

## Introducing the Respondus Lockdown Browser

CTDL has purchased a district license for the Respondus Lockdown Browser, which keeps students from accessing other programs, sites, or any other Windows functions as well as printing while taking a WebCT quiz within the Lockdown Browser. The testing centers have the Lockdown Browser and students can also use it from home. *Respondus 3.5 is necessary.*



### Objectives:

- Retrieve questions from a WebCT course from within Respondus
- Re-publish quiz requiring Lockdown Browser
- Create a quiz using Respondus requiring the Lockdown Browser
- Publish the new quiz into a WebCT course

**Basic Information:** The Lockdown Browser can be downloaded from eCampus. It is suggested that faculty requiring the Lockdown Browser for quizzes take one of their quizzes requiring the LockDown Browser using their test student account.

<http://www.respondus.com/lockdown/information.pl?ID=547515524> or eCampus > Faculty/Staff > Tools & Forms > Software Downloads for Faculty > Respondus LockDown Browser

Respondus video tutorial at <http://www.respondus.com/products/demos-ldb.shtml#> can be very helpful.

## Basically Two Scenarios for Faculty:

- ★ **Want to Require the Lockdown Browser for a Quiz already in WebCT -**
  1. Open Respondus
  2. Choose Retrieval and Report Tab
  3. Click Retrieve Questions button on the left
  4. If haven't used Respondus before, see *server instructions at the end of this handout*
  5. Choose the course from the dropdown menu
  6. Choose the specific quiz from the dropdown menu
  7. Click Preview and Publish Tab
  8. Click **Update Settings** button on the left
  9. Choose server, course, and quiz
  10. Click the Settings button as #4 and a new screen appears –

This option allows you to update the settings for an assessment that already exists in WebCT

1. Choose Server	<input type="text" value="eclassroom"/>
2. Choose Course	<input type="text" value="(EDUC1301_2w001_fa) EDUC.1301.2w001 fa: Intro to Teaching F"/>
3. Select Quiz or Survey	<input type="text" value="Mid-Term Exam"/>
4. Select Settings	<input type="button" value="Settings"/> <span style="margin-left: 20px;">Click Settings and from the next screen, click the Security Tab.</span>
5.	<input type="button" value="Publish New Settings"/>
Status	<input type="text"/>

11. Click the Security Tab to enter the security decisions for the quiz.
12. Change the password (*if desired, remembering if security is changed it must be changed within Respondus and not WebCT or the lockdown browser will no longer work. In addition- it is imperative that when the testing request is generated be sure to put the correct password that was placed in the quiz, remembering that it is case sensitive.*)
13. Check the box to **require the Respondus LockDown Browser**, as seen below. The second check automatically is checked which adds the statement "Requires Respondus LockDown Browser" to the name of the quiz. ***It is suggested that instructors allow that therefore prompting students at home and the testing center personnel that the LockDown Browser is being required for the quiz. It does not affect the column in Manage Students, as long as the security for an already existing quiz was just updated.***

**Settings**

Basic & Availability | **Security** | Results

Leave the Password and IP address boxes blank to disable those features.

Proctor password: Students must enter the password  to gain access.

IP address mask: Only allow machines that match  .  .  .

Submissions

Message: Display this message to the student after completing the quiz:

Email: Send a copy of each student's submission via e-mail to:

Respondus LockDown Browser

Require Respondus LockDown Browser for this quiz

At the end of the quiz title, display the text "Requires Respondus LockDown Browser"

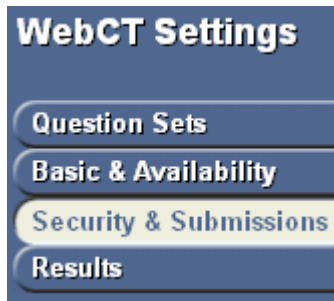
14. Click OK, to be returned to the Settings Screen
15. Click the Publish New Settings button and observe the status of updating the quiz in WebCT.

★ **Want to Create a New Quiz Requiring the Lockdown Browser**

1. Open Respondus (be sure WebCT 3.x – 4.x is being used as the Current Personality).
2. Click the Create button and determine to make “Exam” or “Survey.”



3. Each question type uses a different screen. *Remember to click the buttons for question type on the left before typing question wording.* Type the following:
  - Question Title
  - Question wording
  - Answer choices
  - Determine the answer
  - Click Add to end of list
4. Click the Settings Tab
5. Click the Security & Submissions button on the left, which opens a new screen.



6. Remember, a password is not required for students to use the Lockdown Browser. However, if instructors want the Lockdown Browser to be used the checks shown below are necessary.

**Security & Submissions** ?

**Security**  
If you are requiring a password, put it in here.  
Leave the Password and IP address boxes blank to disable those features.

Proctor password: Students must enter the password  to gain access.

IP address mask: Only allow machines that match  .  .  .

**Submissions**

Message: Display this message to the student after completing the quiz or survey:

Email: Send a copy of each student's submission via e-mail to:  
  
*This is necessary if you choose for students to take the quiz within the lockdown browser.*

**Respondus LockDown Browser**

Require Respondus LockDown Browser for this quiz

At the end of the quiz title, display the text "Requires Respondus LockDown Browser"

7. Click the Preview and Publish Tab
8. Click the Publish to WebCT button on the left
9. Click on the Publish Wizard
10. Follow the directions below for server settings
  - a. Choose course
  - b. Create a new category and name it, or use the dropdown menu to choose an existing category in WebCT for the questions to be housed
  - c. Create a new quiz and give it a name
11. Click NEXT to publish to WebCT

**Activities:**

1. Create or update a quiz for a course requiring lockdown browser with no password
2. Create or update a quiz for a course requiring lockdown browser with a password
3. Make the 2 quizzes available
4. Using the test student account - take both quizzes
5. Create instructions for your online students taking quizzes requiring the lockdown browser other than in a testing center. CTDL has an example available. Visit the following address and save the HTML page that can be opened in an HTML Editor and edited to fit the needs of your students. <http://workshopfiles.nhmccd.cc>

Different scenarios:

*If students are allowed to take quizzes from home and the LockDown Browser is required, don't use a password and be sure to give them instructions on putting NO on the screen asking for a password, Continue, and totally disregard the WebCT textbox with dots in it, merely Click BEGIN Quiz.*

If a password is required but the lockdown browser is not, the lockdown browser can still be used but students probably wouldn't choose to use it. If they did, they would have to say NO to the Lockdown Browser screen asking for a password and replace the ..... in the password text box with the actual password.

## WebCT Server Information

**For First time Respondus Users** – There are 2 places one might need to add the WebCT server:

1. When retrieving questions:
  - From the Preview & Publish Tab
  - Click on the Update Settings Screen on the left
  - For #1, use the dropdown menu
  - Choose to add a new server
  - See the steps and image below under *Adding the WebCT Server*
2. When creating and publishing a new quiz:
  - From the Preview & Publish Tab
  - Click on Publish to WebCT button on the left
  - Click on the Publish Wizard
  - See the steps and image below under *Adding the WebCT Server*

### Adding the WebCT Server

Many of the college computers may have Respondus set up for NHMCCD WebCT server, but new Respondus users will need to add this information at home and/ or office. Below are steps and a screen shot to help input the information necessary for Respondus to make a connection to WebCT courses.

1. Instead of returning to the browser, just skip numbers 1 & 2.
2. In the box for number 3, type in [eclassroom.nhmccd.edu](http://eclassroom.nhmccd.edu), as shown in the screenshot below.
3. Type **0** for Login Port and **80** for Server Port, as illustrated below.
4. Name the server, either eclassroom or something that will identify it for you.
5. Login with your eCampus username and password (WebCT) and click OK. If on a public computer, don't check the box to remember your password.

**WebCT Server Settings** [X]

To automatically set the server information for your institution:

1. Open your browser, go to the WebCT "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.  
(If you type them into a small key popup window, leave the box blank.)

[Empty text box]

2. In your browser go to the home page for any course, then copy the Address into the box below

[Empty text box] **Ignore numbers 1 and 2.**

3. Press Extract

Extract >>

Server name, e.g. "webct1.univ.edu"

eclassroom.nhmccd.edu

Login Port: 0 Server Port: 80

Secure Server?  Yes, HTTPS:// used on all pages

Leave "Login Port" set to 0 unless the server shows "https:" for only the login page, while course pages show "http:"

**Step 1**  
Fill in 0 and 80 in the appropriate text boxes.

4. Enter a name to describe this WebCT server (e.g. "My WebCT Server")

Description: eclassroom

**Step 2**  
Give the server a name and type in your login information.

5. User name: estalnaker Password: [masked]

Remember my User Name and Password (save them on this computer) --  
If this is a shared computer, un-check this box!

OK Cancel Delete