Installation Instructions – Respondus LockDown Browser for Lethbridge College Online Exams

Starting with the Fall 2014 semester, **all proctored exams for Lethbridge College Distributed Learning (Online) courses will require Respondus LockDown Browser** to be installed on the computer to be used for testing. This is a very fast and easy process, and the file size of the browser is small (4.4 MB for Windows, 1 MB for Mac).
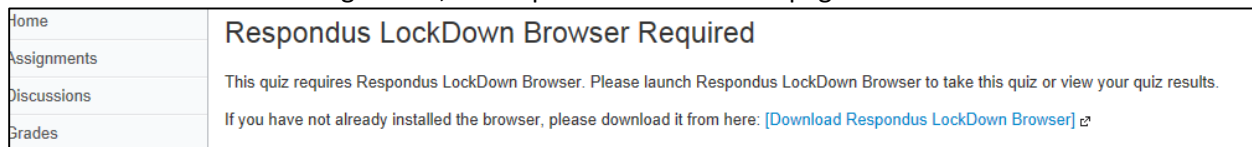
What is Respondus LockDown Browser (LDB)?

LDB is a customized, secure web browser for taking tests that prevents you from accessing other websites or applications; you will only be able to access Canvas, Lethbridge College's learner management system, when the LDB is in use. Once an exam is started in the LDB, you will not be able to go to any other pages in Canvas until the exam is finished. This is used to help ensure a consistent and fair exam sitting experience for all students in the course.

Two options for installing the LDB:
1) **Proctor will install LDB** – This installation must be on a work computer at the proctor's place of employment (<u>not</u> on a personal home computer). This is the computer that will be used by the student for testing.
2) **Student will install LDB** – This installation must be on the student's personal laptop. The student will then bring the laptop to the proctor's place of employment for the test appointment. This is because the proctor will still be responsible for entering the secure exam password and monitoring the student during the exam session.
   - **Please note**: If choosing this option, the student will need internet access at the test location. Exams can be completed using wireless internet, but <u>we recommend that the student's laptop be hardwired to a network connection</u>. This is because hardwired connections are typically more stable, making it less likely any exam information will be lost during the exam session.
   - ***If this option is chosen, the student **MUST SHOW THE PROCTOR** that he/she has closed the browser before leaving the testing room.***

How to install the LDB:
1) Go to the following URL: http://www.respondus.com/lockdown/download.php?id=241344941
   - IMPORTANT: If typing out the URL manually, be careful to enter it <u>exactly</u> as it appears above in order to download the Lethbridge College version of the LDB.
   - You can also access this link by logging into Canvas in a regular web browser (e.g., Internet Explorer, Mozilla Firefox, etc.) and trying to access the exam. You will then see the following screen, which provides a link to the page to download the LDB.

2) Follow the download page instructions to obtain the correct installation program.
3) Start the LockDown Browser installation program and follow the onscreen instructions to complete the install.

How to uninstall the LDB (<u>Note</u>: If this computer will be used again for testing, you may wish to keep the LDB installed until all testing is finished.)**:**

- <u>Windows</u>: Open the **Control Panel** > Select **Programs and Features** > Select **Respondus LockDown Browser** > Click **Uninstall**.
- <u>Mac</u>: Open the **Go** menu > Select **Applications** > Drag the **Respondus LockDown Browser** icon to the **Trash** > Empty your **Trash** to permanently delete the LDB.