visit the [Respondus Pre-Installation webpage](#).

### ENABLING RESPONDUS MONITOR

1. Under the "Monitor Webcam Settings" select "Require Respondus Monitor for this exam" (next page).



# LockDown Browser and Respondus Monitor

## Faculty Start Guide

Respondus LockDown Browser Dashboard

Quizzes ▲ LockDown Browser Respondus Monitor

Beach ID - Requires Respondus LockDown Browser

LockDown Browser Settings

- Don't require Respondus LockDown Browser for this exam
- Require Respondus LockDown Browser for this exam
- Require LockDown Browser to view feedback and results

Password Settings

Password to access exam (optional)

Advanced Settings

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

2. Upon enabling, review the "About Respondus Monitor" informational notification. Select "Don't show this message again" and click "Continue to Respondus Monitor"

Quizzes ▲ LockDown Browser Respondus Monitor

Beach ID

LockDown Browser Settings

- Don't require Respondus LockDown Browser for this exam
- Require Respondus LockDown Browser for this exam

**About Respondus Monitor**

- Respondus Monitor is an **add-on feature** for LockDown Browser for non-proctored exams
- Respondus Monitor uses a webcam to record student exam sessions, and acts as a powerful **deterrent to cheating**
- It **flags suspicious behavior** and uses advanced data analysis to determine which exam sessions require the greatest level of attention by instructors

If you are interested in using Respondus Monitor, please contact your learning system administrator. (Not sure who to contact? Email Respondus at [monitor@respondus.com](mailto:monitor@respondus.com) and we'll connect you with your institution's Respondus License Administrator, or answer any questions you might have.)

Additional information and free instructor resources are available at [www.respondus.com/monitor](http://www.respondus.com/monitor).

Don't show this message again

[Continue to Respondus Monitor >>](#)



# LockDown Browser and Respondus Monitor

## Faculty Start Guide

3. Additional Monitor Webcam Settings will be revealed to display "Startup Sequence" options; some offering "Preview" and "Edit Text" as applicable, and "Facial Detection Options"

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

**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) [\[explain\]](#)

4. Take a moment to "Preview" some of the Startup Sequence options. Below is a "Preview" of Additional Instructions from the student's perspective (next page).



# LockDown Browser and Respondus Monitor

## Faculty Start Guide

The screenshot shows the LockDown Browser interface. On the left is a vertical sidebar with a list of steps: STEP 1: TERMS OF USE (checked), STEP 1: WEBCAM CHECK (checked), STEP 2: ADDITIONAL INSTRUCTIONS (highlighted with an orange bar), STEP 3: GUIDELINES + TIPS, STEP 4: STUDENT PHOTO, STEP 5: SHOW ID, STEP 6: ENVIRONMENT CHECK, and STEP 7: FACIAL DETECTION CHECK. The main area is titled 'Additional Instructions' and contains a text box with the following text: 'During this exam, you shouldn't access other resources (a phone, tablet, notes, books, etc.) or communicate with other people. Please stay in your seat and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and submitted it for grading.' Below the text box is a blue 'Continue' button.

5. To change verbiage, select “Edit Text” and modify to your liking then click “Save and Close”.

The screenshot shows the 'Startup Sequence' configuration page. At the top, it says 'Startup Sequence' and provides a description: '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.' Below this is a list of items with checkboxes and links: 'Webcam Check' (checked, Preview), 'Additional Instructions' (checked, Preview, Edit Text), 'Guidelines + Tips' (checked, Preview), 'Student Photo' (checked, Preview), 'Show ID' (checked, Preview, Edit Text), 'Environment Check' (checked, Preview, Edit Text), and 'Facial Detection Check' (checked, Preview). The 'Additional Instructions' item is selected, and its text box is open, showing the same text as in the previous screenshot. Below the text box are three buttons: 'Cancel', 'Restore Default', and 'Save and Close'. A mouse cursor is pointing at the 'Save and Close' button.



# LockDown Browser and Respondus Monitor

## Faculty Start Guide

6. Expanding “Advanced Settings” allows you to enable use of microphone during the exam, make webcam videos available for viewing on mobile devices, and enter a demo student for instructor use into the exam. Click “Save + Close” to finish.

A screenshot of the Respondus Monitor settings dialog box. The dialog is titled "Facial Detection Options" and "Advanced Settings". Under "Facial Detection Options", there are two checked checkboxes: "Prevent students from starting the exam if face cannot be detected during Startup Sequence." and "Notify students during the exam if face cannot be detected (prompt for a fix)". Under "Advanced Settings", there are two unchecked checkboxes: "Allow another application to use the microphone during this exam." and "Make webcam videos additionally available for viewing on mobile devices (allow 24 hours)". Below these checkboxes is a text input field labeled "Enter a demo student username for use by the instructor:" with a blue "explain" link to its right. At the bottom of the dialog, there are two buttons: a blue "Save + Close" button and a white "Cancel" button. A mouse cursor is pointing at the "Save + Close" button.

Visit the following link to access the [Respondus Monitor Knowledgebase](#).

For consultation on best practices and instructional design, visit our [Keep Teaching and Learning](#) webpage.