Using Respondus LockDown Browser (and a Webcam) for Online Exams (for CUHK Teachers)
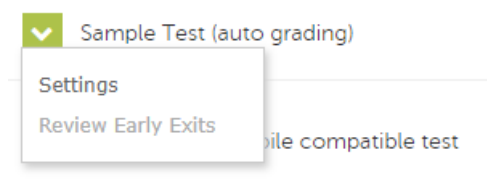
Last Modified on 17/01/2025 11:26 am HKT

Overview

Respondus LockDown Browser is a custom browser that can lock down test/exam environment within Blackboard . If a Blackboard Test requires LockDown Browser be used, students cannot take the test/exam with a standard web browser. For more information, please visit: https://web.respondus.com/he/lockdownbrowser/

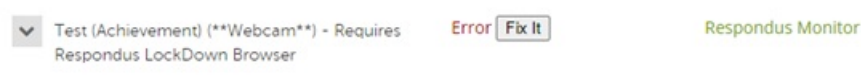## Preparation and Setup (by Instructor and/or TA/Support Staff)

1. Create and **deploy** a Test in the Blackboard course.
2. From the **Control Panel**, locate **Course Tools** and select **Respondus LockDown Browser**.
3. A list of deployed Tests will be displayed. Select **Settings** from the context menu of the Test.

4. Select **Require Respondus LockDown Browser for this exam**. Optionally, you may create a test/exam password.
5. To require all students use a webcam during the exam, select **Require Respondus Monitor (automated proctoring) for this exam**. You can also enable *Record the screen while the student is taking the exam*.
6. **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**
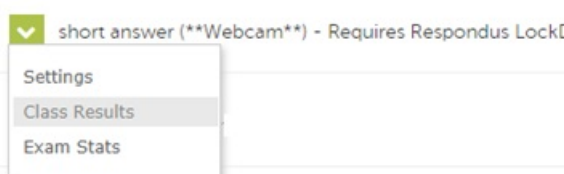   4. **Password.**

    If these settings have been modified the test/exam status will appear as an "Error."

Result checking

To access information and review the recorded videos of the Tests that require Respondus Monitor:

1. From the **Control Panel**, locate **Course Tools** and select **Respondus LockDown Browser**.
2. A list of deployed Tests will be displayed. Select **Class Results** from the context menu of the Test.

Best practices

1. Watch the recorded webinar (https://youtu.be/RYptDhu49ng)
2. Watch the short demo video (https://youtu.be/bF27uqRWiJA)
3. Read the Instructor Quick Start Guide (https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QSG-Bb-Instructor.pdf)
4. Read Understanding Respondus Monitor Proctoring Results (https://web.respondus.com/monitor-review/)
5. 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)
6. Set up a practice test/exam for the students
7. Set up the real test/exam for the students
8. 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

More information

- https://web.respondus.com/rapid-rollout-instructors/
- https://web.respondus.com/he/monitor/resources/
- https://web.respondus.com/instructor-proctoring/

Contact us

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