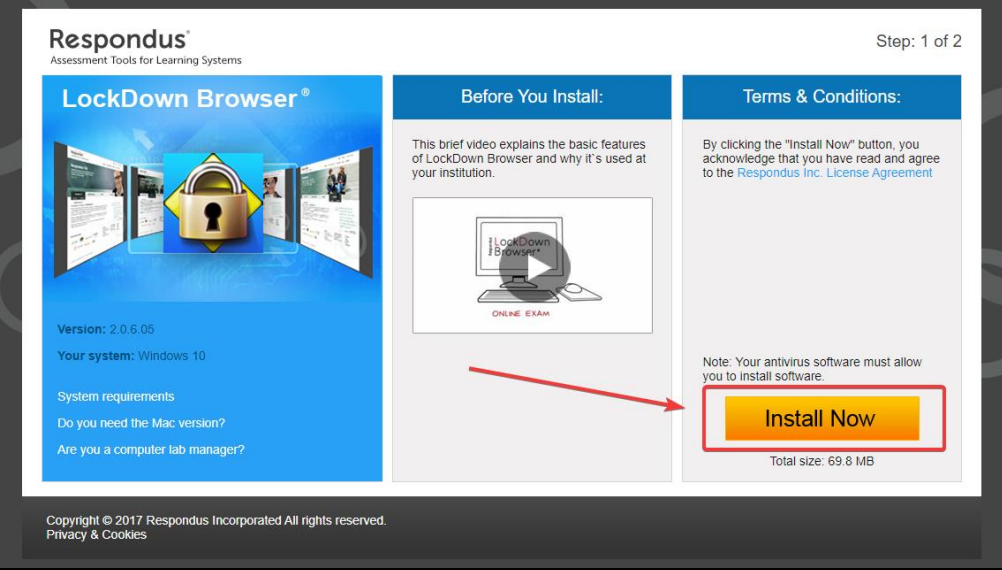



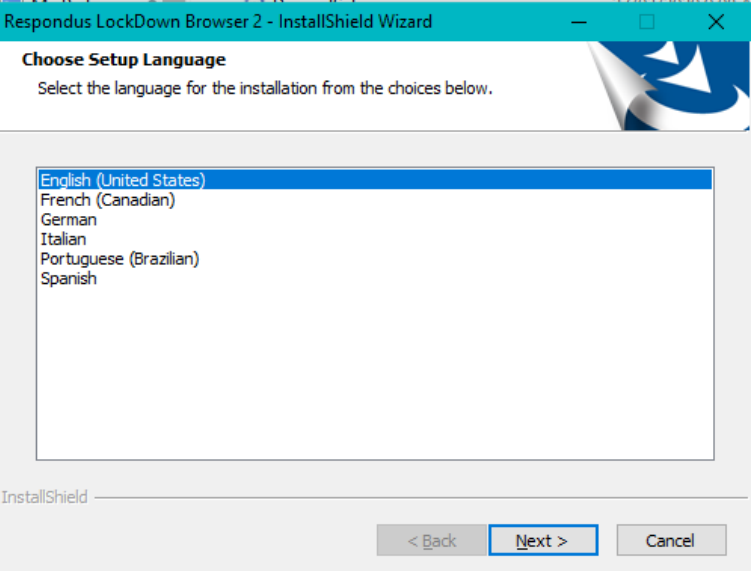
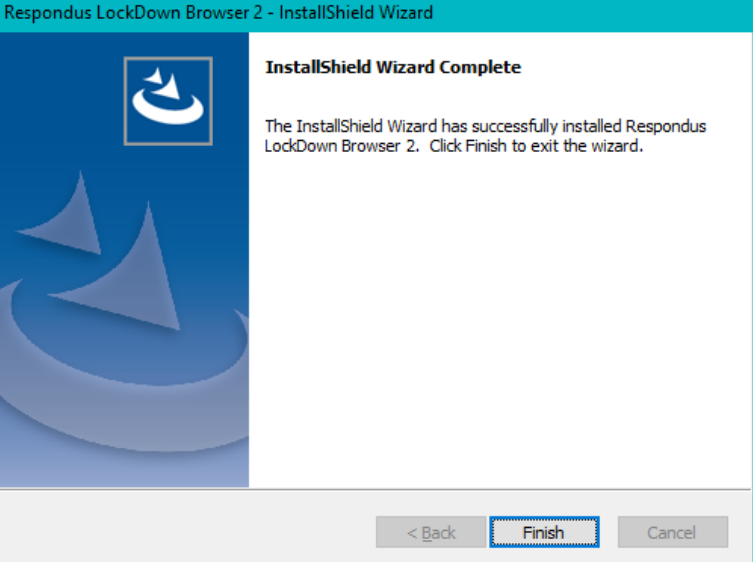
LOCKDOWN BROWSER GUIDE

WHAT IS LOCKDOWN BROWSER


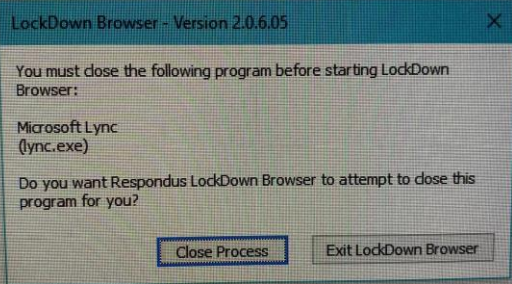
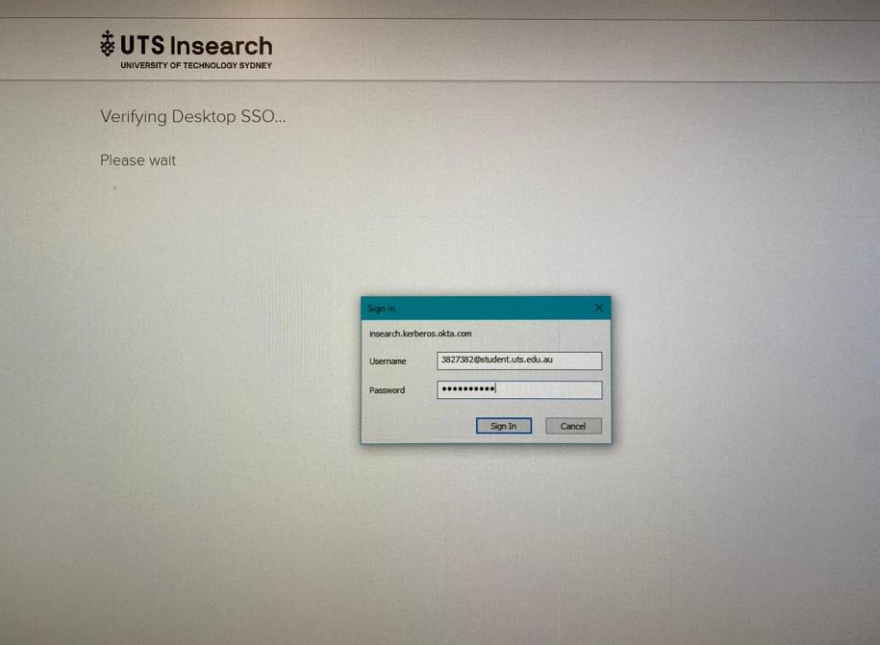
LockDown Browser is a locked browser for taking quizzes and tests in Canvas. It prevents you from printing, copying, going to another URL, or accessing other applications during an assessment. If a Canvas quiz requires that LockDown Browser be used, you will not be able to take the quiz with a standard web browser such as Safari, Chrome, etc. .

HOW TO INSTALL IT

<p>Step 1</p> <p>Click on the link below: https://download.respondus.com/lockdown/download.php?id=269556586</p>	<p>https://download.respondus.com/lockdown/download.php?id=269556586</p>
<p>Step 2</p> <p>Click "install now"</p>	
<p>Step 3</p> <p>Lockdown browser download will start automatically, please click on it after the downloading is done.</p>	

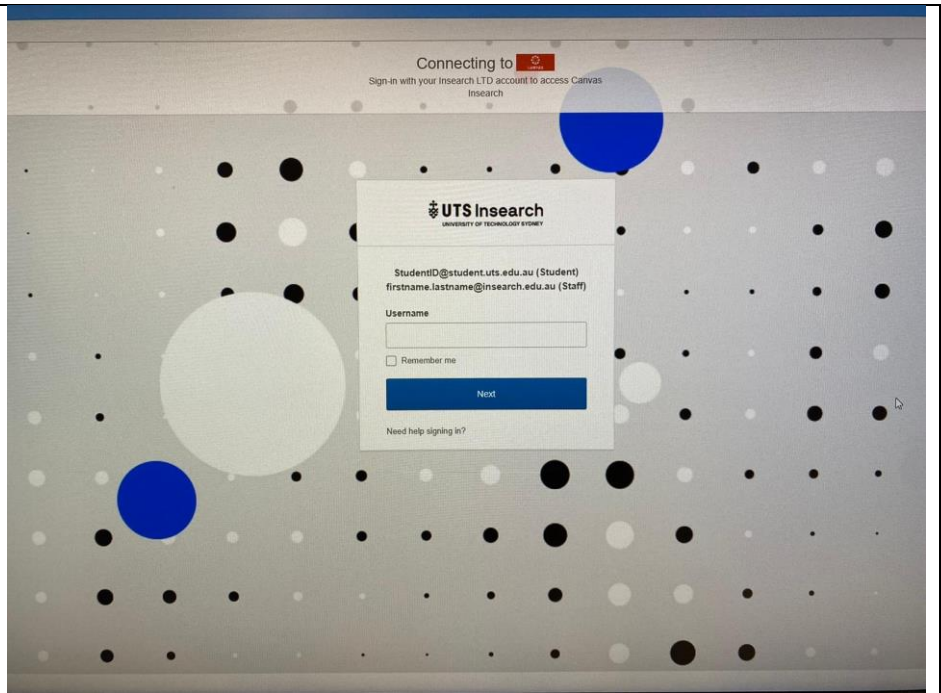
<p>Step 4</p> <p>Choose English (united states) as default language</p>	 <p>Respondus LockDown Browser 2 - InstallShield Wizard</p> <p>Choose Setup Language</p> <p>Select the language for the installation from the choices below.</p> <ul style="list-style-type: none">English (United States)French (Canadian)GermanItalianPortuguese (Brazilian)Spanish <p>InstallShield</p> <p>< Back Next > Cancel</p>
<p>Step 5</p> <p>Install successfully.</p>	 <p>Respondus LockDown Browser 2 - InstallShield Wizard</p> <p>InstallShield Wizard Complete</p> <p>The InstallShield Wizard has successfully installed Respondus LockDown Browser 2. Click Finish to exit the wizard.</p> <p>< Back Finish Cancel</p>

HOW TO USE LOCKDOWN BROWSER

<p>Step 1</p> <p>Double click on the Lockdown browser shortcut on desktop (or wherever you saved it)</p>	 A desktop shortcut icon for LockDown Browser. The icon is a black square with a white checkmark in the top left corner. In the center, there is a blue padlock with a white keyhole, and a blue plus sign is overlaid on the right side of the padlock. Below the icon, the text "LockDown Browser" is written in white.
<p>Step 2</p> <p>You might receive a notification like this, ask for close the software running in the background, e.g. outlook, skype, wechat, etc.</p> <p>Please click on "close process".</p>	 A screenshot of a Windows dialog box titled "LockDown Browser - Version 2.0.6.05". The dialog box has a blue header bar with a close button (X) in the top right corner. The main text reads: "You must close the following program before starting LockDown Browser: Microsoft Lync (lync.exe). Do you want Respondus LockDown Browser to attempt to close this program for you?". At the bottom, there are two buttons: "Close Process" (highlighted with a blue border) and "Exit LockDown Browser".
<p>Step 3</p> <p>Log in by your UTS email and UTS email password.</p>	 A screenshot of the UTS Insearch login page. The page header shows the UTS Insearch logo and "UNIVERSITY OF TECHNOLOGY SYDNEY". Below the logo, it says "Verifying Desktop SSO..." and "Please wait". A "Sign In" dialog box is overlaid on the page. The dialog box has a blue header bar with a close button (X) in the top right corner. The main text reads: "insearch.kerberos.okta.com". Below this, there are two input fields: "Username" with the value "3827382@student.uts.edu.au" and "Password" with a masked password "*****". At the bottom, there are two buttons: "Sign In" and "Cancel".

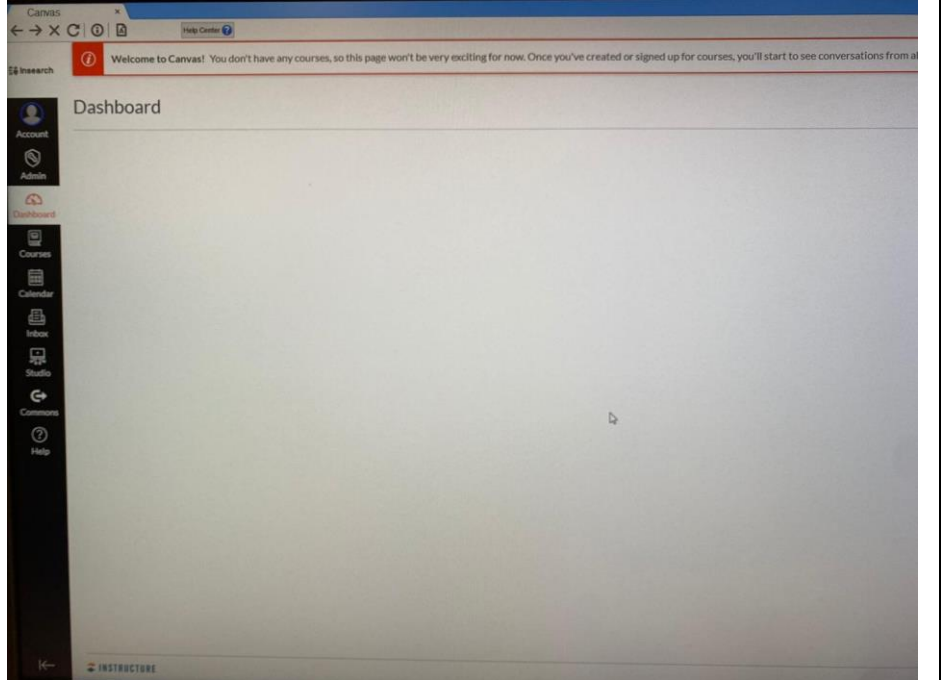
Step 4

Enter your UTS email log in.


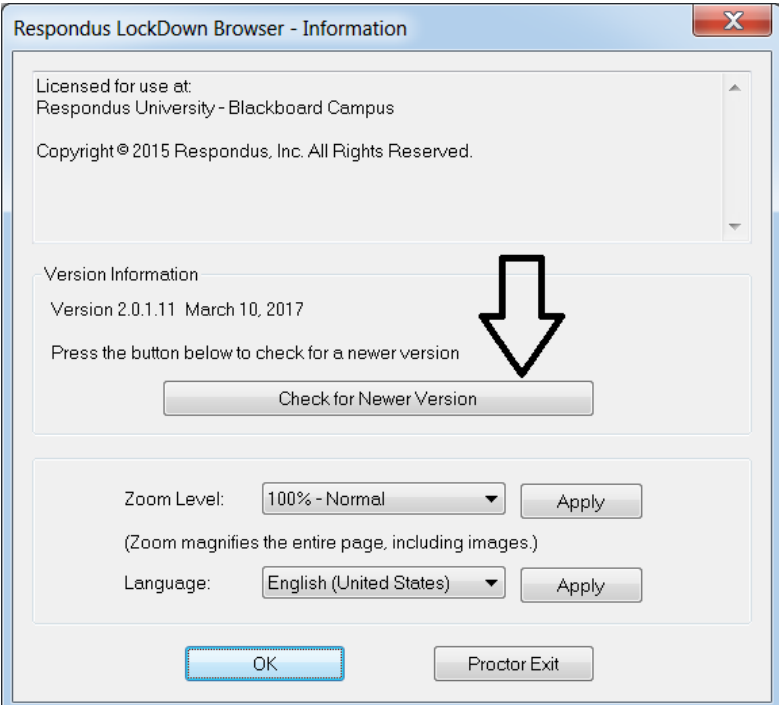


Step 5

You are logged in now, please go to the quiz location and start your quiz!



HOW TO UPDATE LOCKDOWN BROWSER

<p>Step 1</p> <p>For Windows users, start Respondus LockDown Browser, select the “i” button from the toolbar.</p> <p>For Mac users, start Respondus LockDown Browser, select “About” from the toolbar</p>	 <p>A screenshot of a web browser window titled "Blackboard". The toolbar shows navigation icons (back, forward, stop, refresh) and utility icons (information, print). A large black arrow points upwards to the information icon (an 'i' inside a circle).</p>
<p>Step 2</p> <p>Click “Check for Newer Version”. The version will be displayed and you will be able to download a newer version if one is available.</p>	 <p>A screenshot of the "Respondus LockDown Browser - Information" dialog box. It contains the following text: "Licensed for use at: Respondus University - Blackboard Campus", "Copyright © 2015 Respondus, Inc. All Rights Reserved.", "Version Information: Version 2.0.1.11 March 10, 2017", and "Press the button below to check for a newer version". A large black arrow points downwards to the "Check for Newer Version" button. Below this are sections for "Zoom Level: 100% - Normal" and "Language: English (United States)", each with an "Apply" button. At the bottom are "OK" and "Proctor Exit" buttons.</p>

WEB CAMERA

You might be required to turn on your camera during the quiz/exam. After started the quiz, if this quiz requires you to use web camera, web camera terms and conditions will pop out. You need to agree on it. And after you agreed on it, your computer will start detecting the microphone quality and camera quality, it includes a student card checking – you will need to present your student card.

If you encounter any issue within these steps, please click on “its not working” link for troubleshooting tips or get to live chat function with Respondus support (please refer to HELP part in this document).

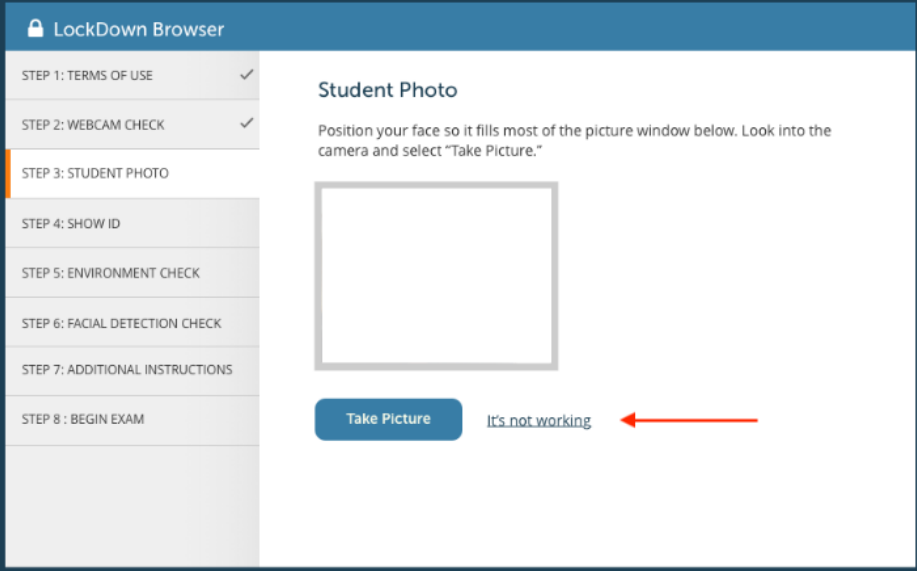
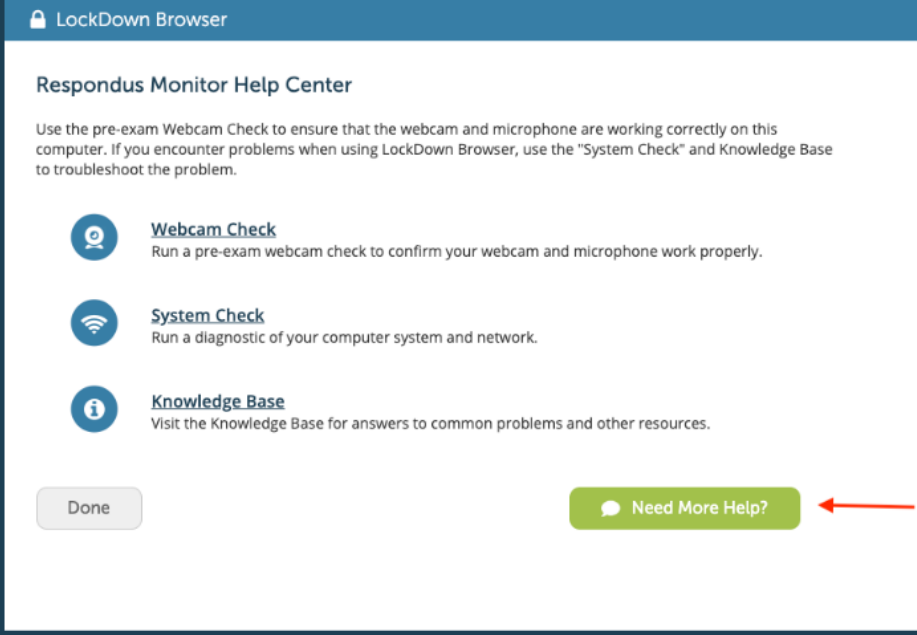
You need to remain at the computer for the duration of the quiz/exam.

The quiz will begin after the Start-up Sequence is complete. You cannot exit Lockdown Browser until the quiz is submitted for grading.

HELP

If you have problems downloading, installing or logging in to Canvas, contact UTS Insearch ITDS Service Desk on +61 2 9218 7000. If you have problems taking an assessment quiz or test, contact your subject coordinator. Make sure you read all instructions beforehand.

If there is any error occurs during the webcam check, student card checks etc. during the start of the exam. Here is how to get help from Respondus support.

<p>Step 1</p> <p>Click on "it's not working"</p>	 <p>The screenshot shows the 'LockDown Browser' interface during the 'Student Photo' step. On the left, a vertical list of steps is shown: STEP 1: TERMS OF USE (checked), STEP 2: WEBCAM CHECK (checked), STEP 3: STUDENT PHOTO (highlighted), STEP 4: SHOW ID, STEP 5: ENVIRONMENT CHECK, STEP 6: FACIAL DETECTION CHECK, STEP 7: ADDITIONAL INSTRUCTIONS, and STEP 8: BEGIN EXAM. The main content area is titled 'Student Photo' and contains instructions: 'Position your face so it fills most of the picture window below. Look into the camera and select "Take Picture."' Below the instructions is a large empty square frame. At the bottom, there are two buttons: 'Take Picture' and 'It's not working'. A red arrow points to the 'It's not working' button.</p>
<p>Step 2</p> <p>Click on "need more help?"</p> <p>Live chat will be opened for you.</p>	 <p>The screenshot shows the 'Respondus Monitor Help Center' screen. At the top, it says 'Respondus Monitor Help Center'. Below that, there is a paragraph: 'Use the pre-exam Webcam Check to ensure that the webcam and microphone are working correctly on this computer. If you encounter problems when using LockDown Browser, use the "System Check" and Knowledge Base to troubleshoot the problem.' There are three main sections, each with an icon and a title: 1. 'Webcam Check' with a camera icon, description: 'Run a pre-exam webcam check to confirm your webcam and microphone work properly.' 2. 'System Check' with a Wi-Fi icon, description: 'Run a diagnostic of your computer system and network.' 3. 'Knowledge Base' with an information icon, description: 'Visit the Knowledge Base for answers to common problems and other resources.' At the bottom, there are two buttons: 'Done' on the left and 'Need More Help?' on the right. A red arrow points to the 'Need More Help?' button.</p>