

## SmarterProctoring2017/ProctorU: Instructions for Students

1. Log onto **Blackboard**
2. Click on **Courses** and select your course e.g. [201740-MATH098-40749](#)
3. On the Home Page under course drop down menu on the left, click on **“SmarterProctoring2017”**
  - If you do not see **“SmarterProctoring2017”**, click on **“Tools”**
  - Scroll down and look for the link **“SmarterProctoring2017”**
  - Click on the link.
4. For some browsers, you will have to **allow pop up** first.
5. For new users (**current users will not see this step**), you will first have to agree on **Privacy & Terms of Use**. Then, click **Submit**. If done correctly, a new window will open with the message: **“Welcome. Before you can get started, we need you to complete your enrollment. In order to do that, we’ll have you choose some preferences”**
  - Next, click **“Get started ->”**
  - Under Profile Settings – fill out all required fields \* (**Note: Some of the details are already populated based on the information provided from your Learning Management System (Blackboard) and cannot be modified**)
  - College or personal e-mail
  - Mobile Phone Number (**For appointment reminders**)
  - Time Zone and Default Currency are already pre-selected
  - Location (**Enter the name of your city. For example: Rockville, Germantown, Takoma Park, Silver Spring**)
  - Then, click **Save** (**Note: Step 5 is a onetime step for new users**)
6. Next, the window **My Exams - Dashboard** opens
7. Look for the test you wish to take, then click the **“Choose a proctor ->”** button
8. Under **ProctorU – B-Virtual**, click **“Select Time ->”** (**Note: Do not select MC Assessment Centers**)
9. Before you schedule your exam, you must check that your computer meets the Technical Requirements listed on the screen. You should test your computer equipment first.
10. Next, click the **“Schedule your exam”** button
11. Select the **date** and **time**, then click on **“Schedule”**
12. The next window titled **Confirm Session**, will show the date and time you selected. Click **Continue** to confirm your appointment.
  - If the date and time are incorrect, click the **“Select a different time”** link to make changes. Then, follow step 11.
13. The next page, titled **Payment Summary**, will show a zero balance. Montgomery College students do not pay for this service. Click the **“Schedule”** button. At this point, your session is all set and confirmed.

14. Close to the time of your **ProctorU session**, simply go back to your **My Exams – Dashboard** and click the **“Start session ->”** button to start your test.
- ProctorU will record all testing sessions using **screen capture and webcam**. It will be your responsibility to end the recording by **closing the browser tab** and **clicking on the red X of the chat box**.