Using Respondus LockDown Browser (and a Webcam) for Online Exams (for CUHK Teachers)

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Overview

Respondus LockDown Browser is a custom browser that can lock down test/exam environment within Blackboard . If a Blackboard Test requires LockDown Browser be used, students cannot take the test/exam with a standard web browser. For more information, please visit: https://web.respondus.com/he/lockdownbrowser/

Preparation and Setup (by Instructor and/or TA/Support Staff)

- 1. Create and **deploy** a Test in the Blackboard course.
- 2. From the Control Panel, locate Course Tools and select Respondus LockDown Browser.
- 3. A list of deployed Tests will be displayed. Select Settings from the context menu of the Test.

Sample Test (auto	grading)
Settings	
Review Early Exits	ile compatible test

- 4. Select **Require Respondus LockDown Browser for this exam**. Optionally, you may create a test/exam password.
- 5. To require all students use a webcam during the exam, select **Require Respondus Monitor (automated proctoring) for this exam.** You can also enable *Record the screen while the student is taking the exam.*
- 6. Reminder: 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/exam status will appear as an "Error."

Test (Achievement) (**Webcam**) - Requires Error Fix It Respondus Monitor
Respondus LockDown Browser

Result checking

To access information and review the recorded videos of the Tests that require Respondus Monitor:

- 1. From the Control Panel, locate Course Tools and select Respondus LockDown Browser.
- 2. A list of deployed Tests will be displayed. Select Class Results from the context menu of the Test.

~	short answer (**We	bcam**) - Requires Respondus LockD
S	Settings	
0	Class Results	
E	Exam Stats	

[Important] Known Issue with Respondus Monitor

- Affected Tests: Any tests with Respondus Monitor enabled.
- Affected Classes: Classes that include users whose First Name or Last Name fields are blank in Blackboard.
 - Please verify your class roster using the CUHK User Management Tool (https://help.edtech.cuhk.edu.hk/docs/blackboard-cuhk-user-management) to check for such users.
- Issue Description: Instructors and TA/Support Staff may encounter errors when accessing Class Results or Exam Stats on Respondus Lockdown Browser Dashboard.

✓ [R:LDB-MW] Test (Mixed)		ď ×
STOP	Unexpected Error. Please contact the system administrator.	

- As a result, recordings and statistics from Respondus Monitor will be inaccessible.
- Current Status: We are working with the vendor.
- Recommended Action: Contact us (ITSC Service Desk: https://servicedesk.itsc.cuhk.edu.hk or elearning@cuhk.edu.hk) <u>BEFORE</u> conducting the assessment.

Best practices

- 1. Watch the recorded webinar (https://youtu.be/RYptDhu49ng)
- 2. Watch the short demo video (https://youtu.be/bF27uqRWiJA)
- 3. Read the Instructor Quick Start Guide (https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QSG-Bb-Instructor.pdf)
- 4. Read Understanding Respondus Monitor Proctoring Results (https://web.respondus.com/monitor-review/)
- 5. Make an announcement (or add the information to the course syllabus): sample word document (https://web.respondus.com/wp-content/uploads/2019/08/Monitor-Syllabus-Example.docx)
- 6. Set up a practice test/exam for the students
- 7. Set up the real test/exam for the students
- 8. Require students to
 - Read the Lockdown Browser Info Page for CUHK Students (https://help.edtech.cuhk.edu.hk/docs/using-responduslockdown-browser-and-a-webcam-for-online-exams-for-cuhk-students) and follow the instructions to
 - Install a webcam
 - Install Lockdown Browser
 - Take a practice test/exam which requires the use of the Lockdown Browser and a webcam

More information

- https://web.respondus.com/rapid-rollout-instructors/
- https://web.respondus.com/he/monitor/resources/
- https://web.respondus.com/instructor-proctoring/

Contact us

- ITSC Service Desk (https://servicedesk.itsc.cuhk.edu.hk)
- elearning@cuhk.edu.hk ()

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