



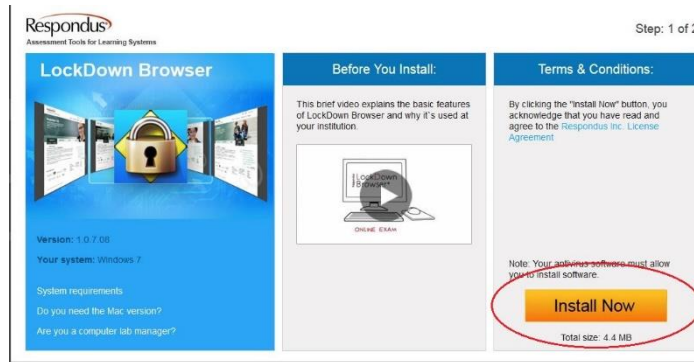
These instructions will guide you on installing and using Respondus LockDown Browser and Monitor.

If you have any questions or issues, please contact the Help Desk.

- Enter the Moodle quiz activity (it could be a quiz, test, or exam). It will have “Requires Respondus LockDown Browser + Webcam” in the activity title.
- You will be prompted to download the LockDown Browser if you have not already and provided a link to do so.



- You will be redirected to the Respondus website to download the file. Select the “Install Now” button and follow the prompts to save and install the file on your computer.



- After installing Respondus LockDown Browser, you must close all other internet browsers and programs before starting LockDown Browser and taking your quiz. The program will prompt you if you have not done so already.
- Open the Respondus LockDown Browser from the icon in your Start Menu or Desktop



- You will automatically go to Moodle and login as you normally would. Go to your appropriate course and quiz activity.
- Once you begin the quiz activity, you will be prompted to accept the terms of use. You will then be prompted to use your webcam and microphone verify that they are working.
  - You may then have to take image to verify your identity by taking a photo of your face and then an appropriate form of identification (Driver’s License, Student ID, or passport).
  - You may then be prompted to use your webcam to do an “Environment” check. Using your webcam, you will start recording around your work area to show that it is free of any items that are not allowed for the quiz (books, phones, calculators, etc. if applicable). Your instructor is responsible for informing you what is and is not allowed for your quiz activity.
  - Next you will be provided with any other information or instructions that the instructor has for the quiz activity.
- Once you begin the actual quiz activity, you will not be able to close the LockDown Browser until either the quiz activity is completed and submitted or time has expired (if applicable – there will be a timer visible in the upper left portion of your browser screen)
- Once the quiz activity is completed, you will be able to close the LockDown Browser.