How To Take an Assessment with Respondus LockDown Browser
Video Script

• Close all programs on your computer.
• Locate the Respondus LockDown Browser shortcut on your desktop and double-click on the LockDown Browser icon or click Start > Programs > Respondus, and then click Respondus LockDown Browser (for Mac users, launch the LockDown Browser from the Applications folder).
• If prompted to close a blocked program, choose Yes when prompted.
• A pop-up window with a "Choose Server Box" will appear > select Blackboard 9 from the drop-down menu and click OK.
• The Blackboard Learn login screen appears.
• Login to Blackboard Learn by entering your username and password.
• Select your course.
• Select the assessment.
• The assessment will open in a new window. Click Begin.
• A pop-window will appear asking whether the instructor has required a password for the assessment.
• If a password is required and has been provided, select the Yes option, then enter the password and click Continue.
• If a password is NOT required, select the No option and click Continue.
• Regardless of the password selection made in the previous step, Respondus LockDown Browser will automatically fill in a special password on the next screen. It is important that this password field is not modified. Click Submit.
• The assessment will now start. Note: once an assessment has started with Respondus LockDown Browser, you cannot exit the assessment until it has been submitted.
• To avoid technical issues, please make sure you have submitted your assessment before attempting to close the Respondus Lockdown Browser.
• After you click Submit, the following message will appear: "You have successfully submitted your Assessment".
• You can now log out of Blackboard Learn and close the Respondus LockDown Browser.