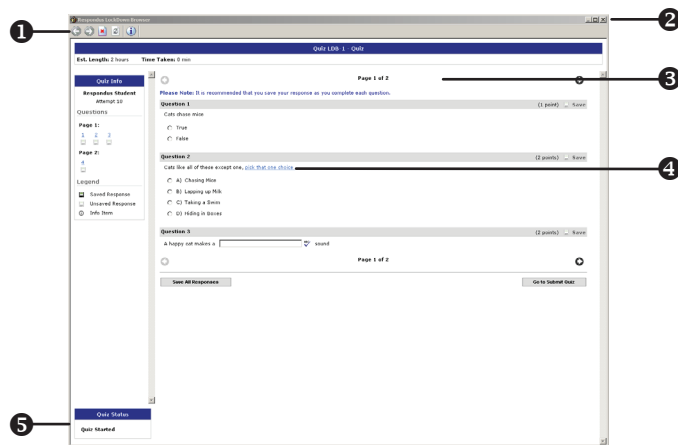




WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a customized browser that increases the security of online testing in Desire2Learn. When students use Respondus LockDown Browser to access a quiz, they are unable to print, copy, go to another URL, access other applications, or close a quiz until it is submitted for grading.

Respondus LockDown Browser works much like a standard browser, but some options have been removed or work differently. The list below highlights some of these differences.

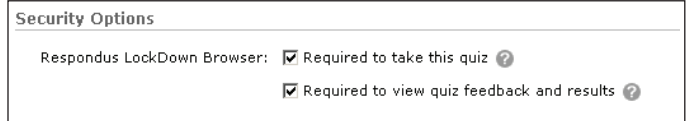


- 1 **Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh and Stop functions.
- 2 **Assessment Mode** - assessments are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
- 3 **Disabled Controls** - all printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.
- 4 **Links** - links to other web servers do not compromise the secure testing environment.
- 5 **Blocked Features & Applications** - the Start button (Windows), system tray, and menu bars have been removed. Hundreds of screen capture, messaging, screen-sharing and network monitoring applications are blocked.

PREPARING A QUIZ FOR LOCKDOWN BROWSER

In Desire2Learn you must follow these steps to enable the "Require Respondus LockDown Browser" setting for the quiz:

1. Using a standard web browser, log into Desire2Learn as an instructor.
2. Select "Quizzes".
3. Identify the quiz and select the link to edit the settings.
4. Select the "Restrictions" tab.
5. Under the "Security Options" section select the checkbox that requires the Respondus LockDown Browser for the quiz.



6. Optionally you can restrict viewing the quiz feedback and results with the LockDown Browser.
7. Click "Save Quiz".

INSTALLING RESPONDUS LOCKDOWN BROWSER

Respondus LockDown Browser must be installed to each computer being used to take a quiz. Follow the instructions below to install the Windows or Macintosh version of Respondus LockDown Browser.

Windows computers:

- Be sure that a valid version of Internet Explorer is installed by navigating to your institution's Desire2Learn login page and selecting the **System Check** link.
- Your institution will provide the link for downloading and installing Respondus LockDown Browser.
- During the installation, select **Yes** if prompted to accept programs from Macrovision and Respondus.
- Follow the onscreen instructions to complete the install.

Macintosh computers:

- Be sure that OSX 10.3.9 or higher is being used (512K RAM minimum).
- Your institution will provide the link for downloading and installing Respondus LockDown Browser.
- During the installation, select **Yes** when prompted to run the Java application.
- Follow the onscreen instructions to complete the install.

TAKING A QUIZ

From a student's perspective, this is how Respondus LockDown Browser is used to take an assessment.

1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Macintosh users, launch "LockDown Browser" from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes** when prompted.
3. Login to your Desire2Learn course using a student login.
4. Navigate to the quiz and select the **Start Quiz!** link.
5. Once a quiz has been started with Respondus LockDown Browser, you cannot exit until the **Submit Quiz** button is clicked.

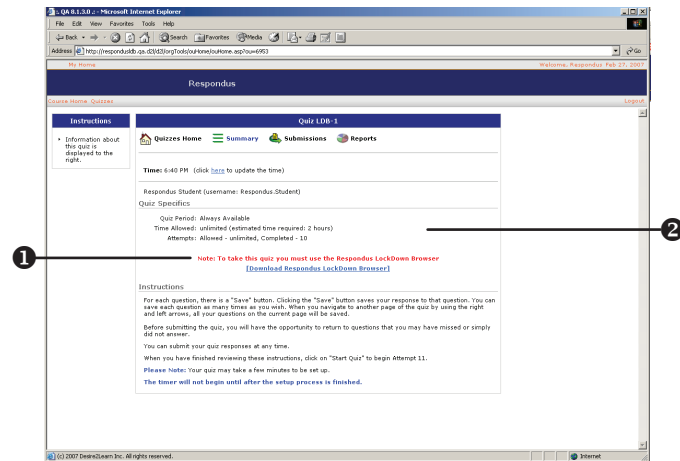
TIP – Prior to the first quiz, have students complete a practice quiz that uses Respondus LockDown Browser to make sure they have installed it correctly.

WHAT IF A STANDARD BROWSER IS USED?

If the settings for a quiz require that Respondus LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a quiz has been properly set for Respondus LockDown Browser by following these steps using a regular browser.

1. Open a regular web browser such as Internet Explorer or Safari.
2. Login to the Desire2Learn course using a student login.
3. Navigate to the quiz and open it.

As shown below, a warning message will indicate that Respondus LockDown Browser is required for the quiz. The **Start Quiz!** link will not be available.



- 1 **Warning Message** - this message indicates that the quiz must be taken with Respondus LockDown Browser (a download link is provided).
- 2 **Start Quiz! Link** - The Start Quiz! link is not available, preventing the student from starting the quiz with a standard browser.

OTHER TRAINING AND SUPPORT RESOURCES

- **User Guide** - contact your institution's Respondus LockDown Browser administrator for the complete user guide.
- **Student Quick Start Guide** - a student quick start guide is available at <http://www.respondus.com/download>.
- **Demo Movies** - view demonstration and training movies at <http://www.respondus.com/demo>.
- **Knowledgebase** - <http://www.respondus.com/esupport>.
- **Ticket-based Support**¹ - <http://www.respondus.com/esupport>.

¹ Contact your local support representative for Respondus LockDown Browser before opening a support ticket at www.respondus.com.