



Respondus LockDown Browser® is a custom browser that locks down the testing environment within Schoology. When students use Respondus LockDown Browser they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading.

- Assessments are displayed full-screen and cannot be minimized
- Assessments cannot be exited until submitted by users for grading
- Task switching or access to other applications is prevented
- Print, Print Screen and capturing functions are disabled
- Copying and pasting anything to and from an assessment is prohibited
- Screen capture, messaging, screen-sharing, virtual machine, and network monitoring applications are blocked from running
- Right-click menu options and function keys are disabled
- Browser menu and toolbar options are disabled, except for Back, Forward, Refresh and Stop
- **NOTE:** Spell-check and table creation is disabled intentionally
- **NOTE:** Ctrl+Alt+Tab functions WILL NOT be disabled until a student is actually inside of a quiz
- The switching function menu will appear when Ctrl+Alt+Tab is pressed however the options are disabled when clicked

## GETTING STARTED

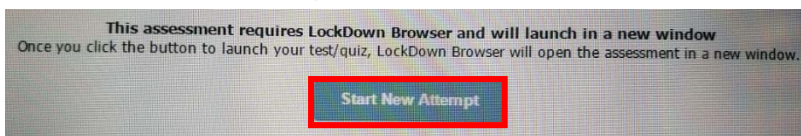
1. Make sure no other programs are open or running on the device except the Chrome Browser (A good rule of thumb is to close all programs and restart the device)
2. Open > the Chrome browser
3. Go to > [www.portal.parkhill.k12.mo.us](http://www.portal.parkhill.k12.mo.us)
4. Click > Schoology icon
5. Navigate > to your course in Schoology
6. Navigate > to the Schoology quiz
7. Click > title of Schoology quiz to open



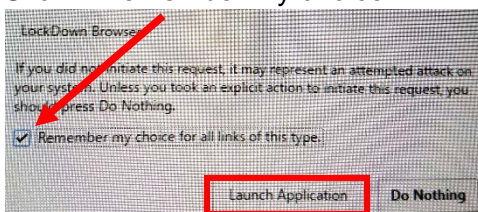
### Respondus Quiz

Due Friday, September 2, 2016 at 11:59 pm

8. Click > Start New Attempt

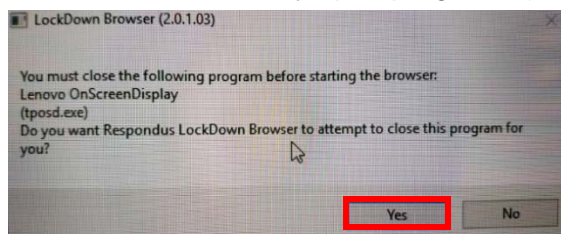


9. Click > Remember my choice



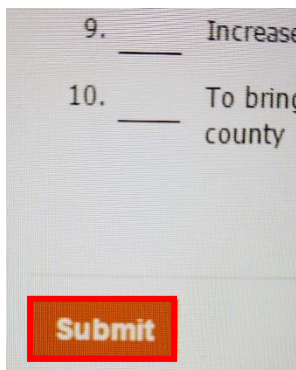
10. Click > Launch Application

11. Click > Yes to close any open programs (*students will do this for each program that is still open*)

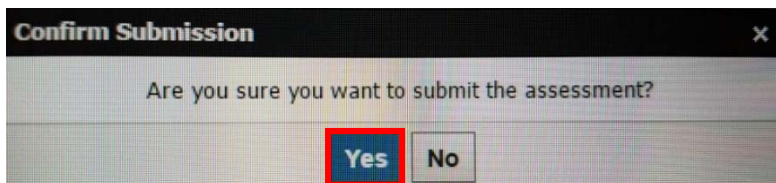


12. The assessment will open. Navigate through the questions and record your answers.

13. Click > Submit after the last question when finished with the assessment to exit the Lockdown Browser



14. Click > Yes to submit the assessment



15. Click > Close Browser to exit the LockDown browser and return to the Schoology course.

