Respondus LockDown Browser
Instructor Quick Start Guide for D2L

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, such as Internet Explorer or Firefox, but some options have been removed or work differently. The list below highlights some of these differences.

- **Modified Toolbar** - The condensed browser toolbar includes only Forward, Back, Refresh and Stop functions.
- **Assessment Mode** - Assessments are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
- **Disabled Controls** - All printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.
- **Links** - Links to web sites within the quiz do not compromise the secure testing environment. Students can only access the specific web page linked in the quiz – all other links on that web page are disabled.
- **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 RESPONDUS 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.
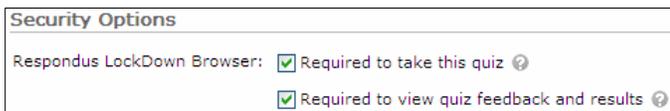
Security Options

Respondus LockDown Browser: ☑ Required to take this quiz ❓
☑ Required to view quiz feedback and results ❓

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 on each computer being used to take a quiz. If your students are completing the quiz at a CNA campus, Respondus LockDown Browser will have already been installed. If your students are taking the quiz at home or at some other location, they must ensure Respondus LockDown Browser is installed on the computer prior to taking the quiz.

To install Respondus LockDown Browser:

1. Log into D2L and locate the Support widget on the left side of the **My Home** page.
2. Click the "**DLS Toolbox**" link.
3. Click the "**LockDown Browser**" icon in the Toolbox listing.
4. Follow the download page instructions to obtain the correct installation program.
5. Start the LockDown Browser installation program by clicking the Desktop shortcut.
6. Follow the onscreen instructions to complete the install.

Notes for Macintosh users:
- Be sure that OSX 10.5 or higher is being used (512K RAM minimum).
- During the installation, select "**Yes**" when prompted to run the Java application.

TAKING A QUIZ

From a student's perspective, this is the process of accessing an assessment item using LockDown Browser:

1. Locate the "**LockDown Browser**" shortcut on the desktop and double-click it. (For Mac 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 your student login.
4. Navigate to the quiz and select the "**Start Quiz!**" button.
5. Once a quiz has been started with Respondus LockDown Browser, you will not be able to exit until the quiz has been submitted.

*IMPORTANT: Make sure students know well in advance that you will be using the LockDown Browser for the quiz. Prior to the quiz, distribute the "**Student Quick Start Guide**", and have students complete a practice quiz that uses Respondus LockDown Browser to make sure they have installed it correctly and know how to use it.*

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, Firefox or Chrome.
2. Login to your Desire2Learn course.
3. Navigate to the quiz and preview it.

As shown below, a warning message will indicate that Respondus LockDown Browser is required for the quiz. The "**Start Quiz!**" button will not be available.
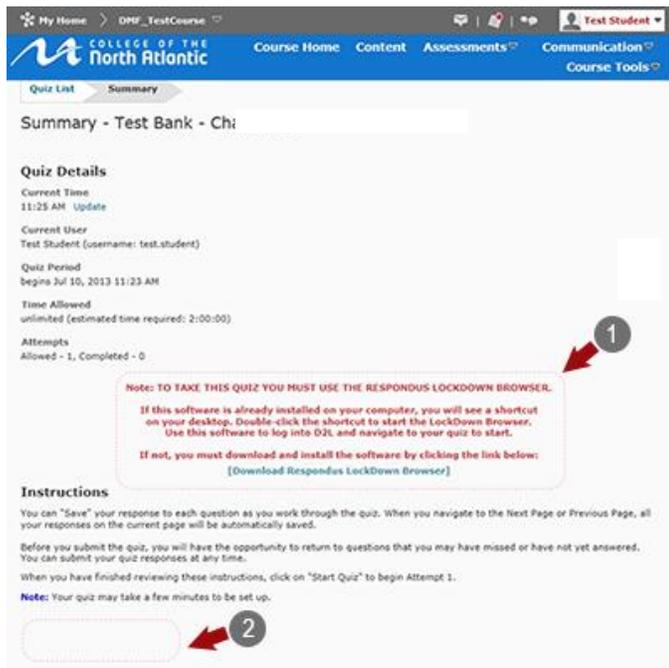
1 **Warning Message** - This message indicates that the quiz must be taken with Respondus LockDown Browser and a download link is provided.

2 Notice that there is no "**Start Quiz!**" option available in a standard browser.

WHAT IF I WANT TO GIVE A PRACTICAL QUIZ?

Since Respondus LockDown Browser prevents students from opening other applications during the quiz, this tool is not appropriate for practical quizzes. One option would be to separate the theory and practical parts of your quiz into two separate quizzes. Apply LockDown Browser to the theory quiz, but not to the practical quiz.

WHAT IF I WANT MY STUDENTS TO ACCESS A CALCULATOR?

Normally, the Calculator tool in Windows is blocked during a quiz. However, there are times when an instructor wants to allow students to use an online calculator during a quiz. A calculator option will appear on the LockDown Browser toolbar if one of the following codes is placed in the quiz:

- **{calc}** - for a simple calculator, or
- **{scalc}** - for a more powerful scientific calculator

The {calc} or {scalc} code can appear anywhere in the quiz, such as in the header or footer, or in a question. If questions are being delivered 'one at a time', the code will need to appear in the first question so that it will be available for the remainder of the assessment. The calculator will be available for all questions on the quiz.

Note: *This feature is available only in the Windows version of Respondus LockDown Browser.*

OTHER TRAINING AND SUPPORT RESOURCES

- **Student Quick Start Guide** - A student version of the Quick Start Guide is also available in the DLS Toolbox. Please distribute this guide to your students to prepare them for the quiz.
- **Demo Movies** - View demonstration and training movies at http://www.respondus.com/products/lockdown-browser/demos.shtml
- **Knowledgebase** - http://www.respondus.com/esupport.

PROBLEMS?

If you have problems downloading, installing, or taking a quiz with Respondus LockDown Browser, please contact the Distributed Learning Help Desk:

Email: dlshelp@cna.nl.ca
Toll Free: 1-877-465-2250 (Option 3)
Local: 466-6961
Live Chat: Click Live Support on dls.can.nl.ca