

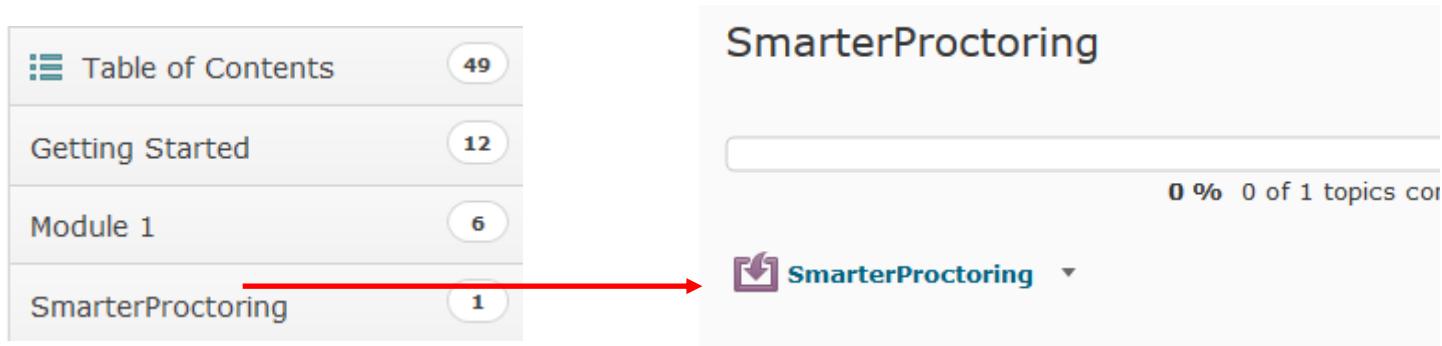
Scheduling a Virtual Proctor Session through SmarterProctoring (Student)

NOTE: It is highly recommended that students using the online proctoring service to have a wired internet/Ethernet connection to their computer. Use of wireless connections may lead to disconnects from the service and lost of test responses.

Some tests are taken in websites other than D2L. If your instructor has scheduled proctoring through SmarterProctoring then you must still schedule your exam session and log in through D2L to connect with the proctoring service before opening a new tab to go to your test site.

Also, APSU Distance Education covers the cost of this online proctoring service for APSU students. If you are ever asked to submit payment for proctoring services through APSU, stop the registration process and contact APSU Distance Education by phone at (931) 221-7816 or by email at online@apsu.edu.

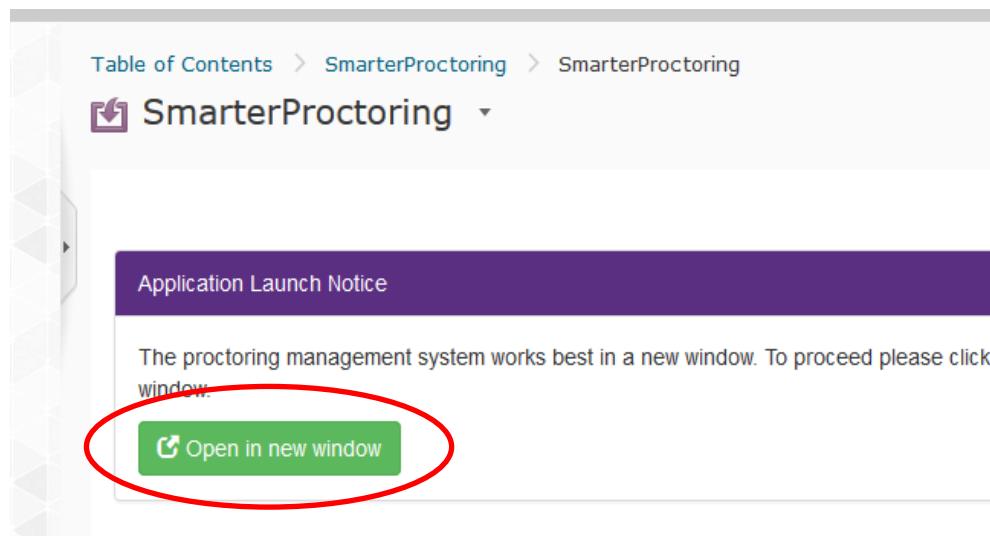
1. **Log in** to D2L and navigate to your course.
2. Your instructor has added the SmarterProctoring service to your course. **Locate** the link to the service in the modules. **Click** the link to enter the module item.



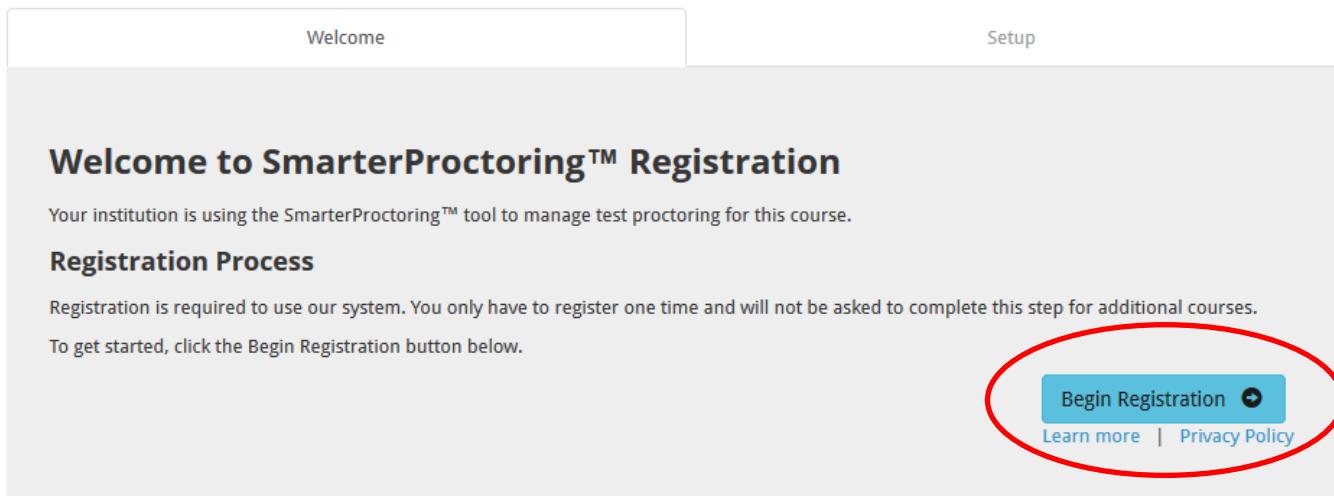
The image shows a screenshot of a D2L course navigation bar. On the left, there is a vertical list of modules: Table of Contents (49 items), Getting Started (12 items), Module 1 (6 items), and SmarterProctoring (1 item). A red arrow points from the 'SmarterProctoring' link to the right. On the right, there is a larger panel titled 'SmarterProctoring'. The panel displays a progress bar at 0% completion, showing '0 of 1 topics cor'. Below the progress bar is a purple SmarterProctoring logo and the text 'SmarterProctoring' with a dropdown arrow.

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3. Click the button to “Open in a new window” to connect to the proctoring service.



4. You will see a welcome screen. Click the button to “Begin Registration.”



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5. Account Setup—If this is the first time that you are scheduling a session, then will begin by setting up your account. If you would like to receive SMS Notifications (standard text messaging rates apply) then turn on this feature by **clicking** “Yes” (standard text messaging rates apply). Then, **enter** your postal code and **choose** your time zone from the dropdown menu. Then, **click** the “Save Registration” button.

Account Setup and Preferences

Please complete the account information form below. This information is required to assist us finding proctors near you.

Note: Some of the details are already populated based on information provided from your Learning Management System and cannot be modified.

Student Account Options

Enable SMS Notifications Yes No

Enable SMS Notifications
Enable to send notifications via text messaging. Standard Text Messaging rates apply.

First Name

Last Name

Email Address

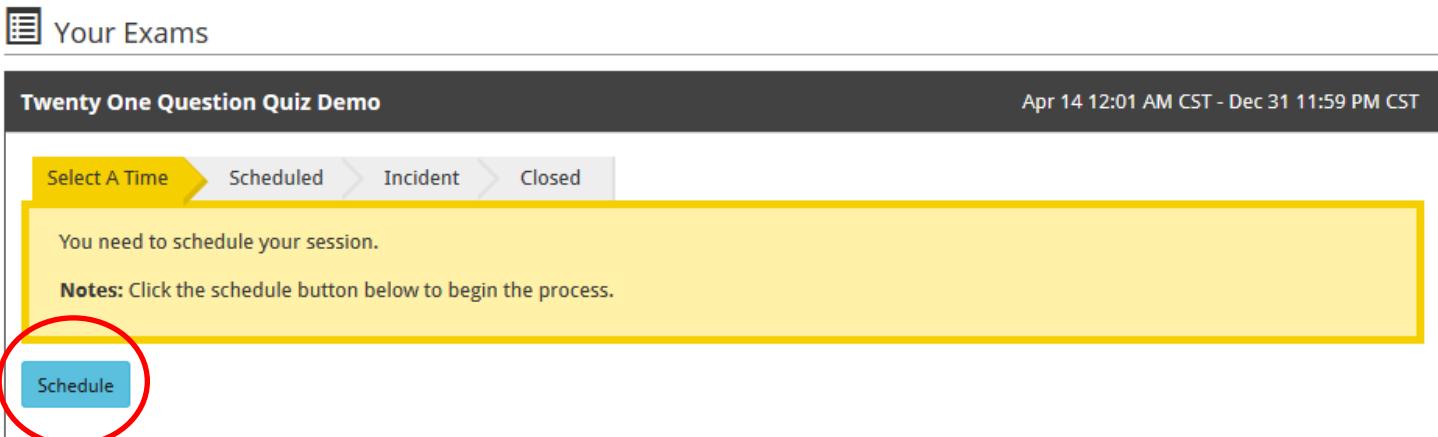
Postal Code*

Time Zone* ▾

Save Registration

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6. Scheduling a session —All exams that have been created for this course will display on the screen. **Click** the Schedule button for the exam for which you wish to schedule a session.



The screenshot shows a web-based application for managing exams. At the top, there is a header bar with the text 'Twenty One Question Quiz Demo' on the left and a date range 'Apr 14 12:01 AM CST - Dec 31 11:59 PM CST' on the right. Below the header, a navigation bar contains four items: 'Select A Time' (highlighted with a yellow background), 'Scheduled', 'Incident', and 'Closed'. A large yellow rectangular box contains the message 'You need to schedule your session.' and a note: 'Notes: Click the schedule button below to begin the process.' At the bottom of this box is a blue button labeled 'Schedule', which is circled in red.

7. The next screen will provide you with a video to watch that explains how the virtual proctoring system works as well as two actions to take. Once you have watched the video, **complete** steps 1 and 2 on the screen.



B Virtual™ provides a seamless remote proctoring experience for students to take exams online. B Virtual™'s combination of people, process and technology provide a level of integrity to the examination process that raises the bar for Proctored exams.

- Online exam appointments available 7 days a week
- 24 hour support for students and testing administrators

[Watch this video to see how the process works for scheduling and taking your exam.](#)



Action Required

Step 1

If this is your first exam with B Virtual™, please [click here](#) to check your equipment before logging in. Be sure to close out any other webcam software before you visit the page.

Step 2

[Click Here](#) to schedule your exam. We provide an online appointment system that allows you to schedule your online proctored exam when you want. Our goal is to provide as much flexibility as possible, however be sure you schedule your exam early so you get the time that is most convenient for you.

(Note: Scheduling availability cannot be guaranteed if request is within 24 hours of proctoring session.)

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8. A screen with available time slots within the instructor's approved testing window will appear. **Click** on the time slot that works best for your schedule.

Session Details

B Virtual Proctoring Slots

Slots Available

Below is a list of available timeslots for taking your exam using B Virtual™. Select one of the available timeslots to begin scheduling your exam with BVirtual™.

Warning: Please note that the times below are in **Central Daylight Time**. If this timezone is incorrect, please go to your profile to update your timezone.

Date	Early Morning Midnight - 6AM	Morning 6AM - Noon	Afternoon Noon - 6PM	Evening 6PM - Midnight
Fri, Aug 19			08/19 @ 04:15 PM	08/19 @ 09:00 PM 08/19 @ 09:15 PM

9. You will receive a confirmation of your scheduled session. When it is time to begin your session, log in and click the “Start Virtual Session” button from your Dashboard.

 **Session Created Successfully**

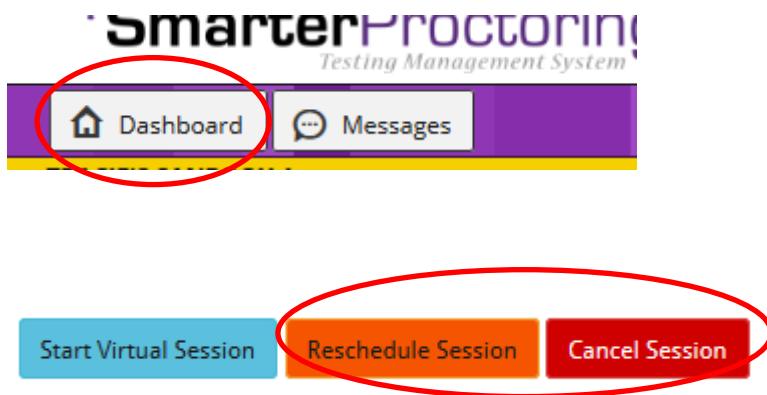
Your session with B Virtual™ has been scheduled successfully for Friday, August 28, 2015 1:30 PM CST.

 **Your Exams**

Week 1 Quiz		August 28, 2015 1:30 PM CST
Proctor BVirtual	Date August 28, 2015	Time 1:30 PM CST
Exam Window Aug 25 12:01 AM CST Aug 31 12:01 AM CST	Exam Duration 45 Minutes	Allowed Items Notes, Open Textbook, Calculator, Blank Paper
Start Virtual Session	Reschedule Session	Cancel Session

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10. Should you need to reschedule or cancel your proctoring session, you may do so by going to your SmarterProctoring Dashboard and then clicking the appropriate buttons.



11. If you attempt to begin your proctoring session prior to the selected date/time, you will receive the message below stating that the session is not available yet. However, you can still complete the system check to test your webcam and microphone to ensure that you are ready when the time comes.

 Proctoring Session will not be available until **Friday, August 28, 2015 1:00 PM CST**. You can still test your system and verify your session information until this time.

12. If you are taking your test outside of D2L, when it is time to take your test log in to D2L, connect to the SmarterProctoring service and your proctor, and then open a new tab to go to your test. Regardless of where you take your test, remember to complete and submit the test before disconnecting from your proctor.

If you experience difficulty using the SmarterProctoring system, you may contact your instructor by email or phone, or the APSU Distance Education Department at (931) 221-7816.