

SmarterProctoring Quick Reference Guide for Students

Use Google Chrome or Firefox to follow these instructions. Also, this procedure may not be Mobile App friendly...you may need to use a laptop or desktop.

To launch SmarterProctoring the FIRST TIME (this shouldn't be necessary after the first time)

- Log in to your Canvas.
- Click on the class in which you want to work.
- At the bottom left hand of the screen, click **SmarterProctoring**.
- The Log In screen will then appear. Click **Log in**.
- You will be taken to the Launch screen. Click **Open in a New Window**.
- You must now register an account by clicking **Begin Registration**.
- You will now choose whether or not you want to receive SMS notification/messages from SmarterProctoring.
- After reviewing the information, click **Save Registration**.
- You will not be directed to your **Course Dashboard**.

To Schedule a Face to Face Exam

- Click on the **SmarterProctoring button** in your Canvas course if you are not already on your Course Dashboard. Choose **Open in a New Window**.
- On your Course Dashboard you will see the **Your Exams box**. The exam available for the course you selected will be listed (if your instructor has made it available).
- To begin scheduling, click the **Select Proctor button** under the exam you wish to schedule.
- When you find the location you want, click the **Request Session button**. (If you are looking for a location more than 25 miles out, you can extend your mile search by going to Account in the upper right hand corner, choosing My Profile, and extend the mileage).
- The Proctoring Session box will appear.
- Read the information.
- An interactive calendar will then appear when you click in the **Preference Box**.
- Choose the date you want to schedule your test on. (Be sure to check your school's web site for available dates/times). **You will need to list 3 different preferences**.
- Select the drop down box and a list of times available on that date will appear. Select the time you want to test (pay close attention to AM/PM indicators). When completing the three preferences, choose **Request Session**.
- The **Request Proctoring Session screen** will automatically pop up.
- At this point your scheduling session is complete. You can schedule another one or return to your Course Dashboard.
- Your test has been scheduled pending acceptance and will appear on the **Course Dashboard**.