


B Virtual Test Scheduling using the new SmarterProctoring Tool

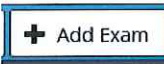
- Set up your test as usual, including the password. Don't forget to set the dates for availability. If you have students who need accommodations, you can add them as exceptions in Blackboard now, but they will require an extra step to inform the proctors.
- The link you will be creating must be set up in each individual Blackboard course site so that student's names are properly connected to the correct tests.
- Click on the  button on top left side of the course menu in Blackboard.
- Select "Tool Link" and you will see a pop up like this:

Add Tool Link

* Name:

Type:

Available to Users

- Name the link
- Click the down facing chevron next to the "type" box and you will see a list of available tools.
- Then select "SmarterProctoring"
- Click submit to create the link
- This will create a button at the bottom on the left-hand side of Blackboard. It is a multi-purpose link that will connect you to a dashboard for setting up exams. For students, that link is where they can test their webcam, microphone, and internet speed. They will also use that link to schedule their exam times. When that exam time arrives, they will use the link to connect to their proctor before beginning the test.
- Now that the SmarterProctoring link has been created, click on it to set up the instructions for proctors.
- The first time this link is clicked, you may get a message asking you to confirm your time zone and contact information.
- In the SmarterProctoring window, click "+ Add Exam" 
- Select the exam from the LMS Exams drop down (see the screen capture below: this sample course has many quizzes, but keep in mind that B Virtual proctoring is intended for major exams, not short quizzes) if your test is in Blackboard. If it isn't then enter the URL of the test from another system (like MyMathLab).

delete me- Requires Respondus LockDown Browser

ISOM 125 - Chapter 10 - Managing Human Resources Quiz (Matching)- Requires Respondus LockDown Browser

ISOM 125 - Chapter 11 - Customer-Driven Marketing Quiz (Matching)- Requires Respondus LockDown Browser

ISOM 125 - Chapter 14 - Accounting and Financial Statements Quiz (Matching)- Requires Respondus LockDown Browser

ISOM 125 - Chapter 15 - Money and the Financial System Quiz (Matching)- Requires Respondus LockDown Browser

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ISOM 125 - Chapter 1 - Dynamics of Business and Economics (Matching)- Requires Respondus LockDown Browser

ISOM 125 - Chapter 3 - Business in a Borderless World (Matching)- Requires Respondus LockDown Browser

ISOM 125 - Chapter 4 - Options for Organizing Business Quiz (Matching)- Requires Respondus LockDown Browser

ISOM 125 - Chapter 6 - The Nature of Management Quiz (Matching)- Requires Respondus LockDown Browser

ISOM 125 - Chapter 9 - Managing Service and Manufacturing Operations Quiz (Matching)- Requires Respondus LockDown Browser

ISOM 125 - Final Exam- Requires Respondus LockDown Browser

ISOM 125 - Test 1- Requires Respondus LockDown Browser

ISOM 125 - Test 2- Requires Respondus LockDown Browser

ISOM 125 - Test 3- Requires Respondus LockDown Browser

Manually Setup Exam

LMS Exams*

- Once you have selected the exam, choose the permitted items. You do not need to enter a URL for the exam if you chose it from the LMS list. The “proctor Selection Date” is a date that a reminder will be sent to students to tell them to schedule their exam time, if they haven’t already done so. It is recommended to have that date be a few days in advance of the opening of the exam.
- You will also see sections where you can add info for students and for the proctors (where you could mention anything out of the ordinary, like a student who needs a translator, for example).
- If there are students that need extended time accommodations, you have to submit the exam first, then edit the exam to add them in. Be sure to enter their accommodations in the Blackboard test settings as well as in the SmarterProctoring interface, to ensure that they are properly accommodated.