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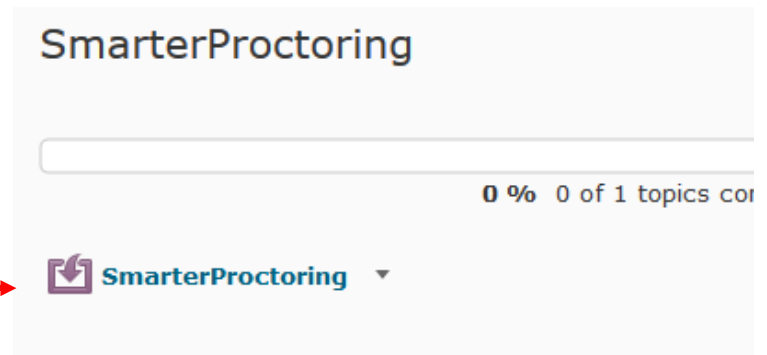
NOTE: It is highly recommended that students using the online proctoring service to have a wired internet/Ethernet connection to their computer. Use of wireless connections may lead to disconnects from the service and lost of test responses.

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.
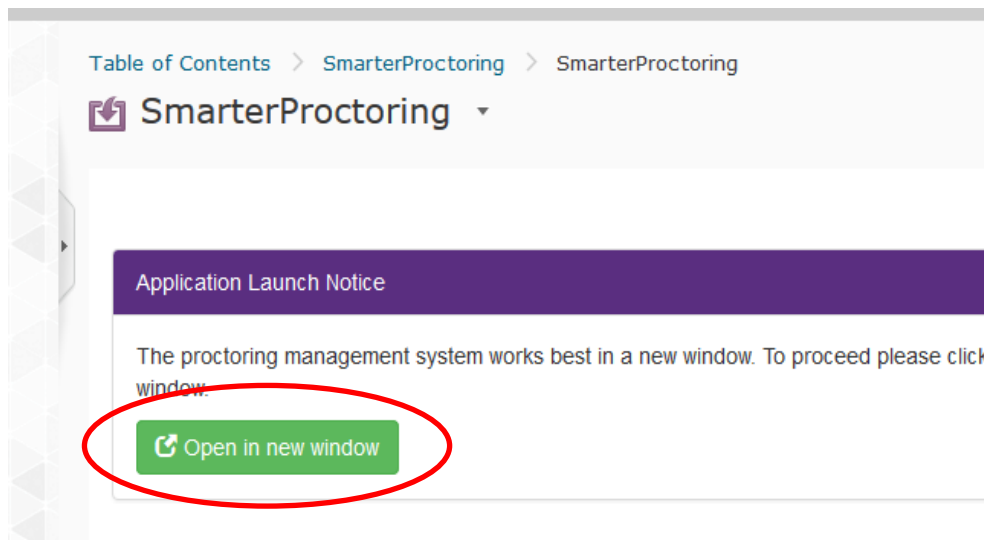
1. **Log in** to D2L and navigate to your course.

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.
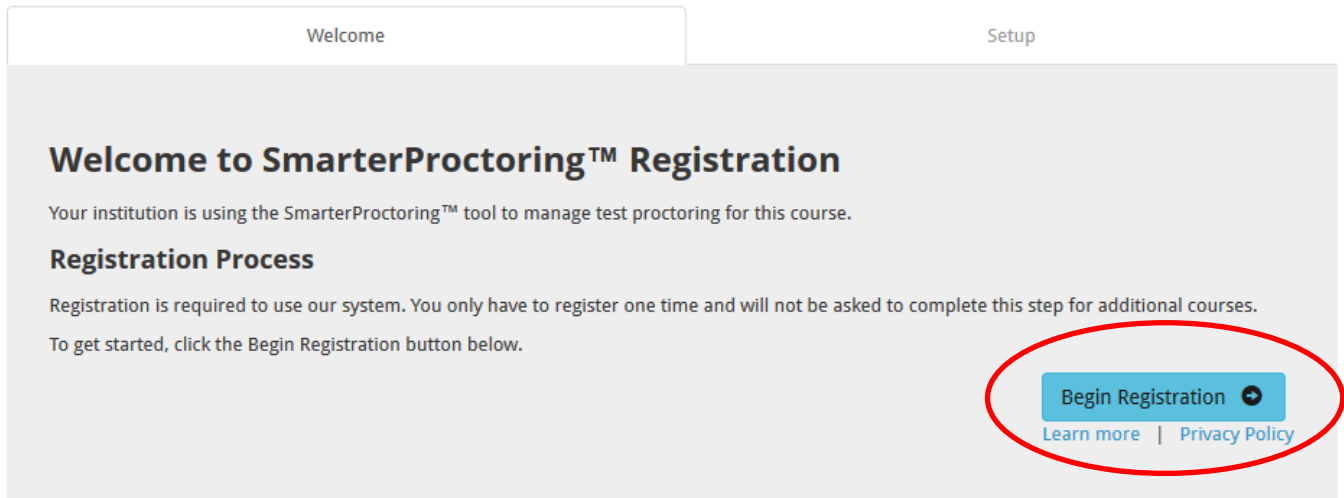
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3. **Click** the button to "Open in a new window" to connect to the proctoring service.

4. You will see a welcome screen. **Click** the button to "Begin Registration."

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	10
Last Name	student
Email Address	student10@apsu.edu
Postal Code*	37044
Time Zone*	GMT -06:00 US/Canada Central

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.

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.

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 Availabile

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.
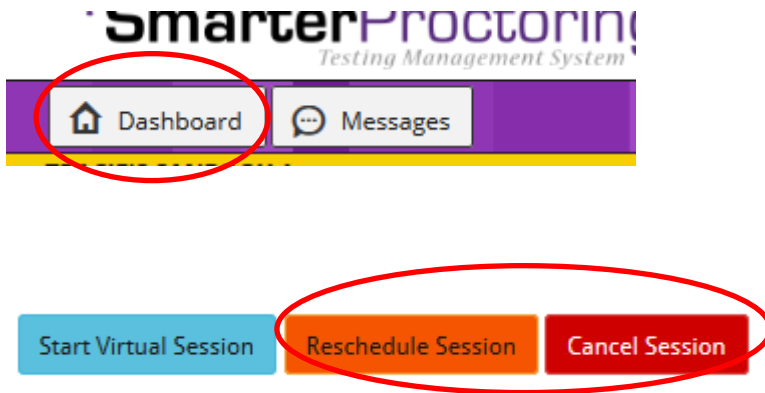
★ **Session Created Successfully**

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

🖶 Print

Proctor	**Date**	**Time**
BVirtual	August 28, 2015	1:30 PM CST

Exam Window	**Exam Duration**	**Allowed Items**
Aug 25 12:01 AM CST	45 Minutes	Notes, Open Textbook, Calculator,
Aug 31 12:01 AM CST		Blank Paper

[Start Virtual Session] [Reschedule Session] [Cancel Session]

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.

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.