



Respondus Lockdown Browser Tutorial

The Respondus Lockdown Browser allows students to take tests on computers which have Respondus installed. This adds more security allowing students to only view and take the exam without going to other windows or web sites during the exam time. The following are steps as an instructor to add the Respondus Widget to your Western Online course, along with the steps for students to take an exam.

Instructor Tutorial

After creating your assessment within Western Online the Respondus Lockdown Browser may be added to the assessment. Within your course select **Assessments > Quizzes**. Select the **LockDown Browser** tab. The list of assessments will appear:

Respondus LockDown Browser Dashboard
CITR Sara Sandbox - CITR Sara Sandbox

LockDown Browser Required

Test Respondus

LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam
☒ **Require Respondus LockDown Browser for this Exam**
☐ Require LockDown Browser to view feedback and results

Password Settings

Password to access exam (optional)

[-] Advanced Settings

- ☐ Lock students into the browser until exam is completed [\[explain\]](#)
- ☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from iTunes) [\[explain\]](#)
- ☐ Allow specific students to access this exam with screen readers (e.g. JAWS, Window-Eyes) [\[explain\]](#)
- ☐ Enable Calculator on the toolbar [\[explain\]](#)
- ☐ Enable Printing from the toolbar [\[explain\]](#)

Cancel Save and Close

Final Exam Not Required

Mid Term Not Required

- Use the pulldown next to the assessment to add the Respondus LockDown Browser > **Manage Settings**.
- Select **Require Respondus LockDown Browser for the Exam**.
- Enter a password if you choose (optional).
- Select Advance Settings which apply:
 - Lock students into the browser until exam is completed
 - Allow students to take this exam with an iPad
 - Allow specific students to access this exam with screen readers
 - Enable Calculator on the toolbar
 - Enable Printing from the toolbar.
- Select **Save and Close**.



Student Tutorial

Taking a Test On Campus:

To take an assessment within Western Online using the Respondus LockDown Browser” a student will need to go to a computer which has the “Respondus Lockdown Browser” installed.

To begin taking the assessment on campus:

- Click **START**
- Go to **PROGRAMS**
- Scroll down to **RESPONDUS**
- Click on **LOCKDOWN BROWSER LAB**
- Once the browser is open, navigate to Western Online and take your test.
- If there is a password enter the password and continue to take the assessment

Computer Labs Available with Respondus Installed (Windows Only):

- Currens 301
- Waggoner 110
- Library Digital Commons 180
- Memorial Hall 046
- Morgan 124
- Stipes 331
- Multicultural Center 103