



Faculty Tutorial:

Respondus LockDown Browser and Respondus Monitor

Overview

An ongoing concern in online education is ensuring the validity of online testing. In short, how can we be sure students aren't cheating and that the student who has registered for the course is the one actually taking the test? In order to be able to provide high-quality online courses to our students, we need to be able to address this issue. The following is one method that Indian Hills Community College uses for this.

When setting up an online test through MyHills, you may require your students to use the **free Respondus LockDown Browser**. You may also have them use **Respondus Monitor**, which uses a webcam to monitor their activity as they take a test. These two products work together.

Instructions

Please follow the steps below to better understand what LockDown Browser and Respondus Monitor are, how they work, what you need to tell students, and how to set them up in your own courses.

1. Watch this short video to get a basic understanding of LockDown Browser and the webcam feature.
Instructor Video (4 min): [Watch Video](#)
2. Now, watch this video to see how these tools are introduced to students.
Student Video (2 min): [Watch Video](#)
3. **Important:** Please read the PDF document "Respondus LockDown Browser: Instructions for Students," which tells students everything they need to know, but also contains vital information **for you**. This is the link you should always give students, when you want them to learn about LockDown Browser and Respondus Monitor: <http://www.indianhills.edu/lockdownbrowser>
4. Download the "[Respondus Syllabus Template](#)" document (MS Word). Copy and paste the text from that document into your own Course Syllabus. Please be sure this is in the syllabus of *every* course in which you require students to use the LockDown Browser, as it's vital that they know what will be expected of them ahead of time.
5. Watch the "Respondus Instructor Training" video to learn how to set up and use LockDown Browser and Respondus Monitor in your own courses in MyHills.
Instructor Training Video (1 hour): [Watch Video](#)
6. To add the Respondus LockDown Browser option to the "Course Tools" area of your course in MyHills, follow these steps: (1) Under "Course Management" on the left in your MyHills course, click "Customization" (2) Click "Tool Availability" (3) Scroll down the long list to "Respondus LockDown Browser" and click to check the box in the "Available" column (the first column) (4) Scroll back to the top, and click the red "Submit" button. Click "Course Tools" in the blue menu on the left. You should now see "Respondus LockDown Browser" in your list of Course Tools. The video in Step 5 (above) explains how to use this.

Additional Important Information

- A webcam, as well as audio headphones with a built-in microphone, are requirements listed in the [Computer Standards for IHCC Courses \(PDF\)](#), and have been required for online courses for years. They are also used for online interaction. The webcam can be built into a computer (as is the case with most laptop computers) or it can be the type that plugs into a computer with a USB cable. Suitable webcams and headphones are available for purchase from the [Indian Hills Bookstore](#).
- Supporting information for students, regarding LockDown Browser and Respondus Monitor, is also provided in the “**Before You Begin**” section of every course in MyHills. See the blue navigation menu on the left side of your course.
- **IMPORTANT:** Do **not** download a copy of LockDown Browser from elsewhere on the Internet, as those versions will not work at our college. Use the link provided below.
www.indianhills.edu/downloadlockdown

However, please do **not** distribute this link to students by itself, as it does not include sufficient information for students. **Always give them this link, instead:**

www.indianhills.edu/lockdownbrowser

- At this time, **on-campus computer labs**, such as those in the Academic Success Center, Testing Center, Centerville Campus, North Campus, and County Service Centers are equipped with LockDown Browser and a limited number of webcams. Students who wish to use these facilities to take tests that require Respondus Monitor should schedule their tests ahead of time with the appropriate facility to ensure webcam availability.
- **Any course** which has online tests in MyHills may make use of the LockDown Browser and Respondus Monitor, including on-campus and hybrid courses, not only purely online courses. However, please keep in mind the bullet item above regarding on-campus computer labs. If you are having your students take online tests using Respondus, *while on campus*, please ensure that the computers they are using are connected to the Internet **using cables, not wireless**, as the wireless network is not capable of handling that many connections at once using webcams.
- We strongly recommend that you create a simple **practice test** in your course for students to use to test their LockDown Browser and webcam setup without worrying about a grade. Just be sure you let students know what it’s for and put it where they will see it early in the course (perhaps in Learning Unit 1). See the [Faculty Tutorials](#) for instructions on how to create a test in MyHills.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk