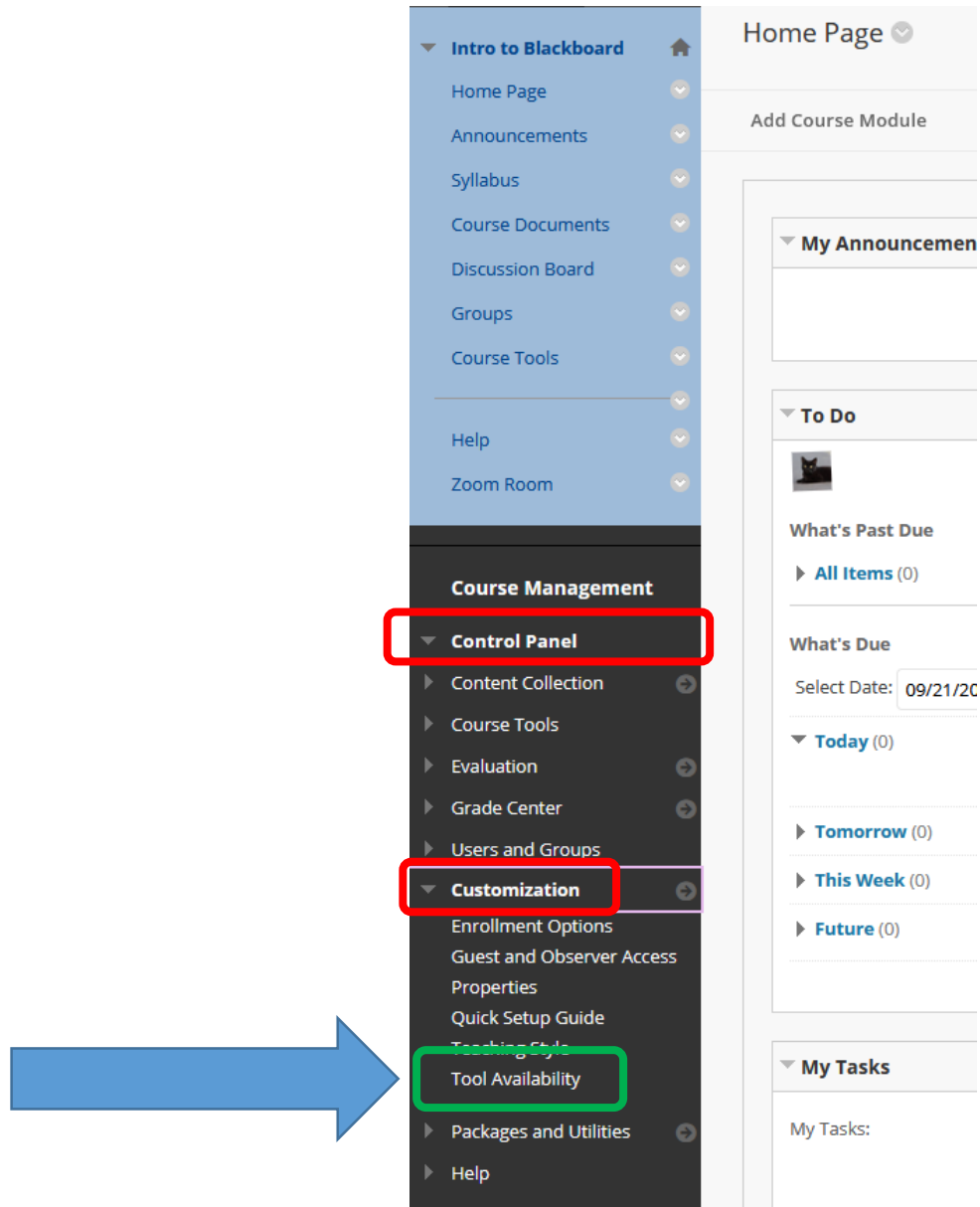




**How to Enable & Access the  
Respondus LockDown Browser  
Tool in Blackboard**

1. Log in to the Course on Blackboard. Click **Control Panel** to show a list of options. On that list, click **Customization** to show some more options... then click **Tool Availability**.



The image shows a screenshot of the Blackboard course navigation interface. On the left, a vertical menu is displayed. The top section, 'Intro to Blackboard', includes links for Home Page, Announcements, Syllabus, Course Documents, Discussion Board, Groups, Course Tools, Help, and Zoom Room. Below this is the 'Course Management' section, which contains a list of options: Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Enrollment Options, Guest and Observer Access, Properties, Quick Setup Guide, Teaching Style, Tool Availability, Packages and Utilities, and Help. The 'Control Panel' and 'Customization' items are highlighted with red rectangular boxes. The 'Tool Availability' item is highlighted with a green rectangular box. A large blue arrow points from the left towards the 'Tool Availability' item. To the right of the menu, the main content area shows a 'Home Page' dropdown, an 'Add Course Module' button, and sections for 'My Announcements', 'To Do', 'What's Past Due', 'What's Due' (with a date selector set to 09/21/20), 'Today', 'Tomorrow', 'This Week', and 'Future', and finally 'My Tasks'.

2. You will see a long list of tools in alphabetical order. **Scroll down the list** to find Respondus Lockdown Browser on this list. **Then click the box next to Respondus LockDown Browser so that a blue checkmark is visible** (marked in red below). Once you see the blue check mark, then click **submit on the bottom right** to finalize the process.

Intro to Blackboard

Home Page

Announcements

Syllabus

Course Documents

Discussion Board

Groups

Course Tools

Help

Zoom Room

**Course Management**

**Control Panel**

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

**Customization**

Enrollment Options

Guest and Observer Access

Properties

Quick Setup Guide

Teaching Style

Tool Availability

Packages and Utilities

Help

### Tool Availability

You can control which tools are available in your course. [More Help](#)

Filter by: ▾

TOOL	AVAIL
Achievements	<input checked="" type="checkbox"/>
Achievements	<input type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>
ALEKS	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>
Assignment	<input type="checkbox"/>
ATLAS	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
Audio	<input type="checkbox"/>
Baruch Libguides Automatic	<input checked="" type="checkbox"/>
Baruch VoiceThread	<input type="checkbox"/>
Blackboard Collaborate	<input type="checkbox"/>
Blackboard Collaborate Course Room	<input type="checkbox"/>
Blackboard Collaborate MashUp	<input type="checkbox"/>
Blackboard Collaborate My Room	<input type="checkbox"/>
Blackboard Collaborate Scheduling Manager	<input type="checkbox"/>
Blackboard Collaborate Ultra	<input checked="" type="checkbox"/>
Blackboard Help	<input checked="" type="checkbox"/>
Blank Page	<input type="checkbox"/>

Portfolios Homepage	<input checked="" type="checkbox"/>
QBCC_PlayPosit	<input type="checkbox"/>
QCC WeBWork	<input type="checkbox"/>
Queens ALEKS Chemistry	<input checked="" type="checkbox"/>
Recording Creation	<input checked="" type="checkbox"/>
Respondus LockDown Browser	<input checked="" type="checkbox"/>
Retention Center	<input checked="" type="checkbox"/>
Review Status	<input checked="" type="checkbox"/>
Roster	<input checked="" type="checkbox"/>
Rubrics	<input checked="" type="checkbox"/>
SafeAssien	<input checked="" type="checkbox"/>

3. Now go back to your Control Panel in the course. Click **Course Tools** to show a large list of options. **Scroll down** to find **Respondus LockDown Browser**.

The image shows a screenshot of the Blackboard interface. On the left, there is a navigation menu with a dark background. The 'Course Tools' section is expanded, and a red box highlights the 'Course Tools' label. A blue arrow points downwards from this label. To the right, a larger, dark-themed list of course tools is displayed. A green box highlights 'Respondus LockDown Browser' in this list. A blue arrow points from the 'Course Tools' label in the left menu to the highlighted 'Respondus LockDown Browser' in the right list. The main content area of the page shows sections for 'My Announcements', 'To Do', 'What's Past Due', 'What's Due' (with a date selector set to 06/28/2021), 'Today', 'Tomorrow', 'This Week', 'Future', and 'My Tasks'.

- Intro to Blackboard
- Home Page
- Announcements
- Course Documents
- Syllabus
- Course Messages
- Discussion Board
- Groups
- Tools
- Help

**Course Management**

- Control Panel
- Content Collection
- Course Tools**
- Achievements
- Announcements
- Attendance
- Blackboard Collaborate Ultra
- Blogs
- Cengage Learning MindLinks™
- Contacts
- Content Market Tools
- Course Calendar
- Course Messages
- Course Portfolios
- Date Management
- Discussion Board
- Glossary
- Goal Performance
- Journals
- McGraw-Hill Higher Education
- Mobile Compatible Test List
- Pearson's MyLab & Mastering

Home Page

Add Course Module

**My Announcements**

**To Do**

What's Past Due

▶ All Items (0)

What's Due

Select Date: 06/28/2021

▼ Today (0)

▶ Tomorrow (0)

▶ This Week (0)

▶ Future (0)

**My Tasks**

My Tasks:

- Cengage Learning MindLinks™
- Contacts
- Course Calendar
- Course Merge Membership Roster
- Course Messages
- Course Portfolios
- Date Management
- Discussion Board
- Glossary
- Journals
- McGraw-Hill Higher Education
- Mobile Compatible Test List
- Pearson's MyLab & Mastering
- Respondus LockDown Browser**
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- SoftChalk - Synchronize Copied Content
- SoftChalk Publish with ScoreCenter
- Tasks
- Tests, Surveys, and Pools
- Turnitin Assignments
- Turnitin Assignments by Groups
- Turnitin Basic Tools
- Wikis
- WileyPLUS

4. You will see the Respondus LockDown Browser functions appear on the right.

The screenshot displays the Respondus LockDown Browser Dashboard. On the left is a blue sidebar menu with the following items: 2021 Fall Term (1) Intermediate Corporate Finance FIN 9781 UMA[55066] (Baruch College), Home Page, Announcements, Syllabus, Connect Registration Information Sheet, Chapter PowerPoint Slides, Chapter Problem Set Solutions, Course Documents, Midterm Exam No. 1, Midterm Exam No. 2, Final Exam, Team Project Model - Disney / Pixar, Exxon / Mobil, American Airlines / Trans World Airlines & Amazon / Whole Foods Acquisitions, Team Project - Remote Access to Financial Data Platforms, Team Project - Submission, Team Project Peer Evaluation Form, Discussion Board, Groups, Course Tools, Library Resources for My Class, and Blackboard Help for Students. The main content area is titled 'Respondus LockDown Browser Dashboard' and features a 'LockDown Browser Resources' section. This section has a navigation bar with four tabs: INTRODUCTION, VIDEO TUTORIALS (which is active), GETTING STARTED, and GUIDES AND SUPPORT. Below the tabs, the heading 'Prevent Cheating During Online Tests' is followed by a video player thumbnail showing two people at computers. To the right of the video, the text 'Welcome to LockDown Browser' is followed by four green plus icons and blue links: 'See video tutorials for working with LockDown Browser', 'Steps to getting started with LockDown Browser', 'More resources, such as QuickStart Guides and Support', and 'Using Respondus Monitor with Publisher Systems'. At the bottom left of the main content area is a checkbox labeled 'Don't show this page again', and at the bottom right is an orange button labeled 'Continue to LockDown Browser >'.