

# **Connect to an Online Exam**

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## Step 1 — Hardware and Software Requirements



- To take an online exam, you will need a desktop or laptop computer with a webcam and microphone.
- To join the online exam, you will need to have Mozilla Firefox or Google Chrome installed on your computer.
- You will be required to install the Respondus Lockdown Browser

# Step 2 — Tips for Successful Testing



- Make sure you are alone in a quiet, well-lit room for the duration of your testing. Do not take tests in busy spaces such as coffee shops or employee lounges.
- Test your webcam and microphone before your test.

# Step 3 — Log in to eLearning



- In your web browser of choice (Firefox or Chrome), navigate to <u>my.laboure.edu</u>
- Enter your Labouré ID number and password to log in.

#### Step 4 — Navigate to your course



 Locate your course in the Quick Links menu on the left. It will be under My Courses

## Step 5 — Join the Online Meeting

You are here: <u>Academics</u> > <u>Neurodiagnostic Technolo</u>	ogy - IOM > Intraoperative Neuromonitoring III > IOM 2010 A O - Intraoperative Neuromo	)nline Meetings
<i>IOM 2010 A O - Intraoperative Neuromoni III F19</i>	IOM 2010 A O - Intraoperative Neu	
Main Page 💙		Need to meet?
Syllabus	<u>IOM2010</u>	Still t a new online meeting now Who can join my meetings?
Course Information		
Unit One	Intoronore	
Unit Two	Interopera	웹 <u>A td an introduction</u>
Unit Three		lo sch duled meetings at this time.
Unit Four		
Unit Five		Online Meetings?
Unit Six	Course Announcements	Not sure what these are or what you can do with them?
Unit Seven		Read about them here
Coursework	Prostoving	
Collaboration	Proctoring	
Gradebook	New Posted By Margaret Barlow Sun. Sep 15 2019 at 5:10 PM	
Attendance	We were not completely happy with Examity, our out-sourced proctoring	
Content Import (Hidden)	······································	
Online Meetings	Proctoring is newly mandated for online programs.	
Library Services	We are testing an internal system.	

- In the Course Menu, select Online Meetings
- Scheduled meetings will be listed here, select the meeting that corresponds to your testing time.



# Step 6 — Activate your microphone

- Select Microphone
- Select Allow

# Step 7 — Activate your webcam

Test   ( Start recording)	
Welcome To BigBlueButton BigBlueButton is an open source web conferencing system designed for online learning	tele Materioge - Mah Vener ( X ) Bigliedenten - Test ( ) X + O ( ) D (
CHAT       Send public and private       Bit divisual meetings.       AUDIO       Communication raining high       Communication raining high       Communication raining high       Express yourself.         Image: Send public and private       BREAKOUT ROOMS       Folling       Poll your users anytime.       Screeen HARING       MULTi-USER WHITEBOARD         Image: Send public and private       Image: Screeen HARING       Screeen HARING       Draw together.         Image: Send public and private       Image: Screeen HARING       Draw together.       Draw together.	Instrumenter         Welcome To BigBlueButto           Invite a guest to join this meeting         BigBlueButton is an open source web conferencing system designed to the webcam settings           Webcam settings         Kebcam settings           Webcam settings         Cammanicate using the webpoint of commander using the support of camera prefile
For more information visit <u>bigblu button.org</u> → < stde1 · · · · · · · · · · · · · · · · · · ·	Cancel Share your screen.

- Click on the camera in the bottom menu
- Select Allow
- Select Start Sharing

#### Step 8 — Navigate to Coursework



- Click the + sign to open a new tab
- Navigate to my.laboure.edu
- Navigate to your course and select Coursework from the course menu

## Step 9 — Install/Launch the Secure Browser

Case report review Open Homework due <b>Monday, September 30 at 12:00 AM</b> (included in final grade)	Coursework
Unit S  R/21/2019 to 10/31/2019  Comparison between traditional craniocenvical fusion and condylar screw fusion Open Posts are due on Thursday, October 3 at 12:00 AM Discussion due Sunday, October 6 at 12:00 AM (included in final grade)  Cranio Cervical fusion quiz (You can take this qi z starting Thursday, September 19 at 8:00 AM) Quiz due Sunday, October 6 at 12:00 AM (included in final grade)  Homework=Read 2 papers by Dr. Uribe group and write an essay Open Homework due Monday, October 7 at 12:00 AM (included in final grade)	Cranic Cervical fusion quit         Quit I unit 5         Quit I unit 5         This quit is open and can now be taken (See below)         It is due on Sunday. October 6 at 12:00 AM         Charles and a comment         This quit is included in your final grade and is scored out of 20 points.         This quit can only be taken 1 time It has no time limit         This quit can only be taken 1 time To determine whether you have the boxoser, use the confirmation page link below. This will not start your quit.         Open Los&Born Ilrower: confirmation page
Unit 6 8/21/2019 to 10/31/2019 Troubleshooting during the MCS for pain Open Posts are due on Thursday, October 10 at 12:00 AM (included in final grade) Discussion due Sunday, October 13 at 12:00 AM (included in final grade)	Coverised the Browser Maci Exposer (PCD Coverised the Browser (PCD Coveris

- Locate the assignment/Quiz/Exam in coursework.
- If you have not installed the secure browser, you will be prompted to do so prior to launching the test. Install the application that applies to your laptop/desktop.

## Step 10 — Install Lockdown Browser

	he Testing	View Draft Q	Options	esting		View Draft Q	Options
You have chosen to open:	iduction Details	Install LockDown Browser OEM	ta Rearrai	tion Details		Install LockDown Browser OEM	13 Rearrange
InstallDOEM.rig     InstallDOEM.rig     working (8.5 MB)     from: http://www.respondus2.com     // What should Friefox do with this file?	ng Step 9 – Inst: Respor	This package will run a program to determine if the software can be installed. To keep your computer searce, you should only run program to install adhesis from a functed source, if Cancel to stop the program and the installation. Cancel Continue	2	Step 9 — Inst. iges were saved. You ), or keep editing.	Respondus Introduction Destination Select Installation Type Installation	The installation was completed successfully.	
Save File      This     Do this automatically for files like this from now on.	ype: 🖾 🙆 Imag			e: 🖾 🙆 Imag	<ul> <li>Configuration</li> <li>Summary</li> </ul>	The installation was successful. The software was installed.	
Cancel OK				and another solution			
This quiz can only be taken using a special LockDown Browser	A service and a			para atabé Maga para palé sinan papingan Traina atapa pa <b>Manga</b>			
To determine whether you have the browser, use the confirmation page link below. This will <b>not</b> start your quiz Open LockDown Browser confirmation page		Go Back Continue				Go Back Close	
If that link does not work, return to the assignment screen and refer to the browser installers and/or the user g Download the browser (Mac) Download the browser (PC)  CockDown Browser user guide	T T T T T T T T T T T T T T T T T T T	Data Capture On Off		Drag to reprinting	to:	Data Capture On Of	

• Click through the menu to install the lockdown browser.

(i) Your install process may look different.

# Step 11 — Launch and complete the Test

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20 points.	
wser nation page link below. This will <b>not</b> start your oulz.	
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nd refer to the browser installers and/or the user guide.	
PO O LockDown Browser user guide	
e above "confirmation" page to ensure LockDown Browser is properly installed before clicking.	
	20 points:         wser         mation page link below. This will not start your quiz.         nd refer to the browser installers and/or the user guide.         ED       IockDown Browser user guide         a showa "configmation" again to ensure lockDown Browser is property listilled before clicking.

- When you are ready, click to launch the test.
- You may be prompted to enter a password provided by your professor to launch the test!