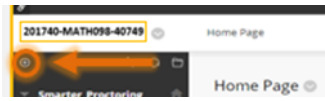


# Faculty Quick Start Guide for SmarterProctoring/ProctorU

## Step 1: Add the SmarterProctoring link to your Blackboard class

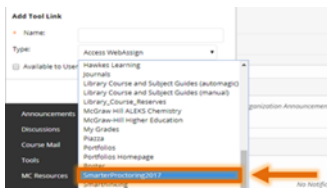
- From your Blackboard course home page click the “+” sign to add the link



- Click Tool Link from the drop down menu



- In the Name field, enter “SmarterProctoring.” From the Type field, select SmarterProctoring2017

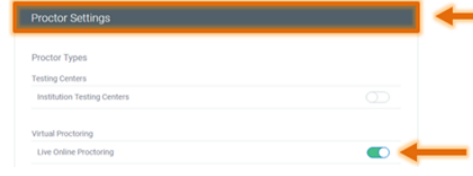


- Check the Available to Users box and submit.

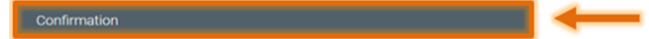


## Step 2: Continued

- 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](mailto:AcademicTesting@montgomerycollege.edu)

## 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.

For detailed faculty instructions visit

<https://www.montgomerycollege.edu/assessment>