LOCKDOWN BROWSER EN RESPONDUS MONITOR STUDENT QUICK START GUIDE

WHAT IS RESPONDUS LOCKDOWN BROWSER?
LockDown Browser is a locked browser for taking quizzes in Canvas. It prevents you from printing, copying, going to another URL, or accessing other applications during an assessment. If a Canvas quiz requires that LockDown Browser be used, you will not be able to take the quiz with a standard web browser.

INSTALLING LOCKDOWN BROWSER
Download and install LockDown Browser through this link.

BEFORE THE EXAM
It is really essential that you install and test the LockDown Browser beforehand. That way, you won’t be confronted with any unpleasant surprises on the day of the exam. In case of technical issues, contact the ICT helpdesk promptly at helpdesk@vub.be. You can test LockDown Browser through this step-by-step guide.

TAKING AN ASSESSMENT
1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the “LockDown Browser” shortcut 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 (e.g. screen capture, instant messaging) by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting.
4. Log into Canvas.
5. Navigate to the test within the course and select ‘Take a Quiz’.
6. The quiz will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit Answers button is clicked.) If the quiz requires the webcam, you will first need to go through the Startup Sequence for the webcam.

USING A WEBCAM (RESPONDUS MONITOR)
You may be required to use LockDown Browser with a webcam, which will record you during the online exam. (The webcam feature is referred to as “Respondus Monitor.”) Your computer must have a functioning webcam and microphone. A broadband connection is also required.

STARTUP SEQUENCE FOR THE WEBCAM
› You will first need to review and agree to the Terms of Use.

› The Webcam Check will confirm that your webcam and microphone are working properly.

› 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. You may be asked to show your studentID to the webcam for identification purposes, so make sure you have it with you with every exam.

› If you encounter a problem, select the ‘It’s not working’ link for troubleshooting tips.

The quiz will begin after the Startup Sequence is complete. You cannot exit LockDown Browser until the quiz is submitted for grading.