

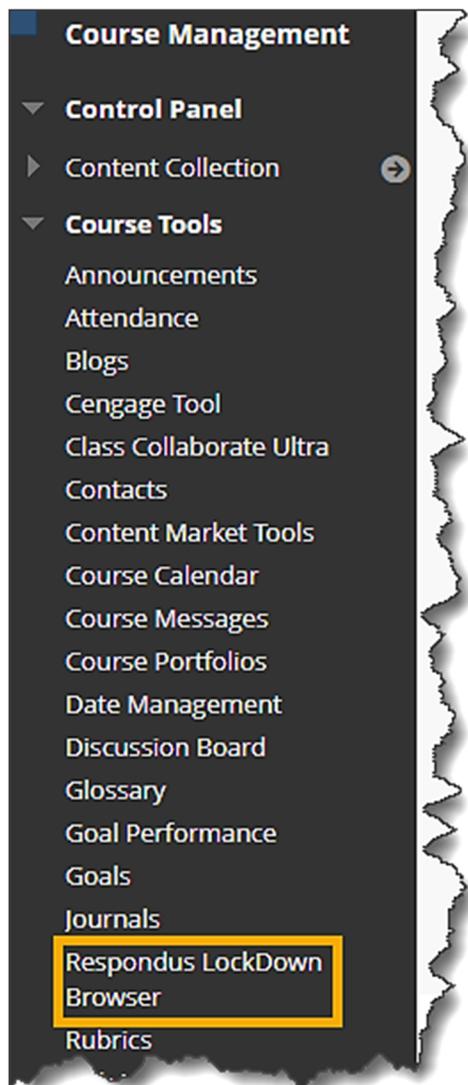
## Faculty Tutorial:

### Add LockDown Browser and Monitor to a MyHills Exam

**Purpose:** An ongoing concern in education is ensuring the validity of online testing. In order to be able to provide high-quality courses to our students, we need to be able to address this issue. That is why Indian Hills Community College requires that Respondus LockDown Browser *and* Respondus Monitor be enabled for all tests/exams taken within MyHills.

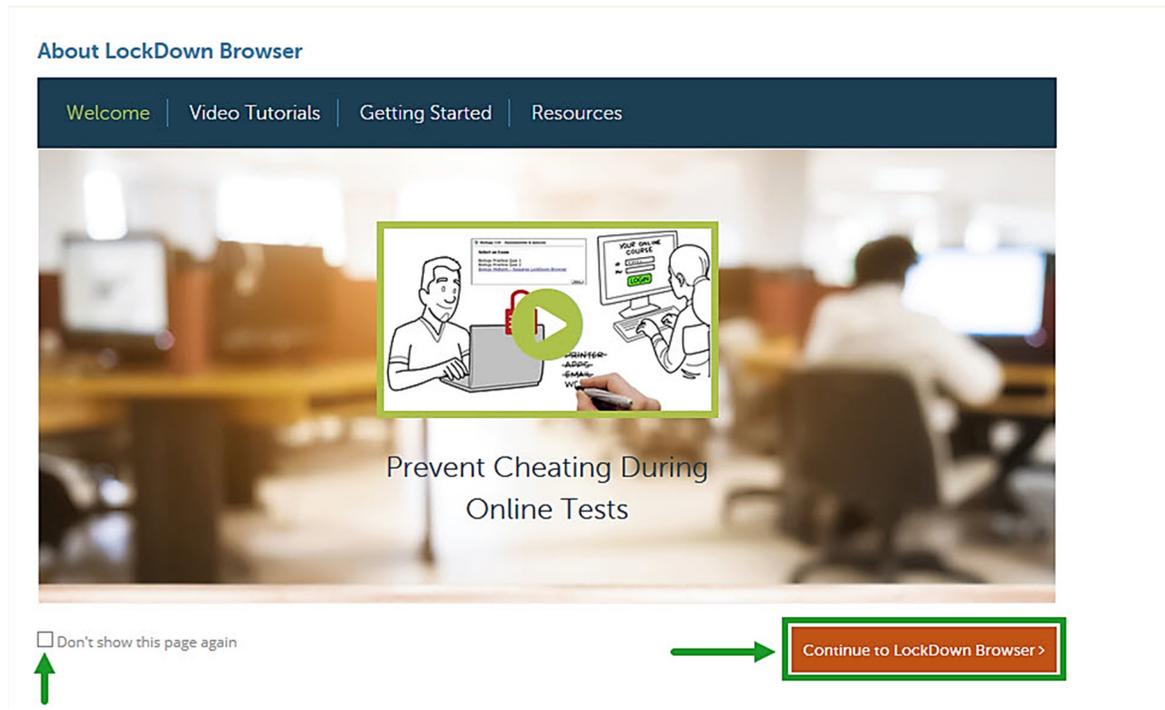
This tutorial demonstrates to faculty how to set up both Respondus LockDown Browser and Respondus Monitor.

After accessing your course in MyHills, select “**Course Tools**” in the “Course Management” menu. In the expanded “Course Tools” menu, select “**Respondus LockDown Browser.**”



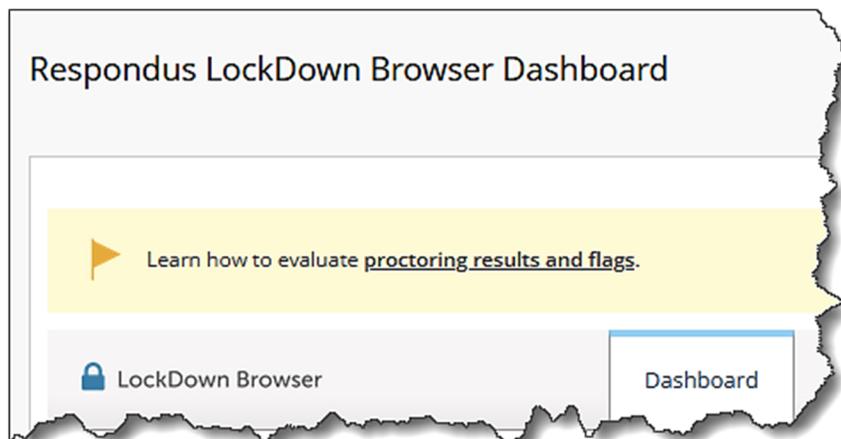
The first time you access the “Respondus LockDown Browser Dashboard,” the “About LockDown Browser” window may open. Here you will find additional information about Respondus, as well as tutorials on how to set up and use Respondus. Please use this resource as needed.

**Note: The tutorials available here were created by Respondus and show a generic Blackboard environment. For “MyHills” specific tutorials, please see the Faculty Tutorials page.**

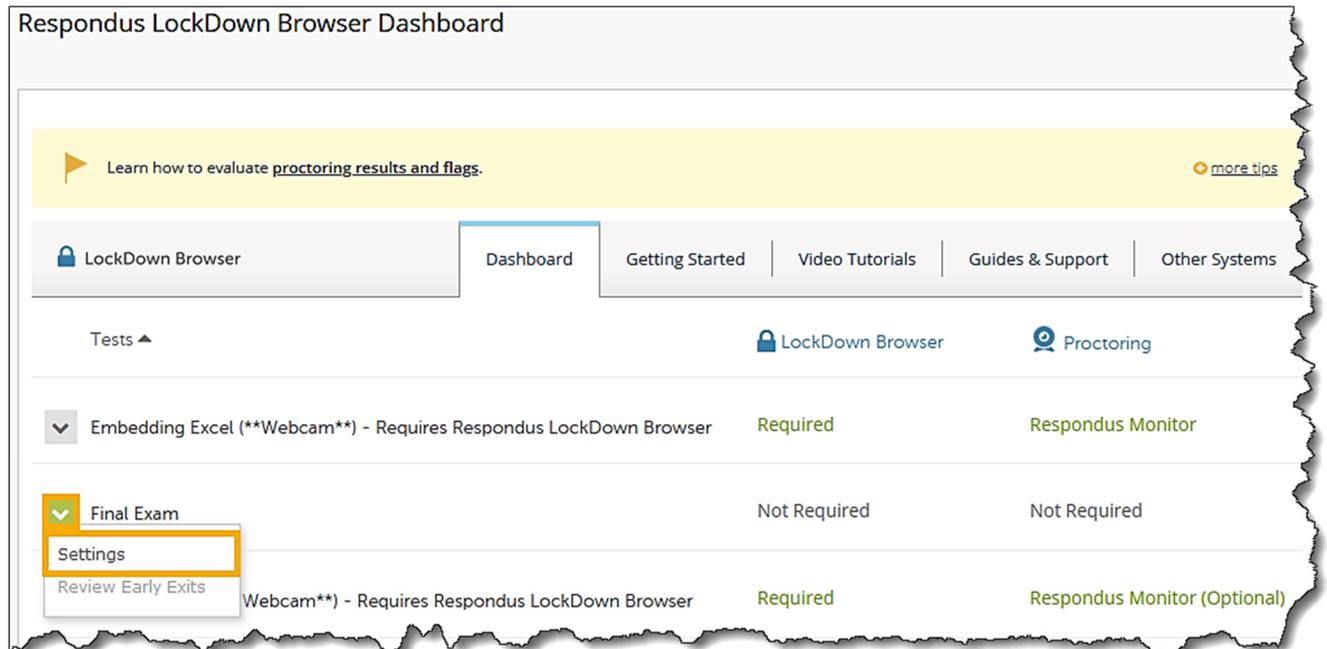


Once you are ready to set up Respondus, click “Continue to LockDown Browser >.”

**Note: If you no longer want the “About LockDown Browser” window to appear when accessing the Dashboard, check the box next to “Don’t show this page again.”**

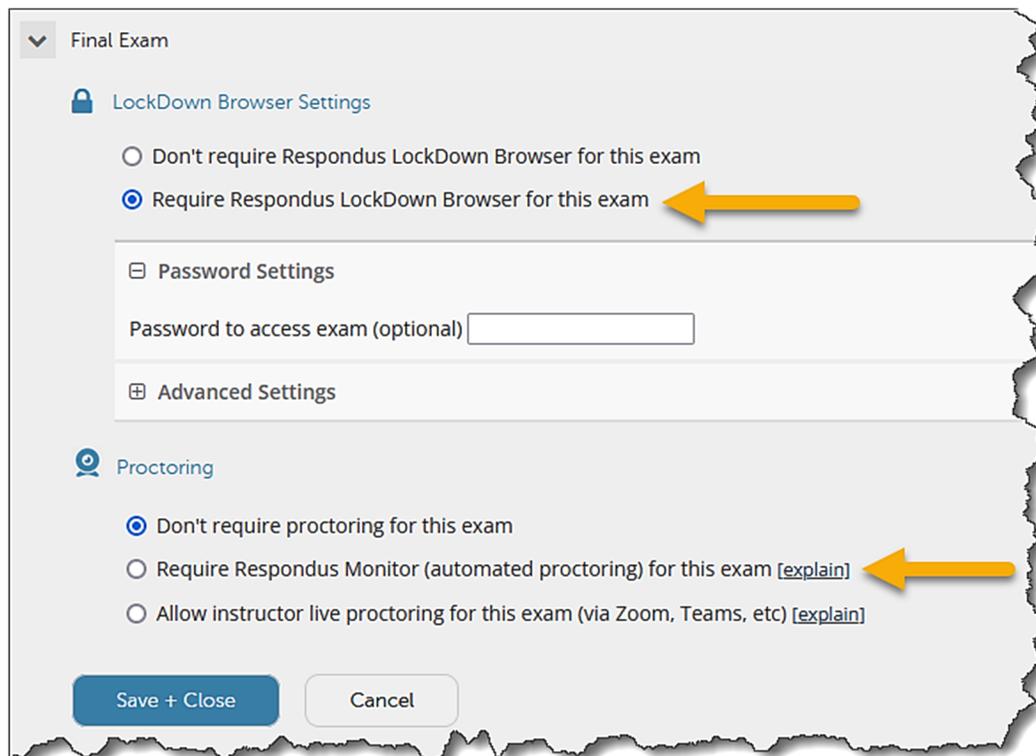


Click the drop-down arrow next to the exam to which you want to apply Respondus. Then, select **“Settings.”**



Select the radio button next to **“Require Respondus LockDown Browser for this exam.”**

If you also require students to take the exam with **Respondus LockDown Monitor**, select the radio button next to **“Require Respondus Monitor (automated proctoring) for this exam.”**



**Note: Once Respondus Lockdown Browser has been added to a test, a default password is added to the “Test Options” page in *Blackboard* (see image below). This password is necessary for Respondus to work properly, so do not delete, change, or uncheck this setting. When Respondus is required, the Blackboard password is *not* the password you will give to proctors. The *Respondus* password (explained in previous step) is the password given to proctors. NEVER give *either* password to students.**

**This image is from the Blackboard “Test Options” page; not from the Respondus Dashboard.**

Test Options  
*Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)*

\* Indicates a required field.

**TEST INFORMATION**

\* Name  
LU02: Quiz (\*\*Webcam\*\*)

Choose Color of Name  
[Red]

Display After 07/23/2024 10:41 AM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

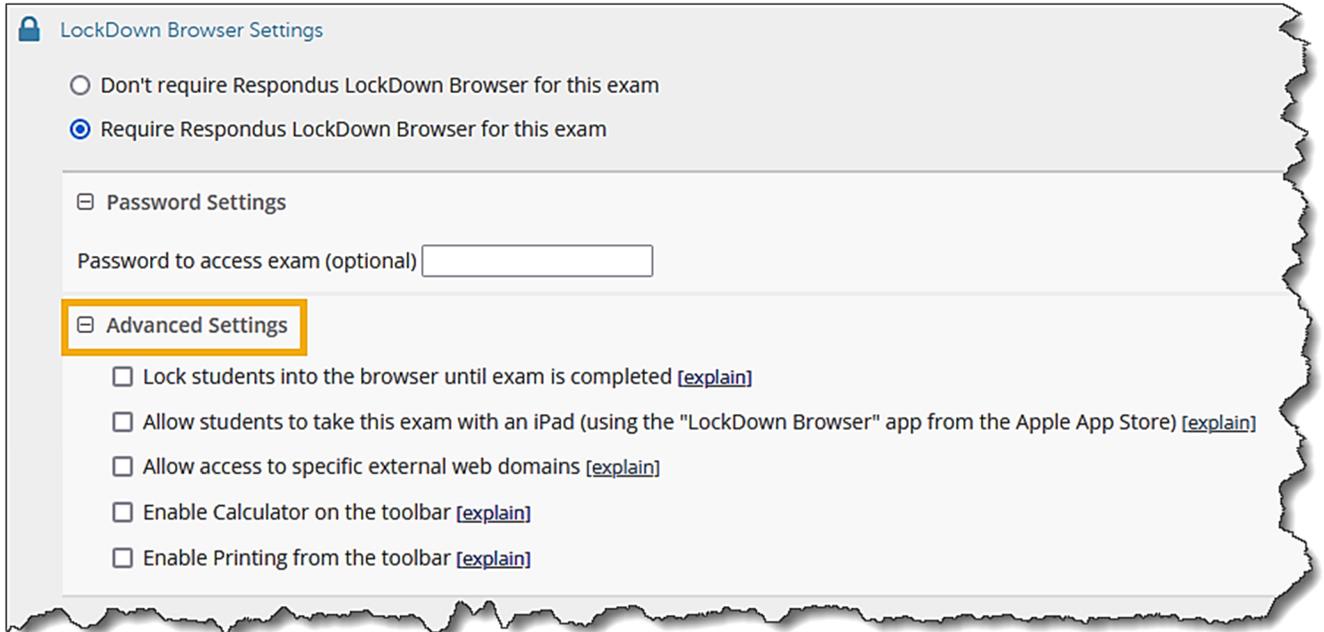
Display Until 07/23/2024 10:42 AM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Password c2804dfd34ebe7  
*Require a password to access this test.*

To view additional Respondus *LockDown Browser* options, click “[+] Advanced Settings.”

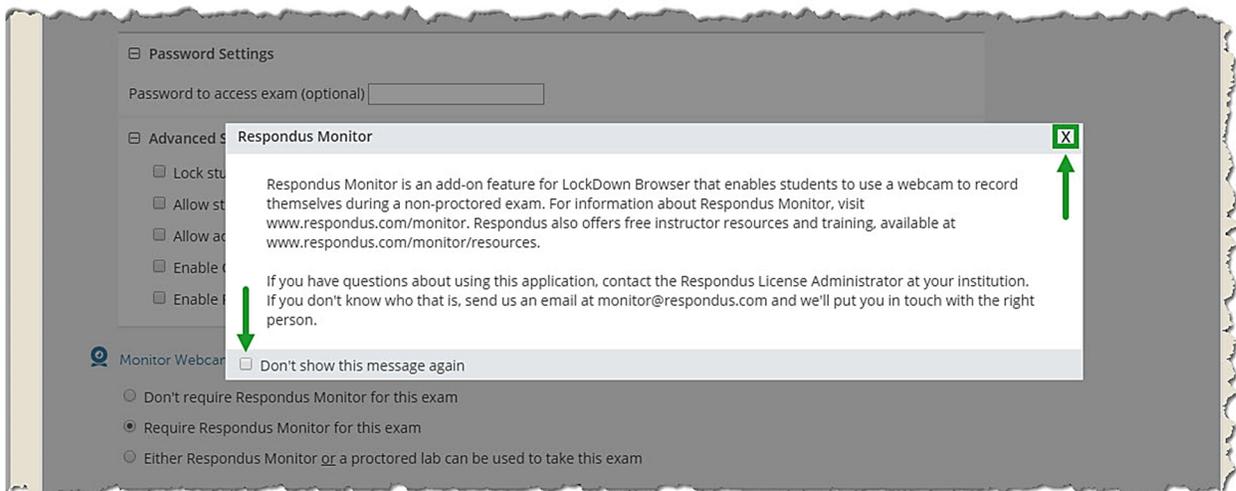
Then, check the box(es) next to the setting(s) you want to enable.

**Note: These settings are not required, but may be added if desired. Select “explain” to learn more about each setting.**



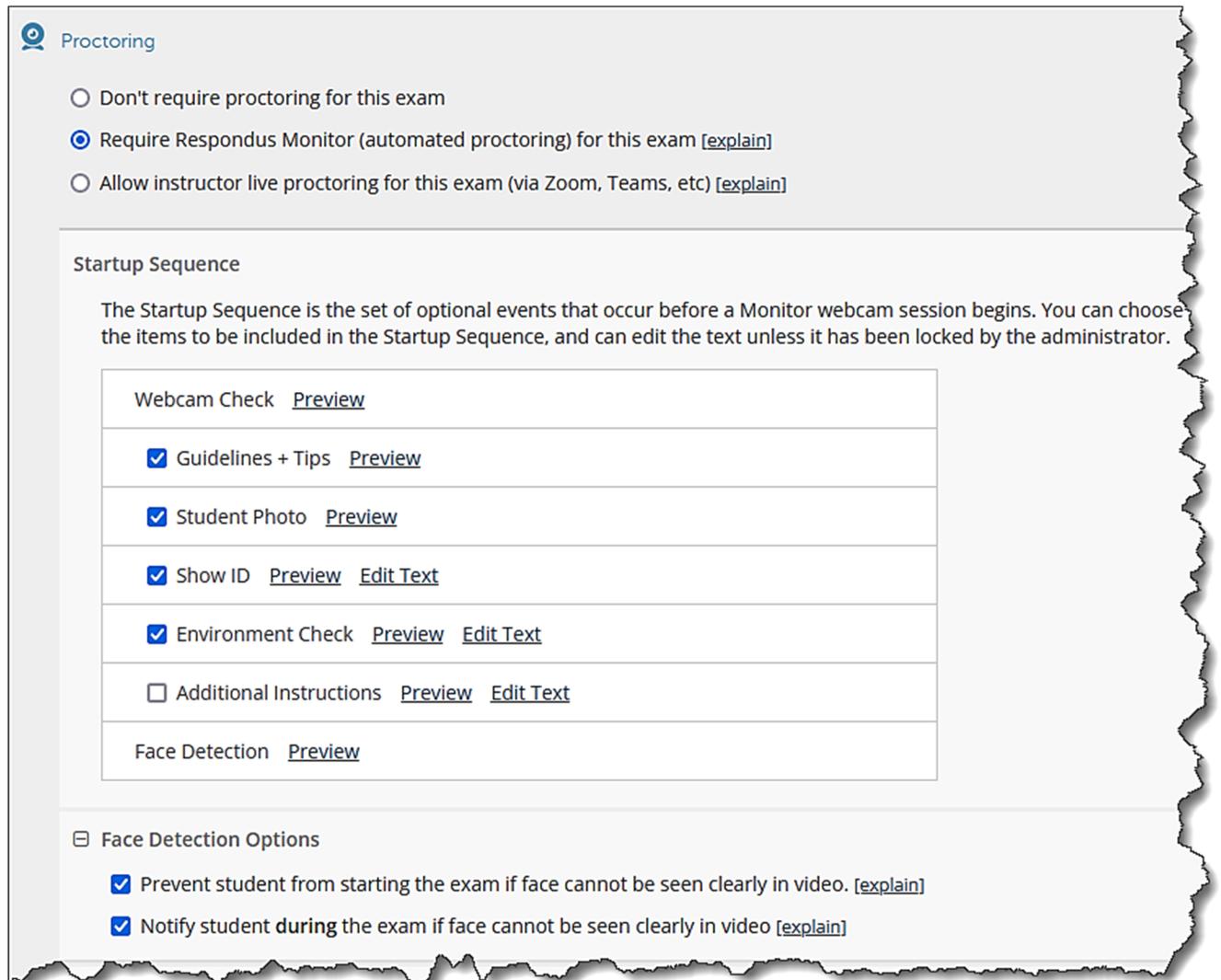
A pop-up window containing a message about Respondus Monitor *may* appear. Click the “X” in the upper-right corner to close this window.

**Note: If you do not want to see this message again, check the box next to “Don’t show this message again.”**



If you have also enabled Respondus Monitor, review the options in the **Startup Sequence**.

By default, all options under “Startup Sequence” are selected. You may choose, edit, or reorder items as needed. However, it is recommend that “Student Photo,” “Show ID,” and “Environment Check” remain selected.



The screenshot shows the 'Proctoring' settings page. At the top, there are three radio button options: 'Don't require proctoring for this exam', 'Require Respondus Monitor (automated proctoring) for this exam' (which is selected), and 'Allow instructor live proctoring for this exam (via Zoom, Teams, etc)'. Below this is the 'Startup Sequence' section, which includes a descriptive paragraph and a list of items with checkboxes and links. The items are: 'Webcam Check' (no checkbox), 'Guidelines + Tips' (checked), 'Student Photo' (checked), 'Show ID' (checked), 'Environment Check' (checked), 'Additional Instructions' (unchecked), and 'Face Detection' (no checkbox). At the bottom of the screenshot is the 'Face Detection Options' section, which has two checked options: 'Prevent student from starting the exam if face cannot be seen clearly in video' and 'Notify student during the exam if face cannot be seen clearly in video'.

**Proctoring**

Don't require proctoring for this exam

Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

**Startup Sequence**

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

Webcam Check	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Guidelines + Tips	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Student Photo	<a href="#">Preview</a>
<input checked="" type="checkbox"/> Show ID	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/> Environment Check	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input type="checkbox"/> Additional Instructions	<a href="#">Preview</a> <a href="#">Edit Text</a>
Face Detection	<a href="#">Preview</a>

**Face Detection Options**

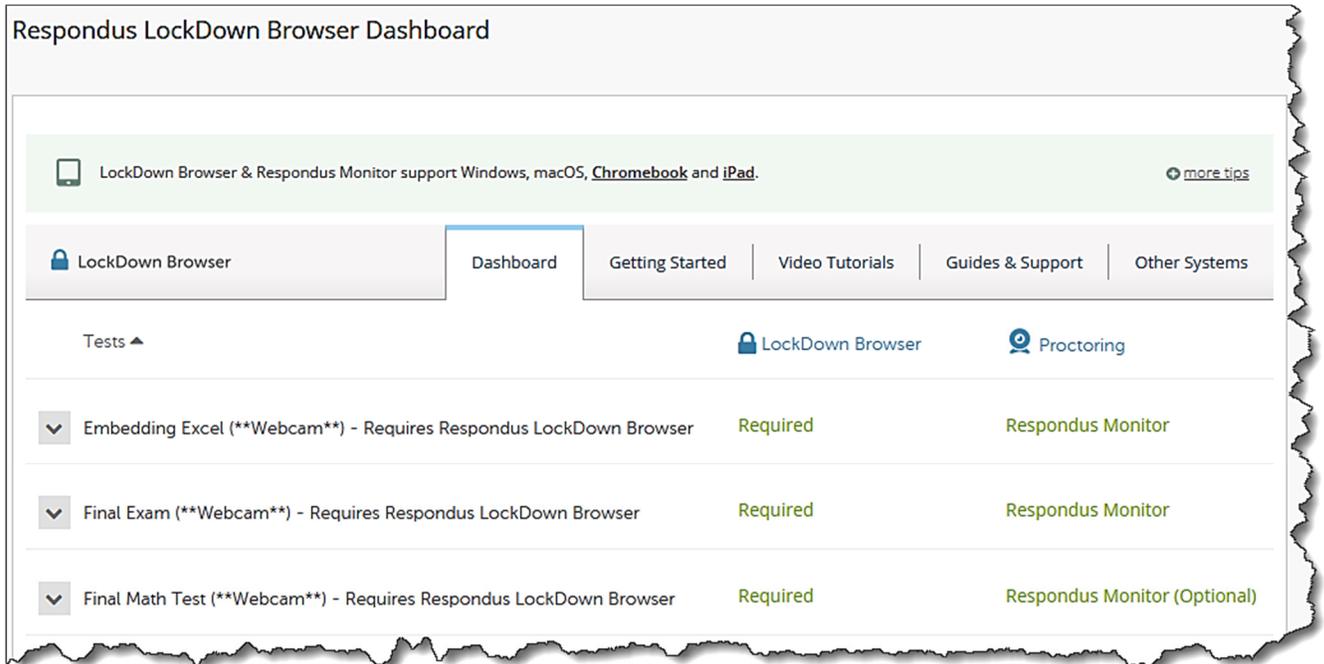
Prevent student from starting the exam if face cannot be seen clearly in video. [\[explain\]](#)

Notify student during the exam if face cannot be seen clearly in video [\[explain\]](#)

To save your settings click “**Save + Close.**”



You will be taken back to the “Respondus LockDown Browser Dashboard” page. Notice that “(\*\*Webcam\*\*) – Requires Respondus LockDown Browser” has been appended to the title of the test, and the word “Required” appears for that specific test in the LockDown Browser and Respondus Monitor columns.



The screenshot shows the Respondus LockDown Browser Dashboard. At the top, there is a header with the title "Respondus LockDown Browser Dashboard". Below the header, there is a navigation bar with tabs for "LockDown Browser", "Dashboard", "Getting Started", "Video Tutorials", "Guides & Support", and "Other Systems". The "Dashboard" tab is currently selected. Below the navigation bar, there is a section titled "Tests" with a dropdown arrow. To the right of this section, there are two icons: "LockDown Browser" and "Proctoring". Below the "Tests" section, there is a table with three columns: "Test Name", "LockDown Browser", and "Respondus Monitor". The table contains three rows of test information.

Tests ▲	LockDown Browser	Proctoring
Embedding Excel (**Webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor
Final Exam (**Webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor
Final Math Test (**Webcam**) - Requires Respondus LockDown Browser	Required	Respondus Monitor (Optional)

Congratulations! You now know how to set up Respondus LockDown Browser and Respondus Monitor!

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Office of Online Learning

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