

RESPONDUS LOCKDOWN BROWSER & RESPONDUS MONITOR

Student Instructions and Terms of Use

As part of an effort to use available technology to improve your learning experience by providing convenience, security, academic integrity, and cost-effective education, OFTC is requiring the use of Respondus Lockdown Browser, Respondus Monitor, or Respondus Live Proctoring for certain courses.

What is Respondus?

Respondus Lockdown Browser is a locked browser for taking tests in Blackboard. The browser prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that Lockdown Browser be used, you will not be able to take the test with a standard web browser.

Respondus Monitor is a proctoring solution that enables students to take online tests using a webcam to record themselves during the proctored event. **Respondus Live Proctoring** is when an instructor proctors a student in real time during an online exam.

Technology Requirements

- Windows: 10, 8, 7
- Mac: OS X 10.10 or higher
- iOS: 11.0 (iPad only)
- Web camera (built-in or external)
- Broadband Internet connection

Note: Respondus does not support the S mode of Windows. In order to use Respondus, students will have to switch off S mode if the device uses this operating system.

Downloading Respondus Lockdown Browser to Your Computer

Students who do not log in to OFTC computers can install the Respondus LockDown Browser to their own computer

by clicking the link provided in this handout and following the onscreen prompts. You will need to install the software only once.

[RESPONDUS LOCKDOWN BROWSER
https://download.respondus.com/lockdown/download.php?id=498849079](https://download.respondus.com/lockdown/download.php?id=498849079)

Please note: this link is unique to OFTC and should be the only link used to access the lockdown browser install screen.



From the install screen (see example in above picture):

1. Watch an optional brief overview video that explains the basic features of Respondus.
2. Click the *System requirements* link to make sure your computer has the necessary requirements for using Respondus.
3. Click the *Do you need the Mac version?* link if you need to install Respondus on a Mac computer.
4. Click the **INSTALL NOW** button to install Respondus to your computer. If you do not see Oconee Fall Line Technical College in the Install section, you have not used the correct link for installation.

Taking a Test Using Respondus

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the Lockdown Browser icon on the desktop and double-click it. For Mac users, launch Lockdown Browser from the Applications folder.

3. If prompted, either close a blocked program (such as screen capture, instant messaging, Skype, etc.) by choosing Yes. Or, close Lockdown Browser and close the blocked program before restarting.
4. After double-clicking the Lockdown Browser icon, the Blackboard login screen will automatically populate. Log into Blackboard.
5. Navigate to the test within the course and select Begin Exam.
6. The test will then start. (Note: Once a test has been started with Respondus Lockdown Browser, you cannot exit until the Submit button is clicked.)

Using a Webcam (Respondus Monitor) with the Test

You may be required to use LockDown Browser with a webcam, which will record you during an online, non-proctored exam. Your instructor will have access to the video produced during your test and will use this video to ensure testing integrity. You may be required to show your college ID badge and your testing environment prior to testing.

If a test requires Lockdown Browser and a webcam, follow steps 1-6 of the *Taking a Test Using Respondus* section of this handout. Then, the Startup Sequence for the webcam begins:

1. You will first need to review and agree to the Terms of Use.
2. The Webcam Check will confirm that your webcam and microphone are working properly.
3. The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the left side of the screen.

4. If you encounter a problem, select the *It's not working* link for troubleshooting tips. This link will provide you the opportunity to chat with a Respondus agent.

Your test will begin after the Startup Sequence is complete. You cannot exit Lockdown Browser until the quiz is submitted for grading.

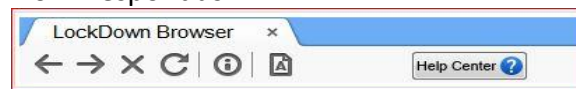
Taking a Test with Live Proctoring

Follow instructions provided by your instructor.

Terms of Use

- Testing location should be free of interruptions.
- Turn off **ALL** other devices and place them outside of your reach.
- Clear your desk of all external materials not permitted. Your instructor may require an environment check to include room, desk, computer, and monitors.
- Avoid wearing baseball caps or hats with brims.
- Ensure device is on a firm surface.
- Students should sit directly in front of the camera during the test.

Problems? If you have problems downloading, installing, or taking an assessment with Respondus, contact your instructor and/or the [Blackboard Helpdesk](#). Additionally, click the Help Center button on the Respondus tool bar for assistance from Respondus.



Additional Resources

[Respondus Overview Video for Students](#)
[Live Chat with Respondus Support](#)