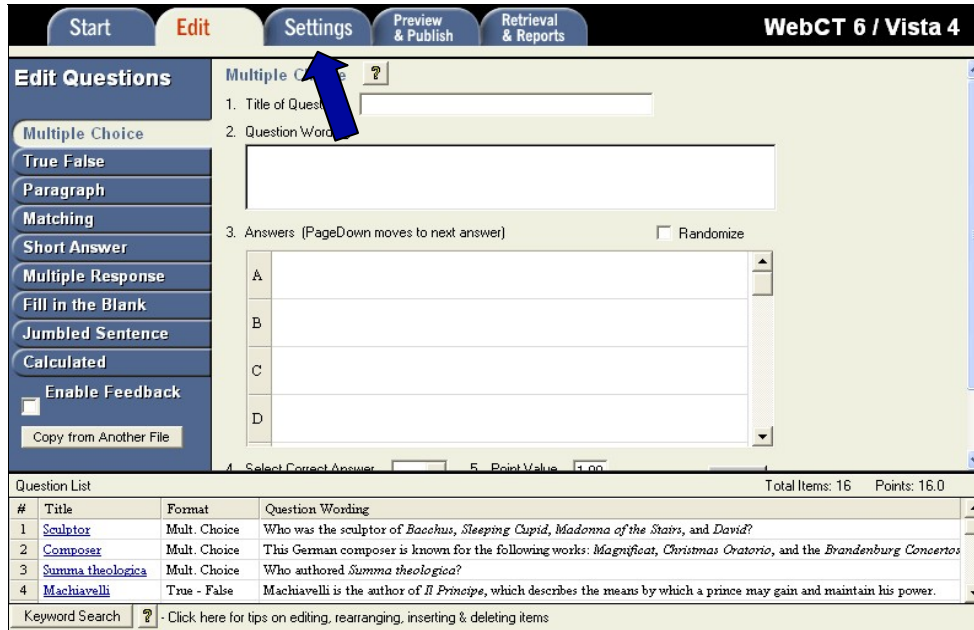


# How to Require the Lockdown Browser

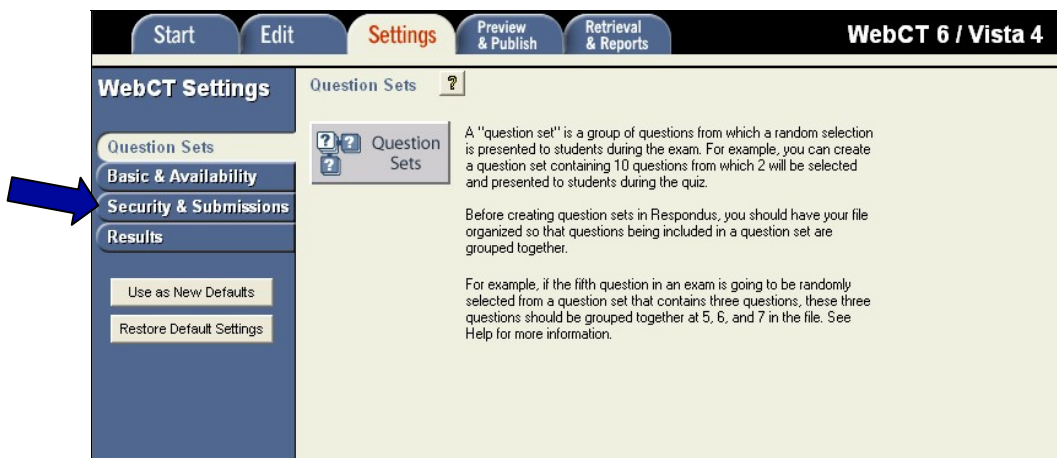
1. With the Blackboard personality selected (see the Respondus tipsheet for help), create your quiz.

Once the quiz is completed, click the **Settings** tab.



#	Title	Format	Question Wording
1	<a href="#">Sculptor</a>	Mult. Choice	Who was the sculptor of <i>Bacchus</i> , <i>Sleeping Cupid</i> , <i>Madonna of the Stairs</i> , and <i>David</i> ?
2	<a href="#">Composer</a>	Mult. Choice	This German composer is known for the following works: <i>Magnificat</i> , <i>Christmas Oratorio</i> , and the <i>Brandenburg Concertos</i> .
3	<a href="#">Summa theologiae</a>	Mult. Choice	Who authored <i>Summa theologiae</i> ?
4	<a href="#">Machiavelli</a>	True - False	Machiavelli is the author of <i>Il Principe</i> , which describes the means by which a prince may gain and maintain his power.

2. Select **Security & Submissions**.



**Question Sets**

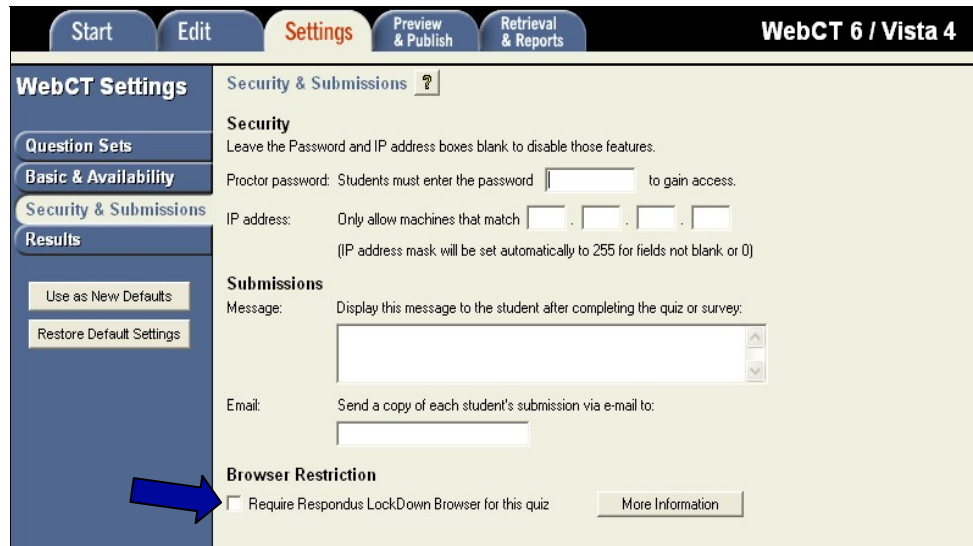
A "question set" is a group of questions from which a random selection is presented to students during the exam. For example, you can create a question set containing 10 questions from which 2 will be selected and presented to students during the quiz.

Before creating question sets in Respondus, you should have your file organized so that questions being included in a question set are grouped together.

For example, if the fifth question in an exam is going to be randomly selected from a question set that contains three questions, these three questions should be grouped together at 5, 6, and 7 in the file. See Help for more information.

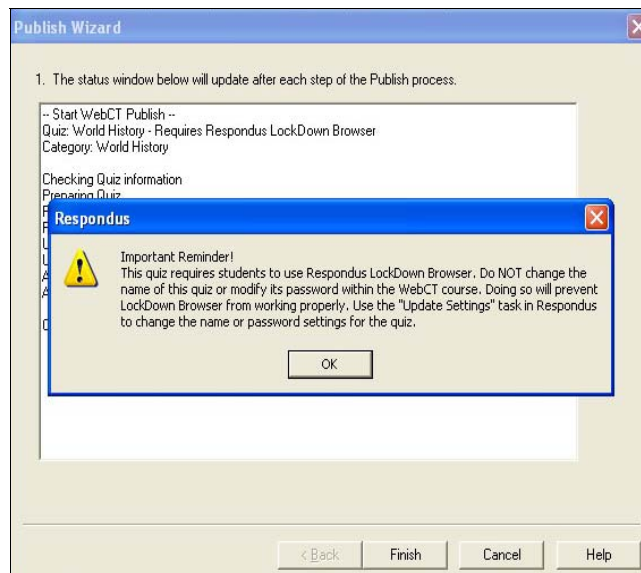
# How to Require the Lockdown Browser

3. Select the **Require Respondus LockDown Browser for this quiz** check box.



The screenshot shows the 'WebCT Settings' interface for 'WebCT 6 / Vista 4'. The 'Settings' tab is selected. On the left sidebar, 'Security & Submissions' is highlighted. A blue arrow points to the 'Require Respondus LockDown Browser for this quiz' checkbox under the 'Browser Restriction' section. The 'Submissions' section includes a message field and an email field. The 'Security' section includes fields for 'Proctor password' and 'IP address'.

4. Publish the quiz as usual. An important reminder may appear while publishing.

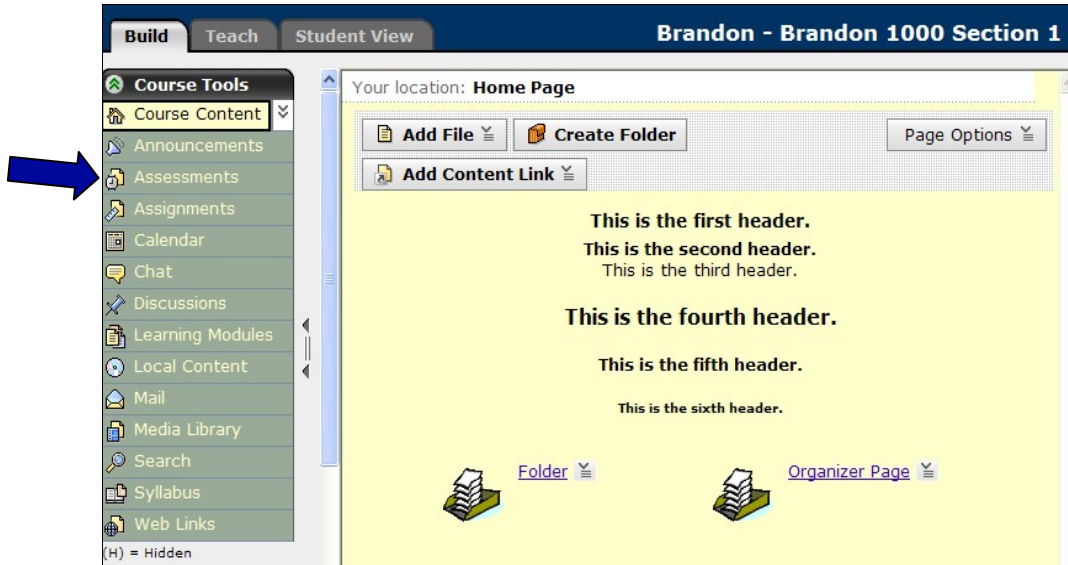


The screenshot shows the 'Publish Wizard' dialog box. It displays the following text: '1. The status window below will update after each step of the Publish process.' Below this, it shows: '- Start WebCT Publish -', 'Quiz: World History - Requires Respondus LockDown Browser', and 'Category: World History'. The status is 'Checking Quiz information' and 'Preparing Quiz'. An 'Important Reminder!' dialog box is overlaid on top, containing the text: 'This quiz requires students to use Respondus Lock-Down Browser. Do NOT change the name of this quiz or modify its password within the WebCT course. Doing so will prevent Lock-Down Browser from working properly. Use the "Update Settings" task in Respondus to change the name or password settings for the quiz.' The 'Respondus' dialog box has an 'OK' button. At the bottom of the 'Publish Wizard' are buttons for '< Back', 'Finish', 'Cancel', and 'Help'.

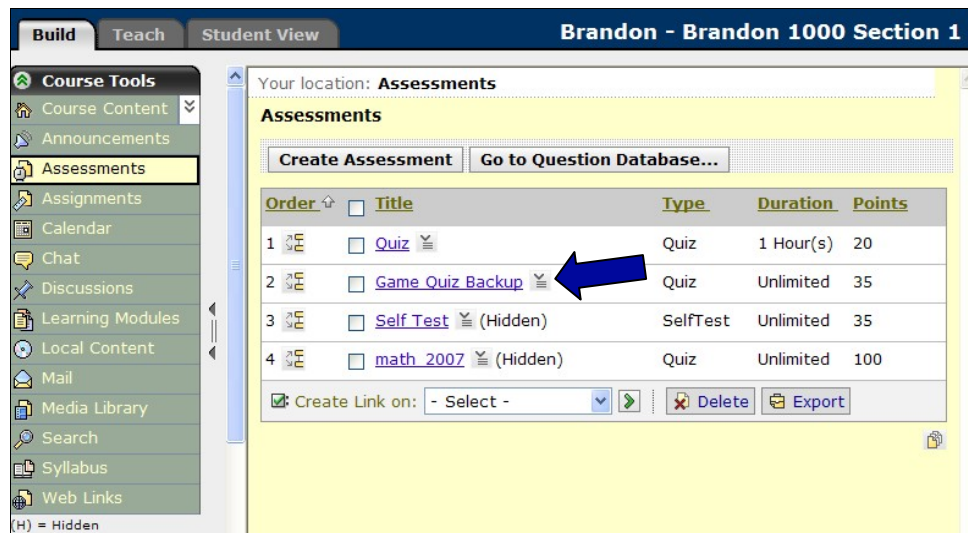
# How to Require the Lockdown Browser

- If you prefer, you may also set the option in Blackboard (there is no way to set the option in WebCT). However, *use one consistently to avoid error*.

To set the option in Blackboard, select the **Assessments** link.

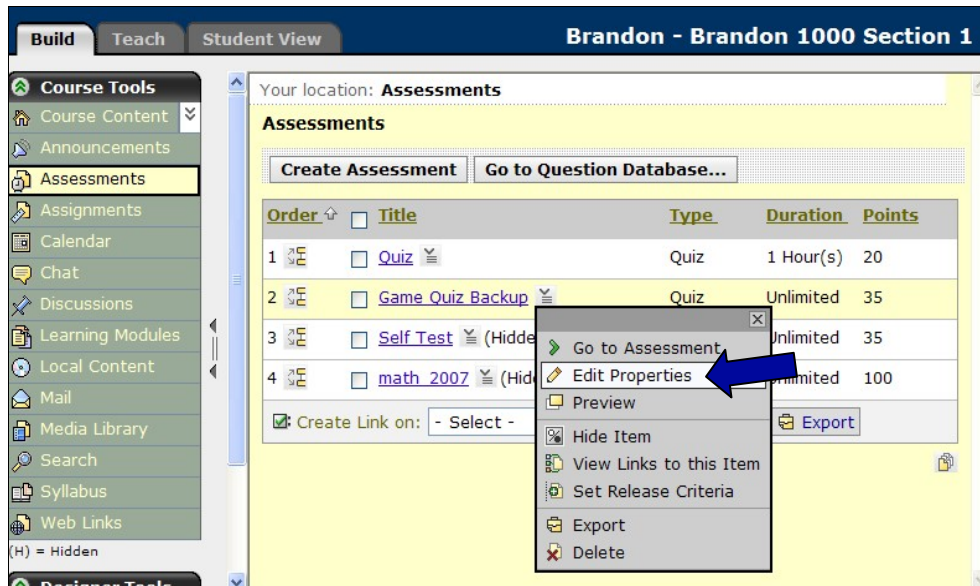


- Select the **action link** beside the quiz.

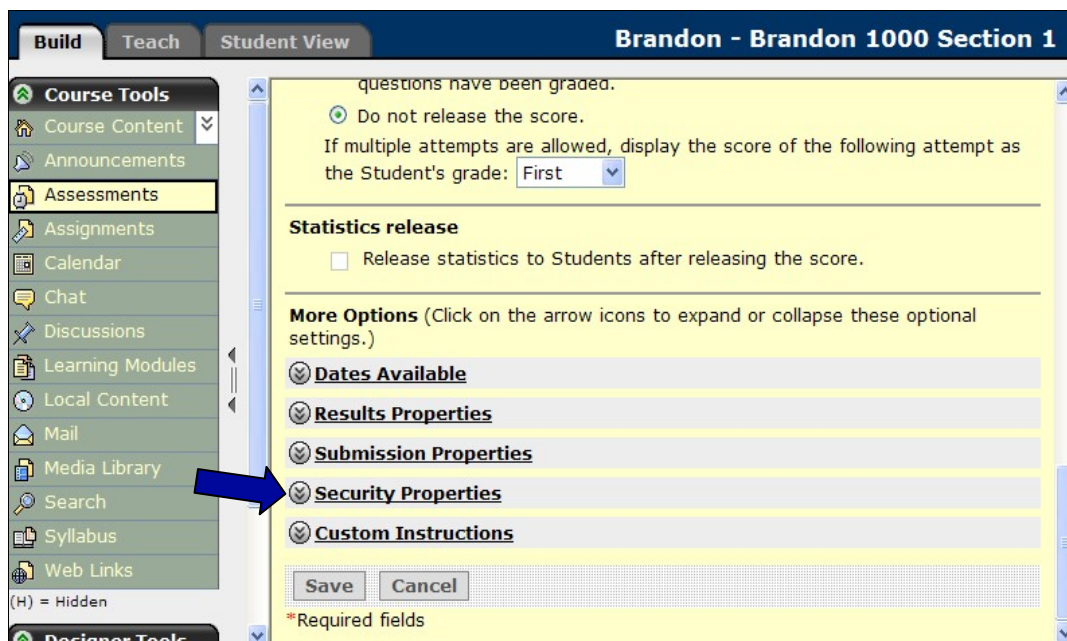


# How to Require the Lockdown Browser

7. Select the **Edit Properties** link.

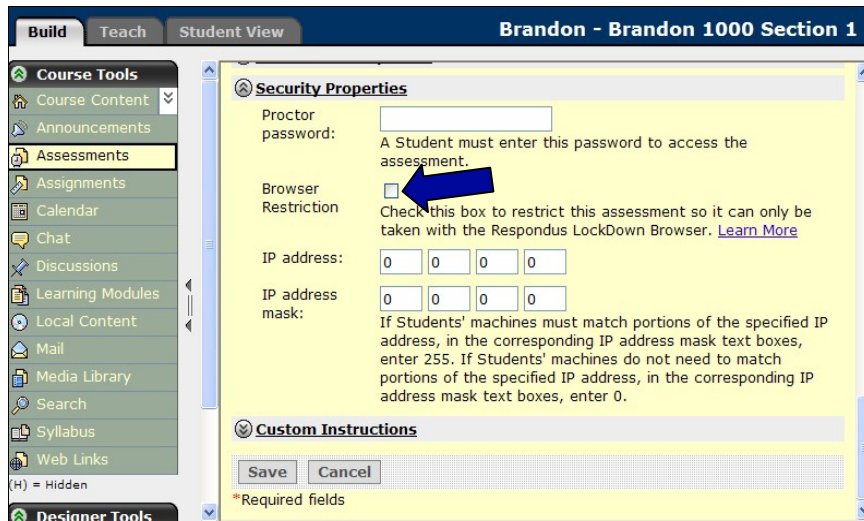


8. Click the double arrow icon beside **Security Properties**.



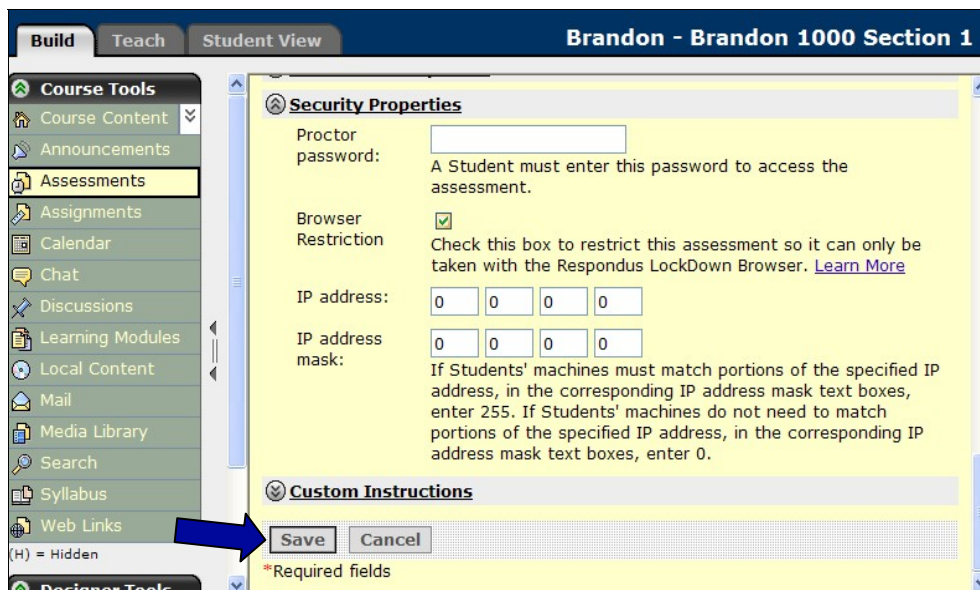
# How to Require the Lockdown Browser

9. Select the **Browser Restriction** check box to require the Lockdown Browser.



The screenshot shows the 'Security Properties' dialog box in the Respondus system. The 'Browser Restriction' checkbox is currently unchecked. A blue arrow points to this checkbox. The dialog also includes fields for 'Proctor password', 'IP address', and 'IP address mask', along with a 'Custom Instructions' section and 'Save' and 'Cancel' buttons.

10. Click the **Save** button.



The screenshot shows the 'Security Properties' dialog box in the Respondus system. The 'Browser Restriction' checkbox is now checked. A blue arrow points to the 'Save' button. The dialog also includes fields for 'Proctor password', 'IP address', and 'IP address mask', along with a 'Custom Instructions' section and 'Save' and 'Cancel' buttons.