



Holmes Community College eLearning

SmarterProctoring Student Guide

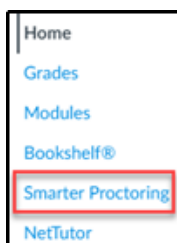
Outline

All MSVCC locations use the SmarterProctoring scheduling software for all proctored exams. Students will use the SmarterProctoring link on the Canvas course menu to begin the process of scheduling proctored tests. This document includes information about SmarterProctoring. In this document, you will find the following information:

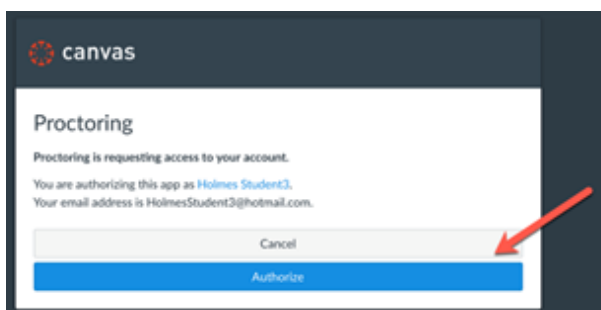
- [Launch SmarterProctoring](#)
- [Set Up Your Account](#)
- [How To Schedule a Proctored Exam](#)
 - [How to Schedule an Appointment with a Face to Face Proctor](#)
 - [How to Schedule an Appointment Through ProctorU](#)
- [How to Cancel a Session](#)

Launch SmarterProctoring

1. Click **SmarterProctoring** from the Canvas course menu.



2. Click **Authorize** to begin setting up your SmarterProctoring account.



3. Agree to the different **Terms of Use** to begin setting up your SmarterProctoring account.

Privacy & Terms of Use

Privacy Policy
SmarterServices, LLC provides services to educational institutions (schools) and their students, faculty, and administrators. This privacy policy describes the data that either identifies you or that can be used to identify you that we receive from you and that we receive or obtain from others.

1. Who We Get Personal Data About
We receive, obtain, and process information about the following kinds of persons:

- current, potential, or former students of a school (our references to "students" includes current, potential, and former students);
- current, potential, or former faculty members of a school (our references to "faculty" includes current, potential, and former faculty);
- school administrative staff from schools that receive services from us.

I understand and agree to the Privacy Policy outlined above

I understand and agree to the Terms of Use outlined above

I understand and agree to the Cookie Policy outlined above

4. Click **Submit** to begin setting up your account.

Set Up Your Account

To begin, you will be required to complete your account registration. You will only complete this on your first login to SmarterProctoring.

Welcome!

Before you can get started, we need to complete your enrollment. In order to do that, we'll have you choose some preferences.

- A. Your name will be automatically added from Canvas.
- B. Enter your **Holmes student email** address.
- C. Enter at least **one phone number**. This number will be used to contact you in case of an issue the day of your scheduled exam.
- D. Check the **time zone** and make sure it is correct for you.

Profile Settings

General Settings

In order to provide you with accurate information, please fill out the form below. Required fields are marked with an asterisk (*).

First Name * Last Name *

Preferred Email *
This is the email address that we will send all communication to.

Home Phone Number
 Home Phone Number

Mobile Phone Number
 Mobile Phone Number

Time Zone *

- E. Double check the **currency** selected.
This will be used for any Virtual Proctoring Fees.
- F. Enter your **zip code** or **city and state**.
This will be used to make sure the proctoring locations closest to you appear first in the proctored location list.
- G. Click **Save** when done.

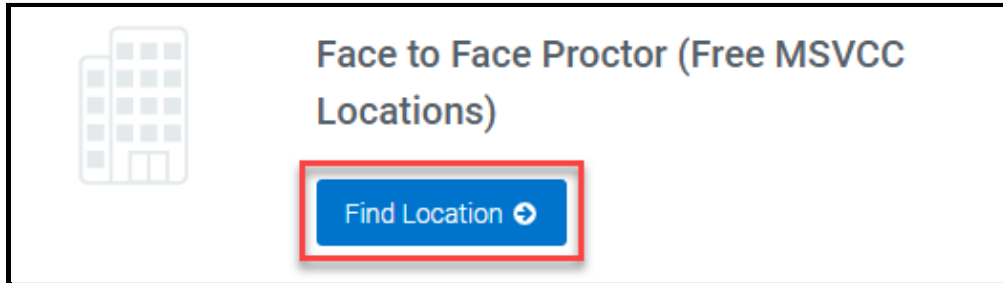
How to Schedule a Proctored Exam

1. Click **SmarterProctoring** from the Canvas course menu.
2. Find the exam that you need to schedule a proctor for and click **Choose a Proctor**.

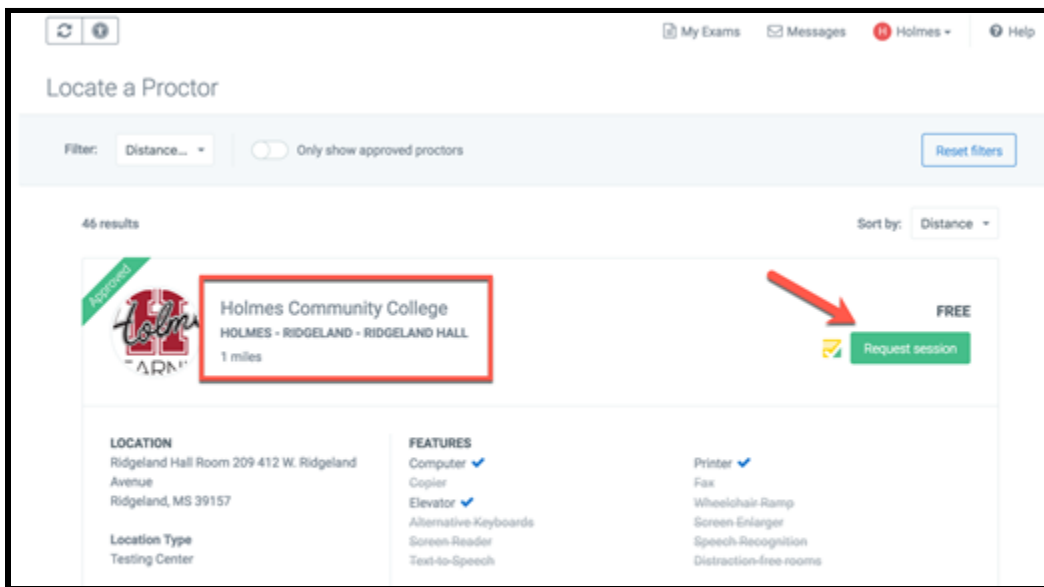
3. You will have two options for proctoring your exam:
 - a. **Face to Face Proctor** (Free MSVCC Locations): Proctoring at a Mississippi Community College proctor lab, including Holmes. View the [How to Schedule an Appointment with a Face to Face Proctor](#) section.
 - b. **Live Online Virtual Proctoring** through ProctorU. View the [How to Schedule an Appointment Through ProctorU](#) section.

How to Schedule an Appointment With a Face to Face Proctor

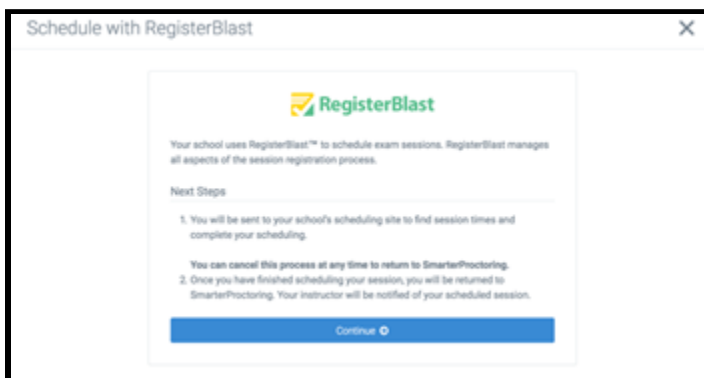
1. Follow the steps in the [How to Schedule a Proctored Exam](#) section.
2. Click **Find Locations** under **Face to Face Proctor (Free MSVCC Locations)** to take your exam at a proctored test location at a Mississippi Community College, including Holmes.



3. To select a testing center, click **Request Session** next to the location of your choice under **Results**.



4. Click **Continue** at the bottom of the **RegisterBlast** pop-up window.



5. Complete the **Exam Registration** in the **RegisterBlast** window.

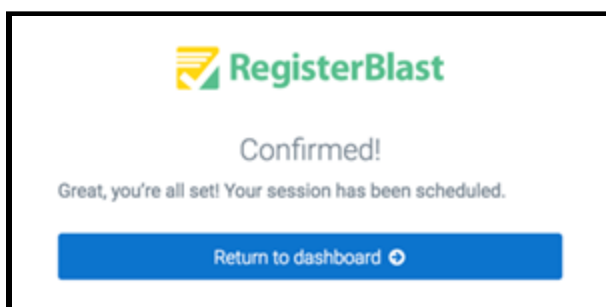
- a. Select the **date** of the appointment. Only available dates for your exam and the testing center will show in the calendar.
- b. Select a **time** for your exam. Only available times for your exam and the testing center will show in the drop down list.
- c. Enter your **Holmes email address** in the Email box and Confirm Email box.

The screenshot shows the 'Exam Registration' form in the RegisterBlast interface. It features a red header with 'My History' and 'Sign In' links. The form is divided into two main sections: 'Exam Registration' and 'More Information'. The 'Exam Registration' section contains four steps: 1. 'Choose a Date (required)' with a date input field (labeled 'A') showing 'MM/DD/YYYY'. 2. 'Choose a Time (required)' with a dropdown menu (labeled 'B') showing '(select a date above)'. 3. 'Who is taking this exam?' with a question and a text input field for the test taker's information. 4. 'First Name (required)', 'Last Name (required)', 'StudentID', and 'Email (required)' fields, with the email field (labeled 'C') containing 'holmesstudent01@hotmail.com'. The 'More Information' section on the right has links for 'How To Schedule' and 'How To Reschedule'.

- d. Read the **Exam guideline acknowledgement**.
- e. Click the **box** to **agree to follow the guidelines**.
- f. Click **Complete Registration** to finish registering for your exam.

The screenshot shows the 'Exam guideline acknowledgement' step (labeled '5') of the registration process. It features a red header with '5 Exam guideline acknowledgement'. Below the header is a box titled 'Student Acknowledgements/Proctor Lab Rules' containing three numbered items: 1. 'You will be required to show a valid photo ID (government or school issued).', 2. 'You are required to leave your photo ID on your desk next to your computer for the duration of the exam.', and 3. 'Any student without an appointment at least'. Below the box is a checkbox (labeled 'D') with the text 'I agree to follow the above guidelines'. At the bottom of the form is a green button (labeled 'E') with the text 'COMPLETE REGISTRATION'.

6. Once your registration is complete, click **Return to Dashboard**.



7. Review your exam registration information in the **My Exams** Proctoring exam window.
 - a. Review your Appointment Details to make sure they are correct.
 - b. Review your Exam Information to view important information about your exam.
 - c. If you need to Cancel the session, click Cancel session.

My Exams

Unit 2 Test Message instructor

Scheduled Appointment details

DATE	LOCATION	PROCTOR
9/6/2018 at 9:00am CDT	Ridgeland Hall Room 209 412 W. Ridgeland Avenue Ridgeland, MS 39157 US	S. Taylor Yarbrough

Exam Information

OPENS	CLOSES	EXAM DURATION
8/27/2018 at 12:00am CDT	9/7/2018 at 11:59pm CDT	1 hour
SCHEDULING OPENS	SCHEDULING CLOSES	ALLOWED ITEMS
8/10/2018 at 1:09pm CDT	9/7/2018 at 11:59pm CDT	Formula Sheets

Need to make a change?

Cancel session

How to Schedule an Appointment Through ProctorU

1. Follow the steps in the [How to Schedule a Proctored Exam](#) section.
2. In the **Live Online Virtual Proctoring** section, select **Schedule Virtual Appointment**.

Live Online Virtual Proctoring (Payment Required)

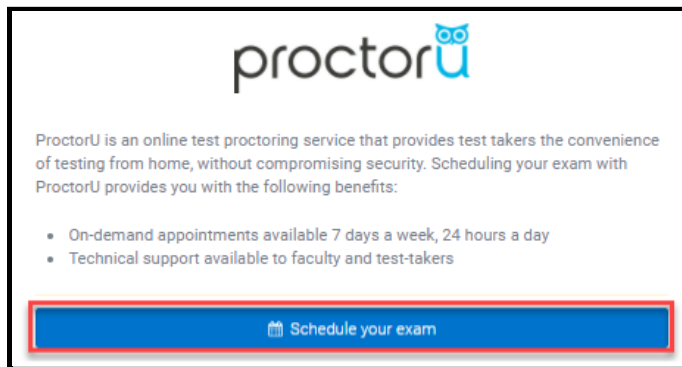
Requirements for Using ProctorU:

- o a webcam and microphone
- o high-speed internet connection
- o latest version of the Google Chrome browser
- o ProctorU extension <http://bit.ly/proctoruchrome> installed and enabled in Chrome
- o a private, well-lit testing environment

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

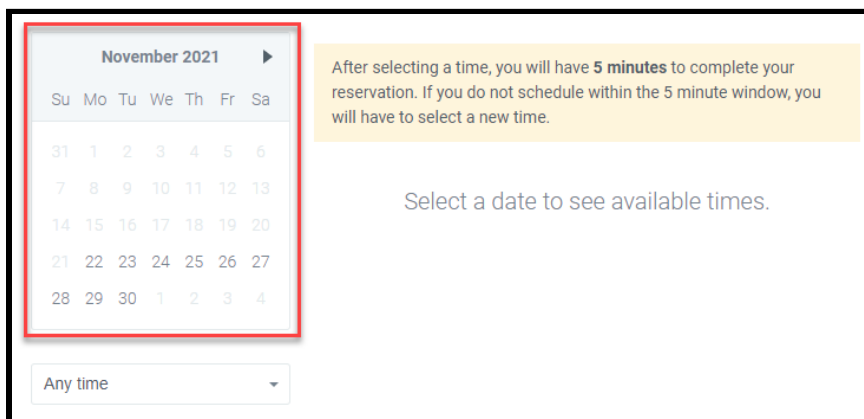
Schedule Virtual Appointment

3. Read the information about ProctorU and then click **Schedule Your Exam**.



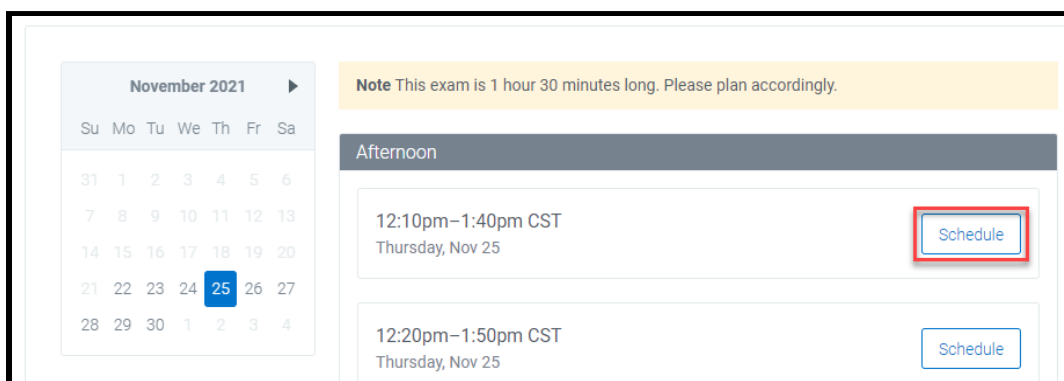
The screenshot shows the ProctorU logo at the top. Below it, a paragraph describes the service: "ProctorU is an online test proctoring service that provides test takers the convenience of testing from home, without compromising security. Scheduling your exam with ProctorU provides you with the following benefits:". Two bullet points follow: "On-demand appointments available 7 days a week, 24 hours a day" and "Technical support available to faculty and test-takers". At the bottom, a blue button with a calendar icon and the text "Schedule your exam" is highlighted with a red border.

4. Select your **preferred date**. Once you select a date, the available times for that date will appear.



The screenshot shows a calendar for November 2021. The date 25 is selected and highlighted in blue. To the right of the calendar, a yellow box contains the text: "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." Below the calendar, a dropdown menu is set to "Any time". In the center of the page, the text "Select a date to see available times." is displayed. At the bottom right, a blue button with a calendar icon and the text "Schedule your exam" is visible.

5. Click **Schedule** next to your preferred time.



The screenshot shows the scheduling interface after a date has been selected. A yellow note at the top reads: "Note This exam is 1 hour 30 minutes long. Please plan accordingly." Below the note, a dark grey header reads "Afternoon". Two time slots are listed: "12:10pm–1:40pm CST Thursday, Nov 25" and "12:20pm–1:50pm CST Thursday, Nov 25". Each time slot has a blue "Schedule" button next to it. The date 25 in the calendar on the left is highlighted in blue.

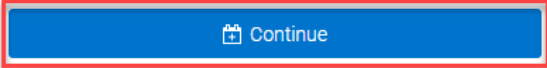
6. Once selected, you will be asked to confirm your date and time. To confirm, click **Continue**.

Confirm Session

You have selected the following session:

Thursday, November 25 at 12:10pm CST

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

 Continue

or

[Select a different time](#)


7. You will be taken to the Payment Summary page. Click **Continue**.
8. Make a Payment: Enter payment information and then click **Schedule**.

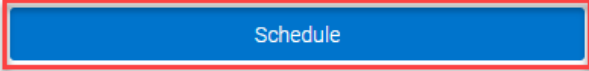
Payment

Name on Card

Enter your name...

Card Details

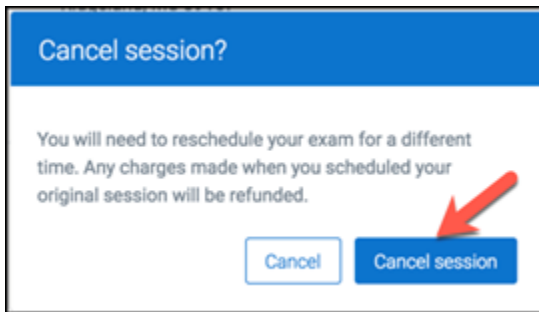
 Card number MM / YY CVC

 Schedule

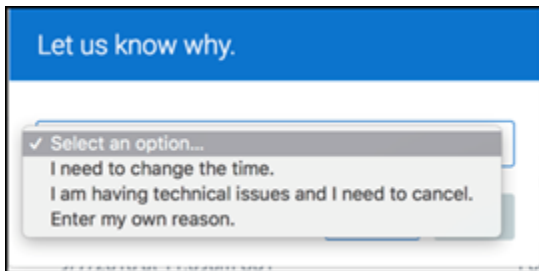
9. Confirm Session: Once your session is confirmed, you will be redirected to the **SmarterProctoring Dashboard**, where you will see your selected date and time.

How to Cancel a Session

1. After clicking Cancel Session under **My Exams**, click **Cancel Session** on the pop up box.



2. Choose the correct option of **why** you are canceling the session.



3. Click **Submit** to cancel your appointment and return to the **My Exams** dashboard.