

**Get started by Downloading & Installing your Respondus LockDown Browser & Monitor to your device.** Once you complete the download process, the Respondus Browser should be reusable for any course exams at

our Taft College institution. You can access and take your exam /s a couple different ways. There are two types of <u>Quiz Build Options</u>: Classic Quiz or New Quiz. Each Quiz build has it's own pathway of steps to follow in order to successfully access and take the exam.

MyMathLab Exams have an additional step to follow to access the setup exams.

# Get Started Classic v New

# After downloading RLBM access the exam by:

### Classic Quizzes:

- 1. Open the Respondus LockDown Browser and login to Canvas
- 2. Navigate to the Quiz as normal
- 3. Open Quiz, accept term use, and complete the device pre-checks
- 4. Complete exam/quiz

# New Quizzes:

- 1. Open your Google Chrome -(Canvas Friendly) browser and login to Canvas
- 2. Navigate to the Quiz as normal
- Open Quiz, and you will be automatically directed into your Respondus LockDown Browser and be prompted for the device pre-checks
- 4. Complete exam/quiz

# MyMathLab Quizzes:

- 1. Open Respondus LockDown Browser and login to Canvas
- Navigate to the Quiz by accessing your Math course and then clicking on the MyMathLab Tab off of your course navigation bar
- 3. Take exam/quiz

Remember to have both RLBM & PLD installed on your device.



MyMathLab<sup>\*</sup> Mylab users: also download Pearson LockDown

Helpful Tips when experiencing issues:

- 1. Use a durable device: <u>Device Requirements</u>
- 2. How to Disable <u>Pop-up Blocker</u>
- 3. How to Clear your <u>Cache and Cookies</u>
- 4. Remember strong internet connect is vital
- Visit the Respondus <u>Help Center</u>
- Check out the Taft College <u>Troubleshooting Resource</u>

