# SCHOOLOGY RESPONDUS LOCKDOWN BROWSER (LDB)

Use this custom tool when testing in Schoology to help prevent cheating. The LockDown Browser (LDB) opens a blank page with no tabs so students cannot browse to other webpages. This app will force them to close apps (websites, Skype or instant messaging programs). They will not be able to use keyboard shortcuts, function keys or print.

- INSTRUCTOR TUTORIAL LINK
- STUDENT TUTORIAL LINK (just watch to 1:12)
- IPAD TUTORIAL LINK
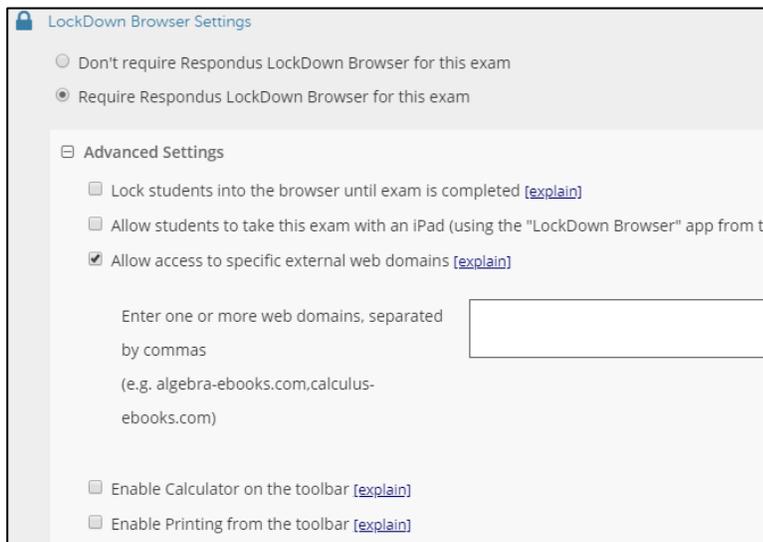- INSTRUCTOR QUICK START GUIDE
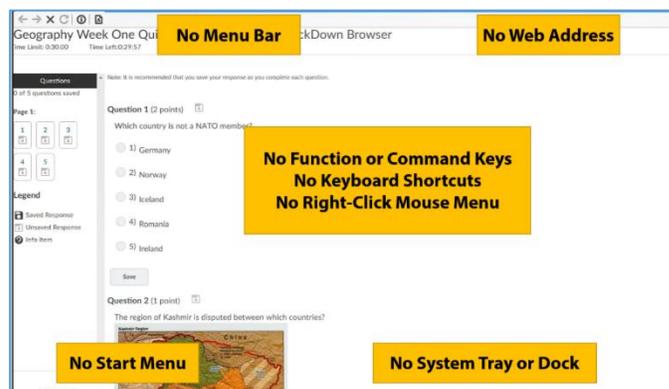
Preparing your Exam & Turn on LockDown Browser:

- Log into Schoology
- Open a course.
- Create a test or assessment (no need to be enabled or published yet).
  - Schoology settings: toggle to "yes" for resumable.
- Click "LockDown Browser" (left navigation).
- Click "Continue to LockDown Browser".
  - Don't want intro screen to show each time? Click "Don't show this page again".
  - To access videos and resources, click "About LockDown Browser" (top right).
- Scroll through the tests (listed alphabetically).
- Click on the dropdown arrow.
- Click on settings.
- Click "Require Respondus LockDown Browser for this exam".
- OPTIONAL Advanced Settings: enable a calculator, printing, allow specific website(s), or take exam on iPad. (See screenshot on next page).
  - DO NOT RECOMMEND "Lock students into the browser until exam is completed". If the student' laptop shuts down or restarts, they will not be able to complete the exam.
    - If you use this option, you can require a password and it prompts for reason exiting early.
- Save and close.
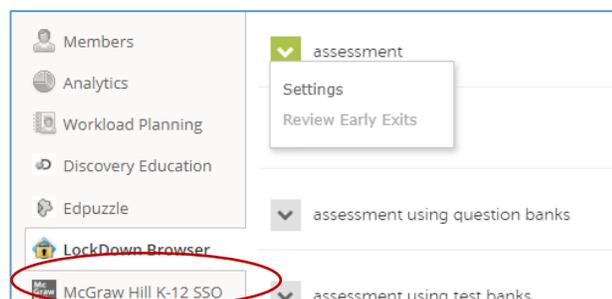
Always verify you have the lockdown browser status shown as "required" before starting the test. If you change the title of the exam, you may see "fix it" status instead. Click the "fix it" button and it will restore your test preferences.

Advanced Options:

LockDown Browser Settings

○ Don't require Respondus LockDown Browser for this exam
● Require Respondus LockDown Browser for this exam

⊟ Advanced Settings

☐ Lock students into the browser until exam is completed [explain]
☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from th
☑ Allow access to specific external web domains [explain]

Enter one or more web domains, separated
by commas
(e.g. algebra-ebooks.com,calculus-
ebooks.com)

☐ Enable Calculator on the toolbar [explain]
☐ Enable Printing from the toolbar [explain]

- *If you allow a link to an external web domain, students can only view that page; all links and navigations on that page are blocked.*
- *If you enter a domain name (nytimes.com), it allows students access to any page or link within the specified domain. This is useful, for example, to provide access to an e-book during an exam.*
- *Multiple domains can be entered, separated by commas.*
- *Be sure to put the link in all questions that it is needed for.*

LockDown Browser Use in Linked Schoology Courses

- In courses with **linked sections**, the availability of a Test/Quiz or Assessment in the Master section determines whether the item will appear in the Respondus app. If it is not published in the master section, it will not appear in your Respondus LDB Dashboard. The Respondus setting for the exam must follow the master section. A workaround is to first make the item available for all sections, enable Respondus, then hide it from the linked sections.
- All Respondus LDB settings should be configured from the master section. It is not possible to customize LDB settings to specific sections if your sections are linked within a course. As a workaround, you may consider using the **Individually Assign** feature to make the test accessible to certain members of the course.

Zoom Text and Symbols Options for Students:

- Symbols: click [symbol] symbol on top tab to insert symbols in answers.
- Zoom Text: click [symbol] symbol on top tab to increase font size.
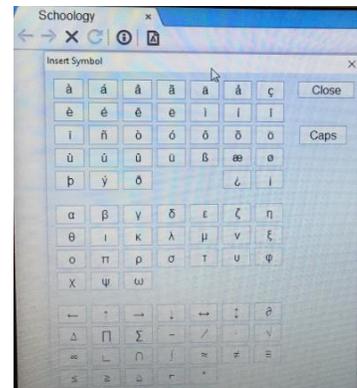
Why a practice quiz is important

- To ensure your first exam using LockDown Browser runs smoothly, have students take an ungraded practice quiz that requires the use of LockDown Browser. This reduces stress for students and ensures everything is worked out before the first graded exam.
- Tip: Leave the practice quiz available for the duration of the course, with unlimited attempts, so students can access it later if using a different device.

Troubleshooting Tips for Students

- **CLOSE ALL PROGRAMS**: before launching the test. If not, students will receive a popup for each program open and they must click "yes" for each message to close the windows or they won't be allowed to take the test.
- **STUDENTS SHOULD NOT CLICK CANCEL AFTER LAUNCHING LDB:** Students sometimes click cancel instead of "launch lockdown browser". Refresh the page and click "start new attempt" again.
- **STUDENTS SHOULDN'T INSTALL THE LDB FROM LAUNCH SCREEN:**
    - LDB should already be installed on their device. Tell students to ignore the two links on the screen that give them the option to download.
    - Students should press "Start New Attempt".
    - If version is out of date, they should click "No". If they click "Yes" they will get message "Server settings not correct, unable to continue".
    - Follow steps below if LDB is missing or won't launch.
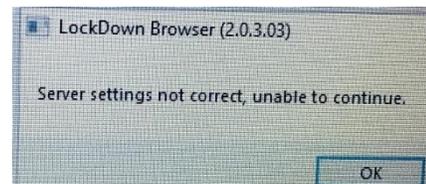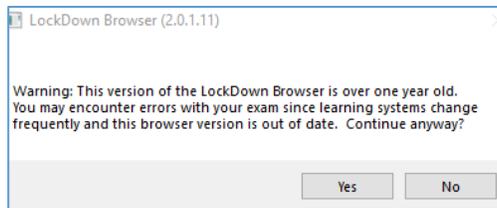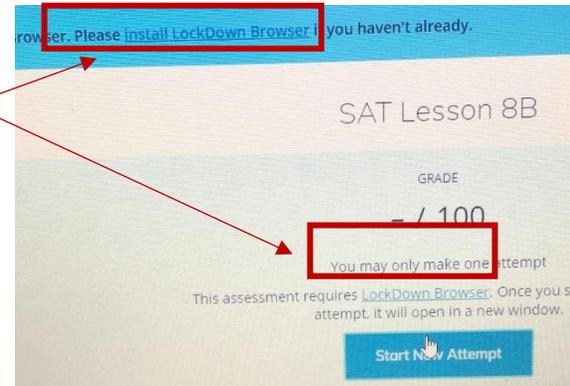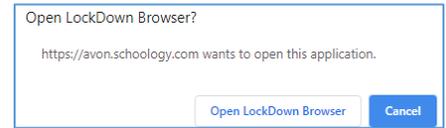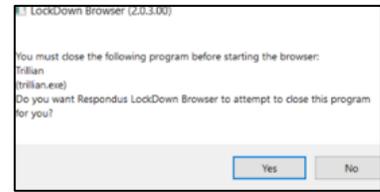
- **LDB DOESN'T LAUNCH:** If the LDB doesn't launch, the date and time of the laptop or version of LDB may be out of date. If student has a School imaged Stream laptop, they should try to install by following steps in this LINK. No luck? Send to Building Tech Assistant to fix the issue.
- **MULTIPLE COMPUTERS WITH ISSUES:** If you have several students with issues and don't have time to send them to Building Tech Assistant, you can always turn off the lockdown browser after majority have started the exam. The other students won't know you turned it off, but they could potentially open a browser if they tried.
- **MULTIPLE ATTEMPTS**: If you allow multiple attempts, have student refresh the screen and click "start new attempt". If that doesn't work, have student close browser and relaunch the test.
- **HELP CENTER:** If students have an issue in the middle of a test and they see the "Help Center" icon on top tab, click the link and choose "run system check". Email the ID check number to Cindi Gaddy so she can submit a helpdesk ticket with Respondus to help pinpoint the issue.
- **COMPUTER IS FROZEN**: Students need to close the tab, refresh the browser and relaunch the test (make sure test is set to resumable under Schoology test options).
- **BYOD AT HIGH SCHOOL:** If students have their own personal devices, they will need to install the lockdown browser. There is a packaged installer that is available on the HS Student Webpage under Student Resource Links: Student Webpage. Chromebooks are not supported devices at ACSC and LDB is not compatible.
- **DYNKOW SOFTWARE AT MS:** Teachers cannot send messages to students once they launch LDB. If students try to swipe the answer it will close them out of LDB.