



# Blackboard Tips & Tricks

## Respondus LockDown Browser

Respondus is available for download through the SIUE portal: <http://my.siu.edu>. Once logged into the portal, click on "myLinks" and then the LockDown Browser icon. LockDown Browser **must be downloaded and installed using Internet Explorer or Safari.**



- ✓ If your instructor has advised you that your test will include audio clips, be sure to plug in your headset or speakers **before** you open LockDown Browser to start your test.
- ✓ If your instructor has provided you with a practice test to take to confirm that LockDown Browser can close all open applications on your computer, take that practice test at least 24 hours before your actual test. Contact Information Technology Services if you have any issues with that practice test. Do **not** install any new software between the time you successfully take the practice test and the start of your actual exam.
- ✓ A test created in LockDown Browser cannot be taken using a standard browser. When you are ready to take your test, open LockDown Browser, log into Blackboard, and navigate to the assessment.
- ✓ 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.
- ✓ **Do not** take any test over a wireless connection. Should your wireless connection fail in the middle of your test, you will be locked out of completing it. Your instructor can reset your test, but you will lose all of your answers, including those that you have saved.
- ✓ Clicking anywhere outside of the test frame itself **will result in loss of data** and may lock you out of your test.
- ✓ Save individual answers to test questions as you **go along**. **Note that saved answers** can be changed up until the point that you **Submit** the test. If you wait until the end of the test to save an answer, the Blackboard server might have timed out (closed the connection) and will kick you off. The Blackboard servers close the connection for security reasons in case you have walked away from a computer without logging off.