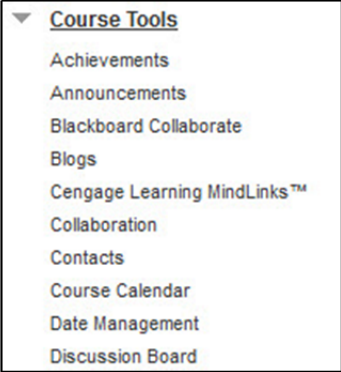
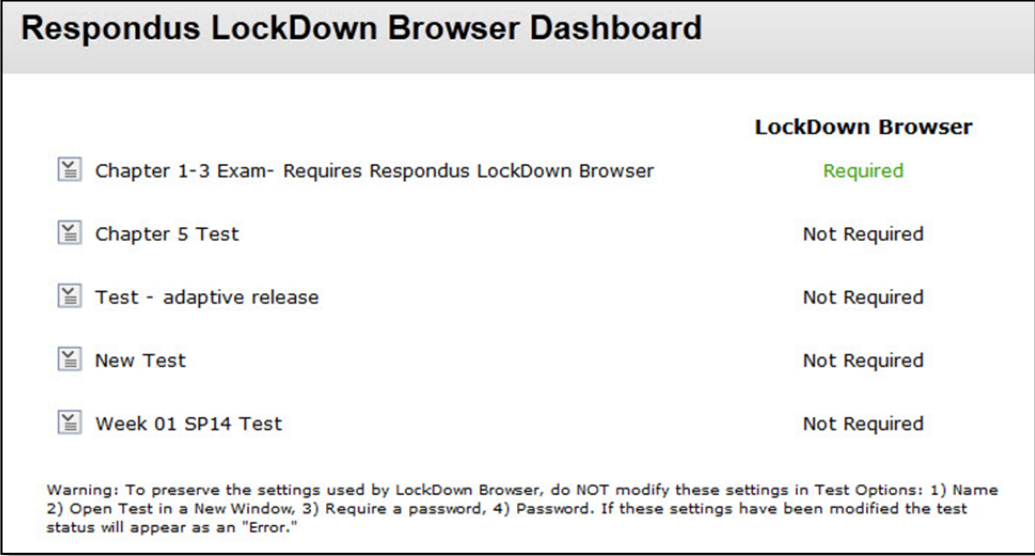

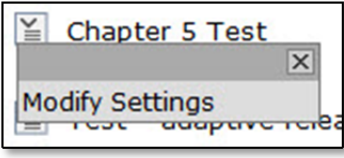
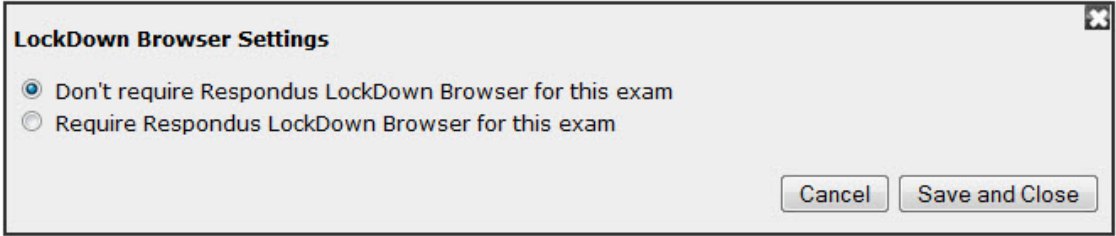
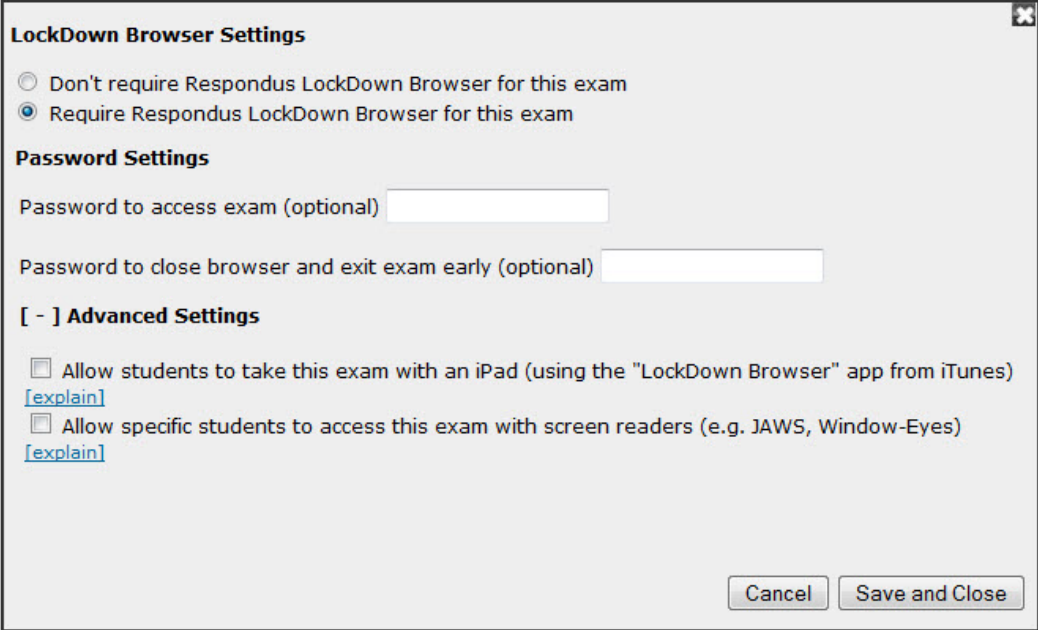



Setting Up Respondus LockDown Browser

The purpose of this document is to walk instructors through setting up Respondus LockDown Browser for use with tests in their courses. This document assumes that a test has already been created and instructors are logged in to their Blackboard course.

1.	From the Control Panel , click Course Tools .												
	The Course Tools menu displays.  A screenshot of the 'Course Tools' menu in Blackboard. The menu is titled 'Course Tools' with a downward arrow. Below the title, the following items are listed: Achievements, Announcements, Blackboard Collaborate, Blogs, Cengage Learning MindLinks™, Collaboration, Contacts, Course Calendar, Date Management, and Discussion Board.												
2.	From the Course Tools menu, click Respondus LockDown Browser .												
	The Respondus LockDown Browser Dashboard displays.  A screenshot of the Respondus LockDown Browser Dashboard. The dashboard has a title bar 'Respondus LockDown Browser Dashboard'. Below the title bar, there is a table with the following content: <table border="1"><thead><tr><th></th><th>LockDown Browser</th></tr></thead><tbody><tr><td>Chapter 1-3 Exam- Requires Respondus LockDown Browser</td><td>Required</td></tr><tr><td>Chapter 5 Test</td><td>Not Required</td></tr><tr><td>Test - adaptive release</td><td>Not Required</td></tr><tr><td>New Test</td><td>Not Required</td></tr><tr><td>Week 01 SP14 Test</td><td>Not Required</td></tr></tbody></table> At the bottom of the dashboard, there is a warning: 'Warning: 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."'		LockDown Browser	Chapter 1-3 Exam- Requires Respondus LockDown Browser	Required	Chapter 5 Test	Not Required	Test - adaptive release	Not Required	New Test	Not Required	Week 01 SP14 Test	Not Required
	LockDown Browser												
Chapter 1-3 Exam- Requires Respondus LockDown Browser	Required												
Chapter 5 Test	Not Required												
Test - adaptive release	Not Required												
New Test	Not Required												
Week 01 SP14 Test	Not Required												
	IMPORTANT NOTE: The dashboard shows which tests require LockDown Browser and which do not by showing <i>Required</i> in green text or <i>Not Required</i> in black text. This is found to the right of the test name.												

3.	 Click the drop-down arrow to the left of the test to which LockDown Browser will be required.
	<p>The context menu displays.</p> 
4.	From the context menu, click Modify Settings .
	<p>The LockDown Browser Settings display.</p> 
5.	Click to select the Require Respondus LockDown Browser for this exam radio button.
	<p>Additional options display.</p> 
6.	If desired, set an access password. <i>This step is optional</i> . If an access password is used, be sure to give it to the proctor or the students.

7.	If desired, set an exit password. <u><i>This step is optional.</i></u>
8.	Under Advanced Settings , select whether students can take the exam on an iPad. <u><i>This step is optional.</i></u>
9.	Under Advanced Settings , select whether students who use screen readers can access the exam. <u><i>This step is optional unless there is a student with a visual handicap in your course.</i></u>
10.	Click the Save and Close button.
	<p>The settings are saved and students must use LockDown Browser when taking the exam.</p> 
	<p>IMPORTANT NOTE: Be sure to give students the following link so they can install LockDown Browser to take the exam: http://www.respondus.com/lockdown/download.php?id=532632179</p>