1. Log onto Blackboard
2. Click on Courses and select your course e.g. 201740-MATH098-40749
3. On the Home Page under course drop down menu on the left, click on “SmarterProctoring2017”
   • If you do not see “SmarterProctoring2017”, click on “Tools”
   • Scroll down and look for the link “SmarterProctoring2017”
   • Click on the link.
4. For some browsers, you will have to allow pop up first.
5. For new users (current users will not see this step), you will first have to agree on Privacy & Terms of Use. Then, click Submit. If done correctly, a new window will open with the message: “Welcome. Before you can get started, we need you to complete your enrollment. In order to do that, we’ll have you choose some preferences”
   • Next, click “Get started ->”
   • Under Profile Settings – fill out all required fields * (Note: Some of the details are already populated based on the information provided from your Learning Management System (Blackboard) and cannot be modified)
   • College or personal e-mail
   • Mobile Phone Number (For appointment reminders)
   • Time Zone and Default Currency are already pre-selected
   • Location (Enter the name of your city. For example: Rockville, Germantown, Takoma Park, Silver Spring)
   • Then. click Save (Note: Step 5 is a onetime step for new users)
6. Next, the window My Exams - Dashboard opens
7. Look for the test you wish to take, then click the “Choose a proctor ->” button
8. Under ProctorU – B-Virtual, click “Select Time ->” (Note: Do not select MC Assessment Centers)
9. Before you schedule your exam, you must check that your computer meets the Technical Requirements listed on the screen. You should test your computer equipment first.
10. Next, click the “Schedule your exam” button
11. Select the date and time, then click on “Schedule”
12. The next window titled Confirm Session, will show the date and time you selected. Click Continue to confirm your appointment.
   • If the date and time are incorrect, click the “Select a different time” link to make changes. Then, follow step 11.
13. The next page, titled Payment Summary, will show a zero balance. Montgomery College students do not pay for this service. Click the “Schedule” button. At this point, your session is all set and confirmed.
14. Close to the time of your ProctorU session, simply go back to your My Exams – Dashboard and click the “Start session ->” button to start your test.

- ProctorU will record all testing sessions using screen capture and webcam. It will be your responsibility to end the recording by closing the browser tab and clicking on the red X of the chat box.