

My 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 \(Links to an external site.\)](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide \(PDF\) \(Links to an external site.\)](#) is also available.

Download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/information.pl?ID=227634868> (Links to an external site.)

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

- Start LockDown Browser, log into **Canvas**, 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 practice quiz named **Practice Quiz Respondus Lockdown Browser/Monitor**
- 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
- 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.