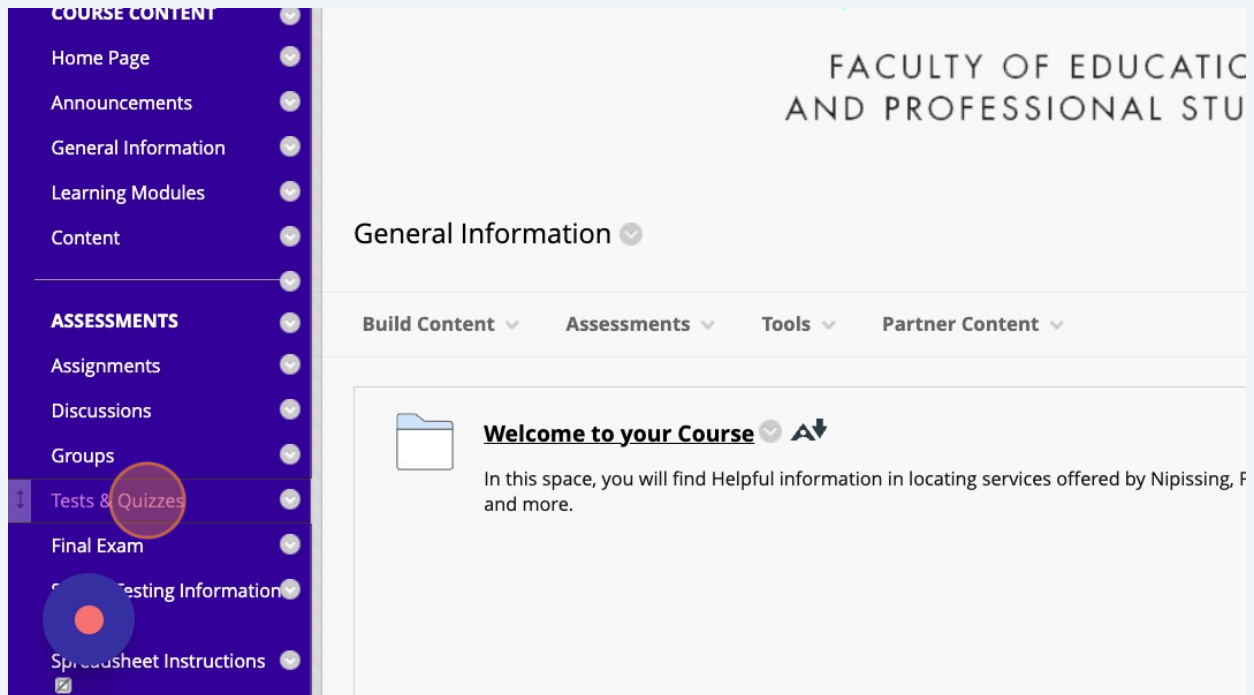


Deploying a test and applying Lockdown Browser

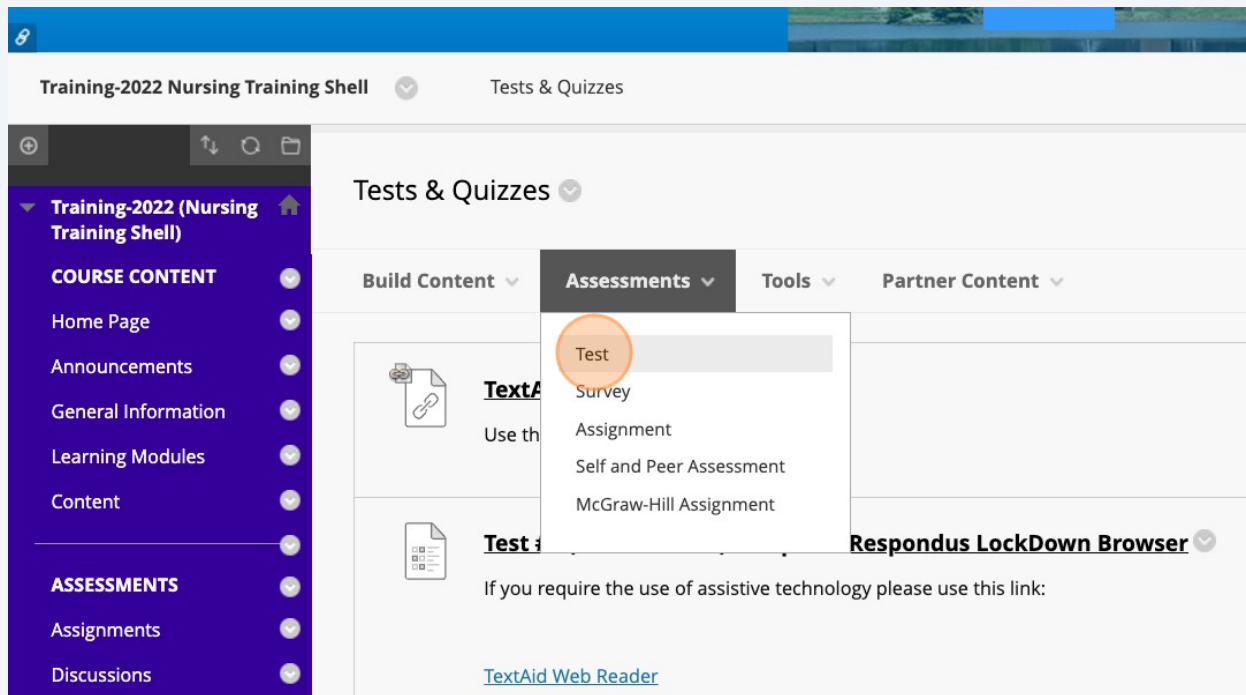
Deploying a test and applying Lockdown Browser

1

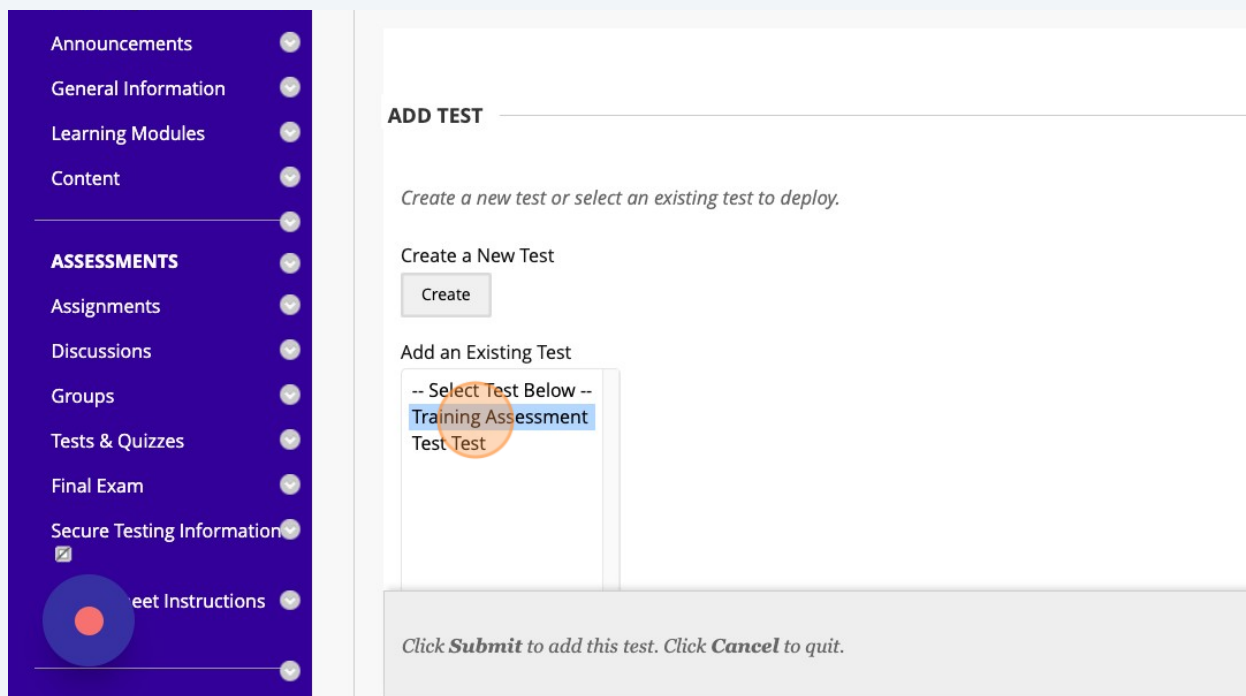
Within your course shell, click "Tests & Quizzes" menu in the left-hand navigation pane.



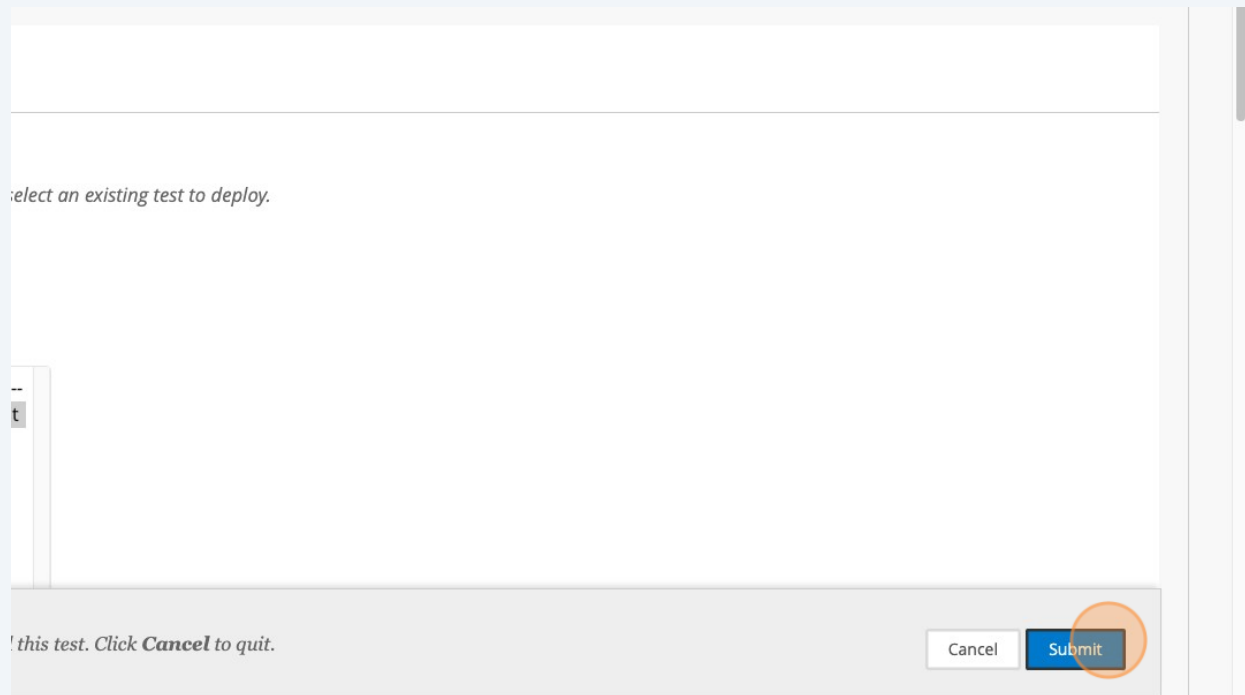
2 Click "Test"



3 Select the Test you'd like to deploy



4 Click Submit.



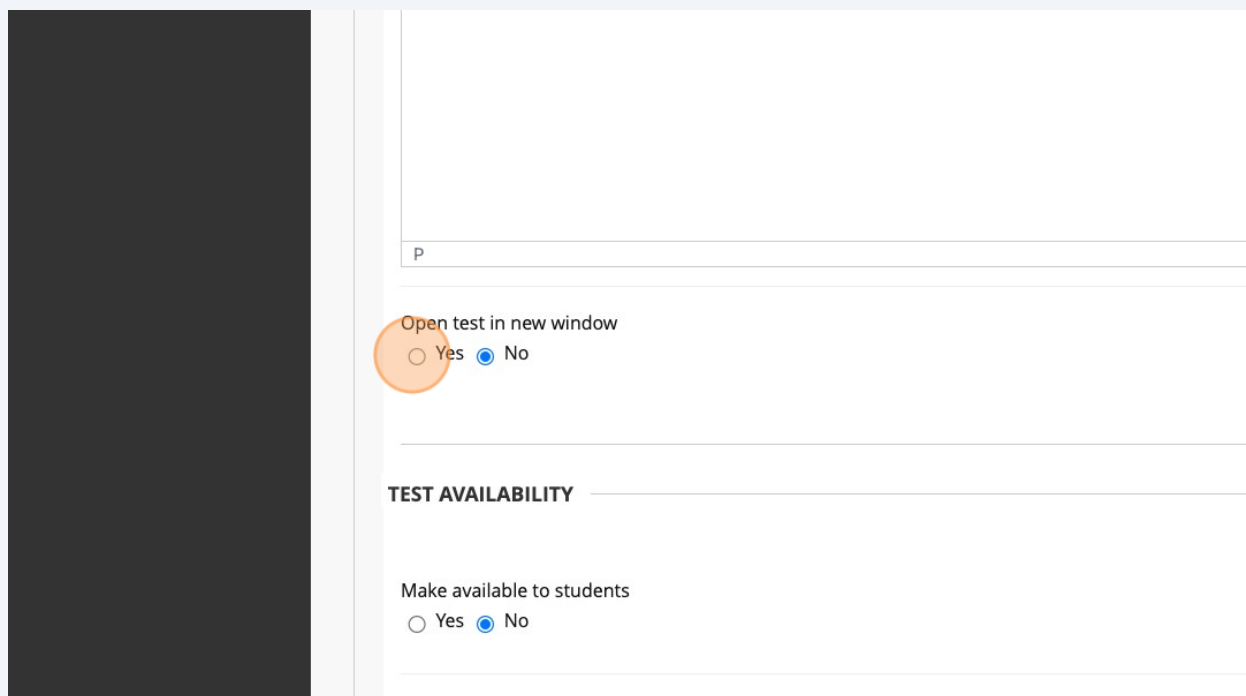
select an existing test to deploy.

! this test. Click **Cancel** to quit.

Cancel Submit

This screenshot shows a dialog box for deploying a test. It contains a large text area with the instruction "select an existing test to deploy." and a footer with the text "! this test. Click **Cancel** to quit." At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with an orange circle.

5 Adjust the settings to your specific preferences



P

Open test in new window

☐ Yes ☒ No

TEST AVAILABILITY

Make available to students

☐ Yes ☒ No

This screenshot shows a settings panel. On the left is a dark sidebar. The main area contains a text input field with the letter "P". Below it is a section titled "Open test in new window" with two radio buttons: "Yes" and "No". The "No" button is selected and highlighted with an orange circle. Further down is a section titled "TEST AVAILABILITY" with a sub-section "Make available to students" and two radio buttons: "Yes" and "No". The "No" button is also selected.

6 Adjust the settings to your specific preferences

Open test in new window

☒ Yes ☐ No

TEST AVAILABILITY

Make available to students

☐ Yes ☒ No

Add a new announcement for this test

☐ Yes ☒ No

Click **Submit** to edit options for this test. Click **Cancel** to quit.

7 Adjust the settings to your specific preferences

Make available to students

☒ Yes ☐ No

Add a new announcement for this test

☐ Yes ☒ No

☐ Multiple Attempts

☐ Allow Unlimited Attempts

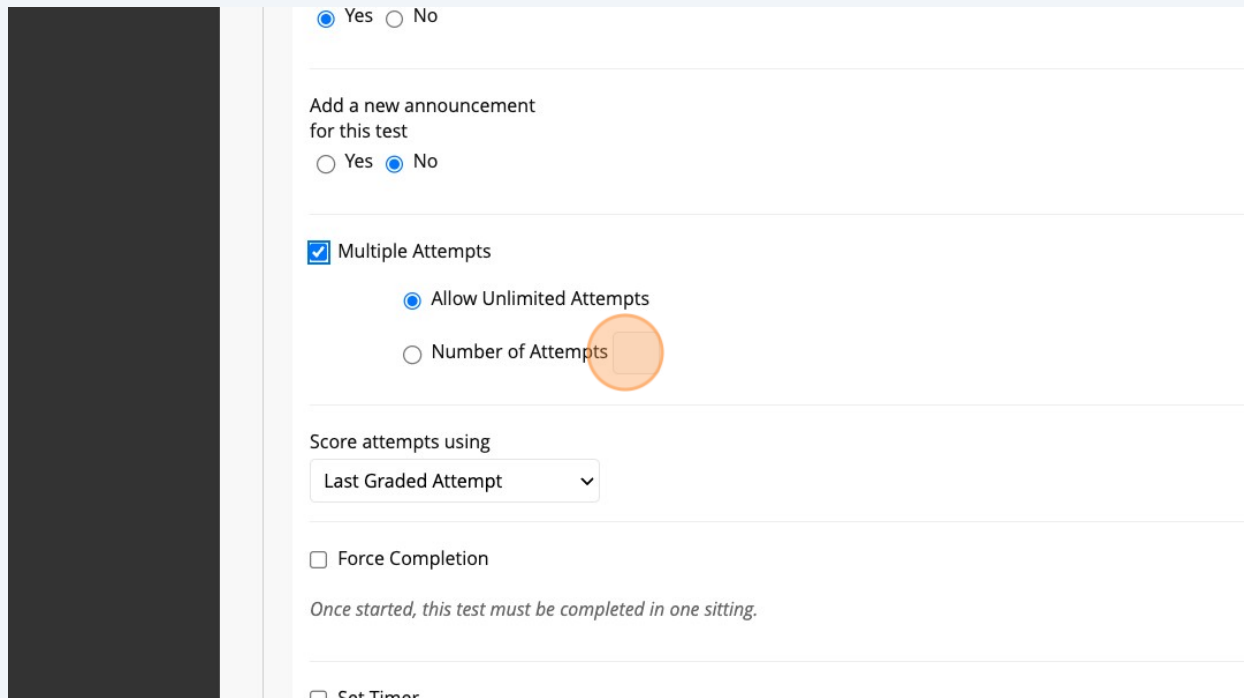
☐ Number of Attempts

Score attempts using

Last Graded Attempt ▼

☐ Force Completion

8 Adjust the settings to your specific preferences



☒ Yes ☐ No

Add a new announcement for this test

☐ Yes ☒ No

☒ Multiple Attempts

☒ Allow Unlimited Attempts

☐ Number of Attempts

Score attempts using

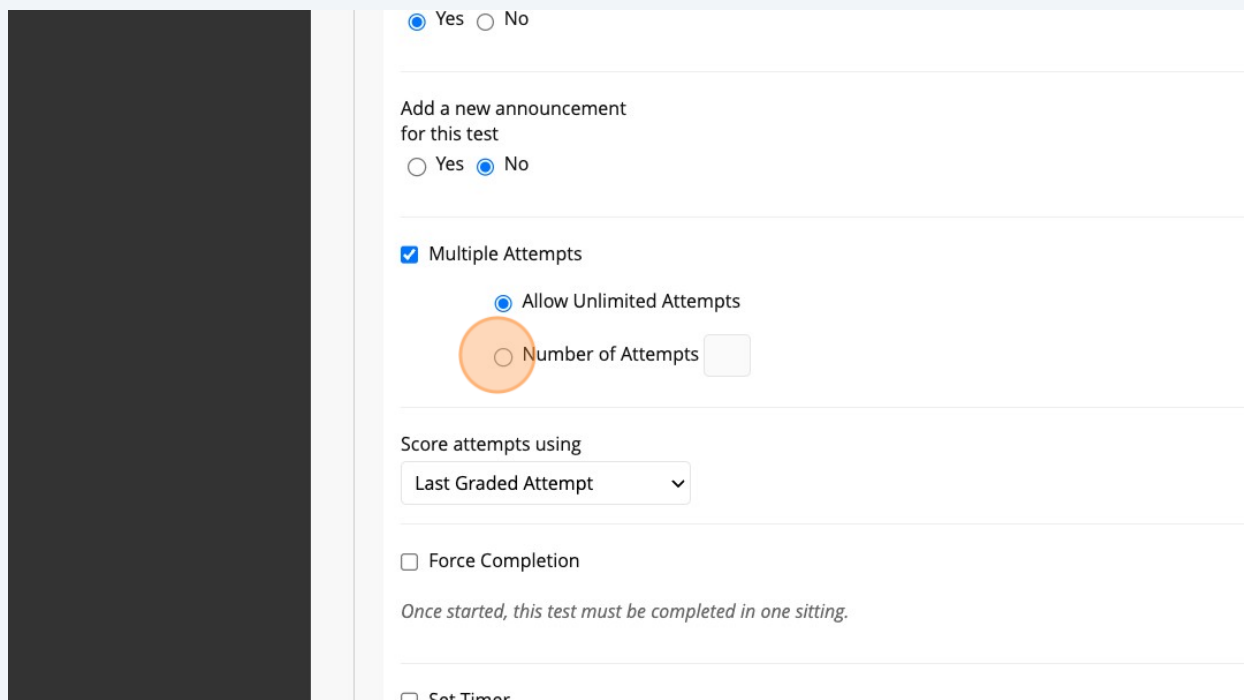
Last Graded Attempt ▼

☐ Force Completion

Once started, this test must be completed in one sitting.

☐ Set Timer

9 Adjust the settings to your specific preferences



☒ Yes ☐ No

Add a new announcement for this test

☐ Yes ☒ No

☒ Multiple Attempts

☒ Allow Unlimited Attempts

☐ Number of Attempts

Score attempts using

Last Graded Attempt ▼

☐ Force Completion

Once started, this test must be completed in one sitting.

☐ Set Timer

10 Adjust the settings to your specific preferences

☒ Yes ☐ No

Add a new announcement for this test

☐ Yes ☒ No

☒ Multiple Attempts

☐ Allow Unlimited Attempts

☒ Number of Attempts

Score attempts using

Last Graded Attempt

☐ Force Completion

Once started, this test must be completed in one sitting.

☐ Set Timer

11 Continue to adjust the settings to your specific preferences

option before they begin the test.

120 Minutes

Auto-Submit

☐ OFF ☒ ON

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

☐ Display After 02/07/2023 08:56 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

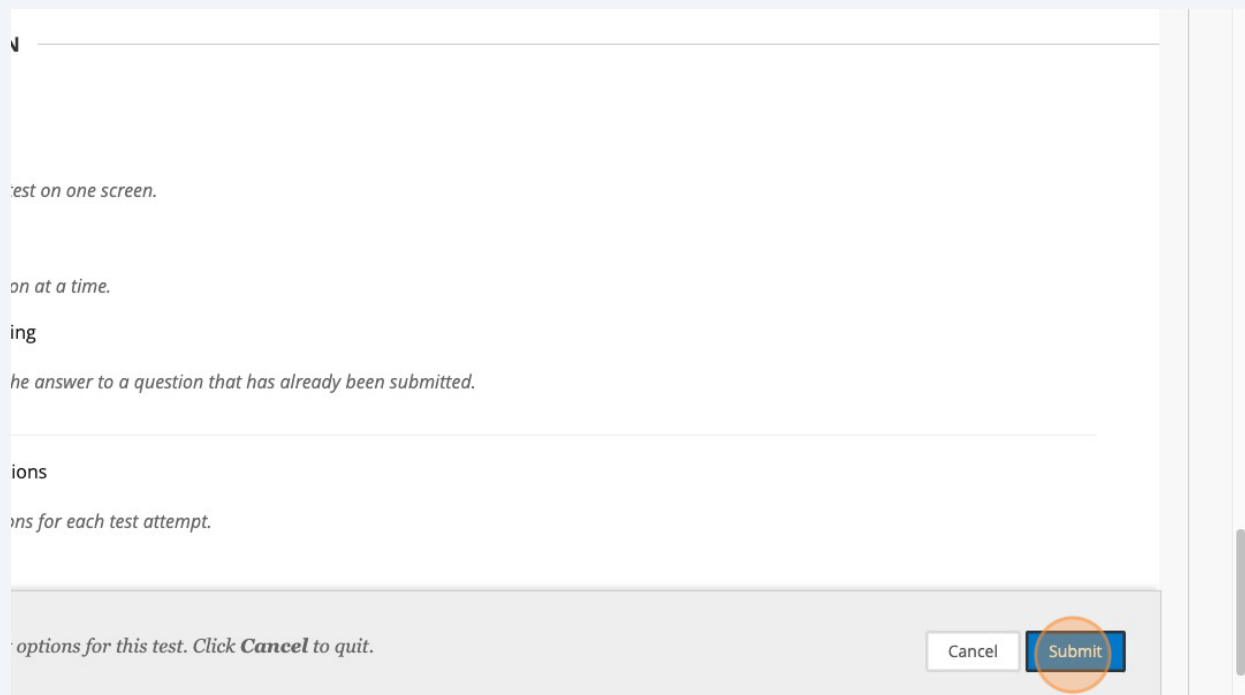
☐ Display Until 02/07/2023 08:57 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

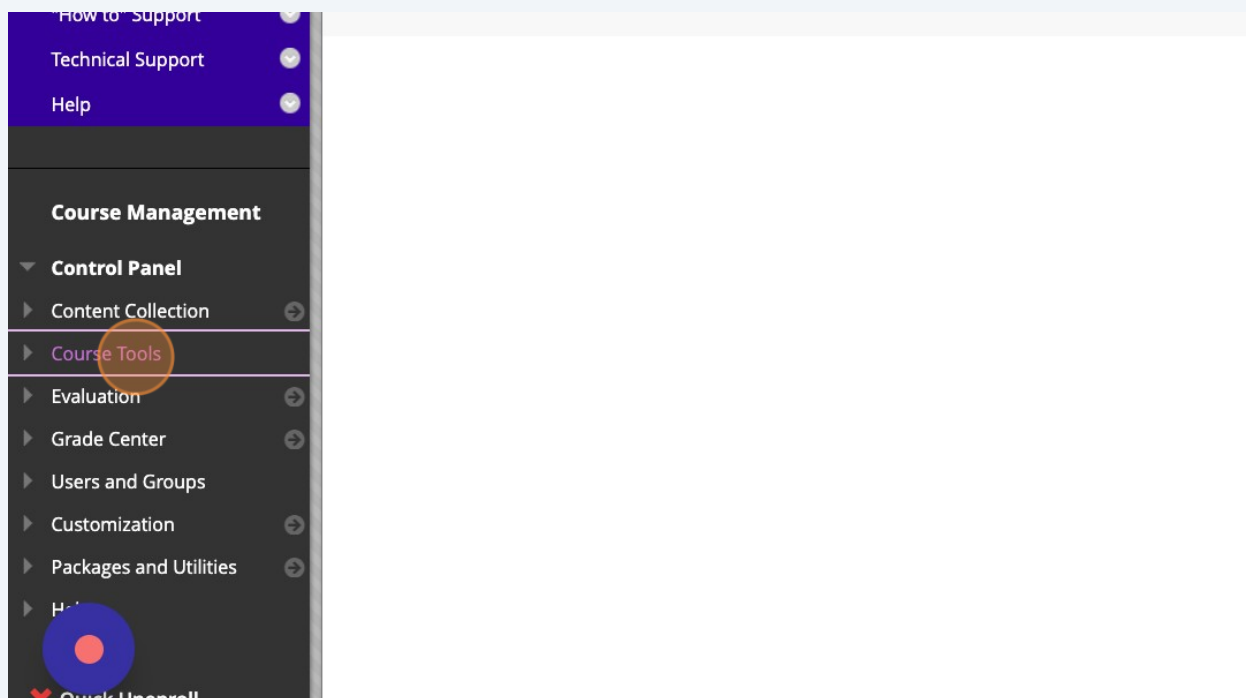
☐ Password

Require a password to access this test.

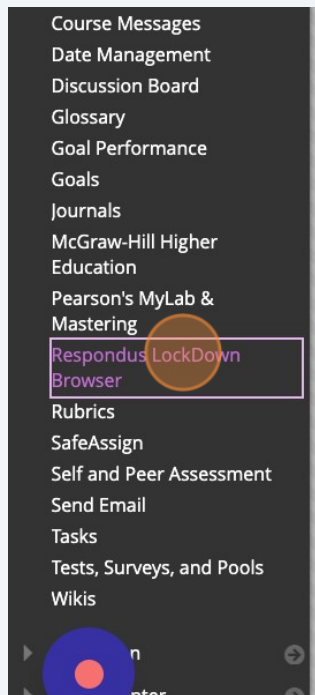
12 Once all preferences have been adjusted, click Submit



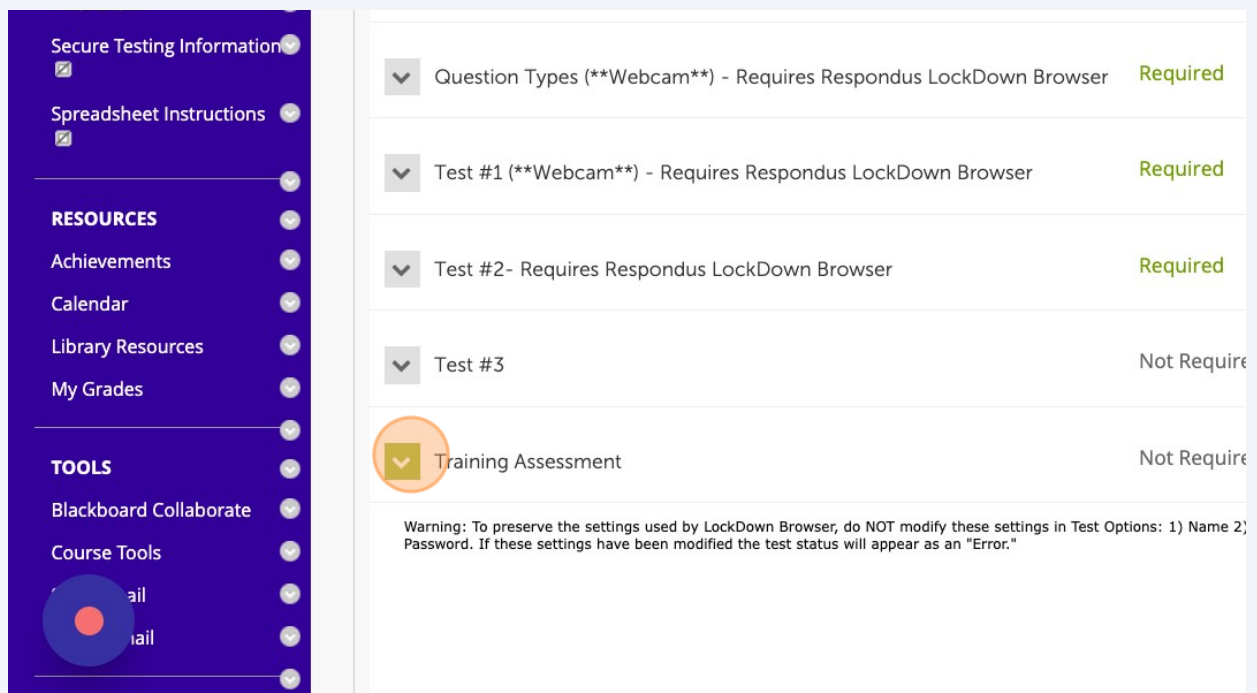
13 Next, we need to enable Lockdown Browser. To do this, click "Course Tools"



14 Click "Respondus LockDown Browser"



15 Click the drop-down menu next to the assessment you want to adjust.



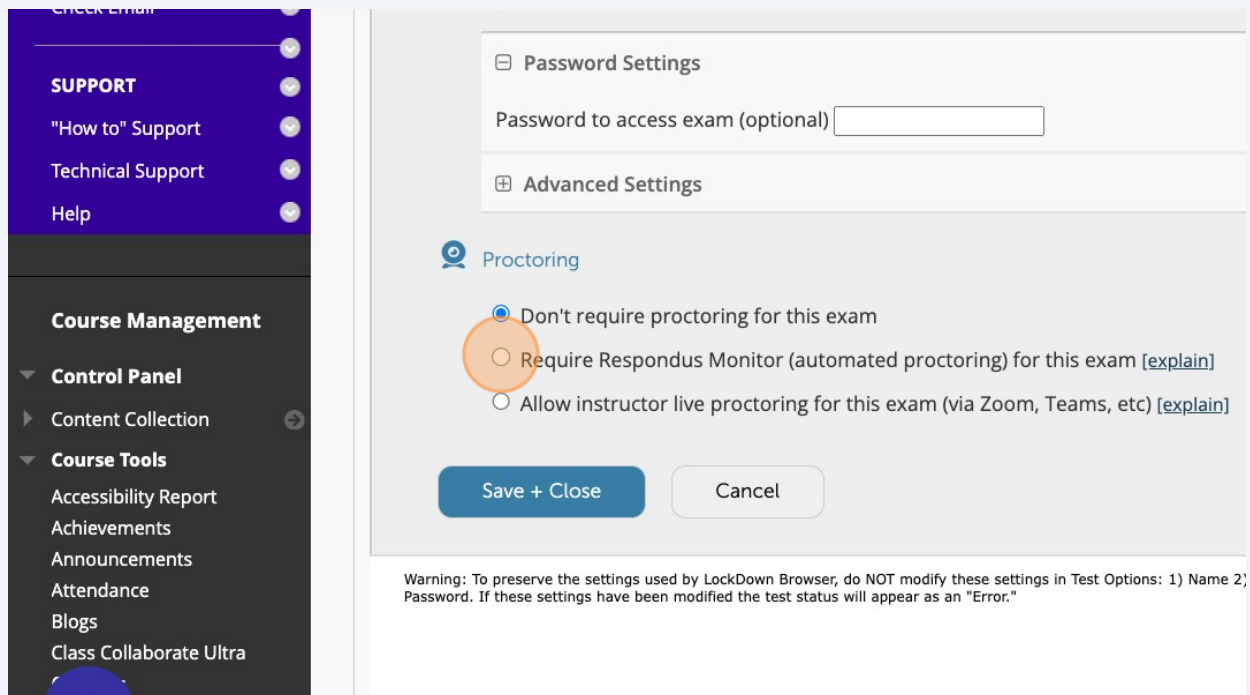
16 Click "Settings"

The screenshot shows the Blackboard interface. On the left is a purple sidebar with navigation links: 'Secure Testing Information', 'Spreadsheet Instructions', 'RESOURCES' (Achievements, Calendar, Library Resources, My Grades), 'TOOLS' (Blackboard Collaborate, Course Tools, Send Email, Check Email), and 'SUPPORT' ('How to' Support, Technical Support, Help). The main content area lists tests: 'Question Types (**Webcam**) - Requires Respondus LockDown Browser' (Required), 'Test #1 (**Webcam**) - Requires Respondus LockDown Browser' (Required), 'Test #2- Requires Respondus LockDown Browser' (Required), 'Test #3' (Not Required), and 'Training Assessment' (Not Required). A dropdown menu is open for 'Training Assessment', showing 'Settings' (highlighted with an orange circle) and 'Review Early Exits'. Below the menu, a warning message states: 'Settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Password. If these settings have been modified the test status will appear as an "Error."'.

17 Click the "Require Respondus LockDown Browser for this exam" field.

The screenshot shows the Blackboard interface with the 'Training Assessment' test selected. The 'LockDown Browser Settings' dialog is open, showing two radio button options: 'Don't require Respondus LockDown Browser for this exam' (selected) and 'Require Respondus LockDown Browser for this exam' (highlighted with an orange circle). Below the options are 'Save + Close' and 'Cancel' buttons. A warning message at the bottom states: 'Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Password. If these settings have been modified the test status will appear as an "Error."'.

18 Click the "Require Respondus Monitor (automated proctoring) for this exam" field.



Check Email

SUPPORT

- "How to" Support
- Technical Support
- Help

Course Management

- Control Panel
- Content Collection
- Course Tools
 - Accessibility Report
 - Achievements
 - Announcements
 - Attendance
 - Blogs
 - Class Collaborate Ultra

Password Settings

Password to access exam (optional)

Advanced Settings

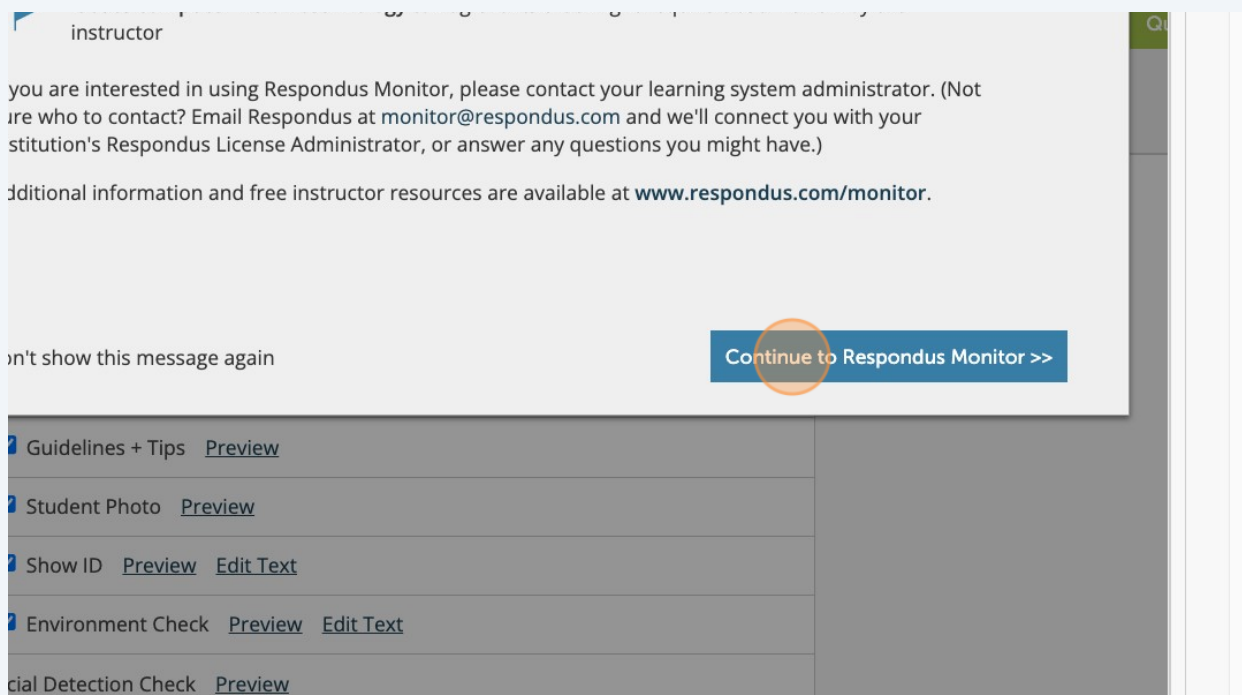
Proctoring

- ☒ Don't require proctoring for this exam
- ☐ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)
- ☐ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Save + Close **Cancel**

Warning: To preserve the settings used by LockDown Browser, do NOT modify these settings in Test Options: 1) Name 2) Password. If these settings have been modified the test status will appear as an "Error."

19 Close the pop-up screen



instructor

you are interested in using Respondus Monitor, please contact your learning system administrator. (Not sure who to contact? Email Respondus at monitor@respondus.com and we'll connect you with your institution's Respondus License Administrator, or answer any questions you might have.)

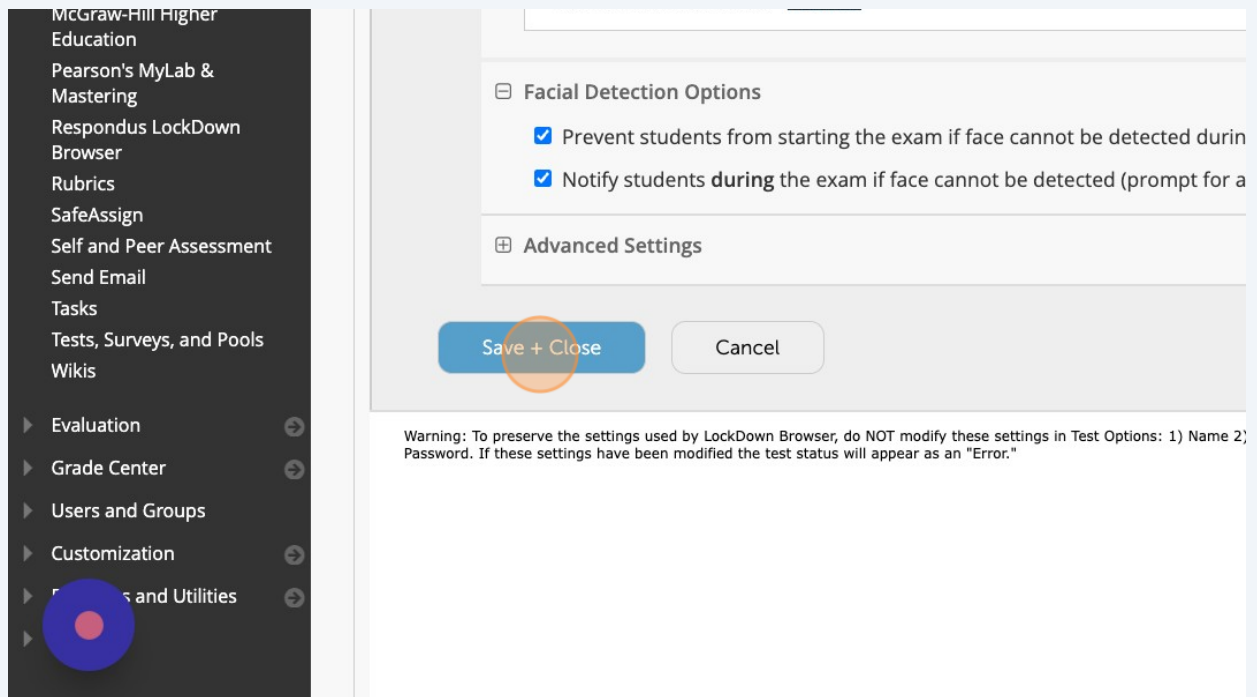
Additional information and free instructor resources are available at www.respondus.com/monitor.

Don't show this message again

Continue to Respondus Monitor >>

Guidelines + Tips	Preview
Student Photo	Preview
Show ID	Preview Edit Text
Environment Check	Preview Edit Text
Facial Detection Check	Preview

20 Click "Save + Close"



And that's it! You have successfully configured a deployed test, as well as applied Lockdown Browser to it!