

Respondus

LockDown Browser

Student Quick Start Guide

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Respondus LockDown Browser™ is a customized browser that increases the security of online testing in SacCT. It prevents students from printing, copying, going to another website, or accessing other applications during an assessment. If a SacCT assessment requires that Respondus LockDown Browser be used, the assessment won't be accessible with a standard Web browser.

Respondus LockDown Browser should only be used for taking assessments in SacCT. It should not be used in other areas of SacCT or to visit other websites.

Note: This software works only with Internet Explorer (Windows) and Safari (Macintosh) browsers.

Install the LockDown Browser

Installation of Browser for Windows

- step 1.* Confirm that you have Internet Explorer version 5.5 or higher already installed on your computer. If you are unsure of the version number, select "Help" from the menu bar in Internet Explorer and then select "About Internet Explorer" to view the version number. NOTE: Internet Explorer is REQUIRED to run the Respondus LockDown Browser software on a Windows computer.
- step 2.* [Download the Respondus LockDown Browser software for Windows](http://www.respondus.com/LDB2/LockDownBrowser.php?instid=649212172) (<http://www.respondus.com/LDB2/LockDownBrowser.php?instid=649212172>). Save the file to your computer's desktop or My Documents.
- step 3.* Double-click the installation program called "LockDownSFX.exe" where you saved the file from step 2, and follow the onscreen instructions.
- step 4.* Start Respondus LockDown Browser by clicking the shortcut on the desktop. To take an exam or quiz, refer to the steps in *Take an Assessment*.

Installation of Browser for Macintosh

- step 1.* Be sure that you are using OSX 10.3.9 or higher, with 512K RAM as a minimum, and have Safari installed on your computer. NOTE: Safari is REQUIRED to run the Respondus LockDown Browser software on a Macintosh computer.
- step 2.* [Download the Respondus LockDown Browser software for Macintosh](http://www.respondus4.com/downloads/ldbmac2.php?instid=649212172) (<http://www.respondus4.com/downloads/ldbmac2.php?instid=649212172>).
- step 3.* Click the Install button to begin the installation, and follow the onscreen instructions to complete the installation.
- step 4.* Start Respondus LockDown Browser by clicking "Applications" and selecting "LockDown Browser".

Take an Assessment

- step 1.* Close all programs, unless one is used to connect to the Internet.
- step 2.* Locate the "LockDown Browser" shortcut on the desktop (or from the Start menu) and double-click it for Windows users, or for Macintosh users, launch "LockDown Browser" from the Applications folder.
- step 3.* If prompted to close a blocked program (e.g. instant messaging), choose **Yes**. If you do not close the blocked program, Respondus LockDown Browser closes. If you are prompted to close another application, but that application is not running, try restarting your computer and then run the Respondus LockDown Browser.
- step 4.* After the program starts, login to SacCT.
- step 5.* Go to your course and navigate to the assessment.
- step 6.* Read the instructions and click **Begin Assessment**. If the **Begin Assessment** button is disabled, it means you are not running Respondus LockDown Browser.
- step 7.* Once an assessment is started, you cannot exit until the **Finish** button is clicked.

If you attempt to take the assessment using a browser other than Respondus LockDown Browser, a warning message is displayed and the "Begin Assessment" button is dimmed, preventing you from continuing, as shown below.

Problems

If you have questions or problems using the Respondus LockDown Browser software, you should first consult the [online help](http://www.csus.edu/atcs/tools/lockdown-browser/faqs.stm) at <http://www.csus.edu/atcs/tools/lockdown-browser/faqs.stm>.

If you are still unable to resolve your problem, contact the University Help Desk during business hours at 916-278-7337 or helpdesk@csus.edu.