

Using LockDown Browser and Monitor for Online Exams

This course requires the use of LockDown Browser for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser.

Installing LockDown Browser:

Windows and Macintosh users:

- Using your preferred browser (Chrome, Safari, Firefox or Edge) visit this website to download and install LockDown Browser:
<https://download.respondus.com/lockdown/download.php?id=297657679>
- After completing the installation Windows and Mac users will see a new application called **LockDown Browser** installed on their computers.

Chromebook users:

- Log into the Chromebook and start Google Chrome
- Go to the download link for LockDown Browser:
<https://download.respondus.com/lockdown/download.php?id=297657679>
- You will automatically be redirected to the Chrome Web Store.
- From the Chrome Web Store, select “Add to Chrome” to install the LockDown Browser extension

Using LockDown Browser:

Windows and Macintosh users: To take an online test, open the LockDown Browser application, log into Blackboard, and navigate to the exam. (You won't be able to access the exam with a standard web browser.)

Chromebook users: Using Chrome browser, log into Blackboard, and navigate to the exam.

Be prepared for your exams:

For additional details on using LockDown Browser, review the demonstration video and the QuickStart Guide on Eastern's Technology Support page: <https://easternwv.edu/current-students/technology-support/>

To ensure LockDown Browser is set up properly, do the following:

- Start LockDown Browser, log into Blackboard and select this course.
- Locate a practice quiz (ask your instructor where to find this practice quiz).
- 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
- You may be asked to show ID (driver's license, Eastern student ID)
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach

- Clear your desk of all external materials not permitted — books, papers, other devices. You may be asked to hold up a mirror to show the items on your desk and attached to your monitor
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test

For acceptable webcam recording, 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). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to 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.

The only items you are permitted to use during exams are as follows:

- A scientific or graphing calculator
- Blank scrap paper
- Writing utensils

Items that are NOT permitted during the exam include the following:

- NO cellphone or any additional electronic device
- NO notes or textbook materials