**Using LockDown Browser and a Webcam for Online Exams**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and the webcam feature.

When you start a quiz that requires Respondus LockDown Browser or Respondus Monitor, the quiz will require you to install Respondus LockDown Browser and will not let you take the quiz without it.

**Acquiring Respondus LockDown Browser/Respondus Monitor Software**

Any quiz requiring Respondus LockDown Browser or Respondus Monitor will provide a link to download the software from the quiz’s link in Canvas. If you would like to download the software now, click the following link:

<http://www.respondus.com/lockdown/download.php?id=641414516>

After installing the software, only quizzes requiring Respondus LockDown Browser or Respondus Monitor will appear in the Respondus test list.

**To ensure LockDown Browser and the webcam are set up properly, before each test do the following:**

1. Start LockDown Browser, **log into [INSTRUCTOR: ENTER LMS NAME HERE], and select this course.**
2. Locate and select the **Help Center**  button on the LockDown Browser toolbar.
3. Run the **Webcam Check** and, if necessary, resolve any issues. 
4. Run the **System & Network Check**. If a problem is not detected, click the Return to Course button. 
5. If a problem is detected, choose to **Email Results** by clicking on the respective button. Be sure to include your instructor’s email as a recipient of the email report. If no issues are found, click **Return to Course**.

 

1. Exit the Help Center and locate the practice quiz named [**NOTE TO INSTRUCTOR: CREATE A BRIEF PRACTICE QUIZ AND INSERT NAME OF QUIZ HERE; IF NECESSARY, INCLUDE LOCATION OF QUIZ**].
2. Upon completing and submitting the practice quiz, exit LockDown Browser.

**When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:**

* Ensure you're in a location where you won't be interrupted
* Turn off all other devices (e.g. tablets, phones, second computers)
* Clear your desk of all external materials not permitted — books, papers, other devices
* Remain at your computer for the duration of the test
* If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test
* To produce a good webcam video, do the following:
	+ Avoid wearing baseball caps or hats with brims
	+ Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
	+ If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
	+ Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
* Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.