

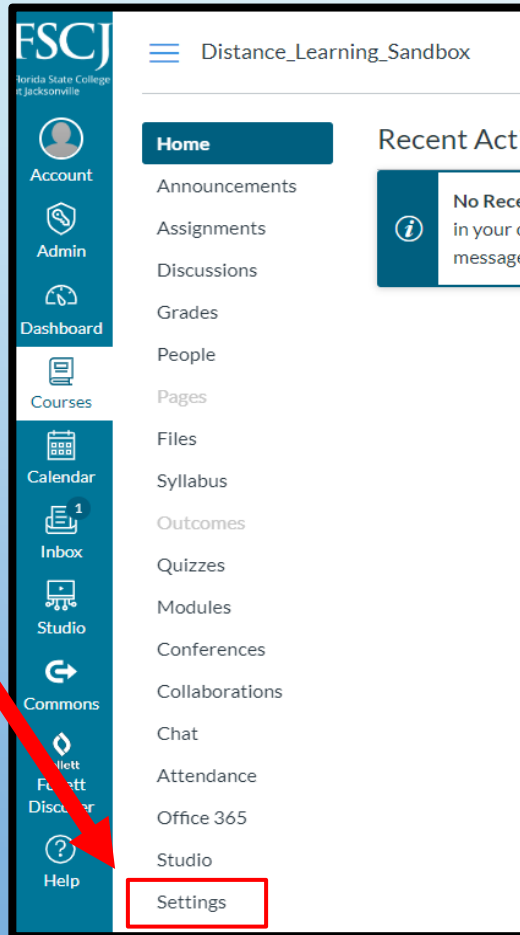
SMARTERPROCTORING STEP-BY-STEP SETUP GUIDE

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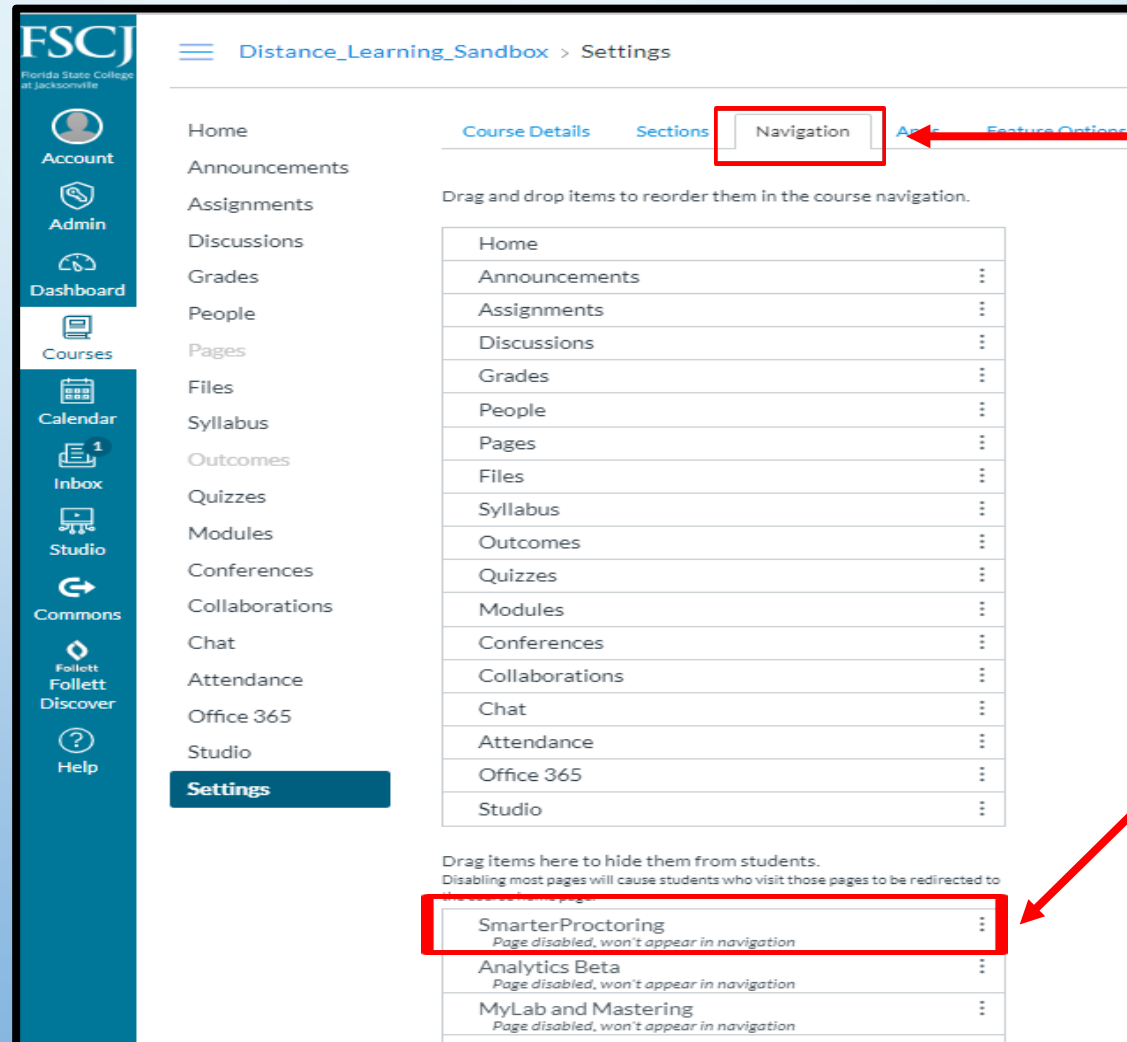
- | | |
|-------------------------------------|----------|
| • ADDING THE SMARTERPROCTORING LINK | SLIDE 2 |
| • CREATING A NEW EXAM | SLIDE 5 |
| • IMPORTING A CANVAS EXAM | SLIDE 16 |
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ADDING THE SMARTERPROCTORING LINK IN CANVAS

In Canvas, Locate the "Settings" option on the left side.



Select the Navigation tab



Locate the SmarterProctoring option

FSCJ
Florida State College
at Jacksonville

Account
Admin
Dashboard
Courses
Calendar
Inbox
Studio
Commons
Follett
Discover
Help

Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Chat
Attendance
Office 365
Studio
Settings

Drag and drop items to reorder them in the course navigation.

Home	...
Announcements	...
Assignments	...
Discussions	...
Grades	...
People	...
Pages	...
Files	...
Syllabus	...
Outcomes	...
Quizzes	...
Modules	...
Conferences	...
Collaborations	...
Chat	...
Attendance	...
Office 365	...
SmarterProctoring	...
Studio	...

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Analytics Beta	Page disabled, won't appear in navigation	...
MyLab and Mastering	Page disabled, won't appear in navigation	...
McGraw Hill Connect	Page disabled, won't appear in navigation	...
Bookshelf®	Page disabled, won't appear in navigation	...
Cengage	Page disabled, won't appear in navigation	...
Pearson	Page disabled, won't appear in navigation	...
Brainfuse Online Tutoring	Page disabled, won't appear in navigation	...
Library OneSearch	Page disabled, won't appear in navigation	...

Save

Drag SmarterProctoring to the list at the top.

Click Save at the bottom.

SmarterProctoring is now available from the Course Navigation Menu.

FSCJ

Florida State College
at Jacksonville

Account

Admin

Dashboard

Courses

Calendar

Inbox

Arc

Commons

Follett
Follett
Discover

Help

Distance_Learning_Sandbox

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

Attendance

Office 365

Arc

SmarterProctoring

Settings

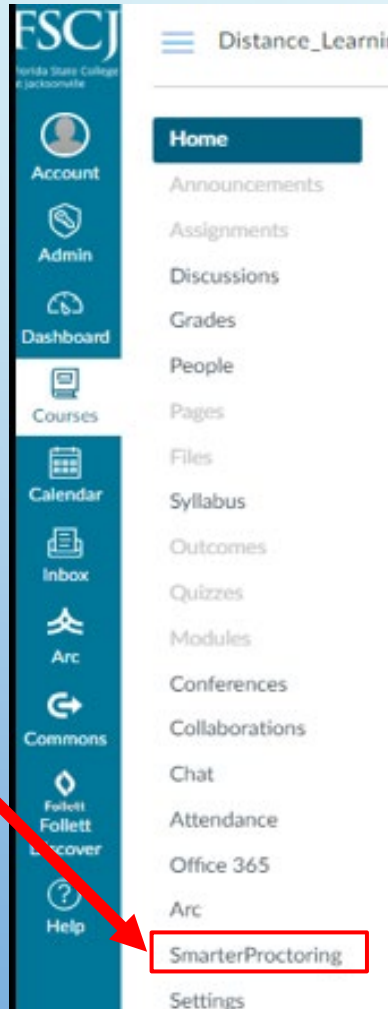
Recent Activity in Distance_Learning_Sandbox



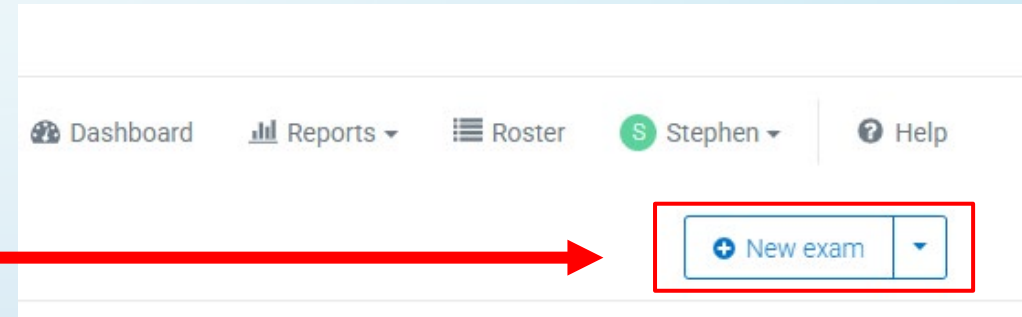
No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

CREATING A NEW EXAM

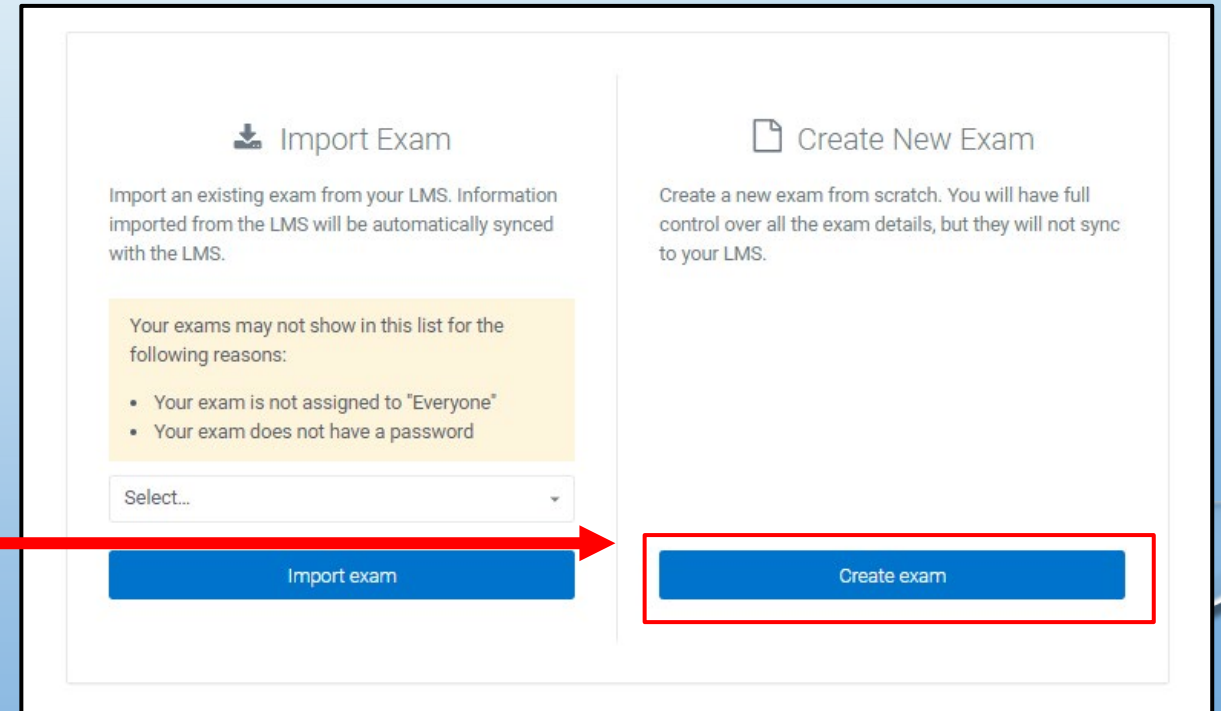
1. In Canvas,
select the
Smarter-
Proctoring
link



2. Click "New Exam"



3. There are two
options: Import Exam
or Create Exam. For
this tutorial, select
Create Exam



Select Online or Written Exam. (Written exams do not submit passwords or URLs.)

Fill in the information: Exam Name, Description (if necessary), and Duration.

For the Password/Access Code, you must **copy and paste** the password that was used to create the exam.

For the Exam URL, you must **copy and paste** the exact URL for the exam, whether it is Canvas or a third-party platform.

Create Exam

Exam Details

Online exam ▾

Exam Name *

The name of the exam...

Description

Enter a description...

Duration *

0 ▾

hours

00 ▾

minutes

Password/Access Code (?) *

The exam password/access code...

Exam URL (?) *

<https://canvas.fscj.edu/courses/27464/quizzes/80880>

Consecutive Attempts Allowed refers to the number of times that a student can take an exam.

If all students in the course will be allowed to have another attempt, we recommend creating a separate exam in SmarterProctoring and calling it "Retake (Exam Name)."

We recommend leaving this at 1.



Consecutive Attempts Allowed (?) *

1 ▼

Retakes with using Consecutive Attempts Allowed:

If a single student no shows, completes, or misses an exam, you may add an accommodation to that student and adjust the attempt to 2. This will allow the student to schedule again in SmarterProctoring; however, you must make certain that your testing shell (Canvas, MathXL, etc.) has been adjusted to reflect another attempt as well.

If any changes are made to the exam, i.e. passwords, testing windows, etc., you must update them when you add the accommodation for the second attempt.

Set the exam open and close dates. SmarterProctoring recommends a minimum window of 24 hours.

We recommend leaving Scheduling Window off.

Faculty may add attachments that students may use on the test.

If attachments are added, they will be provided to the student. Only assessment staff will have access to these attachments.

You may bypass attachments by clicking Continue.

The screenshot shows a 'Date Settings' form with the following elements:

- Date Settings** (Section Header)
- Exam Opens *** (Label)
- (Date field)
- at (Text)
- (Time field)
- (Clock icon)
- EDT (Text)
- Exam Closes *** (Label)
- (Date field)
- at (Text)
- (Time field)
- (Clock icon)
- EDT (Text)
- Scheduling Window (?)** (Label)
- ☐ (Toggle switch, currently off)
- Attachments** (Section Header)
- Drag files here

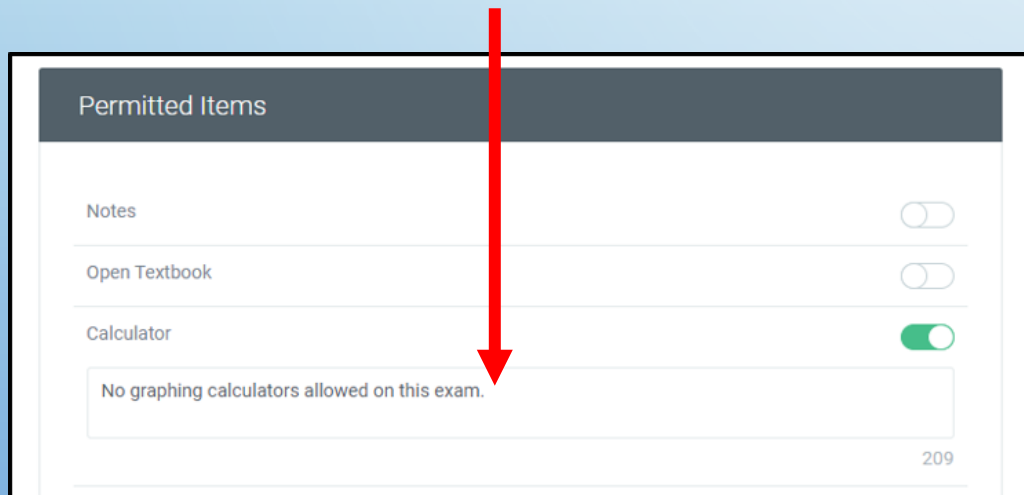
Add up to five attachments. Maximum file size is 4mb.

 (Dashed box for file uploads)
- (Blue button at the bottom right)

Red arrows point from the instructional text boxes to the 'Exam Opens' date field, the 'Scheduling Window' toggle, and the 'Attachments' dashed box.

The Permitted Items screen allows the professor to toggle items on or off.

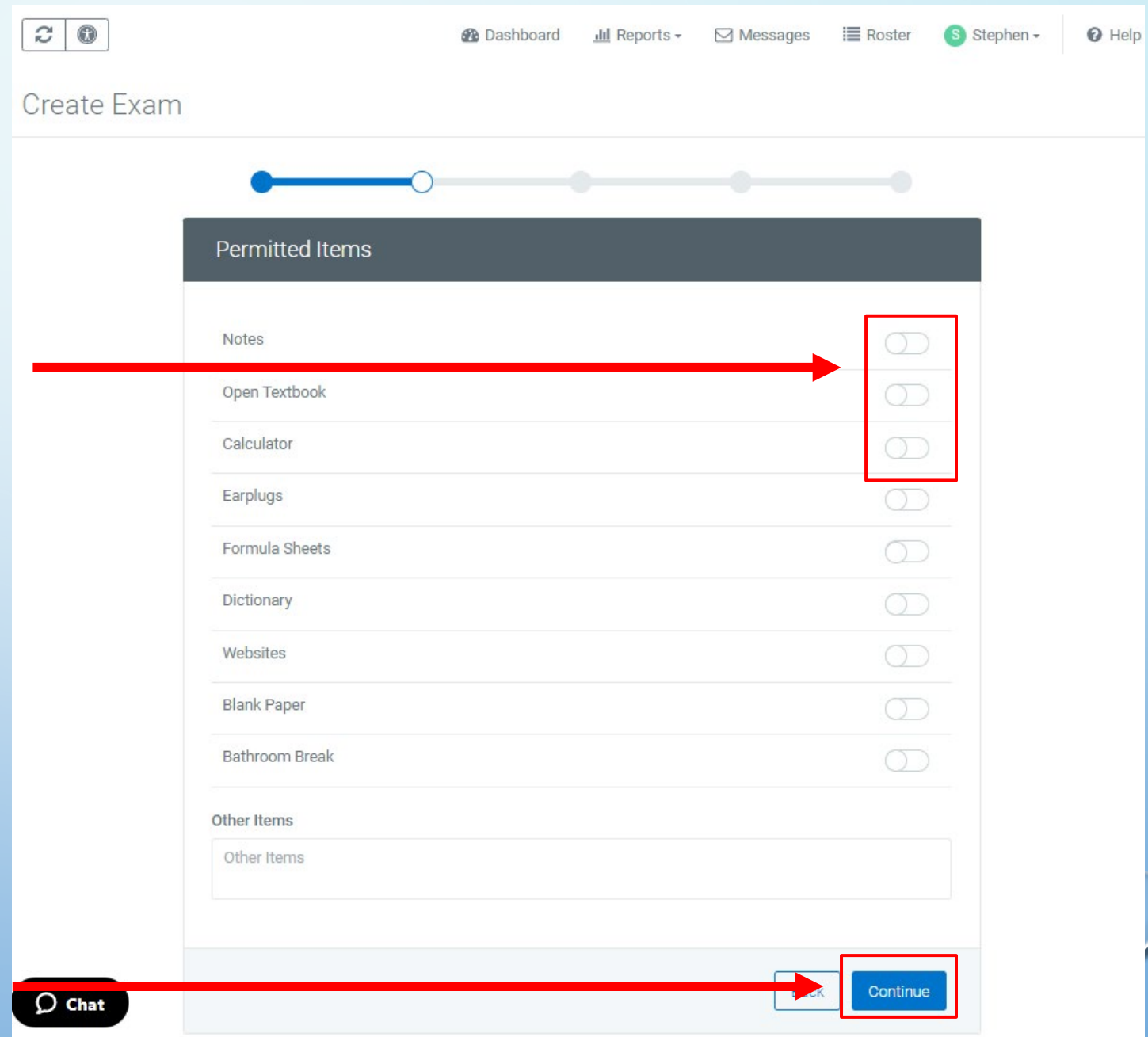
When an item is toggled on, the professor may add additional information (up to 255 characters).



The screenshot shows the 'Permitted Items' interface. The 'Calculator' toggle is turned on (green). A red arrow points from the explanatory text above to the 'Calculator' toggle and its associated text input field, which contains the text 'No graphing calculators allowed on this exam.'.

Permitted Items	
Notes	☐
Open Textbook	☐
Calculator	☒
No graphing calculators allowed on this exam.	

When finished, select Continue.



The screenshot shows the 'Create Exam' page. A progress bar at the top indicates the current step. The 'Permitted Items' section lists various items with toggle switches. A red arrow points from the explanatory text above to the toggle switches for 'Notes', 'Open Textbook', and 'Calculator'. Another red arrow points from the 'Continue' button at the bottom right.

Dashboard Reports Messages Roster Stephen Help

Create Exam

Permitted Items

Notes	☐
Open Textbook	☐
Calculator	☐
Earplugs	☐
Formula Sheets	☐
Dictionary	☐
Websites	☐
Blank Paper	☐
Bathroom Break	☐

Other Items

Other Items

Back Continue

Notes for Students are seen by the student when scheduling an exam.

Notes for Proctors are seen by only proctors.

If you wish to have scratch paper returned, you will need to include the information in the Notes for Proctors.

Be sure to include a method of contact, in the event there are any technical issues with the exam.

Please keep the language as short as possible.

Create Exam



Notes

Notes for Students (?)

Number all questions and show all work on your scratch paper.

Notes for Proctors (?)

Please scan and return all scratch paper to professor@fscj.edu. If there are any issues with the exam, please contact me at 904-867-5309.

Back

Continue

All exams will have the FSCJ Assessment Centers (Institution Testing Centers) as a default option. It cannot be toggled on or off.

Institution Testing Centers are turned on, as these locations are various colleges and universities in the SmarterProctoring network.

Any additional modalities will be toggled on by the professor.

Additional information about the services provided is available on the following slide.

Select the proctoring options you want to allow for this exam. Available choices are based on your institution's approved proctoring methods. Use the toggles to enable or disable each type - any item with a lock icon cannot be changed.

Testing Centers

Institution Testing Centers



NCTA Testing Centers



Military Base Testing Center



Virtual Proctoring

Automated Online Proctoring



Live Online Proctoring



Automated Online Proctoring with Review



Automated Online Proctoring with Review (via ProctorU)



Live Online Proctoring (via 3rd party)



Back

Continue

All SmarterProctoring Fees and
Automated Online Proctoring with Review (via ProctorU) as of 2026

Service	Cost	Coverage
FSCJ Assessment Centers (does not show as a toggle option for professors)	\$0	Students will be monitored by FSCJ staff at one of our assessment center locations.
Institution Testing Centers	Prices Vary by Location	These locations are at colleges and universities around the world.***
NCTA Testing Centers	Prices Vary by Location	These locations are held to rigorous standards for certification and must maintain their certification every five years.
Military Base Testing Center	Prices Vary by Location	These locations are at military bases around the world.
Automated Online Proctoring	\$3.55	Students are onboarded through AI. Sessions are recorded. Faculty will review sessions in their entirety.
Automated Online Proctoring with Review	\$6.75	Students are onboarded through AI. Sessions are recorded. Vendor staff will review the session and eliminate any unnecessary red flags. Faculty will review the newly annotated sessions.
Automated Online Proctoring with Review (via ProctorU)	\$12.00	Students are onboarded through AI. Sessions are recorded. Vendor staff will review the session and eliminate any unnecessary red flags. Faculty will review the newly annotated sessions.
Live Online Proctoring (via 3rd Party)	60 Minutes or Less \$17.50 61 - 120 Minutes \$25.00 121 - 180 Minutes \$33.50 181 Minutes or More \$42.00	Students are onboarded through AI, but watched in their entirety via a live proctor. Any instances of academic integrity violations will be forwarded to Faculty. Additional fees occur if scheduling within 72 hours of appointment time.
Live Online Proctoring	30 Minutes or Less \$11.70 60 Minutes or Less \$16.20 90 Minutes or Less \$19.35 120 Minutes or Less \$21.60 180 Minutes or Less \$26.10 240 Minutes or Less \$32.00	Students are onboarded through AI, but watched in their entirety via a live proctor. Any instances of academic integrity violations will be forwarded to Faculty. Additional fees occur if scheduling within 72 hours of appointment time.

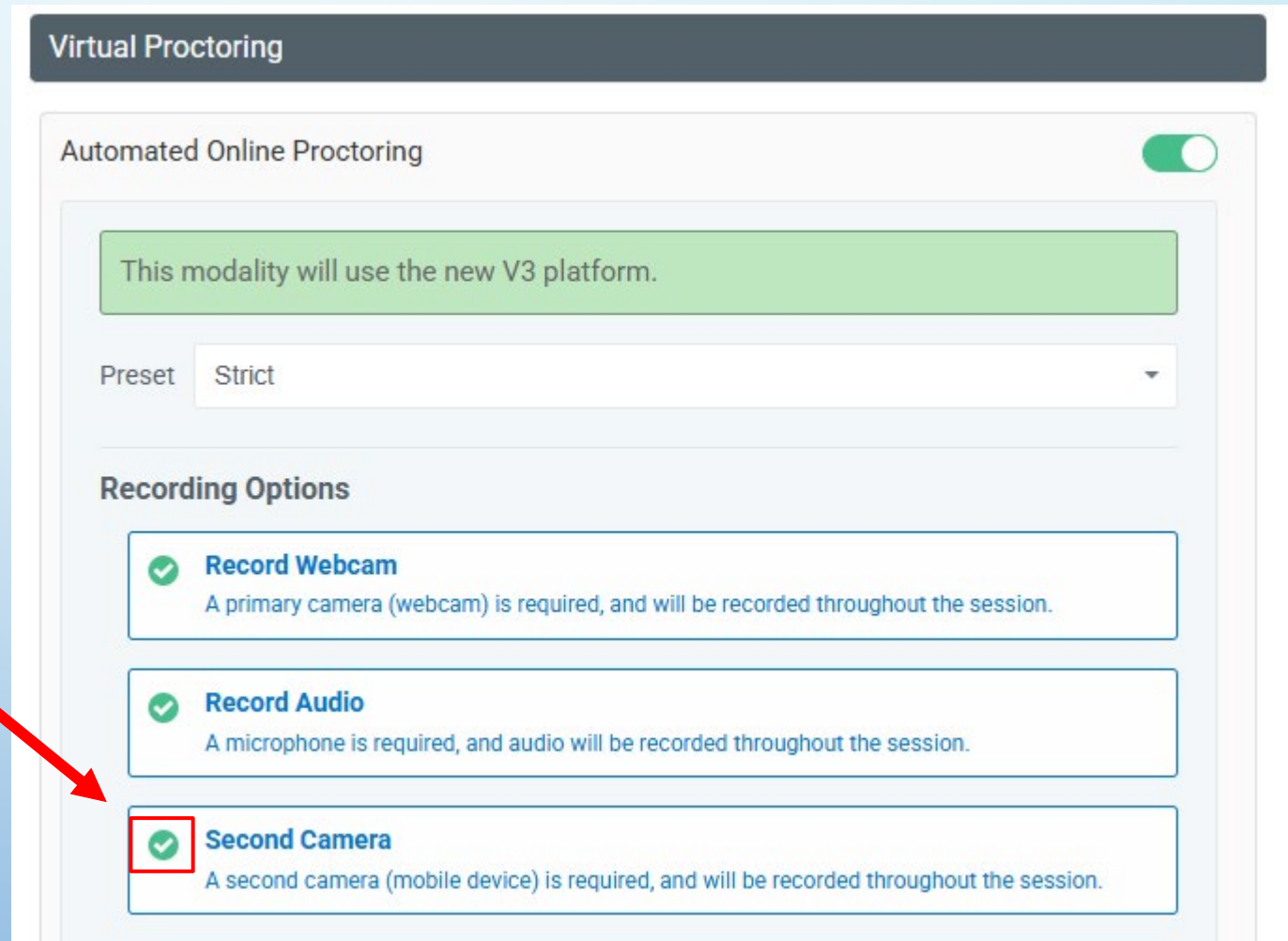
*** This option is always on, as this allows students to schedule at any college or university in the SmarterProctoring network. Should students outside of the Jacksonville area need on-site proctoring, they can find a location via this option. If a college is not located near them, a Remote Proctor Request Form would need to be completed.

When a Virtual Proctoring option is enabled, you will be able to customize your Recording Options.

The second camera option is available for Automated Online Proctoring, Automated Online Proctoring with Review, and Live Online Proctoring.

The second camera view is not an option for ProctorU products.

Here, you will see the new Second Camera option. To ensure it is enabled, please look for the green check next to the Recording Option.



Virtual Proctoring

Automated Online Proctoring ☒

This modality will use the new V3 platform.

Preset: Strict

Recording Options

- ☒ **Record Webcam**
A primary camera (webcam) is required, and will be recorded throughout the session.
- ☒ **Record Audio**
A microphone is required, and audio will be recorded throughout the session.
- ☒ **Second Camera**
A second camera (mobile device) is required, and will be recorded throughout the session.

Various Lock Down Options will be available. Any option with a green check is enabled (active).

Please note that exams using Pearson MyMathLab or WebAssign or requiring additional windows to be open, must have the Disable New Tabs option unchecked.

Please be certain to read all of the Lock Down Options, as they may affect the ability to take the exam, based on your exam settings in your course testing shell.

When you have adjusted your Proctor Settings, Lock Down Options, and Verification Options, please click "Continue".

Lock Down Options



Force Full Screen

Full-screen mode will be enforced by the browser, and attempts to leave full-screen mode will be flagged.



Only One Screen

A single display environment will be enforced; connecting additional screens will be flagged and prevent the tester from testing.



Disable New Tabs

Attempts to open new browser tabs during the session will be blocked and flagged.



Disable Printing

The ability to print during the session will be blocked.



Disable Clipboard

Attempts to access the clipboard (copy and paste) during the session will be blocked.



Disable Right Click

The ability to right-click during the session will be blocked.

Verification Options



Verify ID

The test-taker will be asked to present a photo ID during the onboarding process.



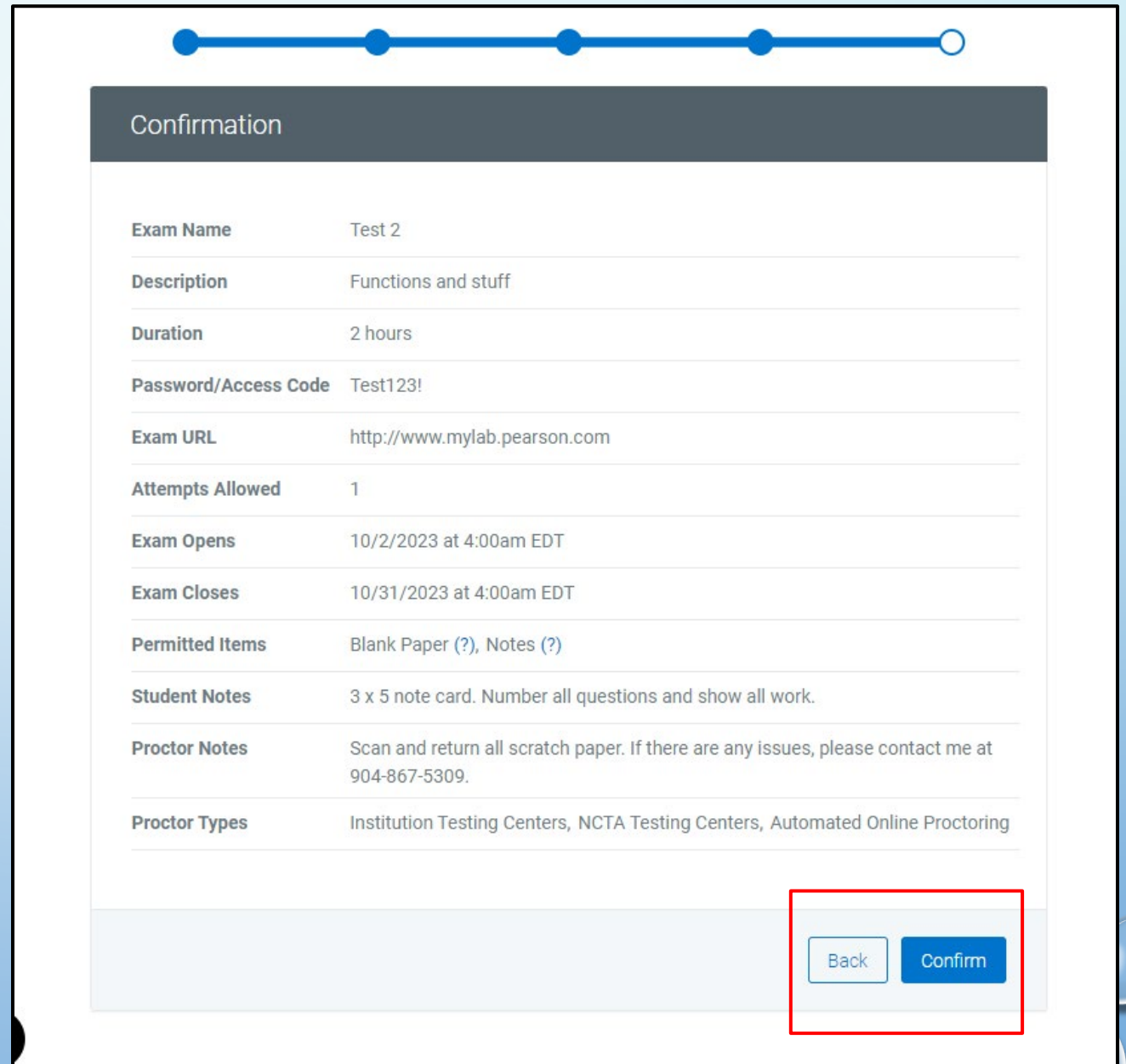
Room Scan

The test-taker will be asked to do a pan of their testing environment during the onboarding process.

On the Confirmation screen, professors may review the information prior to submitting the exam.

If all of the settings look correct, select Confirm.

If changes are needed, select Back.



The image shows a 'Confirmation' screen for an exam. At the top, there is a progress bar with five circles; the first four are filled blue, and the fifth is an outline. Below this is a dark grey header with the word 'Confirmation' in white. The main content area is a table with exam details. At the bottom right, there are two buttons: 'Back' (light blue) and 'Confirm' (dark blue), which are highlighted by a red rectangular box.

Exam Name	Test 2
Description	Functions and stuff
Duration	2 hours
Password/Access Code	Test123!
Exam URL	http://www.mylab.pearson.com
Attempts Allowed	1
Exam Opens	10/2/2023 at 4:00am EDT
Exam Closes	10/31/2023 at 4:00am EDT
Permitted Items	Blank Paper (?), Notes (?)
Student Notes	3 x 5 note card. Number all questions and show all work.
Proctor Notes	Scan and return all scratch paper. If there are any issues, please contact me at 904-867-5309.
Proctor Types	Institution Testing Centers, NCTA Testing Centers, Automated Online Proctoring

BackConfirm

If professors wish to delete an exam, after selecting View Exam from the dashboard, the option to delete an exam will appear in the upper right-hand corner.

Dashboard

Reports

Messages

Roster

S Stephen

Help

Test 2

Edit exam

Delete exam

Student Status

Needs Proctor

Scheduled

In Progress

Closed

Processing

Exam Information

Type Computer Based	Opens 10/2/2023 at 4:00am EDT	Closes 10/31/2023 at 4:00am EDT
Exam Duration 2 hours	Scheduling Opens 10/2/2023 at 10:45am EDT	Scheduling Closes 10/31/2023 at 4:00am EDT
Permitted Items		
Blank Paper 2 scratch paper	Notes 3x5 note card	

Attachments

IMPORTING A CANVAS EXAM

When adding a new exam, choose from the dropdown menu and select Import Exam.

 **Import Exam**

Import an existing exam from your LMS. Information imported from the LMS will be automatically synced with the LMS.

Your exams may not show in this list for the following reasons:

- Your exam is not assigned to "Everyone"
- Your exam does not have a password

Skills Test 1 (Proctored)

Import exam

After importing the exam, review the Exam Details and select Continue.

Should changes be needed, this import will need to be cancelled and Canvas will need to be updated before importing again.

Exam Details

Exam Name *

Quiz 1

Description

Good luck!

Duration *

0

 hours

20

 minutes

Password/Access Code (?) *

1234

Exam URL (?) *

<https://canvas.fscj.edu/courses/217/quizzes/1778>

Consecutive Attempts Allowed (?) *

1

Date Settings

Exam Opens *

02/15/2019

 at

11:59 PM

EST

Exam Closes *

02/26/2019

 at

11:59 PM

EST

Scheduling Window (?)

☐

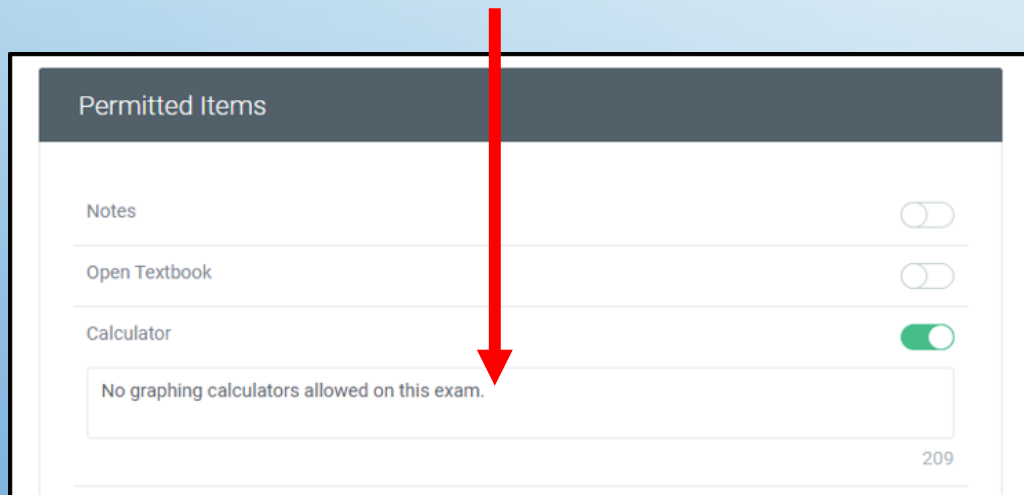
Attachments

Drag files here

Add up to five attachments. Maximum file size is 4mb.

The Permitted Items screen allows the professor to toggle items on or off.

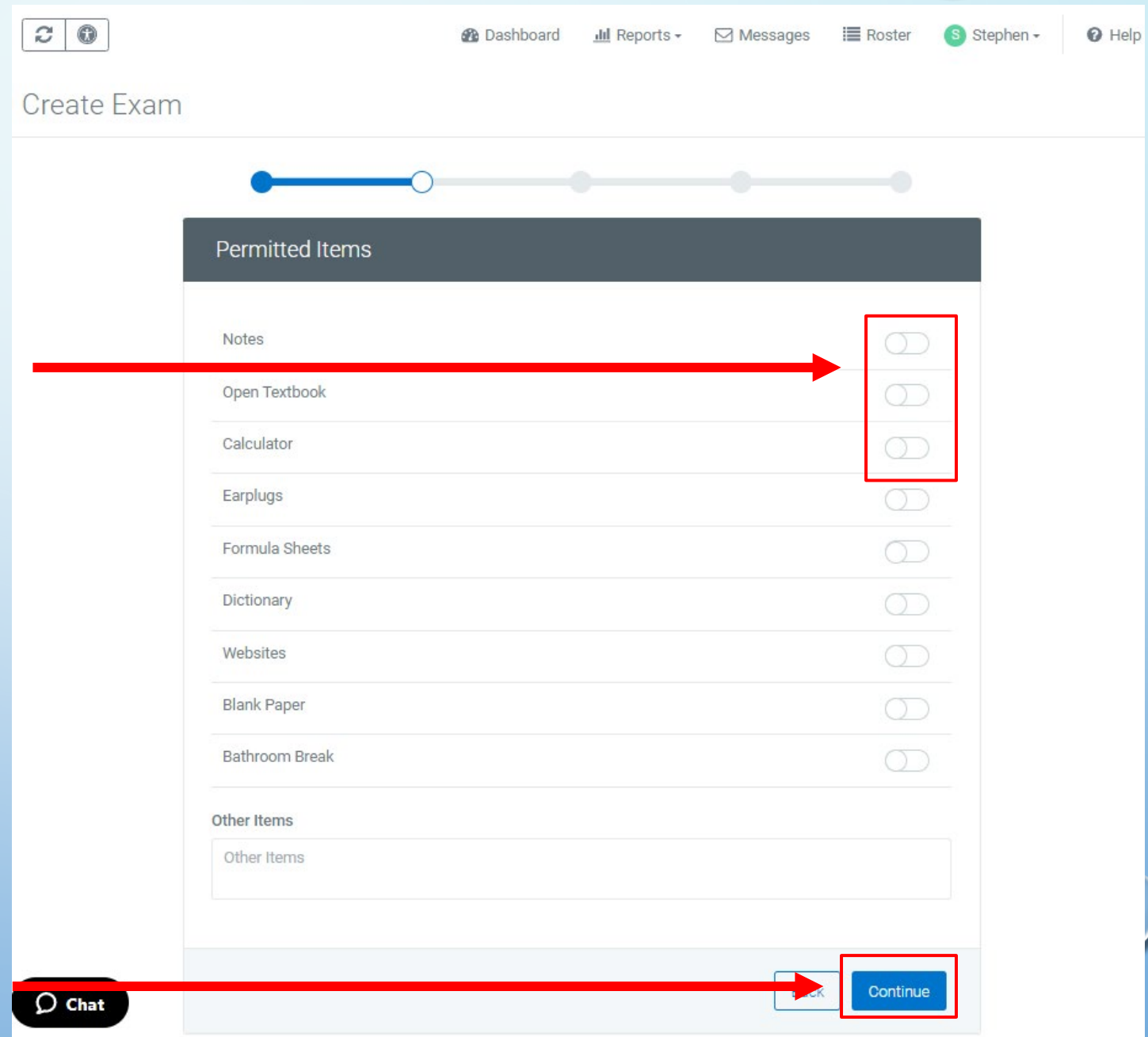
When an item is toggled on, the professor may add additional information (up to 255 characters).



The screenshot shows the 'Permitted Items' interface. The 'Calculator' toggle is turned on (green). Below it, a text field contains the text 'No graphing calculators allowed on this exam.' A red arrow points from the explanatory text above to this text field.

Permitted Items	
Notes	☐
Open Textbook	☐
Calculator	☒
No graphing calculators allowed on this exam.	

When finished, select Continue.



The screenshot shows the 'Create Exam' page. A progress bar at the top indicates the current step. The 'Permitted Items' section lists various items with toggle switches. A red arrow points from the explanatory text above to the toggle switches. Another red arrow points from the 'Continue' button at the bottom right to the explanatory text below.

Dashboard Reports Messages Roster Stephen Help

Create Exam

Permitted Items

Notes	☐
Open Textbook	☐
Calculator	☐
Earplugs	☐
Formula Sheets	☐
Dictionary	☐
Websites	☐
Blank Paper	☐
Bathroom Break	☐

Other Items

Other Items

Back Continue

Notes for Students are seen by the student when scheduling an exam.

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If you wish to have scratch paper returned, you will need to include the information in the Notes for Proctors.

Be sure to include a method of contact, in the event there are any technical issues with the exam.

Create Exam



Notes

Notes for Students (?)

Number all questions and show all work on your scratch paper.

Notes for Proctors (?)

Please scan and return all scratch paper to professor@fscj.edu. If there are any issues with the exam, please contact me at 904-867-5309.

Back

Continue

All exams will have the FSCJ Assessment Centers as a default option. It will not appear here, as the group is hidden from the Proctor Settings.

Institution Testing Centers are turned on, as these locations are various colleges and universities in the SmarterProctoring network.

Any additional modalities will be toggled on by the professor.

Additional information about the services provided is available on the following slide.

Create Exam



Proctor Settings

Proctor Types

Testing Centers

- Institution Testing Centers ☒
- NCTA Testing Centers ☐
- Military Base Testing Center ☐

Virtual Proctoring

- Automated Online Proctoring ☐
- Automated Online Proctoring with Review ☐
- Automated Online Proctoring with Review (via ProctorU) ☐
- Live Online Proctoring (via 3rd party) ☐

Chat

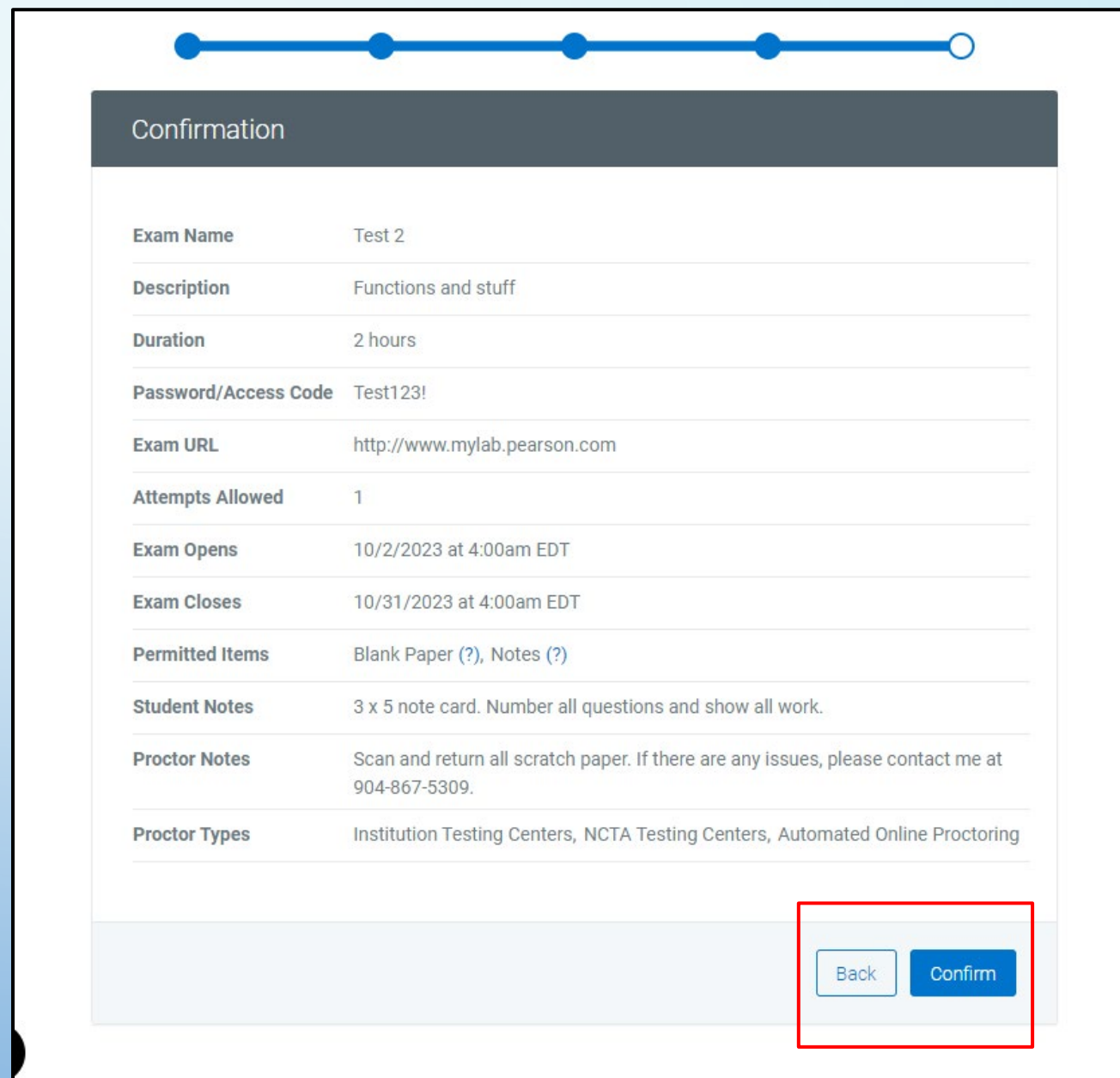
Back

Continue

On the Confirmation screen, professors may review the information prior to submitting the exam.

If all of the settings look correct, select Confirm.

If changes are needed, select Back.



The image shows a 'Confirmation' screen for an exam. At the top, there is a progress bar with five circles; the first four are filled blue, and the fifth is empty. Below the header, the exam details are listed in a table-like format. At the bottom right, there are two buttons: 'Back' and 'Confirm'. The 'Confirm' button is highlighted with a red rectangular box.

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Description	Functions and stuff
Duration	2 hours
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Proctor Types	Institution Testing Centers, NCTA Testing Centers, Automated Online Proctoring

BackConfirm

Please feel free to contact us at Open Campus Proctored Testing:

OC-ProctoredTesting@fscj.edu

Jose Escobar, Interim Distance Learning Assessment Coordinator: 904-997-2618

Jordan Watkins, Distance Learning Assessment Specialist: 904-997-2741

Alexis Taylor, Distance Learning Assessment Specialist: 904-997-2559

Jacob Colee, Deerwood Senior Assessment Manager: 904-997-2721