



Connect to an Online Exam

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Step 1 — Hardware and Software Requirements



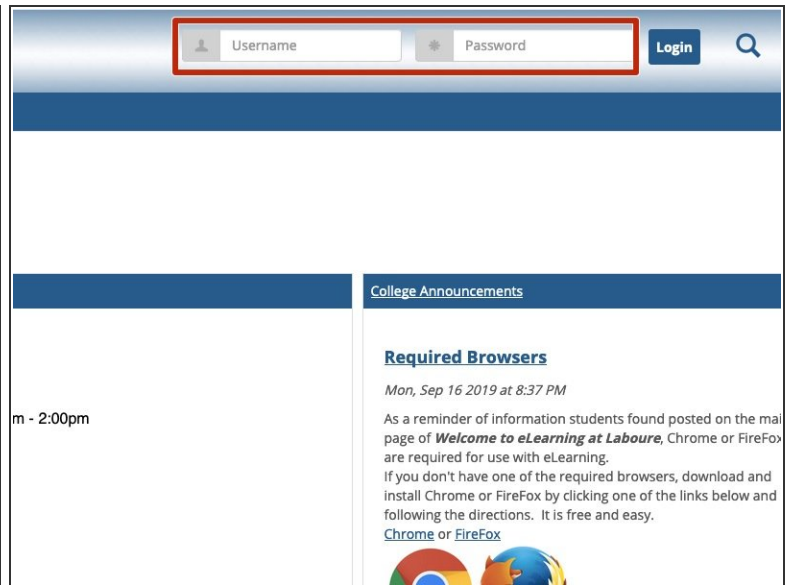
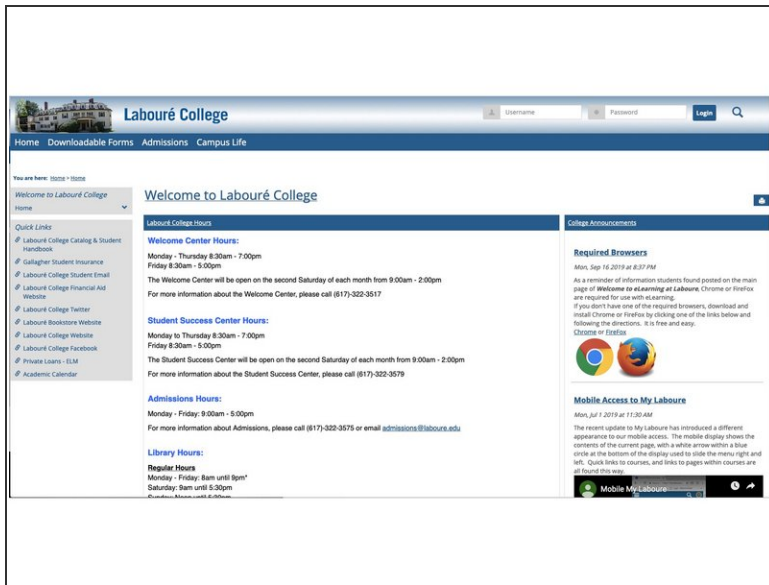
- To take an online exam, you will need a desktop or laptop computer with a webcam and microphone.
- To join the online exam, you will need to have Mozilla Firefox or Google Chrome installed on your computer.
- You will be required to install the **Respondus Lockdown Browser**

Step 2 — Tips for Successful Testing



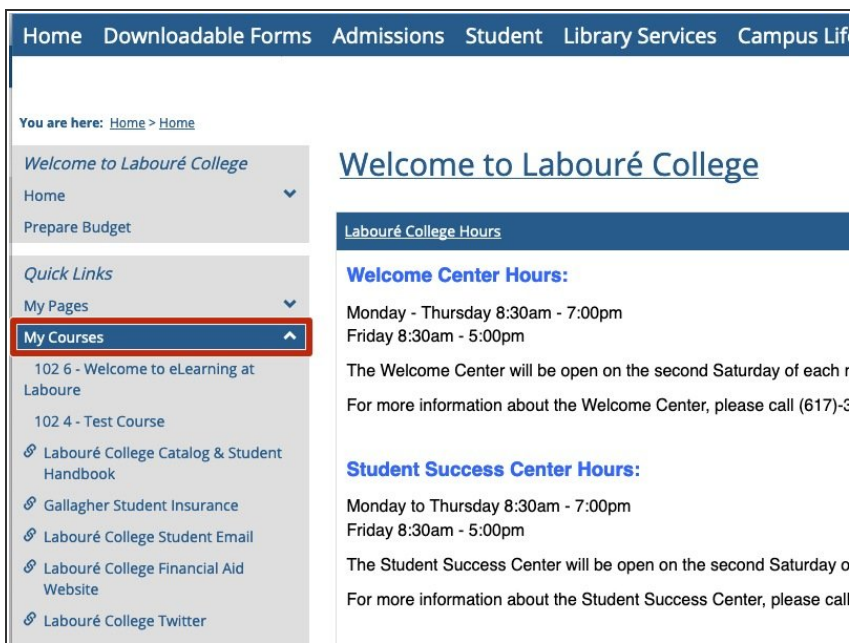
- Make sure you are alone in a quiet, well-lit room for the duration of your testing. Do not take tests in busy spaces such as coffee shops or employee lounges.
- Test your webcam and microphone before your test.

Step 3 — Log in to eLearning



- In your web browser of choice (Firefox or Chrome), navigate to my.laboure.edu
- 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

The screenshot shows the BigBlueButton interface. On the left, the 'Course Menu' is visible with 'Online Meetings' highlighted. A red arrow points from this menu item to the 'Online Meetings' page on the right. The 'Online Meetings' page displays a 'Need to meet?' section with a link to 'Start a new online meeting now' circled in orange. Below this, there is a 'Course Announcements' section titled 'Proctoring' with a post by Margaret Barlow dated Sep 15, 2019.

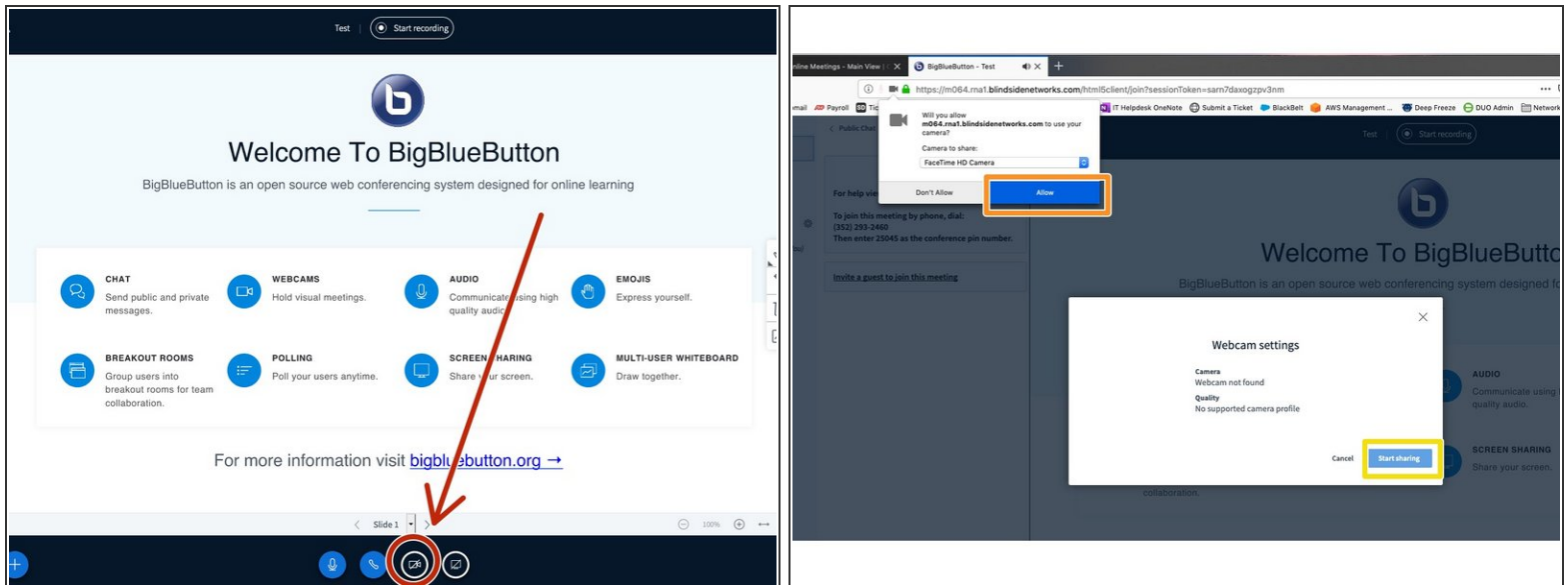
- In the **Course Menu**, select **Online Meetings**
- Scheduled meetings will be listed here, select the meeting that corresponds to your testing time.

Step 6 — Activate your microphone

The screenshot shows the BigBlueButton interface with a dialog box titled 'How would you like to join the audio?'. The 'Microphone' option is selected and circled in red. Below the dialog box, there is a 'Will you allow m064.rna1.blindsidenetworks.com to use your microphone?' notification with the 'Allow' button highlighted in orange. The background shows the 'Welcome To BigBlueButton' message and the 'AUDIO' section.

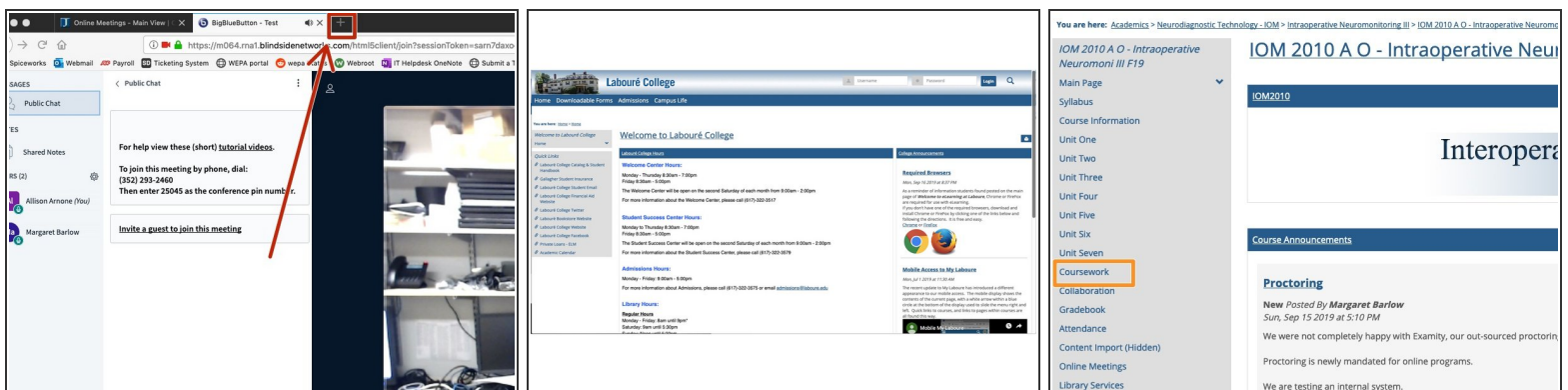
- Select **Microphone**
- Select **Allow**

Step 7 — Activate your webcam



- 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

The left screenshot shows a course page with a list of assignments and quizzes. The 'Cranio Cervical fusion quiz' is highlighted with a red box. The right screenshot shows the quiz page, which includes instructions to download the LockDown Browser. The 'Download the browser (Mac)' and 'Download the browser (PC)' links are highlighted with a red box.

- 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

The three screenshots show the installation process of Lockdown Browser. The first screenshot shows a file download dialog for 'Install.LDBOEM.zip'. The second screenshot shows the 'Install LockDown Browser OEM' window with a 'Continue' button. The third screenshot shows the 'Install LockDown Browser OEM' window with a green checkmark and the message 'The installation was successful.'

- Click through the menu to install the lockdown browser.
-  Your install process may look different.

Step 11 — Launch and complete the Test

Coursework

Cranio Cervical fusion quiz

[Previous](#)

This quiz is open and can now be taken (See below)
It is due on Sunday, October 6 at 12:00 AM

[Add a comment](#)

This quiz is included in your final grade and is scored out of 20 points.

This quiz can only be taken 1 time
It has no time limit

This quiz can only be taken using a special LockDown Browser

To determine whether you have the browser, use the confirmation page link below. This will **not** start your quiz.

[Open LockDown Browser confirmation page](#)


If that link does not work, return to the assignment screen and refer to the browser installers and/or the user guide.

[Download the browser \(Mac\)](#)[Download the browser \(PC\)](#)[LockDown Browser user guide](#)

Your quiz will begin when you click the link below, so use the above "confirmation" page to ensure LockDown Browser is properly installed before clicking.

When you are ready...
[Start the Cranio Cervical fusion quiz](#)

- 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!