

Using Respondus LockDown Browser (and a Webcam) for Online Exams (for CUHK Teachers)

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Overview

1. Respondus LockDown Browser is a locked browser for students to use to take tests in CUHK Blackboard System. It prevents students from printing, copying, going to another websites, or accessing other applications during a test. It can also prevent students from closing a test before submitting it for grading. If a Blackboard test requires that LockDown Browser be used, students cannot take the test with a standard web browser.
2. Setting up a test/exam that requires students to use Lockdown Browser (and a webcam) on Blackboard is easy:
 - i. Create and **deploy** a test in the Blackboard course.
 - ii. From the **Control Panel**, locate the **Course Tools** section and select the link **Respondus LockDown Browser**.
 - iii. A list of deployed tests will be displayed.
 - Tests labeled with "Required" require students to use LockDown Browser
 - Tests labeled with "Not Required" don't require LockDown Browser.
 - iv. To change the settings for the test, select **Settings** from the context menu to the left of the test title and select the desired option for **LockDown Browser Settings** and **Proctoring**. (*Reminder: 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."*)
3. If students were required to use the webcam feature with the test, teachers can access information about the test/exam sessions and can review the recorded videos using the following steps:
 - i. From the **Control Panel**, locate the **Course Tools** section and select the link **Respondus LockDown Browser**.
 - ii. A list of deployed tests will be displayed.
 - iii. Select **Class Results** from the context menu to the left of the test title
4. All **teachers** who are interested in requiring students to use Lockdown Browser (and a webcam) to take a online test/exam on Blackboard should:
 - i. Watch the **recorded webinar** (<https://youtu.be/RYptDhu49ng>)
 - ii. Watch the **short demo video** (<https://youtu.be/bF27uqRWiJA>)
 - iii. Read the **Instructor Quick Start Guide** (<https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QSG-Bb-Instructor.pdf>)
 - iv. Read **Understanding Respondus Monitor Proctoring Results** (<https://web.respondus.com/monitor-review/>)
 - v. Make an **announcement** (or add the information to the course syllabus): **sample word document** (<https://web.respondus.com/wp-content/uploads/2019/08/Monitor-Syllabus-Example.docx>)
 - vi. Set up a **practice test/exam** for the students
 - vii. Set up the **real test/exam** for the students
 - viii. Require **students** to
 - Read the **Lockdown Browser Info Page for CUHK Students** (<https://help.edtech.cuhk.edu.hk/docs/using-respondus-lockdown-browser-and-a-webcam-for-online-exams-for-cuhk-students>) and follow the instructions to
 - Install a webcam
 - Install Lockdown Browser
 - Take a **practice test/exam** which requires the use of the Lockdown Browser and a webcam
5. More information:
 - <https://web.respondus.com/rapid-rollout-instructors/>

- <https://web.respondus.com/he/monitor/resources/>
- <https://web.respondus.com/instructor-proctoring/>

6. Questions? elearning@cuhk.edu.hk ()
