



## Steps to take an exam using the Respondus Lockdown Browser

**Note:** (Before starting an exam using Respondus, try to close all applications on your computer)

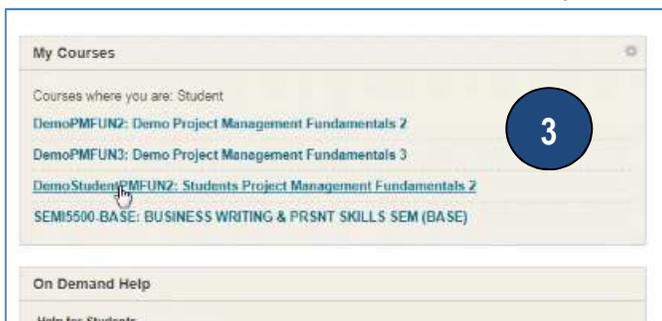
1. Double-click on the Lockdown Browser icon located on the Desktop of your computer. The **Lockdown Browser** application will direct you to the Blackboard home page.



2. Use your credentials to access the Blackboard platform

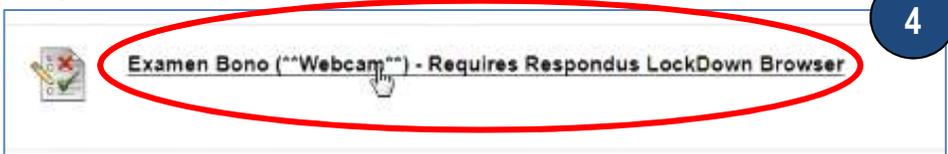


3. Select the course that contains the exam you are going to take.

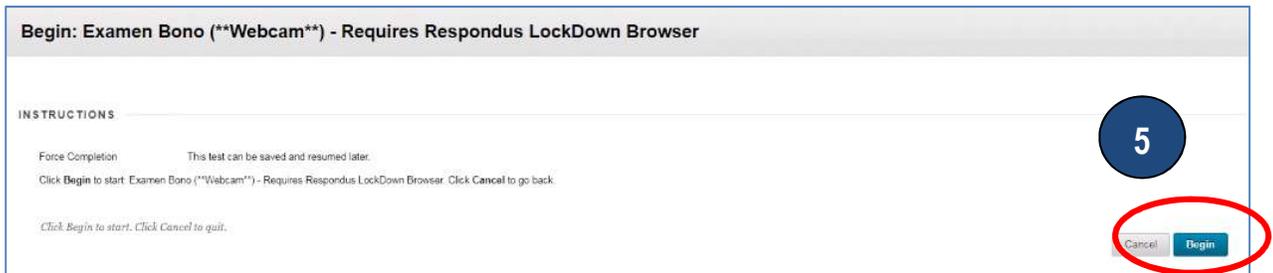




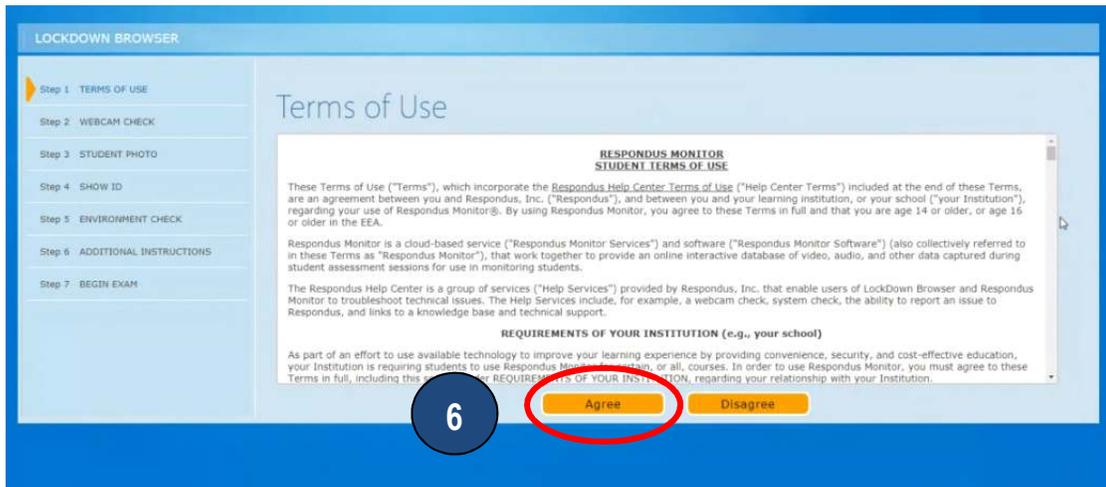
4. Locate in your course the exam you will take using the **Respondus Monitor**. Note: The exam will be identified with the following text ("**Webcam**") Requires Respondus Lockdown Browser.



5. Click on the **Begin** option to start the exam and the authentication process of the student.

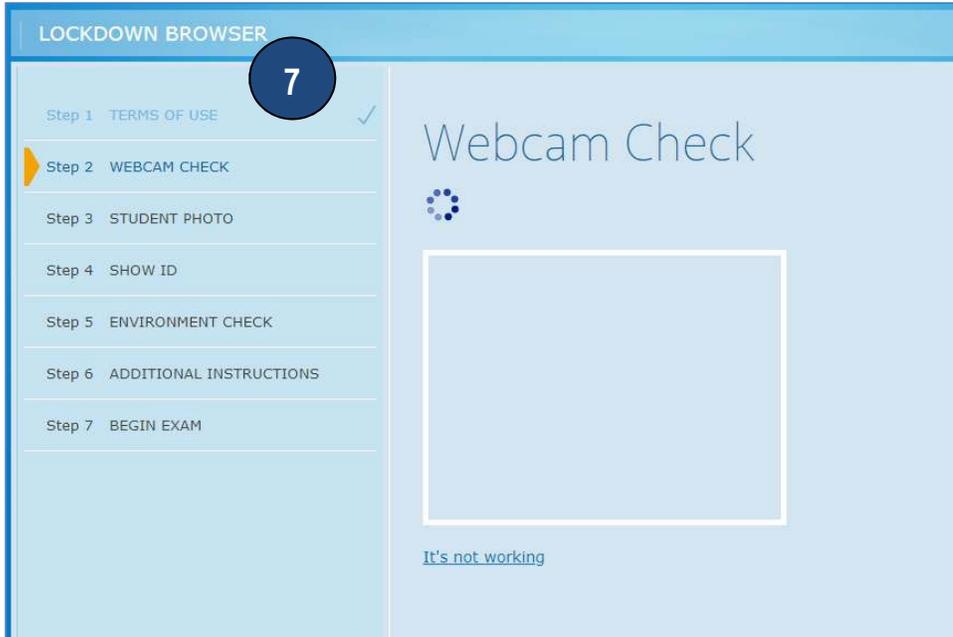


6. Read the Respondus Monitor Terms of Use, to continue you must accept the terms of use by clicking on the **Agree** option.

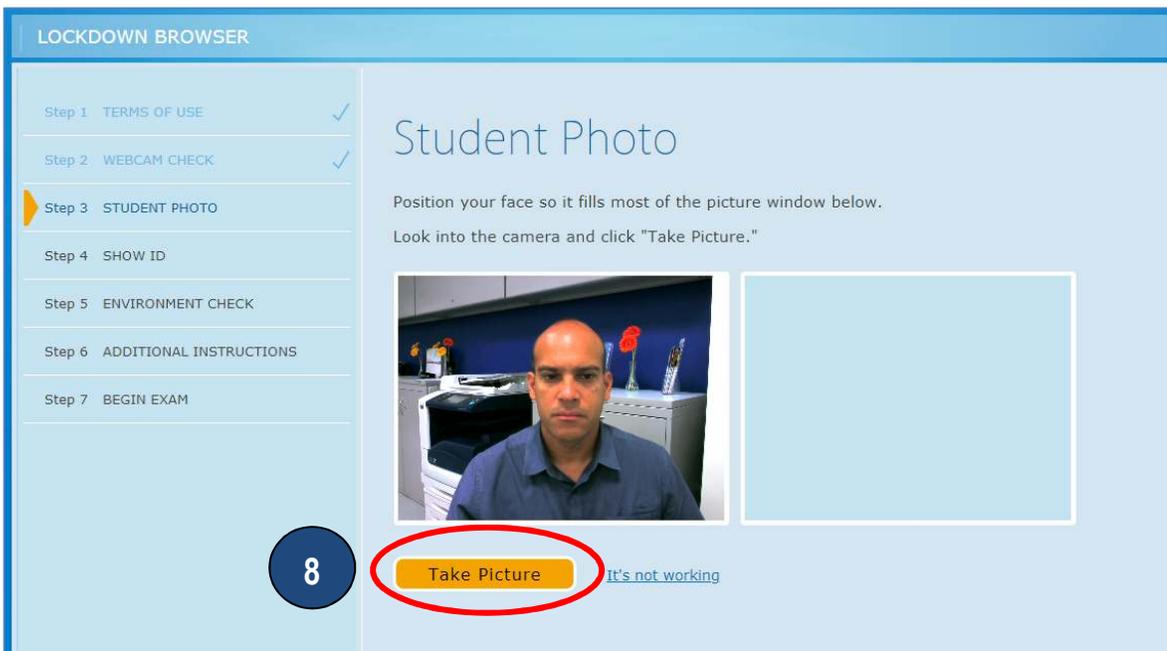




7. Webcam Check, the **Respondus Monitor** application will verify that your computer has a Webcam installed and that it is functional.

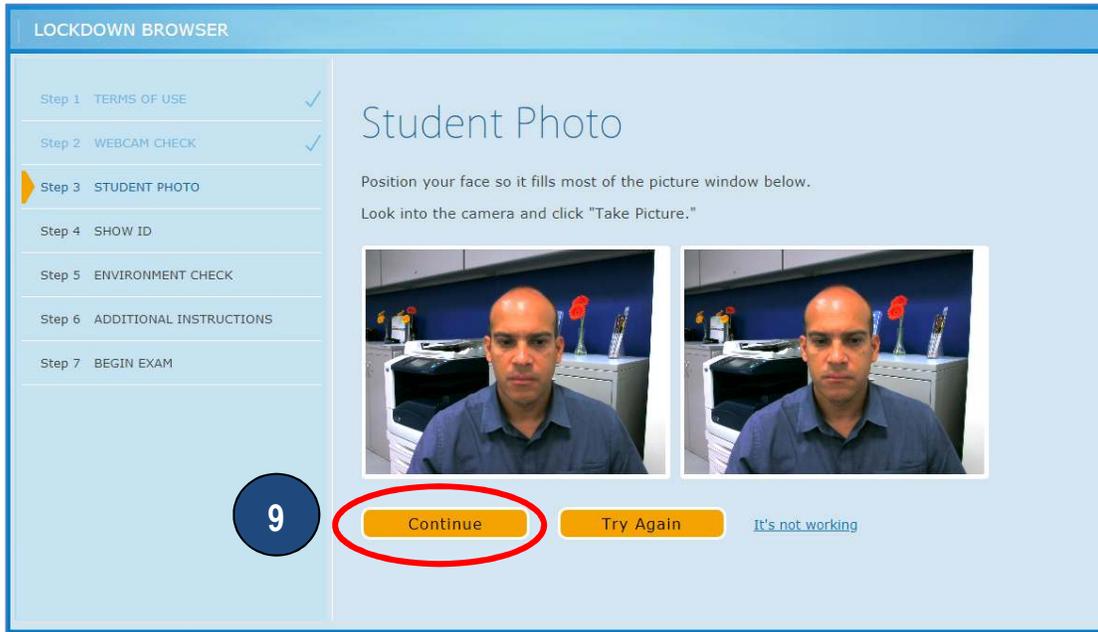


8. Student Photo, using your computer Webcam, the **Respondus Monitor** application will ask you to take a photo as part of your authentication. Click on the option **Take Picture** to take the photo.

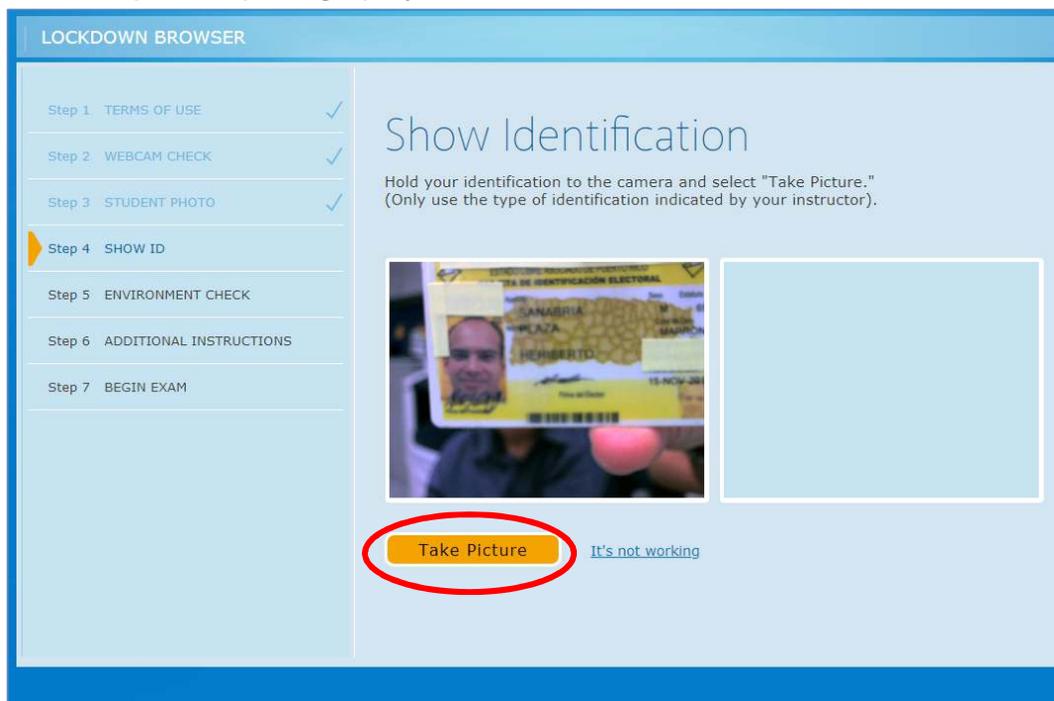




9. Once the photo has been taken, the picture will appear in the box on the right. If you want to repeat the photo you can click on the **Try Again** option, otherwise, click on the **Continue** option.

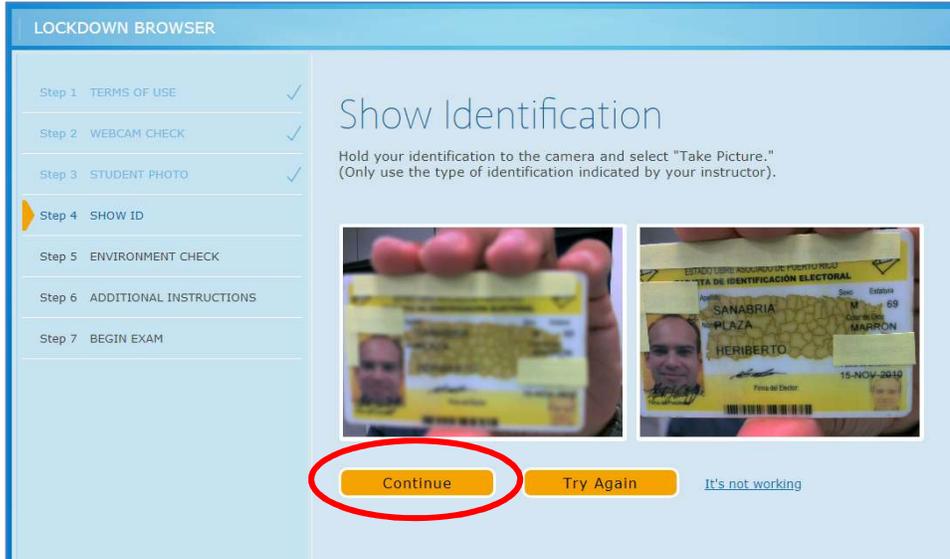


10. Show Identification, in this step you should show your Polytechnic University's Student Identification (ID) in front of your computer's webcam and click on the **Take Picture** option to photograph your student ID.

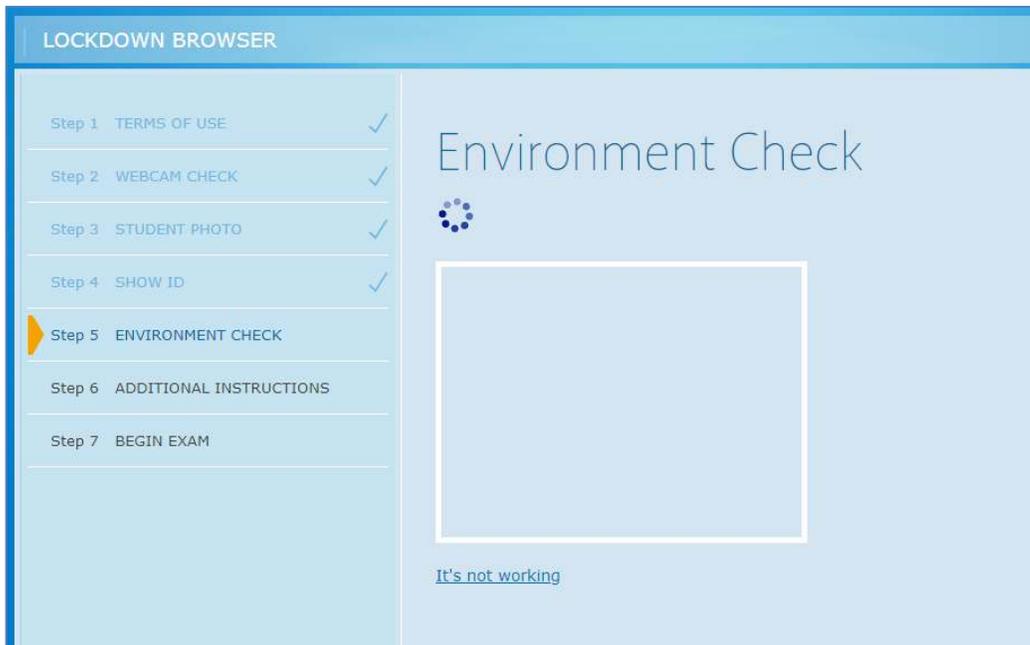




- Once the photo has been taken, the picture will appear in the box on the right. If you want to repeat the photo you can click on the **Try Again** option, otherwise, click on the **Continue** option.

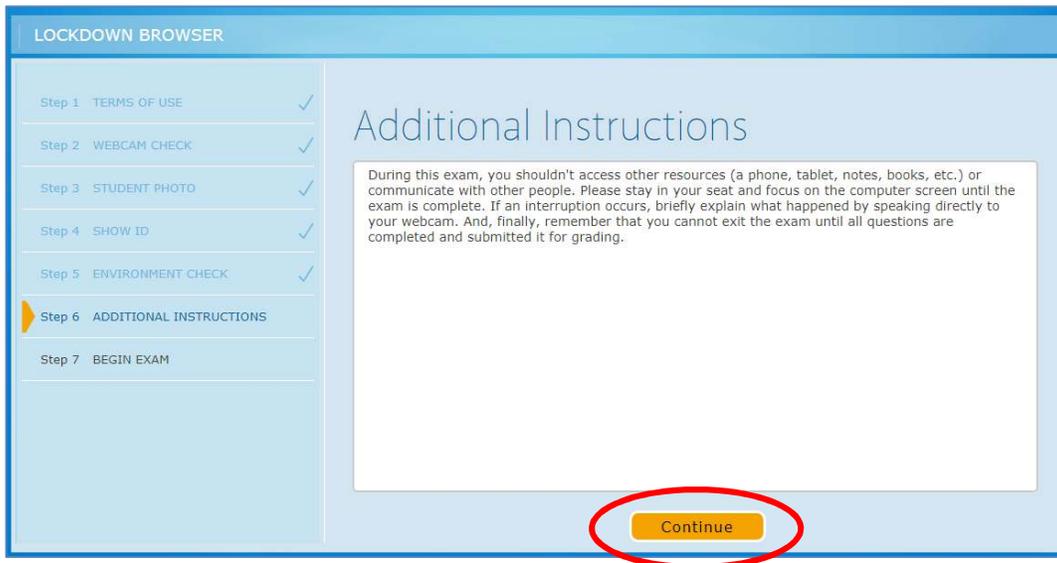


- Environment Check, in this step your computer's Webcam will be activated, and you should take a short video of your work area.





13. Additional Instructions, this step will show exam instructions, click on the **Continue** option to begin your exam.



14. Once you have finished the exam, log out of the Blackboard platform and close the Lockdown Browser screen.