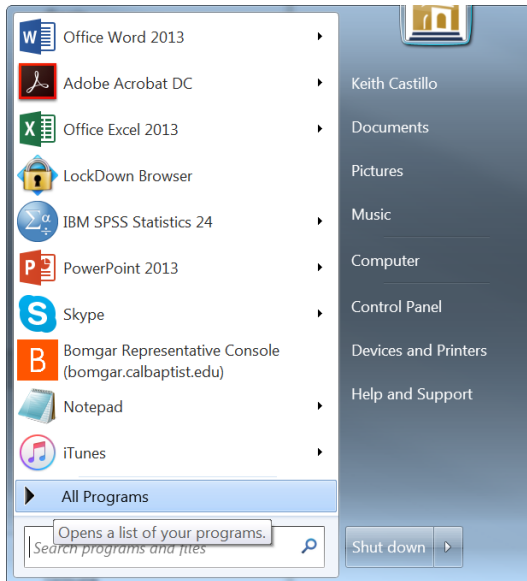


Taking an exam using Respondus

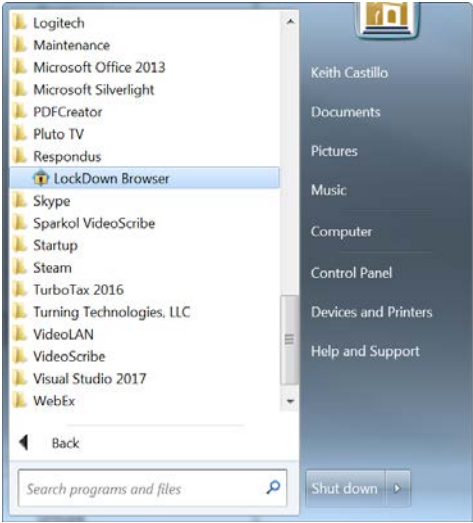
Student must first download the lockdown browser. "Student Version" of LockDown Browser: California Baptist University. The student version of LockDown Browser uses a standard Windows or Mac installer. This download link is unique for your institution and can be used by faculty or students:

<http://www.respondus.com/lockdown/download.php?id=627142901>

The program creates a folder under their program list. Open the folder to access the link to take the exam. To open your program folder select windows icon in the bottom left corner of your computer and then select “All Programs”



Next scroll down and locate the folder Respondus and click on it to open. Then click on the “LockDown Browser” icon.



You will then be asked to select the one of two e-learning systems. The correct system is “**CBU-Production**” choosing the other option will result in an error.

Additional Tips and Suggestions:

Make sure students know, well in advance, that they must use Respondus LockDown Browser to take an online exam. This is particularly important if students are required to install LockDown Browser to their own computer. It’s recommended that you create a “practice exam” that requires the use of LockDown Browser. It’s a good practice for instructors to preview the exam using LockDown Browser. The best approach is a direct log in with a valid student account in the course since instructor logins have different access rights. Previewing an exam with a valid student account is an especially good idea if a test password is being used.