

Respondus Reminders

There are two parts to Respondus - the Test Manager (1) is used by instructors/professors to create exams/quizzes/surveys and is used to publish/activate them within (or into) Blackboard 8.

The Lockdown Browser (2) is used by students to open up Bb8 and then take the Respondus activated exam. It is a browser such as Internet Explorer, but only allows access to Bb8.

After an exam is created and activated within Bb to be taken by students, the following should occur.

The student should logoff Bb. They then go to the CURRENT STUDENT menu option off the main ASTATE website then go to **SOFTWARE DOWNLOADS** and download RESPONDUS LOCKDOWN BROWSER. They only have to do this one time.

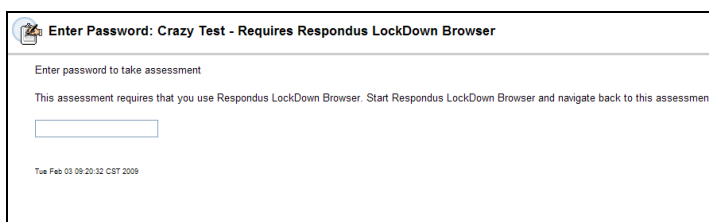
Once downloaded, a lockdown icon is placed on their desktop. They can then click on the RESPONDUS icon and it will open up the lockdown browser. They then choose Bb8 and login to Bb. At that point they can go to the Course to take the exam.

Do I have to create a password for each exam?

When students select the exam, it will ask them for an instructor provided password. If the instructor did not require a password for the exam, they should **select No** and submit (otherwise enter the password provided and submit). It will then allow them to take the exam within the lockdown browser.

Note: If the student tries to take the test from within Blackboard without first logging out and using the lockdown browser first, then they will be asked for a password every time regardless if the instructor provided a password or not. This is the safeguard to make sure they use the lockdown browser before taking an exam (see below).

This is the screen the students will see:



The screenshot shows a web browser window titled "Enter Password: Crazy Test - Requires Respondus LockDown Browser". The page content includes the text "Enter password to take assessment" and "This assessment requires that you use Respondus LockDown Browser. Start Respondus LockDown Browser and navigate back to this assessment". Below this text is a single-line password input field. At the bottom left of the page, the date and time "Tue Feb 03 09:20:32 CST 2009" are displayed.


Why and how do I check to ensure my Respondus system generated password is enabled?

Why? Once a test is created in Respondus or enabled in Blackboard and tagged with '**Requires Respondus LockDown Browser**' an encrypted system alphanumeric password is generated and stored. If an instructor/professor goes into the test settings and changes/deletes the encrypted

password then the LockDown Browser requirement will not work correctly. **Do not change your settings for an exam after the exam has been published to Blackboard.** The system generated password is the key part of the LockDown Browser. Don't share the encrypted password with students; the Windows LockDown Browser application fills it in automatically for them. It knows the encrypted password, they do not.

How to check if your Respondus system generated password is enabled

1. Go to your Control Panel and select Modify

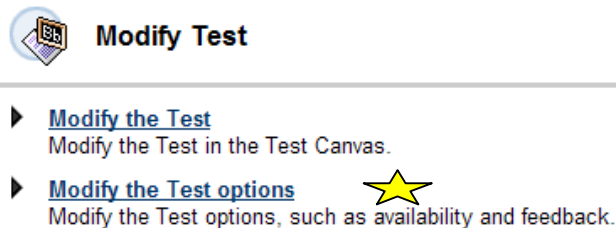


The screenshot shows the 'Exams' control panel in Blackboard. At the top, there are navigation options: 'Item', 'Folder', 'External Link', 'Course Link', and 'Test'. A 'Select:' dropdown menu is set to 'Learning Unit'. Below this, three exam items are listed:

- 1. Midterm Exam - Requires Respondus LockDown Browser (highlighted with a yellow star next to its 'Modify' button)
- 2. junk (Item is not available.)
- 3. Crazy Test - Requires Respondus LockDown Browser

Each item has 'Modify', 'Manage', and 'Remove' buttons. An 'OK' button is located at the bottom right.

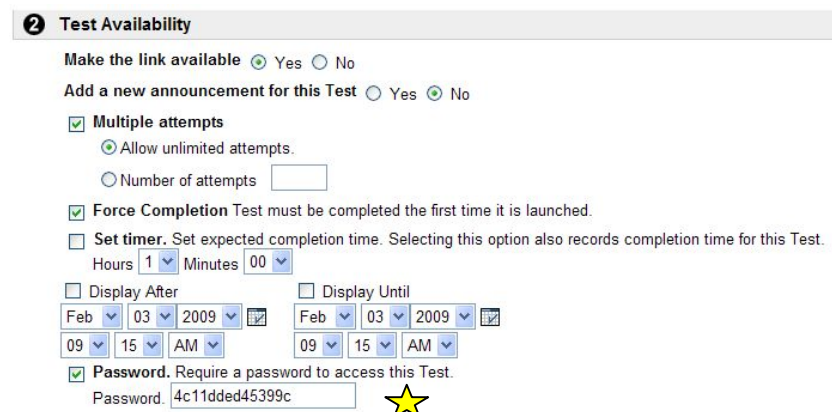
2. Select Modify the Test Options



The 'Modify Test' dialog box is shown. It has a title bar with a 'Test' icon and the text 'Modify Test'. Below the title bar, there are two main options:

- Modify the Test**: Modify the Test in the Test Canvas.
- Modify the Test options**: Modify the Test options, such as availability and feedback. (This option is highlighted with a yellow star)

3. Under Test Availability verify that the system generated alphanumeric password is present and the check box is marked



The 'Test Availability' settings page is shown. It includes several options:

- Make the link available**: Yes No
- Add a new announcement for this Test**: Yes No
- Multiple attempts**: Allow unlimited attempts. Number of attempts:
- Force Completion**: Test must be completed the first time it is launched.
- Set timer**: Set expected completion time. Selecting this option also records completion time for this Test. Hours: Minutes:
- Display After**: Display Until:
- Password**: Require a password to access this Test. Password: (highlighted with a yellow star)

4. If there is no password indicated under **Test Availability** move to **step 5**

2 Test Availability

Make the link available Yes No

Add a new announcement for this Test Yes No

Multiple attempts

- Allow unlimited attempts.
- Number of attempts

Force Completion Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

Display After Display Until

Feb 2009 10:55 AM

Feb 2009 10:55 AM

Password. Require a password to access this Test.

Password: ★

5. Go to your **Control Panel**, select **Respondus LockDown Browser** under **Course Tools**

Course Tools

Announcements	Digital Dropbox
Course Calendar	Glossary Manager
Staff Information	Messages
Tasks	Course Objectives
Send Email	Respondus LockDown Browser ★
Discussion Board	Self and Peer Assessment
Collaboration	

6. Select the **Modify Settings** option and **disable** the LockDown Browser on the test which does not have the system generated password (see step 4 above)

7. To **enable Respondus LockDown Browser** (with system generated password) go to the test you just disabled and select **Modify Settings** and this time enable the test. Enabling the test will generate the system password which will prevent students from doing the test outside the LockDown Browser environment.

Respondus LockDown Browser

Only Blackboard tests that have been deployed are displayed below.

LockDown Browser Settings	
Crazy Test - Requires Respondus LockDown Browser	Enabled <input type="button" value="Modify Settings"/>
junk	Not Enabled <input type="button" value="Modify Settings"/>
Midterm Exam - Requires Respondus LockDown Browser	Enabled <input type="button" value="Modify Settings"/>
Pilot Test - Requires Respondus LockDown Browser	Enabled <input type="button" value="Modify Settings"/>
Play test	Not Enabled <input type="button" value="Modify Settings"/>
Play test (2)	Not Enabled <input type="button" value="Modify Settings"/>