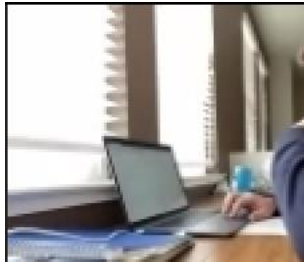
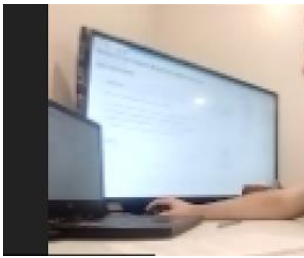


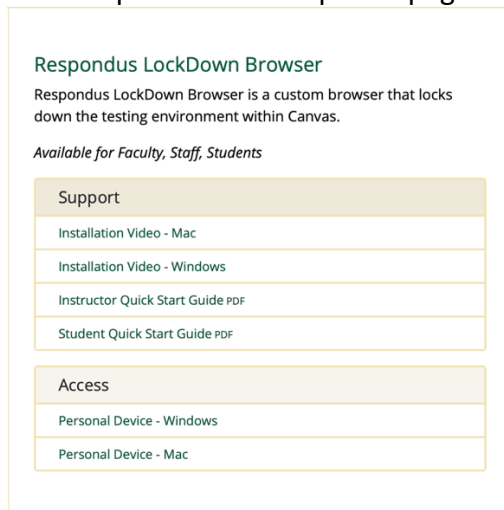
## Part 1: Exam Preparation process

1. Install Respondus by referring to Part 2 in this document.
2. Prepare 2 devices: **Device-exam** for the exam (preferably a computer), and **Device-zoom** for zoom (a mobile phone/tablet etc). Please install the zoom app on your **Device-zoom** if you haven't done so.
3. Find a private, well-lit room. Set up the **Device-zoom** in advance so that when zoom video is enabled I can see you and your screen. You may need to use your creativity at this time (e.g. use some books to hold your mobile phone in place).
4. Join zoom at least 10 minutes before the exam with **Device-zoom** using the link below so that we can check with everybody. The link is the same as our class zoom link: xxxxx
5. Please enable your zoom video and mute your audio so that I can see you and your screen.
6. Start the Lockdown Browser, login into Canvas.
7. Select our course, go to either assignments or quizzes tab to take the exam.
8. Here are some example setups:



## Part 2: Download and Install Respondus:

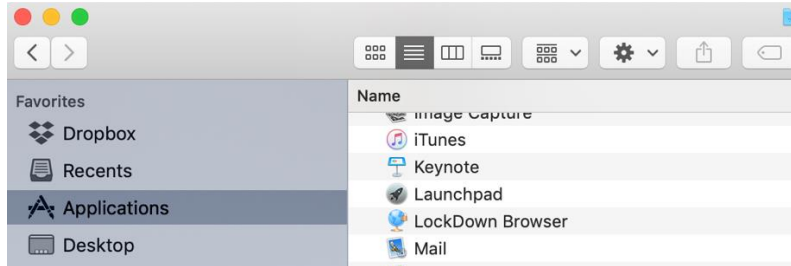
1. Go to the link:  
<https://www.csus.edu/information-resources-technology/software-catalog/>
2. Find Respondus in the opened page as shown below:



3. In the Access part, choose the correct link to download the web browser for your system, as shown below.

Access
Personal Device - Windows
Personal Device - Mac

4. After installation, you can find the **Lockdown Browser** in your system (it will be in Application if you are using Mac OS, as shown below).



5. The lockdown browser will automatically load the sign-in page for canvas.csus.edu.
6. After you finish the exam, you can quit the lockdown browser.
7. For more information, you may find the student quick guide here:  
<https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QuickStartGuide-Instructure-Student.pdf>

You may also use the links provided in step 2 for more guidance and information about Respondus.