

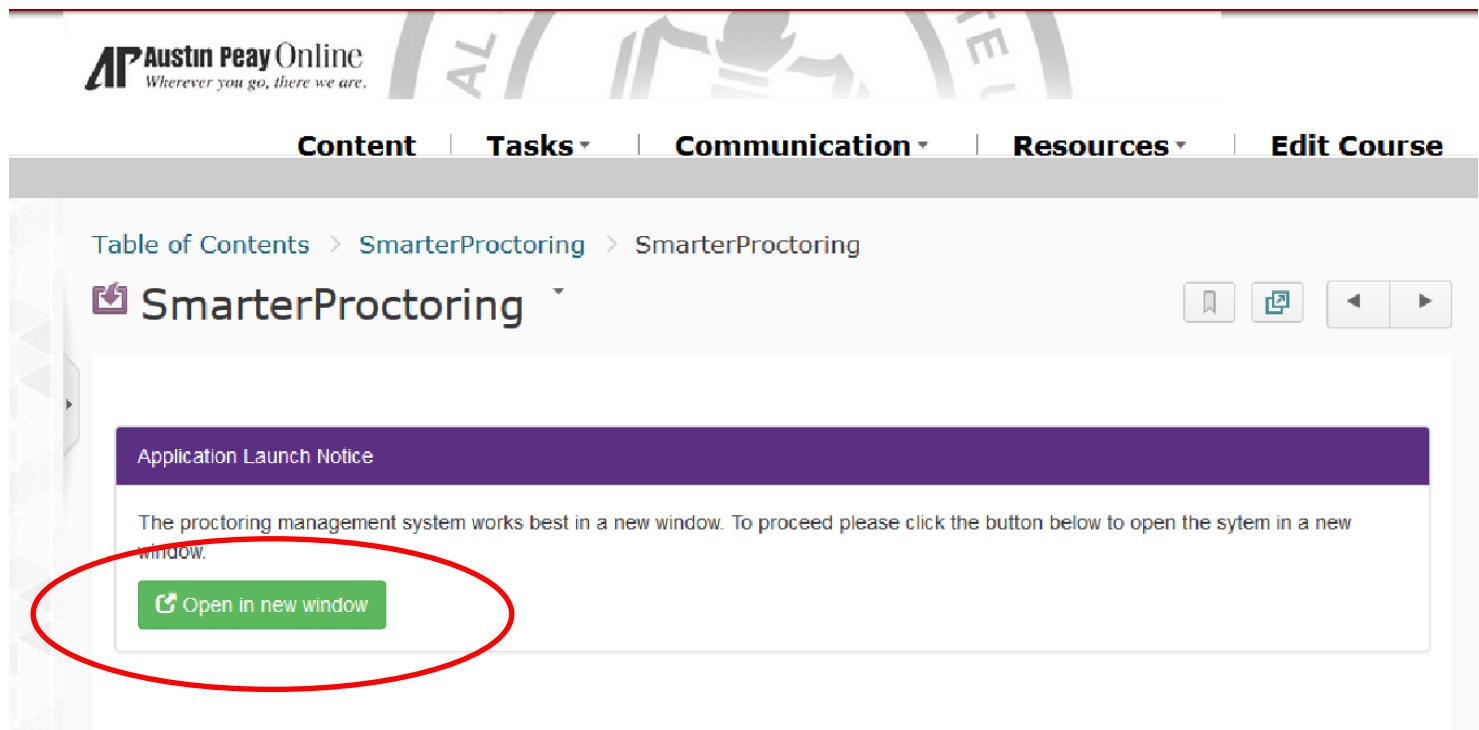
Creating an Exam Session in SmarterProctoring

NOTE: Proctoring sessions can be created by the instructor before assessments are fully set up in D2L. Basic requirements for creating a session are: create the assessment (Quiz in D2L), make the assessment active, choose a start and end date, and **click the checkbox** to display in the calendar. **SmarterProctoring will not recognize an assessment that is not displayed in the calendar.**

1. Enter the SmarterProctoring system by clicking on the link in your D2L course.



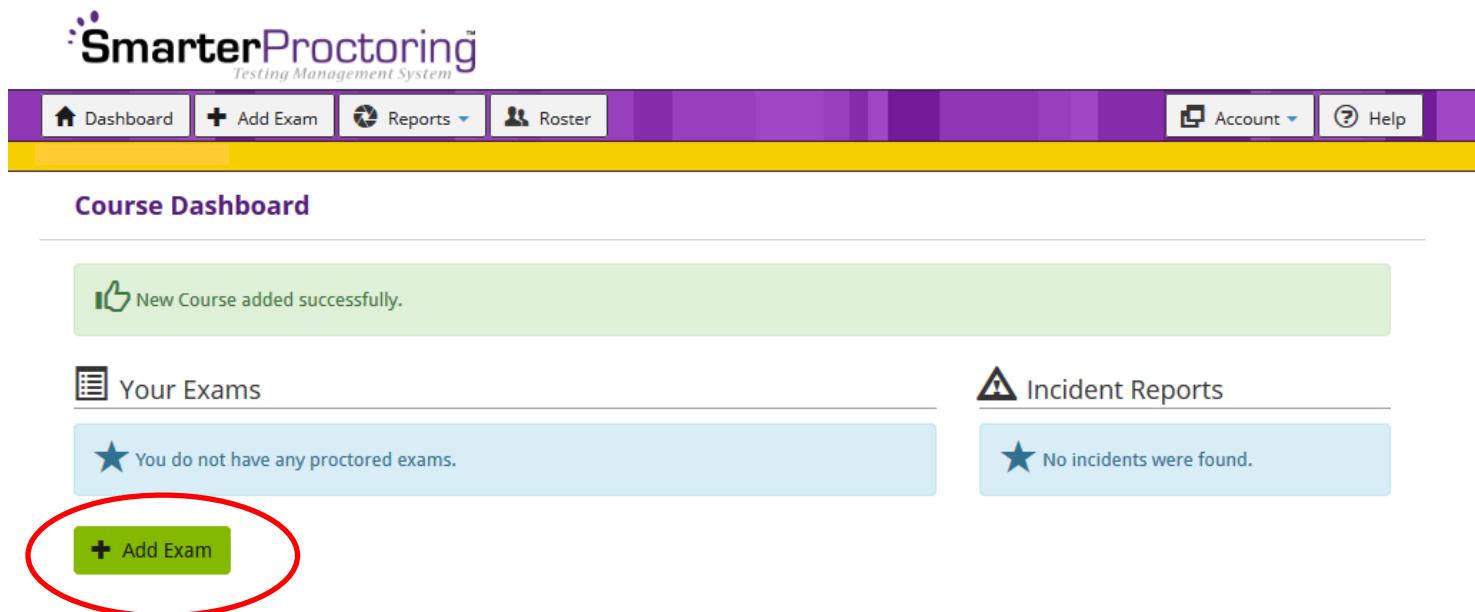
The screenshot shows the SmarterProctoring interface. At the top, there is a header with the SmarterProctoring logo, a 'Print' button, and a 'Settings' button. Below the header, there are fields for 'Add dates and restrictions...' and 'Published' status (checked). There is also a field for 'Add a description...'. At the bottom of the interface, there are buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. A red circle highlights the 'SmarterProctoring' link, which is located in the bottom right corner of the interface.



The screenshot shows the D2L course navigation bar. The navigation bar includes links for Content, Tasks, Communication, Resources, and Edit Course. Below the navigation bar, the page title is 'Table of Contents > SmarterProctoring > SmarterProctoring'. The main content area shows a link titled 'SmarterProctoring' with a red circle around it. At the bottom of the content area, there is a purple box with the heading 'Application Launch Notice' and a message: 'The proctoring management system works best in a new window. To proceed please click the button below to open the system in a new window.' A green button labeled 'Open in new window' is highlighted with a red circle.

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2. From your dashboard, click on the “+ Add Exam” button.



New Course added successfully.

Your Exams

You do not have any proctored exams.

Incident Reports

No incidents were found.

+ Add Exam

3. Exam Selection—Select the type of exam from the drop-down menu. Once you have selected the exam type, the exam details will appear. Complete all information in Exam Details. List “elearn.apsu.edu” as the Exam Url. A Mobile Exam Url is not required.

Exams

Create Exam

Exam Selection

LMS Exams*

Week 1 Quiz

Exam Details

Exam Title*

Week 1 Quiz

Exam Description

Display After *

08/25/2015

@

CST

Display Until *

08/25/2015

@

CST

Duration*

45 Minutes

Due Date *

08/25/2015

@

CST

Password

Password

The password will be sent to the

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4. Permitted Items—Turn on all Permitted Items by **clicking** “Yes” for those items that are permitted. If the student is not permitted to use any of the listed items you may skip this section. Any items that are permitted for use but are not listed should be **typed** into the “Other Permitted Items” box.

Permitted Items

Notes	<input checked="" type="button"/> Yes	<input type="button"/> No
<hr/>		
Open Textbook	<input type="button"/> Yes	<input type="button"/> No
<hr/>		
Calculator	<input type="button"/> Yes	<input type="button"/> No
<hr/>		
Earplugs	<input type="button"/> Yes	<input type="button"/> No
<hr/>		

5. Exam Notes—**Enter** any Exam Notes for students and/or proctors in the appropriate boxes. If there are no exam notes then you may skip this section.

6. Exam Attachments—**Click** the “Add Attachment” button if you would like to attach any documents to this exam (i.e. an honor code statement for the student to sign, a formula sheet for the proctor to print, etc.)

7. Proctor Settings— You may choose to require that proctors be approved prior to allowing their services. However, this will require the instructor’s approval, not the testing center or Distance Education Department, for each scheduled session.

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8. Proctor Settings (cont.) - **Enter** a Proctor Selection Date to remind students to schedule their proctoring sessions.
9. Proctor Settings (cont.) - The institution allowed proctor types are displayed. B Virtual should be the only selection and a green checkmark should be in the box (if the box is unchecked, click on it to check it).
10. Proctor Settings (cont.) - You may see an option to require Respondus Lock-Down Browser. APSU Distance Education has ended the contract for Lock-Down Browser and this requirement **should not be selected**. If this requirement is selected, students will be unable to use Lock-Down Browser and will be unable to complete their exams.
11. You will receive a confirmation that your exam has been scheduled in the proctoring system with a summary of your selections.
Check the Notification Details message near the bottom of the screen and edit as necessary. Once correct, **click** the “Notify” button to send a notification email to students enrolled in this course that proctoring for the exam is now available.
12. Student Exceptions—Student exceptions (i.e. additional time on tests, a different testing window, etc.) may be added after the exam session has been submitted. To add student exceptions, complete the exam session information, click the Submit button, and then click the Edit Exam link on the exam dashboard. Scroll to the bottom of the exam and click the “Add Student Exception” button.

Continue to next page

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13. NOTE: Your Exam Dashboard will show you the progress your students have made toward scheduling their proctoring sessions. The example below shows that the four students enrolled in this online course are at the beginning stage and need to schedule their proctoring sessions.

Course Dashboard

