1. Log onto Blackboard
2. Click on Courses
3. Click on the course to create the exam. For example, 201740-MATH098-40749
4. For new faculty users, you must create a SmarterProctoring2017 link for your students.
   • First, locate and click the “+” button at the top left of the sidebar menu on the left of your Home Page
   • Then, select Tool Link
   • The Add Tool Link small window will pop up
   • In the Name field, type SmarterProctoring2017
   • In the Type field, click the dropdown arrow and select SmarterProctoring2017
   • Check box Available to all Users and click Submit (Note: This will allow students to find and access your test in their Blackboard homepage)
   • Now, you should see a link to SmarterProctoring2017 in the sidebar menu of your Home Page (Note: Step 4 is a onetime step for new users)
5. Click on the SmarterProctoring2017 link
6. For some browsers, you will have to allow Pop-Ups first
7. SmarterProctoring2017 opens in a new window
8. For new faculty users (current users will not see this step), you will first have to agree on Privacy & Terms of Use. Then, click Submit
9. The Course Dashboard window will open
10. Click the top, right New Exam button
11. In the next section, Create Exam, fill in required details for your exam in the subsequent screens, such as: test name, test duration, test range, Exam URL or link, passwords. Complete all fields marked with an asterisk (*).
   (Note: If there are any questions as to what each field is/why it is included, click on the question mark symbol (?) for an explanation box)
   • In the Attachments window, you can add to 5 files for the exam. The current file size is 4MB. To upload the files, you can either drag & drop, or upload files.
   • You can upload test materials, audio files, and a roster with the students that should complete your exam. You should also include DSS accommodations for students, or other special instructions important for the proctor.
12. Under Permitted Items, toggle on/off the items permitted for the exam. Some items, such as calculators, will require additional information. After toggling on the item, enter a description in the textbox. For example, graphing calculator. If an item is permitted but not listed indicate under Other Permitted Items. When finished selecting items, click Continue
13. Under Notes, provide instructions for both the student and proctors. Be mindful to use the appropriate box. Student instructions can be indicated in Notes for Students: these instructions will be visible to students and proctors. In Notes for Proctor, faculty will

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provide instructions for proctors only, particularly sensitive information such as passwords, and DSS accommodations

• For DSS accommodations, provide students name, M# and details on accommodations such as double-time, private room, breaks, Kurzweil
• DSS accommodations can also be provided through attachments. See Step 11 for information

14. Under Proctor Settings, toggle on Virtual Proctoring – Live Online Proctoring. Then, click Continue

15. Under Confirmation, a summary of your test description will appear. If the information is correct, click Confirm. Otherwise, click Back to make changes

16. The next screen will say Pending Approval. Assessment Centers will receive your request and approve it. After that, your students will be able to schedule an appointment to take this test.

• After approval, faculty can go back to the SmarterProctoring2017 dashboard and make changes to their exam. You may also contact the assessment center for guidance.