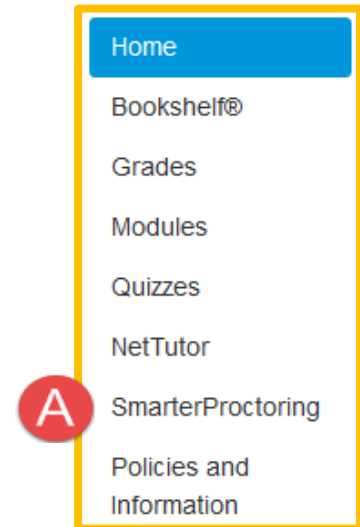


## Student Guide

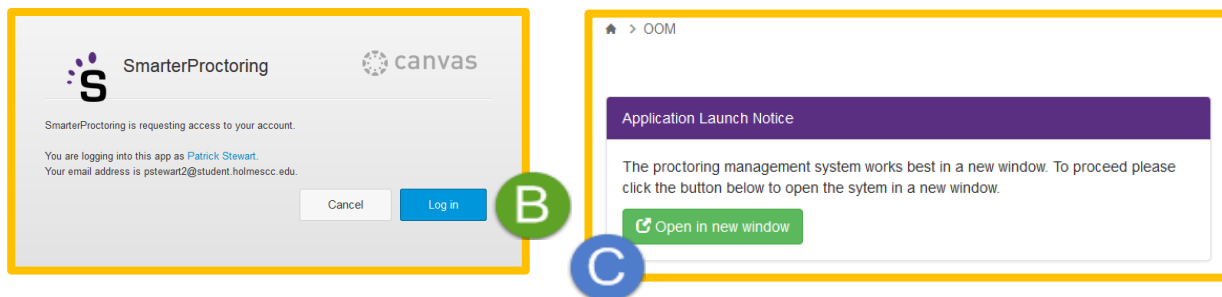
All MSVCC locations will be using the new SmarterProctoring scheduling software this semester. Students will use the SmarterProctoring link on the Canvas course menu to begin the process of scheduling proctored tests. Follow the instructions below to create your SmarterProctoring Profile and to register for your proctored exams.

### 1. Launch SmarterProctoring

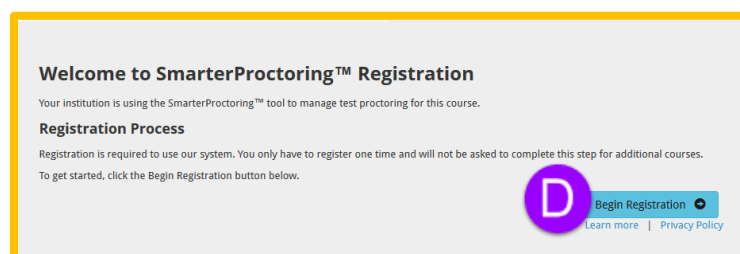
- a. Click **SmarterProctoring** from Canvas course menu (You will also click this link to sign up for your proctored exams)



- b. Click **Login** to begin setting up your SmarterProctoring account
- c. Click **Open in new window** to open SmarterProctoring in new window

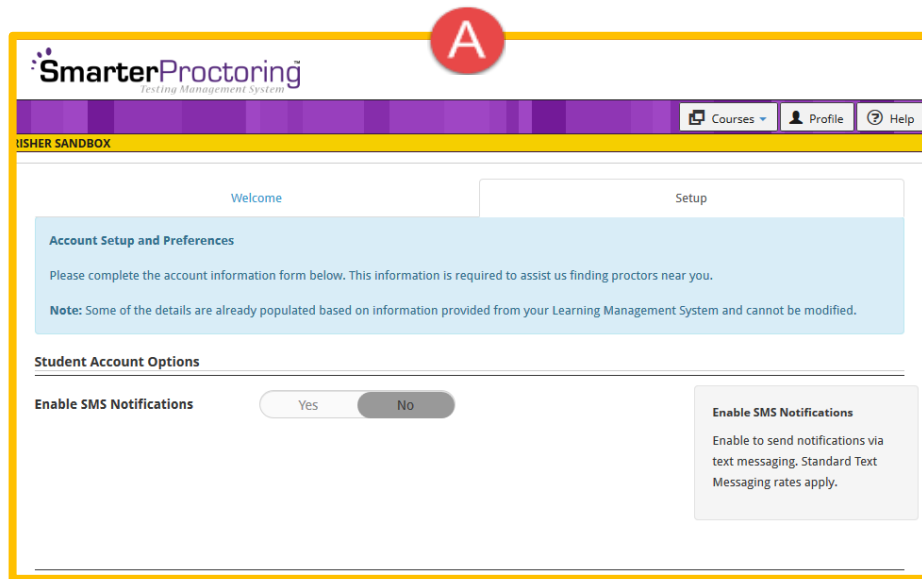


- d. Click **Begin Registration** to set up your account (You should only have to do the following steps once to set up your account)



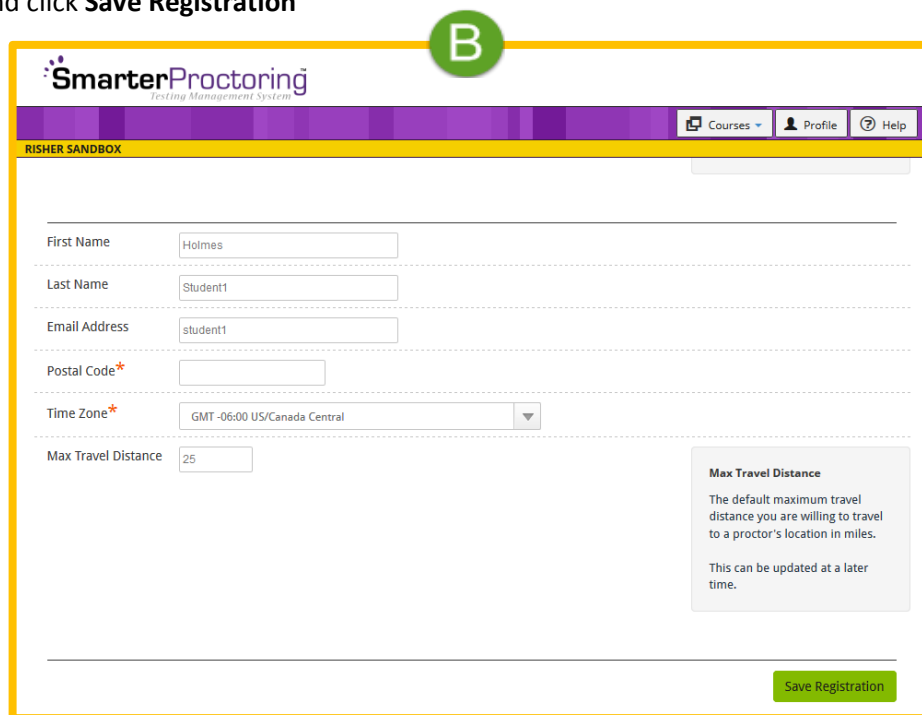
## 2. Set Up Your Account

- a. This is where you will **set up your account** and set your **notification preferences** (How you want to be notified by SmarterProctoring about your exams)



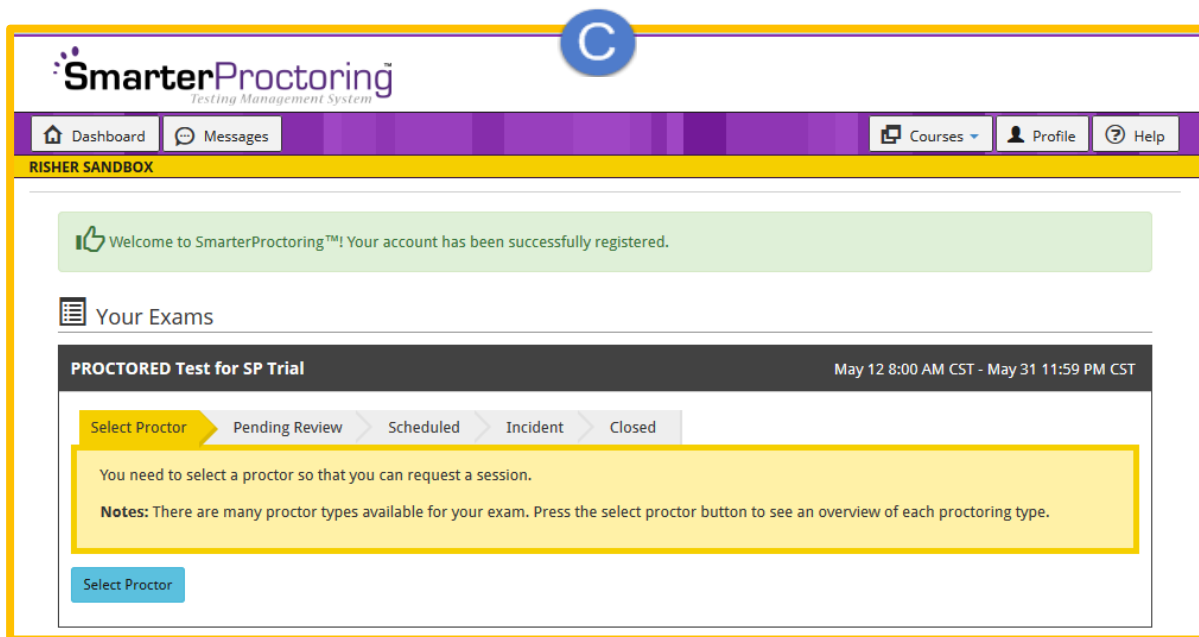
A screenshot of the SmarterProctoring 'Account Setup and Preferences' page. The page is titled 'Welcome' and 'Setup'. It contains a blue box with the text: 'Please complete the account information form below. This information is required to assist us finding proctors near you. Note: Some of the details are already populated based on information provided from your Learning Management System and cannot be modified.' Below this is a section for 'Student Account Options' with a toggle for 'Enable SMS Notifications' set to 'No'. A tooltip on the right explains that this enables text messaging via Standard Text Messaging and that rates apply. The page has a purple header with the SmarterProctoring logo and navigation links for Courses, Profile, and Help. A red circle with the letter 'A' is in the top right corner.

- b. Enter your **zip code** (This is necessary for SmarterProctoring to display the proctor locations closest to you) and click **Save Registration**



A screenshot of the SmarterProctoring registration form. The form fields are: First Name (Holmes), Last Name (Student1), Email Address (student1), Postal Code\* (empty), Time Zone\* (GMT -06:00 US/Canada Central), and Max Travel Distance (25). A tooltip on the right explains that the Max Travel Distance is the default maximum travel distance in miles and can be updated later. A green 'Save Registration' button is at the bottom right. The page has a purple header with the SmarterProctoring logo and navigation links for Courses, Profile, and Help. A green circle with the letter 'B' is in the top right corner.

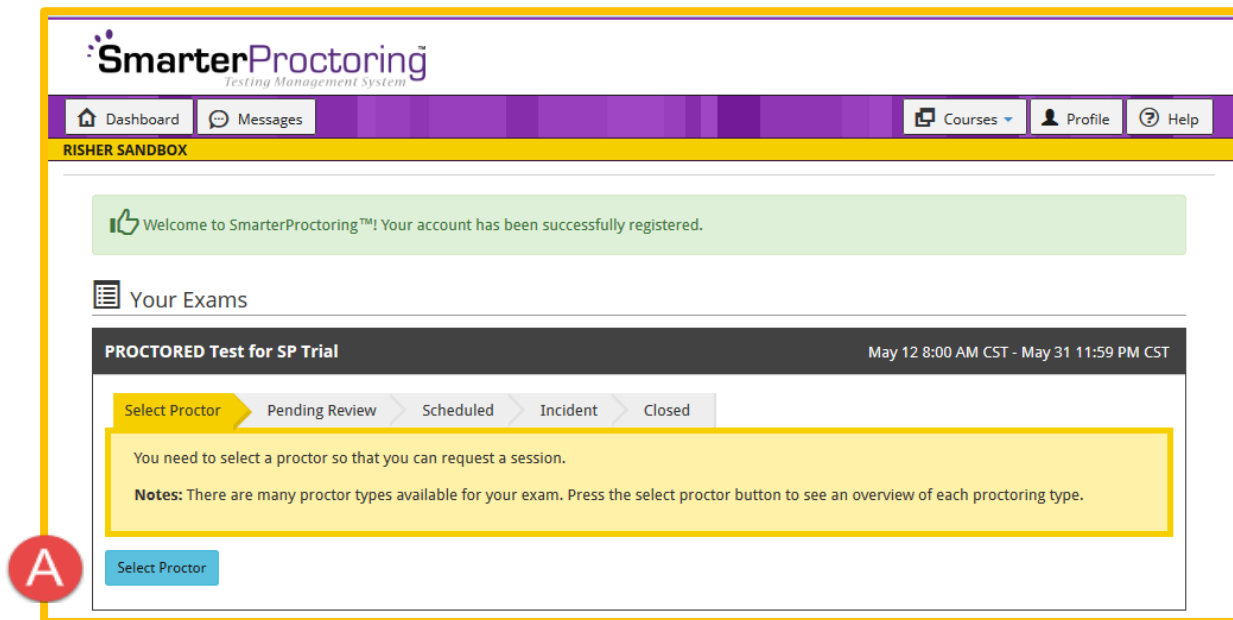
- c. Your account has been successfully registered. You are now ready to schedule your exam.



The screenshot shows the SmarterProctoring dashboard. At the top, there is a navigation bar with 'Dashboard', 'Messages', 'Courses', 'Profile', and 'Help'. Below this, a yellow banner reads 'RISHER SANDBOX'. A green message box says 'Welcome to SmarterProctoring™! Your account has been successfully registered.' Below that, the 'Your Exams' section is visible. It features a 'PROCTORED Test for SP Trial' with a date range of 'May 12 8:00 AM CST - May 31 11:59 PM CST'. A navigation bar below the exam title includes 'Select Proctor', 'Pending Review', 'Scheduled', 'Incident', and 'Closed'. A yellow callout box contains the text: 'You need to select a proctor so that you can request a session. Notes: There are many proctor types available for your exam. Press the select proctor button to see an overview of each proctoring type.' A blue 'Select Proctor' button is located at the bottom of the callout box. A blue circle with the letter 'C' is positioned above the dashboard header.

### 3. Sign Up for a Proctored Exam

- a. Click **Select Proctor** in the exam window under **Your Exams** – You will have to register for **each** proctored exam your instructor has available under **Your Exams**

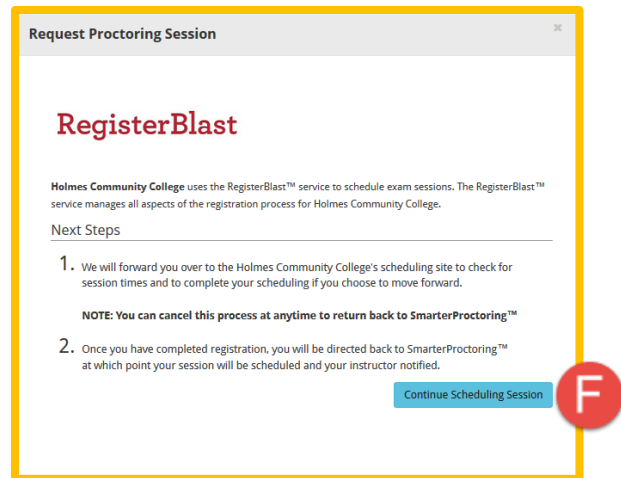


This screenshot is identical to the one above, showing the SmarterProctoring dashboard with the 'PROCTORED Test for SP Trial' and the 'Select Proctor' button highlighted by a yellow callout box. A red circle with the letter 'A' is placed to the left of the 'Select Proctor' button, indicating the step to click this button.

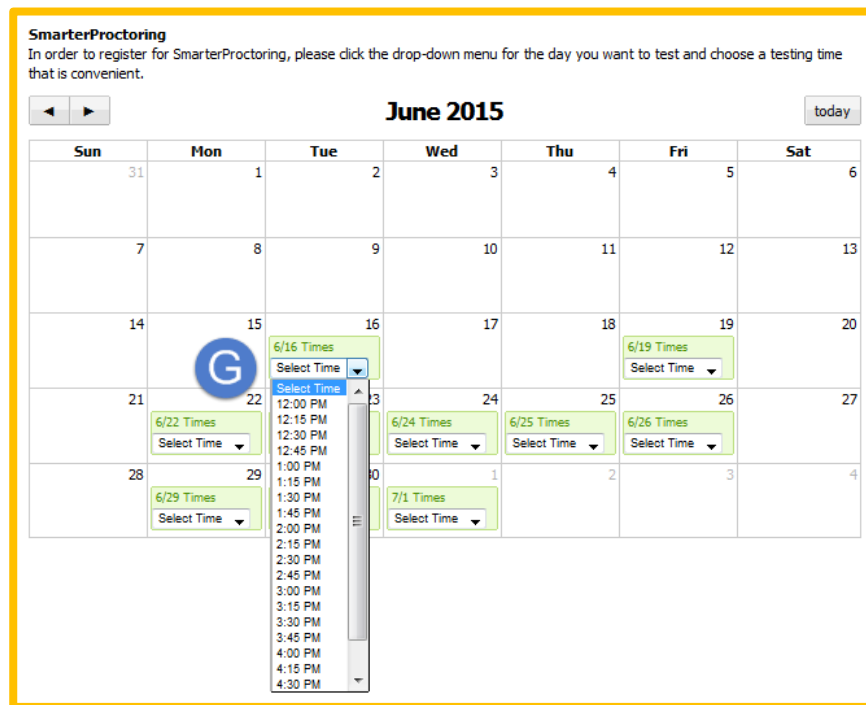
- b. Click **Face to Face Proctor** to take your exam at a proctored test location (you will be able to sign up for any approved testing center in your area)
- c. If you plan to use B Virtual click **Use B Virtual** and follow the instructions.

- d. To select a testing center, click **Request Session** next to the location of your choice under **Search Results**
- e. If a location is not showing, click on **Max Travel Distance** under **Filters** and increase your travel distance. Then click **Update**.

- f. Click **Continue Scheduling Session** at the bottom of the **RegisterBlast** pop-up window

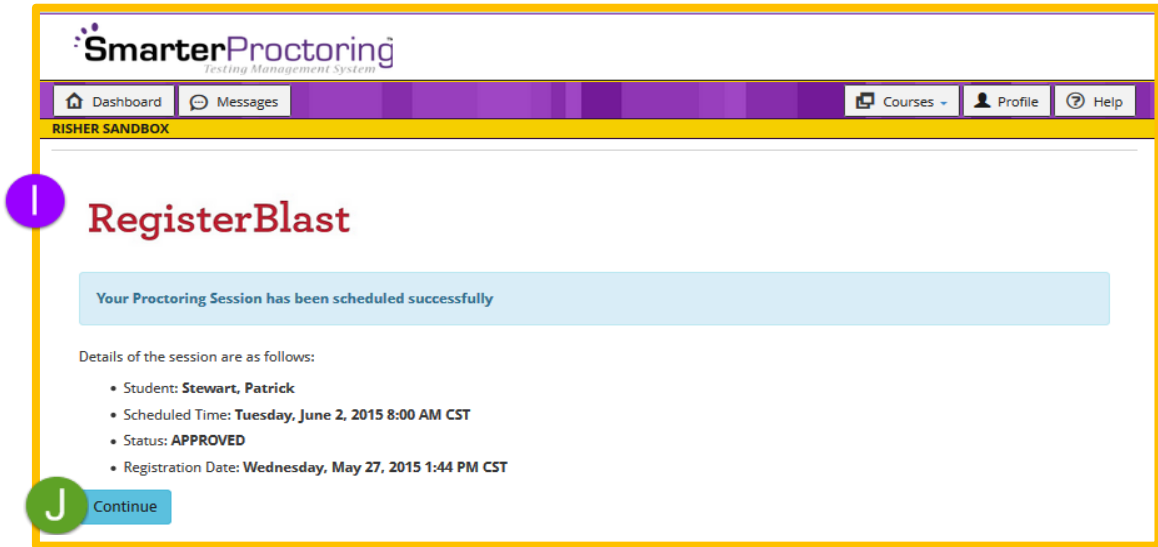


- g. Select the **date and time** for your exam – only available proctor slots during the date range of the exam will show



- h. Read and confirm the **RegisterBlast Requested Information** – Click **Register** when complete

- i. **Print the RegisterBlast confirmation** page for a permanent copy of your registration information – **Take your printed receipt with you to the location**
- j. Click **Continue** to end the registration session



- k. Review your exam registration information in the **Your Exams** SmarterProctoring exam window.
  - l. Click **Reschedule Session** to choose a different session time *for the same exam*
  - m. Click **Cancel Session** to cancel your appointment for the exam

