



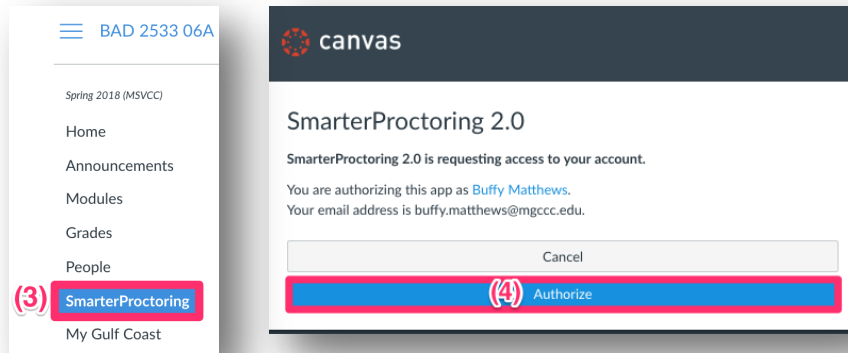
Setting Up Exams with SmarterProctoring 2.0 Student's Guide

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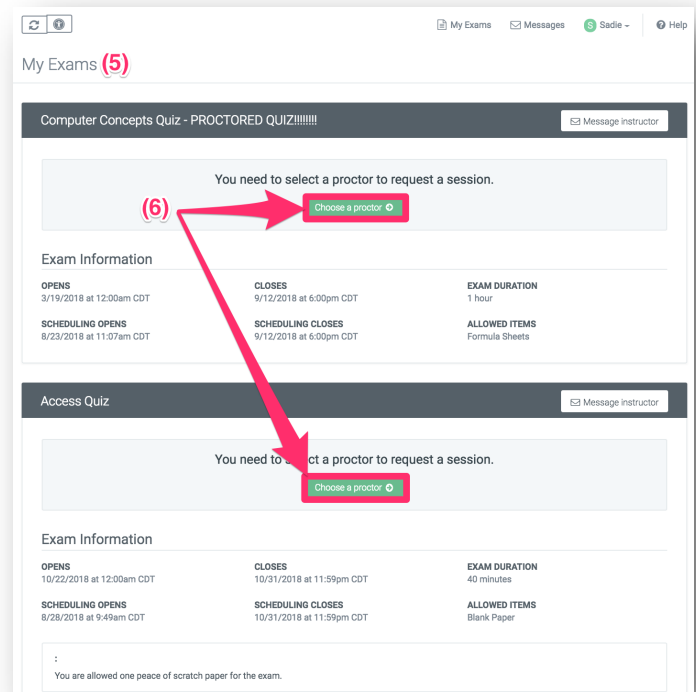
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Scheduling a Proctored Exam through College Assessment Center

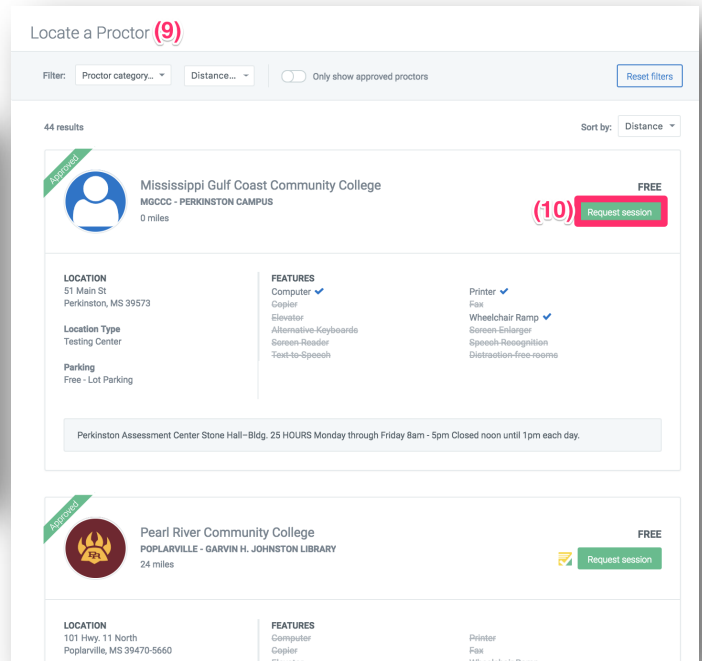
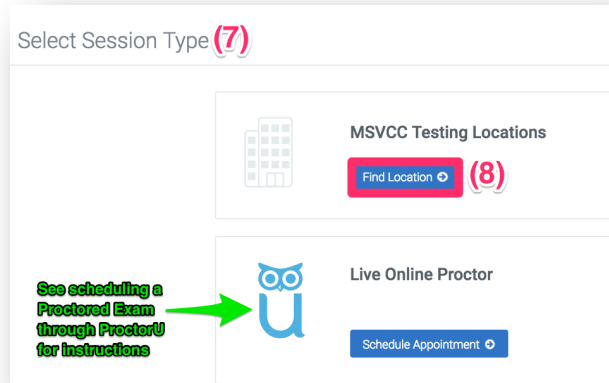
1. Login to Canvas
2. Select **the course** you are scheduling the proctored exam for from the Dashboard
3. Click **SmarterProctoring** on the course navigation menu
4. Click **Authorize** when the SmarterProctoring 2.0 pop-up displays, stating SmarterProctoring is requesting access to your account



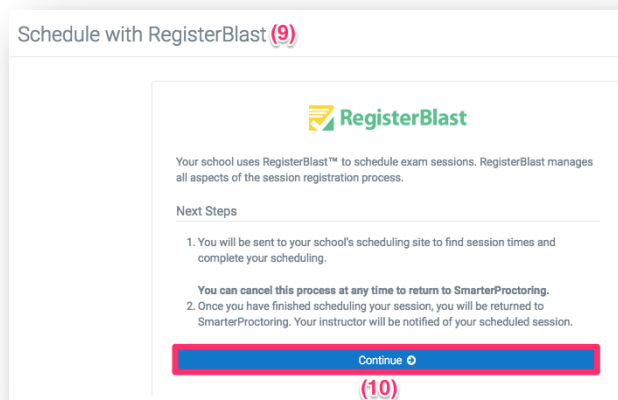
5. This will take you to the **My Exams** screen
 - All proctored exams for this course will appear on this screen
 - Exam information will include:
 - Test Name
 - Open/Close Dates
 - Scheduling Dates
 - Exam Duration (time limit)
 - Allowed Items
6. Click **Choose a proctor** to schedule a proctored exam
 - **NOTE:** You must Choose a Proctor for each individual proctored exam



7. The **Select Session Type** page will display
 8. Select **Find Location**, under MSVCC Testing Locations
 9. The **Locate a Proctor** page will display
 10. Click **Request Session** to schedule an appointment at the nearing testing location
- Note:** the results listed are based on assessment centers in your geographical location




11. The **Schedule with RegisterBlast** screen will appear
12. Click **Continue**



13. The **Exam Registration** page will display

- Exam Description**
- Choose a Date** (required) – click the **calendar icon** and **select the date**
- Choose a Time** (required) – click the **time** that works for your schedule


Exam Registration (13)

Perkinston Campus  **The campus is based on what you requested from the previous page**


(a) 2 Exam Description

\$30 Testing Fee – Testers that are scheduling for an exam outside the Mississippi Virtual Community College (MSVCC) are responsible for a nonrefundable \$30 testing fee payable to the MGCCC Business Office in person or by phone (601-928-6228). **This fee is ONLY for non-MGCCC or MSVCC students scheduling tests from another college or institution.**


(b) 3 Choose a Date (required)

M/D/YYYY 

(c) 4 Choose a Time (required)

(select a date above) 

3 Choose a Date (required)

Wednesday, September 5, 2018 **(b) **

< September 2018 >

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Any available dates will appear in bold font

(c)

8:30 AM
8:45 AM
9:00 AM
9:15 AM
9:30 AM
9:45 AM
10:00 AM
10:15 AM
10:30 AM
1:30 PM
1:45 PM
2:00 PM
2:15 PM
2:30 PM
2:45 PM
3:00 PM
3:15 PM
3:30 PM

All available times for that date will appear; select the best time

- Who is taking this exam?** This information should auto-fill
- Exam guideline acknowledgment** – Click “I agree to follow the above guidelines”

(d) 5 Who is taking this exam?

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

Your First Name, Last Name, and Email will auto populate

First Name (required)
[Auto-populated]

Last Name (required)
[Auto-populated]

Email (required)
[Auto-populated]@bulldogs.mgccc.edu

Verify Email (required)
[Auto-populated]@bulldogs.mgccc.edu

(e) 6 Exam guideline acknowledgement

1. NO ELECTRONIC DEVICES ALLOWED UNDER ANY CIRCUMSTANCES! Leave them in your car or dorm room. (cell phones, watches, smart watches, fitbit, etc.)

2. Must provide valid photo ID. (student ID or state ID – cannot be expired)

☐ I agree to follow the above guidelines

- f. **Needed Information** – all items are required
 - i. Phone Number
 - ii. Student ID (M#)
 - iii. Comments – just type a letter or symbol if you do not have a comment
14. Click **Complete Registration**
15. The **RegisterBlast Confirmation** screen will appear
16. Click **Return to dashboard**

(f) 7 Needed information

Phone Number *

(i) Phone Number

Student ID *

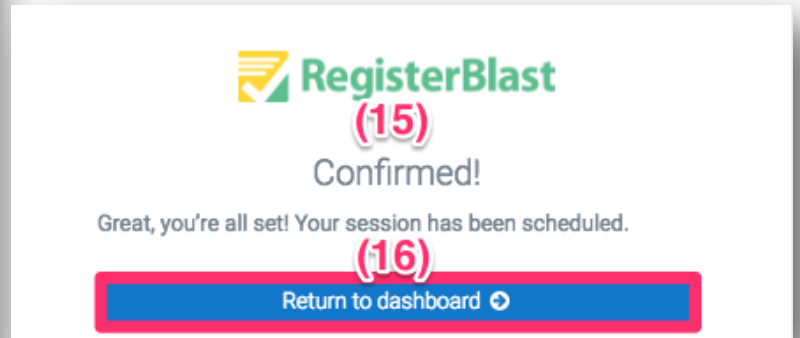
(ii) Student ID

Comments *

(iii) Comments

(14)

COMPLETE REGISTRATION



Cancelling an Appointment through College Assessment Center

1. Login to Canvas
2. Select **your course** from the Dashboard
3. Click **SmarterProctoring** on the course navigation menu
4. Locate the **exam you wish to cancel**
5. Click **Cancel Session**
6. A cancel session box will display, click **Cancel Session**

My Exams

(4) Computer Concepts Quiz - PROCTORED QUIZ!!!!!!! [Message instructor](#)

Scheduled [Appointment details](#)

DATE	LOCATION	PROCTOR
9/5/2018 at 9:15am CDT	MGCCC - Perkinston Campus 51 Main St Perkinston, MS 39573 US	Mississippi Gulf Coast Community College

Exam Information

OPENS	CLOSES	EXAM DURATION
3/19/2018 at 12:00am CDT	9/12/2018 at 6:00pm CDT	1 hour
SCHEDULING OPENS	SCHEDULING CLOSES	ALLOWED ITEMS
8/23/2018 at 11:07am CDT	9/12/2018 at 6:00pm CDT	Formula Sheets

Need to make a change?

(5) [Cancel session](#)

Cancel session?

You will need to reschedule your exam for a different time. Any charges made when you scheduled your original session will be refunded.

(6)

[Cancel](#) [Cancel session](#)

7. A let us know why box will display
8. Select the reason from the **drop-down menu**:
 - a. I need to change the time
 - b. I am having technical issues and need to cancel
 - c. Enter my own reason
9. Click **Send**
10. Follow the instructions in scheduling an exam in order to reschedule the appointment

(7) Let us know why.

Enter my own reason. (8)

I need to reschedule due to a work conflict.

This is an example of enter my own reason

Cancel Send (9)

ProctorU

ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. ProctorU watches students take exams online using webcams and screen-sharing technology.

Requirements for using ProctorU:

1. A webcam and microphone
2. High-speed internet connection
3. Latest version of the Google Chrome browser
4. ProctorU extension <http://bit.ly/proctoruchrome> installed and enabled in Chrome
5. A private, well-lit testing environment
6. Windows Vista (or newer) and Mac OS X 10.5 (or newer) are supported!

NOTE: ProctorU does not support any Linux-based operating systems such as Chrome OS, Ubuntu, Fedora, etc.

ProctorU recommends that you visit <https://test-it-out.proctoru.com/> prior to your proctoring session to test your equipment.

How Do I Get Help:

If you need assistance while launching or during your exam session, please utilize Live Chat from within the ProctorU interface. Additionally, you may also submit a help request at <https://support.proctoru.com/hc/en-us/requests/new>, or call the ProctorU support line at 855-772-8678.

What does it cost?

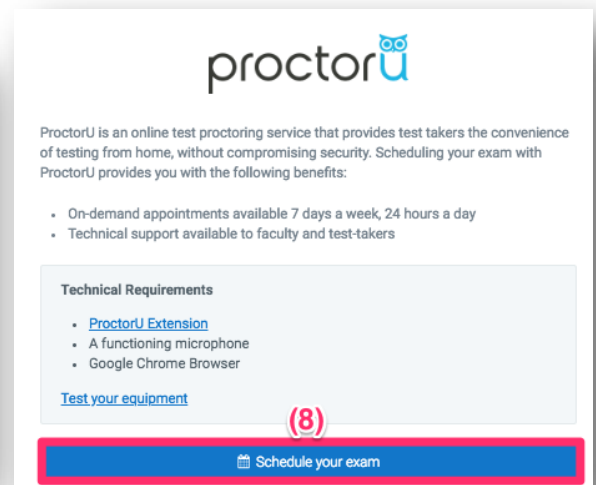
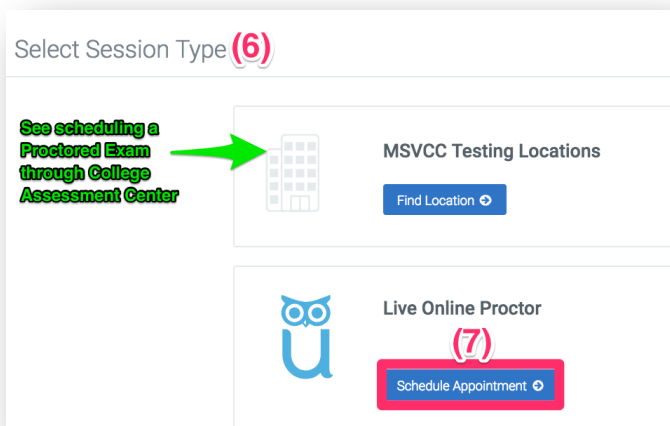
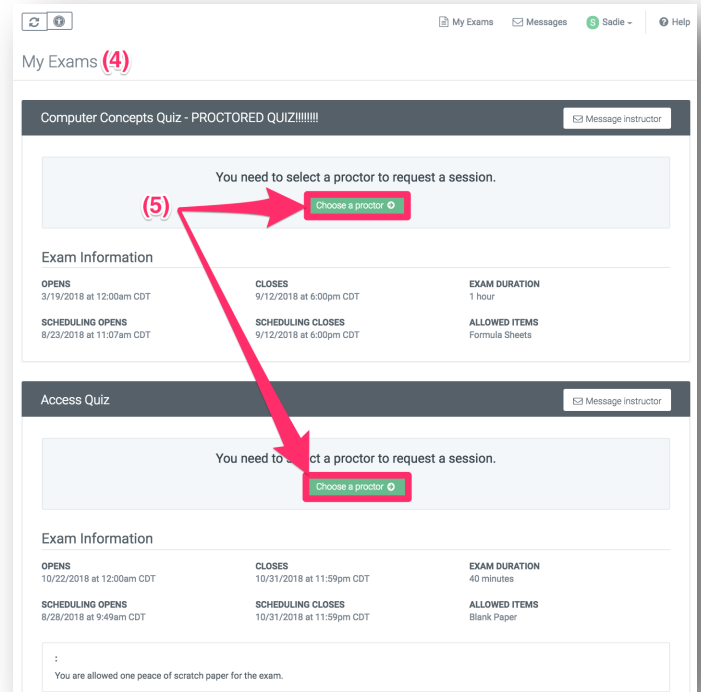
Each exam costs \$17.00 - \$25.00 depending on the duration of the exam. Current proctoring fees are as follows:

- 1-hour session: \$17.00
- 1.5-hour session: \$21.00
- 2-hour session: \$25.00
- 3+-hour session: \$30.00

Credit/debit card payment is required when scheduling an appointment. Students are encouraged to register for their exams at least three days in advance of their preferred testing time.

Scheduling a Proctored Exam through ProctorU

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 - Exam information will include:
 - Test Name
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 - Exam Duration (time limit)
 - Allowed Items
5. Click **Choose a proctor** to schedule a proctored exam
 - **NOTE:** You must Choose a Proctor for each individual proctored exam
6. The **Select Session Type** page will display
7. Select **Schedule Appointment**, under Live Online Proctor
8. Click **Schedule your exam**



9. Select a **date**

10. Select a **time**

NOTE: After selecting a time, you will have 5 minutes to complete your reservation. If you do not schedule within the 5 minute window, you will have to select a new time.

11. Available times will appear along the right-hand side of the screen

12. Click **Schedule**

Schedule Session

The times available will not appear until you have selected a date and time

Note This exam is 1 hour long. Please plan accordingly.

(9) September 2018

Su Mo Tu We Th Fr Sa

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 1 2 3 4 5 6

(10) Any time

Morning

12:00am-1:00am CDT
Wednesday, Sep 05 (12) Schedule

12:15am-1:15am CDT
Wednesday, Sep 05 Schedule

12:30am-1:30am CDT
Wednesday, Sep 05 Schedule

12:45am-1:45am CDT
Wednesday, Sep 05 Schedule

1:00am-2:00am CDT
Wednesday, Sep 05 Schedule

1:15am-2:15am CDT
Wednesday, Sep 05 Schedule

13. The **Confirm Session** box will display

14. Click **Continue**

15. The **Payment Summary** box will display

16. Click **Continue**

(13) Confirm Session

You have selected the following session:

Wednesday, September 5 at 12:00am CDT

If everything looks right, click the button below to schedule your session

(14) Continue

or

[Select a different time](#)

(15) Payment Summary

Session \$17.00 USD

Total \$17.00 USD

[Have a voucher code?](#)

(16) Continue

or

[Go back](#)

17. Enter **Payment Information**

- Name on Card
- Card Details

18. Click **Schedule**

19. The **Confirmation** screen will appear

20. Click **Return to dashboard**

(17) Payment

Name on Card

(a) Enter your name...

Card Details

(b) Card number MM / YY CVC

(18) Schedule

(19) Confirmed!

Great, you're all set! Your session has been scheduled for:

Wednesday, September 5 at 12:00am CDT

(20) Return to dashboard ↻

Cancelling an Appointment through ProctorU

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[Cancel](#) [Send](#) (9)