

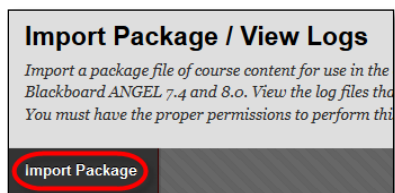
IMPORTING RESPONDUS LOCKDOWN BROWSER PRACTICE TEST

The practice test is setup as a ZIP file of a course that only contains the Practice Quiz. **DO NOT open/unpackage this zip file, doing so will render it unusable.** You will import this course file into your existing course and it will place the Practice Test into the “Lessons” area. If you have renamed the Lessons are to another title, this process will add a new “Lessons” area to the bottom of your course menu, you can go to the location of the Practice Test and move it to the location of your choosing.

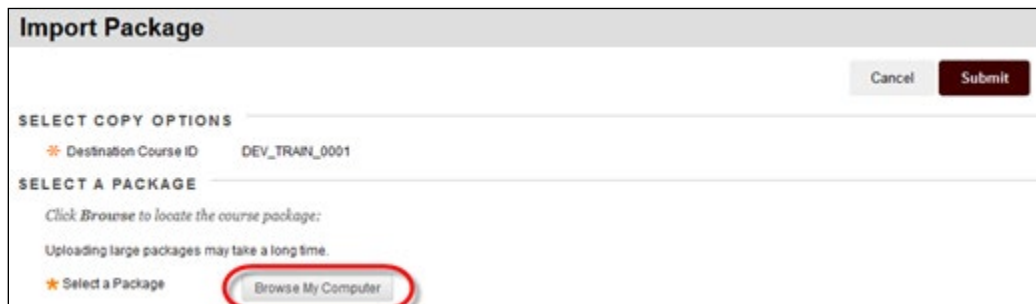
- A. Go to your course. Go to the **Control Panel > Packages and Utilities > Import Package/View Logs**.



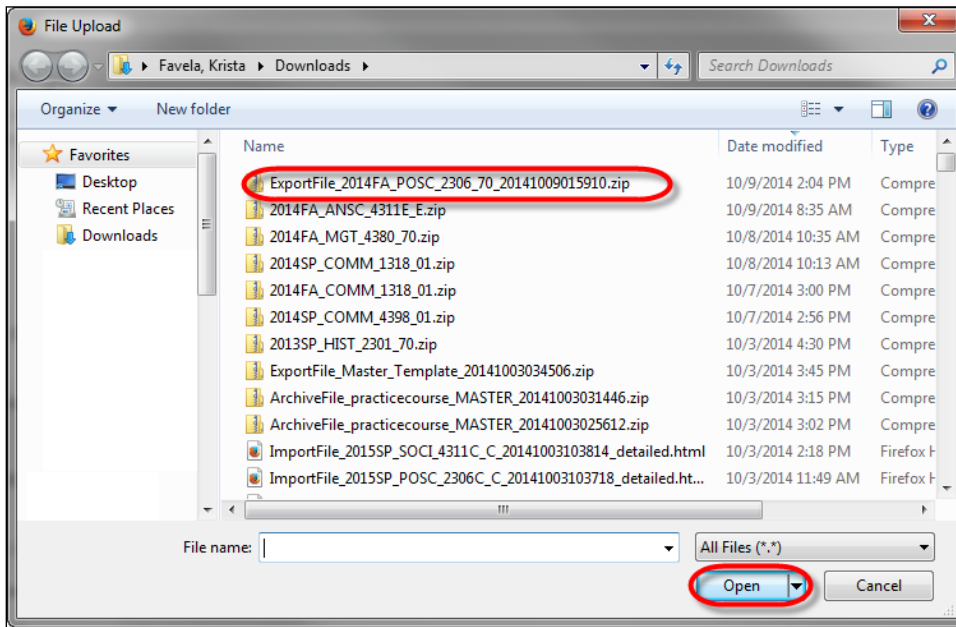
- B. In the action bar, select **Import Package**.



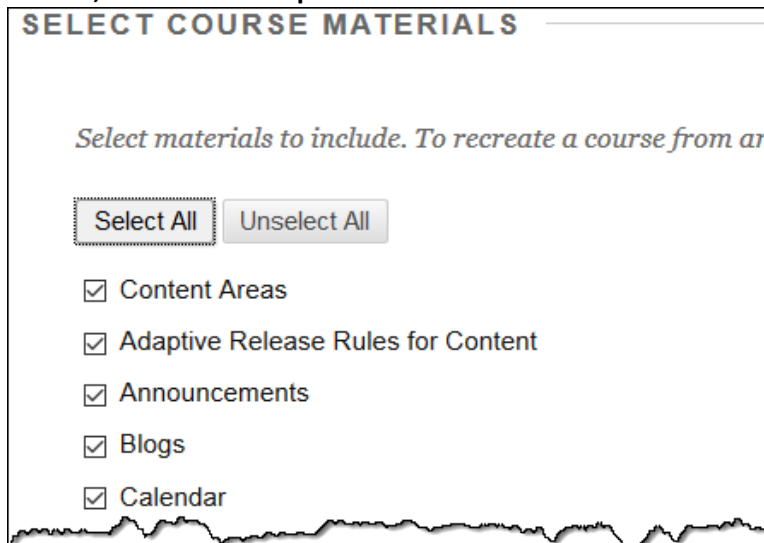
- C. In the Select a Package section, select the **Browse My Computer** button.



D. **Select and Open** the previously saved file



E. Select the **Select All** button, change the setting under Discussion Board to **Include only the forums, with no starter posts**.



F. Click **Submit**.

G. When you receive an email that the Import process has been completed, you may begin editing your content.



The Practice Test did not appear!

If you have renamed the Lessons are to another title, this process will add a new "Lessons" area to the bottom of your course menu, check here for the Practice Test and move it to the location of your choosing. Otherwise, it should be at the automatically import into the bottom of the "Lessons" area.