

BLACKBOARD: TAKING A TEST USING RESPONDUS LOCKDOWN BROWSER

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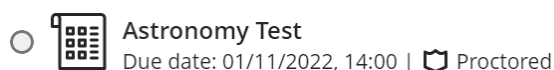
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WHAT IS RESPONDUS LOCKDOWN BROWSER

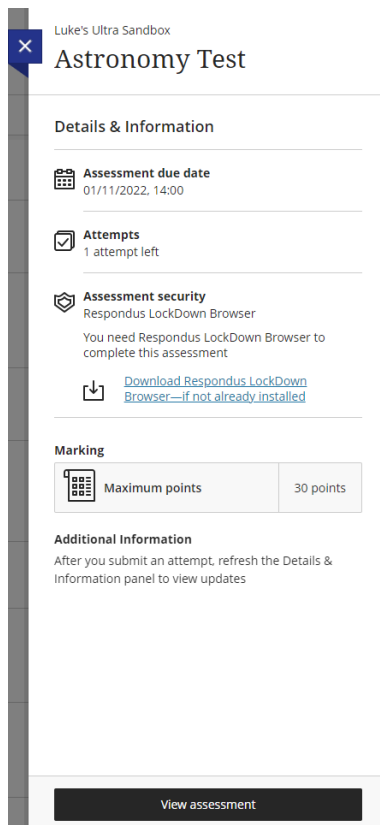
The Respondus LockDown Browser is a tool that enables users to take tests in a controlled Blackboard environment without distractions or unwanted pop-ups. It is used at the discretion of the test creator.

LOCATING THE TEST AND SETTINGS

1. Login to a CCCU PC (it can take 30–45 seconds for the desktop to fully load all applications)
2. open the **Google Chrome browser**
3. go to **Blackboard**, either using the link from the student portal or directly at <https://learn.canterbury.ac.uk>
4. from the **Courses and Modules** page, locate and open the relevant **Blackboard module** for your test
5. **locate the test** – tests that require the Respondus LockDown Browser have a ‘Proctored’ icon against them



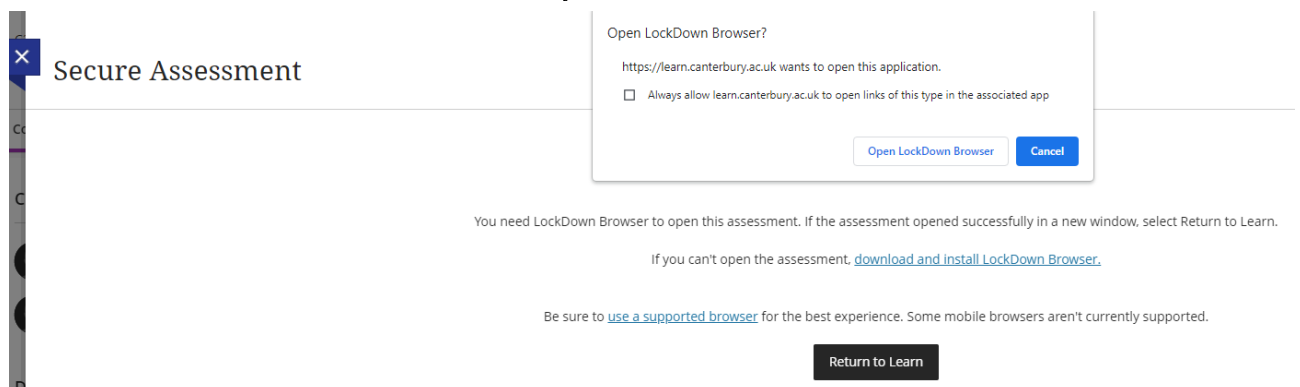
6. click on the name of the test to open a panel from the right, showing various details/information about the test (including the number of attempts available to you; how many marks are available; due date/time). Make sure to read this information carefully and then click **View Assessment**.



*Note: you do **not** need to download the Respondus LockDown Browser from the Assessment Security section as it is already installed on campus computers.*

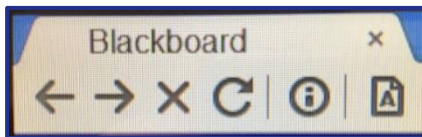
LAUNCHING THE RESPONDUS LOCKDOWN BROWSER

A new panel will slide out from the right titled **Secure Assessment**. A pop-up box will appear – click the button **Open LockDown Browser**.



The LockDown Browser application will now launch and bring you back to the test that you located. It may take up to 30 seconds to appear, though is usually much quicker. Please do not repeatedly open the application as this may slow it down further.

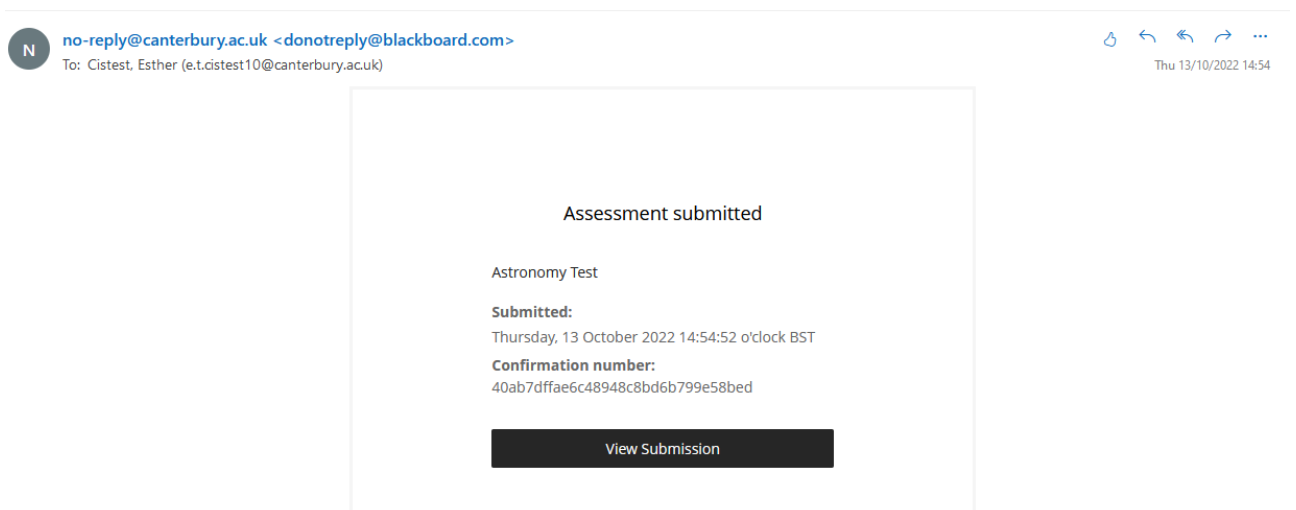
The LockDown Browser is built on the Chromium software and resembles the Google Chrome Browser. It includes buttons to navigate back, forwards, cancel and refresh. These should only be used if instructed by the test creator / invigilator.



To exit the LockDown Browser, submit/save your test. Alternatively, click on the **X** button in the top-right of the browser, though of course, do not do this during a test as you will lose any unsaved work.

SUBMISSION RECEIPT

Once a test attempt has been submitted, users will be presented with a receipt containing the date/time of submission and a unique confirmation number. You will also receive a copy by email to your CCCU email address.



RESULTS / SCORES

Depending on how the test has been setup by the test creator, results/scores may be available straightaway upon completion of the test. Please check with the test creator/invigilator if this is the case.

If so, clicking back into the test after the receipt page will show the user their results. If not, users will need to refer to the **Marks** area of Blackboard (found on the left-side Base Navigation menu) or in the module **Gradebook** at the date/time as outlined by their programme. An overall grade will be available to view here, but the Respondus LockDown Browser may be required to see the individual questions and feedback.

Recent Marks



Astronomy Test
Submitted: 13/10/2022

20 / 30