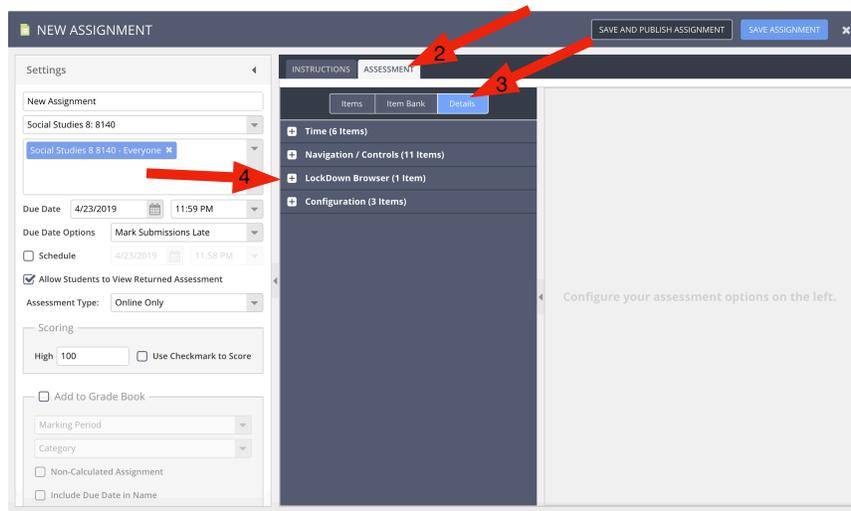


LockDown Browser

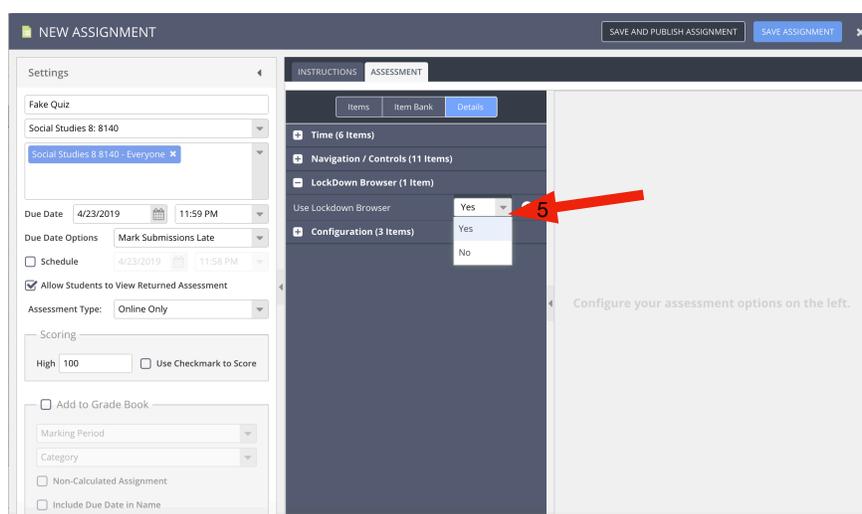
LockDown Browser is a feature of OnCourse that allows students to take a Test or Assignment in a distraction free window. While the students are taking the Assignment, they are locked in and no other applications are available for use.

Step by Step for Teachers...

1. Teachers, log in to **OnCourse**, and create a **New Assignment** or edit an existing Assignment in the **Classroom** tab of OnCourse.
2. Once you are in the process of creating or editing the Assignment, Click the **Assessment** tab.
3. Below the Assessment Tab, click the **Details** tab.
4. Click the **+** next to **LockDown Browser**. This will show a new line with a drop-down menu box that will either say **Yes** or **No**.

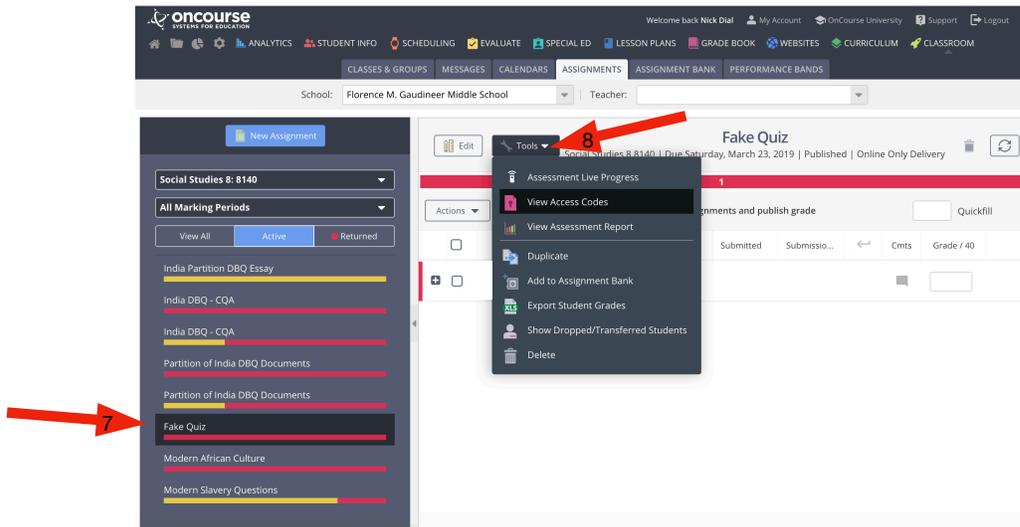


5. If the drop-down box says **No**, click the drop-down box and select **Yes**. This must be set to **Yes** or the New Assignment will not be able to be taken using LockDown Browser.

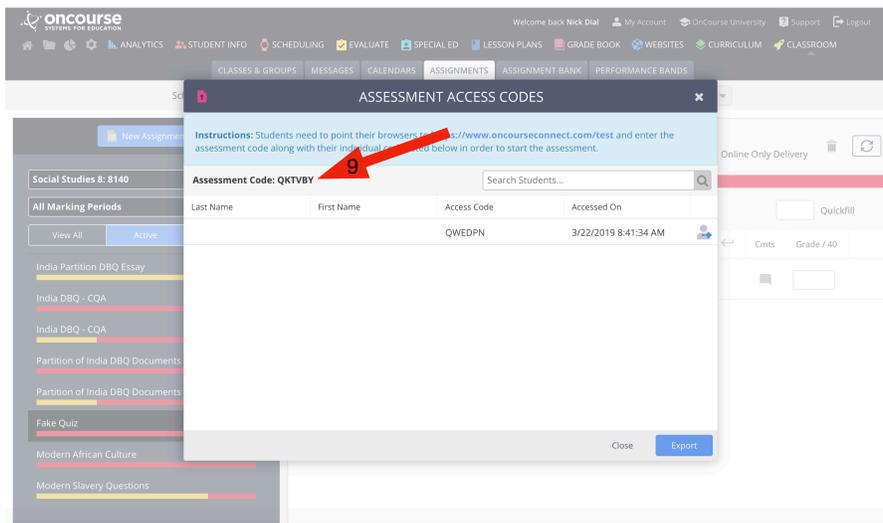


6. Click **Save Assignment** or click **Save and Publish Assignment** if it is complete and ready for students to take. Click **X** to return to previous **Classroom** page.

- Return to the **Classroom** page and in the left column, click the assignment you just created or edited. In this pictured example it is called **Fake Quiz**.
- Click Tools and choose **View Access Codes**.



- Write down the **Assessment Code**, it will need to be given to the students to access the Assignment.



- Have your students go to **Self Service** and download **LockDown Browser**.
- Students will not be able to access the Assignment through their normal OnCourse Classroom tab because it will give them a message saying **Assessment Blocked**.
- Students will need to access the Assignment at www.oncourseconnect.com/test. They will enter the Assessment Code. They will also need to know their **OnCourse ID** and **Password** before they can take the Assignment. If they do not know it, it can be reset. For help with resetting a password, just ask a member of the Tech Team.

LockDown Browser

Step by step for Students...

1. Go to **Self Service** and download **LockDown Browser**.
2. Save and Quit any Applications that are open, except **Google Chrome**. Go to www.oncourseconnect.com/test in Google Chrome.
3. Ask your teacher for the **Assessment Code** and enter it in the first field.
4. Enter your **OnCourse ID** and **Password** in the bottom two fields. Then click **Log in**

oncourseconnect
Testing Center

Enter a test code (required)
Test Code...

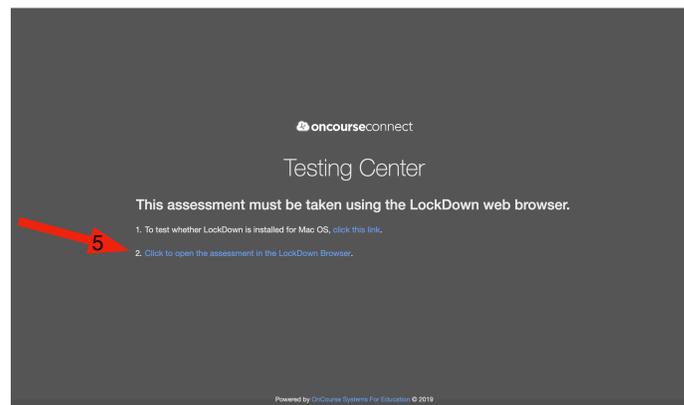
...and a student code,
Student Code...

...or your login
Enter Username
Enter Password

Log in

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5. Click the second link, “**Click to open the assessment in the LockDown Browser**”



6. If you get the message below, it means you have not Quit some other Applications. You can click **Kill these applications**, but you will lose anything that is unsaved. To save your work, choose **Quit LockDown Browser OEM** first and then repeat steps 2-5.

