**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. A student [Quick Start Guide (PDF)](https://web.respondus.com/wp-content/uploads/2019/08/RLDB-Quick-Start-Guide-Bb-Student.pdf) is also available.

Then download and install LockDown Browser from this link:

[**https://www.csuohio.edu/center-for-elearning/online-test-proctoring-resources**](https://www.csuohio.edu/center-for-elearning/online-test-proctoring-resources#download)

To ensure LockDown Browser and the webcam are set up properly, do the following:

* Start LockDown Browser (**the browser is a separate application on your computer that you will open to access your assessment through**), log into **Blackboard**, and select this course.
* Locate and select the **Help Center** button on the LockDown Browser toolbar.
* Run the **Webcam Check** and, if necessary, resolve any issues.
* Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
* Exit the Help Center and locate the quiz in your course. Upon completing and submitting the quiz, exit LockDown Browser.
* Faculty sometimes provide a practice quiz for students. If this is the case, this is a good opportunity for you to test drive LockDown Browser and Monitor prior to taking your quiz.

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.

Respondus is available on select computers in campus computer labs and in the Mobile Campus Checkout. See [Test Proctoring Resources for Students for more information](https://www.csuohio.edu/center-for-elearning/online-test-proctoring-resources).