

How to Type Special Characters on Chromebook

Problem: This procedure is for users taking exams through the Respondus Lockdown browser, which requires the user to type special characters using their Chromebook.

Resolution: Please follow the below set of steps to ensure that students taking an exam in Lockdown Browser on their Chromebooks, will be able to type any accented character.

ChromeBooks (Instructions for students if settings are accessible.)

Set your keyboard language

1. At the bottom right, select the time.
2. Select Settings  > Advanced.
3. In the "Languages and input" section, select Input method > Manage input methods.
4. Check the boxes next to the following keyboard language: US International Keyboard
5. Select Back .
6. Select the keyboard language, INTL (US International Keyboard) to make it the default keyboard.

Type Accent Letters using keyboard

Now that you have set US International as your input keyboard, you can type accents while in Lockdown Browser taking an exam.

Use the Alt key on the right side of the keyboard.

Adding accent marks

The U.S. International keyboard has the following accent marks:

Acute ('): ' then letter

Grave ('): ` then letter

Tilde (~): Shift + ` then letter

Circumflex (^): Shift + 6 then letter

Umlaut/diaeresis ("): Shift + ' then letter

Cedilla (,): Shift + AltGr + 5 then letter

Inverted Question Mark (¿): AltGr + ?

Inverted Exclamation Mark (¡): AltGr + !