

Setting Up a SmarterProctoring Account

Step-by-step guide for setting up a student account in SmarterProctoring

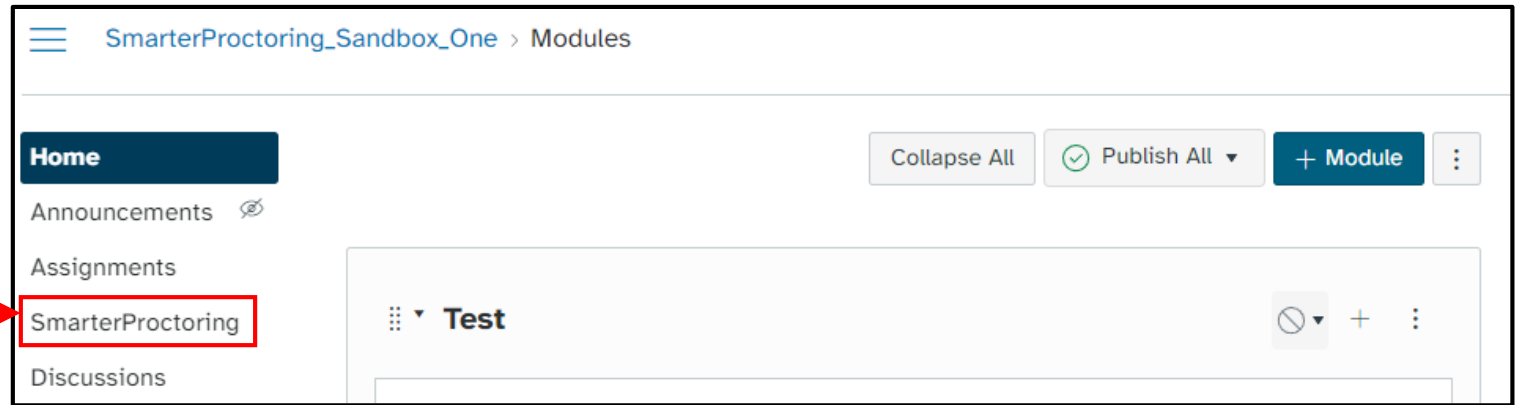


Slides 2: Authorizing Your Account
Slides 3 - 4: Adjusting Your Settings

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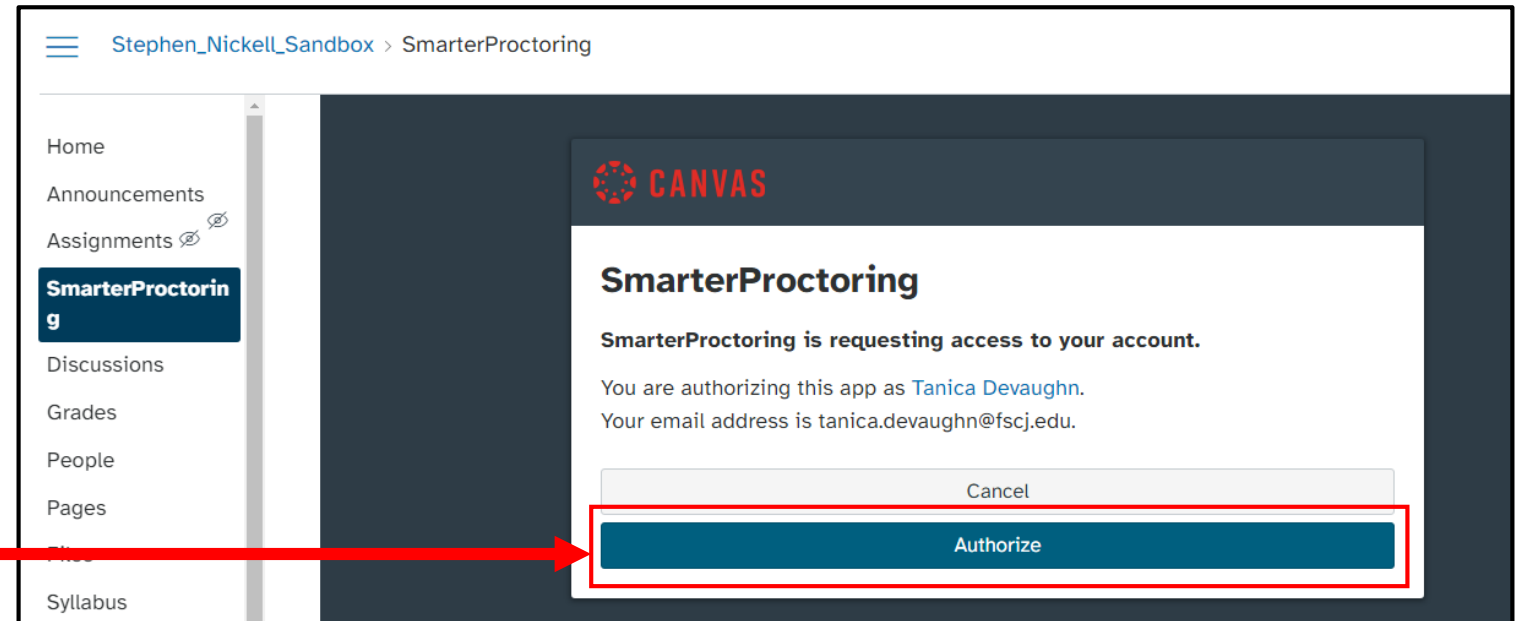
You must authorize your account to see your exams.

Select SmarterProctoring.



The screenshot shows the 'SmarterProctoring_Sandbox_One > Modules' page. On the left sidebar, the 'SmarterProctoring' menu item is highlighted with a red box. A red arrow points from the text box on the left to this menu item. The main content area shows a 'Test' module with a dropdown arrow and a plus sign.

Click Authorize.



The screenshot shows the 'Stephen_Nickell_Sandbox > SmarterProctoring' page. The 'SmarterProctoring' menu item is highlighted in the sidebar. The main content area displays a dark modal dialog with the Canvas logo and the text: 'SmarterProctoring is requesting access to your account. You are authorizing this app as Tanica Devaughn. Your email address is tanica.devaughn@fscj.edu.' At the bottom of the dialog, the 'Authorize' button is highlighted with a red box, and a red arrow points from the text box on the left to this button.



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Click your name.

Select Settings.

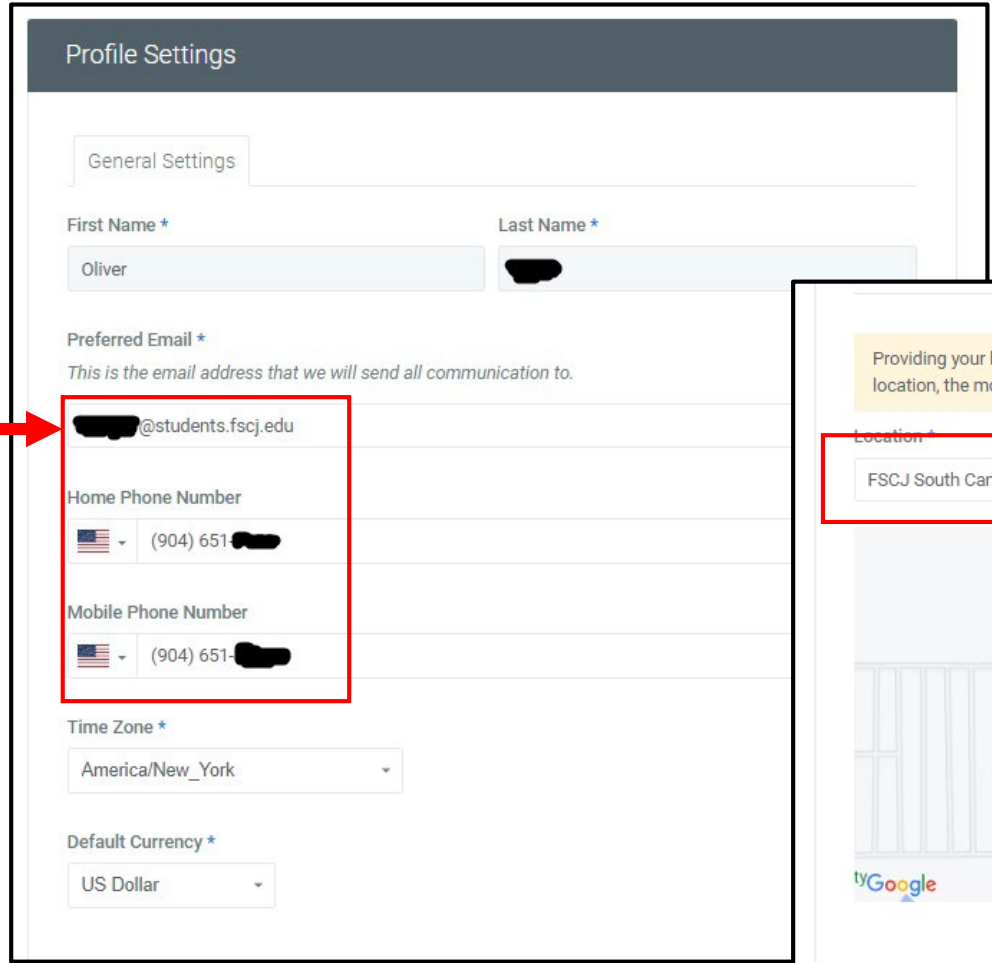
The screenshot shows the SmarterProctoring user interface. At the top right, there is a user profile dropdown menu for 'Oliver' with options for 'Settings' and 'Transactions'. A red arrow points from the 'Settings' option to the 'Click your name' instruction box. The main content area is titled 'My Exams' and shows an 'Active Exams' section with a card for 'Test Exam 1'. Below the card, there is a message: 'You need to select a proctor to request a session.' with a 'Choose a proctor' button. The 'Exam Information' section is displayed below, containing details about the exam type, duration, and permitted items.

Exam Information		
Type Computer Based	Opens 2/14/2024 at 5:00am EST	Closes 3/30/2024 at 4:00am EDT
Exam Duration 2 hours	Scheduling Opens 2/14/2024 at 10:26am EST	Scheduling Closes 3/30/2024 at 4:00am EDT
Permitted Items		
Bathroom Break Bathroom Breaks are allowed during this test	Blank Paper Blank paper can be used during this test	Calculator Calculators can be used during this test

Notes:
Be certain to study your formulas.

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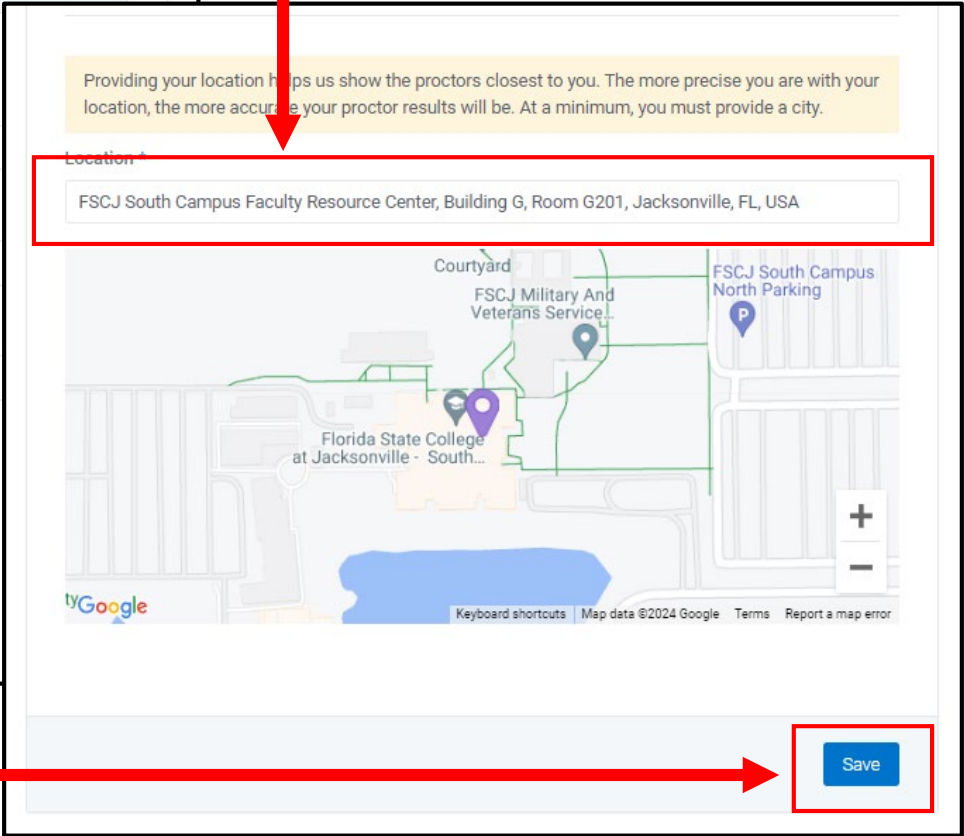
You may adjust your email, phone number, and location.



The screenshot shows the 'Profile Settings' page with the following fields:

- General Settings** (tab)
- First Name ***: Oliver
- Last Name ***: [Redacted]
- Preferred Email ***: [Redacted]@students.fscj.edu
- Home Phone Number**: (904) 651-[Redacted]
- Mobile Phone Number**: (904) 651-[Redacted]
- Time Zone ***: America/New_York
- Default Currency ***: US Dollar

Your location will determine which centers you see. Make sure to put the city/zip were you want to test.



The screenshot shows the 'Location' field and a map:

- Location ***: FSCJ South Campus Faculty Resource Center, Building G, Room G201, Jacksonville, FL, USA
- Map**: A Google Map showing the location of Florida State College at Jacksonville - South Campus. The location is marked with a purple pin.
- Save**: A blue button at the bottom right of the form.

Click Save when finished.



Support

For assistance setting up your account, please email oc-proctoredtesting@fscj.edu.

If you have special accommodations, like double-time, private room, etc., you must email your professor that you have registered in SmarterProctoring, so they can adjust the time on your exams.