



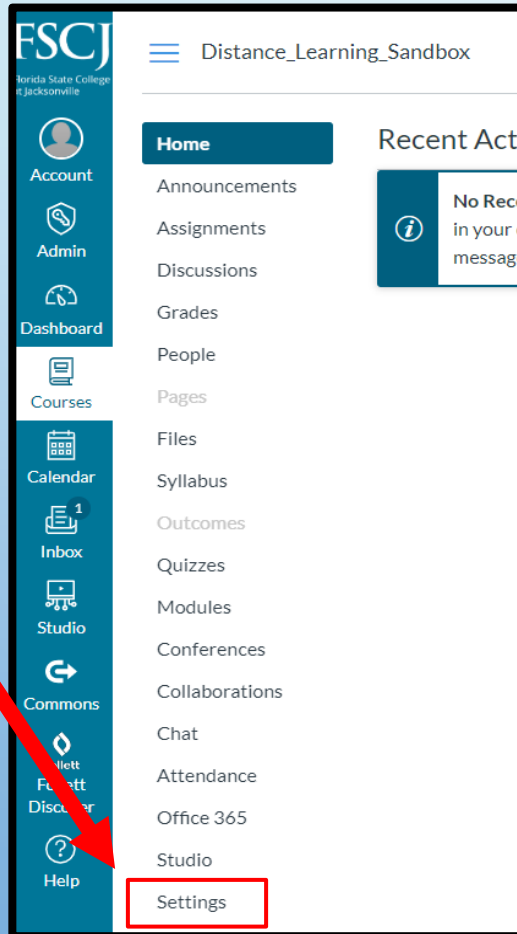
SMARTERPROCTORING STEP-BY-STEP SETUP GUIDE

TABLE OF CONTENTS

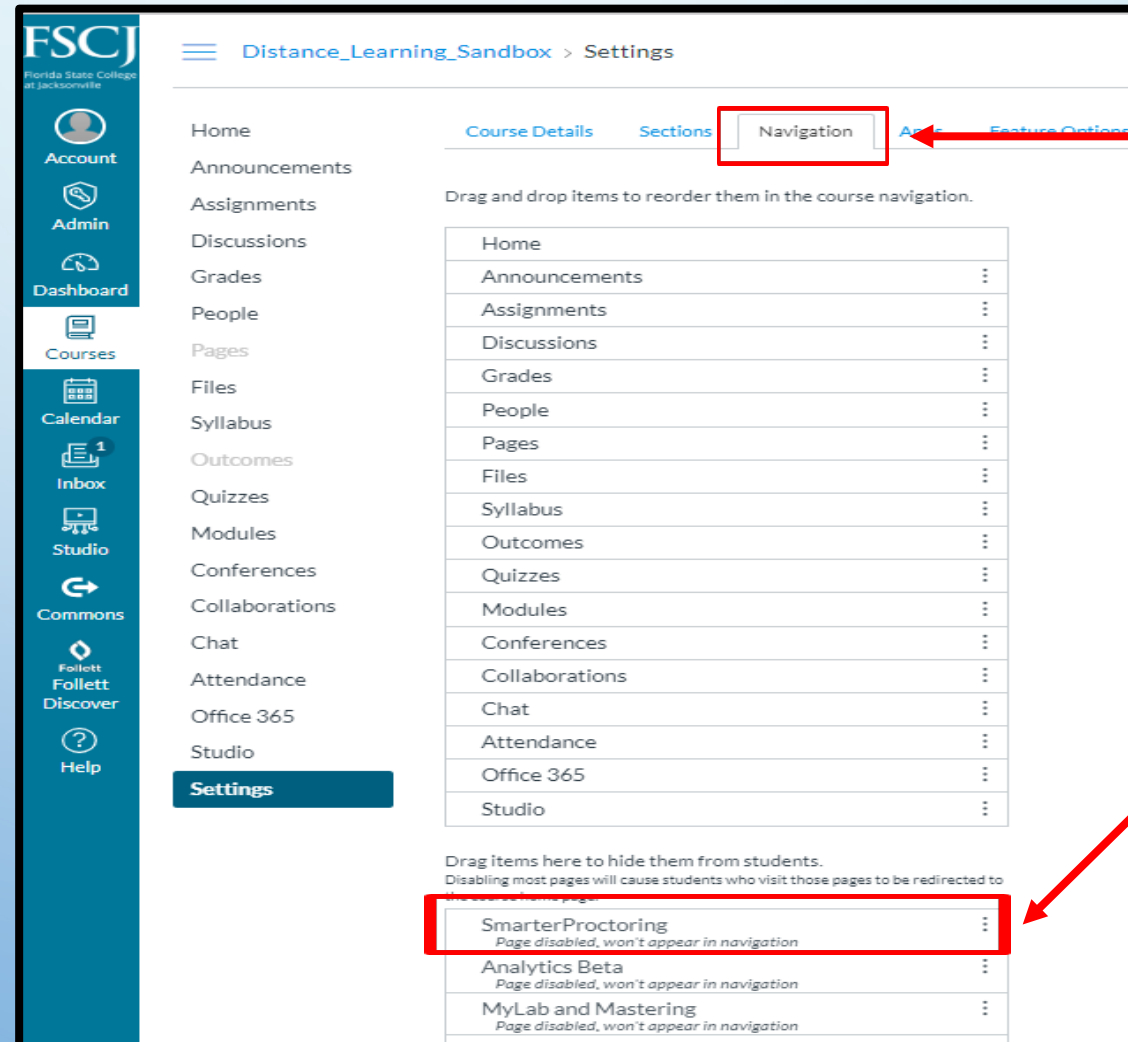
- | | |
|-------------------------------------|----------|
| • ADDING THE SMARTERPROCTORING LINK | SLIDE 2 |
| • CREATING A NEW EXAM | SLIDE 5 |
| • IMPORTING A CANVAS EXAM | SLIDE 17 |
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ADDING THE SMARTERPROCTORING LINK IN CANVAS

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

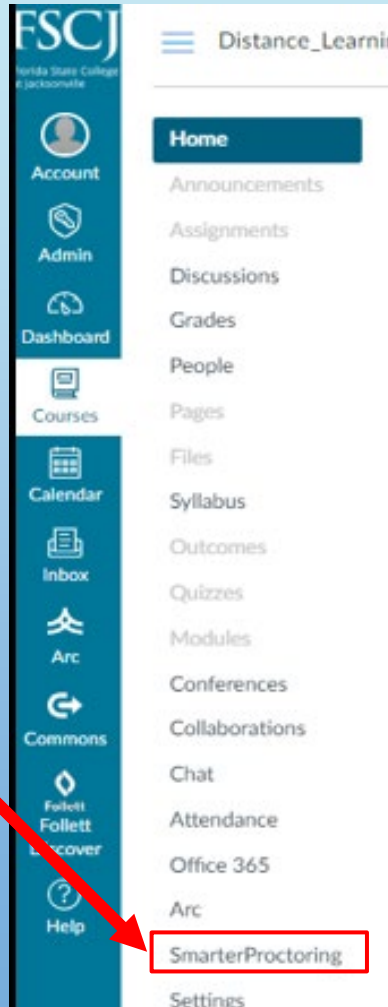
Recent Activity in Distance_Learning_Sandbox



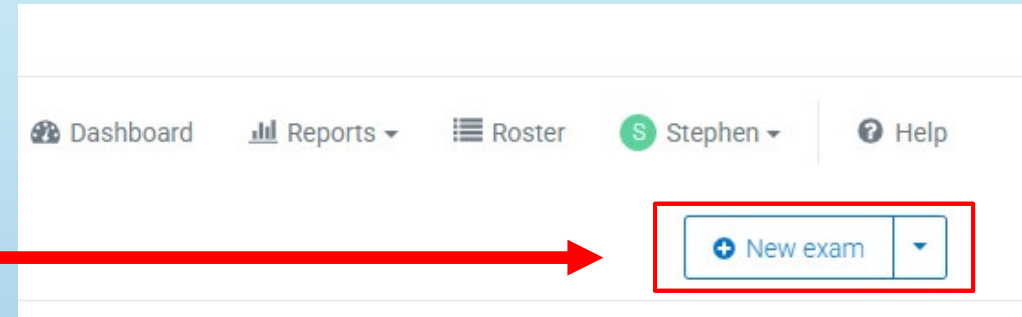
No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

CREATING A NEW EXAM

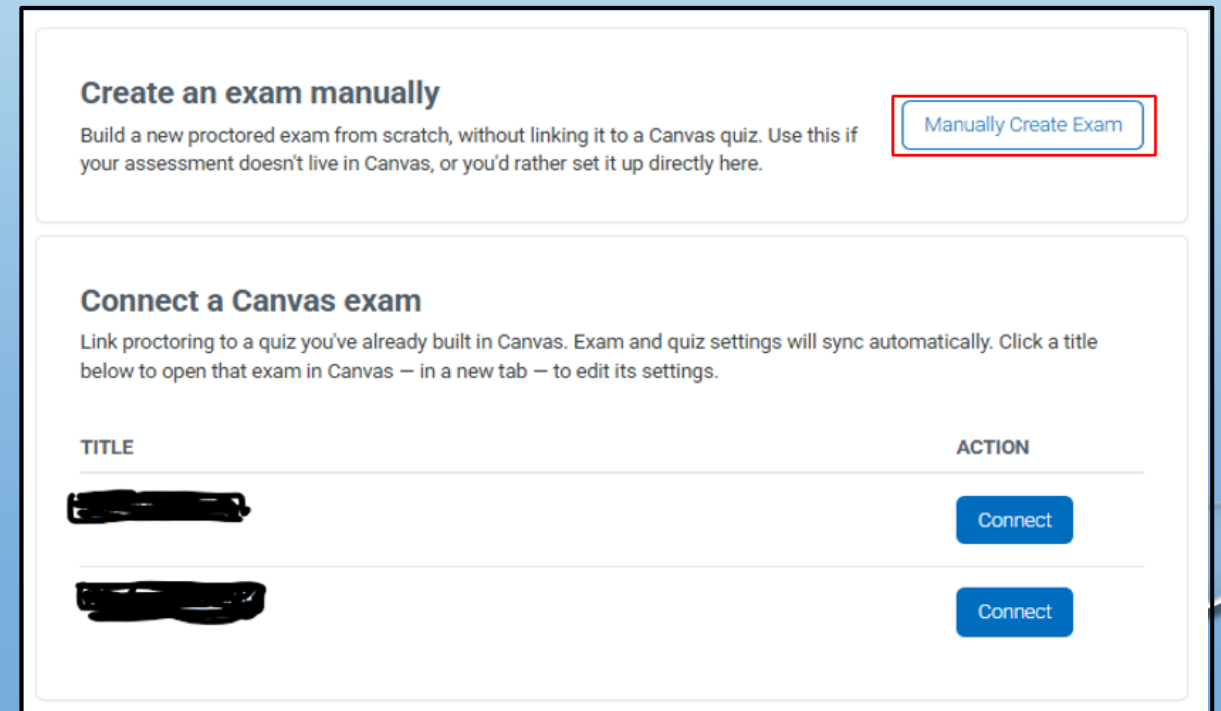
1. In Canvas, select the Smarter-Proctoring link



2. Click "New Exam"



3. There are two options: Connect a Canvas Exam or Create an Exam. For this tutorial, select Manually Create Exam



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

You can select the **Custom Exam
Assignment** option to select
specific students to take the
exam. You will be able to select
your students after the exam is
created.

Select the Exam Delivery System for
the exam using the drop down list. If
your platform is not listed, please
reach out to Jacob.Colee@fscj.edu. If
you select Other, it will only allow on-
ground scheduling.

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

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

Exam Details

Online exam ▼

Exam Name *

|The name of the exam...

Custom Exam Assignment (?)

☐

Duration *

0 ▼

hours

00 ▼

minutes

Exam Delivery System (?) *

Select exam delivery system... ▼

Exam URL (?) *

https://example.com

Password/Access Code (?) *

The exam password/access code...

The password entered above must match the password set in the testing platform (case-sensitive).
If the exam platform password is missing, test-takers will be able to start an unproctored exam; if it
is different, test-takers will be blocked from testing.

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 the 'Date Settings' section of the SmarterProctoring interface. It includes fields for 'Exam Opens' and 'Exam Closes', both with date and time pickers. Below these is the 'Scheduling Window' toggle, which is currently turned off. At the bottom is the 'Attachments' section, which contains a dashed box for dragging files and a 'Continue' button at the bottom right. Three red arrows point from the instructional text on the left to the 'Exam Opens' date field, the 'Scheduling Window' toggle, and the 'Attachments' drag area.

Date Settings

Exam Opens *

mm/dd/yyyy at --:-- -- ⌚ EDT

Exam Closes *

mm/dd/yyyy at --:-- -- ⌚ EDT

Scheduling Window (?)

☐

Attachments

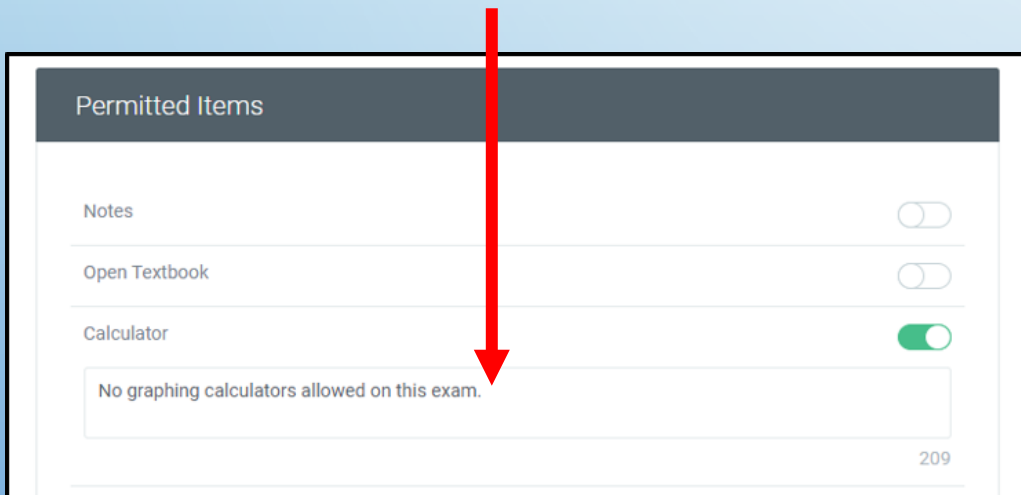
Drag files here

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

Continue

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

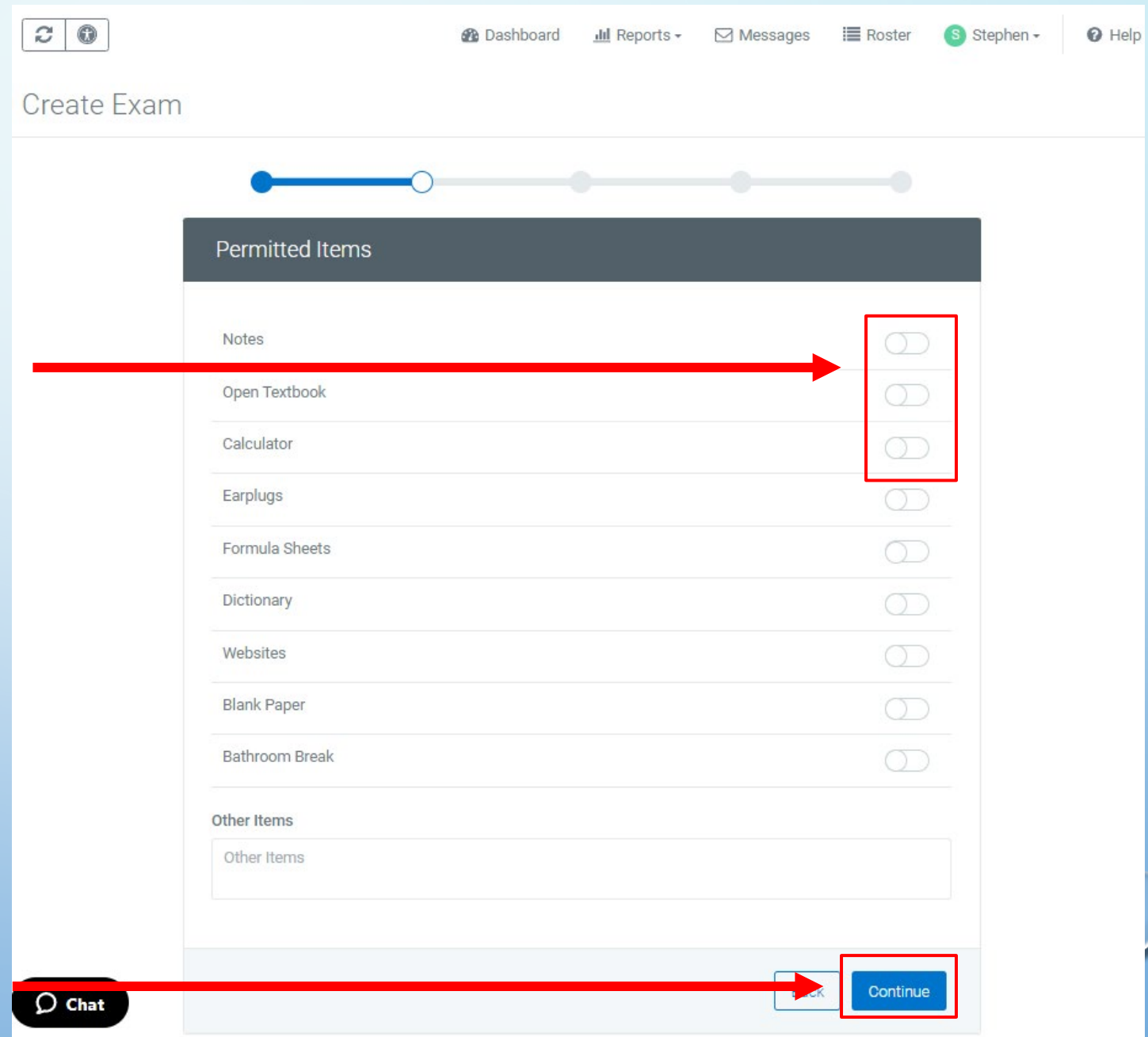
When an item is toggled on, the professor may add additional information (up to 255 characters).



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 box highlights the first three toggles (Notes, Open Textbook, Calculator), and a red arrow points from the explanatory text above to the 'Calculator' toggle. Another red box highlights the 'Continue' button at the bottom right, with a red arrow pointing to it from the text 'When finished, select Continue.'

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

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	\$3.40	Students are onboarded through AI. Sessions are recorded. Faculty will review sessions in their entirety.
Automated Online Proctoring with Review	\$6.40	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 \$11.15 60 Minutes or Less \$15.40 90 Minutes or Less \$18.40 120 Minutes or Less \$20.55 180 Minutes or Less \$24.80 240 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.

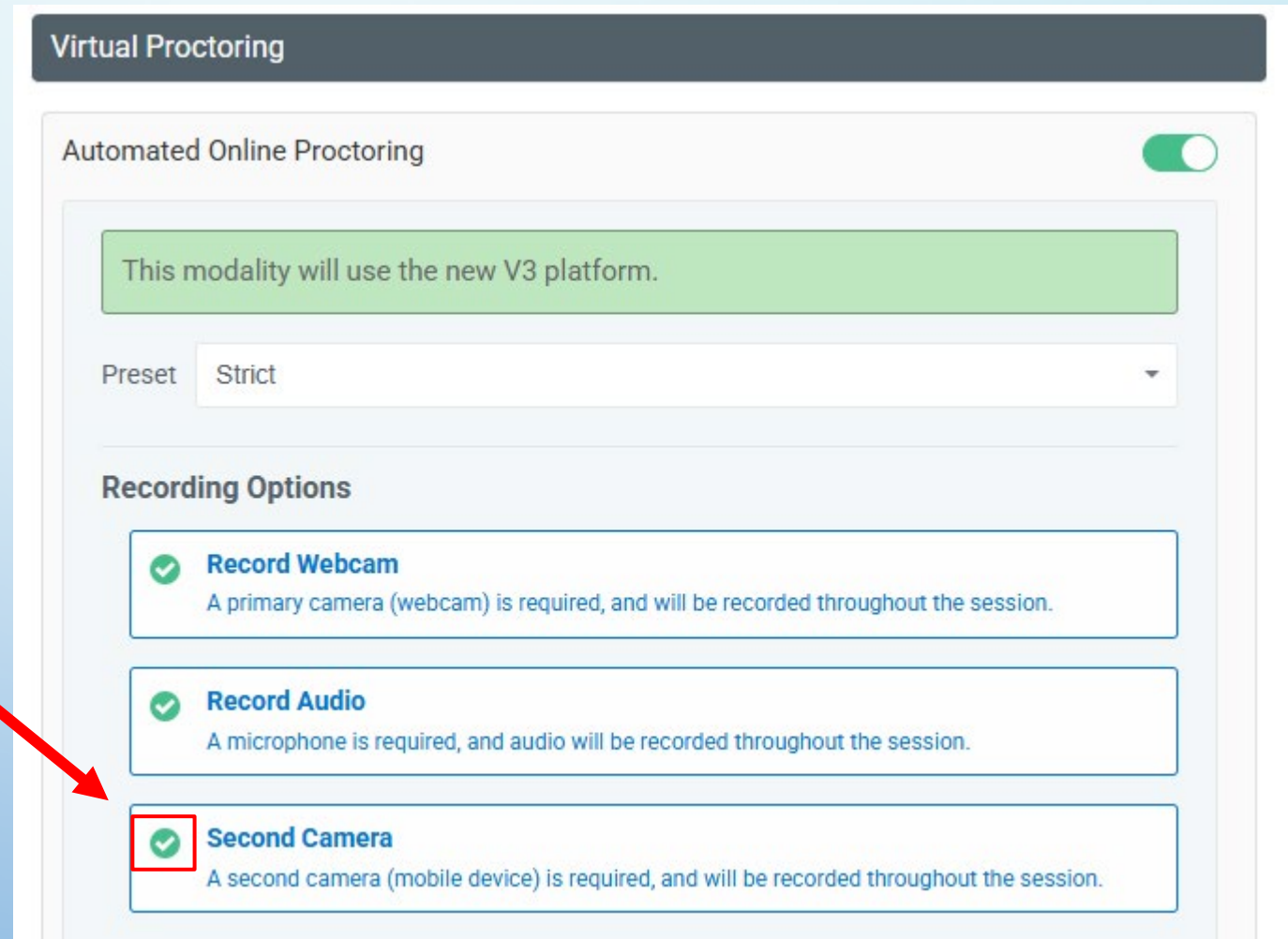
*** This option is always on, as this allows students to schedule at any college or university in the SmarterProctoring network. Should students outside of the Jacksonville area need on-site proctoring, they can find a location via this option. If a college is not located near them, a Remote Proctor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



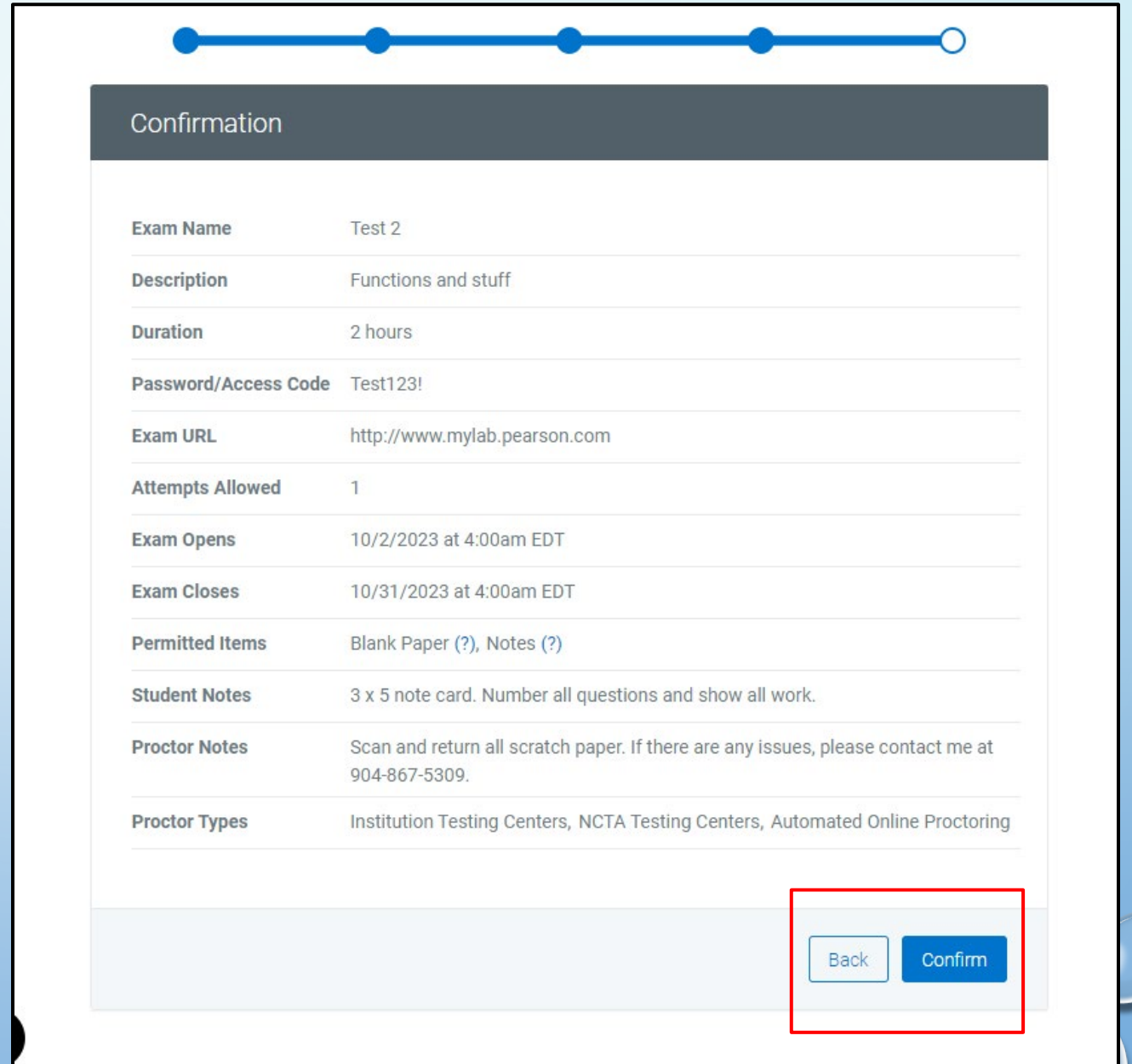
Room Scan

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 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.

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

Back Confirm

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.

If you selected the Custom Exam Assignment option when creating your exam, you can use the three dot option and select the Manage Assignments

Dashboard

Reports

Roster

Jacob

Help

Final Exam

Edit exam

Student Status

Assigned to: 1

Needs Proctor

Scheduled

In Progress

Closed

Processing

Exam Information

Type Computer Based	Opens 11/25/2026 at 9:00am EST	Closes 12/15/2026 at 5:00pm EST
Exam Duration 3 hours	Scheduling Opens 9/1/2026 at 9:00am EDT	Scheduling Closes 12/14/2026 at 5:00pm EST

Permitted Items

Bathroom Break Bathroom Breaks are allowed during this test	Blank Paper Blank paper can be used during this test	Dictionary Dictionaries can be used during this test
Earplugs Earplugs can be used during this test	Notes Notes can be used during this test	Open Textbook Textbooks can be used during this test

On the Student Assignment Page, you will select Add Group and be able to select the student(s) you would like to take the exam. You will then set the exam and scheduling window.

After you set the dates and select your candidates, you will scroll down to the bottom and select Save. This will populate the students as paired with the exam on the View Exam page.

Student Assignment

Final Exam

Assignment Groups

Add Group

Group 1

1 students

0 sections

Collapse

Remove

Exam Window

November 25, 2026 9:00 AM to December 15, 2026 5:00 PM

Scheduling Window (optional)

September 1, 2026 9:00 AM to December 14, 2026 5:00 PM

StudentsSections

Currently Assigned (1)

Assigned	Student	Status
☒	[REDACTED]	—

Add Students

☐

Assigned	Student	Status
☐	[REDACTED]	—
☐	[REDACTED]	—
☐	[REDACTED]	—
☐	[REDACTED]	—

IMPORTING A CANVAS EXAM

When adding a new exam, choose from the list of exams you already have uploaded in Canvas.

Dashboard

Reports

Roster

Create an exam manually

Build a new proctored exam from scratch, without linking it to a Canvas quiz. Use this if your assessment doesn't live in Canvas, or you'd rather set it up directly here.

Manually Create Exam

Connect a Canvas exam

Link proctoring to a quiz you've already built in Canvas. Exam and quiz settings will sync automatically. Click a title below to open that exam in Canvas – in a new tab – to edit its settings.

TITLE	ACTION
Quiz SB1720	Connect
SB 1720 Midterm	Connect

After selecting Connect for 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

Connecting Exam From Canvas

Exam details and availability settings are imported from Canvas and stay in sync automatically. To change any of these settings, edit them in Canvas and the updates will be pushed to SmarterProctoring.

[Edit settings in Canvas](#)

Title	Quiz SB1720
Duration	2 hours
Password	FSCJ
Attempts Allowed	50

Scheduling Window

Attachments

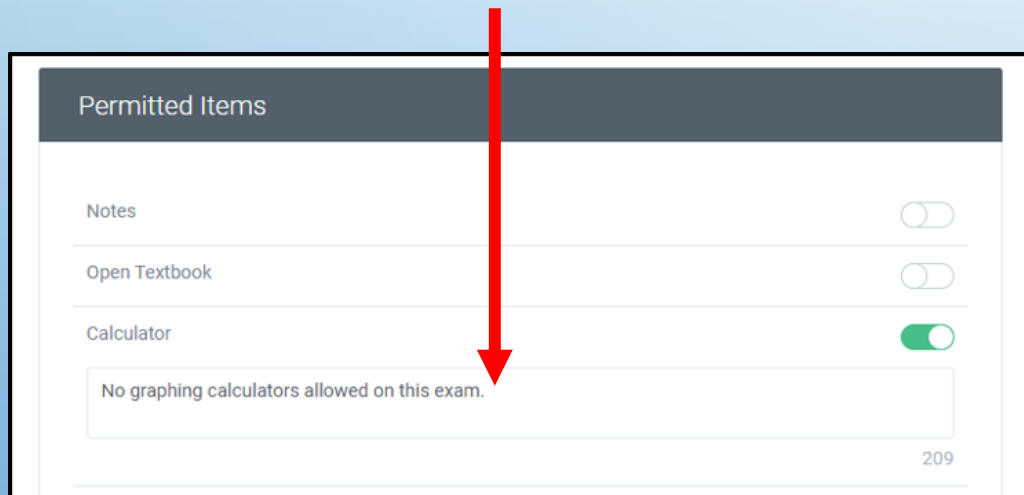
Drag files here

You have the ability to add up to five PDF attachments, with a maximum total file size of 4 MB.

Continue

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

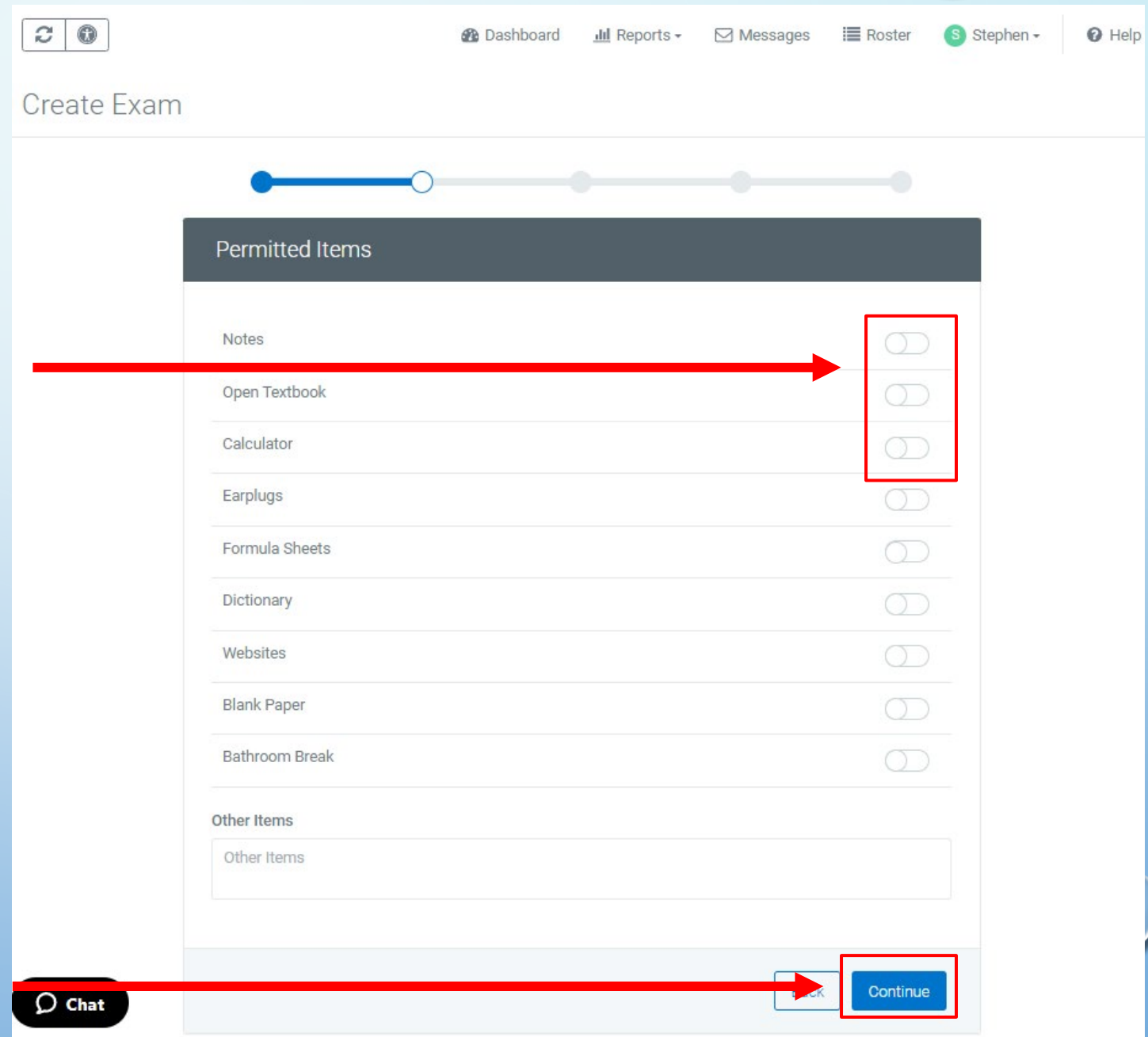
When an item is toggled on, the professor may add additional information (up to 255 characters).



The screenshot shows the 'Permitted Items' interface. A red arrow points from the explanatory text above to the 'Calculator' toggle, which is currently turned on (green). Below the toggle is a text input field containing the text 'No graphing calculators allowed on this exam.' and a character count '209'.

Permitted Items	
Notes	☐
Open Textbook	☐
Calculator	☒
No graphing calculators allowed on this exam.	
209	

When finished, select Continue.



The screenshot shows the 'Create Exam' page. At the top is a navigation bar with links for Dashboard, Reports, Messages, Roster, and a user profile for Stephen. Below the navigation bar is a progress indicator with five steps, the second of which is active. The main section is titled 'Permitted Items' and contains a list of items with toggle switches. A red arrow points from the explanatory text above to the 'Notes' toggle. Another red arrow points from the 'Continue' button at the bottom right to the explanatory text below.

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

At the bottom right, there is a 'Continue' button highlighted with a red box and a red arrow pointing to it.

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.

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

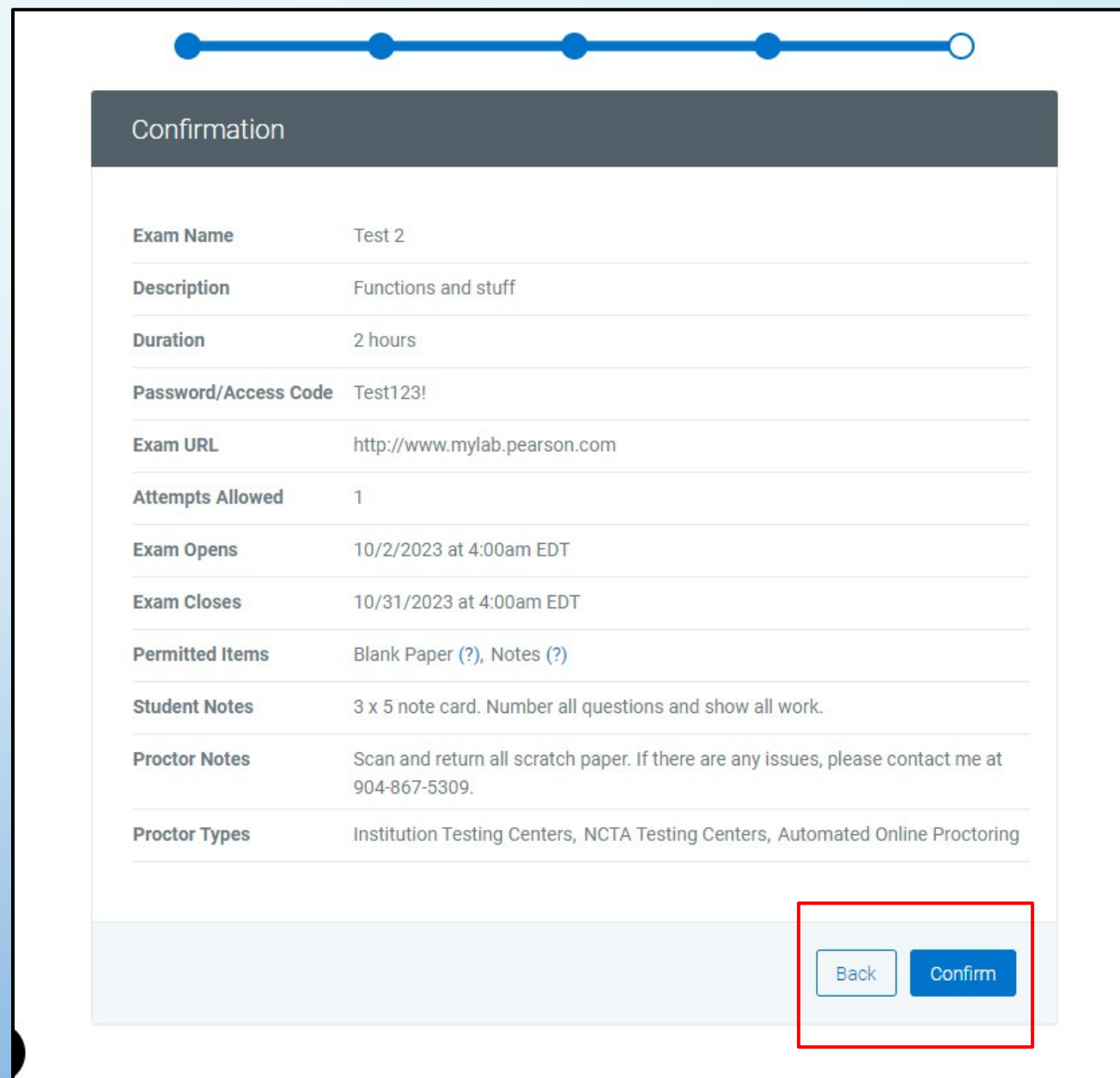
Back

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 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
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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

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