SmarterProctoring - Student Instructions
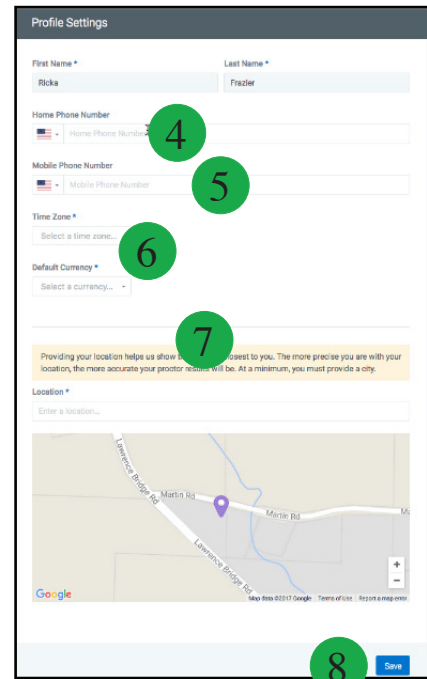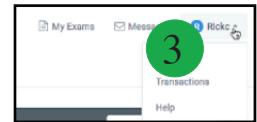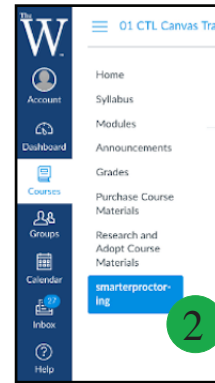
SmarterProctoring

Proctoring Process Management System

SmarterProctoring is a service that helps schools manage their proctoring process. SmarterProctoring will allow you to schedule your proctored exam within your Canvas Learning Management System.

First Time Set Up SmarterProctoring

1. Login to your Canvas Learning Management System and **click** into the course you need to schedule an exam for.
2. **Click** the **SmarterProctoring** link in the navigation panel on the left side of the screen.
3. At the top right of the SmarterProctoring Page, **click** the drop-down menu on your name. Choose **Settings** from the drop-down.

4. Enter your **Phone Number** that a proctor can reach you by if you are contacted by them.
5. Enter your **Mobile Number** that a proctor can reach you by if you are contacted by them.
6. Select your **Time Zone** and Default Currency.
7. Enter your **Street Address** where you live. This enables SmarterProctoring to find a proctor for you.
8. **Click** the **Save** button.

Scheduling Your Exam

1. **Click Smarter Proctoring** from your course menu. At the "Learner Dashboard" you will see each of your exams listed for the course that you need to schedule a proctoring session for.

2. To start the process of scheduling a testing session **click Select Proctor**. You then be able to see the options of testing that are approved for your course.
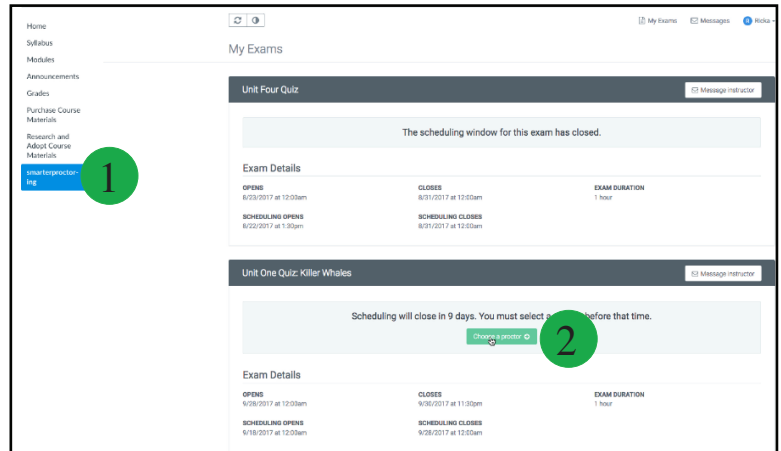
Online Proctor

1. The online proctor is a "fee-based" service that allows the student to register with an online proctor and take their exam online. Students will be responsible for any costs involved with online proctoring. This service will use the students webcam to view the student's face and surroundings. Also the proctor will view the students desktop via remote control.

2. **Click** the **Schedule your exam** button to continue.

3. Select your date and time.
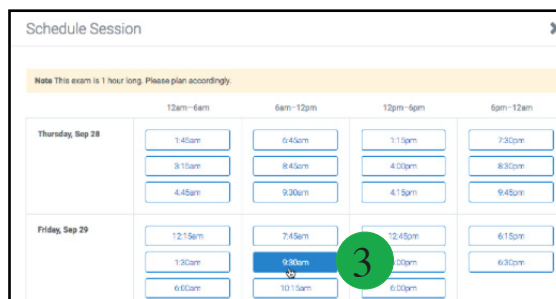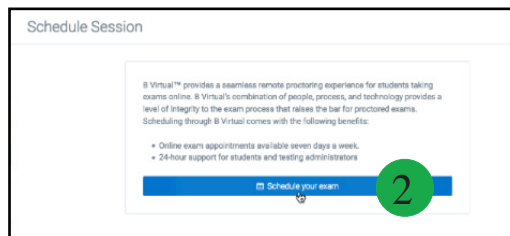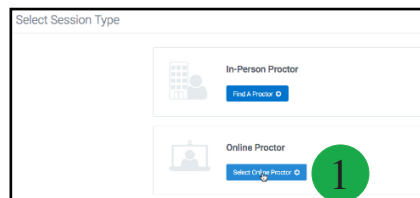
4. Confirm your date and time by clicking the **Continue** button and continuing to payment.
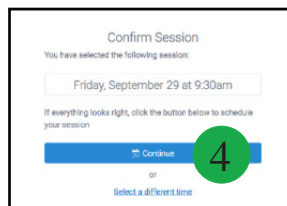
Face to Face Proctor

1. **Click** the **Face to face** button.

2. You will be taken to a database of approved proctors. Choose whichever is the best fit for your time and location needs, but keep in mind that using The W's proctoring center is free of charge to all current W students. Students will be responsible for any costs involved with using other proctoring centers. Choose our desired center and **click** the **Request session** button.

3. Enter your desired times for the proctor session. **Click** the **Save** button when finished.