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 RESPONDOUS LOCKDOWN BROWSER. They only have to do this one time.

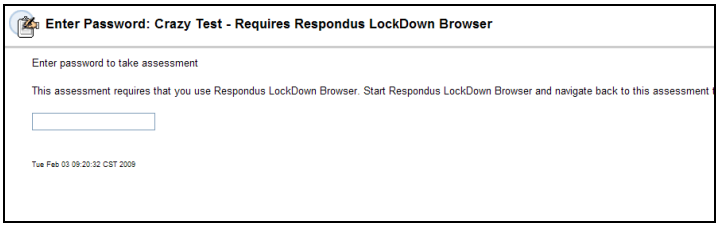
Once downloaded, a lockdown icon is placed on their desktop. They can then click on the RESPONDOUS icon and it will open up the lockdown browser. They then choose Bb8 and login to Bb. At that point they can go to the Course to take the exam.

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:



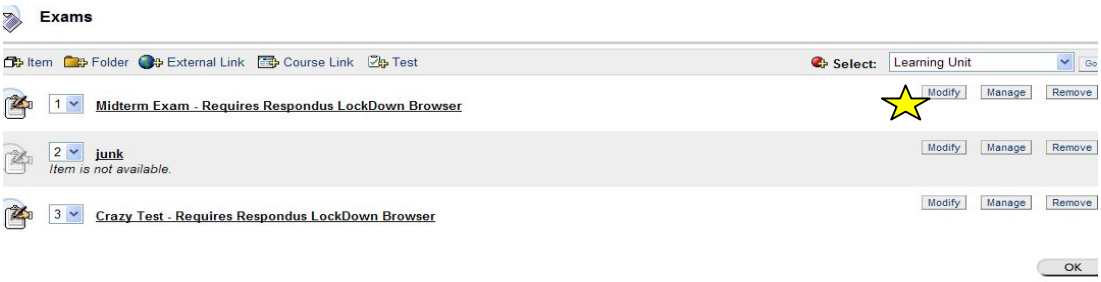
Why and how do I check to ensure my Respondus system generated password is enabled?

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

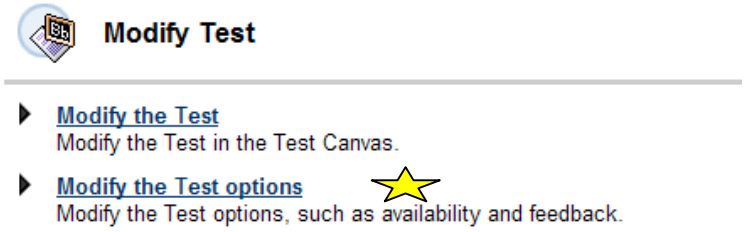
password then the LockDown Browser requirement will not work correctly. **Do not change your settings for an exam after the exam has been published to Blackboard.** The system generated password is the key part of the LockDown Browser. Don't share the encrypted password with students; the Windows LockDown 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

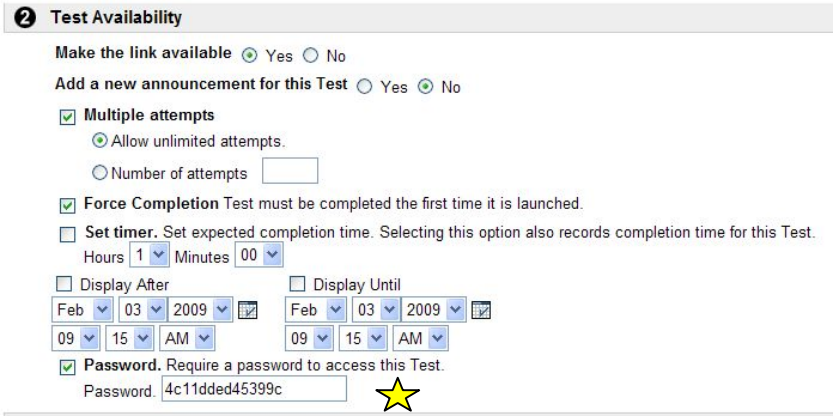
1. **Go to your *Control Panel* and select *Modify***



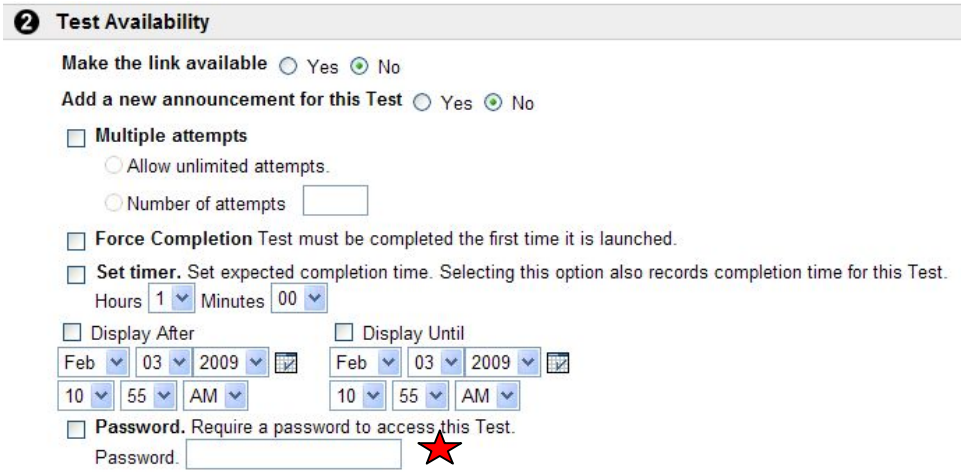
2. **Select *Modify the Test Options***



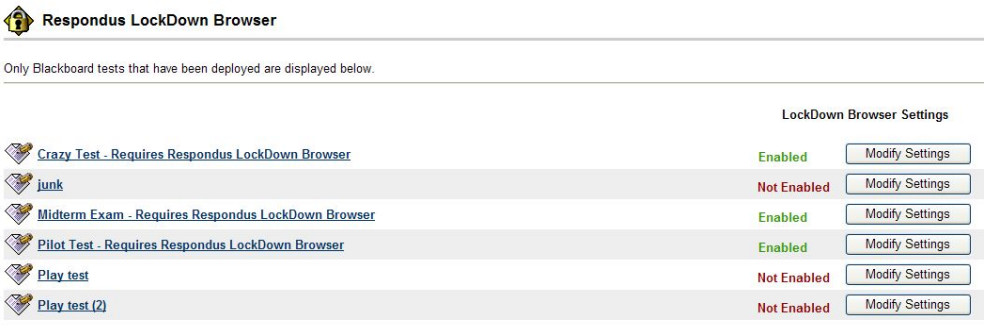
3. Under ***Test Availability*** verify that the system generated alphanumeric password is present and the check box is marked



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



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

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.