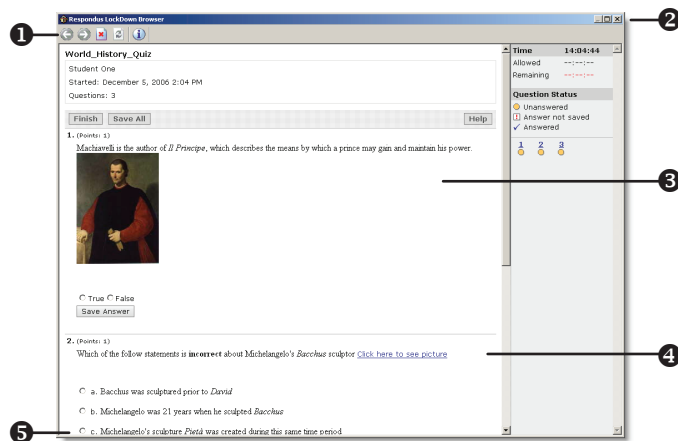




WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a customized browser that increases the security of online testing in WebCT. When students use Respondus LockDown Browser to access an assessment, they are unable to print, copy, go to another URL, access other applications, or close an assessment 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.

POWERLINK FOR LOCKDOWN BROWSER

Respondus LockDown Browser integrates with WebCT CE 6/Vista using a PowerLink (PowerLinks are installed by the WebCT administrator). With the PowerLink installed, you can follow these steps to set up an assessment for use with Respondus LockDown Browser.

1. Using a standard web browser, login to your WebCT course as a designer.
2. From the *Build* or *Teach* tabs, select **Assessments**.
3. Navigate to the assessment, click the associated "ActionLink",  and select **Edit Properties**.

4. Scroll down and expand the **Security Settings** option to display all settings.



5. Select the *Browser Restriction* checkbox so that the assessment can only be taken with Respondus LockDown Browser.
6. Click **Save** at the bottom of the page.
7. The assessment will now require students to use Respondus LockDown Browser. (To remove this requirement, deselect the Browser Restriction checkbox.)

INSTALLING RESPONDUS LOCKDOWN BROWSER

Respondus LockDown Browser must be installed to each computer being used to take an assessment. 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 WebCT login page and selecting the **Check Browser** link at the top, right corner of the page.
- 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 AN ASSESSMENT

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 WebCT course using a student login.
4. Navigate to the assessment and select the **Begin Assessment** button.
5. Once an assessment has been started with Respondus LockDown Browser, you cannot exit until the **Finish** button is clicked.

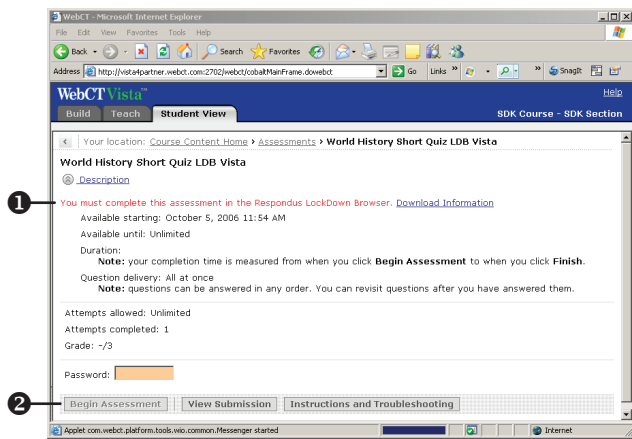
TIP – Prior to the first assessment, have students complete a practice assessment that uses Respondus LockDown Browser to make sure they have installed it correctly.

WHAT IF A STANDARD BROWSER IS USED?

If the settings for an assessment require that Respondus LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that an assessment 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 WebCT course as a student.
3. Navigate to the assessment and open it.

As shown below, a warning message will indicate that Respondus LockDown Browser is required for the assessment. The **Begin Assessment** button will also be disabled.



- 1 **Warning Message** - this message indicates that the assessment must be taken with Respondus LockDown Browser (a download link is provided).
- 2 **Begin Assessment Button** - the Begin Assessment button is dimmed, preventing a student from starting the assessment 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.