Student Guide to Respondus LockDown Browser for Windows and macOS

Respondus LockDown Browser (referred to as LDB and LockDown Browser) is a Blackboard Learn integration for taking tests that encourages examination equity and integrity by preventing students from printing, copying, going to another URL, or accessing other applications during a test. If an instructor identifies a Blackboard test as requiring that Respondus LockDown Browser be used, participants will not be able to take the test with a standard web browser.

Once you are aware that a test requires the use of Respondus LDB, make sure you download, install and configure this tool in advance of the test to avoid issues during the test. If an instructor provides a practice examination requiring Respondus LDB, you are encouraged to take it.

Respondus Lockdown Browser will only work on the following systems:

Windows: 10 and 8.

Mac: macOS 10.12 to 11.1

Per University guidance, an online proctoring tool may only be required if the course description or course syllabus noted that one might be used, allowing the student to make an informed decision about enrolling in that course.

Notes

You will not be able to use dual monitors while using LockDown Browser.

Mobile phones are **not compatible** and cannot be used with LockDown Browser.

You have to use the CUNY download link to download the Respondus LockDown Browser application. You will not be able to use any other Respondus LockDown Browser application.

Download link: **https://download.respondus.com/lockdown/download.php?id=453108607**

Download and install the Respondus LockDown Browser to your computer

1. Click on the download link to download the LockDown Browser -
   https://download.respondus.com/lockdown/download.php?id=453108607
2. Click on the **Install Now** button to begin download.
3. Click on **Save file** to download to your desktop or Downloads folder.
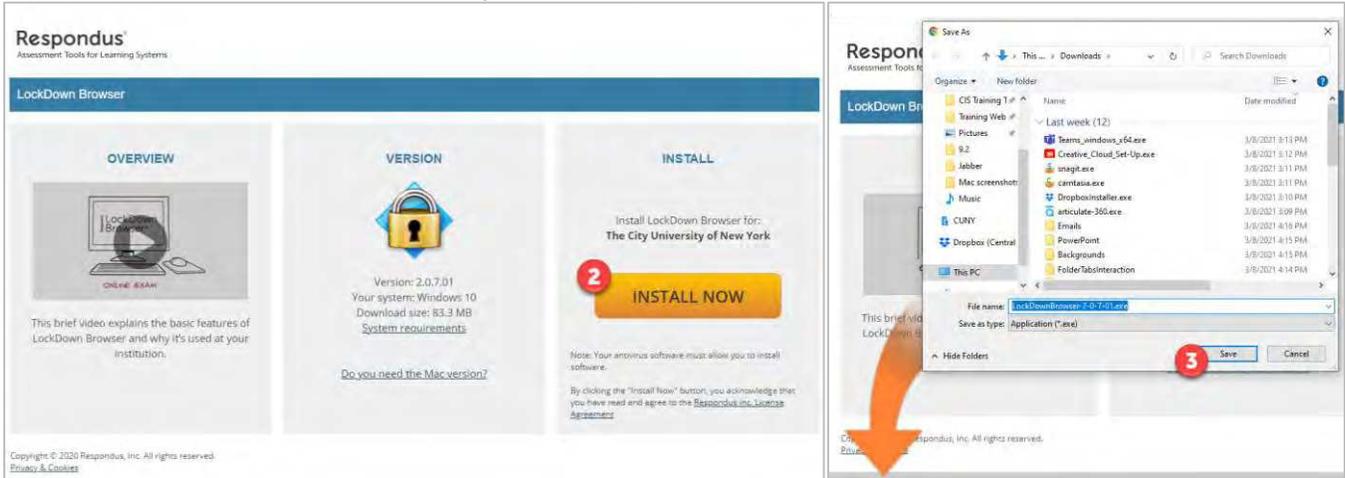
4. Access the downloaded file and open it to begin the installation process.
5. Select language from the setup menu and Press **Next**.
6. Accept Terms of Agreement and Press **Next**.
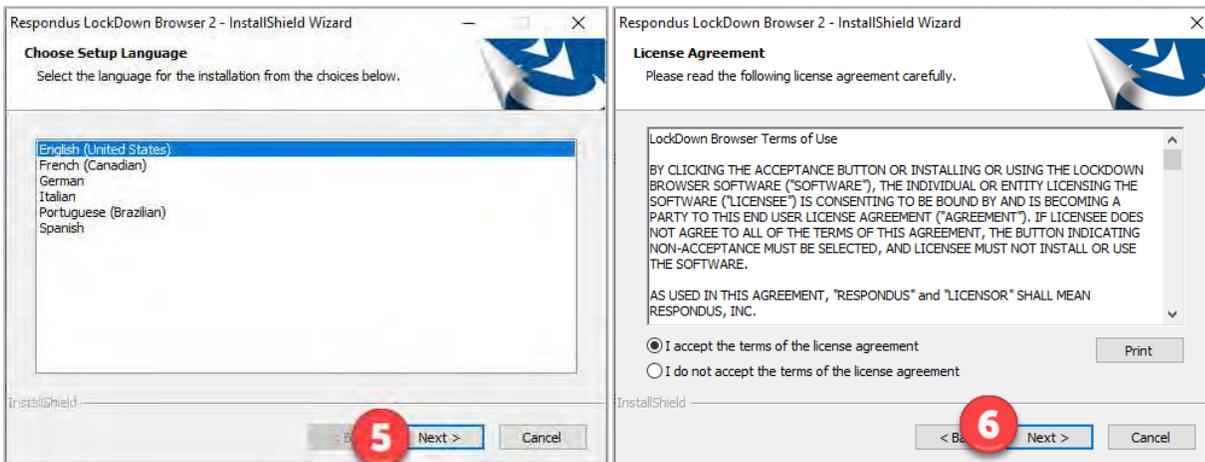
7. Once the installation is finished you will see the LockDown Browser icon on your desktop.
8. Double click on **LockDown Browser** icon to launch browser window.
9. LockDown Browser will prompt you to close all other applications that are running on your computer before the browser launches completely.
10. After all other applications are closed, LockDown browser will bring you to the **CUNYLogin page** where you will sign into Blackboard as usual. Make sure to use your correct CUNYLogin Username (firstname.lastname##@login.cuny.edu) and password.

Take an Exam on Blackboard using Respondus LockDown Browser

1. Double-click on **LockDown Browser** icon to launch browser window.
2. LockDown Browser will prompt you to close all other applications that are running on your computer before the browser launches completely.
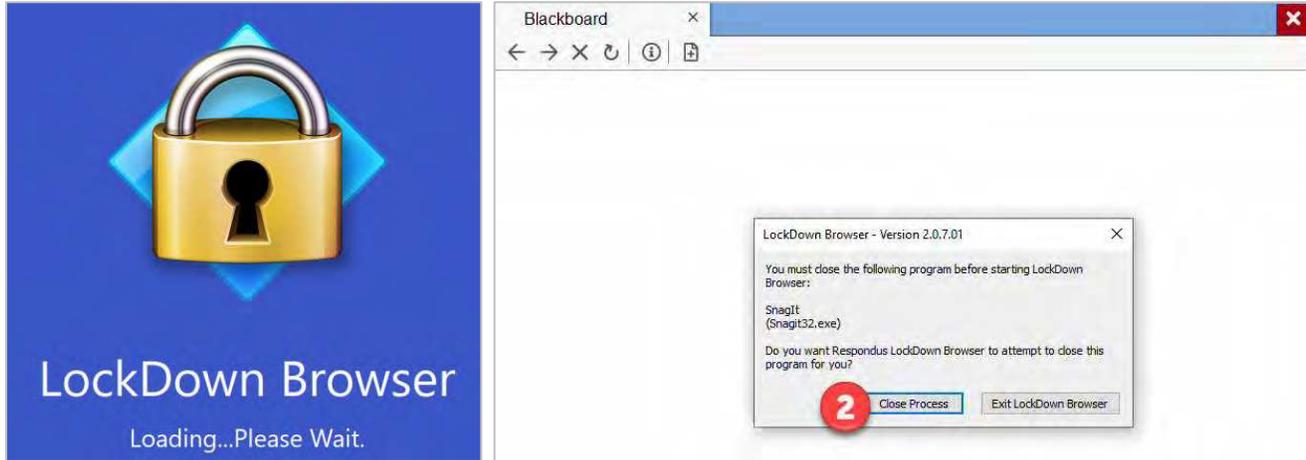
3. After all other applications are closed, LockDown browser will bring you to the **CUNYLogin page** where you will sign into Blackboard as usual. Make sure to use your correct CUNYLogin Username (firstname.lastname##@login.cuny.edu) and password.
4. Navigate to your course.
5. Once within the course, navigate to the content area where your instructor has placed the exam. You will be able to see what tests require LockDown Browser by looking at test names.

6. Click on the exam name to begin. Once you access the test it will look and behave like any test taken in Blackboard.
7. Once you have completed the test and checked all your answers, make sure you click **Save and Submit**.
8. Upon test completion, you will then see the test confirmation submission page and can close out of the LockDown browser.

Recommendations for taking tests in Blackboard while using LockDown Browser

- Make sure you have enough time to complete the test before you start. You may not be able to resume the test if you have to leave it.
- Take the test in a place free from distractions.
- Take the test from a reliable computer with a strong internet connection – **NOT** your phone or mobile device, if possible.
- If you are using a laptop with a touchpad or a mouse with a scroll wheel, be careful when scrolling that you do not move your cursor accidentally. It is easy to mistakenly change an answer after you have made your entries. Always click a blank area on the test before using the touchpad or scroll wheel. This will insure you do not accidentally change your answers.
- Review all responses before you submit the test. Once you are sure of your entries, save your work, and click Submit. Your test will not be complete until it is submitted. Click Submit only once.
- If you get locked out of a test or have other problems while taking a test, contact your instructor immediately.