

SmarterProctoring2017/ProctorU: Instructions for Faculty

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 **SmarterProtoring2017**
 - In the **Type** field, click the dropdown arrow and select **SmarterProtoring2017**
 - 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 **SmarterProtoring2017** 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

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.