

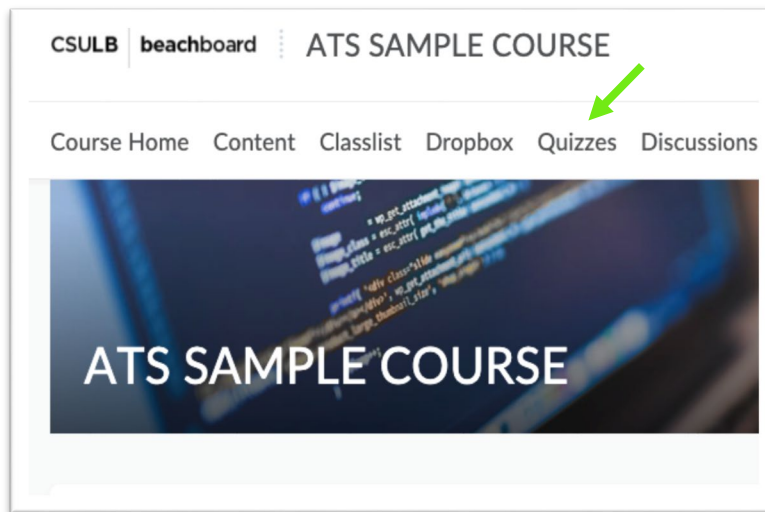


Students: How to Install and Use Respondus LockDown Browser

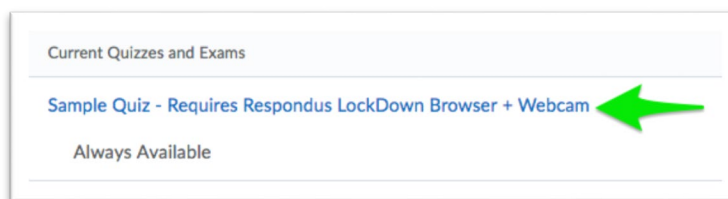
Installing Respondus LockDown Browser

If you have not installed Respondus LockDown Browser, you must follow these steps before you will be allowed to begin your quiz:

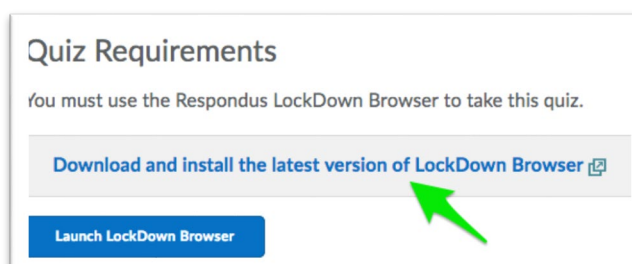
- 1) Log into Beachboard
- 2) Find your course
- 3) Click on the **Quizzes** button in the Navigation Bar.



- 4) Select the desired **Quiz**.



- 5) Click on the **Download and install the latest version of LockDown Browser** link. If you've already installed it, just click the blue Launch LockDown Browser button. Your computer will check to see if it's installed. If it's not, it will direct you to install it once more.





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6) Click on **Install Now**.

Note: If you have never used Respondus LockDown Browser/Monitor before, you can watch a short video to learn about what it is and how it works.

The screenshot shows the Respondus LockDown Browser installation interface. On the left is a blue sidebar with the product name, version (2.0.2.03), system requirements (Mac OS X 10.12), and links for system requirements and a Windows version. The main content area is divided into three sections: 'Before You Install:' which includes a video player showing a computer screen with the product name and 'ONLINE EXAM' text; 'Terms & Conditions:' which contains a note about antivirus software and an 'Install Now' button. A green arrow points to the 'Install Now' button. The total size of the software is listed as 72.2 MB. The top right corner indicates 'Step: 1 of 2'.

7) Once you've downloaded Respondus, you will see the thank you page. Find the downloaded file on your computer and run the installation. Follow the onscreen instructions.

The screenshot shows the Respondus LockDown Browser installation interface at the 'Thank you' stage. The left sidebar is identical to the previous step, showing the product name, version, and system requirements. The main content area is a large grey box with the text 'Thank you for downloading LockDown Browser'. The top right corner indicates 'Step: 3 of 3'.



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- 8) Once it's installed, click on the quiz in your Brightspace course once more. Now, click on Launch LockDown Browser. It should automatically launch and redirect you to the page where you can start the quiz. **Click on Start Quiz!**

Instructions

Note: All restrictions on the availability of this quiz have been bypassed for this preview.
You can "Save" your response to each question as you work through the quiz. When you navigate to the Next Page or Previous Page, all your responses on the current page will be automatically saved.

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.

When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 6.

Note: Your quiz may take a few minutes to be set up.

Start Quiz!

- 9) Now, you will be prompted to either continue with a webcam, or, if you are in a computer lab or testing center, then proctor will enter the password to access the quiz or exam for you. If you are taking an online or hybrid class and taking this quiz or exam from home, you will leave the button that says: "I want to use a webcam" selected. **Click Continue.**

LOCKDOWN BROWSER

This exam can be taken without a proctor if using a webcam (Respondus Monitor). Or you can go to a proctored location designated by the instructor.

I want to use a webcam (Respondus Monitor).
 I'm at a proctored location
Enter proctor password here:

Continue

- 10) You will now walk through the sign-in process for your proctored exam. The first step is to Agree to the Terms of Use. **Click Agree.**

LOCKDOWN BROWSER

Terms of Use

RESPONDUS MONITOR STUDENT TERMS OF USE

These Terms of Use ("Terms"), which incorporate the Respondus Help Center "Terms of Use" ("Help Center Terms") located at the end of these Terms, are an agreement between you and Respondus, Inc. ("Respondus"), and between you and your learning institution, or your school ("your Institution"), regarding your use of Respondus Monitor. By using Respondus Monitor, you agree to these Terms in full and that you are age 14 or older.

Respondus Monitor is a cloud-based service ("Respondus Monitor Service") and software ("Respondus Monitor Software") (also collectively referred to in these Terms as "Respondus Monitor"), that work together to provide an online interactive database of video, audio, and other data captured during student assessment sessions for use in monitoring students.

The Respondus Help Center is a group of services ("Help Services") provided by Respondus, Inc. that enable users of LockDown Browser and Respondus Monitor to troubleshoot technical issues. The Help Services include, for example, a webcam check, system check, the ability to report an issue to Respondus, and links to a knowledge base and technical support.

REQUIREMENTS OF YOUR INSTITUTION (e.g., your school)

As part of an effort to use available technology to improve your learning experience by providing convenience, security, and cost-effective education, your Institution is requiring students to use Respondus Monitor for certain, or all, courses. In order to use Respondus Monitor, you must agree to these Terms in full, including this section under REQUIREMENTS OF YOUR INSTITUTION, regarding your relationship with your Institution.

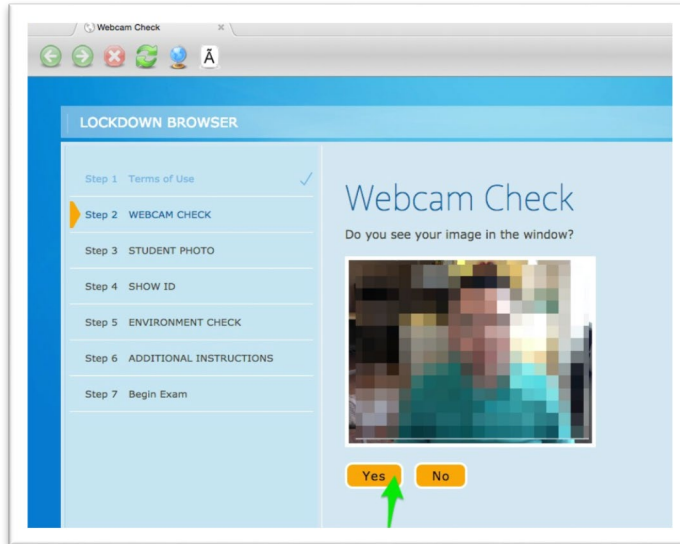
HOW "RESPONDUS MONITOR" WILL BE USED: The use of Respondus Monitor will require individual student activity to be recorded, both audio and video, during certain assessment sessions. Other data related to individual student activity during assessment sessions may also be recorded by Respondus Monitor, such as, for example, without limitation, time taken to answer specific questions on an assessment, etc. The recordings will be stored by an agent of your Institution, namely, Respondus, through its Respondus Monitor Service. Respondus Monitor may analyze the recordings through automated processes to generate additional data derived from the recordings, with the additional data being associated with individual students for use by your Institution in evaluating the recordings. The additional data, as well as the entire recordings, may be available to agents of your Institution, including your instructors, to review, assess, and analyze student performance and conduct, among other things, for the purpose of improving education.

Agree **Disagree**

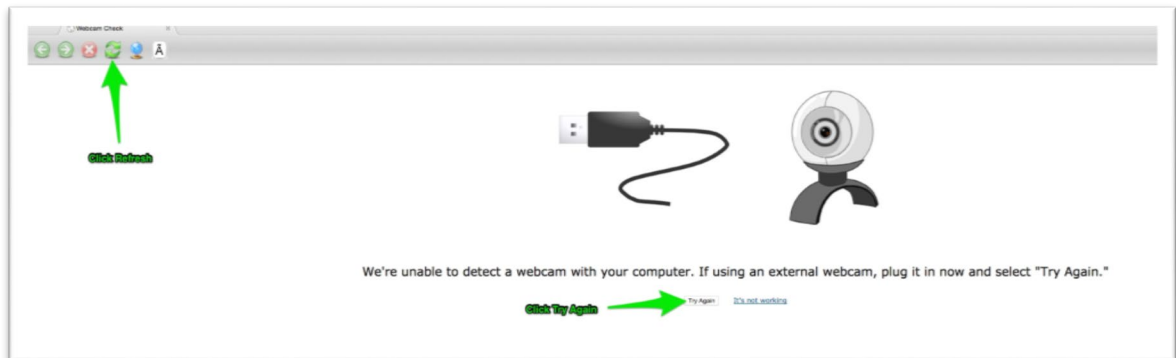


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11) Next, you will have to perform a webcam check. If you see your webcam video in the window, click Yes. If you're having a problem with your webcam, click No. The system will walk you through some steps to try and troubleshoot this.



Note: If your webcam is not detected, but you think everything is plugged in correctly, click the green refresh button or click the Try Again button to try and re-activate it.



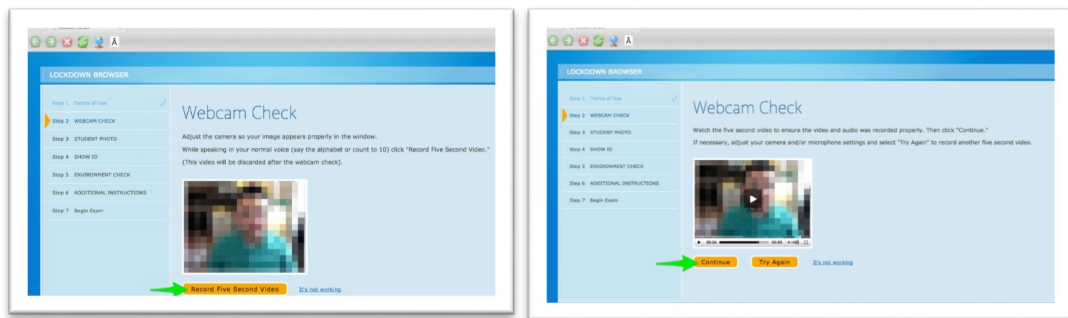
You may also need to allow Respondus to have access to your webcam and microphone. **Click on Allow**, and **check the Remember** box. Then click Close. This should activate your webcam.



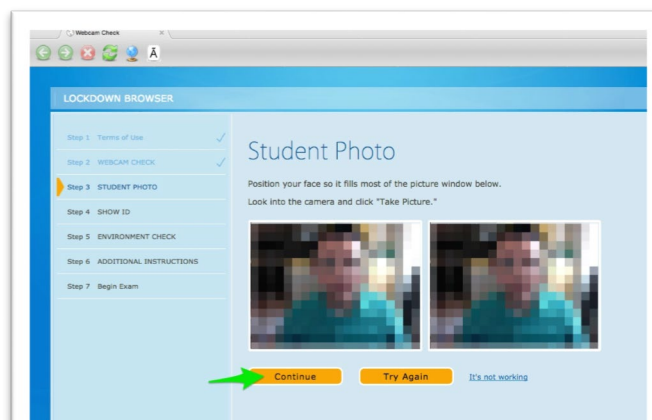
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12) The next step will be to record a short five second video of yourself. This will make sure that your webcam and microphone is working properly. **Click Record Five Second Video.** You can now watch the brief recording to make sure it plays. If everything looks good, **click Continue.**



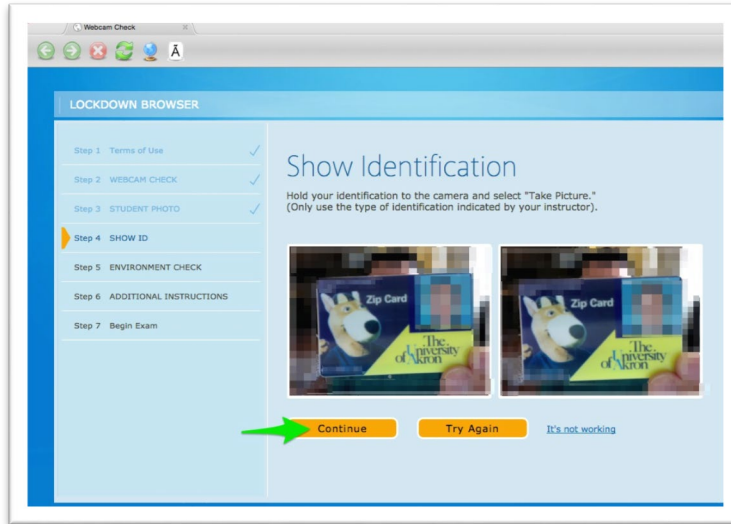
13) The next step is to take your picture. This is so your instructor can verify who you are. So, make sure to sit up straight and ensure that you are nice and clear in the picture. When you're ready, **click Take Picture.** You can click Try Again as many times as you like. Note: Having a bright light behind you will make you appear dark in the picture, so please choose a location to take your exam that is well lit. **Click Continue** when you're happy with your picture.





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- 14) Next, you will have to show your Student Photo / a picture ID. Please make sure this is a clear picture, and that you hold your ID close enough to the camera so your instructor can identify who you are and see your name. When you're ready, **click Take Picture**. You can click **Try Again** if you need to.

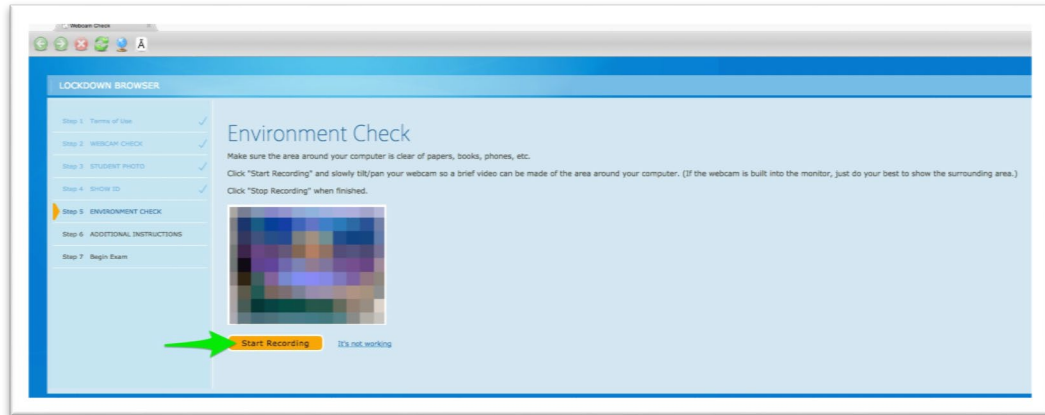


- 15) Next, you will need to perform an Environment Check. This check is to make sure that you do not have any un-approved items during your quiz or exam. **Click Start Recording**. Please pan your camera left and right, and tilt the camera up and down. Show your desk and immediate surroundings. When you're finished, click **Stop Recording**. You can watch

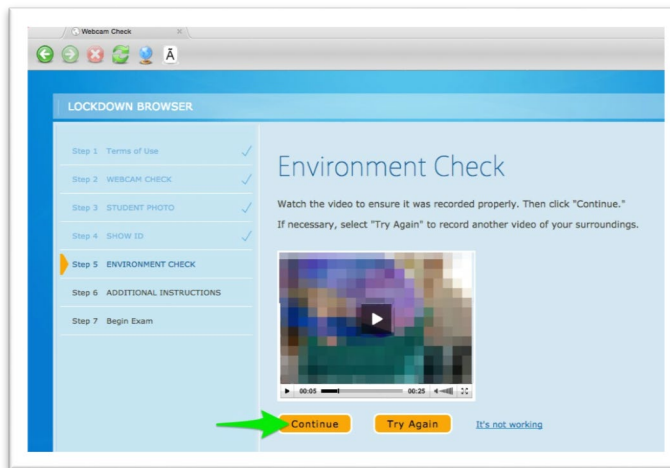
Note: If your instructor is not able to determine whether you have un-approved items around you, they may decide to flag your exam. This may result in having to retake the exam, or worse, impact your grade. You should take your exams by yourself with no one else around. If someone walks in on you during your exam, simply ask them to leave and explain to the camera that someone walked in. (This does happen on occasion, so just make sure to explain that someone walked in and then left.)



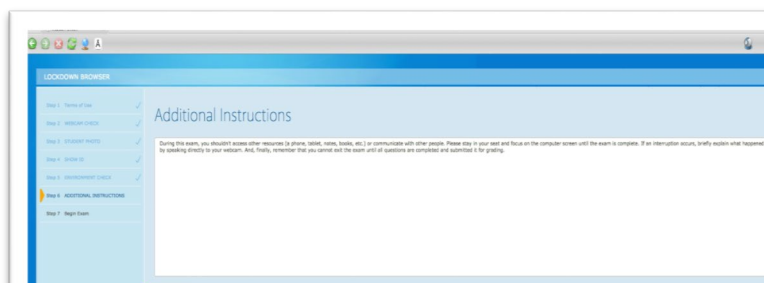
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You can check your recording by clicking the play button. If everything looks good, **click Continue**. You can click Try Again if you think the video does not accurately show your environment. If the video doesn't load, click the green refresh button at the top of your screen.



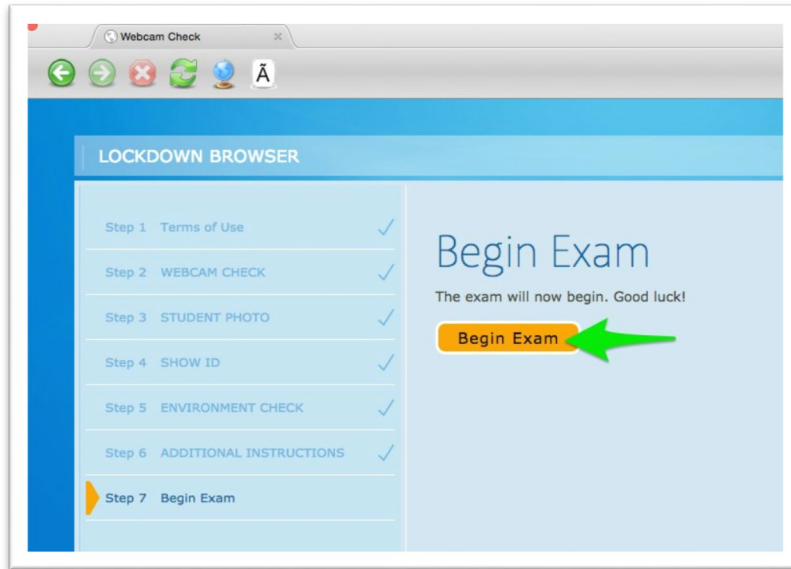
16) The next step is Additional Instructions. This is where your instructor will indicate any special directions that you have for your quiz or exam. Sometimes, this will include being allowed to have a scrap sheet of paper, or a calculator. Please make sure to check with your instructor **FIRST** to see what is allowed and not allowed for your quiz or exam.



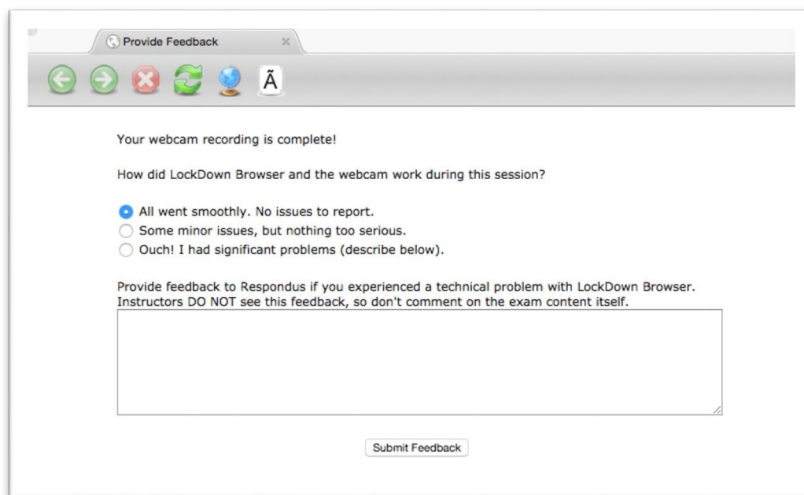


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17) Ok, you're all set! Click Begin Exam when you're ready.



Once you are finished with your exam, you will be able to close LockDown Browser. You will get a pop-up window asking if there were any issues with the exam. If you had technical problems of any kind, please fill this out and click Submit Feedback. If everything went well, leave this on "All went smoothly", and click Submit Feedback.

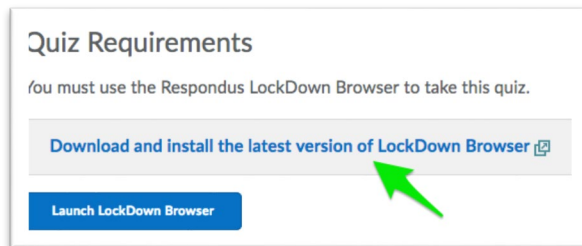




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Avoiding Issues with Respondus LockDown Browser/Monitor

- 1) Make sure that you do not have any programs that would use your webcam or microphone before launching Respondus LockDown Browser. For example, Skype, FaceTime, any kind of Instant Messaging program, etc... This can prevent Respondus from loading properly.
- 2) It is important that you have the most recent version of Respondus LockDown Browser installed. If you haven't used Respondus for a while, it may not work if you have an outdated version. Remember, you can always download the latest version by navigating to your quiz using a standard web browser. (Firefox, Chrome, Safari). You will see a download link.



- 3) Respondus LockDown Browser/Monitor utilizes the Adobe Flash Player to initiate the webcam. If your webcam fails to load, try updating to the latest version of Adobe Flash Player. <https://get.adobe.com/flashplayer/>
- 4) Make sure you have a strong internet connection. If you are on WiFi, make sure that you have a consistent connection. If your internet connection is weak, you should NOT attempt the exam until you have a stable connection.



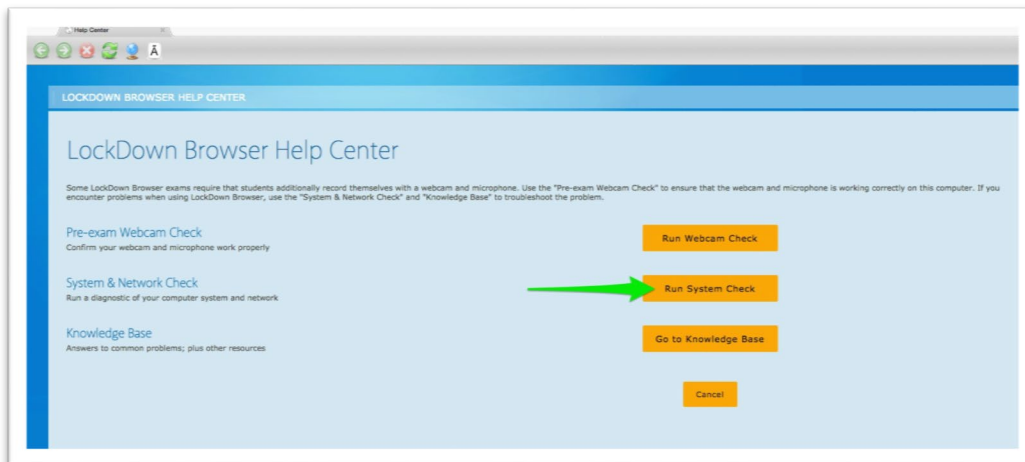
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Trouble during the exam?

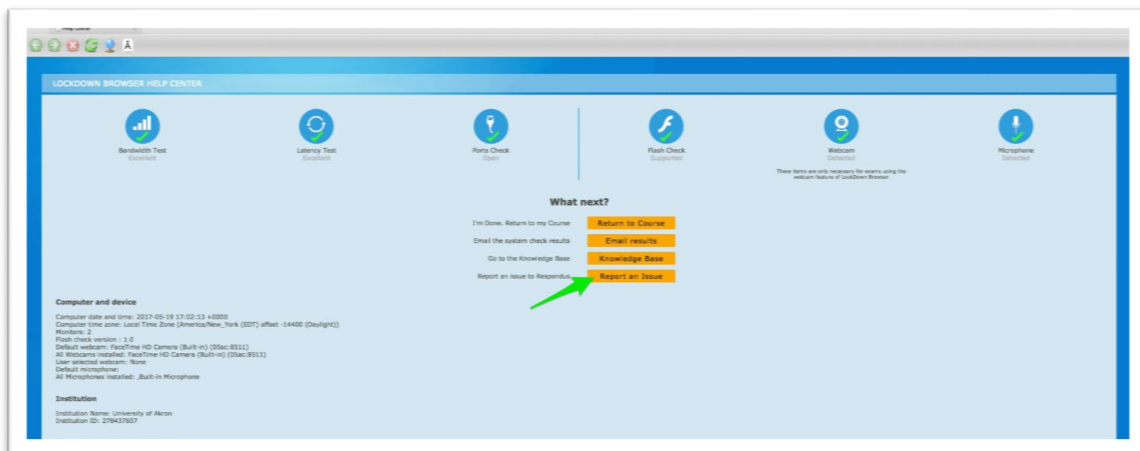
If you have problems downloading, installing, or taking a quiz or exam with Respondus LockDown Browser, contact your instructor or the I.T. Help Desk. You can also click the Help Center link from within LockDown Browser.



Click Run System Check:



Next, click Report an Issue.





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On the next screen, tell Respondus specifically what's happening. Make sure to check the box that says "I Understand and Agree...." Then **click Report an Issue** in the bottom right:

LOCKDOWN BROWSER HELP CENTER

Report a LockDown Browser Issue to Respondus

Describe your problem with as much detail as possible, including the steps you've taken to resolve it. (We understand you may be frustrated, but please be kind.)

I experienced a problem on the Environment Check where the webcam would not reactivate once I recorded the video. It won't let me continue to the next step.

Any assistance you could provide would be appreciated.

Thank!

Be specific!

Optional Information:

Name: Tony Stark

Email: (We will never spam you!)

Re-enter Email:

I understand and agree that details from the System Check and prior LockDown Browser sessions will be transmitted to Respondus, Inc. [Click here for more details.](#)

Provide a way for Respondus to get ahold of you.

If you email support@uakron.edu, this will open a Help Desk ticket. Or, you can go to your course home page in Brightspace and find the Need Help widget. Just remember that our help desk is limited in what they can troubleshoot because they are not enrolled in your class, and the Respondus software is secure, so they can't see what's happening in your quiz or exam. It is best to contact Respondus through the Help Center button at the top of the LockDown browser screen.

Make sure to include your instructor's name, the full name of the course, and the name of the quiz you are trying to take in your ticket. Be specific so we can help you!