

RESPONDUS LOCKDOWN BROWSER & MONITOR

Student Instructions

Respondus is a locked browser for taking tests in Blackboard. The browser prevents printing, copying, going to another URL, or accessing other applications during a test. Instructors will provide information regarding the use of Respondus in class. If you are required to use Respondus Monitor, you will need a built-in camera on your device or an external webcam.

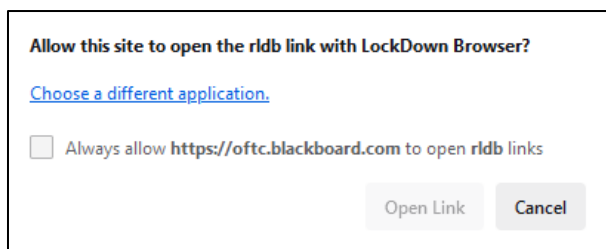
Step 1: Download Respondus to Your Computer

If using a college computer, you may skip Step 1. If you are using your own device, use the link listed below to download Respondus. This link is unique to OFTC and the only one that should be used for the Respondus download. Follow the on-screen prompts to download Respondus to your device. It is free.

<https://download.respondus.com/lockdown/download.php?id=498849079>

Step 2: Take the Exam Using Respondus

- Close all applications except Blackboard.
- Access your course in Blackboard.
- Navigate to the test and click it to begin.
- Click **Start Attempt** (lower right corner of screen).
- Click **Open Link** when prompted with the *Allow this site to open rldb link with LockDown Browser?* message box. See picture below.
- Click **Yes** to *Do you want to allow this app to make changes to your device?*
- Complete test and click **Submit** when done.



Technology Requirements

- Windows 10+
 - Windows S Mode is not a compatible operating system for Respondus (see more information about S mode on the next page)
- Mac 10.15 to 14.0+
- ChromeOS
 - Chromebook users will need to get an extension for Respondus from the Chrome web store. The install link listed above will automatically direct students to the Chrome web store.
- iPadOS 12.0+
- Web Camera (built-in or external)
- Stable Internet Connection

Guidelines for Using Respondus

- Select a location where you are comfortable having a video recording taken of yourself, your computer screen, and your workspace environment.
- Testing location should be free of distractions such as other people, TV, phones, etc. NO ONE should be in testing room with you.
- Clear desk of external materials not permitted. The testing area scan should include the entire workspace.
- Take exam in well-lit room.
- Sit directly in front of camera during exam.
- Keep device on firm surface to ensure quality video.
- Turn off ALL other devices and place them out of reach.
- Avoid wearing hats as this could hinder face detection.
- Your Respondus recording will be viewed by your instructor. Dress as you would for class.
- Before attempting test, be sure you have stable internet.
- Take a practice test provided by your instructor BEFORE taking real tests.
- You must show your OFTC ID before taking tests.
- If you must leave the computer/camera/laptop, communicate what you are doing and why before leaving.
- If you experience issues during test, email your instructor immediately.

Windows 10/11 S Mode

Windows 10/11 S mode is a version of Windows that is streamlined for security and performance. To increase security, it allows only apps from the Microsoft Store and requires Microsoft Edge for safe browsing.

Windows 10/11 S mode is **not** a compatible operating system for Respondus Lockdown Browser, nor can Respondus LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10/11 S Mode is **not** on the roadmap for Respondus LockDown Browser.

Student Options for S Mode:

- **Turn off S mode.** Although Respondus is not compatible with S mode, the college does not require that S mode be turned off. To know if your computer is operating in S mode and for instructions to switch out of S mode, please read the [FAQ](#) from Microsoft regarding this switch. **Switching out of S mode is permanent.** See other options listed below for remote proctoring.
- **Use different device.** Use a device that does not operate with S mode.
- **Test on campus.** Plan to take tests on campus in pre-arranged lab or library.
- **Use different proctoring option.** Work with the instructor to have a test proctored using one of the options listed on the [OFTC Distance Education Test Proctoring](#) procedure.

Questions and Troubleshooting Assistance

- Distance Education at OFTC:
 - disted@oftc.edu
 - 478-274-7648
 - 478-240-5171