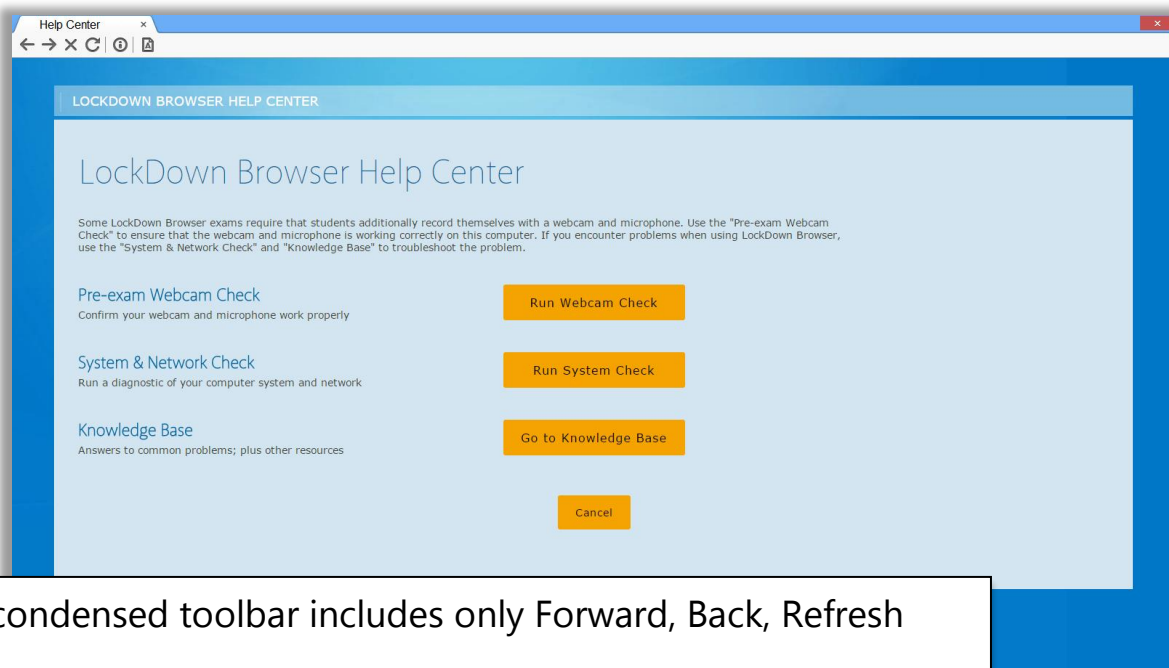


HuskyCT User Guide: Instructor Quick Start Guide

What is Respondus LockDown Browser?

Respondus LockDown Browser is a custom browser that locks down the testing environment in HuskyCT. When students use LockDown Browser to take a HuskyCT test, they are unable to print, copy, go to other websites, access other applications, or close a test until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers. LockDown Browser functions much like a standard browser, but some options have been removed or work differently. Some of these differences are highlighted below.



Modified Toolbar – The condensed toolbar includes only Forward, Back, Refresh and Stop functions.

Test Mode – Tests are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.

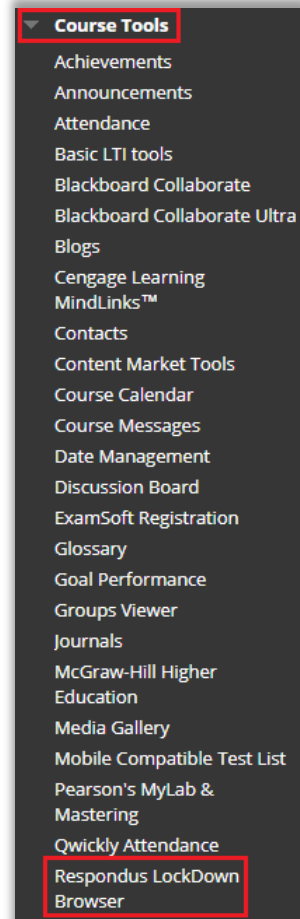
Disabled Controls – All printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.

Links – Links to other web servers will open in a new, secure window and prevent browsing beyond that page.

Blocked Features and Applications – The Start Button (Windows), system tray, and menu bars have been removed.

How to require LockDown Browser for a test in HuskyCT

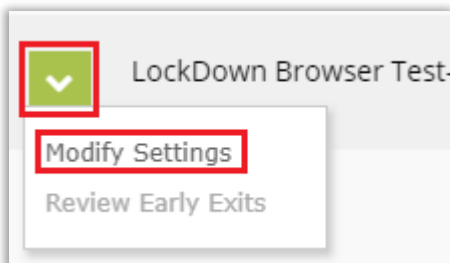
- Make sure the test has been deployed (added to a content area) in your HuskyCT course site.
- Click on "Course Tools" under the Control Panel in HuskyCT and then "Respondus LockDown Browser".



A list of deployed tests will be displayed

- Tests labeled with "Required" require students to use LockDown Browser
- Tests labeled with "Not Required" don't require LockDown Browser

To change the settings for a test, click on the down arrow next to the test title and choose "Modify Settings"



LockDown Browser Settings

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

Password Settings

Password to access exam (optional)

[+] **Advanced Settings**

Cancel **Save and Close**

On the screen that appears, change settings as needed.

NOTE: If the Instructor wants students to be prompted to enter a password before proceeding with a test that requires LockDown Browser, the password should only be entered here, and not in the Test Options in HuskyCT.

Click "Save and Close" to apply settings.

Advanced Settings

[-] **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 iTunes) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

1. The first setting will prevent students from exiting the browser until the exam is completed. This sometimes used in testing centers where a proctor can enter a password to exit an exam early.

2. The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.

3. The third setting will allow specific students to access the exam with screen reader accessibility programs.

How the integration works

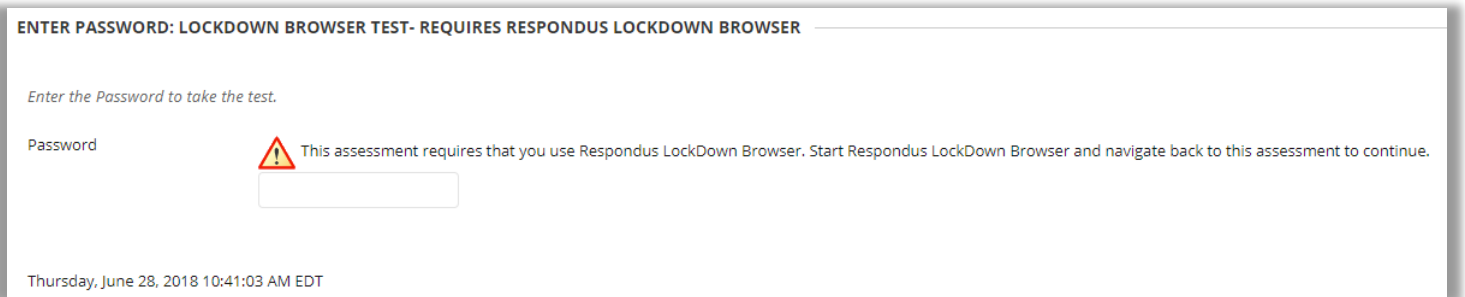
The LockDown Browser integration relies on the “password” feature for HuskyCT tests. This feature is also what prevents a regular browser from accessing a test that has been set up for use with LockDown Browser. It’s not important to fully understand how this works, but the following details are important:

- The Respondus LockDown Browser Building Block publishes a special password to the “password” field for the HuskyCT test. This special password shouldn’t be edited by the instructor within HuskyCT. This would prevent LockDown Browser from working with the test.
- If the instructor wants students to enter a password before a test is started in HuskyCT, the password must be entered in the LockDown Browser settings as indicated in the “How to require LockDown Browser for a test in HuskyCT” section on page 2 of this help file
- Do not change the name of the test within HuskyCT once it has been set up for use with LockDown Browser

What if a standard browser is used?

If the settings for a test require that LockDown Browser be used, it cannot be accessed with a standard browser. In fact, you can easily confirm that a test has been properly set for LockDown Browser by following these steps using a regular browser.


1. Open a regular web browser such as Internet Explorer or Safari.
2. Login to the Blackboard course as a student.
3. Navigate to the test and open it
4. You will be asked to enter a password for the test, as shown below



ENTER PASSWORD: LOCKDOWN BROWSER TEST- REQUIRES RESPONDUS LOCKDOWN BROWSER

Enter the Password to take the test.

Password

 This assessment requires that you use Respondus LockDown Browser. Start Respondus LockDown Browser and navigate back to this assessment to continue.

Thursday, June 28, 2018 10:41:03 AM EDT

Because LockDown Browser uses a special password that will be unknown to students, they will be unable to access the test with a standard browser. Even if the instructor elects in the LockDown Browser settings to use a password like "apple", the password won't work on this page. The password will only work if LockDown Browser is being used.)

Resources for Students

UConn support for Lockdown Browser available through UITS-HuskyTech (HelpCenter@uconn.edu) Student Quick Start Guide (PDF), the link to download the software, and a video explaining LockDown Browser can be found on the "Student Help" tab within HuskyCT. Knowledgebase - www.respondus.com/esupport

Tips and Recommendations

1. Prior to the first test, have students complete a practice test that uses LockDown Browser to make sure they have installed it correctly and to become familiar with how it functions. Set the test for unlimited attempts and direct students to UITS-HuskyTech for support. Use the same settings in the practice test as you will be using on the real tests as far as feedback, test presentation, time limit, etc.
2. Setting Test options within HuskyCT
 - Do not set a password here. If a password is needed, enter it in the LockDown Browser settings.
 - Do not use Force Completion. Use timer and auto-submit to enforce a time limit.
 - Delivering questions all at once instead of one-at-a-time generally creates fewer problems.
 - If using question sets or random blocks to deliver questions, do not use additional "Randomize" option.
 - Once LockDown Browser has been required for a test, you must not make any changes to the following settings in Test Options: Test name, Open in a New Window, password field.
3. The following text will be automatically added to a test name in your course once LockDown Browser is required, "Requires Respondus LockDown Browser"
4. If a student attempts to close LockDown Browser before submitting the test in progress, they will be required to enter a reason for exiting before submitting the test. These messages can be seen by the instructor from the Respondus LockDown Browse tool in Course Tools.

Sample text to add to course or syllabus regarding use of LockDown Browser

Using LockDown Browser for Tests in HuskyCT

This course requires the use of LockDown Browser for tests in HuskyCT. You will need to install the LockDown Browser software on the computer that you will be using to take the tests.

Please read the following carefully.

1. Go to the "Student Help" tab in HuskyCT to: a. watch a video about using LockDown Browser; b. access the PDF help file that is available; and c. download the software you need to install.
2. To take a test that requires LockDown Browser, start LockDown Browser on your computer, log into HuskyCT, and navigate to the exam. The test title will indicate whether it requires LockDown Browser. Please note: any test requiring LockDown Browser cannot be taken using a regular browser. You will be directed to close your current browser and open LockDown Browser.
4. When taking an online exam, follow these guidelines:
 - Turn off all mobile devices, phones, etc.
 - Clear your desk of all external materials — books, papers, other computers, or devices
 - Remain at your desk or workstation for the duration of the test
 - LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
5. For assistance, contact UITS – HuskyTech (860-486-4357 (HELP)), HelpCenter@uconn.edu

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.