

FSCJ | Student Automated Experience

Welcome to the student experience for registering and taking an automated proctored exam from SmarterProctoring. First thing you're going to need to do is navigate to your course in the LMS using Chrome browser. We'll be using Chrome for the entire duration of onboarding and taking the exam. You're also going to need to make sure you are in a well lit work environment free and clear of distractions.

Once in the LMS, navigate to your course. Find that specific course. And on the left hand side from the navigation bar you're using, you will see SmarterProctoring or proctoring, and you'll be able to click right on it. Once you have clicked on that, it will bring up your student dashboard or My Exams dashboard. You'll come down and find the exam that you're looking to test for, and this is March 2020 test, and you will select choose a proctor.

From the Proctor types that you are able to select from, you may see more, you may see few, depending on what your instructor has set up. For today's demonstration we're going to be looking at automated proctoring. We'll choose automated proctoring. The system automatically is going to ask us that we have a Google Chrome version 74 or newer, and at least one megabyte upload and download speeds on our computer. Now please be aware this exam must be taken on a computer, Mac, PC, laptop, a desktop. It cannot be taken on an iPad.

Once we've met these system requirements, we will have click continue, and see the payment summary screen. Your school may be taking on the cost of this automated proffering session, or you may be asked to pay for each session. If this is zero, you can go ahead and schedule. If you are asked to pay you will click pay, and it will take you to a payment screen where you're going to put in your credit card information.

Once you click schedule you are effectively confirmed, and your session is all scheduled in the system. You will be asked now to start a session now or later. Being that automated proctor is truly at the student's schedule, whatever that may be, it may be they work all day, or they can take it whenever. We want to make sure you can take it when it best fits your time. If we click start session later, you will be taken back to your My Exams dashboard, and be able to navigate later to your tests, March 2020. When ready, go ahead and click start session.

Being that we are using a Google Chrome extension, that must be on your computer in order to use automated proctoring. As my browser currently does not have that extension, the system is going to

automatically realize that, tell me woops, we don't have it, and ask me to get the SmarterProctoring extension. Clicking that button will bring up the Chrome web store. You'll be taken to the SmarterProctoring extension page. You will click add to Chrome. A new add SmarterProctoring will be on the page. You can see what it is going to be able to do. And then you click add extension.

Once it has told you that SmarterProctoring has been added to Chrome, you can go ahead and click out of that small box and also close out the web store if you like. Moving back to the SmarterProctoring screen, you'll be able to see all of the exam details. Name, duration, any permitted items, and also how the student onboarding exam taking and closing in that session is going to work.

Once you hit continue you'll move forward. We are going to ask you to ensure you have your valid government issued ID in a well lit area, again, and anything that you want to drink or have that is permitted to have during the testing window. If you need to take a short break, please do so now, as once the test starts you need to be in front of your computer camera the entire time.

Clicking continue will start the onboard process. Our camera is going to appear and make sure that we are able to see ourselves centered in the frame. Our microphone glowing green right below the window is going to show that it is capturing my voice and any sound in the room. My connection speed, green checkmark means it is going to pass for what we needed to do in the system.

And then the screen count. Currently my instructor has it sent to one, so as long as I meet that requirement it will create a green checkmark. If you have two monitors, you need to take it down to a single monitor for this to be accepted by the system. If you have multiple monitors, the continue button will be grayed out and you will not be able to move forward until meeting that requirement.

Once you're all set here you will go ahead and click continue. Now we hit the consent to record screen. We will not obviously move forward unless we get your consent to record via the webcam, and that you also understand that you need to click stop proctoring session after you are done taking your exam to end the session and recording of your screen. Once you have done both of those, the continue button now illuminates blue, and you can move forward.

You'll now see a share your screen box pop up. You will need to click that screen and click share screen. That is going to share it with SmarterProctoring. Our ID verification screen will pop up now. And in this step, you're just going to center your face inside the green box, click the red camera button. Once that is done, you will see two buttons, retake or confirm. If you like the image you took, go ahead and confirm it.

You will now see the box for ID verification. This is where you're going to hold up the ID or the government issued ID you have. So hold it up to the screen, make sure it's within the box. Scroll down, you'll see the red button again, click it for the camera, confirm or retake. We'll confirm that. Now our IDs have been successfully captured.

We continue forward, we hit the room scan. The room scan is going to be a 360 degree view of your work environment right now. A well lit, quiet area that you can work in. The work area or desk you're at is clear of any non-permitted items. Only the permitted items your instructor has given you can be on that desk or table, whatever you're using. And you really want to make sure that you're showing the room scan all the areas of the room so that your instructor can see it is meeting the guidelines they've set forth. If you have any questions about what a room scan should look like, there is an example right above the window that you're looking at right now.

You're going to go ahead and click the camera. It's going to start recording, going to move left to right, look around your desk, everything behind the camera, and make sure that it is on the screen. Once you're done, you can click stop scan, and that is going to save that into the system, and you can go ahead and click continue.

Now we're all set. Once we are in this point, all set, the next thing that's going to happen after clicking continue is it is going to take us to the exam. When we click continue, we are going to be taken back to the LMS where the sample is. You can see that it is taking me to the quiz. I'm going to take the quiz again. I've already had one go at it. I did not get it right.

The sample quiz will automatically paste the password in, whatever it might be. The system is going to take the password your instructor put in, send it to the password field, paste that in. And then you will click submit. From there you will be taken to your question. It will pop up. You will put in whatever answer, answer the questions that you have, and you will go through, making sure that you're answering every question. Once complete, you're going to go to the lower right corner and click submit quiz.

Once that is done, you'll be taken to the main page and you will see how everything fared for you. Back to this main page. When you are done, you will go ahead and click stop proctoring session, right here at the top of the screen. When you click that, it is going to give you a warning message saying before disconnecting, please ensure that you completed and submitted your exam. We cannot emphasize this enough as we want to make sure that everything has been done, every answer, every question has been read, every answer has been inputted. Please make sure that all of that has been

done before exiting the exam.

Once you're ready, you can confirm and disconnect. It is saying your session is complete, and will actually allow you to now leave the SmarterProctoring system. That has been a complete walkthrough of SmarterProctoring's automated proctoring registering for an exam, and also onboarding and taking an exam. If you have any questions, please talk to your instructor or administrator, and we can work through any issues that may occur.