



Respondus LockDown Browser Setup Guide for Blackboard Ultra Instructors

Introduction:

Respondus LockDown Browser is an essential tool to maintain the integrity of online exams in Blackboard Ultra. This guide will help you configure LockDown Browser for your exams and protect them from cheating and fraud.

Step 1: Configure an Exam in Blackboard Ultra

1. Log in to your Blackboard Ultra account as an instructor.
2. Navigate to the course where you want to set up the exam.
3. Click on "Course Content" or a similar section where you want the exam to appear.
4. Create a new content item and select "Test" from the options.

Step 2: Configure Exam Options

1. In the exam settings, make sure "Require Respondus LockDown Browser" is enabled.
2. You can configure other options as needed, such as the time limit and availability dates.

Step 3: Add Questions to the Exam

1. Add questions to the exam following the usual process in Blackboard Ultra.
2. You can use different question types, such as multiple-choice, true/false, short answer, etc.

Step 4: Publish the Exam

1. Once you've configured all the options and added questions, publish the exam in Blackboard.

Step 5: Start the Exam with LockDown Browser

1. Instruct your students to download and install Respondus LockDown Browser on their own devices.
2. When it's time for the exam, ask your students to launch LockDown Browser.
3. Students should log in to Blackboard from LockDown Browser and select the exam.
4. LockDown Browser will prevent students from using other applications or browsers during the exam.

Step 6: Monitor Exam Progress

1. You can monitor the progress of the exam in real-time through Blackboard Ultra.
2. LockDown Browser records events such as copy-and-paste attempts, window switches, and webcam movements (if enabled).

Step 7: Review Exam Results

1. After students complete the exam, you can access grades and additional data in Blackboard Ultra.

Additional Tips:

- Conduct a practice run with LockDown Browser before the exam day to resolve any potential issues.
- Provide your students with a guide on how to download, install, and use LockDown Browser.
- Educate your students on the consequences of cheating and academic integrity violations.

Following this guide, you can effectively set up Respondus LockDown Browser for your exams in Blackboard Ultra and ensure the integrity of your online assessments.