To use Respondus Lockdown Browser with Blackboard Learn exams, exams must first be created and deployed. For assistance with these steps, see http://frc.ua.edu/wp-content/uploads/2012/07/Creating_Tests_in_Blackboard_final.pdf.

It is recommended that instructors create a practice test that requires Lockdown Browser so that students can avoid technical issues with higher stakes exams. Instructors should also create a copy of the exam that DOES NOT require Lockdown Browser in case of technical issues. Students must have Lockdown Browser installed before taking the exam.

1. After creating and deploying a test, go to the menu on the left. Under Control Panel, open Course Tools, select Respondus Lockdown Browser.
2. A list of all deployed exams appears. To require Lockdown Browser for an exam, click on the action link beside the exam name and choose “Modify Settings.”
3. The Settings options for Lockdown Browser include:
   - Don’t Require Respondus Lockdown Browser for this exam.
   - Require Respondus Lockdown Browser for this exam.
   - (Optional) Test Password: a password that must be entered before a student can begin the exam.

The Advanced Settings, if chosen, will allow you to lock students into the browser until exam is completed, allow students to take the exam with an iPad (NOT RECOMMENDED), enable a calculator on the Toolbar, or enable printing from the toolbar.

4. Enter the desired settings and choose Save and Close. Your Lockdown Browser Dashboard will now show the Lockdown Browser status of your exams.
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".

For more information, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu
or visit our website at http://frc.ua.edu.

Last updated 24 March 2017