

Respondus Training

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Download Respondus Quiz Creator

1. Go to eRaider at [TTU eRaider](#).
2. Click **Manage Your Account**.
3. Log in using your eRaider username and password.
4. Click **Software Download** in the left navigation menu.
5. Click **Windows**.
6. Find **Respondus 4.0 Campus-Wide** and click **Download**.
7. Click **Continue**.
8. Copy the **CD Key** (this password renews annually).
9. Click **Download**.
10. Open the Installer and follow the onscreen instructions to install the program.
11. After installation, launch Respondus (there should be a shortcut on your desktop) to complete the process. You will need the following information:
 - **Institution Name** – Texas Tech University
 - **Local Support Contact** – TTU Respondus Support personnel at Worldwide eLearning 806-742-7227
 - **Installation Password** (the **CD Key** you copied in **Step 8**)

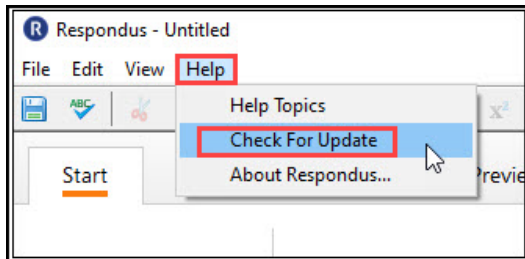
NOTE To re-access the Respondus installation password (**CD Key**), go to [TTU eRaider](#) > Software Download > Windows > Respondus 4.0 Campus-Wide > Download > Continue > copy the CD Key and paste it into the Installation Password textbox.
12. Click **License**.

Set Up Respondus

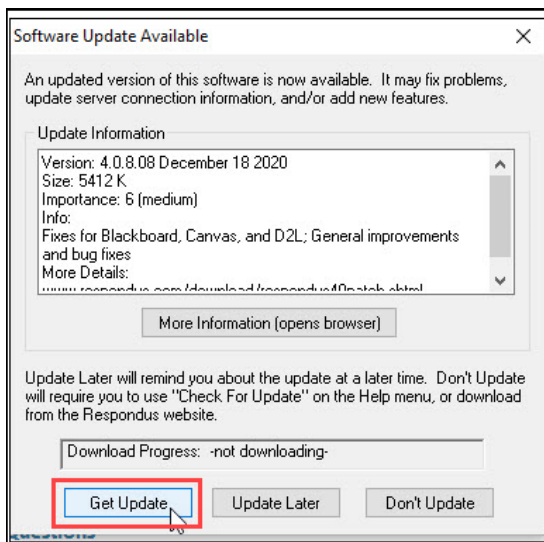
Check for Updates

It is always a good idea to check for updates before you begin working in Respondus.

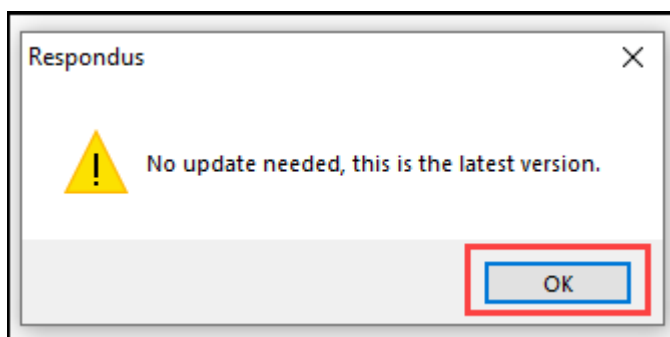
1. Select Help at the top of the Respondus window and select Check for Update.



2. If there is an update, you will be prompted to Get Update:



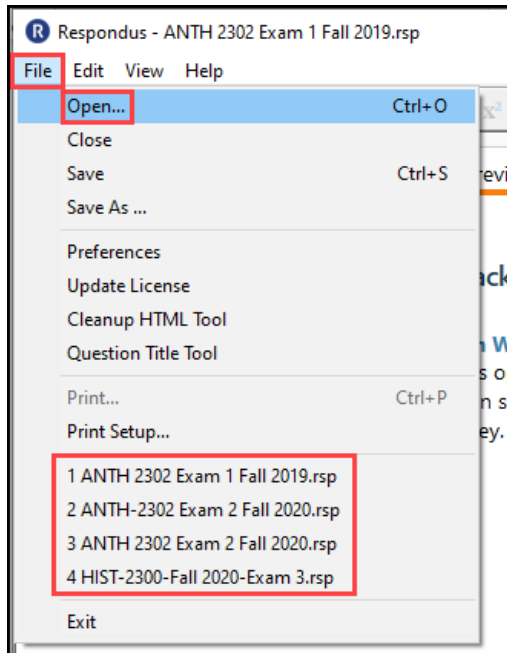
If Respondus 4.0 is up to date, you will receive the notification that no update is needed:



Connect Respondus to the Blackboard Server

In order to export exams from or import exams to Blackboard, you need to connect Respondus to the Blackboard server.

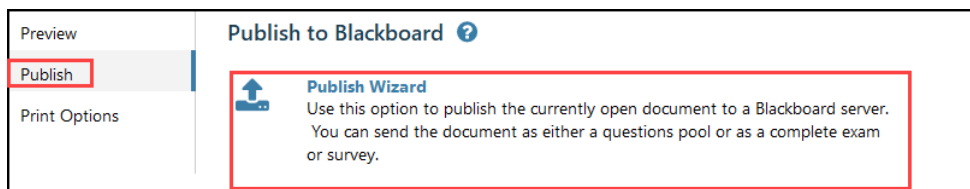
1. To Select a file that already exists in Respondus 4.0, click the **File** tab and select Open, **OR** select a file from the list of recently accessed files.



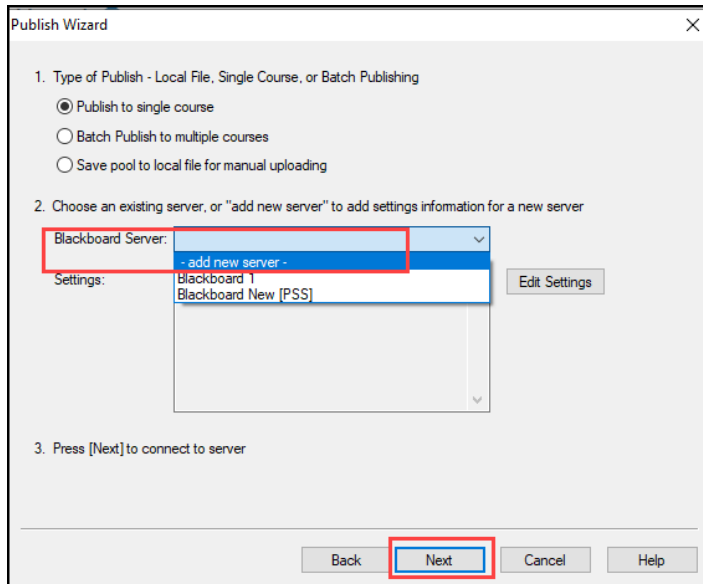
2. Go to Preview + Publish or Retrieval + Reports.



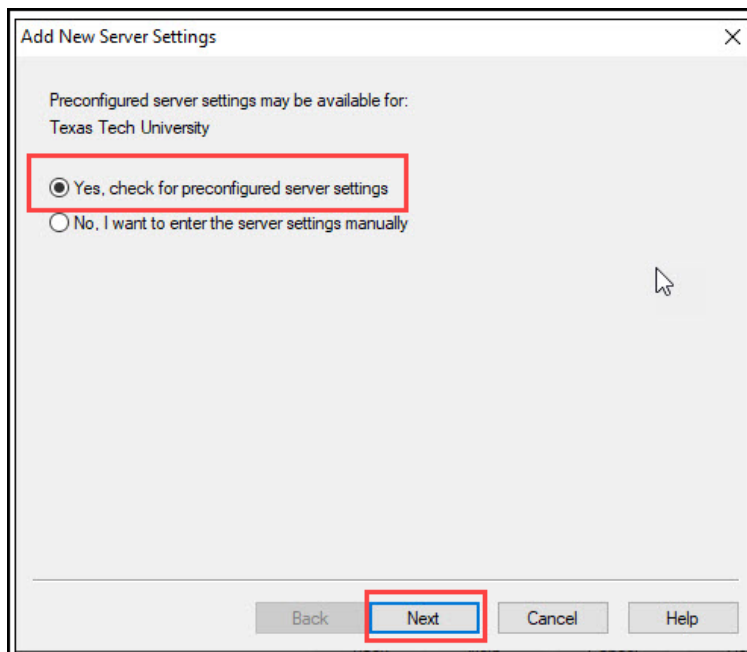
3. Select **Publish Wizard** if you are in Preview + Publish, or **Retrieve Questions** if you are in Retrieval + Reports.



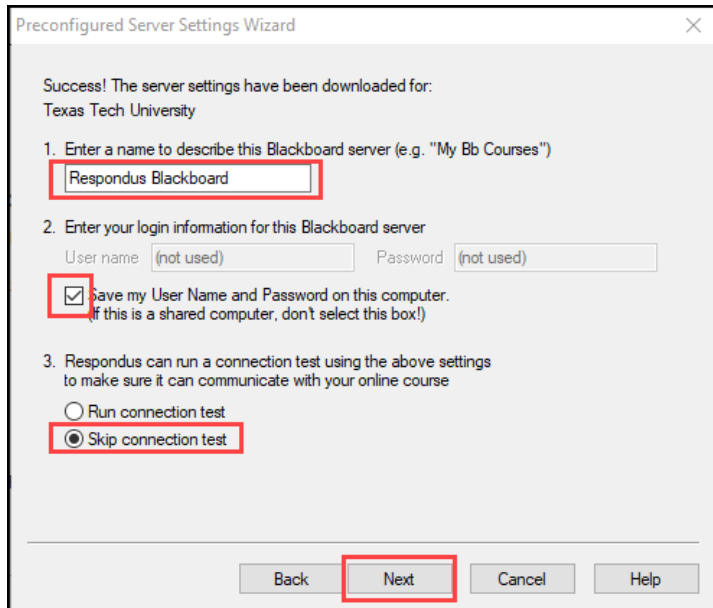
4. Choose the publish type under #1, in #2 select the drop-down for the Blackboard Server option, choose **add new server**, and click **Next**.



5. Select **Yes, check for preconfigured server settings** and **Next**.



6. Select the preconfigured server settings. In #1 name the server (it can be Blackboard or your course name), in option 2 check **Save my Username and Password on this computer**, in option #3 select **Skip Connection Test** and select **Next**.



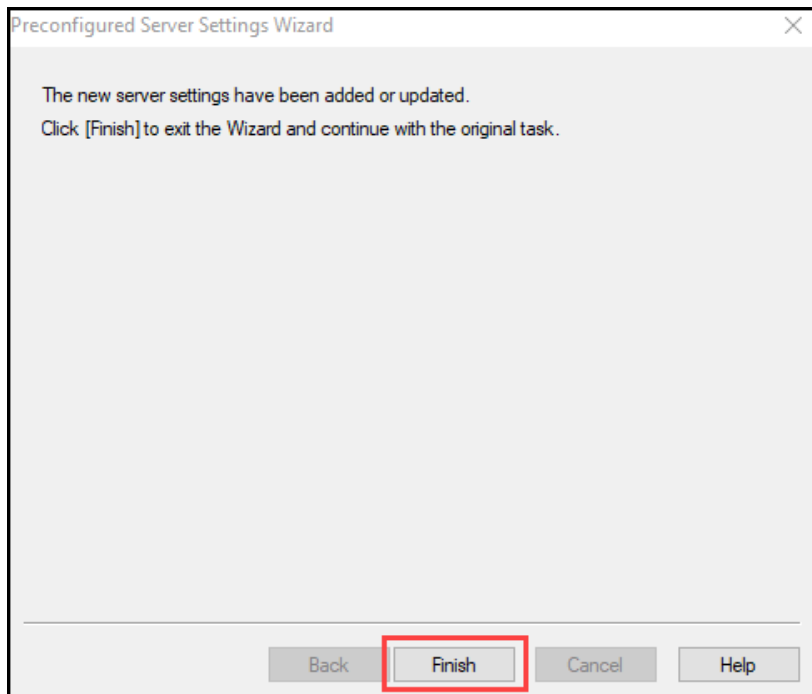
Preconfigured Server Settings Wizard

Success! The server settings have been downloaded for:
Texas Tech University

1. Enter a name to describe this Blackboard server (e.g. "My Bb Courses")
2. Enter your login information for this Blackboard server
User name Password
 Save my User Name and Password on this computer.
(If this is a shared computer, don't select this box!)
3. Respondus can run a connection test using the above settings to make sure it can communicate with your online course
 Run connection test
 Skip connection test

Back Next Cancel Help

7. Select **Finish**.

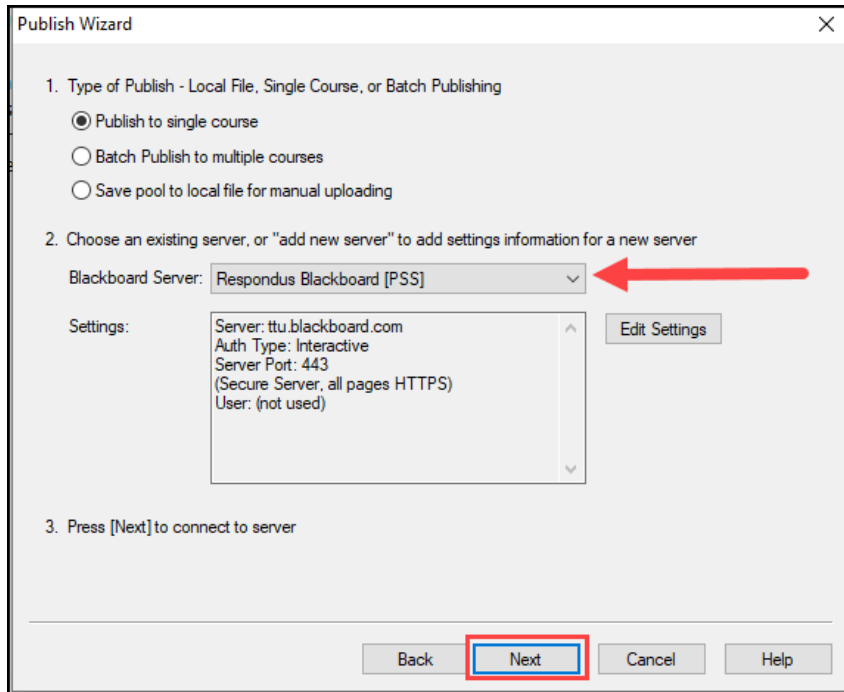


Preconfigured Server Settings Wizard

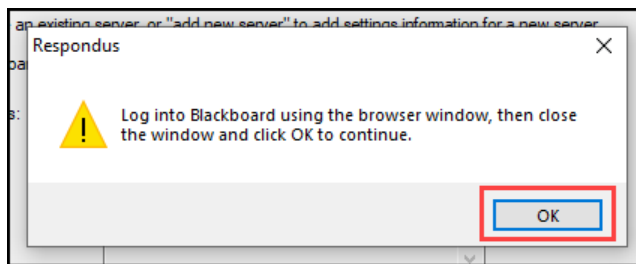
The new server settings have been added or updated.
Click [Finish] to exit the Wizard and continue with the original task.

Back Finish Cancel Help

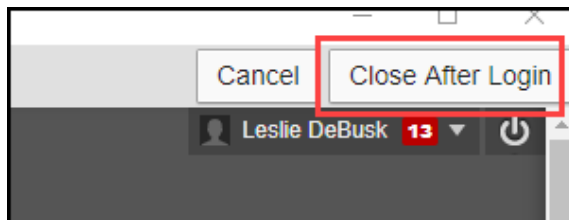
8. Choose the publish type under option 1, be sure the Blackboard Server is the newly created server, select **Next**.



9. You will receive a message stating that you will need to login to Blackboard. You will use your TTU username and password, select **OK**.



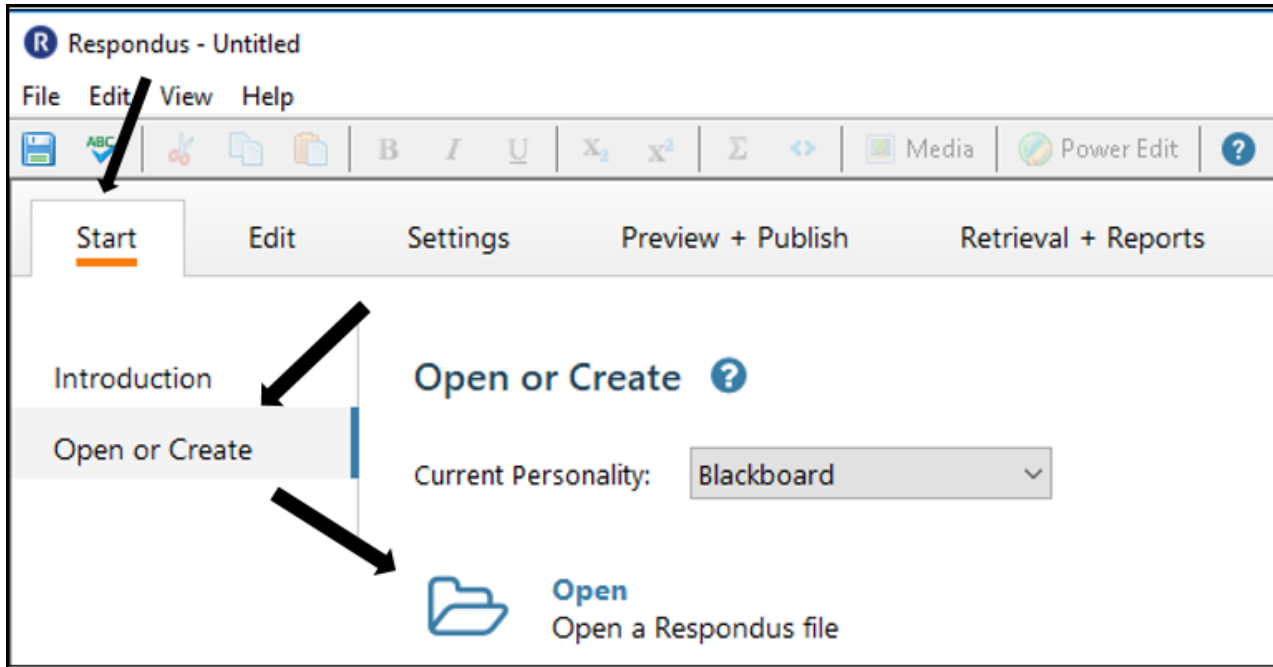
10. Login using your **TTU username and password**.
11. After you login, select **Close After Login** in the top right corner.



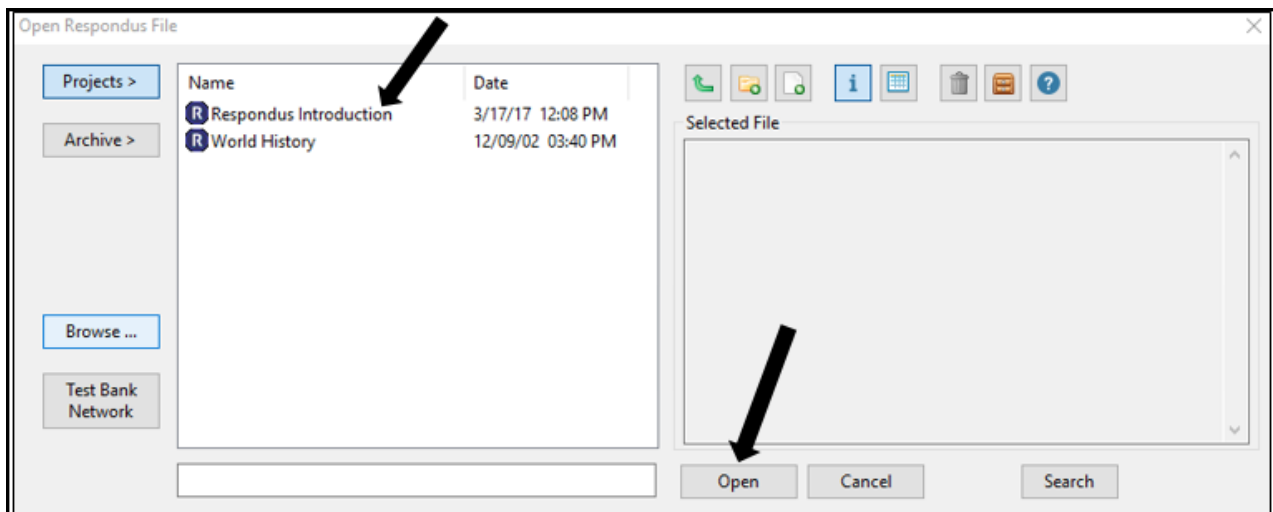
12. Select **Ok**.

Open and Edit an Existing Respondus Exam

1. Select the **Start** tab, select **Open or Create**, then click **Open** to select and edit files you already have in Respondus.



2. Select the file you want to edit and click **Open**.

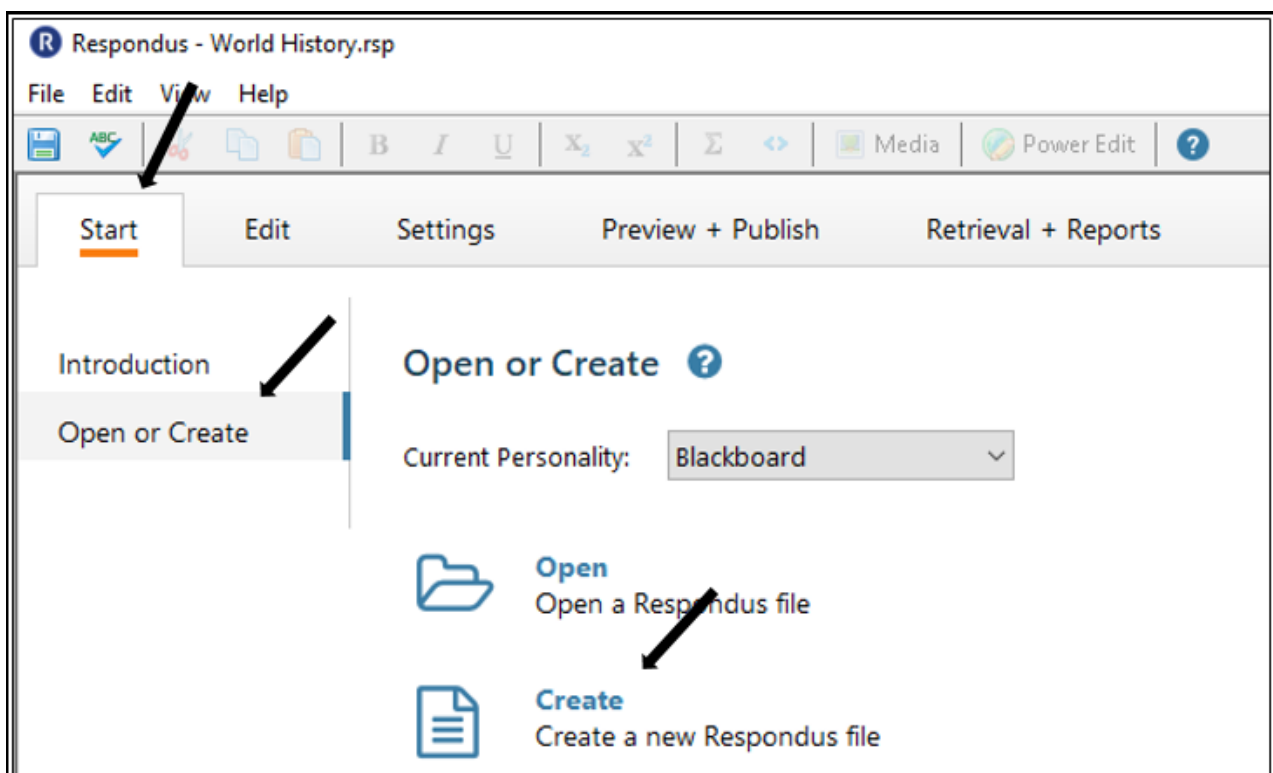


- In the **Question List**, select the drop-down next to the question you want to edit. You can preview, edit, or delete the question.

#	Title	Format	Points	Question Wording
1	Sculptor	Mult. Choice	1.0	Who was the sculptor of <i>Bacchus</i> , <i>Sleeping Cupid</i> , <i>Madonna of the Stairs</i> , and <i>David</i> ?
2	Composer	Mult. Choice	1.0	This German composer is known for the following works: <i>Magnificat</i> , <i>Christmas Oratorio</i> , and the <i>Brandenburg Concertos</i> .
3	Summa theologi	Mult. Choice	1.0	Who authored <i>Summa theologica</i> ?

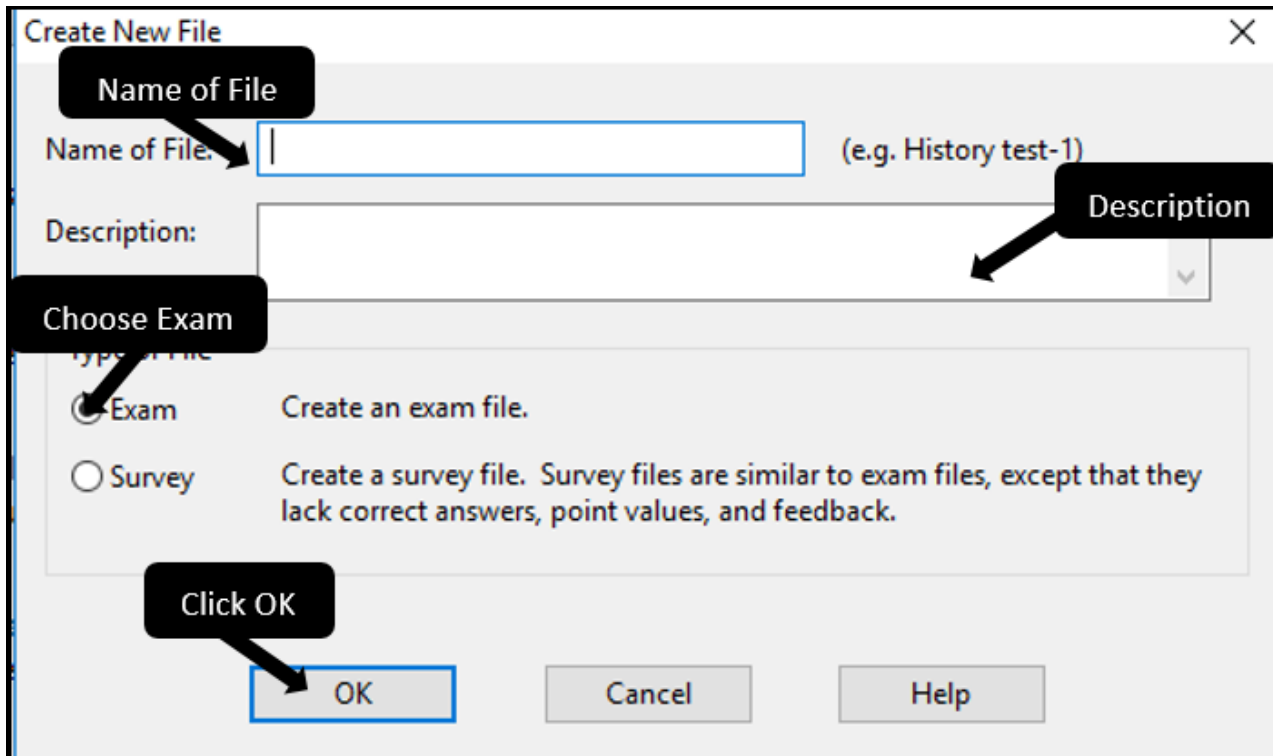
Create a New Respondus File

- Select the **Start** tab, select **Open or Create**, then click **Create**.



The screenshot shows the Respondus software interface for a file named "Respondus - World History.rsp". The interface includes a menu bar (File, Edit, View, Help) and a toolbar with various icons. Below the toolbar, there are five tabs: **Start**, Edit, Settings, Preview + Publish, and Retrieval + Reports. The **Start** tab is selected and highlighted. On the left side of the **Start** tab, there is a vertical menu with two options: "Introduction" and "Open or Create". The "Open or Create" option is selected and highlighted. On the right side of the **Start** tab, there is a section titled "Open or Create" with a help icon. Below this title, there is a dropdown menu for "Current Personality" set to "Blackboard". At the bottom of this section, there are two options: "Open" (with a folder icon) and "Create" (with a document icon). The "Create" option is selected and highlighted.

- Enter the **Name of File** and **Description**.
- Select **Exam**, then click **OK**.



4. Select the **Question Type** (i.e., Multiple Choice, True/False, Essay/Short Answer, etc.), and complete the form. (For detailed instructions to create each question type, refer to the next section **Question Types**.)

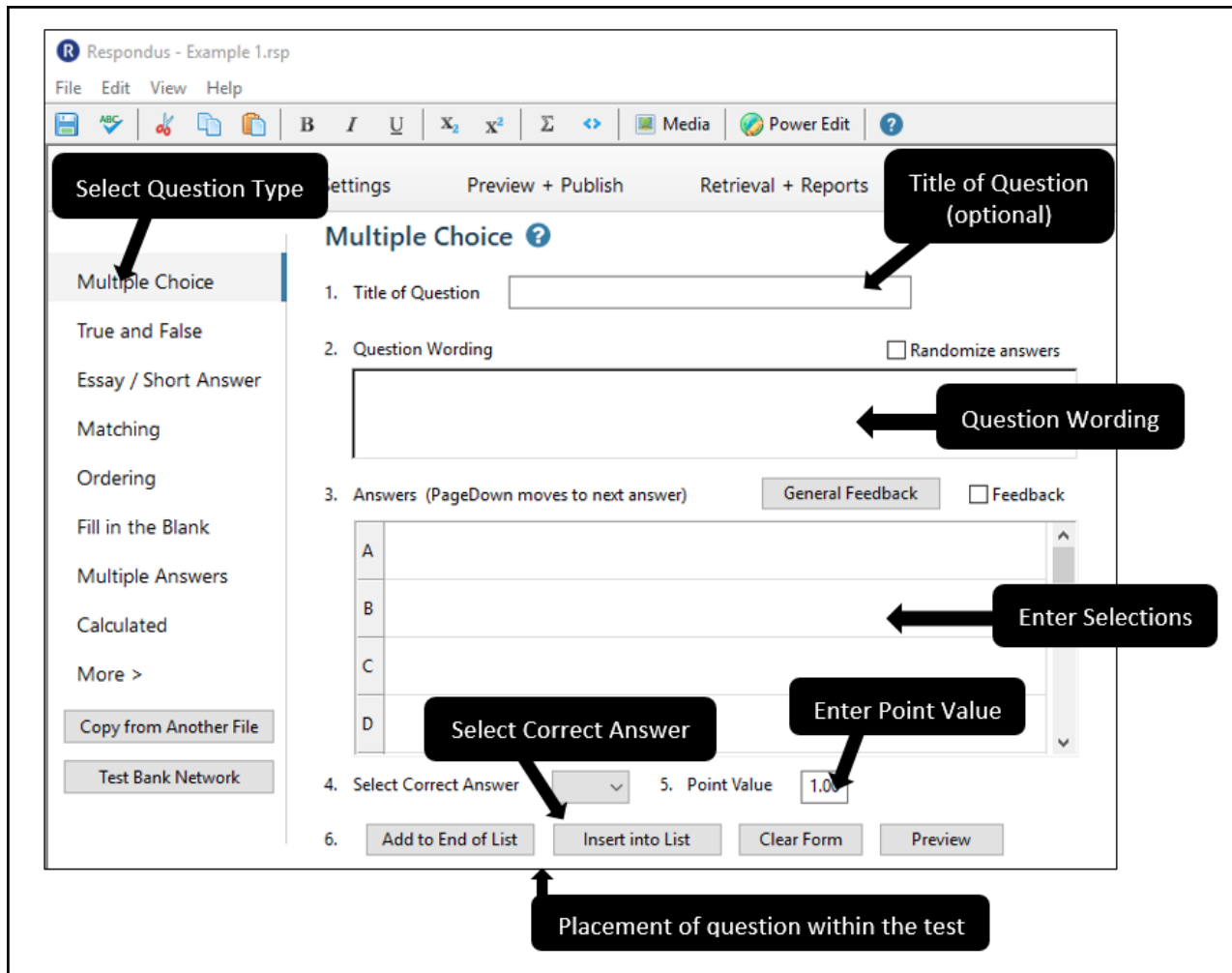
Question Types

Multiple Choice

1. Select **Multiple Choice**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording** and the **Answers**.

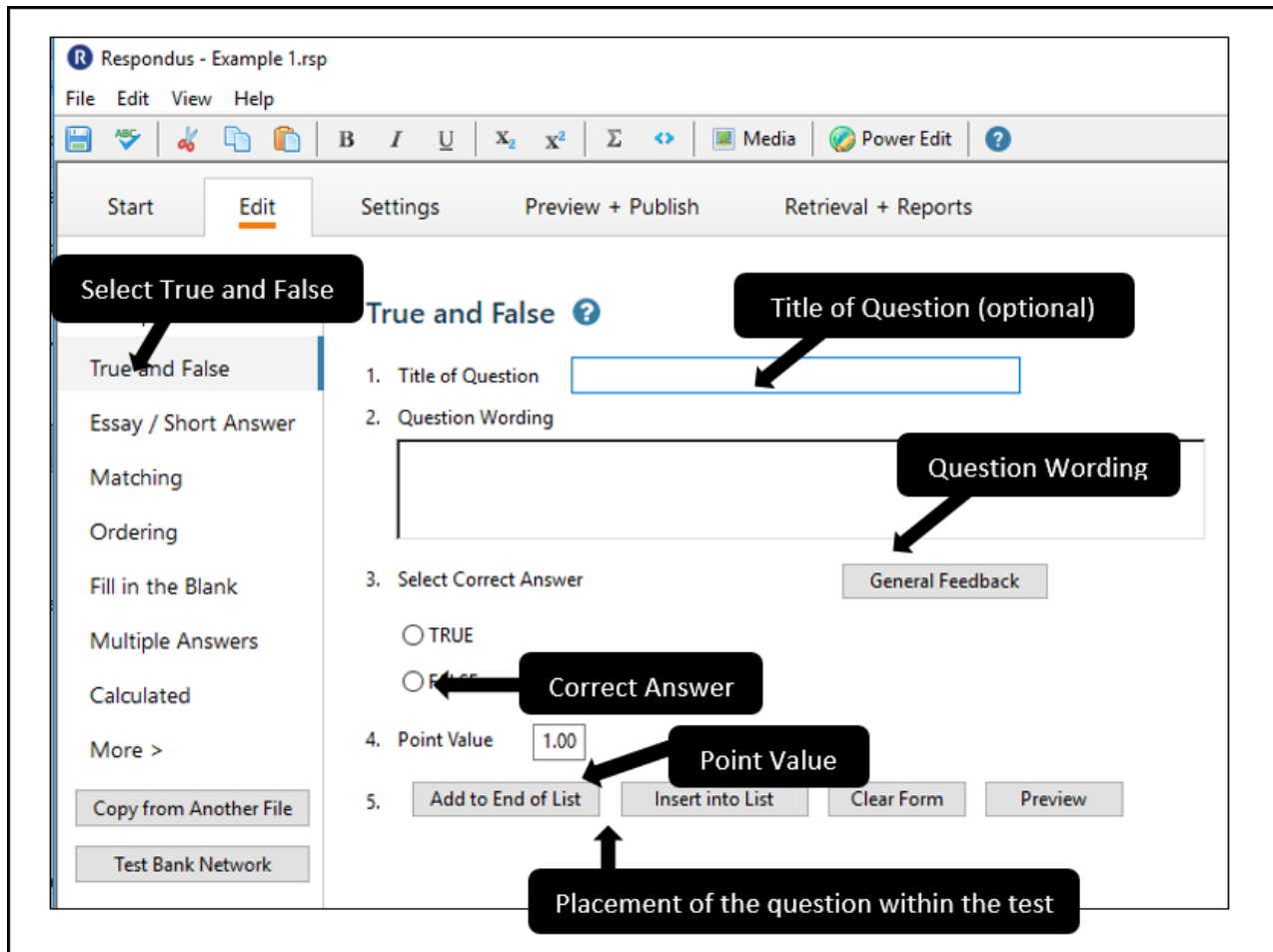
NOTE To randomize answers, select the **Randomize answers** checkbox. To give feedback, select the **Feedback** checkbox.

4. Select the **Correct Answer** and enter the **Point Value**.
5. Select where you want the question in the test: **Add to End of List** or **Insert into List**.



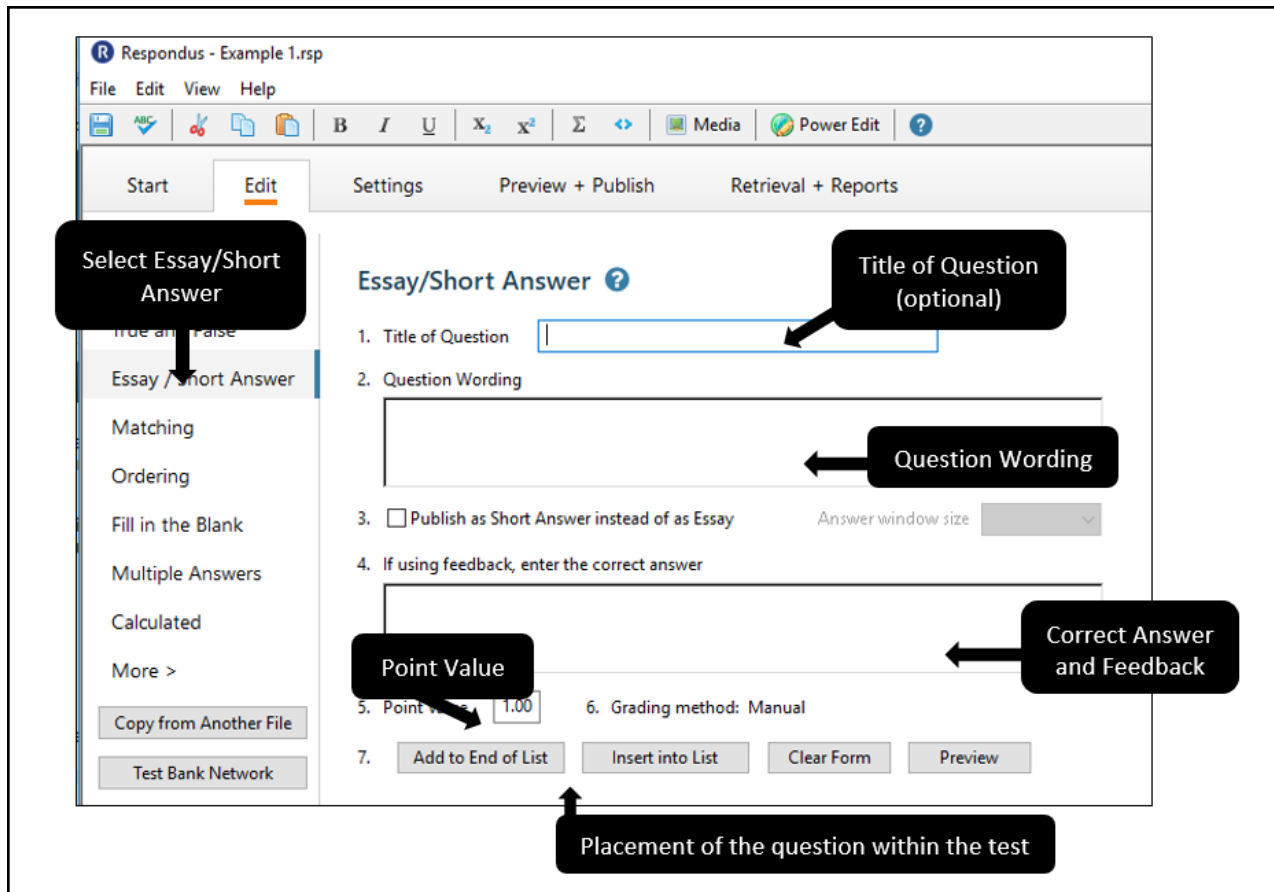
True/False

1. Select **True and False**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording**.
4. Select the **Correct Answer** and enter the **Point Value**.
5. Select where you want the question in the test: **Add to End of List** or **Insert into List**.



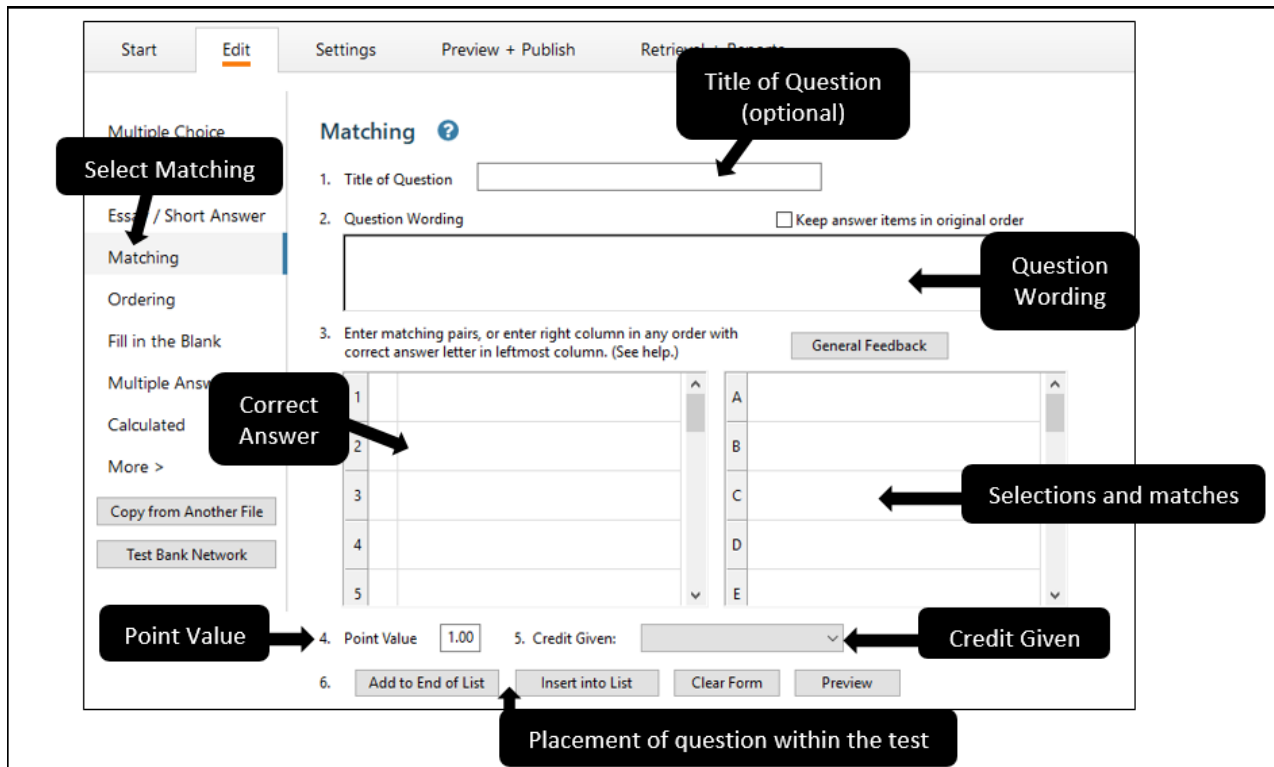
Essay/Short Answer

1. Select **Essay / Short Answer**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording**.
4. To limit the number of lines allowed, select the **Publish as Short Answer instead of as Essay** checkbox and select the number of lines allowed (from 1-6) for the answer entry. If the checkbox is not selected, students can enter as many lines as they need.
5. Enter **Feedback** if you want to include it.
6. Enter the **Point Value**.
7. Select where you want the question in the test: **Add to End of List** or **Insert into List**.



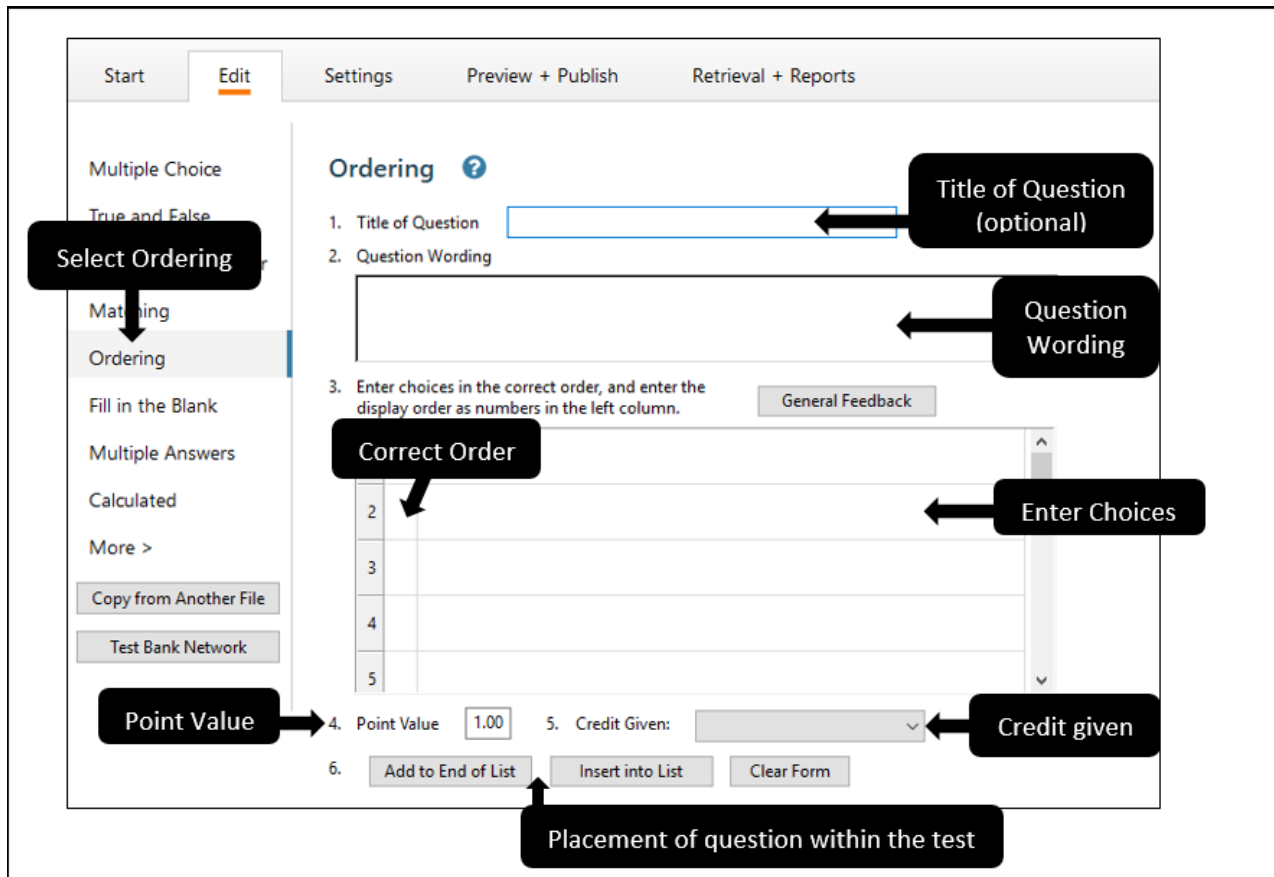
Matching

1. Select **Matching**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording**.
4. Enter the matching items in the two columns.
5. Enter the **Point Value**.
6. Select the **Credit Given** from the pull-down menu: **Proportional to # Correct** or **All Points or None**.
7. Select where you want the question in the test: **Add to End of List** or **Insert into List**.



Ordering

1. Select **Ordering**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording**.
4. Enter the answer choices in the correct order, and enter the display order as numbers in the left column.
5. Enter the **Point Value**.
6. Select the **Credit Given** from the pull-down menu: **Proportional to # Correct** or **All Points** or **None**.
7. Select where you want the question in the test: **Add to End of List** or **Insert into List**.

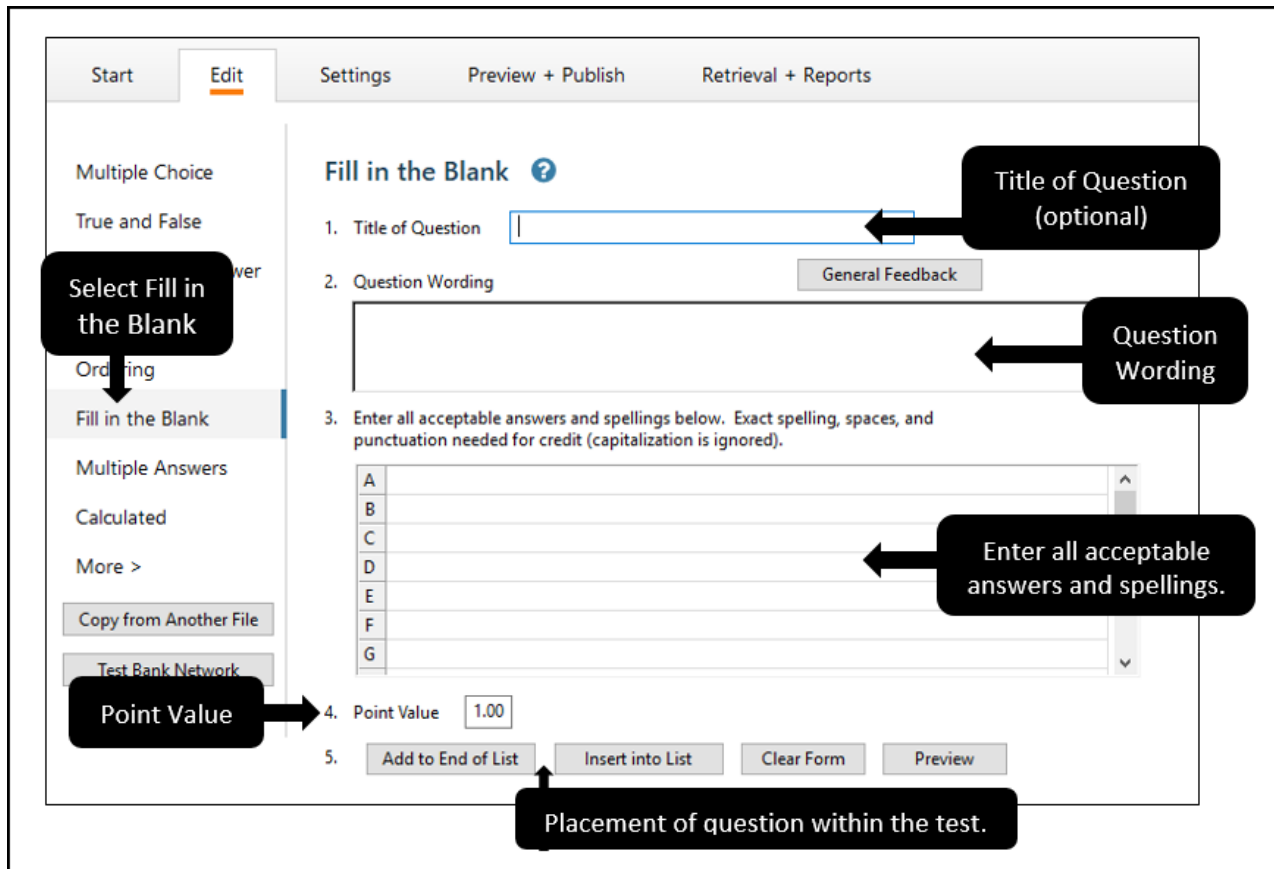


The screenshot shows the 'Ordering' question editor in Blackboard. The interface includes a top navigation bar with 'Start', 'Edit', 'Settings', 'Preview + Publish', and 'Retrieval + Reports'. A left sidebar lists question types: Multiple Choice, True and False, Matching, Ordering (selected), Fill in the Blank, Multiple Answers, Calculated, and More >. Below the sidebar are buttons for 'Copy from Another File' and 'Test Bank Network'. The main area is titled 'Ordering' and contains the following fields and actions:

- 1. Title of Question**: A text input field with a callout 'Title of Question (optional)'.
- 2. Question Wording**: A large text area with a callout 'Question Wording'.
- 3. Enter choices in the correct order, and enter the display order as numbers in the left column.**: A table with a 'General Feedback' button. A callout 'Correct Order' points to the left column (containing numbers 2, 3, 4, 5), and a callout 'Enter Choices' points to the right column.
- 4. Point Value**: A text input field with '1.00' and a callout 'Point Value'.
- 5. Credit Given**: A dropdown menu with a callout 'Credit given'.
- 6. Placement of question within the test**: Three buttons: 'Add to End of List', 'Insert into List', and 'Clear Form'. A callout 'Placement of question within the test' points to these buttons.

Fill in the Blank

1. Select **Fill in the Blank**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording**.
4. Enter **all** acceptable answers and spellings.
5. Enter the **Point Value**.
6. Select where you want the question in the test: **Add to End of List** or **Insert into List**.

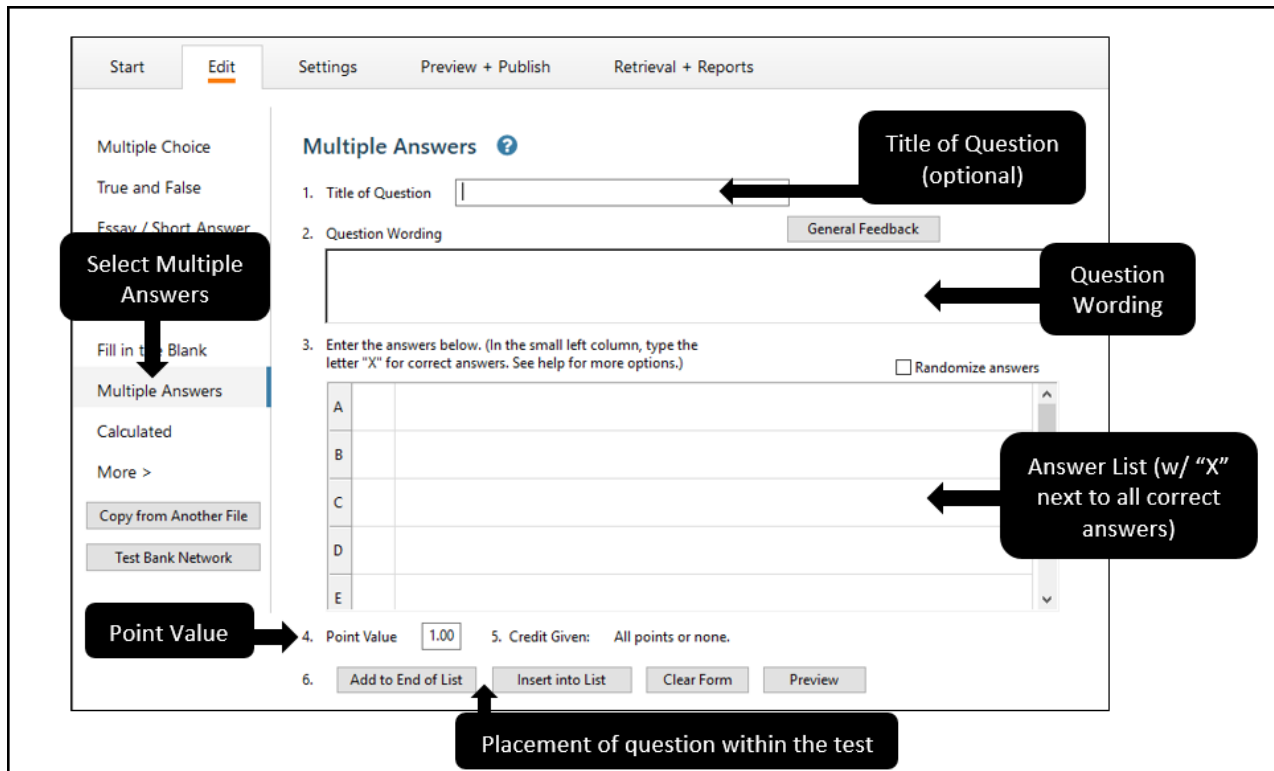


The screenshot shows the 'Fill in the Blank' question editor in Blackboard. The interface includes a top navigation bar with 'Start', 'Edit', 'Settings', 'Preview + Publish', and 'Retrieval + Reports'. On the left, a sidebar lists question types: Multiple Choice, True and False, Fill in the Blank (selected), Multiple Answers, Calculated, and More >. Below the sidebar are buttons for 'Copy from Another File' and 'Test Bank Network'. The main area is titled 'Fill in the Blank' and contains five numbered steps:

- Title of Question: A text input field with a callout 'Title of Question (optional)'.
- Question Wording: A large text area with a 'General Feedback' button and a callout 'Question Wording'.
- Enter all acceptable answers and spellings below. Exact spelling, spaces, and punctuation needed for credit (capitalization is ignored). A list of answer options (A-G) with input fields and a callout 'Enter all acceptable answers and spellings.'.
- Point Value: A text input field with '1.00' and a callout 'Point Value'.
- Placement of question within the test: Buttons for 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview' with a callout 'Placement of question within the test.'

Multiple Answers

1. Select **Multiple Answers**.
2. *Optional*: enter the **Title of Question**.
3. Enter the **Question Wording**.
4. Enter the **Answers** and enter an "X" in the column next to the **correct** answers.
5. Enter the **Point Value**.
6. Select where you want the question in the test: **Add to End of List** or **Insert into List**.



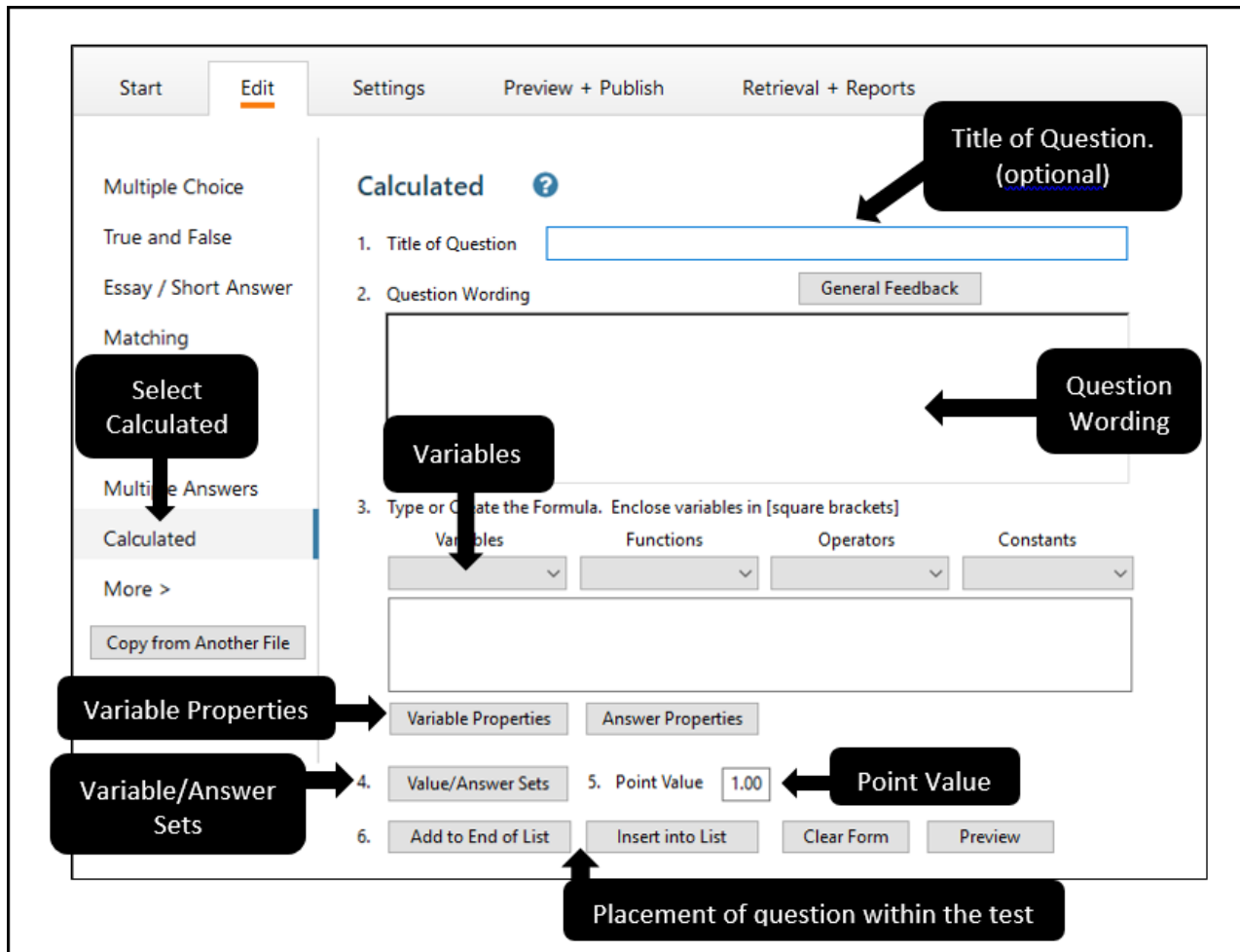
The screenshot shows the Blackboard question editor interface for a 'Multiple Answers' question. The interface includes a top navigation bar with tabs for 'Start', 'Edit', 'Settings', 'Preview + Publish', and 'Retrieval + Reports'. On the left, a sidebar lists question types: 'Multiple Choice', 'True and False', 'Essay / Short Answer', 'Fill in the Blank', 'Multiple Answers', 'Calculated', and 'More >'. Below the sidebar are buttons for 'Copy from Another File' and 'Test Bank Network'. The main content area is titled 'Multiple Answers' and contains the following fields and options:

- 1. Title of Question:** A text input field with a callout 'Title of Question (optional)'.
- 2. Question Wording:** A large text area with a callout 'Question Wording'.
- 3. Enter the answers below:** A section with a 'Randomize answers' checkbox and a table for answer options. The table has columns for the option letter and a checkbox for correctness. A callout 'Answer List (w/ "X" next to all correct answers)' points to the checkboxes.
- 4. Point Value:** A text input field with a callout 'Point Value'.
- 5. Credit Given:** A dropdown menu with 'All points or none' selected.
- 6. Placement of question within the test:** Three buttons: 'Add to End of List', 'Insert into List', and 'Clear Form'. A callout 'Placement of question within the test' points to these buttons.

Calculated

Calculated questions require students to apply a mathematical formula to answer the question. Calculated questions are designed using variables. Random values, based on a specific range, are automatically generated for each variable in the question.

1. Select **Calculated**.
2. *Optional:* enter the **Title of Question**.
3. Enter the **Question Wording**.
4. Enter or create the **Formula**. Variables must be specified in [brackets].
5. Select **Variable Properties** and **Answer Properties**.
6. Select **Value/Answer Sets**.
7. Enter the **Point Value**.
8. Select where you want the question in the test: **Add to End of List** or **Insert into List**.



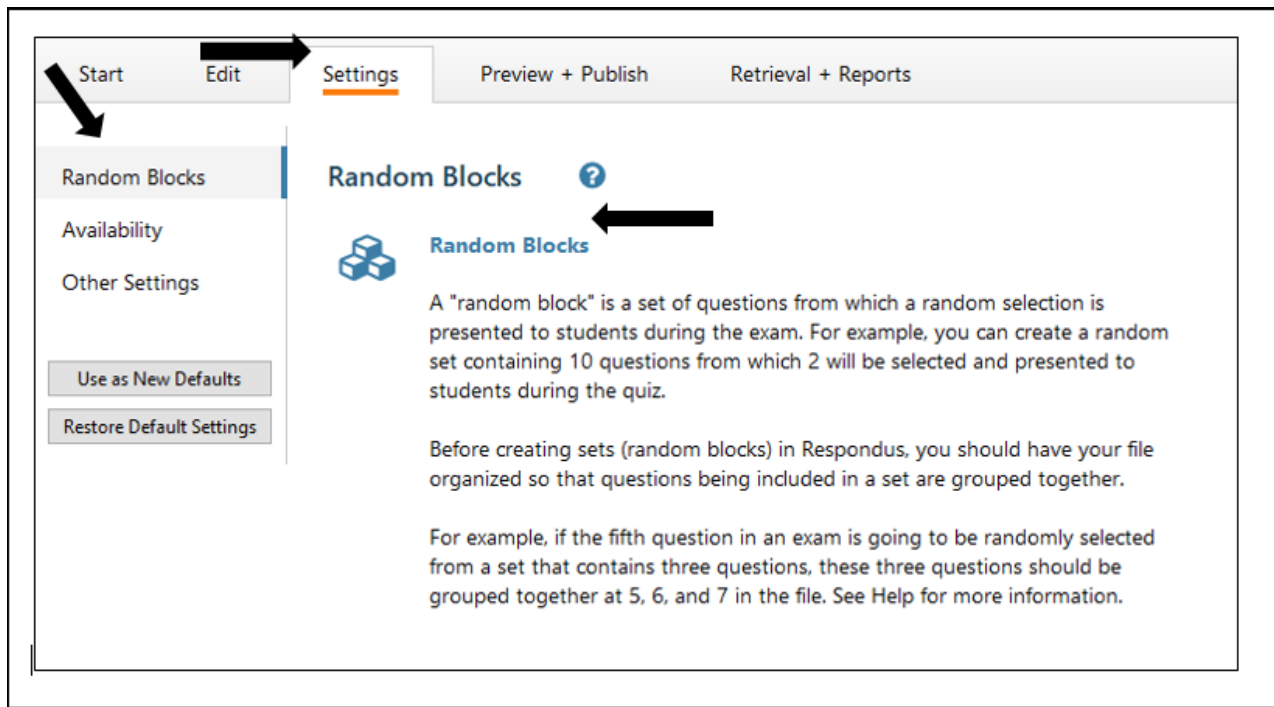
Settings: Random Blocks, Availability Settings, and Other Settings

Random Blocks

A Random Block is a group of questions from which a random selection is presented to students during the exam. For example, you can create a Random Block containing 10 questions from which two of the questions will be selected and presented to students during the quiz.

Before creating a Random Block in Respondus, it is important to have your file organized so that questions you want included in the Random Block are grouped together.

1. Open the Respondus exam that you want to create the Random Block in.
2. Select the **Settings** tab, select **Random Blocks**, then click **Random Blocks**.



3. Complete the Random Blocks form, click **Add New Set**, then click **OK**.

Random Blocks
✕

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

OK

Total Items: 0 Points: 0.0

Cancel

Add New Set
 Modify or Delete Existing Set: v

Enter the number of the FIRST question to be used in the set

Enter the number of the LAST question to be used in the set

How many questions in this set should be randomly selected during the exam?

All
 Select Number:

Enter the point value that should be used for questions in this set

Add New Set
Help

#	Set	Title	Format	Question Wording
-				
-				

4. The letter assigned to the Random Block will appear next to the question title.

Random Blocks
✕

Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 13 Points: 130.0

OK
Cancel

Add New Set
 Modify or Delete Existing Set:
 A
v

Enter the number of the FIRST question to be used in the set

Enter the number of the LAST question to be used in the set

How many questions in this set should be randomly selected during the exam?

All
 Select Number:

Enter the point value that should be used for questions in this set

Add New Set
Help

#	Set	Title	Format	Question Wording
4	A	Machiavelli	True - False	Machiavelli is the author of <i>Il Principe</i> , which describes the n
5	A	Laws of Motion	Mult. Answer	Newton's three famous laws of motion include these concep
6	A	Smallpox	Mult. Choice	Who discovered the vaccine for smallpox?
7	A	Penicillin	Mult. Choice	Who is credited for discovering the antibacterial medicine pe
8	A	Psychoanalysis	Mult. Choice	Who is considered to be the founder of <i>psychoanalysis</i> ?
9	B	New World	Mult. Answer	Who are the first two European mariners credited for sailing
10	B	South Pole	Mult. Choice	Who is credited as being the first person to reach the South
11	B	Wireless radio	Mult. Choice	Who is credited for inventing the wireless radio?
12	B	First computer	Fill in Blank	In 1946, J. Presper Eckert and John Mauchly created the first
13	B	Louisiana Purchase	Mult. Choice	In 1803, the U.S. acquired the Louisiana Purchase from

NOTE To modify an existing Random Block, select the **Modify or Delete Existing Set** radio button and select its letter from the pull-down menu.

Availability Settings

You can adjust several of the Blackboard quiz settings in Respondus before you upload the exam.

1. Select the **Settings** tab, then select **Availability**.
2. Select the settings you want for your exam.

Availability ?

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

Instructions:

Open in a new window
 Make exam visible to students (in content area chosen at time published)
 Add a new announcement for the exam
 Allow multiple attempts: Number (leave blank for unlimited)
 Force Completion: Students must complete the assessment the first time it is launched
 Set time limit for Exam: Hours Minutes
 Auto-submit when time limit expires

	MM/DD/YYYY	HH:MM
<input type="checkbox"/> Display (make visible) After:	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input type="checkbox"/> Display Until:	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input type="checkbox"/> Due Date	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/>

Password protect - students must enter password before taking the exam.
 Enter password (spaces are not allowed).

Other Settings

You can adjust several of the Blackboard quiz settings in Respondus before you upload the exam.

1. Select the **Settings** tab, then select **Other Settings**.
2. Select the settings you want for your exam.



Other Settings ?

When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.

Self-Assessment

Include this test in Gradebook score calculations
 Hide the score of this test from the Gradebook

Feedback Options

Rule 1

Score Per Question All Answers Correct Submitted Feedback Show Incorrect Questions

Rule 2

Score Per Question All Answers Correct Submitted Feedback Show Incorrect Questions

Question Presentation

All at once
 One question at a time Prohibit Backtracking
 Randomize Questions: Randomize question order for each assessment attempt

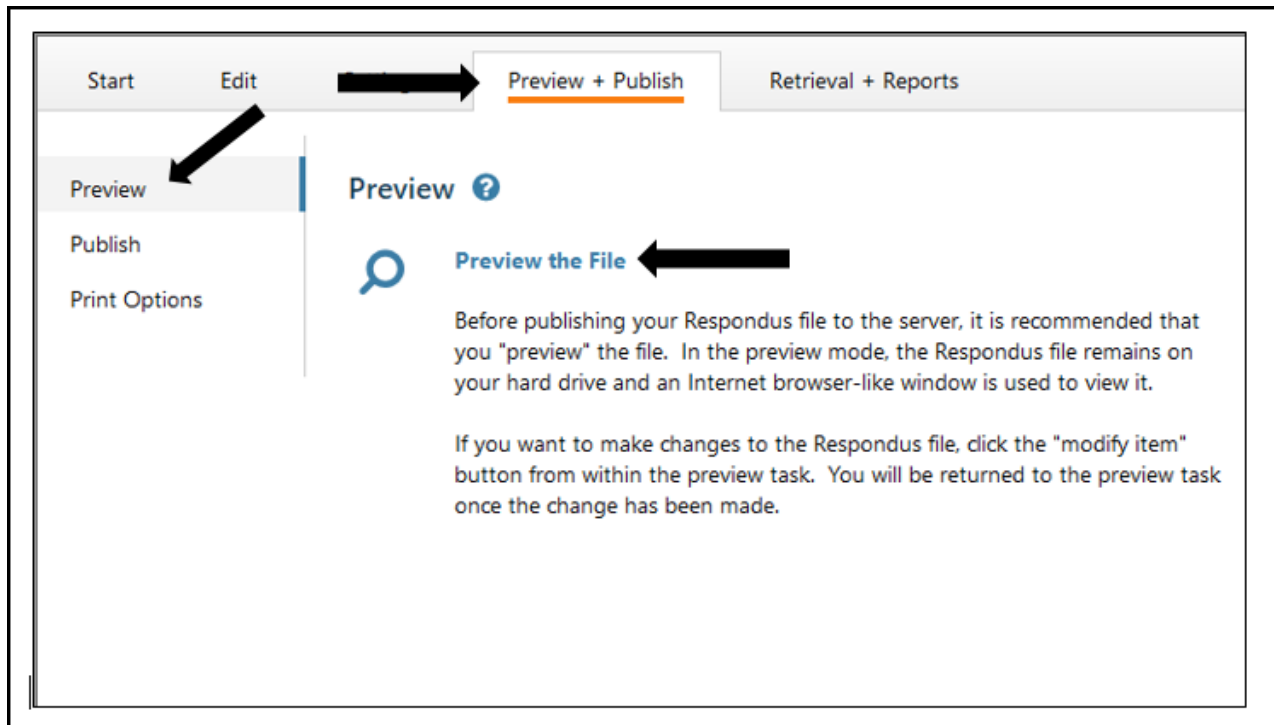
Answer Numbering (only applies to Multiple Choice, Multiple Answer, Ordering, Opinion Scale, and Matching questions)

Preview and Publish

Preview Exam Questions

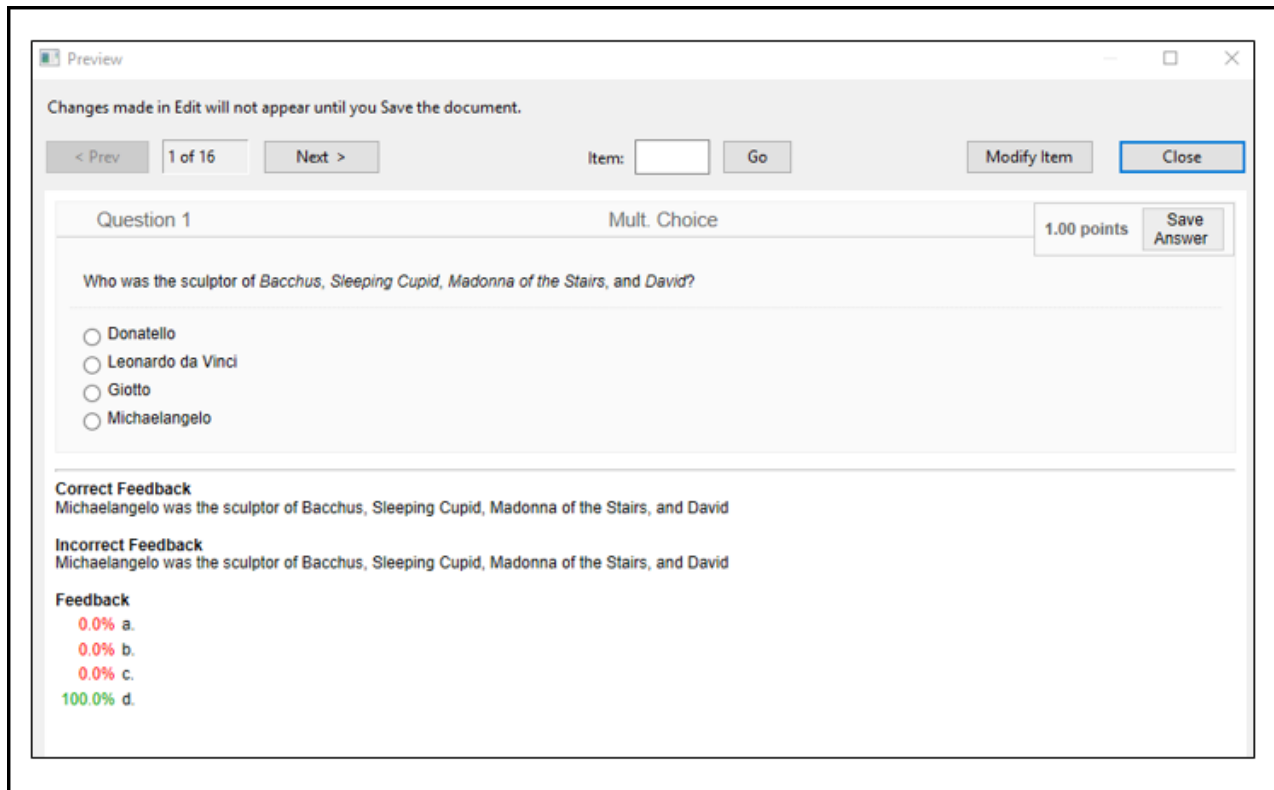
Before you publish your quiz in Blackboard, it is a good idea to preview it to check for any inconsistencies and to make modifications before it is uploaded (published) to Blackboard.

1. Select the **Preview + Publish** tab, select **Preview**, then click **Preview the File**.



2. The preview window shows one question at a time.

- To go to a specific question, enter the question number in the **Item** box and click the **Go** button.
- To scroll through the questions as they are listed in the file, click the **Previous** and **Next** buttons.
- To modify a specific question, click the **Modify Item** button.

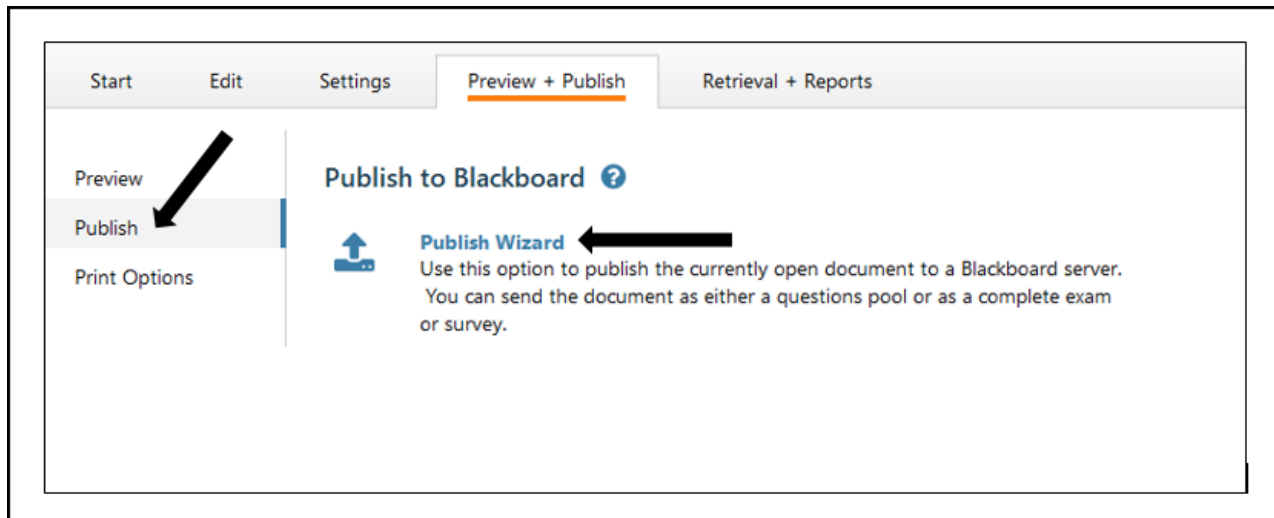


3. Click the **Close** button when you have completed previewing and modifying your questions.

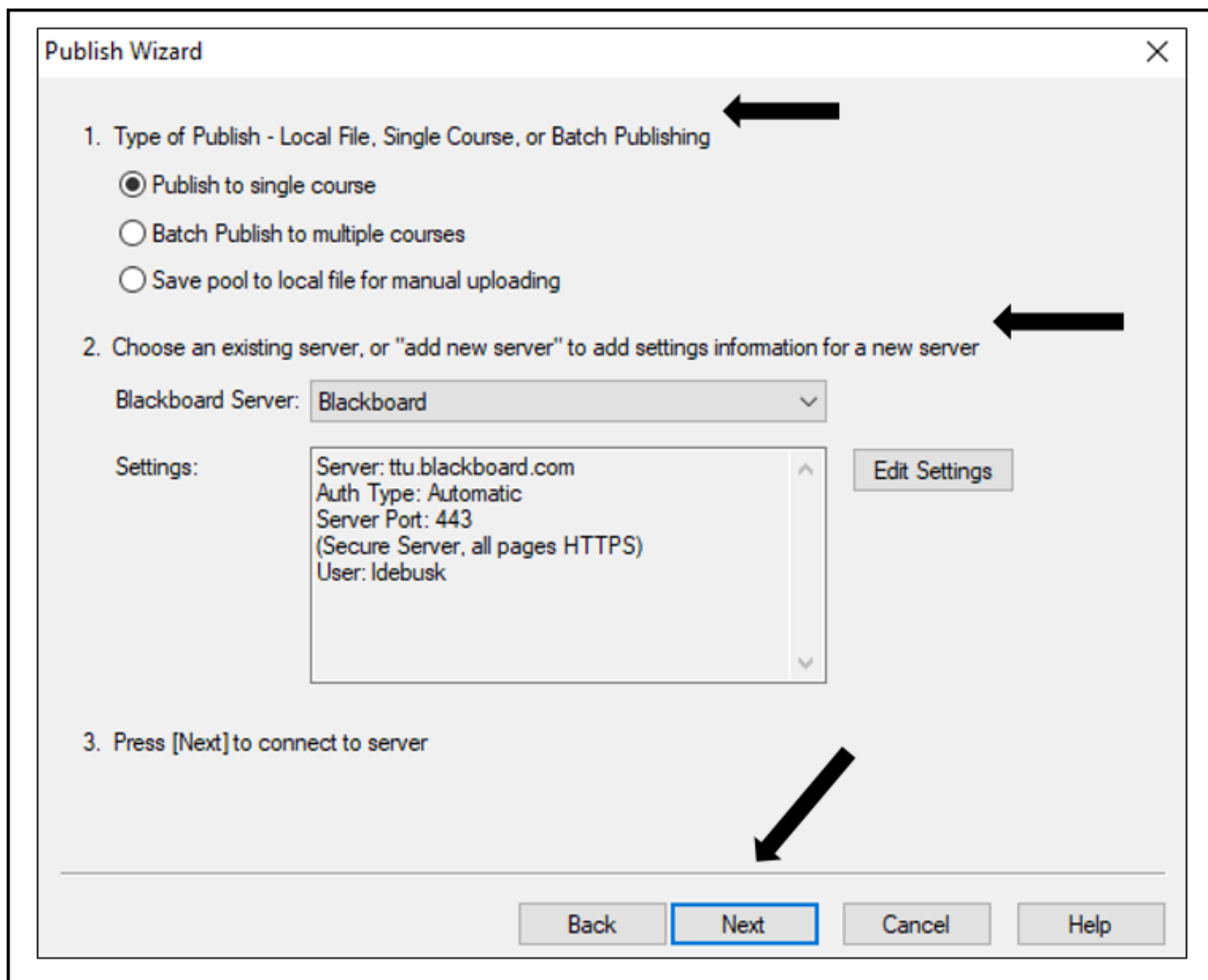
Publish Exam to Blackboard

Once your questions have been added, the settings have been updated, and the exam has been previewed, you can publish your exam to Blackboard. Before publishing, make sure that the file you are currently working with is the one you want to upload to Blackboard.

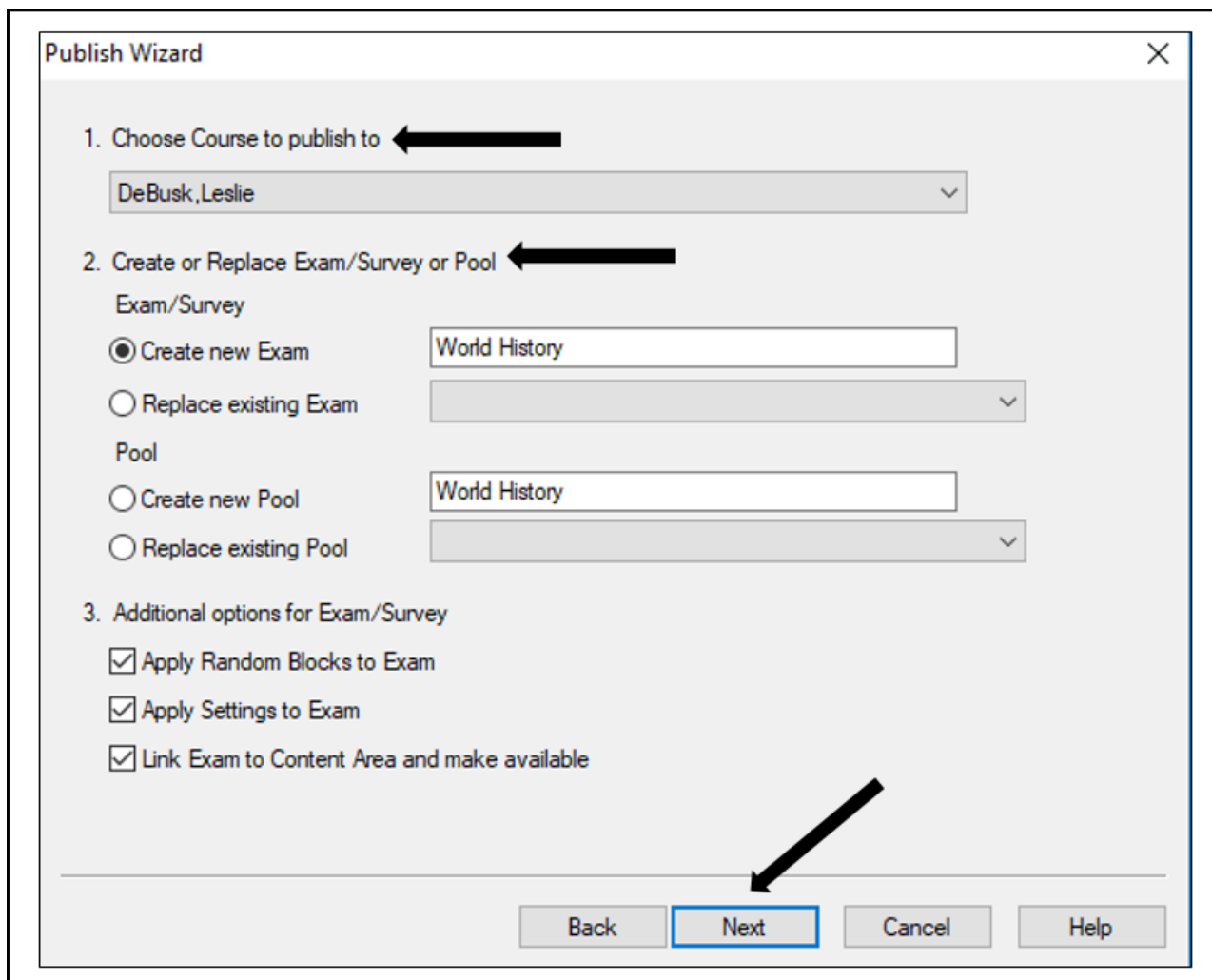
1. Select the **Preview + Publish** tab, select **Publish**, then click **Publish Wizard**.



2. Select the **Type of Publish** – publishing the exam to just one course or publishing to several courses at the same time.
3. Select the **Blackboard Server** you have set up.
4. Click **Next**.



5. Select the **Course** you want upload the exam to from the pull-down menu.
6. Select the radio button to create a new exam or replace an existing; or, select the radio button to create a new pool or replace an existing pool.
7. Leave the other settings as the defaults.
8. Click **Next**.



Publish Wizard

1. Choose Course to publish to

DeBusk, Leslie

2. Create or Replace Exam/Survey or Pool

Exam/Survey

Create new Exam World History

Replace existing Exam

Pool

Create new Pool World History

Replace existing Pool

3. Additional options for Exam/Survey

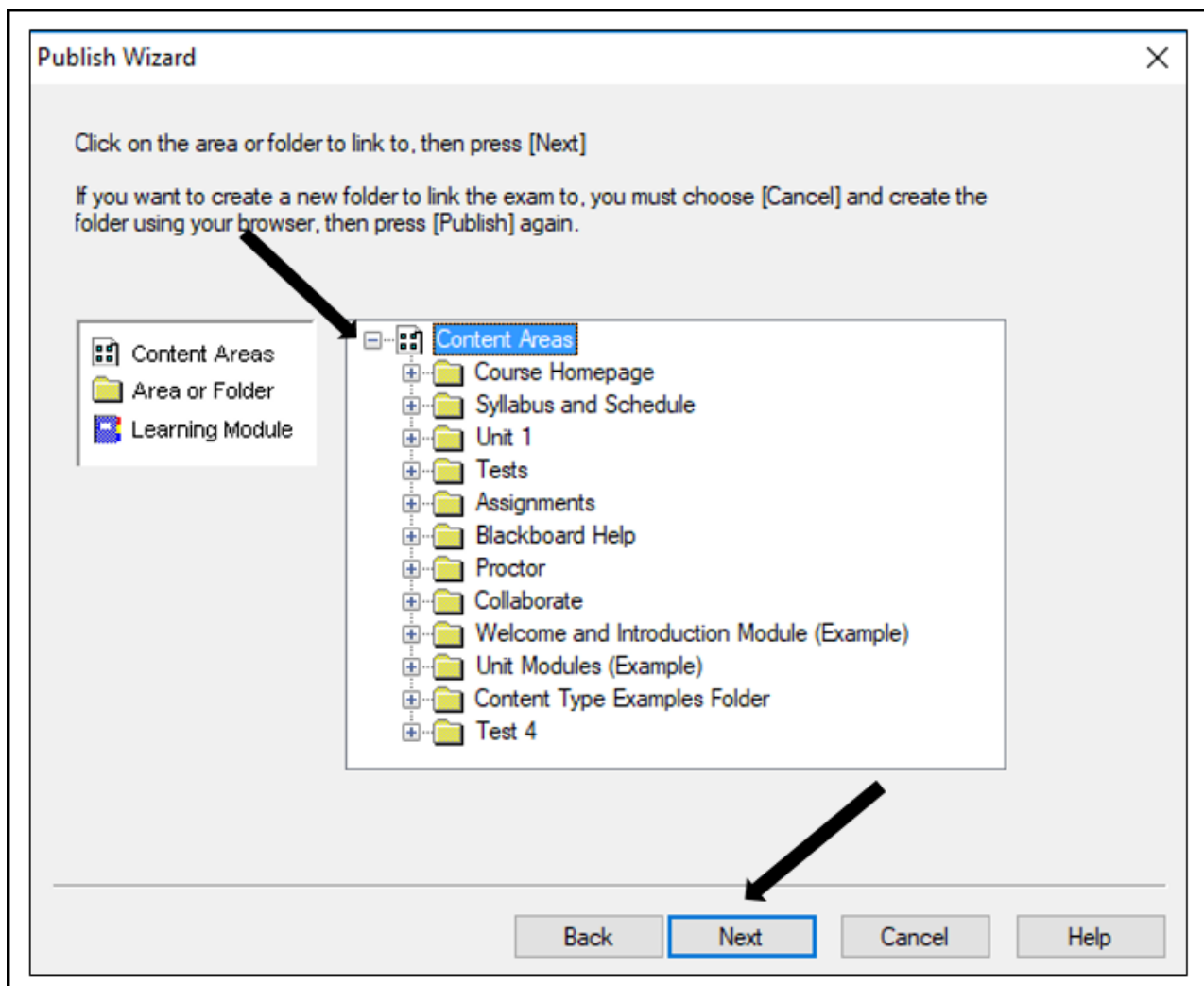
Apply Random Blocks to Exam

Apply Settings to Exam

Link Exam to Content Area and make available

Back Next Cancel Help

9. Select the **Content Area** where you want to put the exam.
10. Click **Next**.



11. Click **Finish** when the “Completed successfully” message appears in the status box.

Print Options

1. Select the **Preview + Publish** tab, then select **Publish Options**.
2. To print an exam, click the **Print Preview** button or the **Send to Printer** button.

Print Options ?

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

1. Select format:

Exam Settings

Exam with Answer Key Settings

Answer Key only Settings

2. Top of Page Contents (Headers)

Edit Headers Preview - no headers -

3. Randomize Questions Do not Randomize

Apply Random Blocks from Settings

Randomize question order (including Random blocks if applicable)

Randomize answer choices within each question

Group questions by type (Multiple Choice, etc.)

4. Questions to be included: from to (leave blank to include all)

Print Preview Save to File Send to Printer

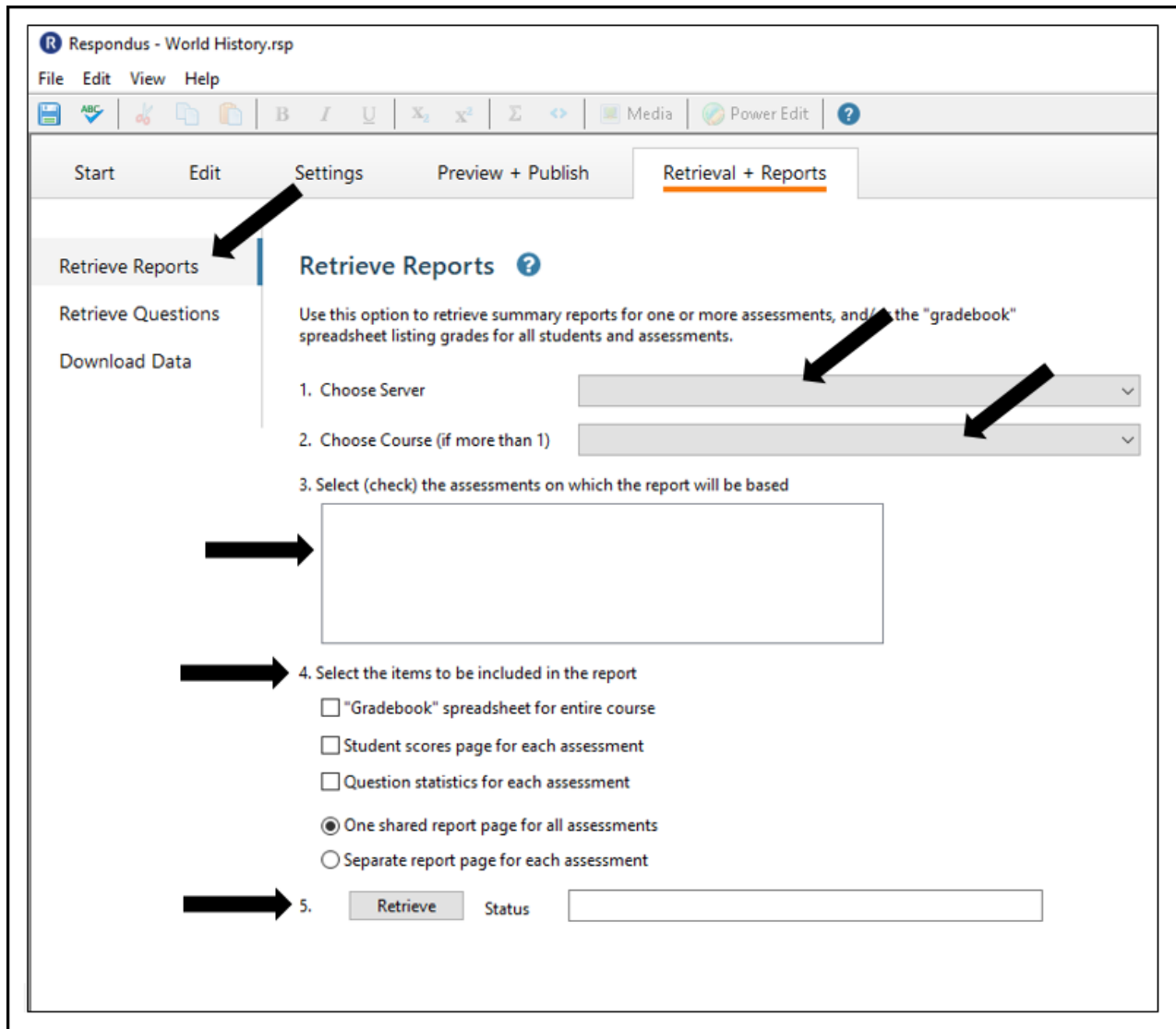
Retrieval and Reports

Retrieve Reports

You can use this option to retrieve student information and summary statistics for a specific quiz or survey that your students have taken. Please note that you can gather the same information from Blackboard.

1. Select the **Retrieval + Reports** tab, then select **Retrieve Reports**.

2. Select the **Server** from the pull-down menu.
3. Select the **Course** from the pull-down menu.
4. Select the **Assessments** (exam or quiz) you want in the report.
5. Select the **Items** (i.e., the exact data you want to retrieve).
6. Click the **Retrieve** button. The results will display in an HTML page that you can save to your computer.



The screenshot shows the Respondus software interface for 'World History.rsp'. The 'Retrieve Reports' tab is active. The interface includes a sidebar with 'Retrieve Reports', 'Retrieve Questions', and 'Download Data'. The main content area has a title 'Retrieve Reports' and a description: 'Use this option to retrieve summary reports for one or more assessments, and/or the "gradebook" spreadsheet listing grades for all students and assessments.' Below this are three numbered steps:

1. Choose Server [Dropdown menu]
2. Choose Course (if more than 1) [Dropdown menu]
3. Select (check) the assessments on which the report will be based [Empty list box]

Step 4 is 'Select the items to be included in the report', with four options:

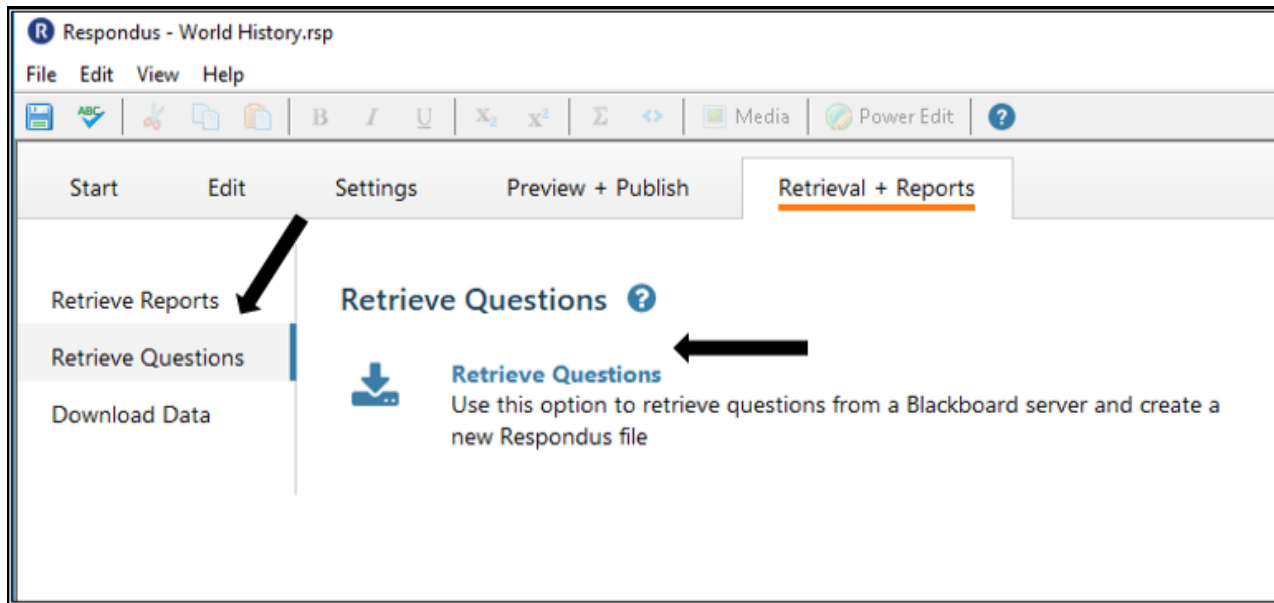
- "Gradebook" spreadsheet for entire course
- Student scores page for each assessment
- Question statistics for each assessment
- One shared report page for all assessments
- Separate report page for each assessment

Step 5 is 'Retrieve', with a 'Retrieve' button, a 'Status' label, and an empty text input field.

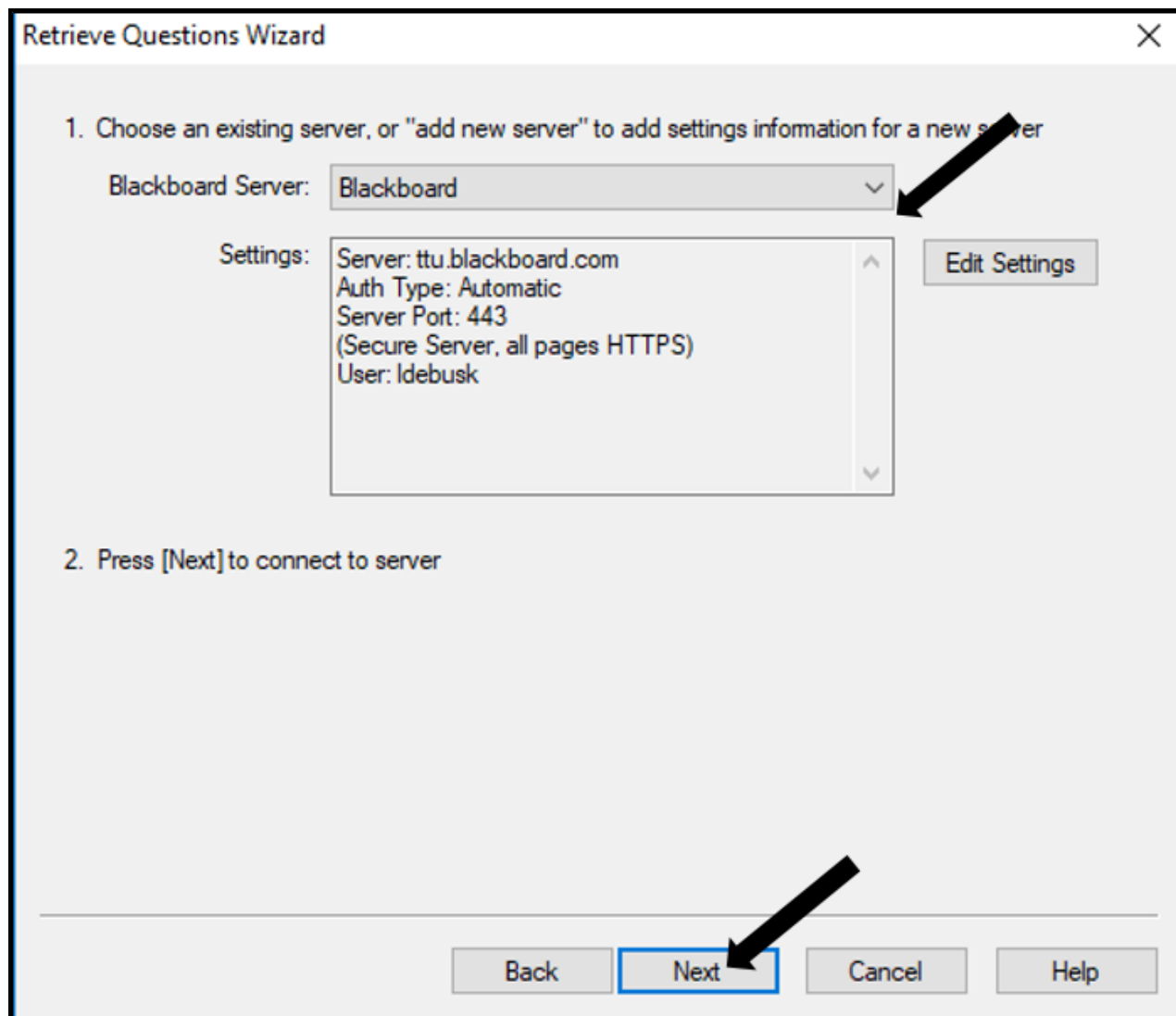
Retrieve Questions

Use this option to retrieve questions from an existing Blackboard quiz and save them as a new file in Respondus.

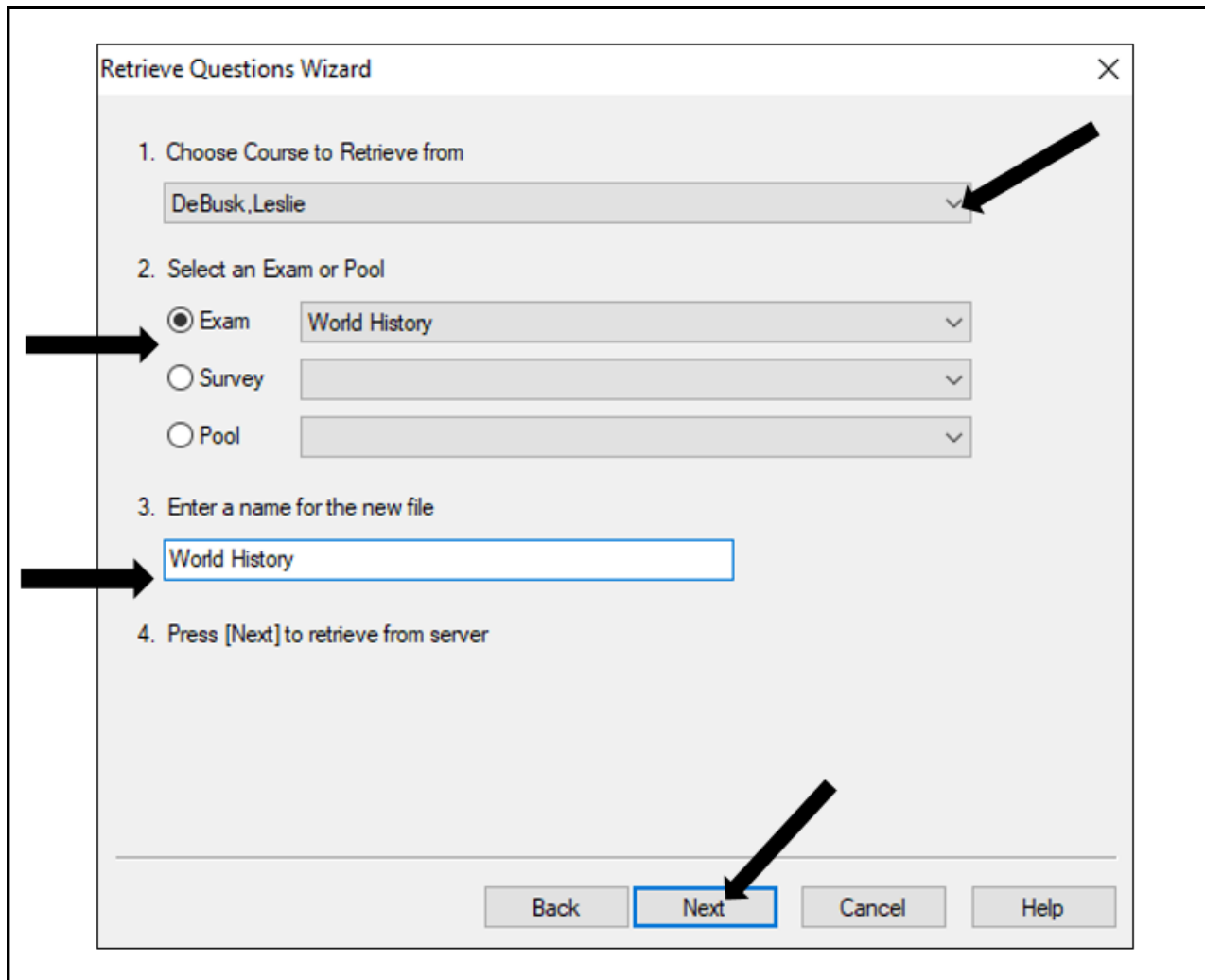
1. Select the **Retrieval + Reports** tab, select **Retrieve Questions**, then click **Retrieve Questions**.



2. Select the **Server** from the pull-down menu, then click **Next**.



3. Select the **Course** you want to retrieve the questions from.
4. Select the **Exam**.
5. Enter a **Name** for the file.
6. Click **Next**.



Retrieve Questions Wizard

1. Choose Course to Retrieve from
DeBusk, Leslie
2. Select an Exam or Pool
 Exam World History
 Survey
 Pool
3. Enter a name for the new file
World History
4. Press [Next] to retrieve from server

Back Next Cancel Help

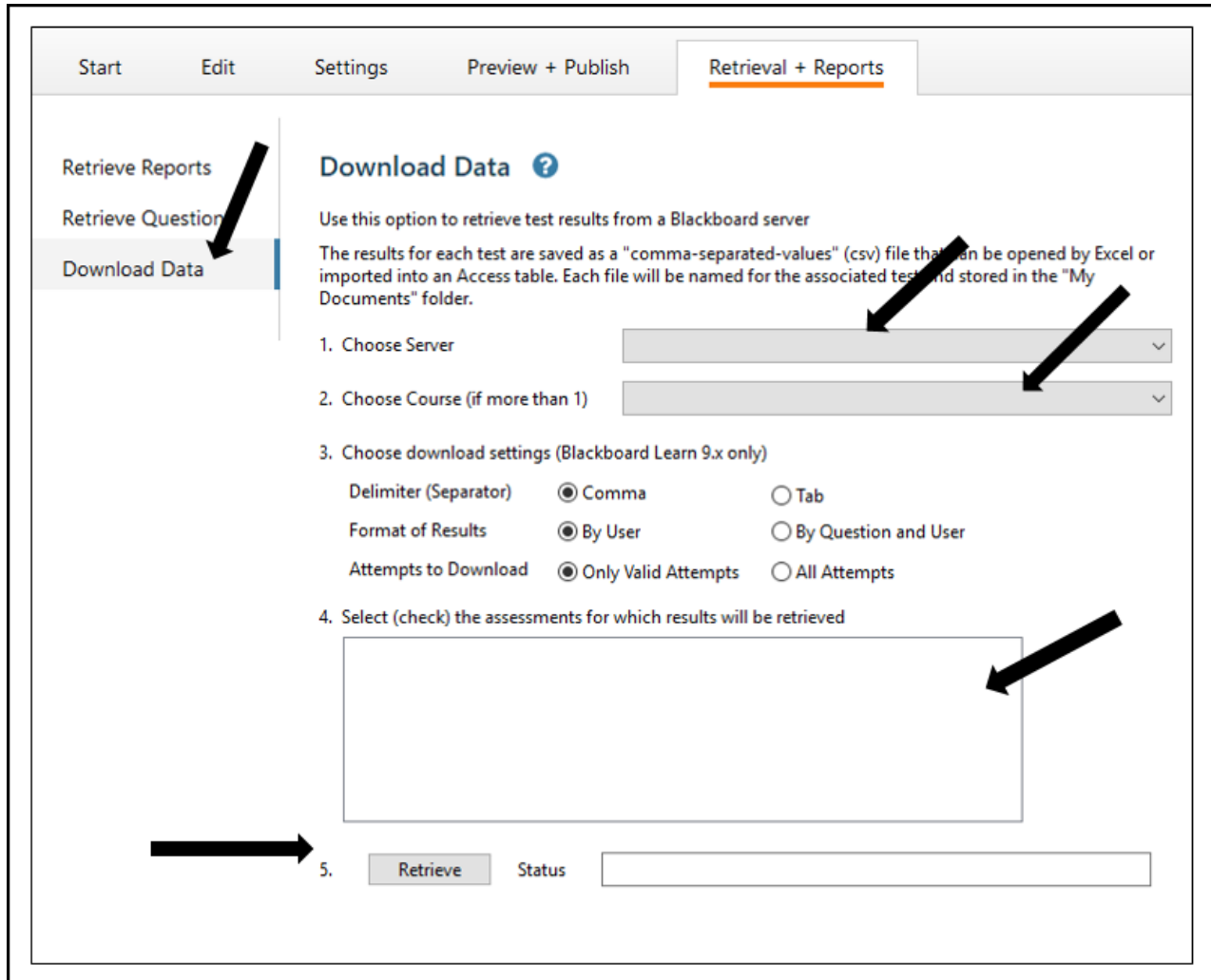
7. Click **Finish** when the “Completed successfully” message appears in the status box. The exam is saved in Respondus.
8. To open the file, select the **Start** tab and click **Open**. The file will be listed in the **Open Respondus File** list.

Download Data

You can download data from a specific quiz into a **.csv** (comma separated values) file that can be opened in MS Excel or imported into an MS Access table.

1. Select the **Retrieval + Reports** tab, then select **Download Data**.
2. Select the **Server** from the pull-down menu.
3. Select the **Course** from the pull-down menu.
4. Select the **Comma** radio button as the **Delimiter**.

5. Select the **Assessments** (exam or quiz) you want data for.
6. Click **Retrieve**. The .csv file will download to the My Documents folder on your computer.



The screenshot shows the 'Download Data' page in the Blackboard interface. The page has a top navigation bar with tabs: Start, Edit, Settings, Preview + Publish, and Retrieval + Reports (which is selected). On the left, there is a sidebar with three options: Retrieve Reports, Retrieve Question, and Download Data (which is selected). The main content area is titled 'Download Data' with a help icon. Below the title, there is a description: 'Use this option to retrieve test results from a Blackboard server. The results for each test are saved as a "comma-separated-values" (csv) file that can be opened by Excel or imported into an Access table. Each file will be named for the associated test and stored in the "My Documents" folder.'

The interface includes the following steps and controls:

1. Choose Server: A dropdown menu.
2. Choose Course (if more than 1): A dropdown menu.
3. Choose download settings (Blackboard Learn 9.x only):
 - Delimiter (Separator): Comma, Tab
 - Format of Results: By User, By Question and User
 - Attempts to Download: Only Valid Attempts, All Attempts
4. Select (check) the assessments for which results will be retrieved: A large empty rectangular box.
5. Retrieve: A button next to a 'Status' label and an empty input field.

Arrows in the image point to the 'Download Data' sidebar item, the 'Choose Server' dropdown, the 'Choose Course' dropdown, the 'Retrieve' button, and the assessment selection box.

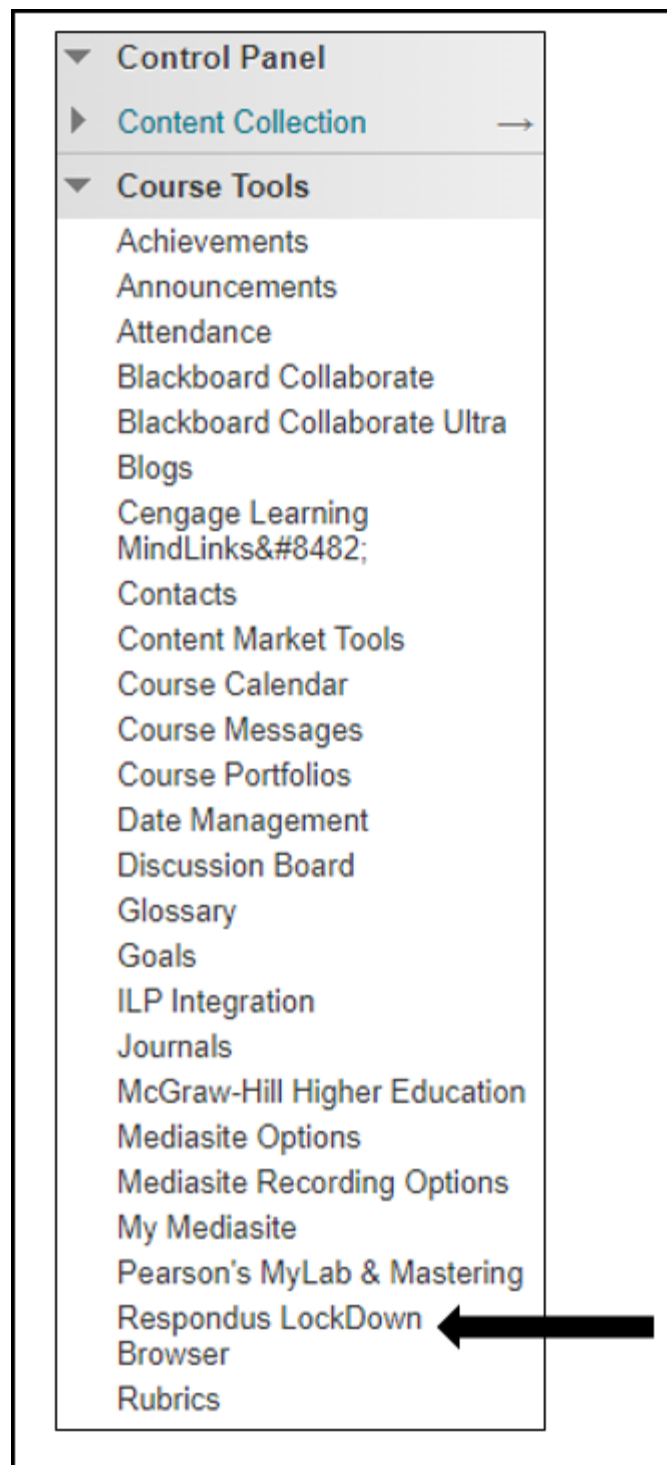
Respondus LockDown Browser

To require that students use the Respondus LockDown Browser to access a Blackboard assessment, two things must occur:

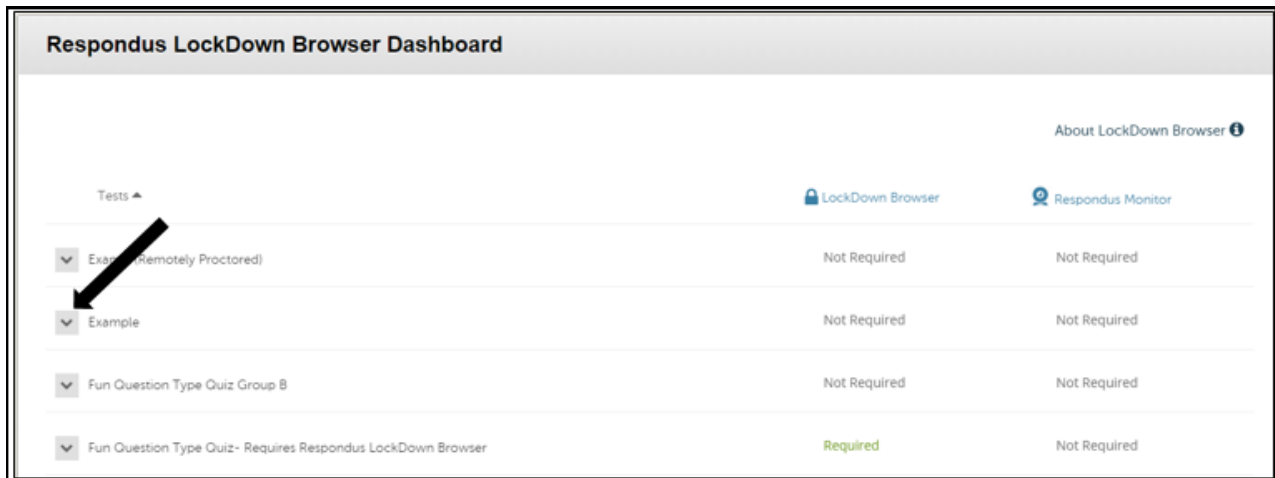
- The instructor must turn on the assessment setting that makes it accessible only with the Respondus LockDown Browser.
- The student's computer must have the Respondus LockDown Browser installed.

If the assessment is already in Blackboard, follow these steps to enable the LockDown Browser settings:

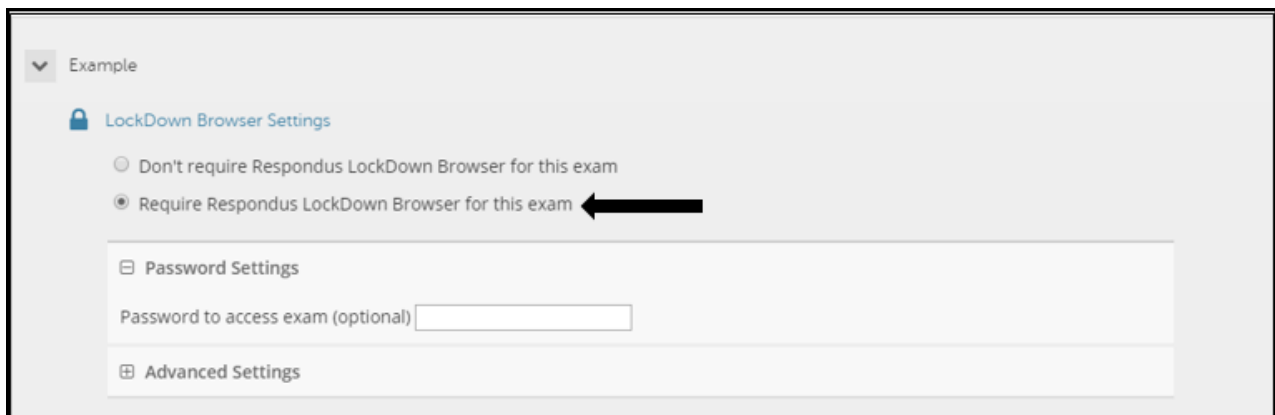
1. Go to the course that you want to use the Respondus LockDown Browser in.
2. In the Control Panel, click **Course Tools** and select **Respondus LockDown Browser**.



3. Click the pull-down menu next to the assessment you want to use the Respondus LockDown Browser with and click **Settings**.



4. Select **Require Respondus LockDown Browser for this exam.**



5. Click **Save + Close.**

Students will be required to use the Respondus LockDown Browser to access the assessment. If a student attempts to take the assessment using a browser other than Respondus, a warning message will be displayed letting them know that they must download the Respondus Lockdown browser. There will be a link displayed to direct the students.