**Using LockDown Browser and a Webcam for Online Exams**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](http://www.respondus.com/products/monitor/guides.shtml)  is also available.

Then download and install LockDown Browser from this link: [UHCL-specific LockDown Browser Download and Information for Students](https://download.respondus.com/lockdown/download.php?id=624232571). Once you have downloaded and installed LockDown browser, you will use it to access Blackboard whenever you need to take a quiz or exam. NOTE: UHCL’s computer labs already have LockDown browser installed, so if you take online tests at a computer lab, no download is required.

The basic steps for taking an online quiz or test that requires LockDown Browser and Monitor are as follows:

* Start LockDown Browser.
* Log into Blackboard and select the course in which you need to complete the test.
* Locate the quiz or exam that you need to take and click it.
* Upon completing and submitting the quiz/exam, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

* Ensure you're in a location where you won't be interrupted
* Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
* Clear your desk of all external materials not permitted — books, papers, other devices
* Before starting the test, know how much time is available for it, and that you’ve allotted sufficient time to complete it
* Remain at your computer for the duration of the test
* If the computer or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test
* To produce a good webcam video, do the following:
  + Avoid wearing baseball caps or hats with brims
  + Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
  + If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  + Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
* Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted