

Setting Passwords When Using the Respondus Lockdown Browser

Respondus LockDown Browser™ is a customized browser that increases the security of test delivery in Blackboard. When students use Respondus LockDown Browser to access an exam, they are unable to print, copy, go to another URL, or access other applications. Once an assessment is started, students are locked into it until it's submitted for grading.

Respondus LockDown Browser provides a custom interface for the Internet Explorer (Windows) or Safari (Macintosh) software that is already installed on a computer. It does not modify an existing copy of Internet Explorer or Safari, but rather, installs a separate program that displays a custom browser when it is started and it won't modify the current version of Internet Explorer or Safari in any way.

When you want students to take a test in a proctored environment or prevent the students from printing or copying a test you may want to use the Respondus LockDown Browser (RLDB), you may need to setup a password for that test. This password **MUST** be given to the proctor or the Testing Center where the test will be taken.

Remember, you should **NEVER** use the password setting in the Test Options in Blackboard when using the RLDB. You set the password for the test using the Respondus LockDown Browser Setting. Follow these steps to setup that password.

1. Deploy the test in Blackboard.
2. Go to the Control Panel, click on Course Tools, click the link for Respondus LockDown Browser.

The screenshot shows the Respondus LockDown Browser settings interface. On the left is the 'COURSE MANAGEMENT' sidebar with 'Control Panel' expanded and 'Respondus LockDown Browser' selected. The main content area is titled 'Respondus LockDown Browser' and contains a list of tests. Each test entry includes a lock icon, the test name, and its RLDB status. The 'Settings' button for each test is highlighted with a red box. A warning message is displayed at the bottom of the main panel, also highlighted with a red box.

Test Name	RLDB Status	Action
Confirmation Quiz - Requires Respondus LockDown Browser	Required	Settings
ENG102 510 Fiction BB9	Not Required	Settings
Practice 42 - Requires Respondus LockDown Browser	Required	Settings
VET106 Ch1 Pretest	Not Required	Settings
VET106 Ch1 Test	Not Required	Settings

Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error".

A list of Blackboard tests that have been deployed in your course will be displayed. Tests that currently require the use of RLDB will have their title appended with "-Requires Respondus LockDown Browser:" and show **Required** next to the Settings button. Tests in the course that do not currently require students to use RLDB will show **Not Required**.

Notice the **WARNING** at the bottom of the RLDB screen. It says: "Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name, 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status

will appear as an “Error”. (see image below) You can click the Fix Settings button to restore the setting you made when you first set the test to use RLDB.



3. Click the **Settings** button and a page will appear with several options.
4. Select the option for **Require Respondus LockDown Browser for this test** (you can turn off this requirement by selecting the option **Don't require Respondus LockDown Browser for this test**).
5. Optionally you may enter a test password that students or a proctor must enter to start the test. The Respondus LockDown Browser will prompt students to enter the instructor-provided password before proceeding with the test.

A screenshot of the 'Respondus LockDown Browser' configuration page. The page has a yellow header with a lock icon and the title 'Respondus LockDown Browser'. Below the header are 'Cancel' and 'Submit' buttons. The main content is divided into three sections: 1. 'Assessment Information' with radio buttons for 'Require Respondus LockDown Browser for this test' (selected) and 'Don't require Respondus LockDown Browser for this test', and a 'Test password (optional)' field containing 'saddle'. 2. 'LockDown Browser Exit Password' with an 'Exit password for closing the browser during the quiz (optional)' field. 3. 'Submit' with 'Cancel' and 'Submit' buttons. Red boxes and arrows highlight the test password field and the exit password field, with text boxes explaining their purposes: 'Password to access the test' and 'Password to allow the student to close the browser before completing the test. NOT recommended.'.

6. You may also enter an optional exit password that can be used to close the LockDown Browser while a test is being administered. This feature is only intended for situations where an instructor wants to allow a student to exit the browser in the middle of taking the test. If an exit password isn't entered for a test, the default exit password (set by the administrator of the LockDown Browser license) will be used.
7. Click **Submit** to require students to use Respondus LockDown Browser for this test.

WARNING: When using RLDB, the password setting in the Test Options area of Blackboard will not work. When you set a password for the RLDB, a password of random characters is entered in the Password field of the Test Options area. You **MUST NOT** modify or delete this password or the students will not be able to access the test.