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Full User Guide: http://www.examity.com/docs/Blackboard_Instructor_Quick_Guide.pdf

Questions and concerns should be directed to the Examity Dedicated Account Manager, Evan Winter, at ewinter@examity.com . You can also contact support 24/7: by Phone: 855-392-6489, by Email: support@examity.com, or Live Chat: Click on the live chat link located at the top and bottom of your Examity® portal

Administrator and Instructor Integrated Quick Guide-- Using Examity® with Blackboard

The following steps will illustrate how to set up your exam in Blackboard. Be sure to make your exam “available”, and send the CRN course ID# to your dedicated account manager, Evan Winter at ewinter@examity.com.

Accessing your Examity® Dashboard

Evan Winter is also the instructional designer, and he 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.

This will bring you to your Examity® dashboard.

Your Examity® dashboard is divided into 4 sections:

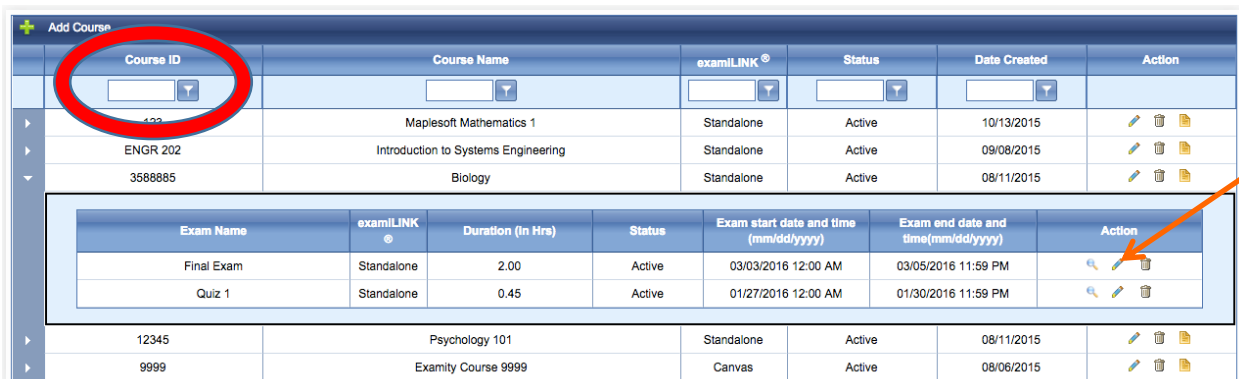
- 1) **Courses/Exams:** This is where you will go to edit your exam shell, select your FairExam® Level of Online Security and tailor the rules to meet your needs.
- 2) **Student:** Click the “Student” tab to search student enrollment records.
- 3) **Exam Status:** Track your students’ scheduled, completed and proctored exams. You will also have access to the video recordings of all proctored tests as well as time-stamped flags and comments.
- 4) **Reports:** Review analytics associated with your exams.

Your FairExam® 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.

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.



Course ID	Course Name	examLINK®	Status	Date Created	Action
123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	[Pencil] [Trash] [Download]
ENGR 202	Introduction to Systems Engineering	Standalone	Active	09/08/2015	[Pencil] [Trash] [Download]
3588885	Biology	Standalone	Active	08/11/2015	[Pencil] [Trash] [Download]

Exam Name	examLINK®	Duration (In Hrs)	Status	Exam start date and time (mm/dd/yyyy)	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	[Pencil] [Trash] [Download]
Quiz 1	Standalone	0.45	Active	01/27/2016 12:00 AM	01/30/2016 11:59 PM	[Pencil] [Trash] [Download]

12345	Psychology 101	Standalone	Active	08/11/2015	[Pencil] [Trash] [Download]
9999	Examity Course 9999	Canvas	Active	08/06/2015	[Pencil] [Trash] [Download]

A screen will pop up that is titled “Edit Exam”. Verify your exam details.

Your FairExam® Level is defaulted to Level 3 Live Proctoring as determined with your administration.

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 student in the “Special Instructions” text box.

To save information entered in the “Special Instructions” box, click “Save” before hitting “update.” Proctor support will read your notes prior to the exam and make sure all students adhere to them.

Special Accommodations

If students require test accommodations, you can make sure proctor support is aware ahead of time by entering the information in Examity®.

First, click on “Students” on the Examity® dashboard.

Next, click on the “Search” button.

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

Select “Yes” from the “Special Accommodations” drop down menu and enter the appropriate information.

Tracking Exam Status:

Check the status of scheduled, completed, and proctored exams by clicking “Exam Status” in the Examity® dashboard. You can see which students have completed their exams and whether or not they had any violations. This is also where you view any student violations.

You can watch videos of your students taking their exams by clicking the blue “View” link. If the “View” link is not clickable, that means the exam has not yet been audited. All exams will be audited within 48 hours of the student completing the exam.

Recordings are available for 30 days and then removed from the Examity® system to ensure privacy for all parties involved.

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

- Green flags are raised when there is no incident.
- Yellow flags are issued when a rule is broken but cheating does not take place.
- Red flags are given when the student exhibits clear cheating behavior.
- If a technical issue arises, we will communicate that to you with a blue alert.

Communicating with Your Students:

Our “Instructor Toolkit” will provide you with templates explaining how your students can prepare themselves to use the system. Simply copy and paste the text into an email or within a Blackboard Announcement. The toolkit is in Word and customizable to fit your needs.

We are here to support you:

Contact your dedicated Account Manager, Evan Winter at ewinter@examity.com for any questions.

You can also contact support 24/7:

Phone: 855-392-6489

Email: support@examity.com

Live Chat: Click on the live chat link located at the top and bottom of your Examity[®] portal

About FairExam[®] Levels for Online Test Security

Examity[®] provides you with the flexibility to choose which security level makes most sense with our FairExam[®] Levels for Online Test Security. Your institution has selected to utilize our live proctoring solution, **Level 3**.

Level 3: Live Proctoring

After completing the live-authentication process, Examity[®] monitors the test-taker’s surroundings and entire desktop throughout the exam. This is considered the most secure approach within the online proctoring industry. An advantage to this level is that Examity[®] may comment and troubleshoot in real-time during the test.