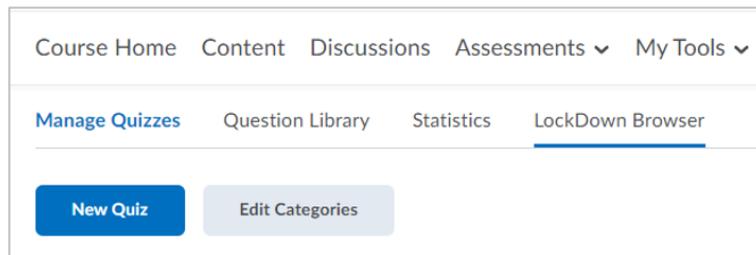# Respondus LockDown Browser

WHAT IS RESPONDUS LOCKDOWN AND WHEN SHOULD IT BE USED?

Respondus LockDown Browser is a third-party application that integrates seamlessly with Brightspace to add an additional layer of integrity to student examination. The program simply "locks down" the device the student is using, removing their ability to copy, print, access other applications, or visit websites during their exam period. The program also disables screensharing, screen recording, launching applications, and the use of other common programs that may be used by students to gain an advantage on an exam.
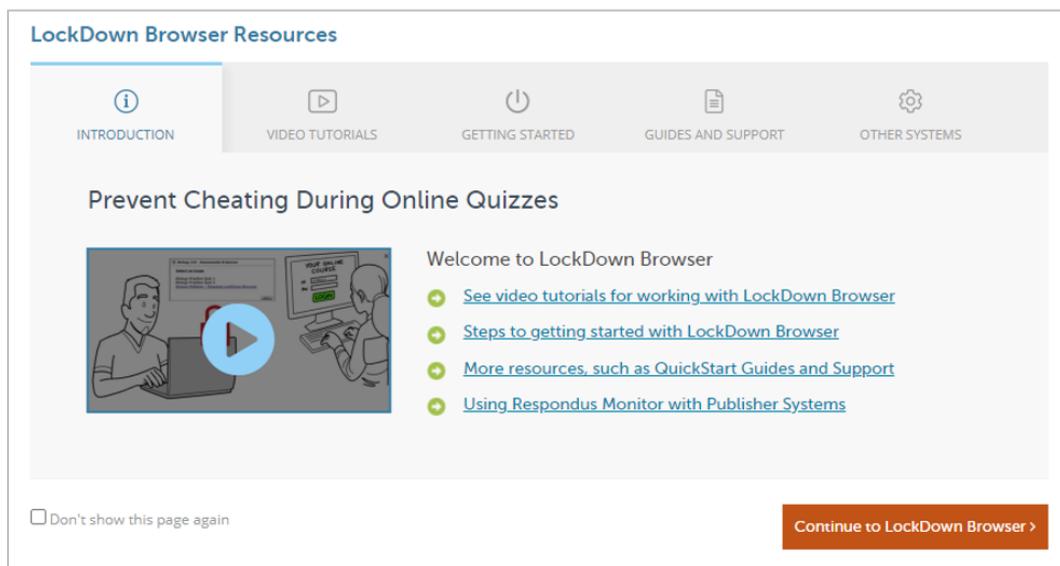
This program is recommended for use with heavily weighted examination (midterms/finals) to ensure students do not access outside information or gain an unfair advantage over their peers. While effective as part of a strategy to discourage academic dishonesty, Respondus LockDown cannot prevent students from accessing other devices or using handwritten notes in front of them.

How to enable Respondus LockDown

Respondus LockDown is available in every course in Brightspace. It just needs to be enabled. To do this, navigate to Assessments>Quizzes and choose LockDown Browser from the top bar.

Once this menu is opened an introductory page will appear with information on the program directly from Respondus. This page also provides many video guides on setting up and using Respondus LockDown.

Feel free to click through this screen and explore the program more, for the purpose of this guide we will be proceeding directly to the LockDown Browser by clicking the orange box labelled "Continue to LockDown Browser".

On this next page there will be a list of all quizzes in the course. Each quiz will have a dropdown arrow where a settings menu can be accessed. This is how the LockDown Browser is applied to a quiz.

Applying the LockDown Browser to a quiz is as easy as clicking on settings, and then checking the box for "Require Respondus LockDown Browser for this exam." Save and close this screen and return to the quiz page to confirm application is complete. The quiz title will now include "Requires Respondus LockDown Browser".
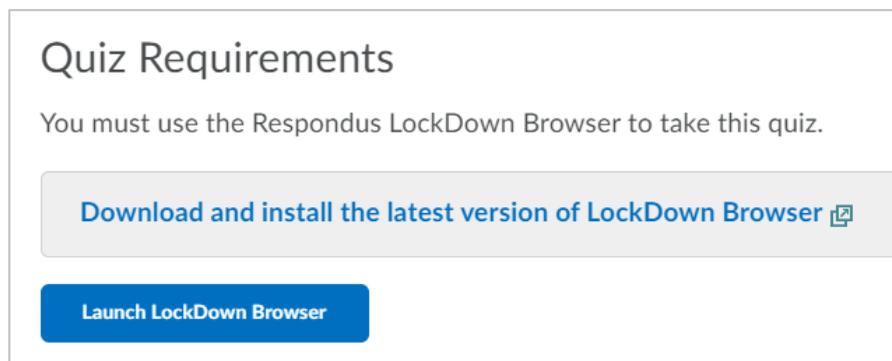
**There is also a setting in the screenshot above for Proctoring. For the purpose of this document, we will not be covering the Proctoring tool. The Proctoring option is not recommended at this time. If you require information about the Respondus Monitor Proctoring tool please contact ETD@Dal.ca.

Best Practice for LockDown Browser

It is **highly** recommended to run a test to confirm that the program is working for students before using Responus LockDown on a live quiz/exam.

Students will have to download the LockDown Browser onto their device before attempting the quiz. This process can take a while depending on internet speeds. It is best to create a simple quiz with a single question, "Did this work?" and a Yes/No answer. Set this up with the LockDown Browser via the steps above, and have the students go through the process of taking the quiz. When a student attempts to begin the quiz, it will prompt them to download the Respondus Program and from there they can complete the sample. Once this is confirmed working for all students, it is ready to be applied to live testing. The image below shows the student view when attempting to begin a quiz with LockDown Browser enabled. If any students have issues with the program, please contact ETD@dal.ca.

> **NOTE:**
> Respondus LockDown Browser is **not recommended for tests/exams containing questions that permit the uploading of documents** by the student. If this question type is essential to a test/exam, please contact etd@dal.ca for workaround suggestions.