



HCC Respondus: Installation and Use

Instructions: Please follow the steps outlined in this task card to install the HCC Respondus lock down browser. If issues or errors are encountered in executing any of the steps, please contact the Service Desk at (713) 892-7378 or email Student Assessment at OA@HoustonISD.onMicrosoft.com

Steps



Background

HISD students who take courses at Houston Community College (HCC), may take HCC assessments on their PowerUp laptops. HCC assessments require the use of the HCC Respondus lock down browser.

While campuses are closed, students could not access Software Center, which can only be accessed on-campus. **Going forward, students must now use the HISD-managed Microsoft Store, instead of Software Center, to download the latest version of the HCC Respondus for Canvas.** The HISD-managed Microsoft Store is available both on- and off- campus.

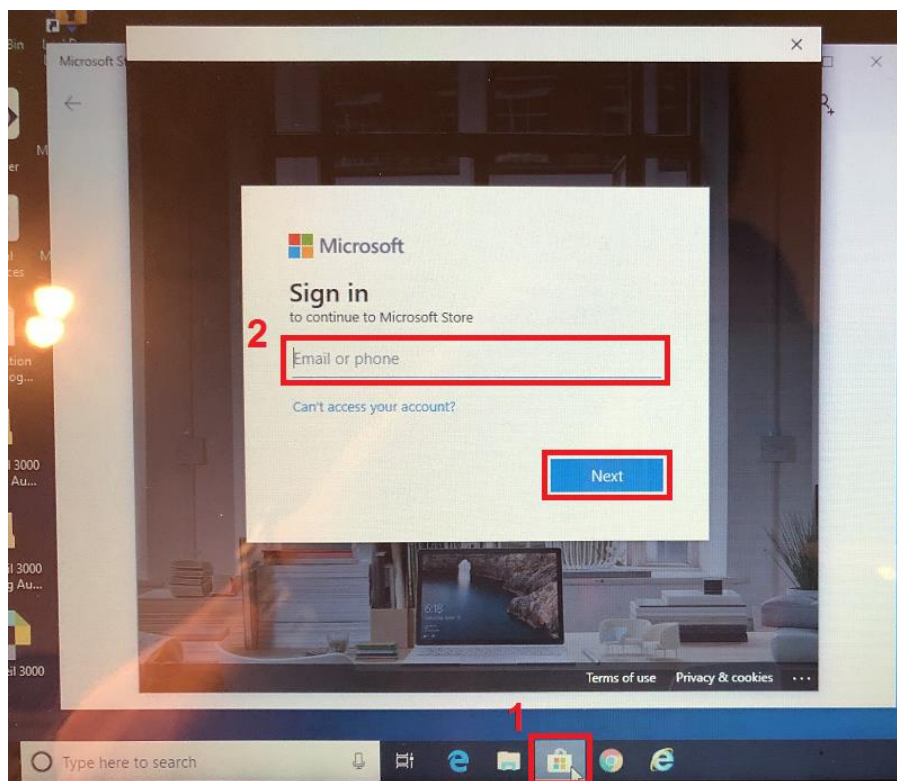
IMPORTANT: The Respondus lock down is required for taking HCC assessments and can also be used for accessing HCC courses on Canvas. If students log in to HCC Eagle Online via Chrome or another browser, they will NOT be able to download and install the Respondus lock down browser. Students must use the HISD-managed Microsoft Store to install HCC Respondus.

The HCC Respondus Lock Down Browser only works with HCC assessments, not HISD OnTrack assessments. For information on the Respondus version for OnTrack, please visit www.HoustonISD.org/FA



Log in to the Microsoft Store on the taskbar

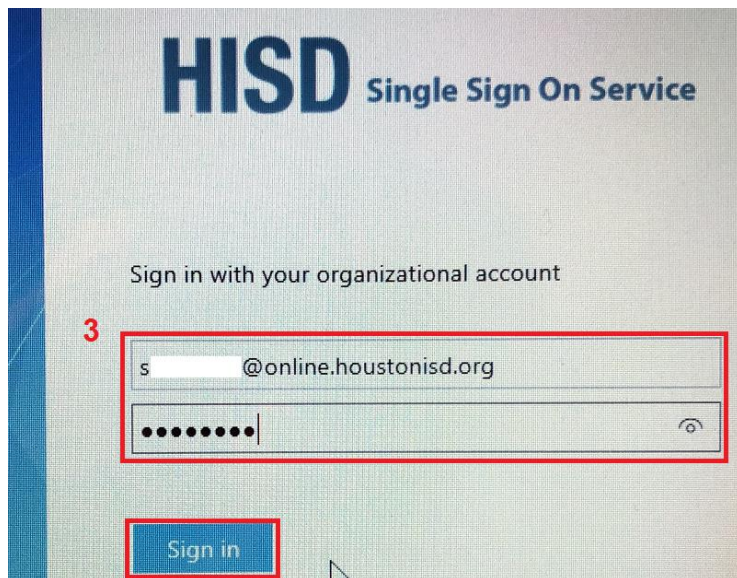
1. While logged in as yourself to a Windows HISD computer, click on the **Microsoft Store icon** located on the task bar.
2. Type your student email address in the format **s + your id number@online.houstonisd.org** and click **Next**



SSO

Log in to the Single Sign On Service

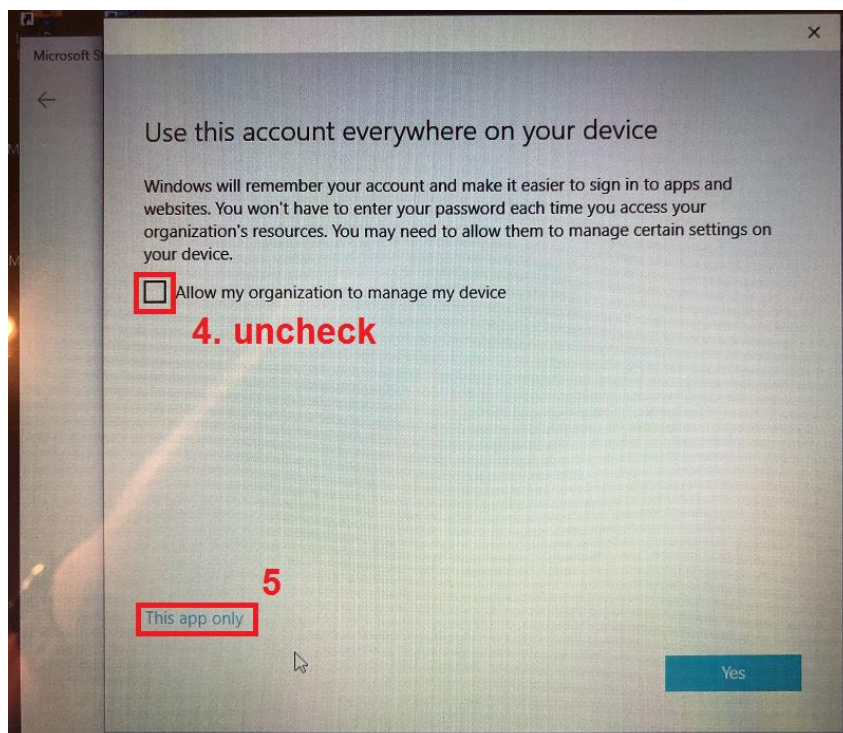
3. A new window for single sign on will open.
Enter your email address in the format **s + ID number @online.houstonisd.org** and password (your date of birth) in the format **mmdyyy;** then click **Sign In**



Uncheck manage my device and select "This app only"

After a few seconds, a new window will appear.

4. **Uncheck (remove the check)** next to "Allow my organization to manage my device."
5. Click "**This app only**". **DO NOT click on Yes.**

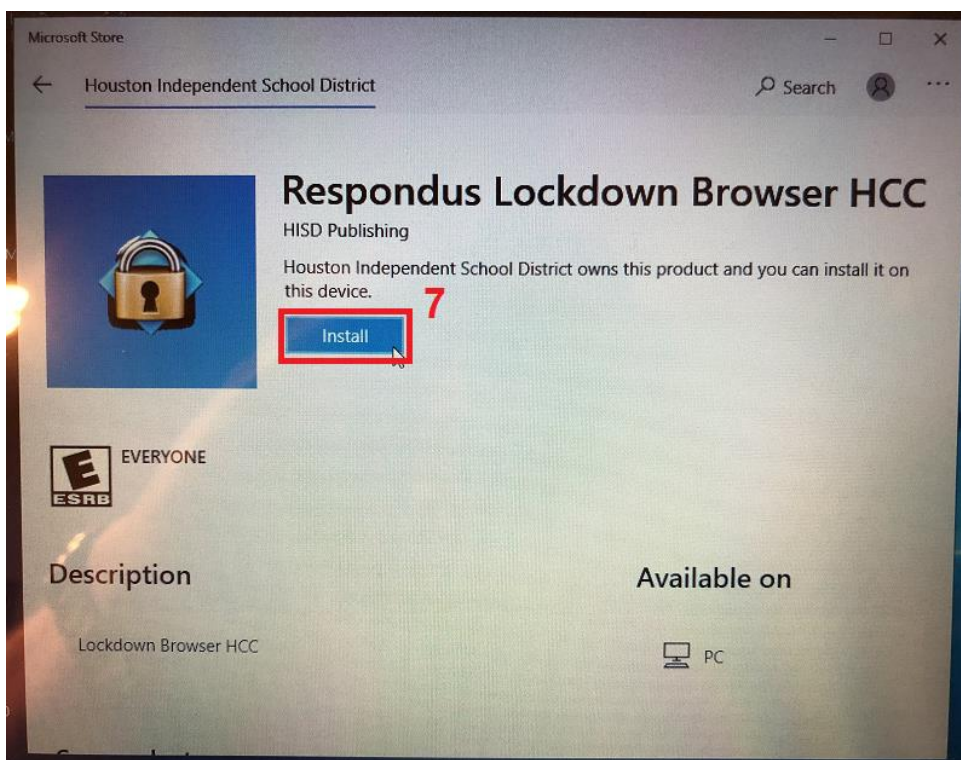




Select and Install the HCC Respondus Lock Down Browser

After a few seconds, the window titled **Microsoft Store** will appear. If an empty window appears with the message "**Try that again**", **ignore the message** and wait a few seconds longer until the Microsoft Store window appears.

6. Click on the icon for the **Respondus Lock Down Browser**.
7. Click on **Install**.

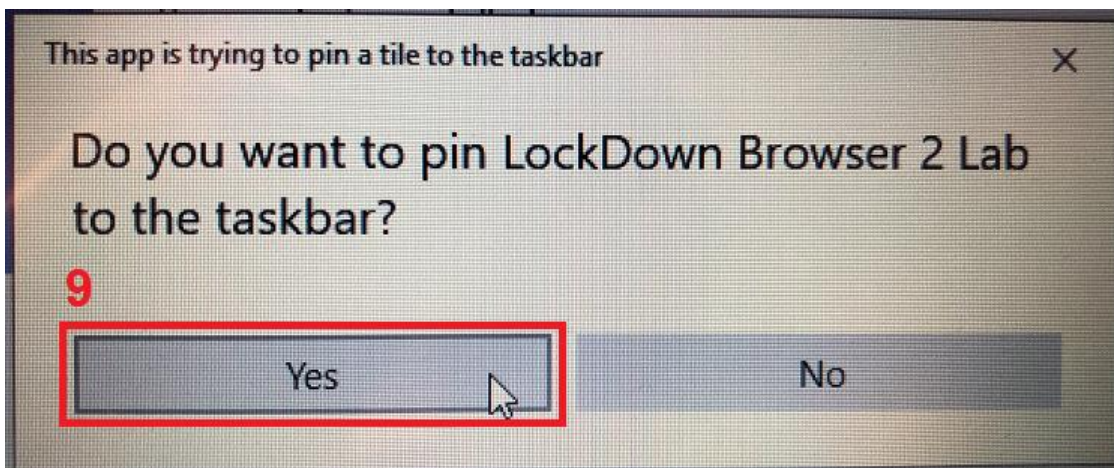
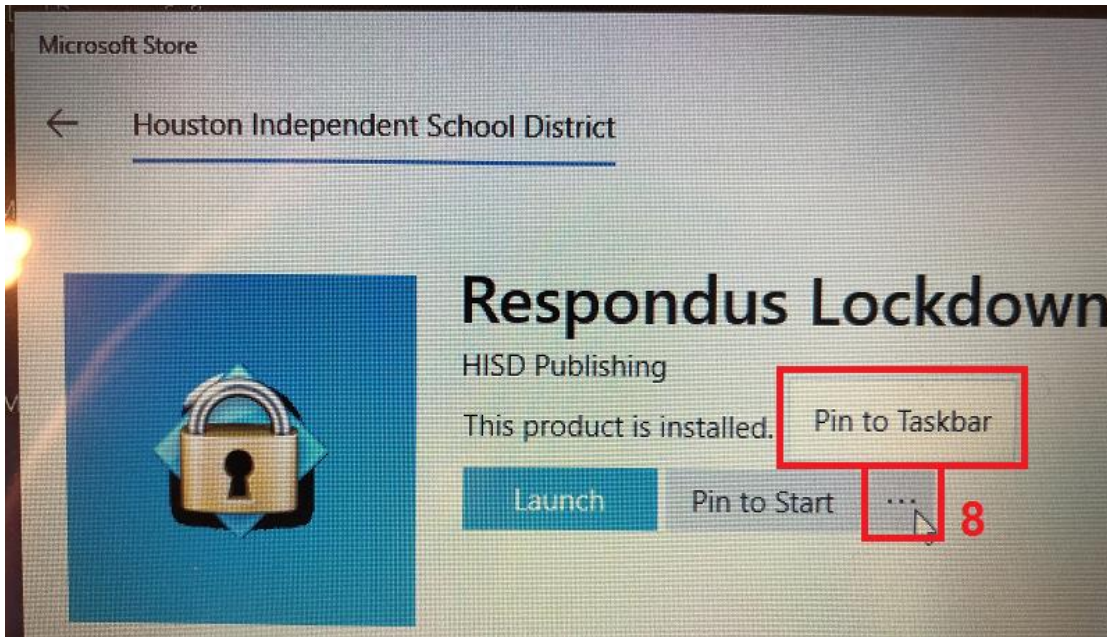




Select more (...) and Pin to Taskbar

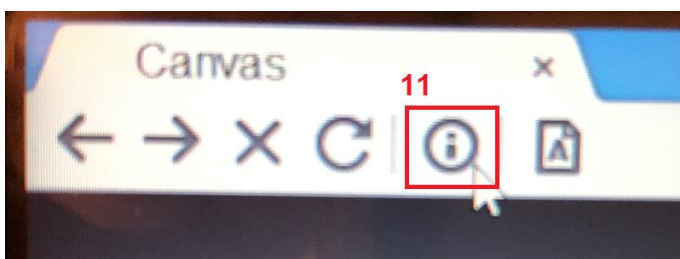
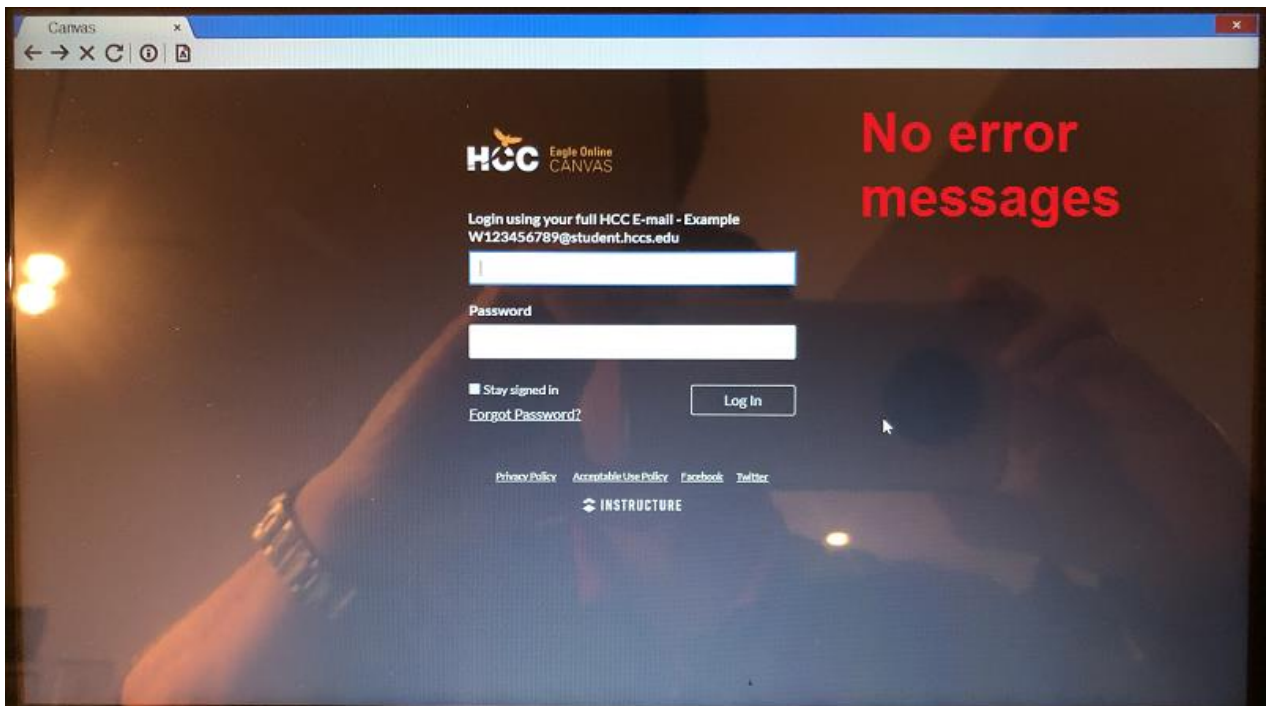
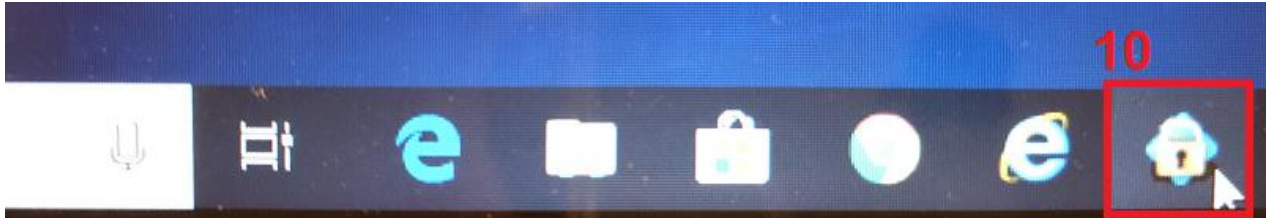
After a few minutes, the lock down browser will finish downloading and the progress bar will disappear.

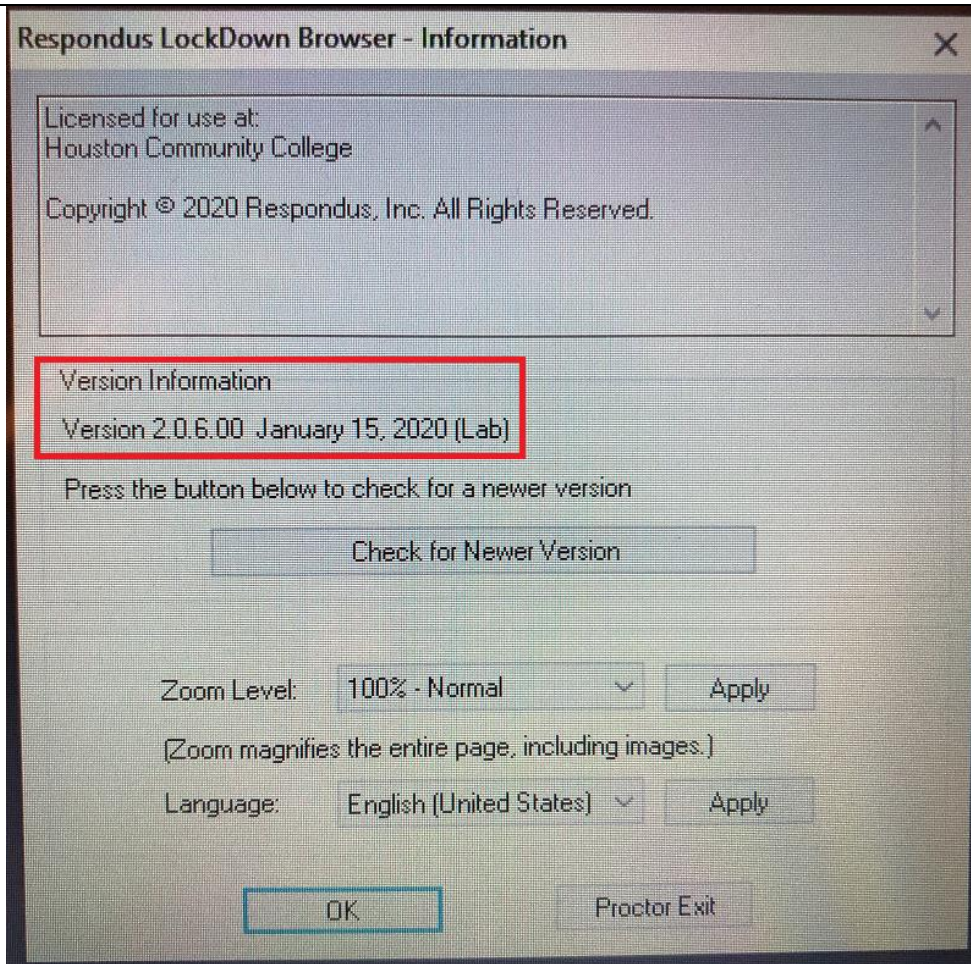
8. Click on the **three dots ...** and select **Pin to Taskbar**. The Respondus icon will then appear on the taskbar.
9. A pop-up window will appear, asking "**Do you want to pin the Lockdown Browser Lab to the taskbar?**". Select **Yes**.
10. Once the Respondus icon appears on the task bar, **close** all remaining installation windows by clicking on the close icon (the **X**) on the upper right hand corner of the window.



Verify that the lock down browser works

10. Click on the **Respondus icon on the taskbar**. After the lock down browser opens, there should not be any error messages.
11. Click on the **information icon "i"** on the upper left of the screen. A popup will appear. The Version Information should read **Version 2.0.6.00** or later. Close the pop-up window by clicking on the "X" on the upper right corner.





Log in to HCC Respondus Canvas. How to take an HCC assessment.

12. To log in, enter your full HCC email address in the format **W + HCC id number@student.hccs.edu** and your **HCC password**



13. Navigate to your HCC course and select the assessment. If required, **follow the directions for identification**. These directions may include use of the webcam to monitor the testing environment. The X360 laptop has two webcams. The setup may default to the webcam on your keyboard instead of the one on top of your screen. **You may need to select a different camera and select the webcam that shows your face**. NOTE: While taking the assessment, you will not be allowed to navigate away from the assessment until you either close the browser or submit the assessment. **Once you are done with the assessment, remember to click Submit.**

