

RESPONDUS LOCKDOWN BROWSER QUICKSHEET

FOR STUDENTS



Respondus LockDown Browser is a custom browser that locks down and secure the testing environment within OAKS through proctoring. Once an instructor has required LockDown Browser for an exam, it is very easy for students to download, install, and use LockDown Browser.

Step 1: Login to OAKS

NOTE: OAKS can be accessed through CofC's [MyCharleston](#) page or by going to lms.cofc.edu.

1. Access OAKS through one of the ways listed above.
2. Locate and select the course from the **COURSES** List.

Step 2: Access quiz

Your instructor may have quiz links located in the Content area. If so, you can easily access your quizzes without taking the steps below.

1. In OAKS click on the **GRADES** tool from the navigation bar.
2. Choose **QUIZZES** from the list of menu items.
3. Select **QUIZ** from the **QUIZ LIST**.
4. Be sure to read the **QUIZ SUMMARY** before starting the quiz.

NOTE: Be sure to access the correct quiz before starting. Once you start a quiz, you will be required to submit.

Step 3: Download & Install

1. If the computer already has Respondus LockDown Browser installed, just click the "**Launch LockDown Browser**" button otherwise click the link to install on your computer.
2. Locate the **.zip** file on your device (**example:** InstallLDBPackage64c-2-0-6-07.zip)
3. Select the **.pkg** file to open the installer.
4. Click the file to begin the **INSTALLATION** process.

NOTE: Close all programs with the exception of the browser used to connect you to the Internet.

Step 4: Open and take quiz

1. From your desktop, select the **Respondus LockDown Browser** application.
2. If prompted to close a blocked program (**example:** *MS Word, Internet browsers, Email*), choose **YES**.
3. The test will then start. (*Once a test has been started with LockDown Browser, you cannot exit the quiz until the **Submit** button is clicked.*)

Questions & Answers

During the installation process, it asks for a password. What password should I use?

Use the password that is needed for you to sign into your electronic device.

What happens once I have started a quiz?

An assessment cannot be exited until the student submits it for grading (*if you accidentally start a quiz, contact your instructor*).

When I took a quiz, my computer froze and I was unable to exit it. So, I had to restart my computer. What should I do?

If your computer freezes, shut down your computer and restart it. If you cannot get back into the quiz, email your instructor if you need access to the quiz again.

Where can I locate my grade after completing a quiz?

To see your quiz grade, go to a browser and access the Grades tool in OAKS (*if no grade is present, contact your instructor*).

Still experiencing issues?

Contact the IT Service Desk help.cofc.edu.