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 up.

Step 2: Continued

- Proctor Settings should be set to Live Online Proctoring.
- 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 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.
- 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

For detailed faculty instructions visit

https://www.montgomerycollege.edu/assessment

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