



Best Practices for Respondus LDB + Monitor

Respondus is an exam proctoring application offering two important functions: the LockDown Browser (LDB) prohibits access to computer files and internet resources, and the Monitor feature allows for video proctoring via recording.

More in-depth information about Respondus and how to use it can also be found at

<https://web.respondus.com/he/>

Getting Started with Respondus

The Respondus Dashboard can be turned on in any individual course or organization site by enabling the tool in Tool Availability (for information on how to do this, see Building Block Installation in the [Instructor QuickStart Guide](#)).

Once the dashboard is turned on, you can review a number of helpful resources and Getting Started materials, which Respondus makes available to help simplify adding standard language to your course site and syllabus. After you review the information found there, you will need to set up your quiz or exam in Blackboard before applying the necessary Respondus Settings.

Preparing your Quiz/Exam in Blackboard

General Best Practices

- Any course using the Respondus LDB or Monitor should also have an ungraded Practice Quiz set up so students can test their system compatibility with Respondus before the actual exam (ideally 2-3 days before the exam, in case they do have technical issues)
- There should be standard instructions on using the platform provided in each classroom that has Respondus LDB or Monitor turned on for students
- Faculty should provide explicit instructions about what resources students are allowed to use (if any) and what should be cleared out of their working space before they complete their Environment Check in Respondus Monitor.
- Students should be reminded to reset their Blackboard session by logging out of Blackboard in their web browser before launching Respondus.

Applying Quiz/Exam Settings

The following settings should be applied to any course using Respondus LDB or Monitor, to ensure the most reliable functionality between Respondus and Blackboard.

- Open Test in New Window: NO
- Force Completion: OFF
- Set Timer: (Best not to exceed 3 hours)
 - Auto-submit when timer has expired: YES

Important Notes

The **Respondus LockDown Browser** has unlimited seats for any course where you would like to simply restrict the student's ability to access files on their computer or web browser.

The **Respondus Monitor** feature is a paid service. While JHU has unlimited seats to use through August 1, 2020, using Monitor after that date will require additional seats to be purchased for each school. Please contact respondus@jhu.edu.

Preparing your Quiz/Exam in Respondus

General Best Practices

- The Practice Quiz should be set up (with unlimited attempts) well in advance of the graded exam, so that students can test the compatibility of their system with Respondus
- If you are [allowing access to an e-Reader](#) or the upload of documents for open-notes, these need to be set up on the quiz/exam before any students are given access
 - You should also set up the Practice Quiz with these functions, for students to get an opportunity to see how it will work before the quiz/exam
- Passwords are optional and should only be necessary if you are not using the date/time settings in Blackboard when you provide access to the quiz/exam
- For Monitor, under the Advanced Settings, it is best to check the box to “Allow another application to use the microphone during this exam.”

Applying Quiz/Exam Settings

In the Respondus Dashboard, you will see all of the quizzes and exams that have been deployed in your course site. For each quiz/exam, you will see if either Respondus LDB or Monitor is turned on.

LockDown Browser	Respondus Monitor
Required	Not Required
Required	Required
Not Required	Not Required
Required	Required

The settings that you apply in this area will be specific to your quiz/exam needs. There are no essential settings that need to be applied, besides turning on either LDB or Monitor.

In the advanced settings for LDB, you will also be given the option to [allow access to specific web domains](#), enable a calculator tool, or turn on the ability to print from the toolbar.

The only thing that *should not be selected* is “Lock students into the browser until exam is completed.” By default, the browser does not let

a student leave an exam without explaining why they are leaving. If this option is selected, it will not let students leave for any reason, even to troubleshoot. The only option they will have at that time is to shut down their computer entirely.

Helpful Resources

[Respondus LockDown Browser + Monitor Knowledgebase](#)

[Resources and QuickStart Guides for Respondus LockDown Browser](#)

[Resources and QuickStart Guides for Respondus Monitor](#)

[Setting up a quiz/exam to allow for accessing external web domains](#)

[Allowing the use of a spreadsheet](#)