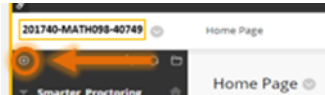# Faculty Quick Start Guide for SP Automated Proctoring

Step 1: Add the SmarterProctoring link to your Blackboard class
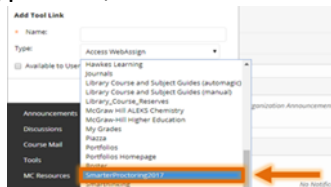
- From your Blackboard course home page click the "+" sign to add the link

- Click Tool Link from the drop down menu

- In the Name field, enter "SmarterProctoring." From the Type field, select SmarterProctoring2017
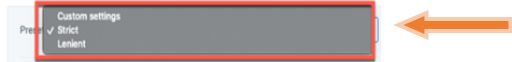
- Check the Available to Users box and submit.

Step 2: Setting Up an Exam

- Log in to the course through Blackboard

- From your Course Dashboard on the SmarterProctoring page, click "+ New Exam"

- Enter the Exam Details: name, description, duration, exam URL, password and date settings

- Use this format to name your exam:
Last Name, First (Course Code)(CRN) - Exam Name (Semester)

- Enter items students are allowed to have during testing in Permitted Items

- The Notes section has separate fields for student instructions and instructions for the proctors

> **Note:** Include any information about accommodations or other items permitted in **Notes for Proctors.** Include the student's name and the item if only for a specific student.
>
> **Important:** Students with accommodations should NOT schedule their exam session until the accommodations are set.

- Proctor Settings should be set to Live Online Proctoring.

Step 2: Continued

- Choose the "Preset" of Strict, Lenient or Custom Settings that sets the proctoring rules for the exam

- Custom Settings lets you pick the rules the student follows via the automated proctor

- Check the exam details on the Confirmation page, then click "Confirm" to submit the exam

- The exam will show as Pending Approval for Assessment Center staff review

> **Note:** Assessment Staff will review the exam queue during regular office hours (M-F). Exams & changes submitted after hours or on weekends will be processed during the next workday.

- Once approved, faculty informs class they can register for the exam.

Step 3: DSS Student Accommodations

- Encourage students to register for SmarterProctoring in first week of class
- Include DSS accommodation information in "Notes for Proctors" field when submitting exams.
- Assessment Center Staff enters accommodation to individual student records when they review exam
  - Staff will reach out to any noted DSS student that is not yet registered
  - If accommodation changes are made after exam approval, email the Assessment Center

Step 4: Changing your Exam Set Up

- From the My Exams - Course dashboard, click on Edit exam

- You can choose "Delete" to remove the exam set up completely or "Edit Exam" to make changes to your set up.
- Change the field(s) that need to be updated

> **Note:** This step is especially helpful when **extending exam deadlines**.

- Once all changes are made, click confirm
- Exam will be resent to Assessment Center Queue for review and approval.

Questions? Email AcademicTesting@montgomerycollege.edu