



SPRING 2202 SMARTERPROCTORING IN CANVAS TUTORIAL

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OBJECTIVES

Through this tutorial, professors will gain an understanding of how to perform the following actions in SmarterProctoring:

- Locating the SmarterProctoring link
- Adding exams
- Monitoring student progress
- Adding a special accommodation
- Allowing an exam re-take



LOCATING THE SMARTERPROCTORING LINK

- First, login to your Canvas Course and select the Settings option from the Course Navigation Menu on the left side of your dashboard.

The screenshot displays the Canvas LMS interface for a course titled "Distance_Learning_Sandbox". On the left, the navigation menu includes options such as Account, Admin, Dashboard, Courses, Calendar, Inbox, Studio, Commons, Follett Follett Discover, and Help. The "Settings" option at the bottom of this menu is highlighted with a red box, and a red arrow points to it from the right. The main content area is titled "Recent Activity in Distance_Learning_Sandbox" and contains a message: "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." The right sidebar shows the "Course Status" as "Published" (with "Unpublish" and "Published" buttons), along with options like "Import from Commons", "Choose Home Page", "Course Setup Checklist", "New Announcement", "Student View", and "View Course Analytics". Below this is a "Coming Up" section with a "View Calendar" link and the text "Nothing for the next week".

- Next, select the Navigation Tab at the top of the page and locate SmarterProctoring from the list at the bottom.

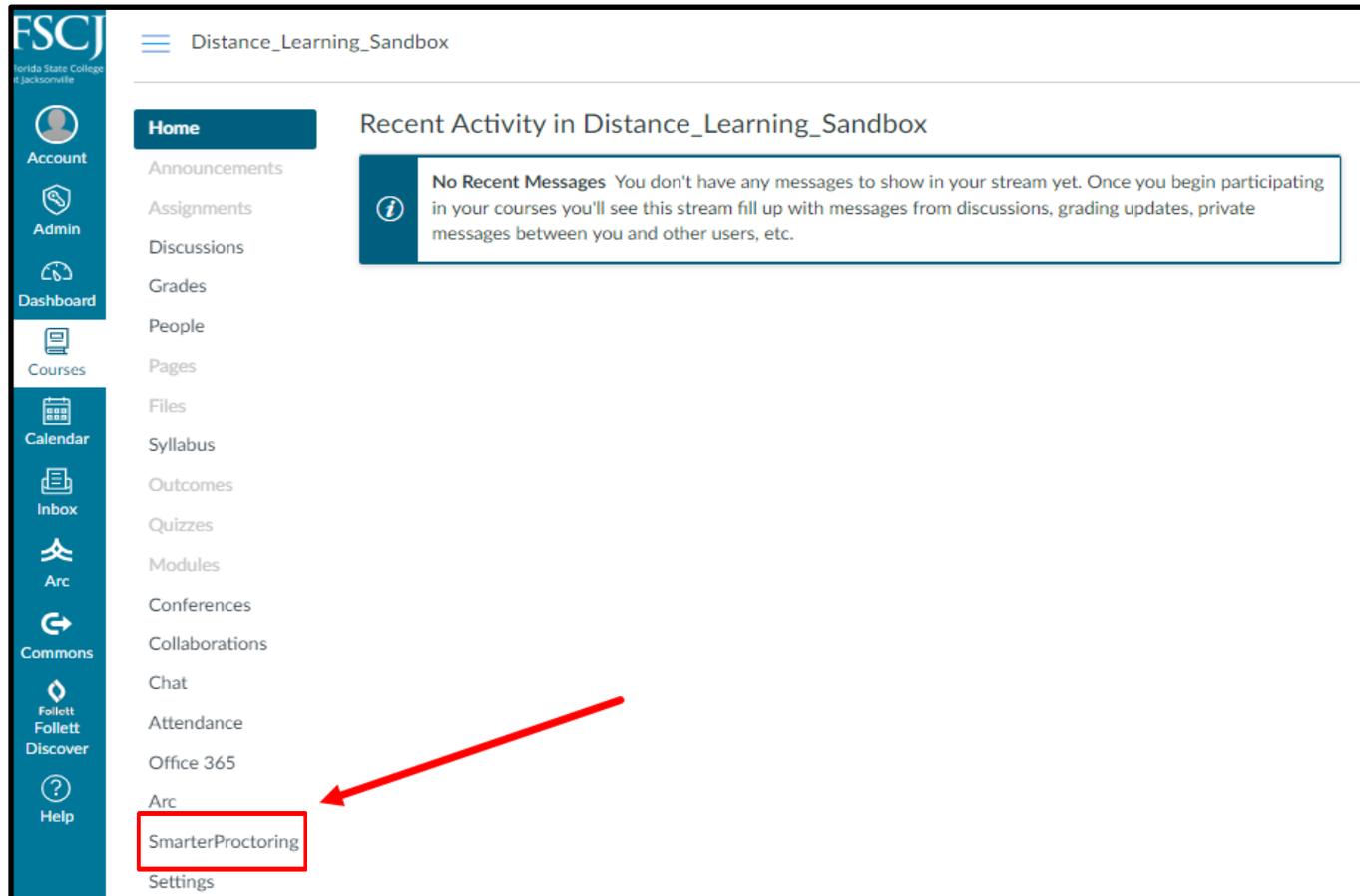
The screenshot shows the LMS interface for Florida State College at Jacksonville (FSCJ). The user is in the 'Distance_Learning_Sandbox > Settings' area. The 'Navigation' tab is selected and highlighted with a red box and an arrow. Below the navigation tabs, there is a list of items to be reordered. At the bottom of this list, 'SmarterProctoring' is listed as 'Page disabled, won't appear in navigation', also highlighted with a red box and an arrow. Other items in the list include Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Office 365, and Studio.

Item	Options
Home	⋮
Announcements	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮
Syllabus	⋮
Outcomes	⋮
Quizzes	⋮
Modules	⋮
Conferences	⋮
Collaborations	⋮
Chat	⋮
Attendance	⋮
Office 365	⋮
Studio	⋮
SmarterProctoring	⋮
Analytics Beta	⋮
MyLab and Mastering	⋮

- Finally, drag SmarterProctoring to the list at the top of the page and select Save at the bottom.

The screenshot shows the course navigation settings interface for FSCJ. On the left is a vertical sidebar with navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Studio, Commons, Follett Discover, and Help. The 'Settings' button is highlighted with a red box and an arrow. The main area displays a list of navigation items that can be reordered. The 'SmarterProctoring' item is highlighted with a red box. Below this list is a section for disabled items, including Analytics Beta, MyLab and Mastering, McGraw Hill Connect, Bookshelf®, Cengage, Pearson, Brainfuse Online Tutoring, and Library OneSearch. At the bottom, the 'Save' button is highlighted with a red box and an arrow.

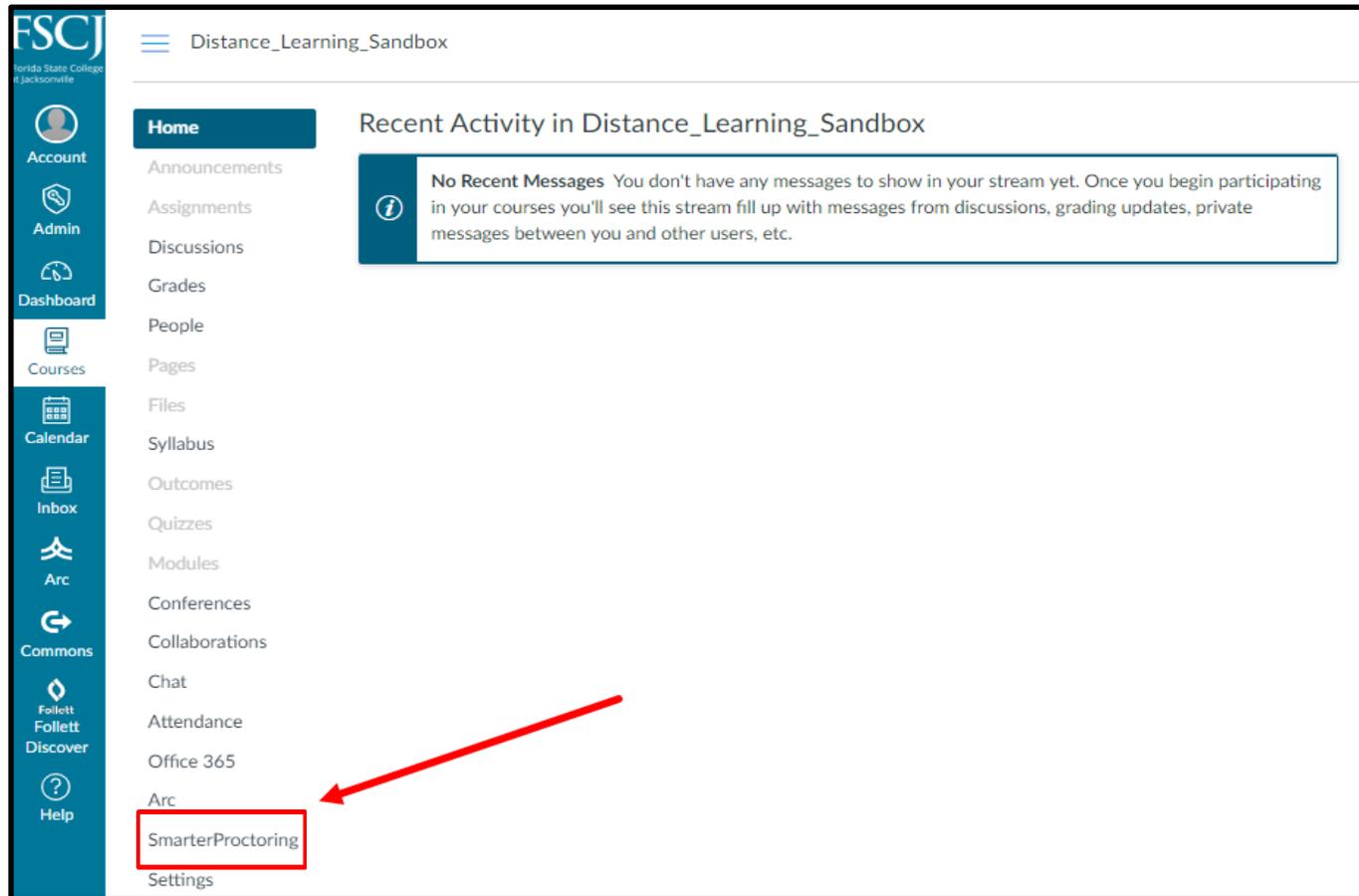
- SmarterProctoring is now available from the Course Navigation Menu.



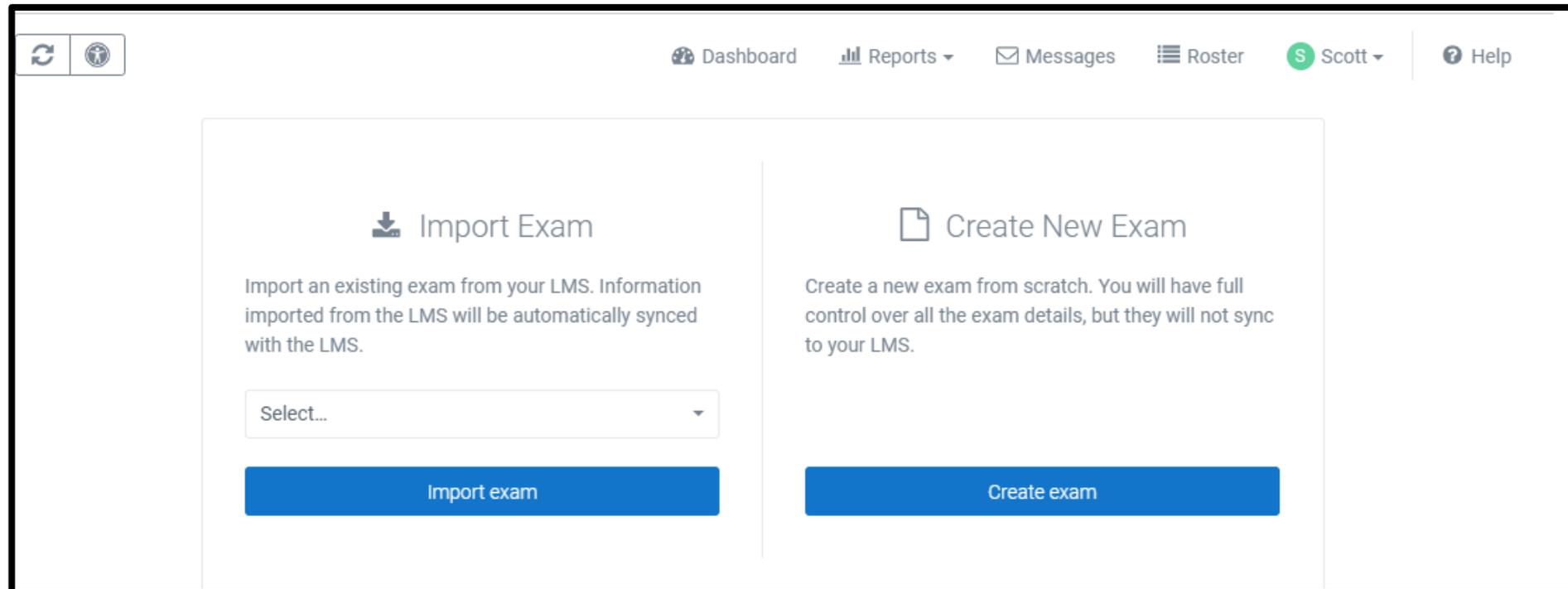


HOW TO ADD AN EXAM: CREATING A NEW EXAM

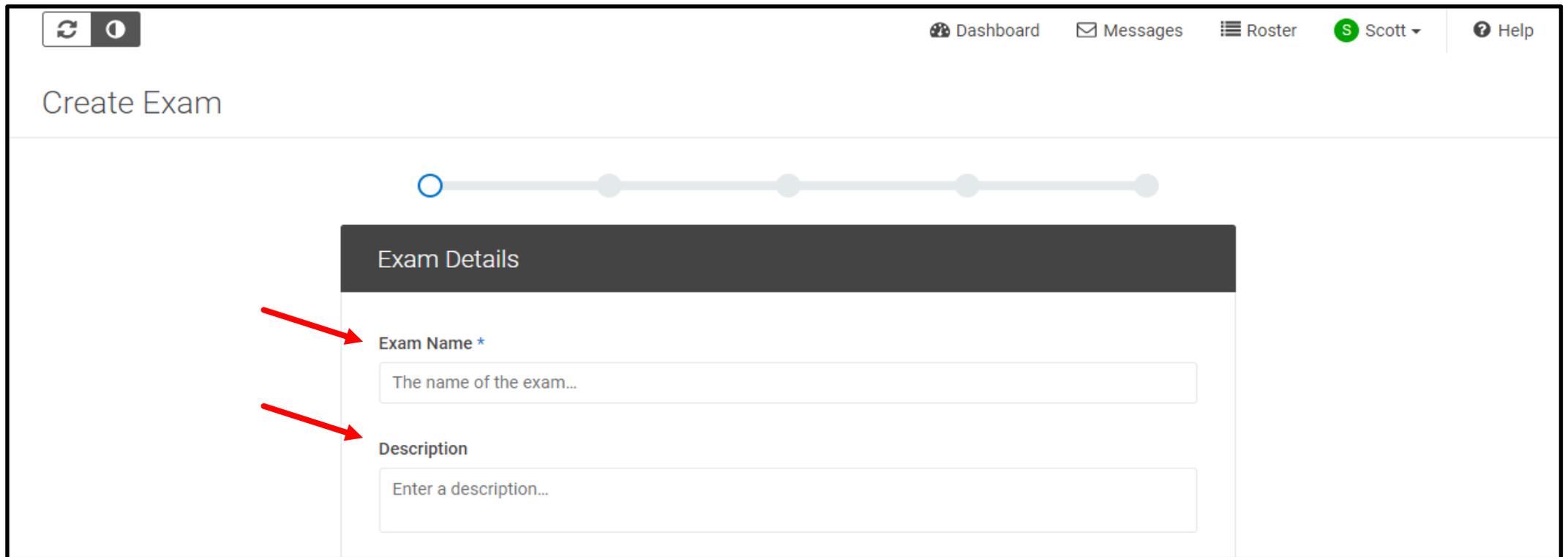
- First, create the exam. Then login to your Canvas Course and select the SmarterProctoring link from the Course Navigation Menu on the left side of your dashboard.



- Faculty will see two options: Import Exam or Create New Exam.



- The **Exam Details** screen is now shown.
- The professor can begin by entering the exam name and a short description in the appropriate fields.



The screenshot displays a web interface for creating an exam. At the top, there is a navigation bar with a refresh icon, a user profile 'Scott', and links for 'Dashboard', 'Messages', 'Roster', and 'Help'. Below the navigation bar, the page title is 'Create Exam'. A progress indicator shows five steps, with the first step being active. The 'Exam Details' form is the central focus, containing two input fields: 'Exam Name *' with a placeholder 'The name of the exam...' and 'Description' with a placeholder 'Enter a description...'. Two red arrows point to these fields from the left.

- The Suggest Times switch can be left in the **off** position.
- Now, the professor can select the exam duration and then copy and paste the password that was used when the exam was created.

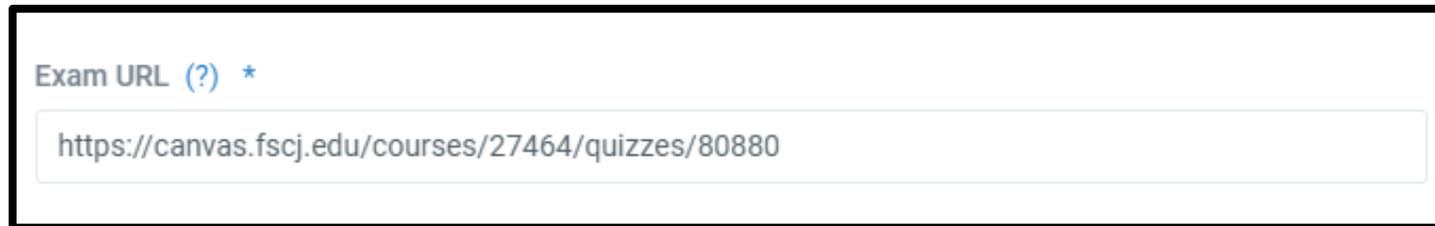
Suggest Times (?)

Duration *

hours minutes

Password/Access Code (?) *

- The Exam URL field is required to proceed. Professors must copy and paste the exact URL for the exam, whether it is located in Canvas or in a third party platform.



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 in the same sitting. 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.”
- For a student that may need to retest due to an extenuating circumstance, please refer to **Slide 54**: [How to Allow an Exam Re-Take](#).



Consecutive Attempts Allowed (?) *

1 ▾

The image shows a screenshot of a form field. The label is "Consecutive Attempts Allowed (?) *" in a grey font. Below the label is a dropdown menu with a blue border, containing the number "1" and a downward-pointing arrow.

- The professor can enter when the exam will begin in the **Exam Opens** field, and when it will end in the **Exam Closes** field.

Date Settings

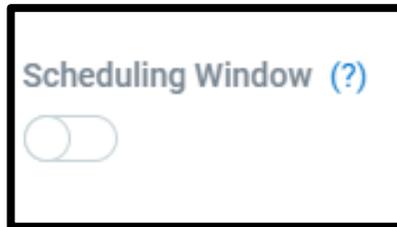
Exam Opens *

01/18/2018 at 11:59 AM EST

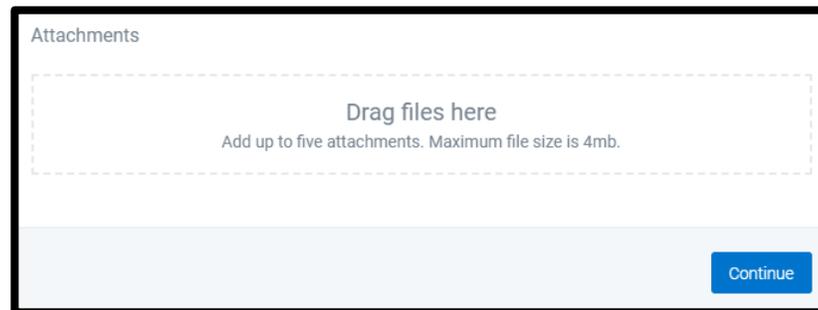
Exam Closes *

01/25/2018 at 11:59 PM EST

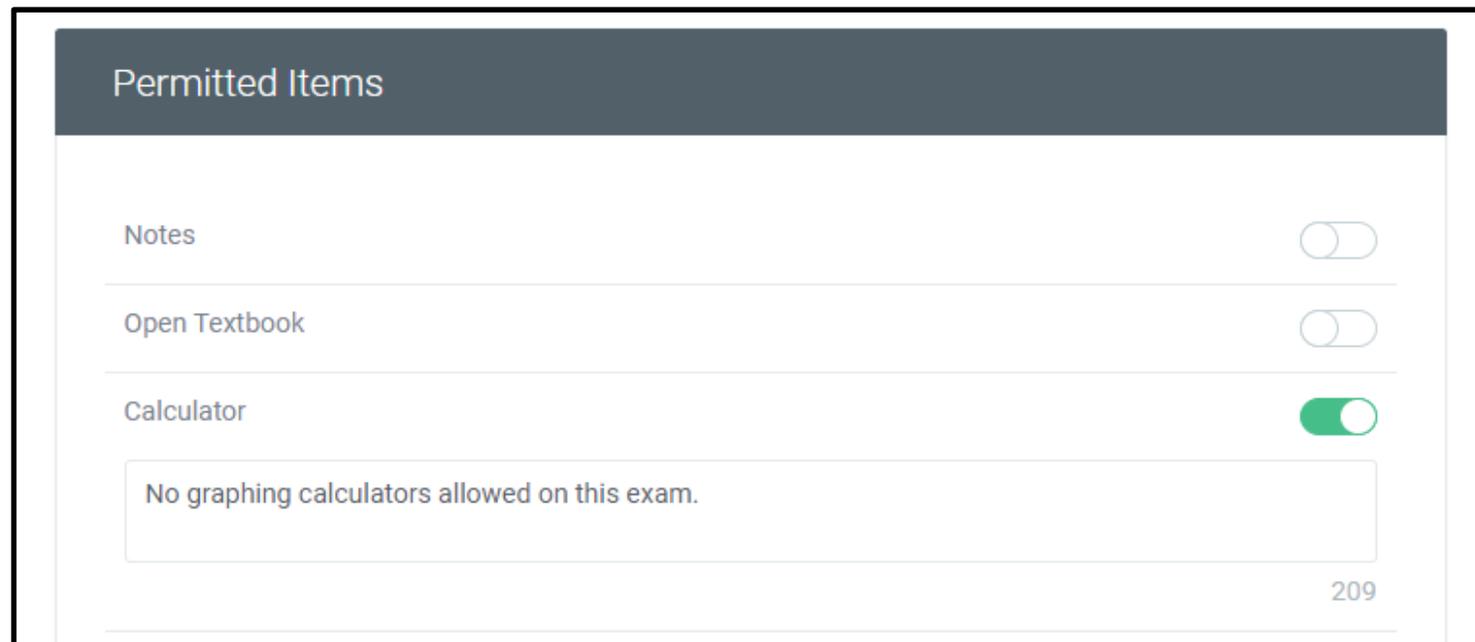
- The Scheduling Window is a feature that can be selected if the professor would like for students to make their test appointments by a particular date.



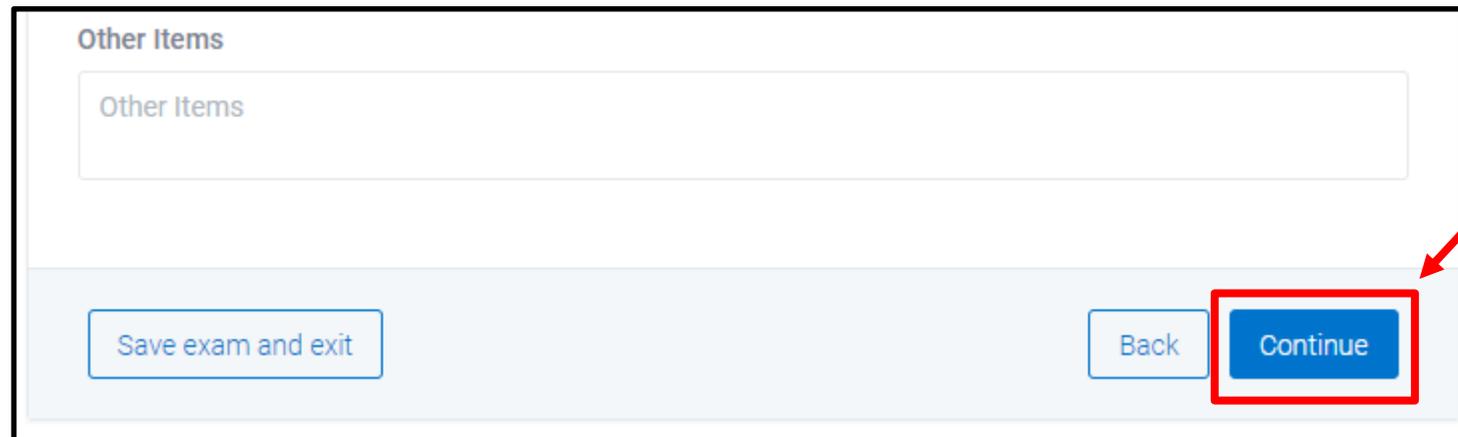
- The last section on the page is **Attachments**, where the professor can add formula sheets, writing prompts, or any other paper materials that students will be able to use on the test.
- This is how attachments work: If attachments are provided they will be provided to the student while in the test. To get to the attachments the student can click the SmarterProctoring extension icon and the attachments will be listed. It is important that if attachments are being used that the exam is set to allow other tabs to be open so they can open the attachment content.
- The professor can add attachments or select **Continue** to bypass this step.



- Now, the professor is taken to the **Permitted Items** screen, where allowable items can be toggled on or off.
- After an item is toggled on, a dialogue box appears underneath. Further information can be added for clarification, but please note that there is a limit of 255 characters.

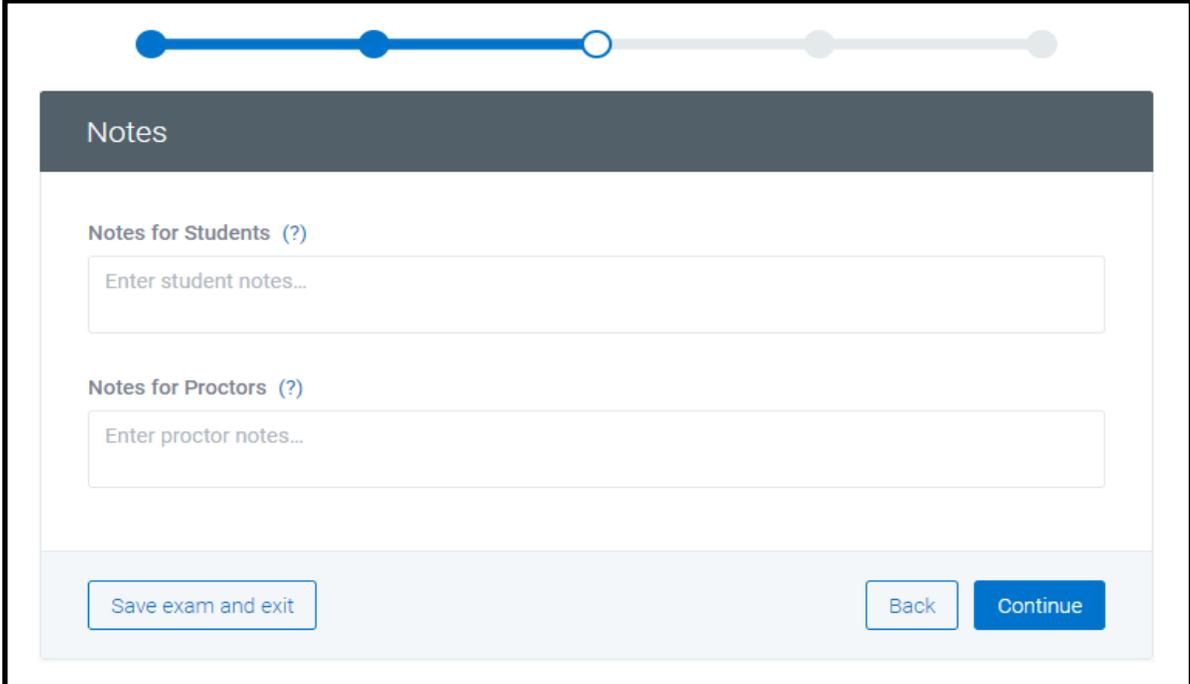


- Any items not listed under the Permitted Items area can be manually entered in the Other Items field. Please be specific though, with what you will allow your students to use.
- When finished, the professor can select **Continue** to proceed.



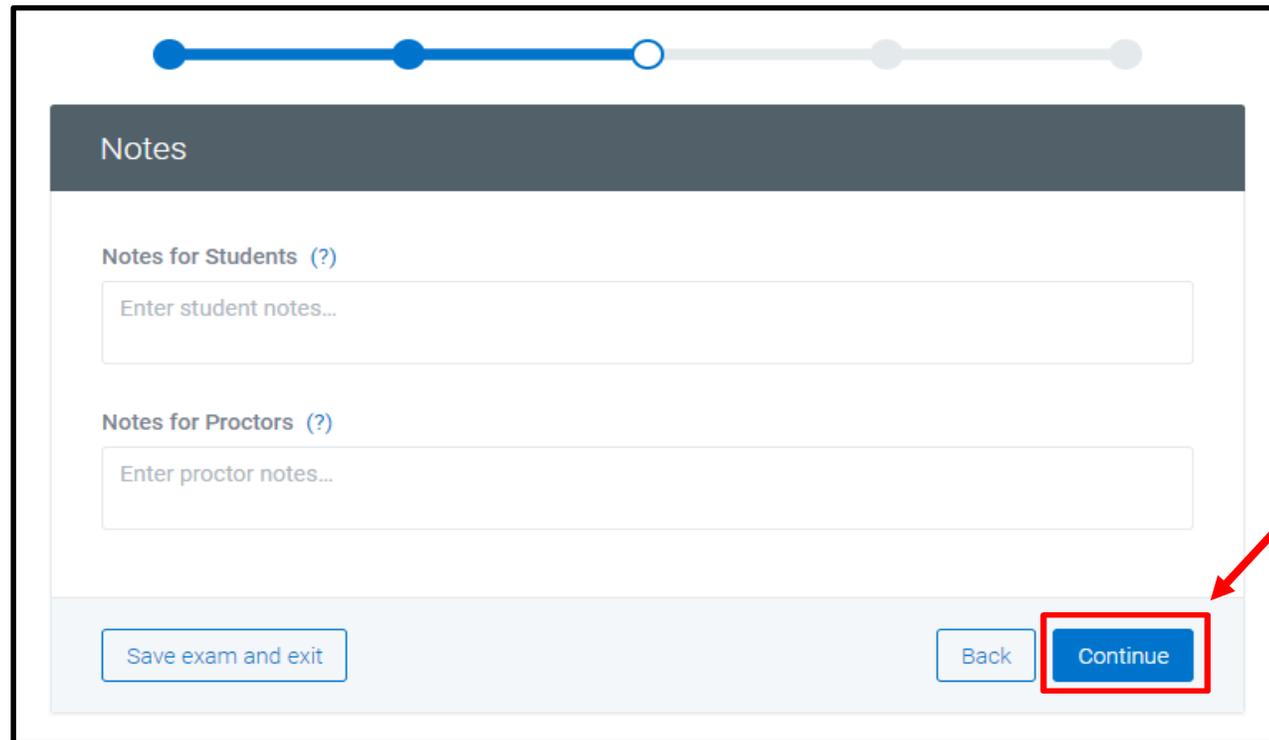
The screenshot shows a form titled "Other Items" with a text input field containing the placeholder text "Other Items". Below the input field is a light blue footer area containing three buttons: "Save exam and exit", "Back", and "Continue". The "Continue" button is highlighted with a red rectangular border, and a red arrow points to it from the right side of the image.

- The **Notes** screen is now visible. Notes for students and notes for proctors can be entered into the appropriate fields.
- Please make sure to include a monitored method of contact in the Notes for Proctors area in case our proctors or support staff need to reach you.



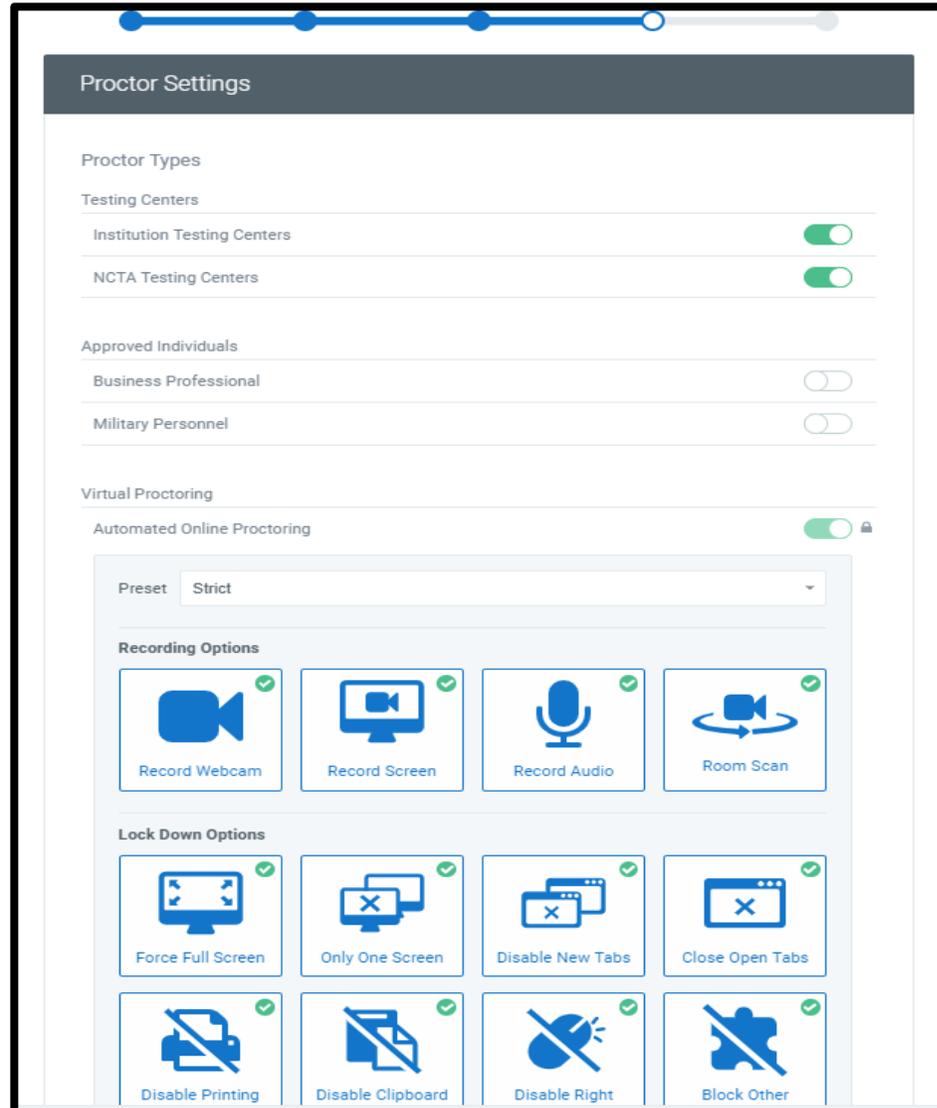
The screenshot shows a mobile application interface for entering exam notes. At the top, there is a progress indicator with five dots, the third of which is highlighted. Below this is a dark grey header with the word "Notes" in white. The main content area contains two sections, each with a label and a text input field: "Notes for Students (?)" with a placeholder "Enter student notes..." and "Notes for Proctors (?)" with a placeholder "Enter proctor notes...". At the bottom of the screen, there is a light grey bar containing three buttons: "Save exam and exit" (white with blue border), "Back" (white with blue border), and "Continue" (solid blue).

- Test proctors will be able to see information from both fields, whereas students will only be able to see information from the Notes for Students field.
- When finished, the professor can select **Continue** to proceed.



The screenshot shows a 'Notes' form with a progress indicator at the top. The form has two text input fields: 'Notes for Students (?)' and 'Notes for Proctors (?)'. At the bottom, there are three buttons: 'Save exam and exit', 'Back', and 'Continue'. The 'Continue' button is highlighted with a red box and a red arrow points to it from the right.

- The professor is taken to the **Proctor Settings** screen.



- The Testing Centers in the Proctor Types area default to the **on** but faculty can edit these if they so choose.



The screenshot displays a settings panel titled "Proctor Types". Under the "Testing Centers" section, there are three rows, each with a label and a toggle switch:

Testing Center Type	Status (Toggle)
Institution Testing Centers	On
NCTA Testing Centers	On
Professional Testing Centers	On

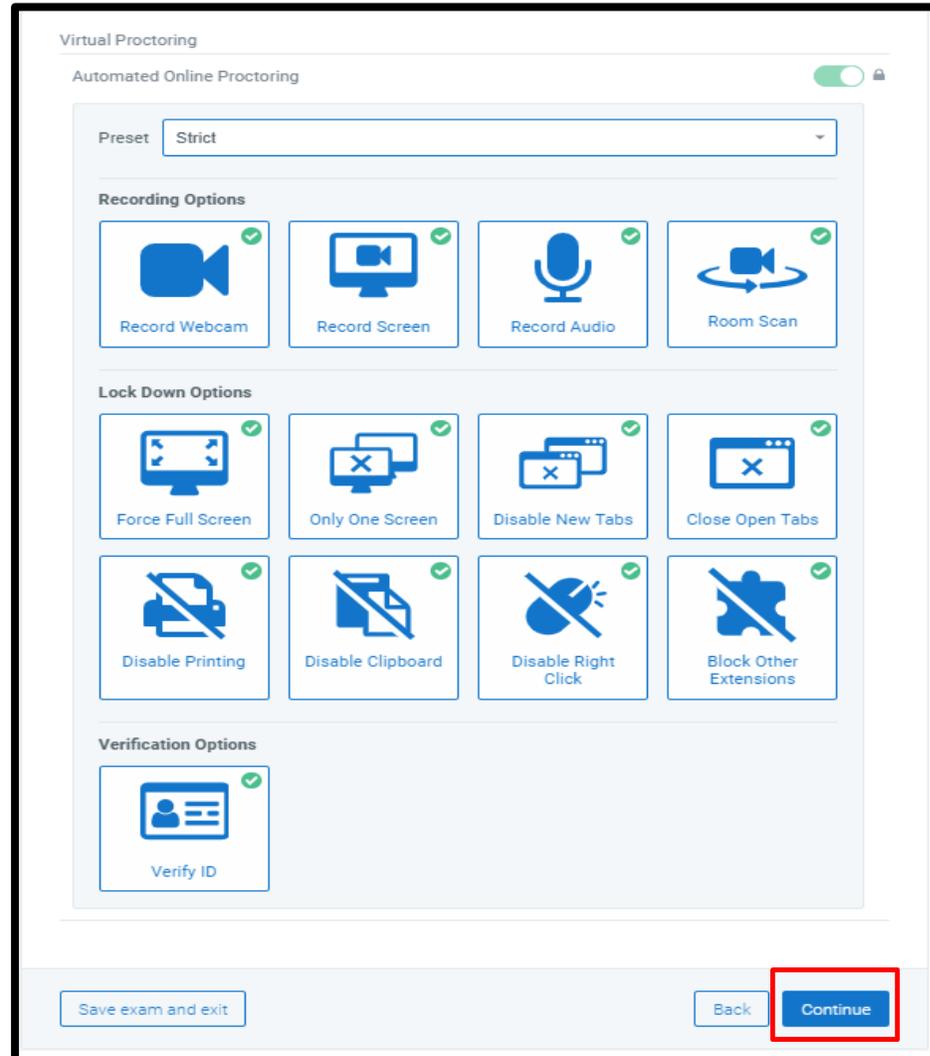
- Approved Individuals are selectable. However, FSCJ will approve or deny any proctors that a student not living in the Jacksonville, Florida area may choose through SmarterProctoring. For this reason, we recommend leaving these options in the **Off** position.

Approved Individuals	
Educational Officer (Military Installation)	<input type="checkbox"/>
Employee (Disability Resource Center)	<input type="checkbox"/>

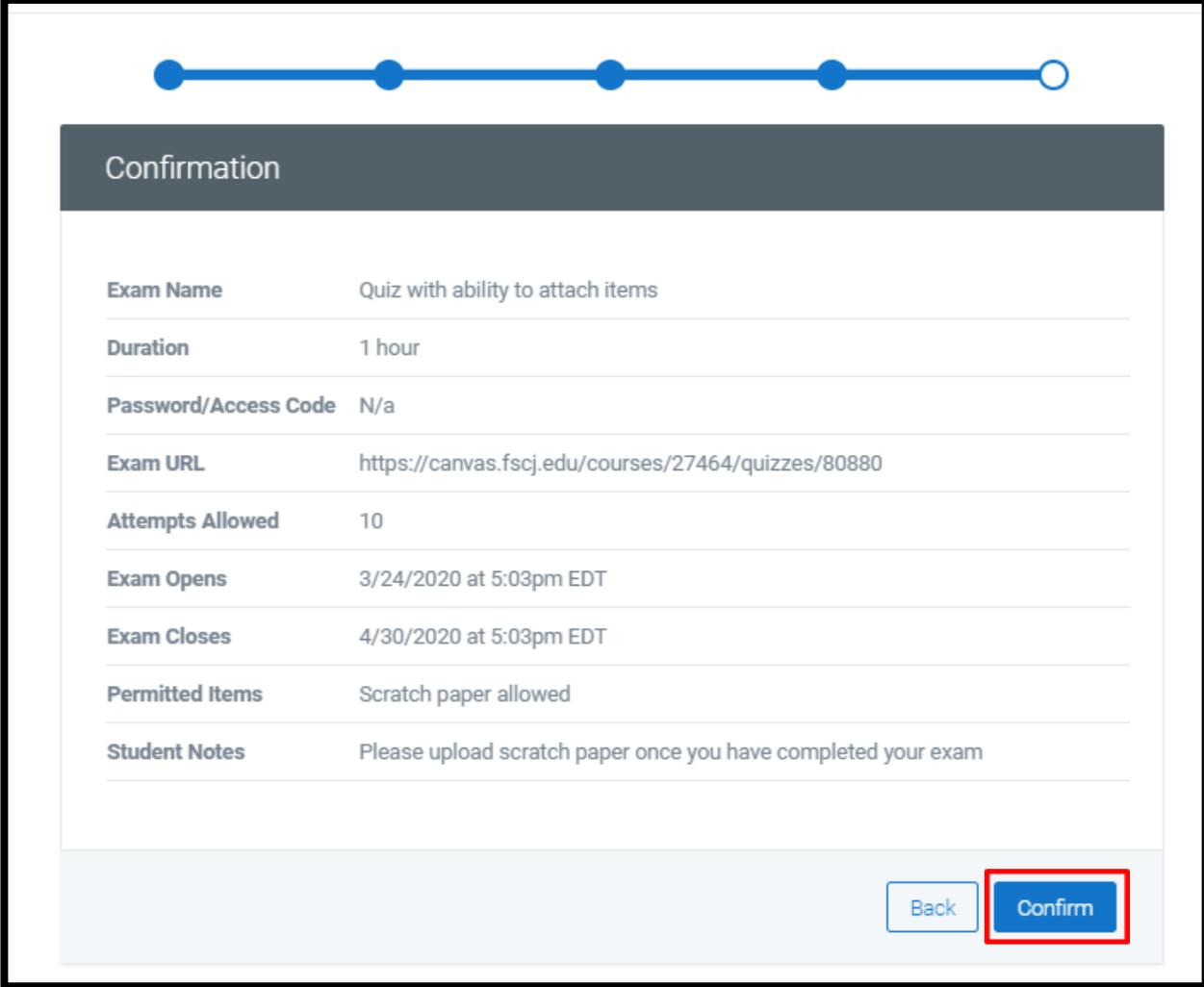
- Finally, enabling the Automated Online Proctoring button under the Virtual Proctoring area will allow your students to take their test online with automated proctoring, via webcam and internet.
- Please recall though that this option is only for electronic exams – not paper exams.



- When finished, the professor can select **Continue** to proceed.



- The professor is taken to the Confirmation screen and can review what has been entered, then select **Confirm** to proceed.



A confirmation screen for a quiz. At the top, there is a progress indicator with five circles; the first four are filled blue, and the fifth is empty. Below this is a dark grey header with the word "Confirmation" in white. The main content area is a table with the following rows:

Exam Name	Quiz with ability to attach items
Duration	1 hour
Password/Access Code	N/a
Exam URL	https://canvas.fscj.edu/courses/27464/quizzes/80880
Attempts Allowed	10
Exam Opens	3/24/2020 at 5:03pm EDT
Exam Closes	4/30/2020 at 5:03pm EDT
Permitted Items	Scratch paper allowed
Student Notes	Please upload scratch paper once you have completed your exam

At the bottom right of the form, there are two buttons: "Back" and "Confirm". The "Confirm" button is highlighted with a red rectangular border. A red arrow points from the right side of the slide towards the "Confirm" button.

- The exam will be created and the professor will be taken back to their SmarterProctoring Dashboard.

The screenshot shows the SmarterProctoring Dashboard for a quiz titled "Quiz 1". At the top right, there are two buttons: "Edit exam" (with a pencil icon) and "Delete exam" (with a trash icon). Below these buttons, on the right side, is a box indicating "Last sync: Never" with a "Sync now" link. The main content area is divided into three sections: "Student Status", "Exam Information", and "Attachments".

Student Status

Needs Proctor
Scheduled
In Progress
Closed
Processing

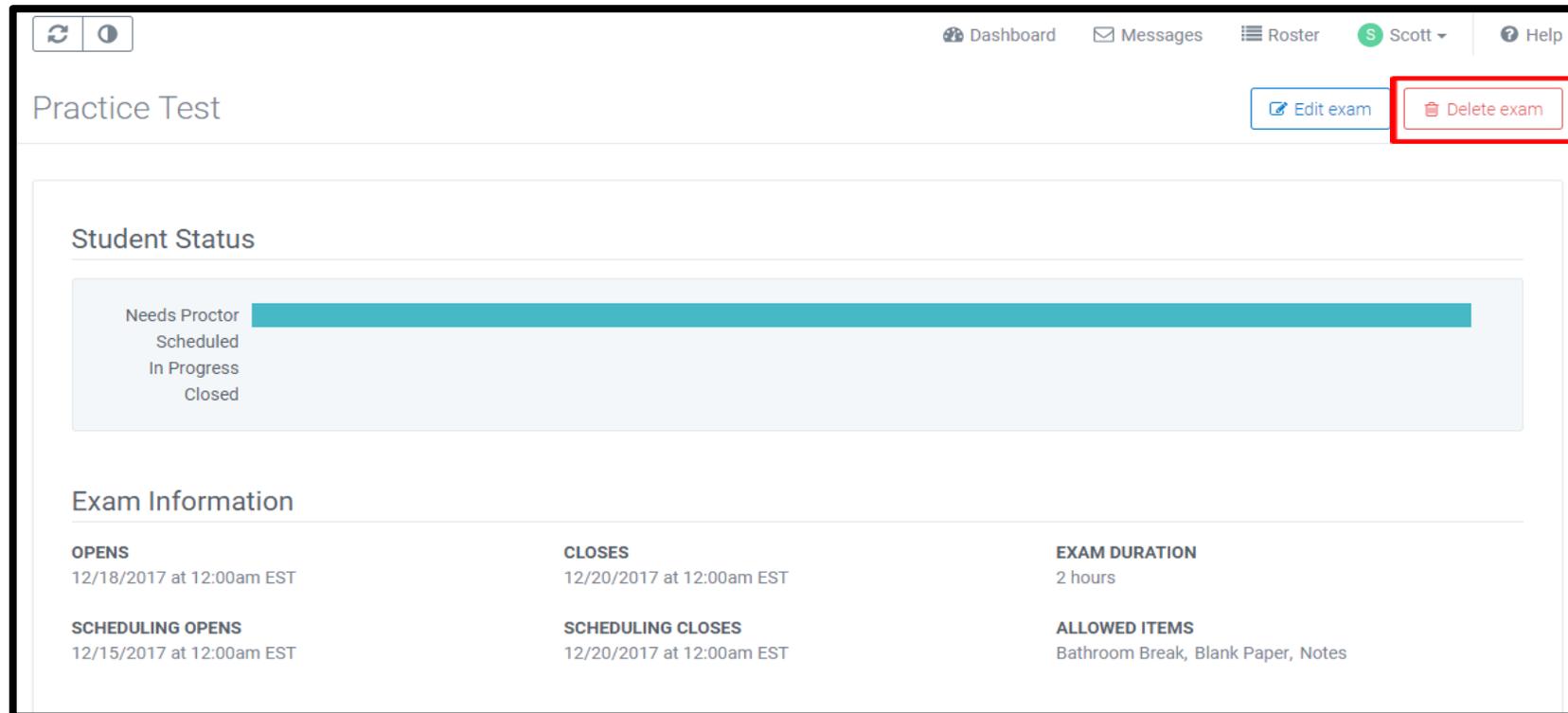
Exam Information

TYPE Online	OPENS 2/15/2019 at 11:59pm EST	CLOSES 2/28/2019 at 11:59pm EST
EXAM DURATION 20 minutes	SCHEDULING OPENS 4/8/2020 at 2:47pm EDT	SCHEDULING CLOSES 2/28/2019 at 11:59pm EST

Attachments

This exam does not have any attachments.

- Finally, a feature that SmarterProctoring has introduced this term is the ability to delete an exam. If you would like to delete an exam, you can select **View Exam** from your dashboard and then select the **Delete Exam** button.



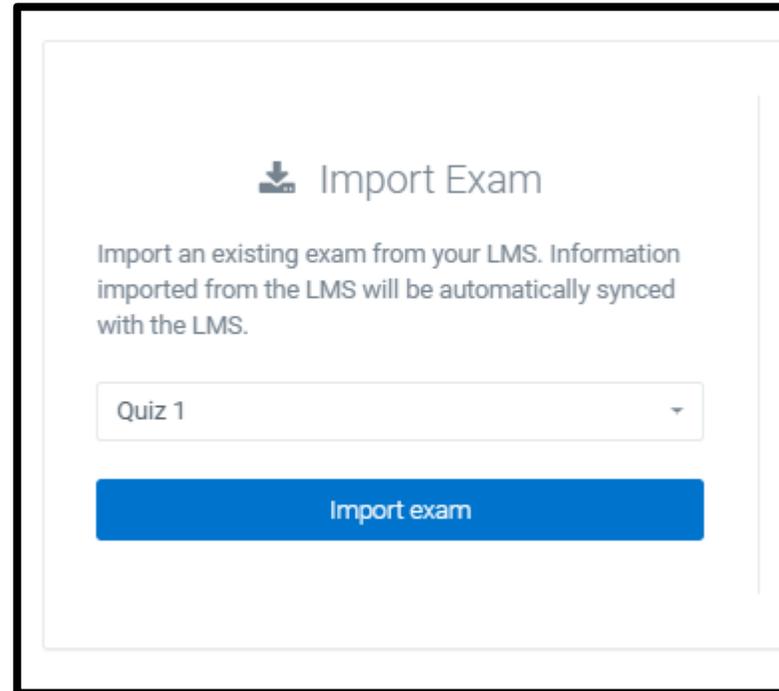
The screenshot displays the SmarterProctoring interface for a 'Practice Test'. At the top, there are navigation links for 'Dashboard', 'Messages', 'Roster', and a user profile for 'Scott'. Below the navigation, the title 'Practice Test' is shown. To the right of the title, there are two buttons: 'Edit exam' and 'Delete exam'. The 'Delete exam' button is highlighted with a red box, and a red arrow points to it from the right side of the slide. Below the buttons, there is a 'Student Status' section with a progress bar and a legend for 'Needs Proctor', 'Scheduled', 'In Progress', and 'Closed'. The 'Needs Proctor' status is currently active, indicated by a teal bar. Below the student status, there is an 'Exam Information' section with details about opening and closing times, exam duration, and allowed items.

OPENS	CLOSES	EXAM DURATION
12/18/2017 at 12:00am EST	12/20/2017 at 12:00am EST	2 hours
SCHEDULING OPENS	SCHEDULING CLOSES	ALLOWED ITEMS
12/15/2017 at 12:00am EST	12/20/2017 at 12:00am EST	Bathroom Break, Blank Paper, Notes



HOW TO ADD AN EXAM: IMPORTING A CANVAS EXAM

- The Import Exam option will allow faculty to select a Canvas exam that will be synced with SmarterProctoring.



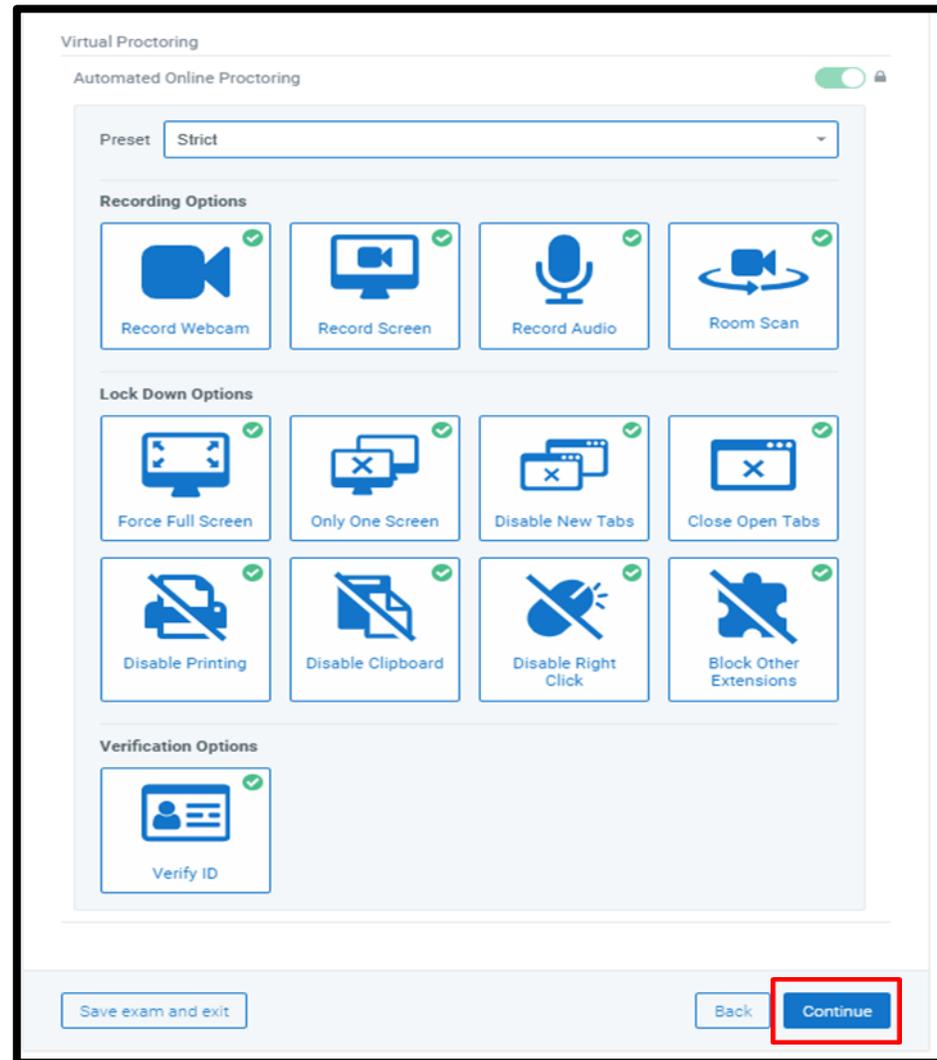
The screenshot shows a web interface for importing an exam. At the top, there is a download icon followed by the text "Import Exam". Below this, a paragraph of text reads: "Import an existing exam from your LMS. Information imported from the LMS will be automatically synced with the LMS." Underneath the text is a dropdown menu with "Quiz 1" selected. At the bottom of the form is a blue button labeled "Import exam".

- Faculty can verify the exam information on each screen, and can add items such as attachments, permitted items, and notes.

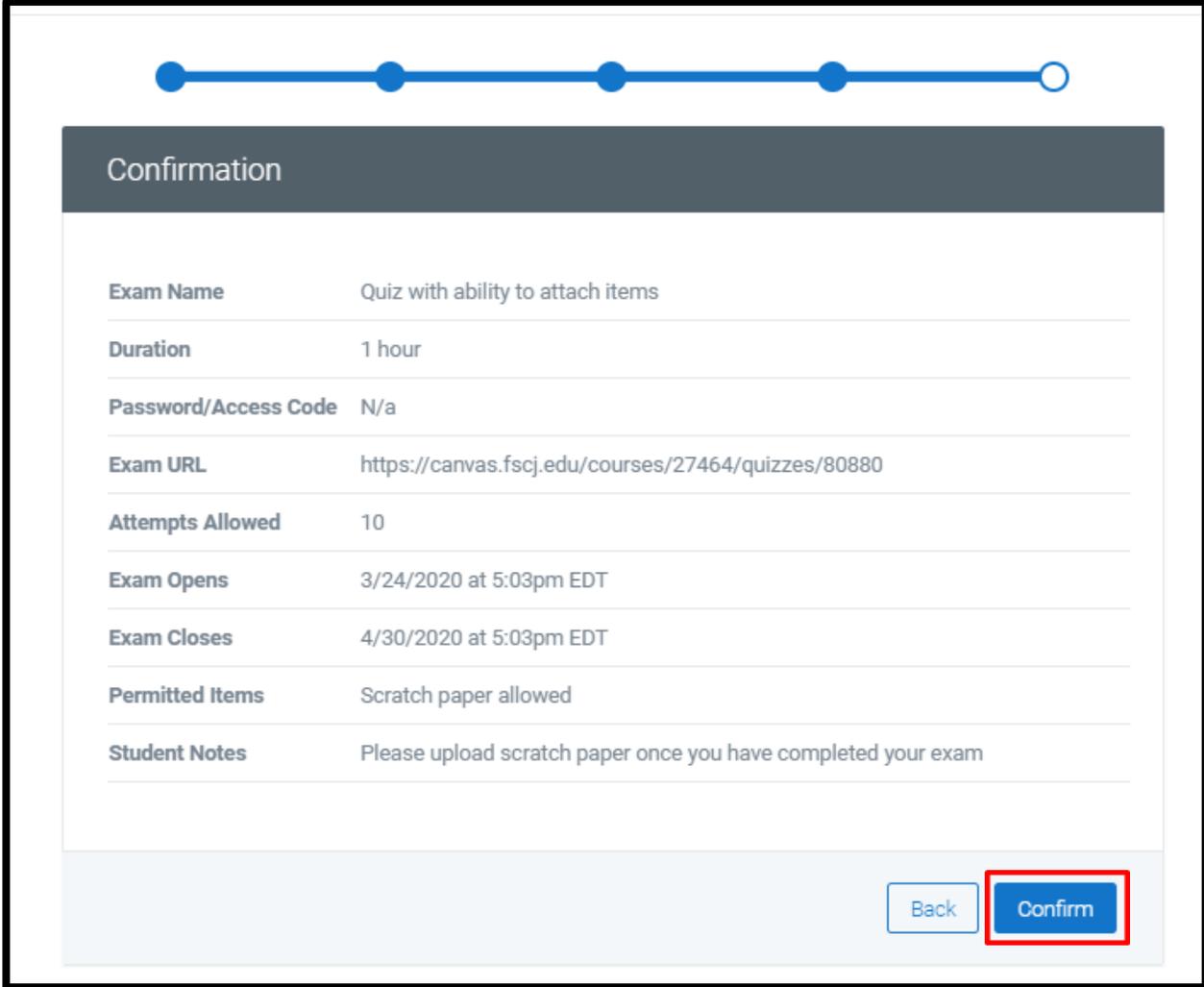
The screenshot shows a form titled "Exam Details" with the following fields and values:

- 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 ***: 02/28/2019 at 11:59 PM EST
- Scheduling Window (?)**:
- Attachments**: A dashed box with the text "Drag files here" and "Add up to five attachments. Maximum file size is 4mb."

- Faculty can also enable Live Proctoring and select Continue to finish.



- The professor is taken to the Confirmation screen and can review what has been entered, then select **Confirm** to proceed.



A confirmation screen for a quiz. At the top, there is a progress indicator with five circles; the first four are filled blue, and the fifth is empty. Below this is a dark grey header with the word "Confirmation" in white. The main content area is a table with the following rows:

Exam Name	Quiz with ability to attach items
Duration	1 hour
Password/Access Code	N/a
Exam URL	https://canvas.fscj.edu/courses/27464/quizzes/80880
Attempts Allowed	10
Exam Opens	3/24/2020 at 5:03pm EDT
Exam Closes	4/30/2020 at 5:03pm EDT
Permitted Items	Scratch paper allowed
Student Notes	Please upload scratch paper once you have completed your exam

At the bottom right of the form, there are two buttons: "Back" and "Confirm". The "Confirm" button is highlighted with a red rectangular border, and a red arrow points to it from the right side of the slide.

- The exam will be created and the professor will be taken back to their SmarterProctoring Dashboard.

Quiz 1

[Edit exam](#) [Delete exam](#)

Last sync: Never
[Sync now](#)

Student Status

- Needs Proctor
- Scheduled
- In Progress
- Closed
- Processing

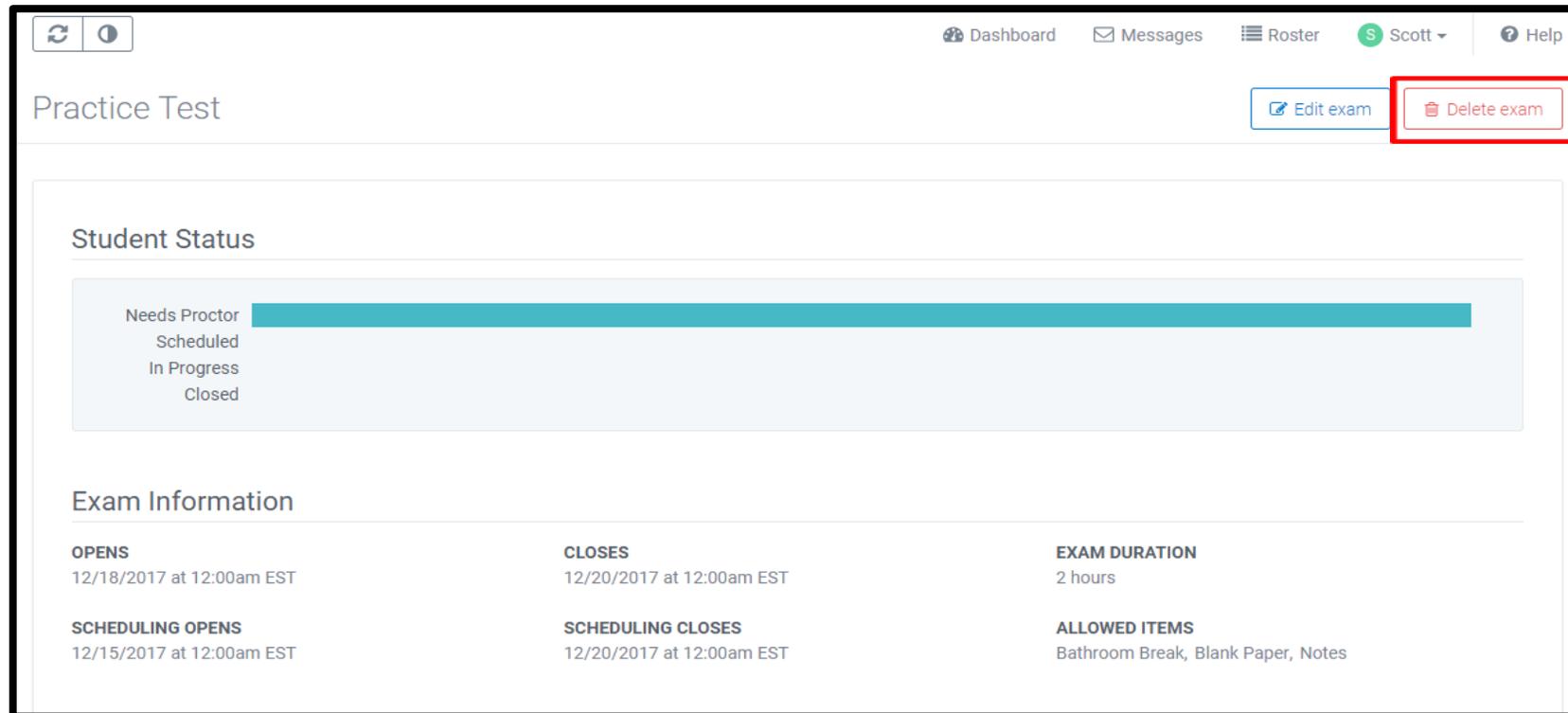
Exam Information

TYPE Online	OPENS 2/15/2019 at 11:59pm EST	CLOSES 2/28/2019 at 11:59pm EST
EXAM DURATION 20 minutes	SCHEDULING OPENS 4/8/2020 at 2:47pm EDT	SCHEDULING CLOSES 2/28/2019 at 11:59pm EST

Attachments

This exam does not have any attachments.

- Finally, a feature that SmarterProctoring has introduced this term is the ability to delete an exam. If you would like to delete an exam, you can select **View Exam** from your dashboard and then select the **Delete Exam** button.



The screenshot shows the SmarterProctoring interface for a 'Practice Test' exam. The top navigation bar includes 'Dashboard', 'Messages', 'Roster', 'Scott', and 'Help'. Below the navigation bar, there are two buttons: 'Edit exam' and 'Delete exam'. The 'Delete exam' button is highlighted with a red box and a red arrow. Below the buttons, there is a 'Student Status' section with a progress bar and labels for 'Needs Proctor', 'Scheduled', 'In Progress', and 'Closed'. The 'Needs Proctor' label is highlighted with a teal bar. Below the 'Student Status' section, there is an 'Exam Information' section with the following details:

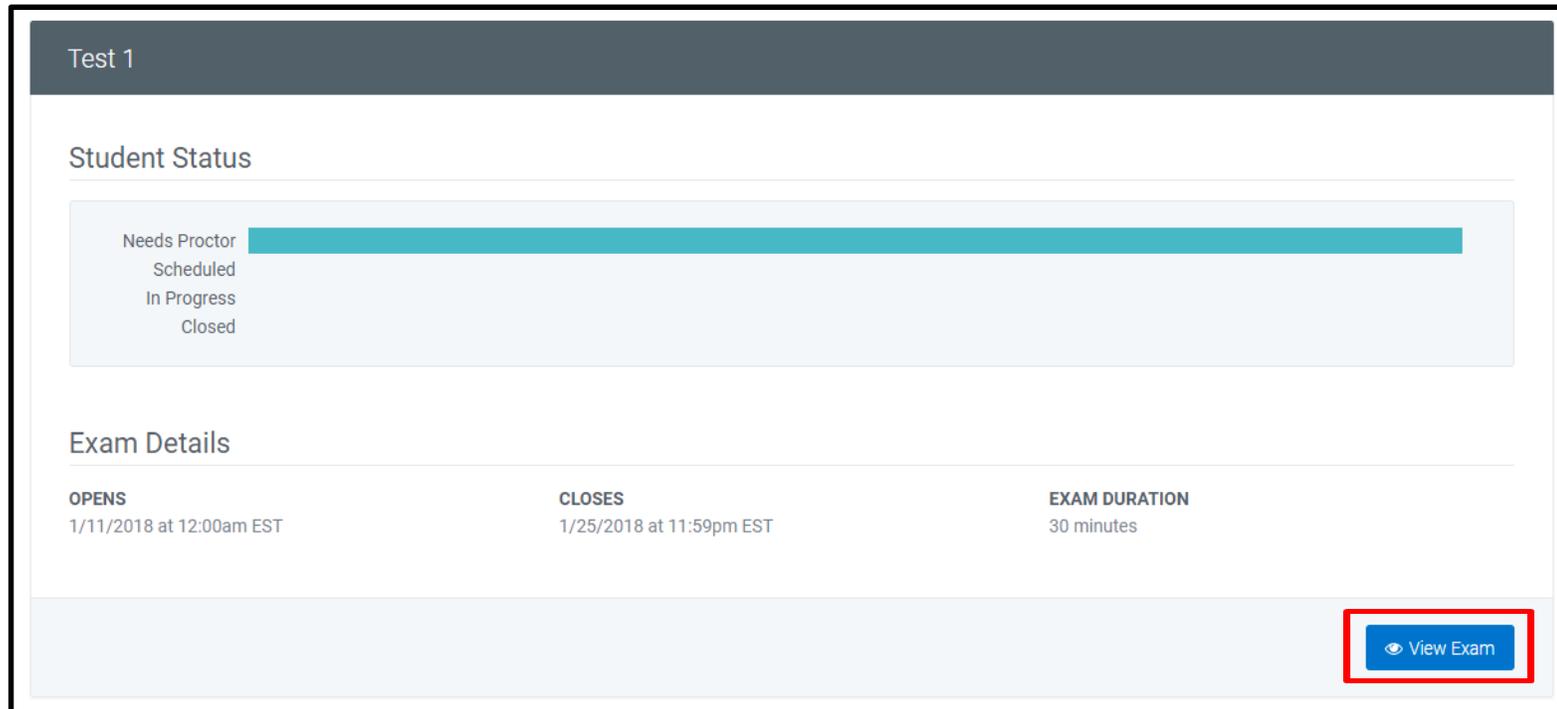
OPENS	CLOSES	EXAM DURATION
12/18/2017 at 12:00am EST	12/20/2017 at 12:00am EST	2 hours
SCHEDULING OPENS	SCHEDULING CLOSES	ALLOWED ITEMS
12/15/2017 at 12:00am EST	12/20/2017 at 12:00am EST	Bathroom Break, Blank Paper, Notes



MONITORING STUDENT PROGRESS



- From the Course Dashboard, professors can tell if students are ready to test, still need to schedule, or have completed testing.
- To monitor a particular student's activity, select the **View Exam** button.



The screenshot displays the 'Test 1' interface. At the top, there is a dark grey header with the text 'Test 1'. Below this is a section titled 'Student Status' which contains a horizontal bar chart. The bar chart has four segments: 'Needs Proctor' (teal), 'Scheduled' (light blue), 'In Progress' (light blue), and 'Closed' (light blue). The 'Needs Proctor' segment is the largest. Below the 'Student Status' section is another section titled 'Exam Details'. This section contains three columns of information: 'OPENS' with the date and time '1/11/2018 at 12:00am EST', 'CLOSES' with the date and time '1/25/2018 at 11:59pm EST', and 'EXAM DURATION' with the value '30 minutes'. In the bottom right corner of the interface, there is a blue button with a white eye icon and the text 'View Exam', which is highlighted with a red rectangular border.

- Students who have logged into SmarterProctoring will appear in the Student Overview area.

The screenshot displays the SmarterProctoring interface with the following sections:

- Student Status:** A progress bar chart showing the distribution of student statuses: Needs Proctor (teal), Scheduled (light blue), In Progress (light green), and Closed (light grey).
- Exam Details:** A table with the following information:

OPENS	CLOSES	EXAM DURATION
12/18/2017 at 12:00am EST	12/20/2017 at 12:00am EST	2 hours
SCHEDULING OPENS	SCHEDULING CLOSES	
12/15/2017 at 12:00am EST	12/20/2017 at 12:00am EST	
- Attachments:** A list of files, including "SmarterProctoring Sample Exam Attachment.docx".
- Student Overview:** A table with the following data:

STUDENT	NOTES	STATUS	ACTION
Yaun_PreviewUser, Scott		● Needs Proctor	Select action...

A red arrow points to the "Student Overview" section, which is also highlighted with a red box.

- Professors will be able to monitor their students' statuses from this area.

Student Overview			
STUDENT	NOTES	STATUS	ACTION
Yaun_PreviewUser, Scott		● Needs Proctor	Select action... ▼

- If a student cancels an appointment a “+” will appear to the left of their name.
- Once expanded, the professor can select **View Session Details** from the dropdown menu under the Action area.

Student Overview

STUDENT	NOTES	STATUS	ACTION
[+] Yaun_PreviewUser, Scott	Special accommodation	● Closed 1/26/2018 at 11:00am EST	Select action...

STUDENT	NOTES	STATUS	ACTION
[-] Yaun_PreviewUser, Scott	Special accommodation	● Closed 1/26/2018 at 11:00am EST	Select action...
Status		Date	Action
● Cancelled		1/27/2018 at 1:00pm EST	Select action... View session details (?)

- Further information is displayed from the **Session Details** screen.

Session Details

General Information

STATUS Cancelled
SESSION TYPE In-Person
APPOINTMENT DATE 1/27/2018 at 1:00pm EST

Proctor Details

NAME Judy

Location Details



ADDRESS 9911 Old Baymeadows Rd Room E-2500E Room E-2500E
Jacksonville, FL32256
US

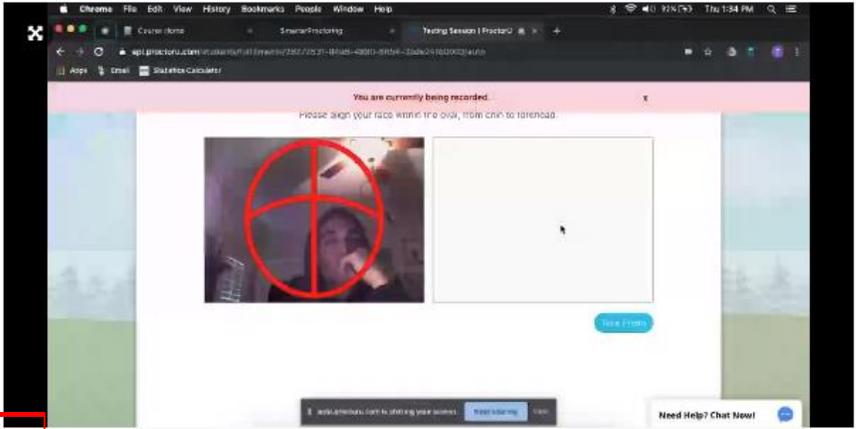
- To review video from an automated testing session, the professor can select **View Session Details** from the dropdown menu under the Action area.

STUDENT	NOTES	STATUS	ACTION
[-] Yaun_PreviewUser, Scott	Special accommodation	● Closed 1/26/2018 at 11:00am EST	Select action... ▼
Status	Date	Action	
● Cancelled	1/27/2018 at 1:00pm EST	Select action... ▲	Go
		View session details (?)	

- Pressing play on the video will allow the professor to review the session in detail.

Session Details

General Information		Proctor Details	
STATUS	Closed	PLATFORM	ProctorU View metadata
SESSION TYPE	Online		
APPOINTMENT DATE	9/19/2019 at 1:30pm EDT		
EXAM DURATION	2 hours		
PERMITTED ITEMS	Blank Paper, Calculator (?), Formula Sheets (?)		



The screenshot shows a video player interface for a ProctorU session. The video content displays a person's face within a red circle on a computer screen. The video player controls at the bottom include a play button, a progress bar, a volume icon, and a 1x speed setting. A red arrow points to the play button.



HOW TO ADD A SPECIAL ACCOMMODATION

- 
- If a student needs extra time to test or needs to test earlier or later than the original dates, the professor can enter a Special Accommodation (formerly called “Exception”) in SmarterProctoring.
 - **Please note that the student must be in either “Needs Proctor” or “Closed” status to enter a Special Accommodation. Students with an existing appointment will first need to cancel the appointment before the Special Accommodation can be entered.**
 - **Also, the Due Date must first be changed in Canvas, Pearson, or whichever platform you are using to administer the test.**

- To start, the professor can login to SmarterProctoring and select **View Exam** under the appropriate exam.

The screenshot displays the SmarterProctoring interface for a test titled "Test 1". The interface is divided into two main sections: "Student Status" and "Exam Details".

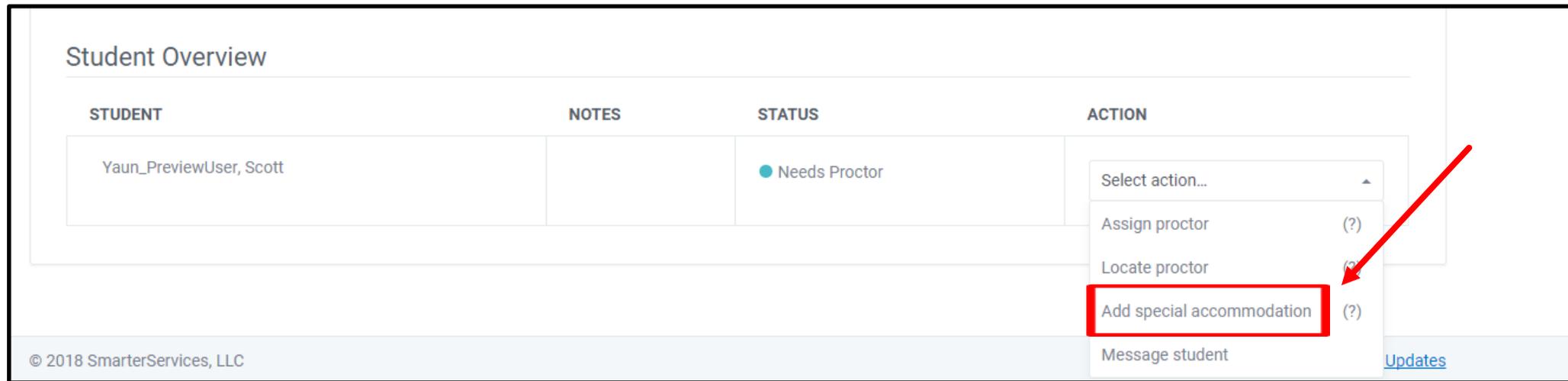
Student Status: This section features a horizontal bar chart with four categories: "Needs Proctor", "Scheduled", "In Progress", and "Closed". The "Needs Proctor" category is represented by a teal bar that is nearly full, indicating that most students require proctoring.

Exam Details: This section provides key information about the exam:

OPENS	CLOSES	EXAM DURATION
1/11/2018 at 12:00am EST	1/25/2018 at 11:59pm EST	30 minutes

At the bottom right of the interface, there is a blue button labeled "View Exam" with an eye icon, which is highlighted by a red rectangular box.

- Next, under the Student Overview area, the professor can select the **Add special accommodation** option from the dropdown menu under the Action section.

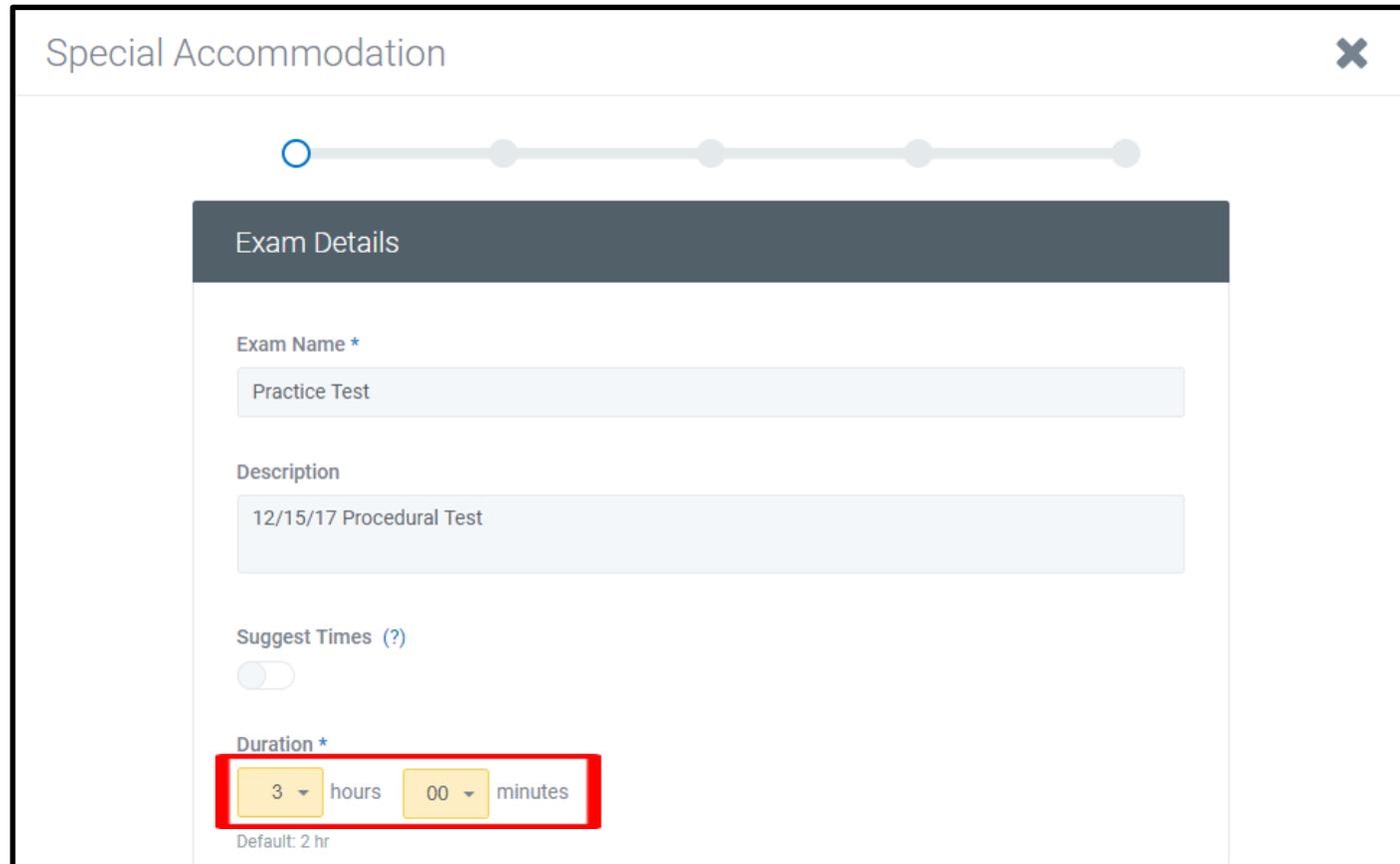


The screenshot displays the 'Student Overview' section of a software interface. It features a table with four columns: 'STUDENT', 'NOTES', 'STATUS', and 'ACTION'. The 'STUDENT' column contains the text 'Yaun_PreviewUser, Scott'. The 'STATUS' column shows a blue dot followed by the text 'Needs Proctor'. The 'ACTION' column has a dropdown menu open, listing several options: 'Select action...', 'Assign proctor (?)', 'Locate proctor (?)', 'Add special accommodation (?)', and 'Message student'. The 'Add special accommodation (?)' option is highlighted with a red rectangular box, and a red arrow points to it from the right. At the bottom left of the interface, there is a copyright notice: '© 2018 SmarterServices, LLC'. At the bottom right, there is a link labeled 'Updates'.

STUDENT	NOTES	STATUS	ACTION
Yaun_PreviewUser, Scott		● Needs Proctor	<ul style="list-style-type: none">Select action...Assign proctor (?)Locate proctor (?)Add special accommodation (?)Message student

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- Now in the **Special Accommodation** menu, the professor can input any changes (such as extra time) in the Duration field.



The screenshot shows a 'Special Accommodation' form with a progress indicator at the top. The form is divided into sections: 'Exam Details', 'Exam Name *', 'Description', 'Suggest Times (?)', and 'Duration *'. The 'Duration *' field is highlighted with a red box and contains '3' hours and '00' minutes. Below the duration field, it says 'Default: 2 hr'.

Special Accommodation

Exam Details

Exam Name *

Practice Test

Description

12/15/17 Procedural Test

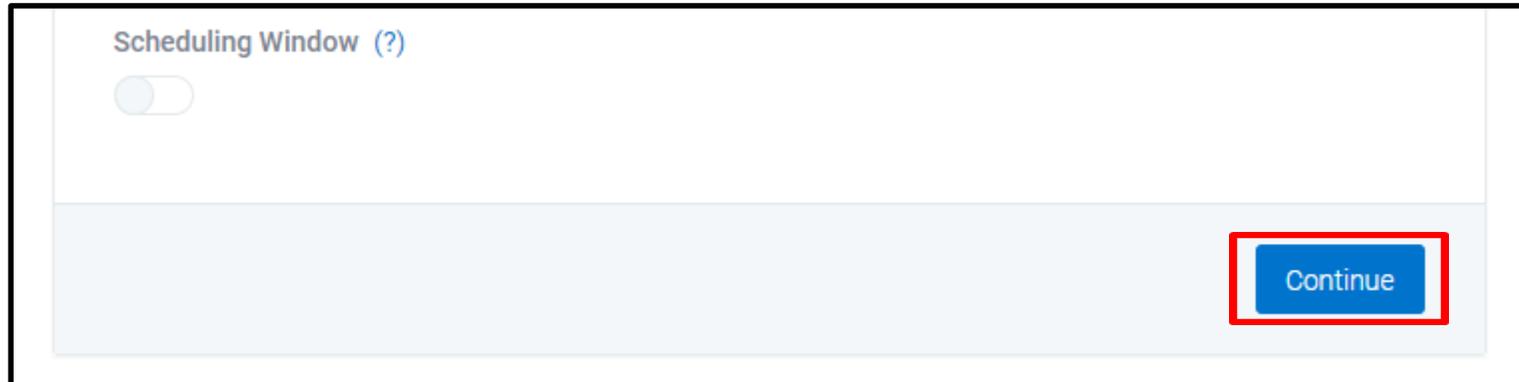
Suggest Times (?)

Duration *

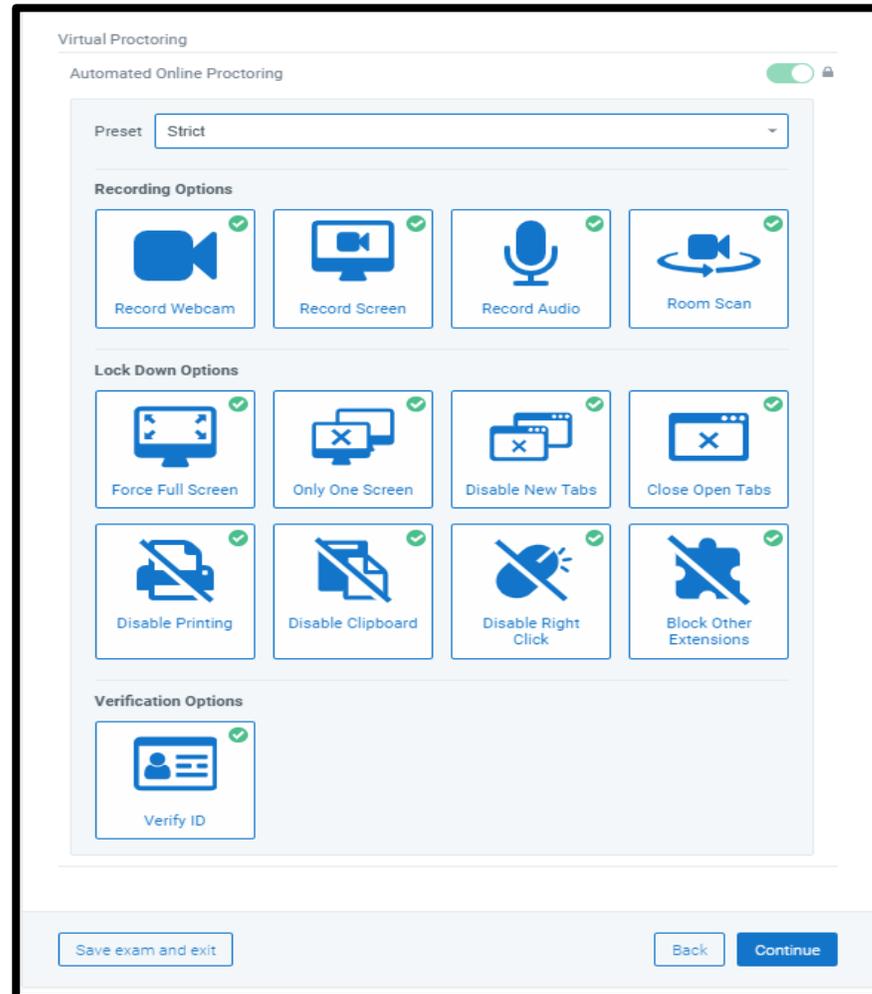
3 hours 00 minutes

Default: 2 hr

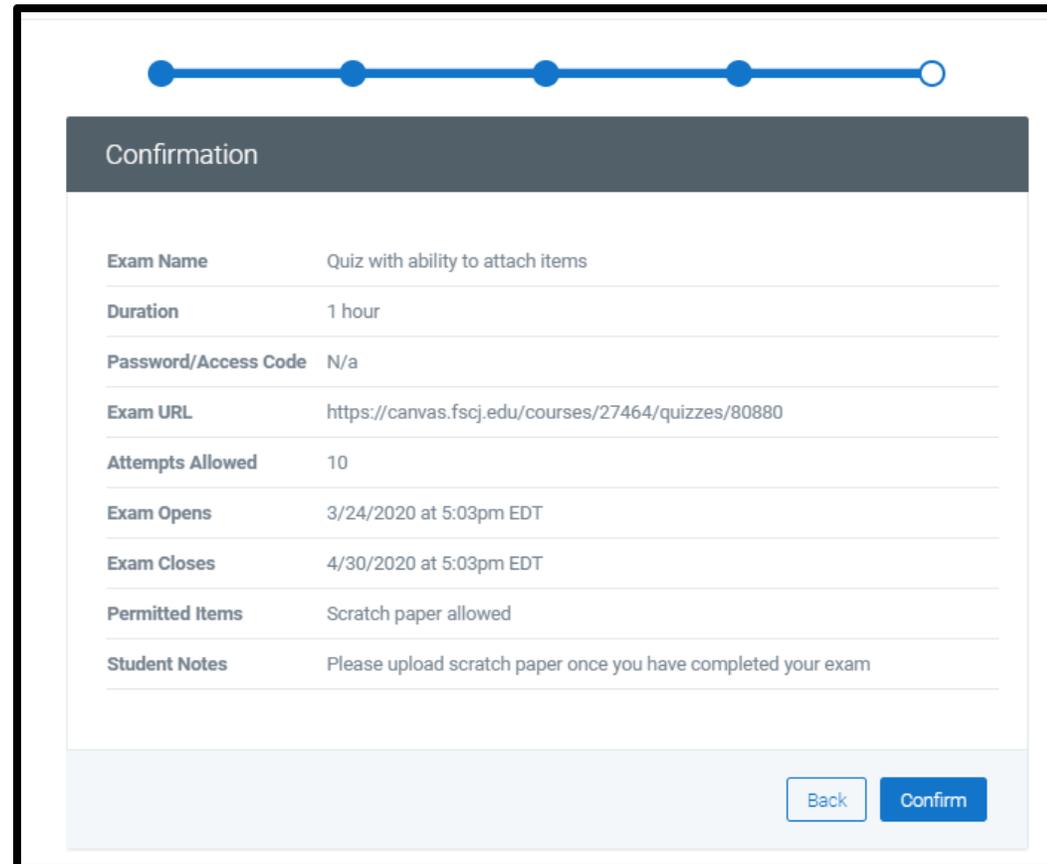
- When finished, the professor can select Continue to move through the additional screens, making changes as needed.



- If professors need to make changes to their automated proctoring settings, they can do so and it will not affect other students.



- The professor is taken to the Confirmation screen and can review what has been entered, then select **Confirm** to proceed.
- Once reviewed, the student can be notified that the Special Accommodation has been entered, and can make a testing appointment.



The image shows a confirmation screen for an exam. At the top, there is a progress indicator consisting of a horizontal line with five circular markers; the first four are filled with blue, and the fifth is empty. Below this is a dark grey header with the word "Confirmation" in white. The main content area is a table with the following rows:

Exam Name	Quiz with ability to attach items
Duration	1 hour
Password/Access Code	N/a
Exam URL	https://canvas.fscj.edu/courses/27464/quizzes/80880
Attempts Allowed	10
Exam Opens	3/24/2020 at 5:03pm EDT
Exam Closes	4/30/2020 at 5:03pm EDT
Permitted Items	Scratch paper allowed
Student Notes	Please upload scratch paper once you have completed your exam

At the bottom right of the screen, there are two buttons: a white "Back" button and a blue "Confirm" button.



HOW TO ALLOW AN EXAM RE-TAKE

- 
- **Before beginning, please check to see if the exam is still open and active. If the exam has ended, the Due Date must first be changed in Canvas, Pearson, or whichever platform you are using to administer the test.**

- To allow an exam re-take, login to SmarterProctoring and select **View Exam** under the appropriate exam.

Practice Exam Chapter 10

Student Status

Needs Proctor
Scheduled
In Progress
Closed

Exam Details

OPENS 1/23/2018 at 12:00am EST	CLOSES 1/30/2018 at 11:59pm EST	EXAM DURATION 30 minutes
--	---	------------------------------------

[View Exam](#)

- Note that the student must be in “Closed” status. The professor can select **Add Attempt** from the dropdown box under the Action area.

Student Overview			
STUDENT	NOTES	STATUS	ACTION
Everett_PreviewUser, Rashida		● Needs Proctor	Select action... ▾
Jones-Liptrot_PreviewUser, Judy		● Needs Proctor	Select action... ▾
Jones-Liptrot_PreviewUser, Judy		● Needs Proctor	Select action... ▾
[+] Jones-Liptrot_PreviewUser, Judy		● Closed 3/4/2018 at 9:15am EST	Select action... ▲ View session details (?) Add attempt (?) ← Impersonate student (?) Select action... ▾
Jones-Liptrot_PreviewUser, Judy		● Needs Proctor	
Jones-Liptrot_PreviewUser, Judy		● Needs Proctor	

- A dialog box will appear, indicating that the attempt was added.
- If edits to the original exam need to be made, the professor can select “Yes” and edit the exam. If not, selecting “No” will add the attempt.
- Once the accommodation has been entered, the student can be notified that a new testing appointment can be made.

The screenshot shows a 'Student Overview' table with four columns: STUDENT, NOTES, STATUS, and ACTION. A dialog box titled 'Attempt added' is overlaid on the table. The dialog box contains the text: 'A special accommodation has been created with an additional attempt. Would you like to edit the accommodation?' and two buttons: 'No' and 'Yes'.

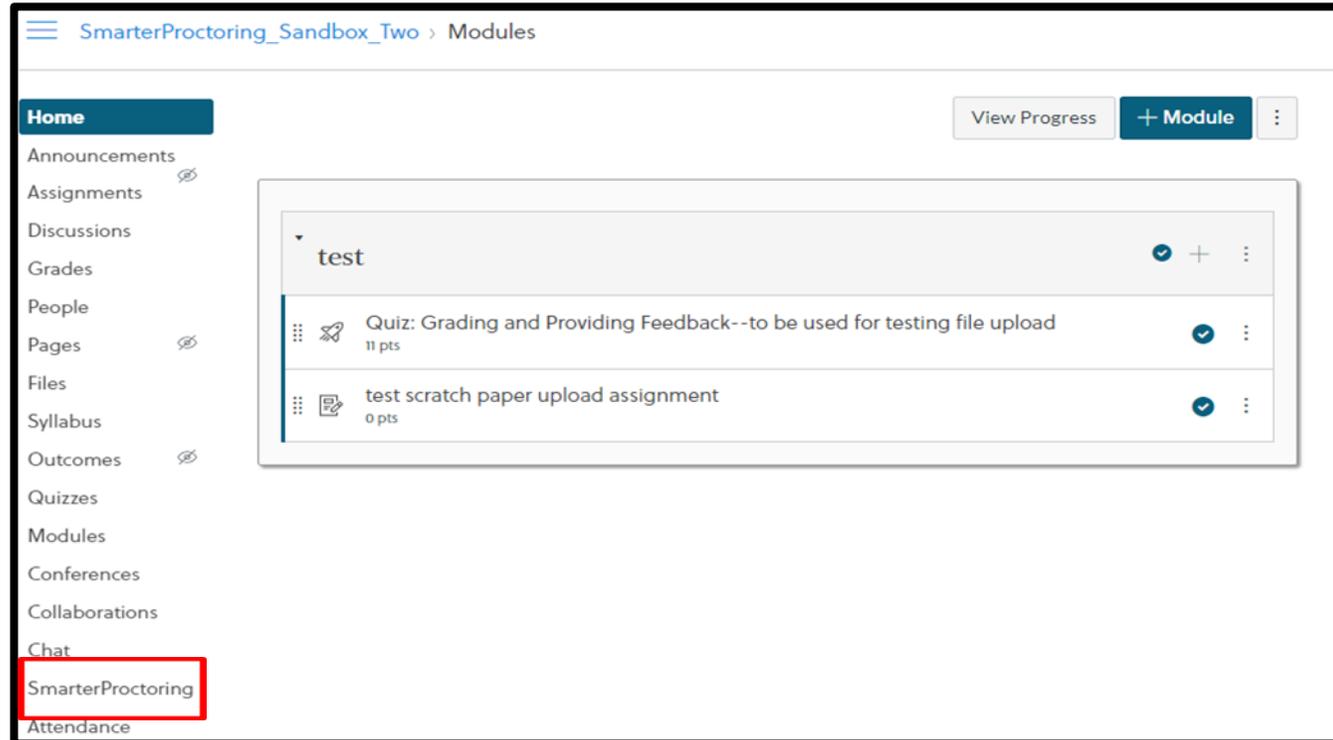
STUDENT	NOTES	STATUS	ACTION
Everett_PreviewUser, Rashida		Needs Proctor	Select action...
Jones-Liptrot_PreviewUser, Judy			Select action...
Jones-Liptrot_PreviewUser, Judy			Select action...
[+] Jones-Liptrot_PreviewUser, Judy			Select action...
Jones-Liptrot_PreviewUser, Judy		Needs Proctor	Select action...



STUDENT TESTING EXPERIENCE



- Students will first login to their course in Canvas and select the SmarterProctoring link.



The screenshot displays the Canvas course interface for 'SmarterProctoring_Sandbox_Two' in the 'Modules' section. The left sidebar contains a list of navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, SmarterProctoring, and Attendance. The 'SmarterProctoring' link is highlighted with a red box, and a red arrow points to it from the left. The main content area shows a 'test' module with two items: 'Quiz: Grading and Providing Feedback--to be used for testing file upload' (11 pts) and 'test scratch paper upload assignment' (0 pts). At the top right of the main area, there are buttons for 'View Progress', '+ Module', and a menu icon.

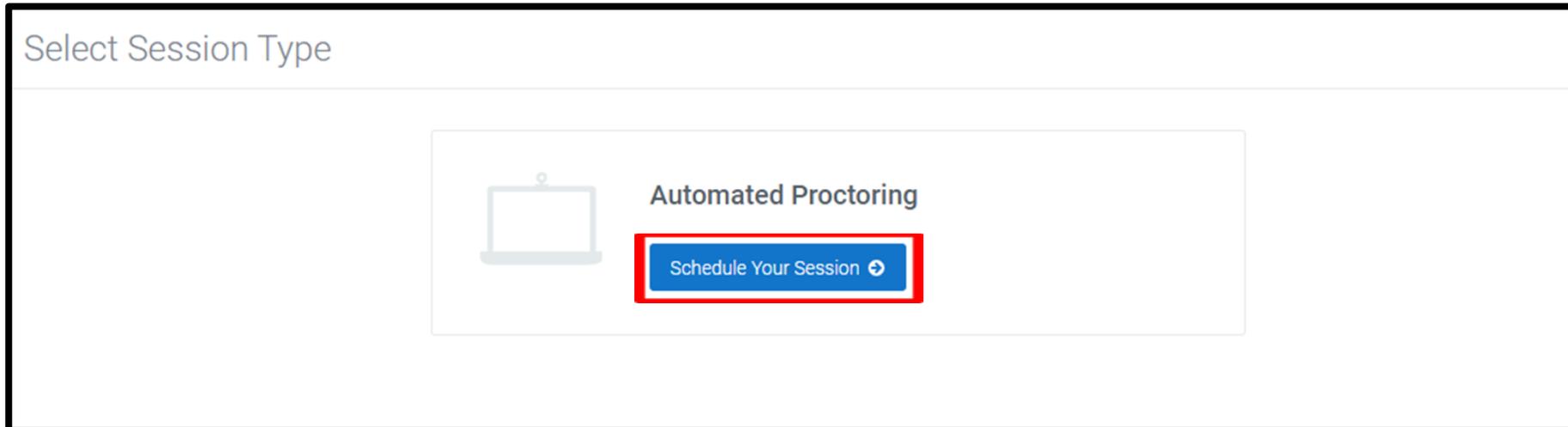
- Now in the SmarterProctoring Dashboard, students will select the exam that they need to take and click on **Choose proctor**.

The screenshot displays the SmarterProctoring Dashboard interface. At the top, there are navigation links for 'My Exams', 'Messages', 'Rich', and 'Help'. Below this, the page title 'My Exams' is visible. A dark grey banner indicates the exam type: 'Quiz with ability to attach items'. A central message states, 'You need to select a proctor to request a session.', with a green button labeled 'Choose a proctor' and a dropdown arrow, which is highlighted with a red rectangular box. Below this, the 'Exam Information' section is presented in a table-like format:

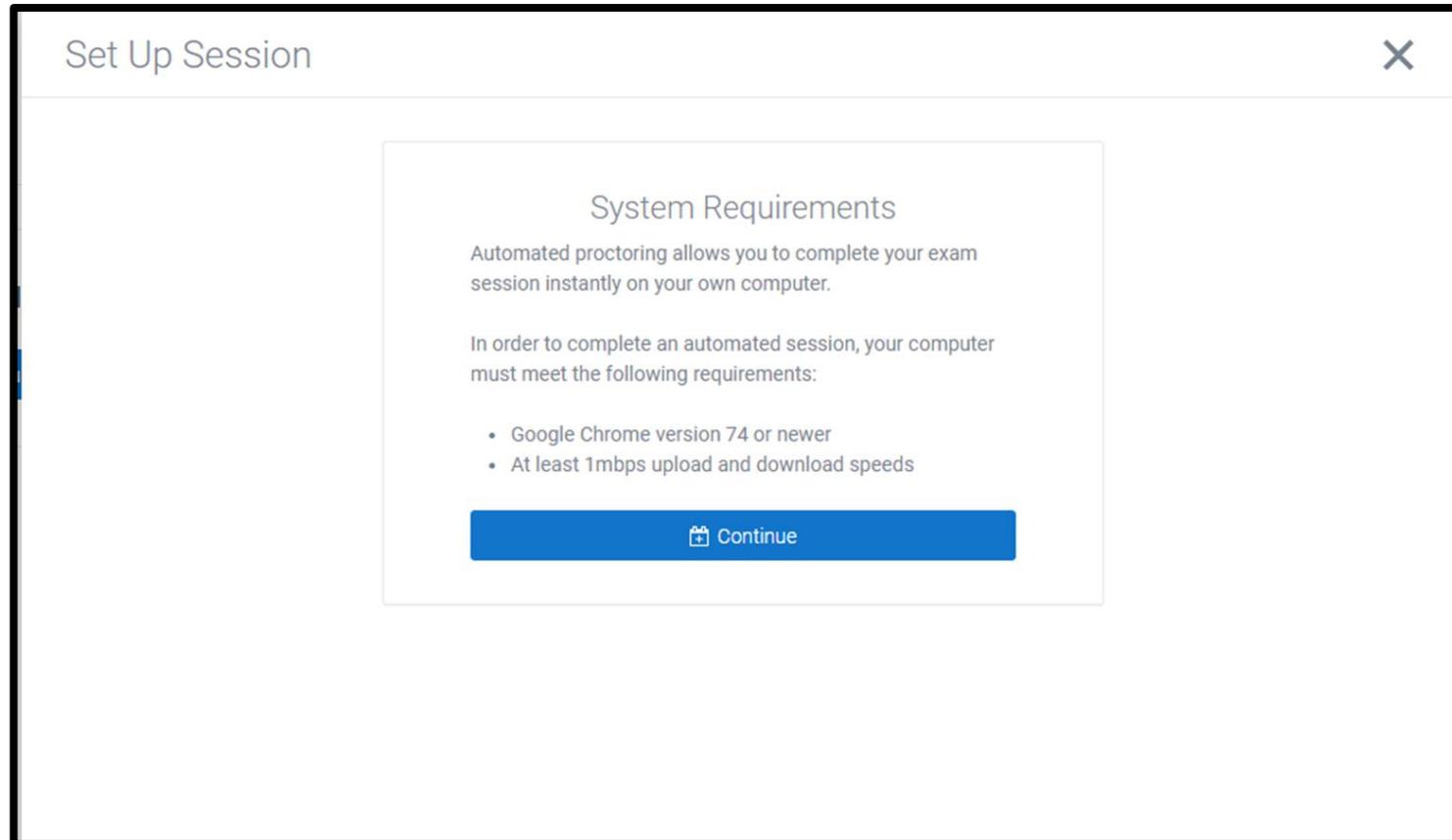
TYPE Online	OPENS 3/24/2020 at 5:03pm EDT	CLOSES 4/30/2020 at 3:33pm EDT
EXAM DURATION 1 hour	SCHEDULING OPENS 3/25/2020 at 5:06pm EDT	SCHEDULING CLOSES 4/30/2020 at 3:33pm EDT
PERMITTED ITEMS Scratch paper allowed		

At the bottom, a 'Notes' section contains the text: 'Please upload scratch paper once you have completed your exam'.

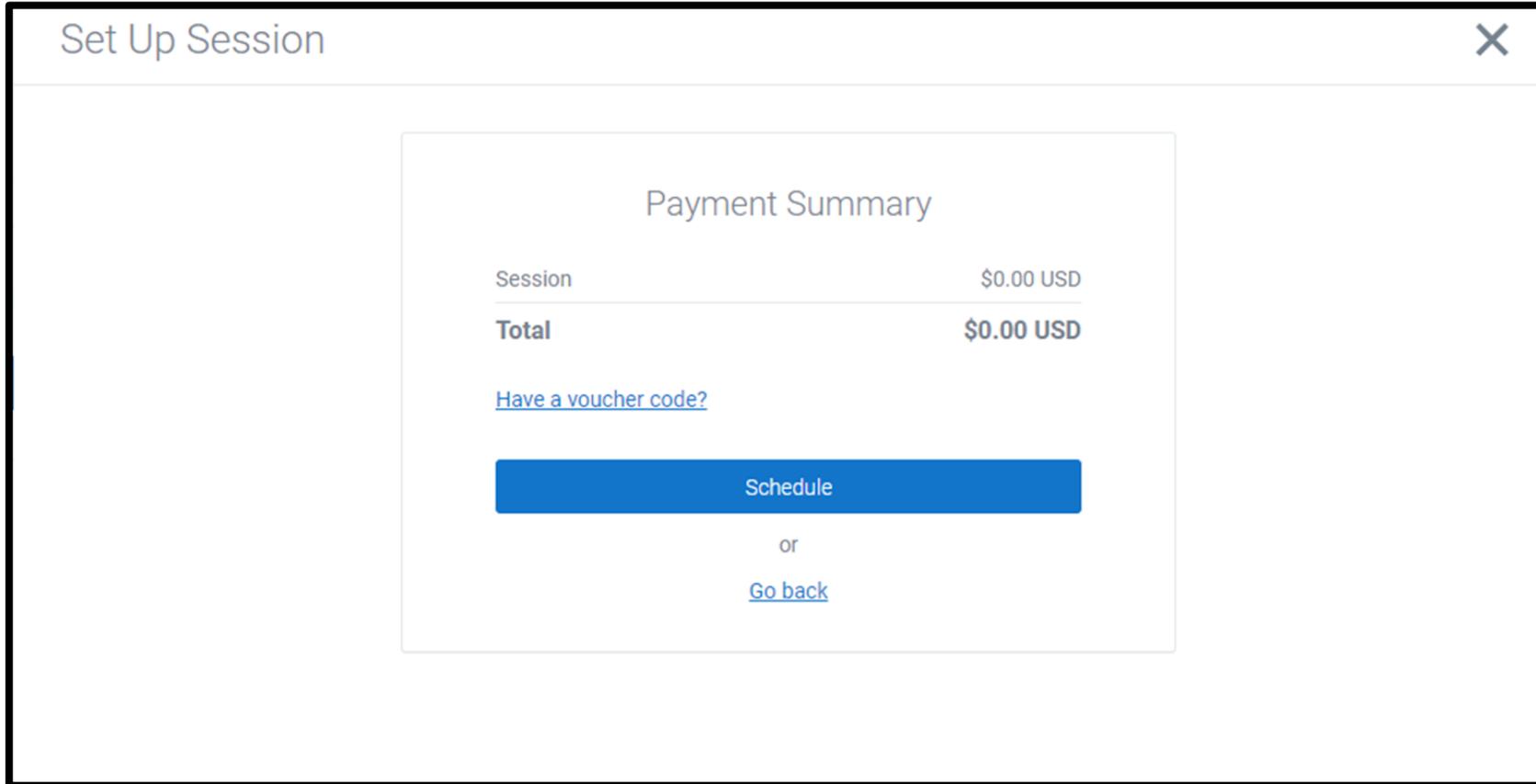
- Students can use automated proctoring by selecting **Schedule Your Session**.



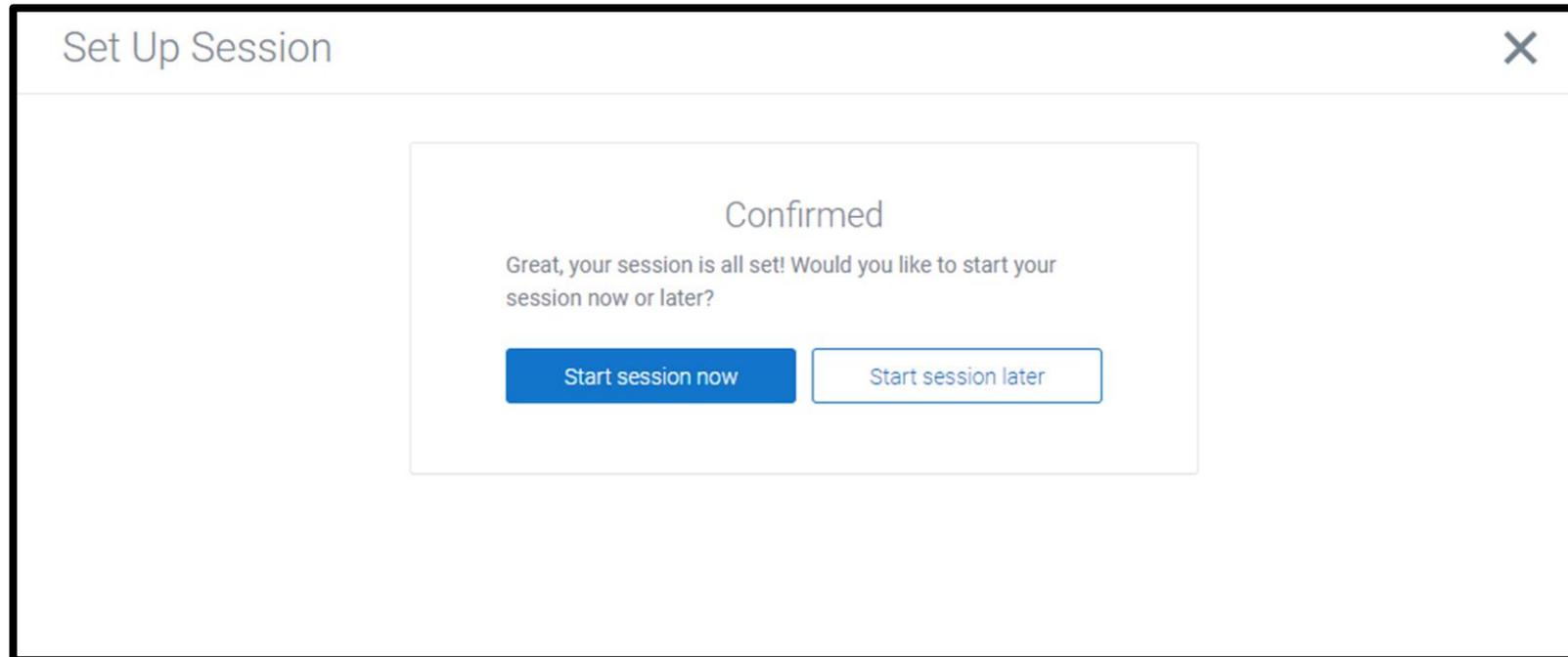
- The System Requirements screen will be displayed, where students can ensure that their computers meet the requirements for automated proctoring. They can then select continue to proceed.



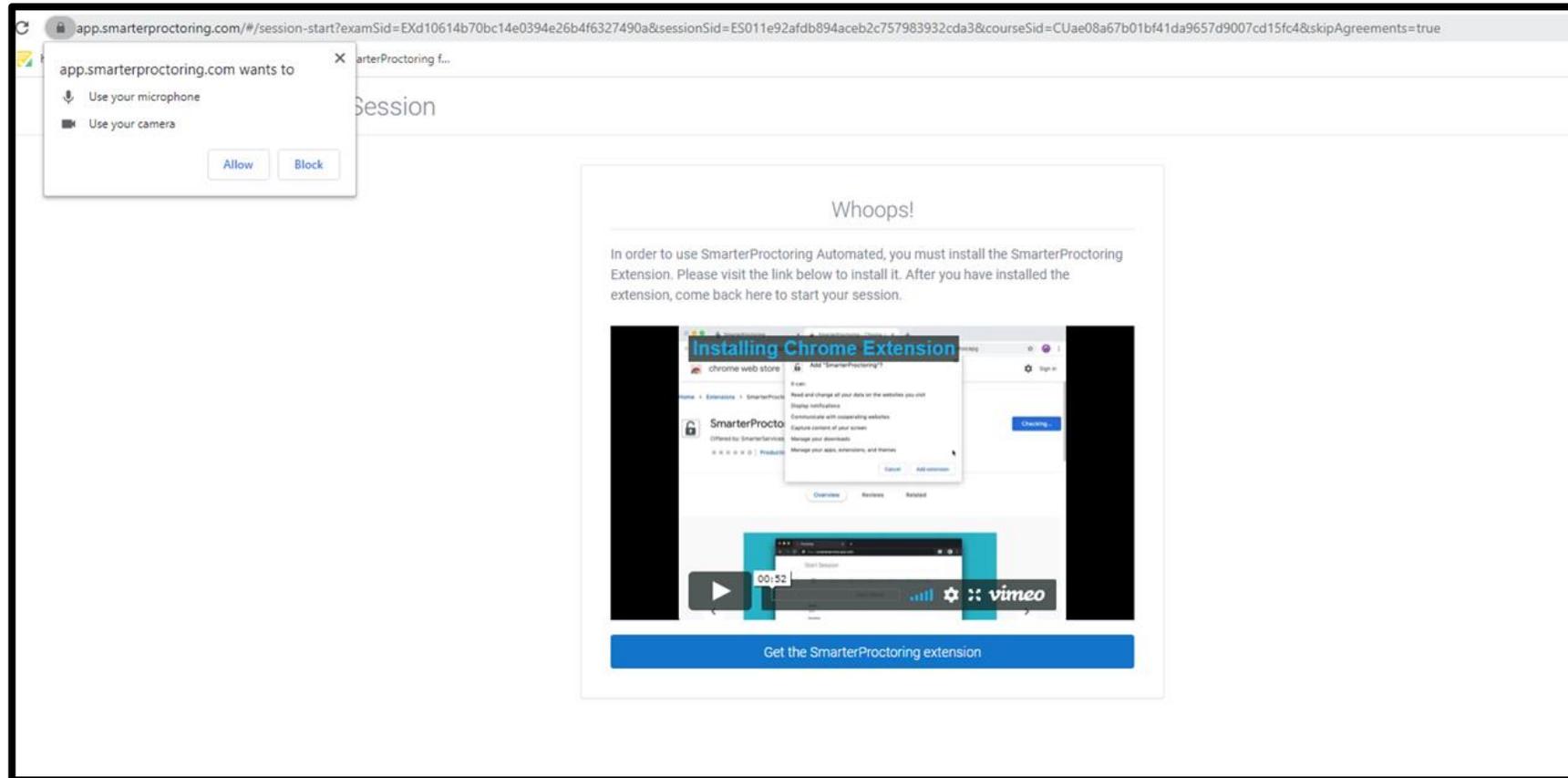
- On the Payment Summary Screen, students can select Schedule.



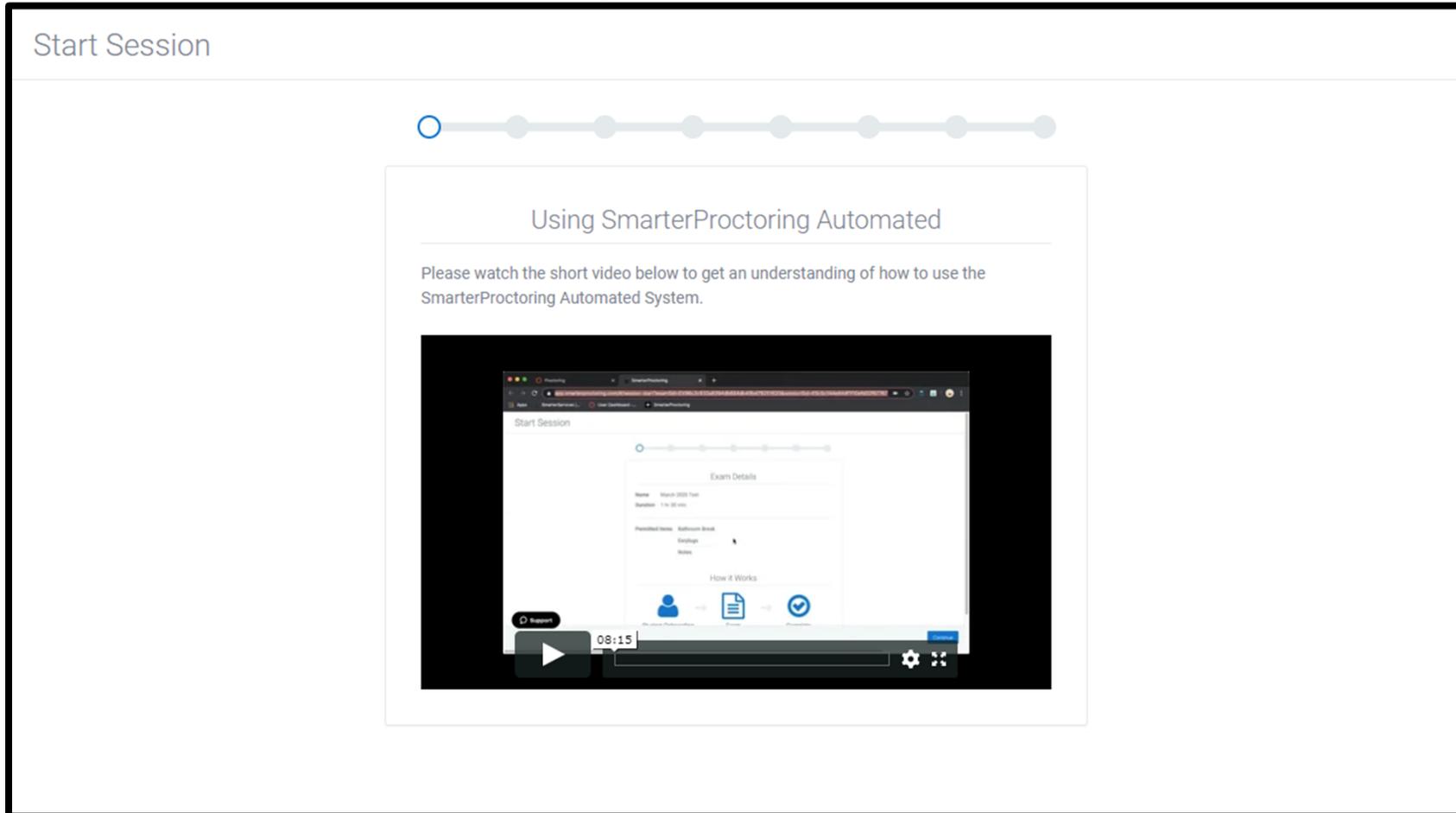
- Students can either start their session immediately, or they can wait until later (anytime during the exam window) to test.



- To begin testing, students will need to allow SmarterProctoring to use their microphones and cameras.
- The system will also request that students download and install the Google Chrome extension.



- Once the Google Chrome extension has been installed, students have the option to watch a short video tutorial on automated proctoring before proceeding.



The screenshot displays the 'Start Session' page of the SmarterProctoring system. At the top, the text 'Start Session' is visible. Below it is a progress indicator with seven circular markers, the first of which is highlighted in blue. The main content area is titled 'Using SmarterProctoring Automated' and contains the instruction: 'Please watch the short video below to get an understanding of how to use the SmarterProctoring Automated System.' Below this text is a video player showing a tutorial. The video player interface includes a play button, a progress bar at 08:15, and a 'Close' button. The video content shows a browser window with the 'Start Session' page, highlighting the 'Exam Details' section which includes fields for 'Name' (March 2020 Test), 'Duration' (1 hr 30 min), 'Permitted Items' (Softscreen Book), and 'Settings' (None). Below the exam details is a 'How it Works' section with three icons: a person, a document, and a checkmark.

- Next, students will be given an overview of the exam that they will take, and the process of starting their test session.

Start Session

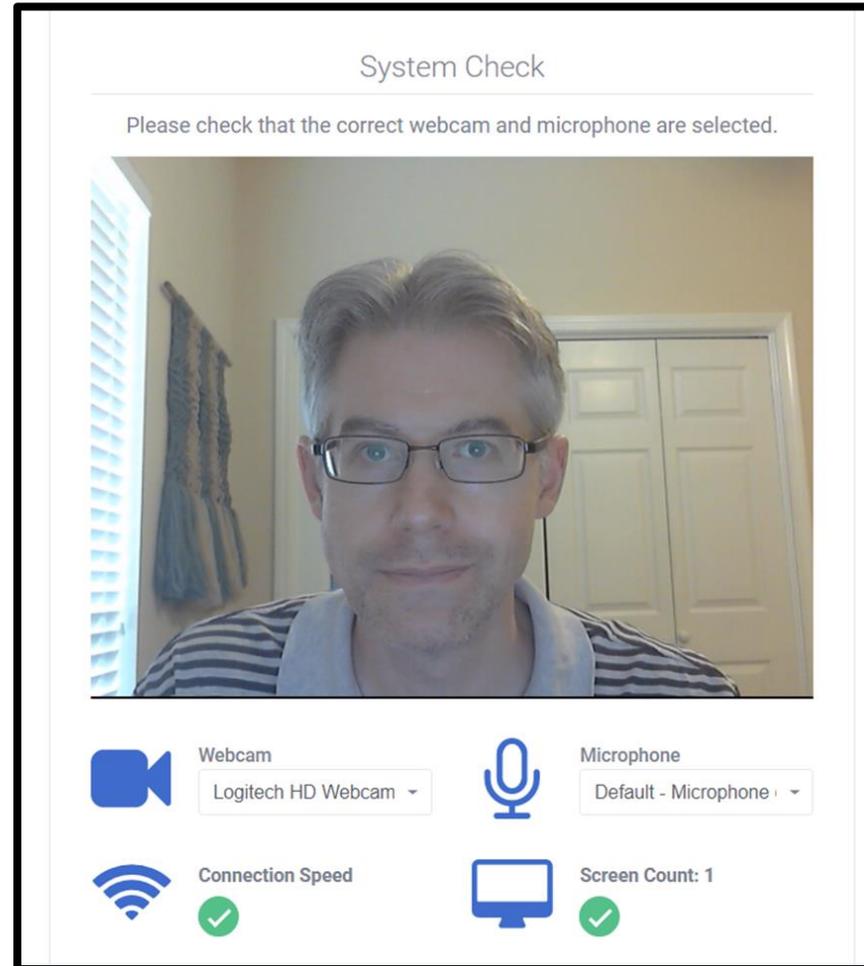
Exam Details

Name Live Testing 4-3-20
Duration 10 minutes

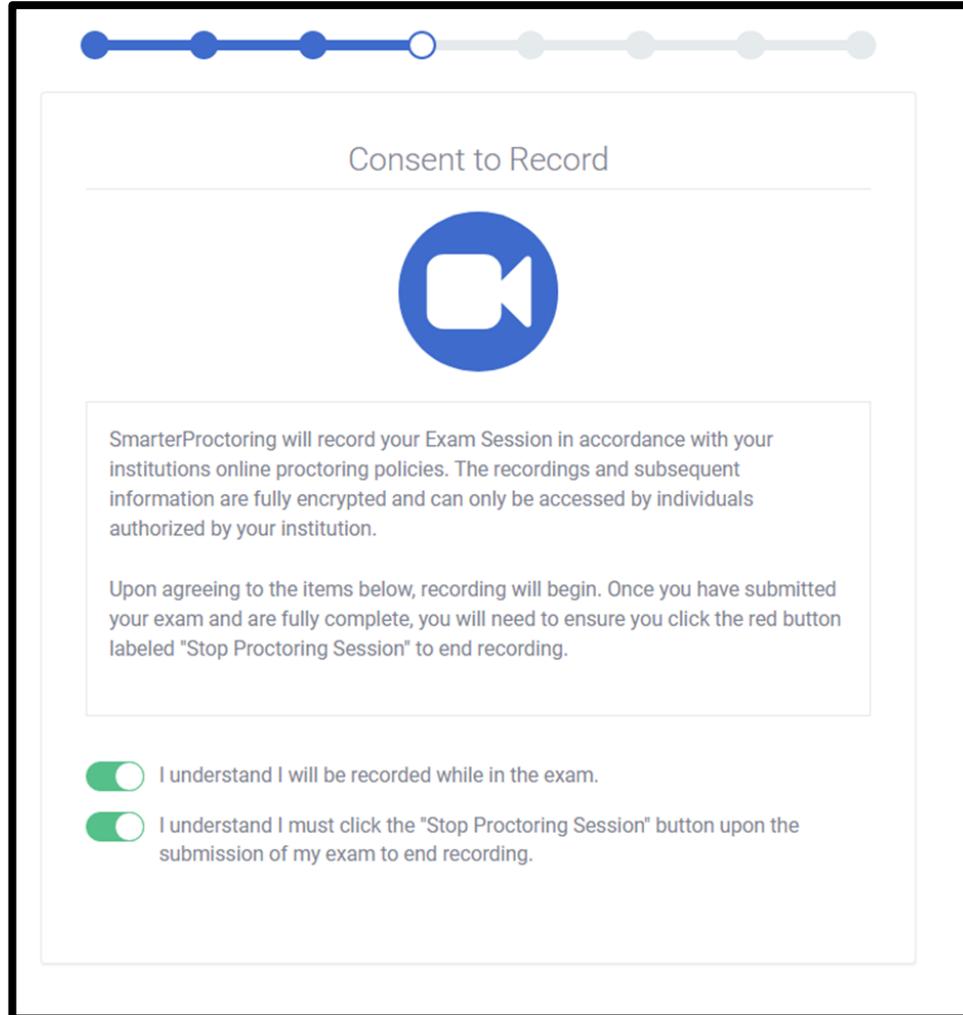
How it Works

Student Onboarding → Exam → Complete

- Students will now go through a system check to ensure that their cameras, microphone, internet connection, and screen are functioning properly.

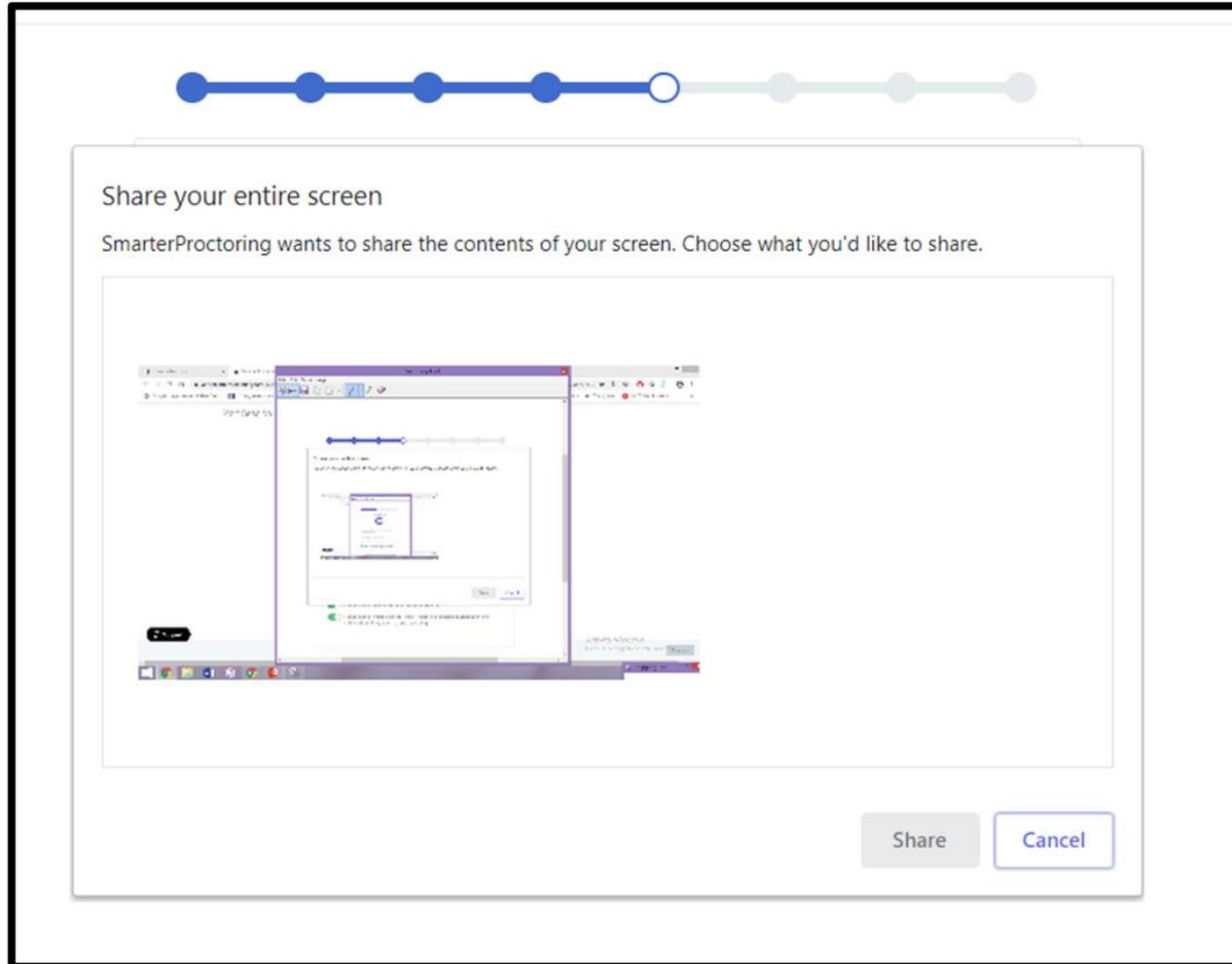


- Students will then agree to the Consent to Record and to stop their proctoring session once they have finished testing.

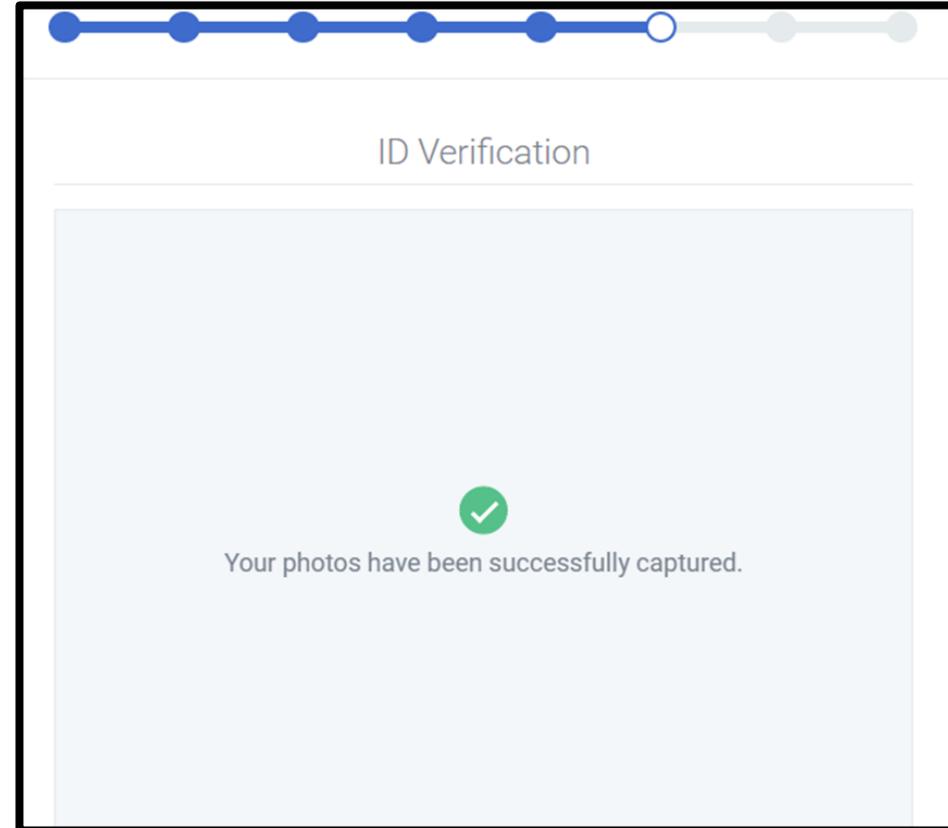
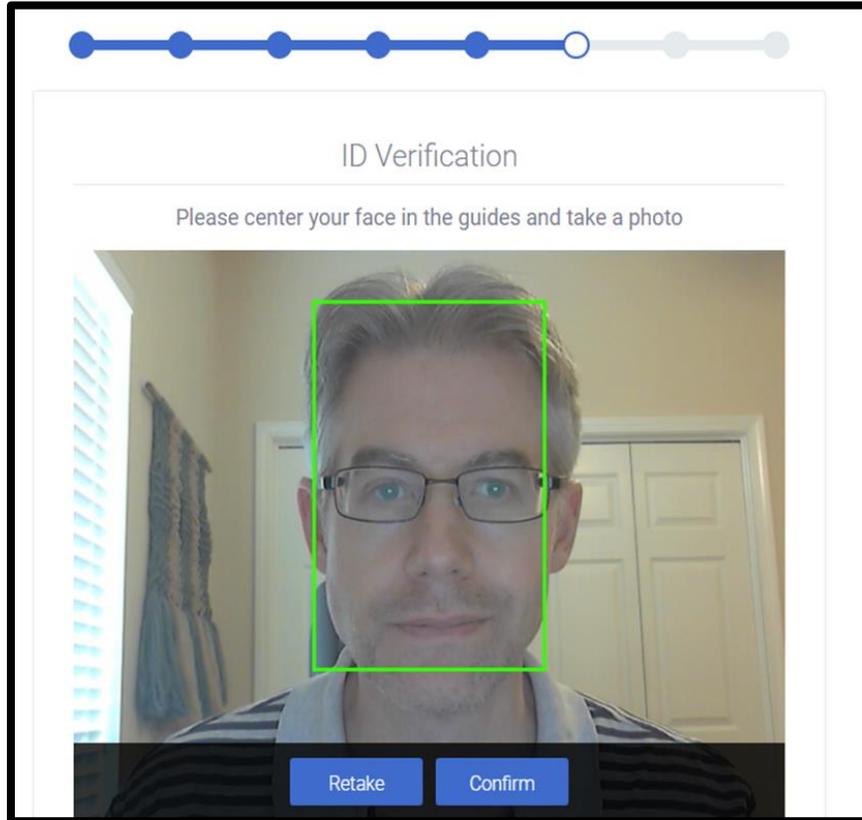


The screenshot shows a 'Consent to Record' form. At the top, there is a progress indicator with seven circles; the first three are filled with blue, the fourth is white with a blue outline, and the remaining four are grey. Below the progress bar, the title 'Consent to Record' is centered. Underneath the title is a large blue circular icon containing a white video camera symbol. The main content area contains two paragraphs of text. The first paragraph states: 'SmarterProctoring will record your Exam Session in accordance with your institutions online proctoring policies. The recordings and subsequent information are fully encrypted and can only be accessed by individuals authorized by your institution.' The second paragraph states: 'Upon agreeing to the items below, recording will begin. Once you have submitted your exam and are fully complete, you will need to ensure you click the red button labeled "Stop Proctoring Session" to end recording.' At the bottom of the form, there are two toggle switches, both of which are currently turned on (green). The first toggle is followed by the text: 'I understand I will be recorded while in the exam.' The second toggle is followed by the text: 'I understand I must click the "Stop Proctoring Session" button upon the submission of my exam to end recording.'

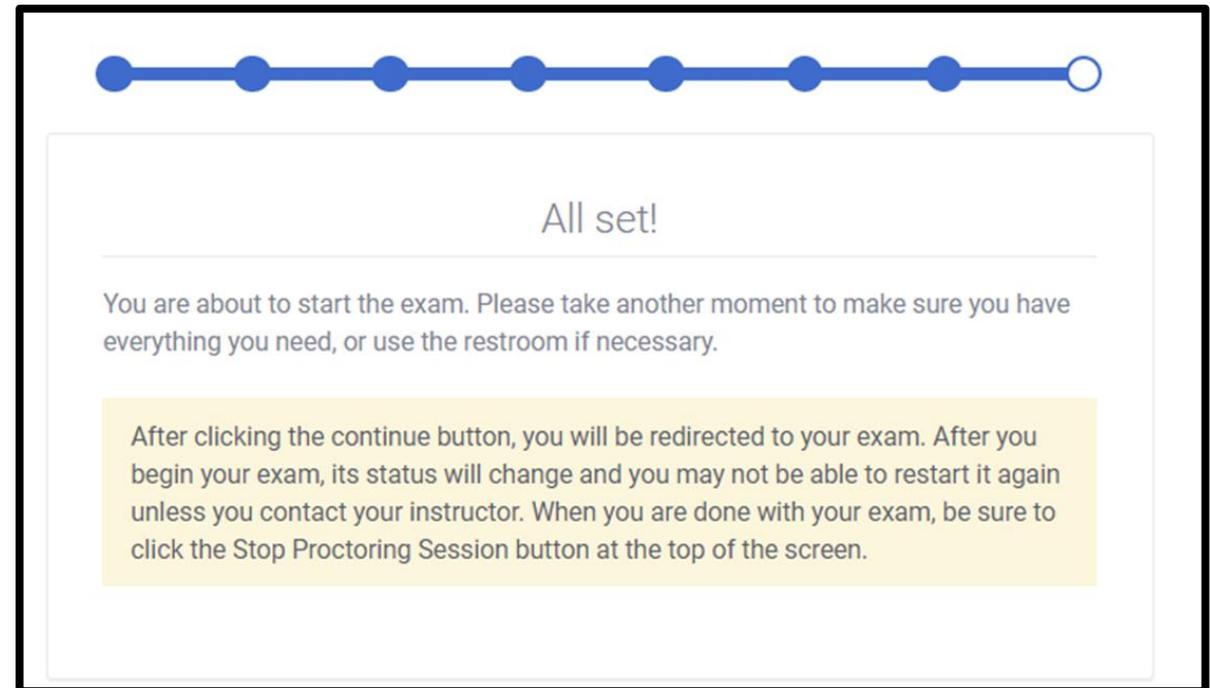
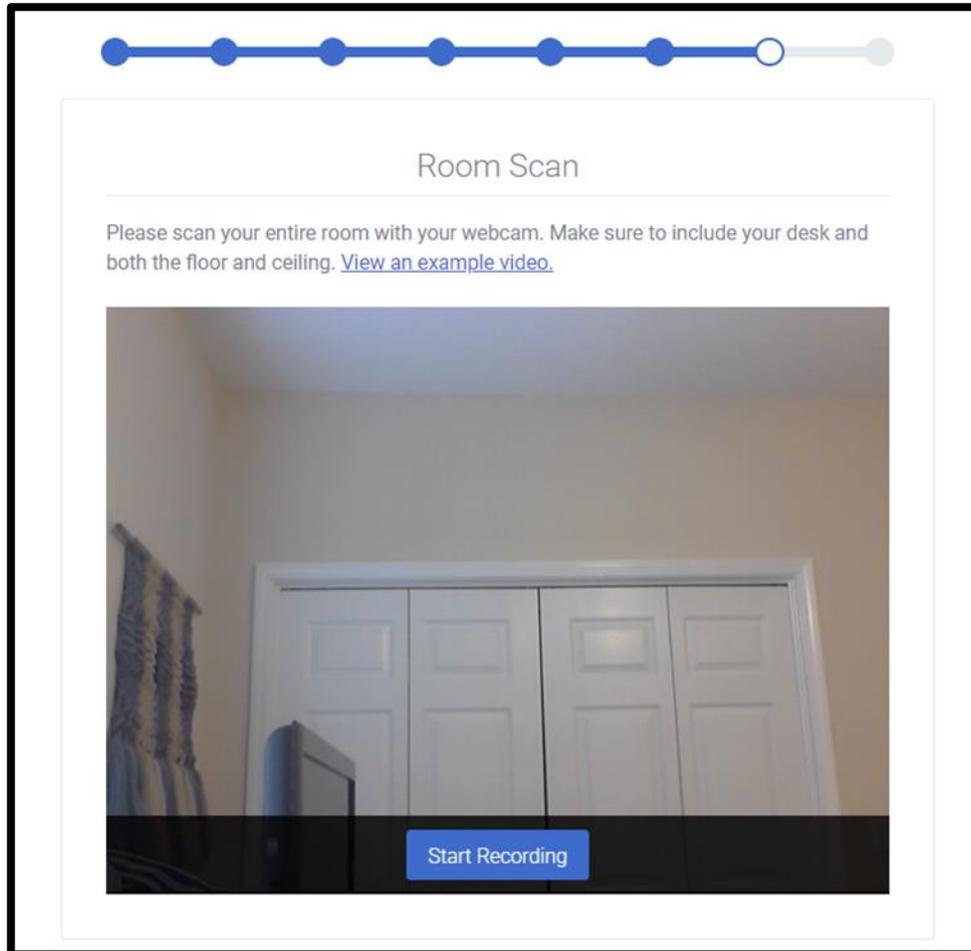
- Now, students must agree to share the contents of their screen.



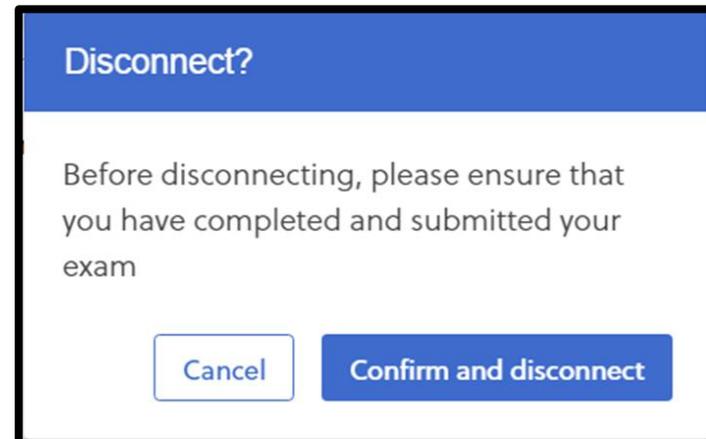
- SmarterProctoring will then perform an ID Verification. Students can proceed once their photos have been successfully captured.



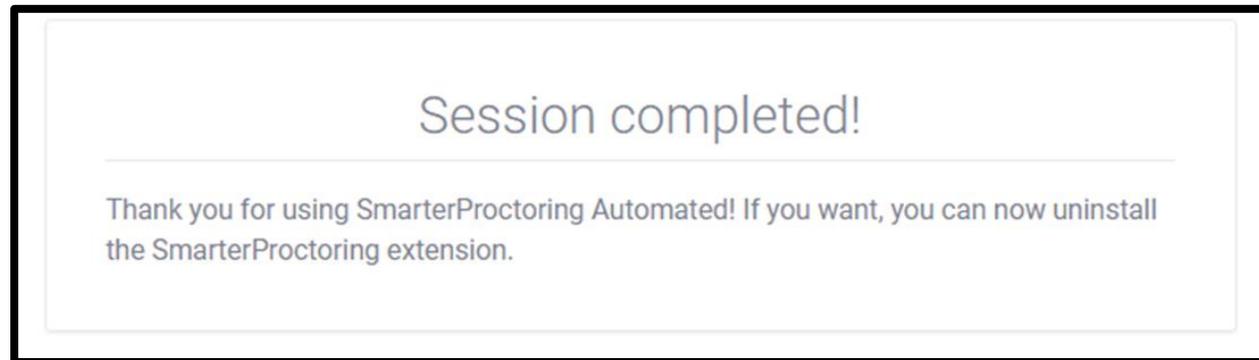
- Students will then be asked to scan their room with their webcam, then they will receive a confirmation before testing.



- When finished testing, students must select **Stop Proctoring Session**, then they must select **Confirm and Disconnect**.



- Finally, students will receive a message stating that their session has ended. They will have the option to uninstall the SmarterProctoring extension, if they wish.



ADDITIONAL TRAINING LINKS

Faculty Links:

- Main Instructors Guides Section - <https://smarterproctoring.zendesk.com/hc/en-us/categories/360001291632-Instructors>
- Setting up Special Accommodation - <https://smarterproctoring.zendesk.com/hc/en-us/articles/360021316292-Setting-up-a-Special-Accommodation>
- Automated Proctoring FAQ - <https://smarterproctoring.zendesk.com/hc/en-us/articles/360041682791-Faculty-FAQ-Automated-Proctoring>
- Faculty Experience Video - <https://vimeo.com/398999704>

Student Links:

- Main Student Guides Section <https://smarterproctoring.zendesk.com/hc/en-us/categories/360001291592-Test-Taker>
- Automated Proctoring Guides - <https://smarterproctoring.zendesk.com/hc/en-us/sections/360008137592-Automated-Proctoring>
- Getting Started (Student Experience Video & Information) -<https://smarterproctoring.zendesk.com/hc/en-us/articles/360040976571-Getting-Started>

QUESTIONS?

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