

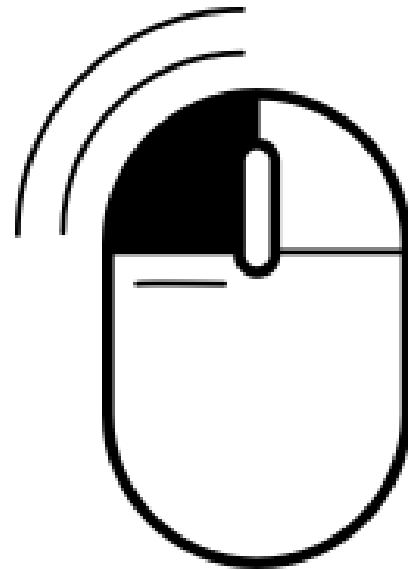
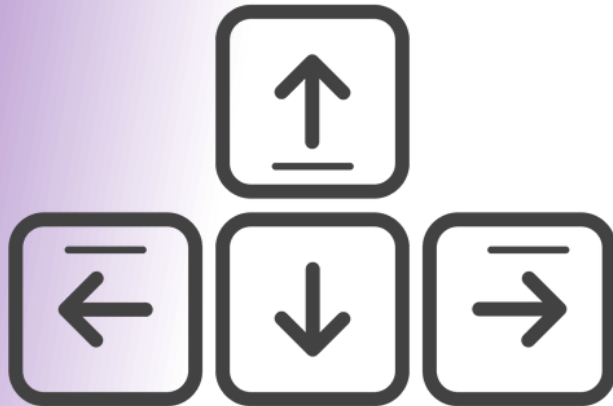
SmarterProctoring Faculty Guide

Virtual Proctoring via ProctorU



TO NAVIGATE THIS PRESENTATION

Use the **Arrow Keys** on your Keyboard, or your **Mouse**



Presentation Quick links

- [How to Add the SmarterProctoring Link for Easy Access](#)
- [How to Set up an Exam](#)
- [How to Make Changes on Exams](#)
- [DSS Student Accommodations](#)
- [Contact Us](#)

What is SmarterProctoring?

- **SmarterProctoring** - web-based platform that interacts with Blackboard to assist faculty in submitting test requests to Assessment Centers.
 - Assessment staff receives test requests and confirm all materials are included and information is accurate.
 - Faculty is able to make changes to the test request before student's schedule to take their exams .



What is ProctorU?

ProctorU - online proctoring service that interacts with SmarterProctoring to assist students with online test scheduling and test completion.

- Students are able to schedule a test appointment and complete their exam with an online proctor.
- ProctorU is available anytime, any day: 24/7/365.
- This service is free of charge to MC students.



HOW TO ADD THE SMARTERPROCTORING LINK FOR EASY ACCESS

Go to www.montgomerycollege.edu and click the **Access MyMC** button located on the top-right corner of the page.

The screenshot shows the Montgomery College website homepage. At the top, a navigation bar includes links for Prospective/Current Students, Business Partners & Employers, Alumni, Donors & Community, Our Locations, and a highlighted 'Access MyMC' button with an orange arrow pointing to it. Below this is a purple header with the MC logo and a menu of categories: ACADEMICS, APPLY & REGISTER, PAYING FOR COLLEGE, COUNSELING & ADVISING, WORKFORCE DEVELOPMENT, LIFE AT MC, ABOUT MC, and MORE. The main banner features a photo of an instructor and students in a classroom, with the text 'Turn Your Dream into a Skill' and 'MC offers hundreds of noncredit career and job training courses.' A green 'NONCREDIT TRAINING' button is also present. Below the banner is a row of six small images: a group of people, a sports team, a dinosaur skeleton, a woman smiling, a group of graduates, and students in a computer lab. The footer contains the text 'Providing Opportunities, Empowering You to Succeed' and a taskbar at the bottom with the Start button, open applications, and the system clock showing 1:29 PM.

Montgomery College

<https://www.montgomerycollege.edu>

Prospective/Current Students Business Partners & Employers Alumni, Donors & Community Our Locations **Access MyMC**

MC MONTGOMERY COLLEGE

Contact Us Call Us: 240-567-5000 **APPLY NOW**

ACADEMICS APPLY & REGISTER PAYING FOR COLLEGE COUNSELING & ADVISING WORKFORCE DEVELOPMENT LIFE AT MC ABOUT MC MORE

Turn Your Dream into a Skill

MC offers hundreds of noncredit career and job training courses.

NONCREDIT TRAINING

Providing Opportunities,
Empowering You to Succeed

mymc.glb.montgomerycollege.edu

Start Document1 - Word Montgomery College ... 1:29 PM

On the MyMC page, enter your **username** (MyMC ID) and **password**, and click the **Sign In** button to access your MyMC Account.

MyMC Login

https://mymclogin.glb.montgomerycollege.edu/authenticationendpoint/login.do?commonAuthCallerPath=%252Fcas%252Flogin&forceAuth=false&passiveAuth=false&tenantDomain=carbon.super&sessi...

MC MONTGOMERY COLLEGE **MyMC**

Enter your MyMC ID and Password

User Name Password **Sign In**

[Forgot Password](#) | [Find your MyMC ID](#) | [Claim Your Account](#) | [My Account](#) | [Password Reset](#)

FEBRUARY
is Financial Aid Awareness Month

Have you applied for financial aid?

Events to help you apply for financial aid will be held on all three campuses!

LEARN MORE

Apply for 2020-2021 financial aid.
The MC Financial Aid Priority Deadline is **MARCH 1st!**

Accessibility | Annual Security Report (Clery Act) (PDF) | Cookie Notice | Disclaimer | Public Safety | GDPR Interim Plan | Non-Discrimination | Policies & Procedures | Privacy Statement | Title IX

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Montgomery College is committed to equal employment opportunity that assures access, equity, and diversity. Further, the College is committed to providing an environment in which all persons are provided the opportunity for employment, participation in academic programs, and/or other College activities free from discrimination, harassment prohibited by federal regulations and state law, and sexual assault. To find out more information visit [Employee and Labor Relations](#).

Start Document1 - Word MyMC Login - Google... 1:29 PM

On your MyMC home page, click the **Blackboard** button located in the upper-right corner of the page to access your **Blackboard** account.

The screenshot shows the MyMC home page for Montgomery College. The browser address bar displays <https://mymc.glb.montgomerycollege.edu>. The page header features the Montgomery College logo and a navigation bar with links: Home, Employee Resources, Training and Professional Development, My Classes, Registration, Financial Aid, Pay My Bill / Manage Account, Counseling and Advising, Life at MC, Collegewide Services, Alumni, and Forms. In the upper-right corner, there are three buttons: Counseling & Advising Network, Blackboard (highlighted with an orange box and an arrow), E-mail, and Calendars. The main content area is divided into several sections: Banner (with Banner Admin and MC Banner Website links), Employee Tools (with a Workday link), MC Alerts (with a Sign up here for MC Alert link), M Number, MyMC ID or Email Information (with View your information and Password Reset links), and Campus Safety (with Dial 911 for Emergencies link). The footer shows the Windows taskbar with the Start button and several open applications.

Home - montgomerycollege.edu x +

https://mymc.glb.montgomerycollege.edu

Mr. Ramon L. Valenzuela Sign Out

MC MONTGOMERY COLLEGE

Counseling & Advising Network **Blackboard** E-mail Calendars

Home Employee Resources Training and Professional Development My Classes Registration Financial Aid
Pay My Bill / Manage Account Counseling and Advising Life at MC Collegewide Services Alumni Forms

Banner

Banner Banner Admin MC Banner Website

Employee Tools

Workday

MC Alerts

Sign up here for MC Alert

M Number, MyMC ID or Email Information

Your **M Number** is your Montgomery College ID number; Montgomery College uses the M Number instead of a Social Security Number to identify students and employees.

Your **MyMC ID** is your username for accessing My MC.

All MC students and employees receive an official **email** address.

View your information Password Reset

Campus Safety

Dial 911 for Emergencies

The **Office of Public Safety** coordinates efforts to protect the College community by providing

Start Document1 - Word Home - montgomery...

1:31 PM

In your **Blackboard account - My Blackboard**, select the course you are setting up an exam for. The course are listed under My Courses or the Course tab. For example, **201740-MATH098-40749**

The screenshot shows the Blackboard 'My Blackboard' interface. The top navigation bar includes 'My Blackboard', 'Courses' (highlighted with an orange circle), 'Community', and 'Content Collection'. Below this, the 'My Blackboard' section is active, showing a 'Notifications Dashboard' and an 'Add Module' button. The main content area is divided into several sections:

- My Messages:** Courses with Messages: *You have no new unread messages!* Last Updated: February 20, 2020 1:31 PM
- Follett Discover:** A promotional banner for 'Every book. Every course. Any time.' with a 'Launch Follett Discover' button. Below it, links for 'Faculty' (Discover and Select Course Materials) and 'Students' (Buy and Rent Books) are visible.
- Student Information:** A section titled 'Smarthinking tutoring online, for FREE!' with a list of 8 steps for accessing tutoring services.
- My Announcements:** A section stating 'No Institution Announcements have been posted in the last 7 days.' and 'No Course or Organization Announcements have been posted in the last 7 days.' with a 'more announcements...' link.
- Digital Learning Centers:** A section providing information about the Digital Learning Center at the Takoma Park and Rockville campus, including a link to their website.
- My Courses:** A section titled 'Courses where you are: Instructor' with a list of courses, including '201740-MATH098-40749' (highlighted with an orange box).
- My Tasks:** A section titled 'My Tasks:' with the text 'No tasks due.' and a 'more tasks...' link.

The bottom of the screen shows the Windows taskbar with the Start button, open applications (Word, Blackboard), and the system clock (1:31 PM).

In the course homepage, check the side bar for the **SmarterProctoring** link. If it's not there, click the plus sign "+" to add it. If it is, continue to slide 14.

The screenshot shows a Blackboard course homepage for the course ID 201740-MATH098-40749. The browser address bar shows the URL: https://bb-montgomerycollege.blackboard.com/webapps/blackboard/execute/modulepage/view?course_id=_52783_1&cmp_tab_id=_98208_1&editMode=true. The user is logged in as Ramon Valenzuela. The sidebar on the left contains the following links: Smarter_Proctoring (highlighted with an orange circle and arrow), Home Page, Syllabus, Course Content, Unit 1, Assignments, Announcements, Discussions, Course Mail, Tools, MC Resources, Help, Course Management, Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area shows the 'Home Page' section with 'Add Course Module' and 'Customize Page' options. Below this, there are two sections: 'My Announcements' and 'What's New'. The 'My Announcements' section states 'No Course or Organization Announcements have been posted in the last 7 days.' with a link to 'more announcements...'. The 'What's New' section shows a notification for 'No Notifications' with buttons for 'Edit Notification Settings' and 'Actions'. The bottom of the page displays the Blackboard logo and copyright information: © 1997-2020 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending. Accessibility information and Installation details are also provided.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x +

https://bb-montgomerycollege.blackboard.com/webapps/blackboard/execute/modulepage/view?course_id=_52783_1&cmp_tab_id=_98208_1&editMode=true

MONTGOMERY COLLEGE

Ramon Valenzuela 1

My Blackboard Courses Community Content Collection

201740-MATH098-40749 Home Page

Edit Mode is: ON

CLICK TO TOGGLE EDIT MODE OFF.

Home Page

Add Course Module Customize Page

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.
[more announcements...](#)

What's New

Edit Notification Settings Actions

No Notifications

Last Updated: February 20, 2020 1:58 PM

Blackboard

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[Accessibility information](#) [Installation details](#)

javascript:designer_participant.toggleEditMode('/webapps/blackboard/execute/modulepage/view?course_id=...

Start Document2 - Word Home Page - Smarte... 1:59 PM

After clicking the plus symbol, click the **Tool Link** from the drop-down menu to open the **Add Tool Link** window.

The screenshot displays the Blackboard Home Page for a user named Ramon Valenzuela. The interface includes a top navigation bar with links to 'My Blackboard', 'Courses', 'Community', and 'Content Collection'. Below this is a course-specific header for '201740-MATH098-40749' with a 'Home Page' tab and an 'Edit Mode' toggle set to 'ON'. The main content area is titled 'Home Page' and contains sections for 'My Announcements' (with a message about no recent announcements) and 'What's New' (with a 'No Notifications' message). A left sidebar menu is visible, with the 'Tool Link' option highlighted by an orange box and an orange arrow pointing to it. The sidebar also includes options like 'Content Area', 'Module Page', 'Blank Page', 'Web Link', 'Course Link', 'Subheader', 'Divider', 'Discussions', 'Course Mail', 'Tools', 'MC Resources', 'Help', and a 'Course Management' section with various sub-options. The footer of the page shows the Blackboard logo, copyright information, and a system tray at the bottom with the Start button, taskbar, and system clock.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x +

https://bb-montgomerycollege.blackboard.com/webapps/blackboard/execute/modulepage/view?course_id=_52783_1&cmp_tab_id=_98208_1&editMode=true

MONTGOMERY COLLEGE

Ramon Valenzuela 1

My Blackboard Courses Community Content Collection

201740-MATH098-40749 Home Page Edit Mode is: ON

Home Page

Add Course Module Customize Page

Content Area
Module Page
Blank Page
Tool Link
Web Link
Course Link
Subheader
Divider
Discussions
Course Mail
Tools
MC Resources
Help

Course Management

Control Panel
Content Collection
Course Tools
Evaluation
Grade Center
Users and Groups
Customization
Packages and Utilities
Help

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.
[more announcements...](#)

What's New

Edit Notification Settings Actions

No Notifications

Last Updated: February 20, 2020 1:58 PM

Blackboard

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[Accessibility information](#) [Installation details](#)

Start Document2 - Word Home Page - Smarte... 2:00 PM

In the **Name** field, type “**SmarterProctoring**” (recommended). In the **Type** field, select **SmarterProctoring2017** from the drop-down menu.

The screenshot displays the Blackboard LMS interface. At the top, the browser address bar shows the URL: https://bb-montgomerycollege.blackboard.com/webapps/blackboard/execute/modulepage/view?course_id=_52783_1&cmp_tab_id=_98208_1&editMode=true. The course ID **201740-MATH098-40749** is highlighted in the top left. The main navigation bar includes links for **My Blackboard**, **Courses**, **Community**, and **Content Collection**. The user **Ramon Valenzuela** is logged in. The **Edit Mode** is set to **ON**. The **Customize Page** button is visible. The **Add Tool Link** dialog box is open, showing the **Name** field and the **Type** dropdown menu. The **Type** dropdown is open, displaying a list of tool types. The **SmarterProctoring2017** option is highlighted with an orange arrow. The background shows the course page with a **Customize Page** button and a **No Notifications** message. The Blackboard logo and copyright information are visible at the bottom.

Add Tool Link

Name:

Type: **Access WebAssign**

☐ Available to User

Announcements

Discussions

Course Mail

Tools

MC Resources

Help

Course Management

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

Customization

Packages and Utilities

Help

Hawkes Learning

Journals

Library Course and Subject Guides (automatic)

Library Course and Subject Guides (manual)

Library_Course_Reserves

McGraw Hill ALEKS Chemistry

McGraw-Hill Higher Education

My Grades

Piazza

Portfolios

Portfolios Homepage

Poster

SmarterProctoring2017

Smartthinking

Tasks

Tools Area

Turning Account Registration

Turning Technologies Registration Tool

Wikis

WileyPLUS

Organization Announcements have been posted in the last 7 days.

[more announcements...](#)

[Edit Notification Settings](#) [Actions](#)

No Notifications

Last Updated: February 20, 2020 1:58 PM

Blackboard

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[Accessibility information](#) [Installation details](#)

Click the **“Available to Users”** checkbox to make the link available to students, then click the **Submit** button.

The screenshot shows a Blackboard course page for '201740-MATH098-40749'. An 'Add Tool Link' dialog box is open, displaying the following fields:

- Name: SmarterProctoring
- Type: SmarterProctoring2017
- ☒ Available to Users

At the bottom of the dialog box, the 'Submit' button is highlighted with an orange box and an orange arrow pointing to it. The background shows the course homepage with a sidebar menu on the left containing sections like 'Announcements', 'Discussions', 'Course Mail', 'Tools', 'MC Resources', 'Help', and 'Course Management'. The main content area displays a message about announcements and a 'What's New' section. The Blackboard logo and copyright information are visible at the bottom of the page.

Click the **SmarterProctoring** link that appears in the left sidebar to access the page.

The screenshot displays the Blackboard SmarterProctoring interface. The left sidebar contains a list of navigation links, with 'SmarterProctoring' highlighted in an orange box and an orange arrow pointing to it. The main content area shows the 'Home Page' with sections for 'My Announcements' and 'What's New'. The footer includes the Blackboard logo and copyright information.

Navigation Links (Left Sidebar):

- SmarterProctoring
- Course Management
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Main Content Area:


Home Page

Add Course Module

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.
[more announcements...](#)

What's New

 [Edit Notification Settings](#) [Actions](#)

No Notifications

Last Updated: February 20, 2020 1:58 PM

Blackboard

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[Accessibility information](#) [Installation details](#)

For first-time users, you must agree on **Privacy & Terms of Use**. Toggle on each agreement, then click the **Submit**.

The screenshot shows a web browser window with the URL <https://app.smarterproctoring.com/#/enroll>. A notification at the top states: "You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience." The page header includes navigation links: Dashboard, Reports, Messages, Roster, and a user profile for Ramon. A "New exam" button is also visible. The main content area is titled "Course Dashboard". A modal window titled "Privacy & Terms of Use" is open, displaying the "Privacy Policy" and a list of categories of persons whose data is collected. Below the policy text, there are three toggle switches, all of which are turned on. An orange arrow points to the second toggle switch. At the bottom of the modal is a "Submit" button. The footer of the page includes a "Support" button, copyright information for SmarterServices, LLC, and links to "Recent Updates" and "Documentation".

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring x +

https://app.smarterproctoring.com/#/enroll

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Dashboard Reports Messages Roster Ramon Help

New exam

Course Dashboard

Privacy & Terms of Use

Privacy Policy

SmarterServices, LLC provides services to educational institutions (schools) and their students, faculty, and administrators. This privacy policy describes the data that either identifies you or that can be used to identify you that we receive from you and that we receive or obtain from others.

1. Who We Get Personal Data About

We receive, obtain, and process information about the following kinds of persons:

- current, potential, or former students of a school (our references to "students" includes current, potential, and former students),
- current, potential, or former faculty members of a school (our references to "faculty" includes current, potential, and former faculty),
- school administrative staff from schools that receive services from us,
- individuals, whether they are acting individually or on behalf of an organization, who provide test support services to us, including services related to testing locations and proctoring services, and
- anyone who visits our website: smarterservices.com

☒ I understand and agree to the Privacy Policy outlined above

☒ I understand and agree to the Terms of Use outlined above

☒ I understand and agree to the Cookie Policy outlined above

Submit

Support

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Start Document1 - Word SmarterProctoring - ... 1:34 PM

HOW TO SET UP AN EXAM

From your course's Dashboard page, click the **"New exam"** button to set up a new exam.

Home - montgomerycollege.edu

Home Page – Smarter_Proctoring

SmarterProctoring

← → ↺ 🔒 https://app.smarterproctoring.com/#/?token=eyJ0eXAIOUjKV1QilCJhbGciOiJIUzI1Ni9yZjc3NVcmwiOm51bGwsInVzZXJTZW90IGFhYjM4ZjJlMDkzIiwiaWF0IjE5MjY2OTc1bnNU2...

🏠 🧑 👤 ⚙️

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

↻ ⓘ

Dashboard Reports Messages Roster Ramon Help

Course Dashboard

New exam

Exams

Laptop 4/3/18 TP Test

Student Status

Needs Proctor

Scheduled

In Progress

Closed

Exam Information

TYPE Online	OPENS 4/2/2018 at 4:00am EDT	CLOSES 9/29/2018 at 4:00am EDT
EXAM DURATION 2 hours	SCHEDULING OPENS 4/3/2018 at 3:11pm EDT	SCHEDULING CLOSES 9/29/2018 at 4:00am EDT
PERMITTED ITEMS Bathroom Break, Blank Paper, Calculator, Dictionary, Earplugs, Formula Sheets, Notes, Websites		

[+] Detailed Information

Edit Exam View Exam

Support

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There are **five steps** to set up an exam. **Step 1**, called **Exam Details**, asks for information about the exam, such as name, description, duration, etc.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring x +

https://app.smarterproctoring.com/#/exams/add

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Dashboard Reports Messages Roster Ramon Help

Create Exam

- 1
- 2
- 3
- 4
- 5

Exam Details

Exam Name *

The name of the exam...

Description

Enter a description...

Duration *

0 hours 00 minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

https://example.com

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- EST

Support

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[Recent Updates](#) [Documentation](#)

Start Document2 - Word SmarterProctoring - ... 2:04 PM

Each exam needs a unique name. This format is recommended when naming your exam: Instructor **Last Name, First Name (Course Code)(CRN) - Exam Name (Semester)**

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring x +

https://app.smarterproctoring.com/#/exams/add

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.


Dashboard Reports Messages Roster Ramon Help

Create Exam

Exam Details

Exam Name *

Preferred Format: Smith, John (MATH120) (CRN21034) – Quiz #1 (SU2020)

The name of the exam...

Description

Enter the Course Code/Exam Name/Number: **MATH120 Quiz #1**

Enter a description...

Duration *

0 hours 00 minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

https://example.com

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- EST

In the **Duration** field, add the **hours and/or minutes** allotted for the exam. The proctor will use this to monitor student's time limit. The student will need to add a half hour to the allotted exam time for proctoring when you schedule.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring +

https://app.smarterproctoring.com/#/exams/add

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Dashboard Reports Messages Roster Ramon Help

Create Exam

Exam Details

Exam Name *
The name of the exam...

Description
Enter a description...

Duration *
0 hours 00 minutes

Password/Access Code (?) *
The exam password/access code...

Exam URL (?) *
https://example.com

Consecutive Attempts Allowed (?) *
1

Date Settings

Exam Opens *
mm/dd/yyyy at --:-- EST

[Support](#)

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Start Document2 - Word SmarterProctoring - ... 2:04 PM

Important: If your exam is 2 hours long, and expires at 5 pm, the student must schedule their session to start before 2:30 pm.
~If you want the last exam to be scheduled at 5pm, set your expiration time to 7:30 pm

Next, add the **URL** and **Password** for your exam. **Important:** Virtual proctoring requires digitized exams created in **Blackboard** or select learning systems. Disable lockdown browsers on the exam.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring x +

https://app.smarterproctoring.com/#/exams/add

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Dashboard Reports Messages Roster Ramon Help

Create Exam

Exam Details

Exam Name *

The name of the exam...

Description

Enter a description...

Duration *

0 hours 00 minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

https://example.com

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- EST

Note: The online proctor will enter the password

Note: For assistance on how to digitize your exam, [watch the Blackboard tutorials](#) or contact IT Service Desk at 240-567-7222 | itservicedesk@montgomerycollege.edu for Blackboard Support. Chat online 24/7/365 with a certified Blackboard support representative through [Blackboard Technical Support Website](#).

Support

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Recent Updates Documentation

Start Document2 - Word SmarterProctoring - ... 2:04 PM

Change the **Consecutive Attempts Allowed*** field if your exam allows multiple attempts. The system defaults to 1 attempt.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring x +

https://app.smarterproctoring.com/#/exams/add

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Duration *

0 hours 00 minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

https://example.com

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- EST

Exam Closes *

mm/dd/yyyy at --:-- EST

Scheduling Window (?)

Attachments

Drag files here

Add up to five attachments. Maximum file size is 4mb.

Continue

Support

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Start Updated Faculty Smarter... SmarterProctoring - ... 2:36 PM

In **Date Settings**, enter the date range for the exam. **Reminder:** give your students *adequate time* to schedule and complete your exam.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring x +

https://app.smarterproctoring.com/#/exams/add

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Duration *

0 hours 00 minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

https://example.com

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- -- EST

Exam Closes *

mm/dd/yyyy at --:-- -- EST

Scheduling Window (?)

Attachments

Drag files here

Add up to five attachments. Maximum file size is 4mb.

Continue

Support

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Start Updated Faculty Smarter... SmarterProctoring - ... 2:36 PM

Toggle Scheduling Window “on” to allow students to book exam sessions in advance.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring x +

https://app.smarterproctoring.com/#/exams/add

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Duration *

0 hours 00 minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

https://example.com

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- EST

Exam Closes *

mm/dd/yyyy at --:-- EST

Scheduling Window (?)

Attachments

Drag files here

Add up to

Continue

Support

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Start Updated Faculty Smarter... SmarterProctoring - ... 2:36 PM

Note: Consider changing the Scheduling Window's Start Date to days/weeks ahead so students have ample of time schedule their exams before it open.

Use the **dropbox** to add or **drag and drop** up to 5 documents for student use during the exam, or documents for proctor review. Files can be images, audio, formula sheet, etc. up to 4 MB.

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https://app.smarterproctoring.com/#/exams/add

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Duration *

0 hours 00 minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

https://example.com

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- EST

Exam Closes *

mm/dd/yyyy at --:-- EST

Scheduling Window (?)

Attachments

Important: Do NOT include a paper copy of the exam

Drag files here

Add up to five attachments. Maximum file size is 4mb.

Continue

Support

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After all Exam Details have been entered, click **Continue** to go to the next step.

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Duration *

0 hours 00 minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

https://example.com

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- EST

Exam Closes *

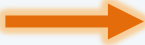
mm/dd/yyyy at --:-- EST

Scheduling Window (?)

Attachments

Drag files here

Add up to five attachments. Maximum file size is 4mb.

 **Continue**

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Use **Step 2**, called **Permitted Items**, to identify items students can have in the testing room by toggling on the item switches. Once done, click **Continue**.

The screenshot shows the SmarterProctoring web application interface. At the top, a navigation bar includes links for Dashboard, Reports, Messages, Roster, and a user profile for Ramon. Below this is a progress bar with four steps; the second step, 'Permitted Items', is highlighted with a blue circle and an orange arrow. The 'Permitted Items' section contains a list of items with toggle switches: Notes, Open Textbook, Calculator, Earplugs, Formula Sheets, Dictionary, Websites, Blank Paper, and Bathroom Break. A large orange bracket groups these items. Below the list is an 'Other Items' text input field. At the bottom right, there are 'Back' and 'Continue' buttons, with an orange arrow pointing to the 'Continue' button. A 'Support' button is located in the bottom left corner. The footer displays the copyright notice '© 2020 SmarterServices, LLC' and links for 'Recent Updates' and 'Documentation'. The browser's address bar shows the URL 'https://app.smarterproctoring.com/#/exams/add'.

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https://app.smarterproctoring.com/#/exams/add

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Dashboard Reports Messages Roster Ramon Help

Create Exam

Permitted Items

- Notes
- Open Textbook
- Calculator
- Earplugs
- Formula Sheets
- Dictionary
- Websites
- Blank Paper
- Bathroom Break

Other Items

Other Items

Back Continue

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Step 3, called **Notes**, lets you provide instructions to the students and to the proctors for the exam. Once entered, click the **Continue** button.

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https://app.smarterproctoring.com/#/exams/add

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Dashboard Reports Messages Roster Ramon Help

Create Exam

Notes

Notes for Students (?)

Show your solution. Good luck!

Notes for Proctors (?)

Please collect all scratch papers. Thank you!

Student Roster:

1. Castillo, Christine (M21012121)
2. Freeman, Fatima (M21033333)
3. King, Karen (M20123456)

Back Continue

Note: If any student has an accommodations, (i.e. double time), or if other items are permitted, (i.e. basic calculator or formula sheet) include it 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 up.

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Step 4, labeled **Proctor Settings**, allows the exam to be set for virtual proctoring. Toggle on the switch next to **Live Online Proctoring**, then click **Continue**.

Reminder: Assessment Centers are currently closed, so the option for Institution Testing Center should not be toggled.

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https://app.smarterproctoring.com/#/exams/add

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Dashboard Reports Messages Roster Ramon Help

Create Exam

Proctor Settings

Proctor Types

Testing Centers

Institution Testing Centers

Virtual Proctoring

Live Online Proctoring

Back Continue

Support

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Step 5, called **Confirmation**, summarizes the exam details you've set up. Select **Back** if you need to make changes. Click **Confirm** to submit your exam for approval.

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https://app.smarterproctoring.com/#/exams/add

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Dashboard Reports Messages Roster Ramon Help

Create Exam

Confirmation

Exam Name	Smith, John - MATH050 - 32544 - Quiz 1
Duration	1 hour
Password/Access Code	ilovemath123
Exam URL	http://www.aleks.com
Attempts Allowed	1
Exam Opens	3/3/2020 at 12:00am EST
Exam Closes	5/29/2020 at 5:00pm EDT
Attachments	Sample Test.docx
Student Notes	Show your solution. Good luck!
Proctor Notes	Please collect all scratch papers. Thank you! Student Roster: 1. Castillo, Christine (M21012121) 2. Freeman, Fatima (M21033333) 3. King, Karen (M20123456)
Proctor Types	Institution Testing Centers, Live Online Proctoring

Back

Confirm

Support

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Pending Approval - each submitted exam will be reviewed by the Assessment Centers before students can schedule their exam session.

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https://app.smarterproctoring.com/#/exams/EXa09f96bdd45d43debefa18f20fee701d

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Exam successfully saved.

Dashboard Reports Messages Roster Ramon Help

Smith, John - MATH050 - 32544 - Quiz 1 [Edit exam](#) [Delete exam](#)

Pending Approval

This exam is pending approval. Students will be unable to schedule sessions until it is approved.

Student Status

Needs Proctor	
Scheduled	
In Progress	
Closed	

Exam Information

TYPE Online	OPENS 3/3/2020 at 12:00am EST	CLOSES 5/29/2020 at 5:00pm EDT
EXAM DURATION 1 hour	SCHEDULING OPENS 3/3/2020 at 2:51pm EST	SCHEDULING CLOSES 5/29/2020 at 5:00pm EDT

Attachments

[Sample Test.docx](#)

[\[+\] Detailed Information](#)

Student Overview

Note: Assessment Center 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.

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Support

HOW TO MAKE CHANGES ON EXAMS

To make changes to an existing exam, go to your exam's homepage and click **Edit Exam**. Make the changes to the appropriate field, then submit the exam for approval.

Home - montgomerycollege.edu x Home Page - Smarter_Proctoring x SmarterProctoring x +

https://app.smarterproctoring.com/#/exams/EXa09f96bdd45d43debefa18f20fee701d

You are using an unsupported browser. We recommend that you [update your browser](#) for the best experience.

Dashboard Reports Messages Roster Ramon Help

Smith, John - MATH050 - 32544 - Quiz 1

[Edit exam](#) [Delete exam](#)

Student Status

Needs Proctor
Scheduled
In Progress
Closed

Exam Information

TYPE
Online

OPENS
3/3/2020 at 12:00am EST

CLOSES
5/29/2020 at 5:00pm EDT

EXAM DURATION
1 hour

SCHEDULING OPENS
3/3/2020 at 2:51pm EST

SCHEDULING CLOSES
5/29/2020 at 5:00pm EDT

Attachments

Sample Test.docx

[+] Detailed Information

Student Overview

All statuses

STUDENT	NOTES	STATUS	ACTION
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10:50 AM

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

DSS STUDENT ACCOMMODATIONS

Student DSS Accommodations

- Disability Support Services (DSS) Office determines student accommodations on a case by-case basis
- DSS students must contact their DSS counselor to confirm that their computer hardware works for remote learning and testing
 - DSS has tested ProctorU extensively and can inform students if ProctorU is appropriate
 - DSS will inform the professor of the accommodation needed
 - Faculty will share specific accommodation for an exam with the Assessment Centers
- DSS does not share student accommodation information directly with the Assessment Centers
- Noting accommodations in SmarterProctoring
 - Extended time
 - Is noted on the individual student's profile in SmarterProctoring
 - Must be updated on the student's profile for each exam given – the accommodation does not automatically carry through to each exam
 - Other accommodations are arranged with DSS as required

Adding DSS Accommodations

- Faculty should encourage students to register for SmarterProctoring through Blackboard during the first week of class
- Faculty will submit tests through SmarterProctoring for approval
 - Faculty will add any DSS accommodations in the Proctoring Notes field of the SmarterProctoring test approval request
- Assessment Centers will enter accommodations for the exam as noted for individual students and approve the exam
 - If the student's name does not appear on the roster, Assessment Center staff will reach out to the student to register for SmarterProctoring through Blackboard

Adding DSS Accommodations

- Once the exam is approved, faculty informs class that they can register for an exam session
- For changes to a student's accommodation after the exam is approved
 - Faculty emails Assessment Centers if a change is needed in the exam set up for the student
 - If Faculty makes changes directly in SmarterProctoring, the change will have to be approved by the Assessment Centers before the student can schedule the session

CONTACT US

Got Questions? We are here to help!

Email us: AcademicTesting@montgomerycollege.edu

Assessment Staff are available:

Monday, Thursday and Friday 8:30 am to 5:00 pm

Tuesday and Wednesday 8:30 am to 7:00 pm

www.montgomerycollege.edu/assessment