

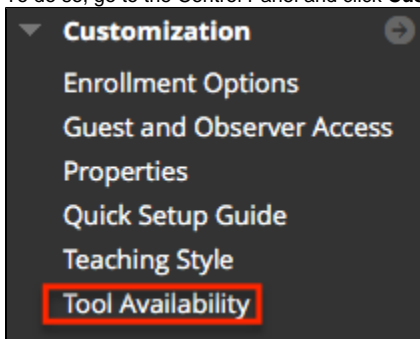
How to Prepare a Test for Use with LockDown Browser

Watch a Video Demonstration

Step by step guide

To set up a test in Blackboard that requires students to use Respondus LockDown Browser, follow these steps:

1. To activate Respondus Lockdown Browser on a Blackboard Exam, you must first have the exam deployed in your course.
2. Next, you must make sure the Respondus Lockdown Browser tool is available in your course.
3. To do so, go to the Control Panel and click **Customization > Tool Availability**.



4. Locate the Respondus Lockdown Browser tool, and click **the checkbox** to make the tool available.

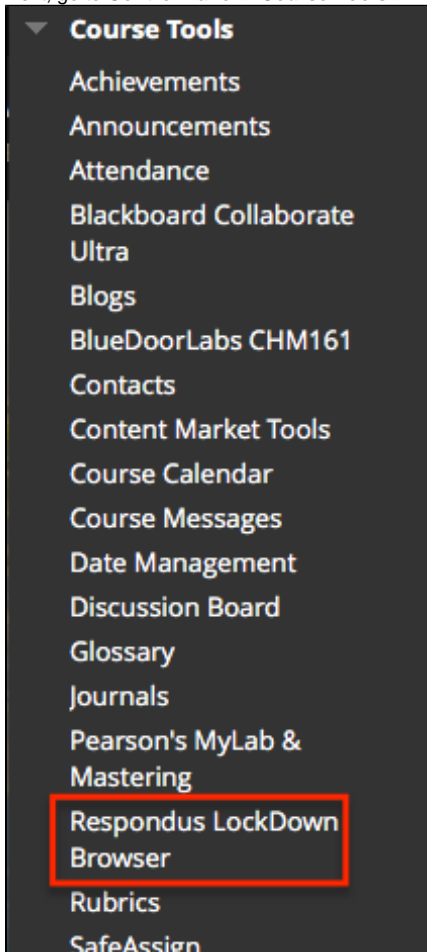


5. Click **Submit** to save this setting.

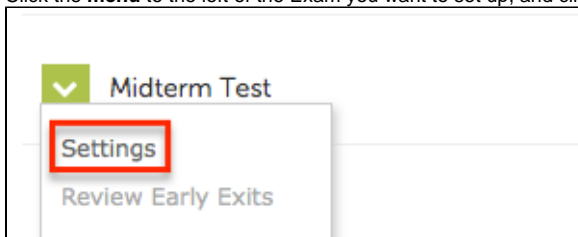
Related articles:

- [How to Self-Enroll in the Graduate College Thesis Course](#)
- [How to Work with the Course Menu](#)
- [How to Use the Class Dashboard to Request Blackboard Courses](#)
- [How to Create a Grade Center Column](#)
- [How to Download and Install the Mediasite Desktop Recorder](#)

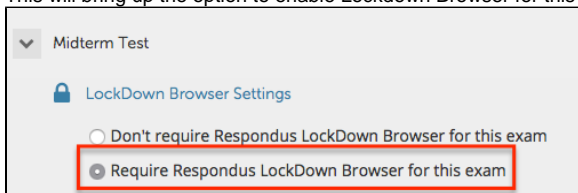
6. Next, go to **Control Panel > Course Tools > Respondus Lockdown Browser**.



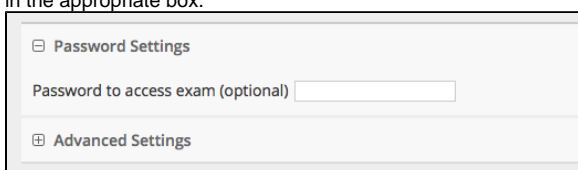
- 7. Now that you are in the tool, any deployed exams will be listed.
- 8. Click the **menu** to the left of the Exam you want to set up, and click **Settings**.



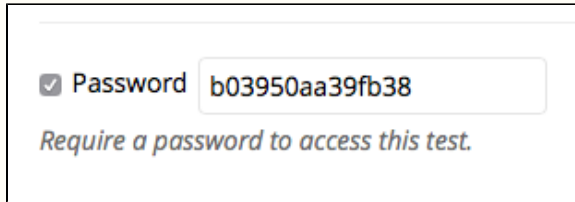
9. This will bring up the option to enable Lockdown Browser for this particular exam.



10. If you would like students to provide a password for the exam, you will enter the exam password in the appropriate box.



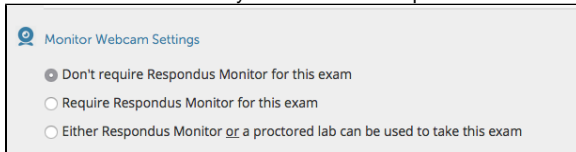
Even if you do not enter a password on this page, Respondus will autogenerate a password on the Blackboard Test Options page. This password tells the system that Respondus is required for this test; if you delete the autogenerated password in the Test Options page your Respondus test will not work and students won't be able to take the test.



Password
Require a password to access this test.

If you see a password like the one shown above in your Blackboard Test Options, do not delete it. Your test will not work in Respondus without this password.

11. This screen is also where you can enable Respondus Monitor.



Monitor Webcam Settings

- Don't require Respondus Monitor for this exam
- Require Respondus Monitor for this exam
- Either Respondus Monitor or a proctored lab can be used to take this exam

12. Click **Save and Close**.



Be sure to instruct your student to choose **Missouri State University - Blackboard SaaS** as the server when they are prompted. If they do not do this, it is likely that their screen will lock on them.

I Need More Help

If you have any problems with installation or need assistance, call the Computer Services Help Desk at 417-836-5891.

You can also refer to this [Instructor Quick Start Guide for Respondus LockDown Browser](#).

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891