

Testing on Blackboard using LockDown Browser in the Testing Center

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the testing environment in Blackboard. When students use LockDown Browser to access a test, they are unable to print, copy, visit other websites, access other applications, or close a test until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers.

Watch a 4.5-minute video with more information at <http://www.kaltura.com/tiny/07tsb>

INCLUDE STUDENT TESTING REQUIREMENTS IN SYLLABUS (sample below)

This course requires you to take tests in the Testing Center where their computers use LockDown Browser. You must make an appointment to take your test. See the Academic Testing website for more information: <https://www.csc.edu/services/testingcenter/academic-testing/index.shtml>.

Most testing accommodations are available. Please contact the testing center at 614.287.5089 with any questions.

FIX AFTER COURSE COPY

When a course is copied from another course, the link between Respondus LockDown Browser and the test is broken. To fix this error, follow these instructions.

1. Click on "Course Tools" under the Control Panel on Blackboard.
2. Click on the "Respondus LockDown Browser" button.
3. Locate any exams with errors. Click the "Fix It" button next to the error to link the test to Respondus LockDown Browser.

DEPLOYING A TEST

A test must be deployed in Blackboard for students to access it. To deploy a test, follow these instructions. They are also available at this link: <https://help.csc.edu/article/292-tests-deploying-a-test-in-blackboard>.

1. Go to the content area (menu item) where the students must go to locate the test.
2. Hover over "Assessments" on the top of the page and click "Test."
3. There will be an option to "Create a New Test" or "Add an Existing Test" from the list. Click on the option that applies and then click "Submit."
4. Once the test has been added, you will select the appropriate test options and click "Submit." Note that a Grade Center column is automatically added for that test.

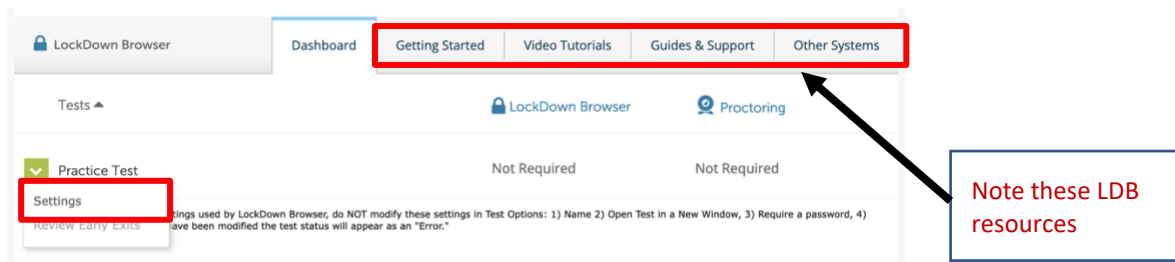
ADDING THE LOCKDOWN BROWSER TOOL TO YOUR COURSE

1. In your Blackboard course's left navigation menu, under Control Panel, click **Customization**.
2. Under Customization, click **Tool Availability**.
3. Select the box next to Respondus LockDown Browser and click **Submit**.

HOW TO SETUP A TEST USING LOCKDOWN BROWSER

Watch a 2.5-minute video on how to do the 13 steps below at <http://www.kaltura.com/tiny/0ajzq>

4. Click on "Course Tools" under the Control Panel on Blackboard.
5. Click on the "Respondus LockDown Browser" button.
6. Locate the exam name on the dashboard. Click on the down arrow to the left of the test name. Select "Settings".



7. Select “the following options for the LockDown browser settings.

Practice Test

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 (required)

Advanced Settings

Proctoring

☐ Don't require proctoring for this exam

☐ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

☒ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Questions?

Instructor Live Proctoring

The instructor live proctoring option allows a video conference to run in the background during an online exam that uses LockDown Browser. This option is for live, synchronous proctoring by the instructor, and is ONLY recommended for small class sizes where it is possible to observe and track all students during a video conference. (Note: This isn't recommended for iPad-enabled exams unless the student has a second device for video conferencing.)

Select your video conferencing system

Start code

☐ Include additional instructions to students [Edit Text](#)

How to Conduct Live Proctoring

- Provide students the instructions for downloading and installing LockDown Browser
- Convey to students that LockDown Browser and a video conferencing system will be used for online exams. (Important: Schedule a practice exam where everything can be tried by the class in advance.)
- Locate the LockDown Browser Dashboard in the learning system, select "Require LockDown Browser for this exam," select "Allow" live proctoring for this exam ... and then supply a "Start Code" (which prevents students from starting the exam early).
- Use your normal process to create a meeting for the video conferencing system (Zoom, Teams, etc.). Distribute the meeting information to students prior to the exam.
- At the scheduled time, take attendance and confirm you can see and hear all students in the video conferencing system. When ready, provide the Start Code to students to commence the exam.
- Remind students the video conferencing system will continue to run in the background, enabling you to see and hear them during the exam. However, they will be unable to access the system during the exam. It is up to you to ensure students stay in the video conference during the exam.
- Note: An iPad doesn't allow you to run a video conferencing app and LockDown Browser at the same time. Consider these alternatives: 1) Have the student use a different device altogether (Windows, Mac, Chromebook), 2) have the student use a second device for the video conferencing itself, or 3) allow the student to shut down the video conferencing system on the iPad when it's time to start the exam.

Save + Close Cancel

Leave this password BLANK

Contact the Testing Center for the Password to be entered when taking the test in the Testing Center. This is NOT to be given to the students.

8. Click “Save + Close” button at the bottom.

NOTE: Do NOT change the 14-character “password” that the Respondus LockDown Browser auto-generated in the “Test Options.”

STUDENTS WITH ACCOMMODATIONS

Some accommodations can be provided in Blackboard using Test Exceptions for these students using the instructions: <https://help.cscs.edu/article/63-helping-students-with-accommodations>.

- Extra time on exams can be specified by user in the Test Exceptions section of the Test Options
- Different test availability dates can be specified by user in the Test Exceptions section of the Test Options

Other accommodations may require a paper version of the test or a separate version of the Blackboard test.

- A PDF version of the exam can be extracted from Blackboard using Respondus
- A separate test may be needed where the grade is not included in the Grade Center calculations. The instructor must manually transfer the grade of any students taking this version to the original test Grade Center column.

See this for accommodations with tests:

https://iti.cscs.edu/deis2/helpDocuments/testing/AccommodationsandTestProctoringOnline_Virtual_Courses.pdf.

SUBMIT TEST TO TESTING CENTER USING REGISTERBLAST

Once everything is ready in your Blackboard course, submit this test to the Testing Center's RegisterBlast system. For more information on how to do that, refer to the exam submission instructions on the Testing Center website: <https://www.cscs.edu/employee/faculty/student-support/testing-center.shtml>.

If you have any questions or problems, please email teaching@cscs.edu.