

# **Instructor** Quick Guide

For assistance, contact your Examity account manager, call **855-EXAMITY**, or email support@examity.com



# **Table of Contents**

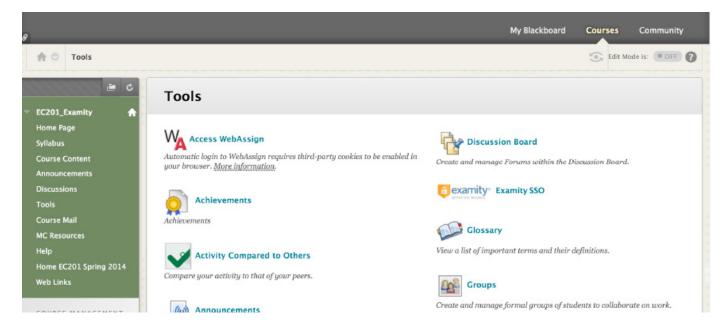
Using Examity with Blackboard	. 2
Navigating Your Dashboard	. 3
Selecting Your Security Level and Tailoring Exam Rules	. 4
Special Accommodations	7
Tracking Exam Status	. 9



#### Using Examity with Blackboard

Set up your exam in Blackboard and make sure your exam has been made "available." Next, send your course ID # to your dedicated account manager.

Your instructional designer will have to give you single sign-on access. Once you have access, select the name of your course in Blackboard. Next, click on the Examity link.





## Navigating Your Dashboard

Your Examity dashboard offers your access to four key areas, outlined below.

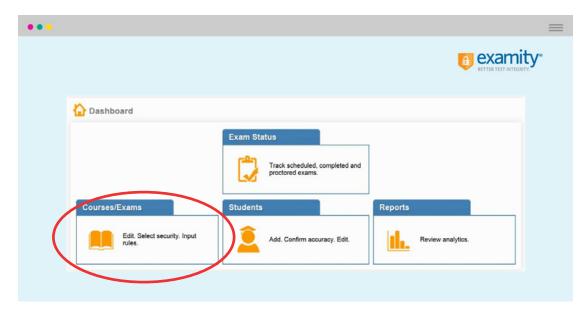
•••		
🟠 Dashboard		
	Exam Status Track scheduled, completed and proctored exams.	
Courses/Exams Edit. Select security. Input rules.	Students Add. Confirm accuracy. Edit.	Reports

- 1. The **Courses/Exams** section provide you with access to edit exam shell items including: the start and end date of your exam, the proctoring security level, and specific exam instructions
- 2. The Students section provides you with details on all students enrolled in your exams
- **3.** The **Exam Status** section allows you to track exam progress (e.g. scheduled and proctored exams). In addition, once an exam is completed, the Exam Status section houses all recordings of your proctored tests as well as time-stamped incident flags and comments
- **4.** The **Reports** section offers one-touch access to Examity's robust reporting and analytics. Here, you can explore a variety of real-time reports such as your "Exam Summary Report" where you can review scheduled, canceled and unscheduled appointments



## Selecting Your Security Level and Tailoring Exam Rules

First, click on "Courses/Exams" in your dashboard.



Next, click on the white arrow beside the course ID on the left-hand side.

					err	xamit TER TEST INTEGRITY
- Add	Course					
	Course ID	Course Name	examiLINK ®	Status	Date Created	Action
	Course ID	Course Name	examiLINK ®	Status Active	Date Created	
						/ 1 1
	123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	/ 1
	123 ENGR 202	Maplesoft Mathematics 1 Introduction to Systems Engineering	Standalone Standalone	Active Active	10/13/2015 09/06/2015	Action



A list of exams within the course will drop down. Click on the pencil icon in the row of the exam you wish to edit.

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+ 43	d Course					9			_
	Course ID		Course Name		exemiLINK ®	Status	Date Create	4 4	Action
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•	123	Ma	plesoft Mathematics 1		Standalone	Active	10/13/2015	1	0 1
	ENGR 202	Introducti	ion to Systems Engineering		Standalone	Active	09/08/2015	1	11 🗎
•	3566685		Biology		Standalone	Active	08/11/2015	1	1 .
	Exam Name	examiLINK ©	Duration (in Hrs)	Status	Exam start d (mm/dd		Exam end date and time(mm/dd/yyyy)	Action	
	Final Exam	Standalone	2.00	Active	03/03/2016	12:00 AM	03/05/2016 11:59 PM	S 🗶 🛙	1
	Quiz 1	Standalone	0.45	Active	01/27/2016	12:00 AM	01/30/2016 11:59 PM	5 1 1	1
. –	12345		Psychology 101		Standalone	Active	08/11/2015	1	8 .
	9999		xamity Course 9999		Canvas	Active	08/06/2015		8

A screen entitled "Edit Exam" will appear. Please verify your exam details here.

	🕞 Examity :: Edit Exam		×
	Edit Exam		
Deshboard Exam Statue	Course Name:	Biology (3588885 )	Phone Support: 855-EXAMITY
	Exam Name:	Final Exam	
📫 Courses/Exams	FairExam <sup>®</sup> Level:	Level 3   Uve Authentication + Live Monitoring + All Tests Recorded — Stop Cheating	🖉 Delete Course 🏓 Add Exam
🔶 Add Course	Duration of the Exam (hrs):	Hours 02 - : Minutes 00 -	
Course ID	Link to access Exam: Exam start date and time (mm/dd/yyyy):	110pt.//backboard.urivemity.edu	Action
ENGR 202     3588865	Exam end date and time(mm/dd/yyyy):	03/05/2016 III 11:59 PM (C)	/ 0 8
3000005	Upload files:	Select Solid or multiple files	Action
6	Exam UserName:		S 🖉 🛙
	Exam Password:	X45hzbpt	S 2 B
12345	Status:	Active •	/ 8 8
9999	Any need for extended time and/or special	140 *	/ 1 8
	accommodations?: Student upload file:	No -	
The second se	Student upload file:	Process Bullet	

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Scroll down to see the "Exam Rules" listed. In the "Additional Rules" section, check all boxes that apply. Enter any special instructions for the proctor and/or candidate in the "Special Instructions" text box.

			e	examity*
Examity :: Edit Exam				×
Page 10 KT 194411				
Clear Desk and Area				
Connected to a powersource				
No phones or headphones No dual monitors				
No leaving seat				
No talking				
Webcam, speakers, and microphone must	remain on throughout the test.			
The proctor must be able to see you for the				
Additional Rules				
Handheld calculator			0	
Scrap paper			0	
Open book			0	
Bathroom breaks			0	1
Drink on desk			0	
Online Calculator			0	
Special Instructions		Proctor Student		
		10 million and		
E-books are allowed as an alternative	to the bard core to the starts	Visible to: Student		
C-books are allowed as an alternative	e to the hard copy textbook.	Proctor	Save	
	- 4	Student and Procto		
	Update			

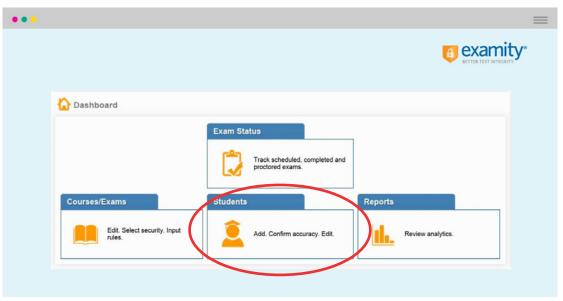
To save information entered in the "Special Instructions" box, click "Save" before hitting "Update."



#### **Special Accommodations**

If candidates require test accommodations, you can make sure Examity is aware ahead of time by entering the information on the dashboard.

First, click on "Students" on the Examity dashboard.



Next, click on the "Search" button.

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+ Add	Course IC			Status	Date Created	_
* Add 	Course It			Status	Date Created	Action
* Add 	Course It	Maplesoft Mathematics 1	Standalone	Status Active	Date Created	Action
<ul> <li>Add</li> &lt;</ul>	Course I	Maplesoft Mathematics 1 Introduction to Systems Engineering	Standalone Standalone	Status Active Active	Date Created	Action

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Then, click on the pencil icon located in the row of the candidate who requires the accommodation.

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nt FirstName : Idd Student	Student LastName :	Student EmailAddress			erch	Reacted	_		_
	Student Last Name	Student EmailAddress	examiLINK <sup>®</sup>	Profile Update	Status	Special accommodations	_	Action	
dd Student						Special accommodations		Action	
dd Student Student First Name	Student Last Name	Email Address	examiLINK ®		Status	Special accommodations No	s.,		
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dd Student Student First Name Xabhishek	Student Last Name Chapalamadugu	Email Address abhi1@examity.com	examiLINK • T	Profile Update Yes	Status Y Active	accommodations No	Q .	1	

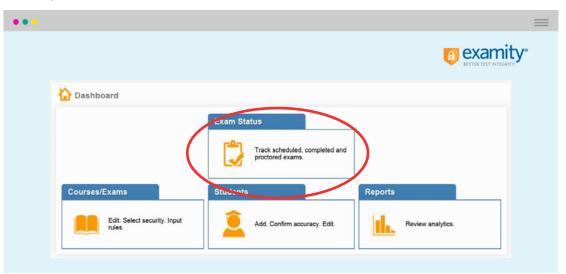
Select "Yes" from the "Special Accommodations" drop-down menu and enter the appropriate information.

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Stude	nt FirstName :	Student Las	Examily :: Edit Student	and the second	×			
+ /	Add Student		Edit Student					_
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			Last Name	Ringstad	2			
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•	Cheryl	Esselen	Status	Active *		No	s /	8
•	Eric	Ringstad	Special accommodations	Yes ᅌ		No	s. /	11 🗎
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•	Examity	itudent5				Yes	S /	8
•	Examity	St05145200		Update Cancel		No	S. 1	0
•	Examity	Student30				No	51	0
	Jackie	Smith	smithilies	amity.com Standalone	Active	No		8



## **Tracking Exam Status**

Check the status of proctoring appointments by clicking "Exam Status" in the Examity dashboard. You can see which students have completed their exams and whether they've committed any violations.



You can review exam sessions screenshots and comments by clicking the blue "View" link.

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💭 Exan	n Status					Alert	ible Violation		Green	No Vir		
ю	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	FairExam ® Lavei	Status	A Blue	Green	Yellow	Red	View
24100232	Examity	Student5	Examity Course 9999	Final	12/01/2015 12:30 PM	Level 3	Scheduled	0	0	0	0	View
24100226	Vanessa	McCarthy	Biology	Quiz 1	12/01/2015 11:57 AM	Level AA	Scheduled	0	0	0	0	View
24100229	Examity	Students	Examity Course 9999	Final	11/23/2015 1:00 PM	Level 3	Approved by Auditor	0	2	0	6	View
					411000016		Annual but					

Recordings are available for 30 days and then removed from the Examity system to ensure privacy for all parties involved. Red-flagged exams will remain for one year.



The Examity flagging system provides instructors with a snapshot of what happened during each test.

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2	Bugillion eye recenters	1	004.0	
	What the last information as eased.	1494	663.8	
000				P. new in Lyape.

- Green flags are raised when there is no incident.
- Yellow flags are issued when a rule is broken but cheating is not apparent.
- Red flags are given when the student exhibits clear cheating behavior.
- Blue alerts are reported when a technical issue arises.