	# Blackboard Tips & Tricks

Respondus LockDown Browser

Respondus LockDown Browser is a custom browser that prevents students from accessing anything on their computer except for their test.

When deploying a test requiring LockDown Browser, you will be warned **_not to modify the name of the test or the password_**. Altering those settings will trigger an error. Instructors are advised to go to the LockDown Browser building block in Blackboard (Control Panel > Course Tools > Respondus LockDown Browser) after a test has been finalized and before it opens to students to confirm that LockDown Browser is required and that there are no errors associated with it. If an error message appears, click the "Fix It" button beside the test on the Respondus LockDown Browser Dashboard screen.

Instructors might want to skip the "Require a Password" check box in Blackboard's Test Options. Requiring a password is unnecessary when using LockDown Browser since the system generates its own password-protected login (students are not required to enter it – it is automatically applied when students access the exam through LockDown Browser). If instructors want to allow students to bypass LockDown Browser on an exam where it is required, then using the "Require a Password" feature might be beneficial. The instructor would check this feature under Blackboard's Test Options and then share that password with students who are allowed to bypass LockDown Browser.

The Respondus LockDown Browser building block in Blackboard may trigger a seemingly endless string of security warnings in Internet Explorer. Users are advised to either use another browser (e.g. Firefox) or to add the following URL to their list of trusted sites in Internet Explorer: https://smc-service-cloud.respondus2.com via IE > Tools > Internet Options > Security > Trusted > Sites > Sites button.

It is highly recommended that students be given a "practice" test requiring Respondus LockDown Browser _prior_ to taking a test that will "really count." A simple multiple attempt test, with a single yes/no question asking whether the student was able to successfully open the test, can remain open the entire semester. Such a practice test affords students the opportunity to test and resolve any issues LockDown Browser may have closing open applications _before_ they attempt to take an actual test.

It is highly recommended that you incorporate the following into your instructions each time you add an online test that requires Respondus LockDown Browser:

Information Technology Services
Lovejoy Library 0005
Email: ftc_help@siue.edu

Open Monday - Friday
8:00 a.m. - 10:00 p.m.
Phone: (618) 650-5500
9/8/2014

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- This test requires the use of LockDown Browser.
- LockDown Browers is available for download to your personal computer through the SIUE portal http: my.siue.edu. Once logged into the portal click on "myLinks" and then the blue "R" icon. Then, click on the link to the "LockDown Browser resource page." LockDown Browser is also available in SIUE computer labs.
- This test *cannot* be taken using a standard browser. If you have not already done so, open LockDown Browser, log into Blackboard, and return to this assessment.
- When prompted to have LockDown Browser close any open applications (e.g. instant messaging), select the default, "Yes."
    - If the test includes audio clips, advise your students to plug their speakers or headset into the computer **before** they launch LockDown Browser.
- Simply saving individual answers to individual questions or saving the test itself is not sufficient. **You must click on the** Submit *button at the end of the test* to submit it for grading.
- After submitting the test for grading, close out of LockDown Browser by clicking on the red "X" in the upper right corner of the screen.