Testing on Blackboard using LockDown Browser Only

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 online using LockDown Browser. You must use a computer (Windows PC laptop/desktop, Apple Mac laptop/desktop, or Chromebook). **Do not** use your phone, tablet, or iPad for taking tests. You must have reliable Internet. A wired connection is best. If you use a wireless Internet connection, make sure that it is a strong connection. You may need to move close to the router to obtain the best signal.

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.cscc.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.
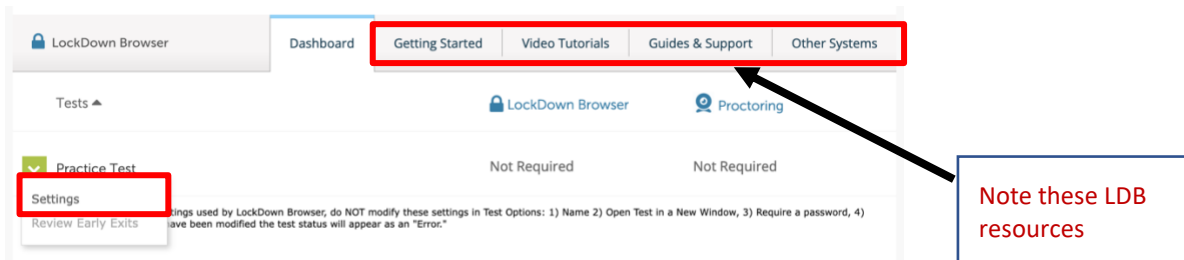
ADDING THE LOCKDOWN BROWSER TOOL TO YOUR COURSE

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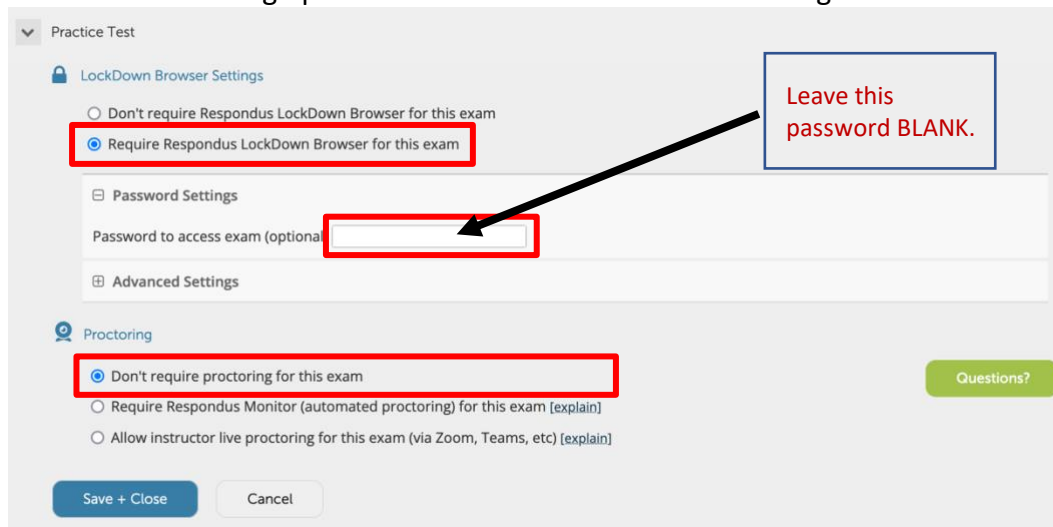3. Select the box next to Respondus LockDown Browser and click **Submit**.

HOW TO SETUP A TEST USING RESPONDUS MONITOR WITH LOCKDOWN BROWSER

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

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

4. Select "the following options for the LockDown browser settings.

5. 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.cscc.edu/article/63-helping-students-with-accomodations.
- 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.cscc.edu/deis2/helpDocuments/testing/AccommodationsandTestProctoringOnline_Virtual_Courses.pdf.

ONLY SUBMIT STUDENTS REQUIRING TESTING CENTER USING REGISTERBLAST
In situations where students require accommodations that cannot be provided in Blackboard or students with technology issues, submit this test to the Testing Center's RegisterBlast system for this set of students. For more information on how to do that, refer to the exam submission instructions on the Testing Center website: https://www.cscc.edu/employee/faculty/student-support/testing-center.shtml.

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