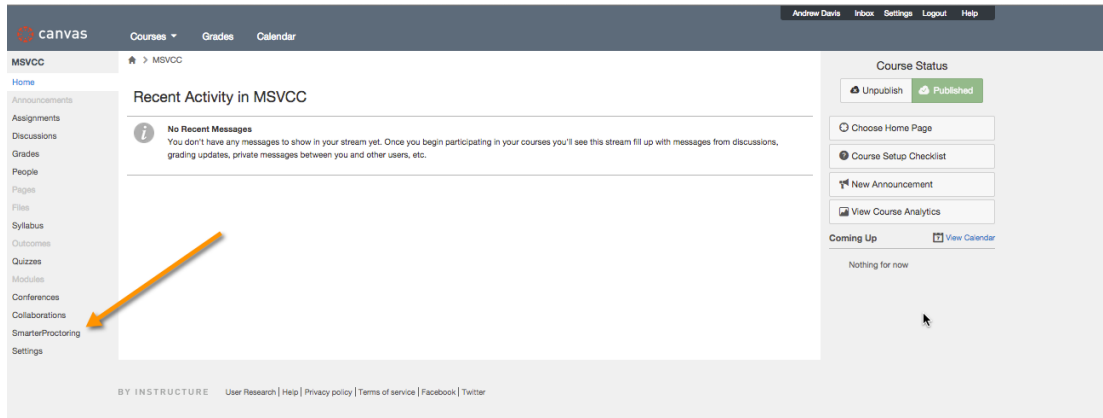


SmarterProctoring Instructions for NWCC Students in Canvas

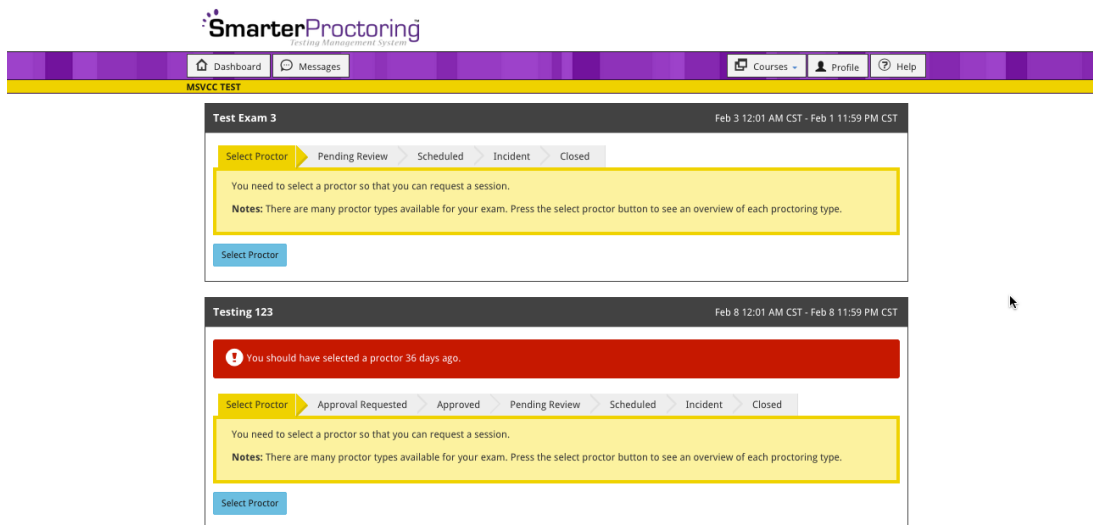
1. Logging into SmarterProctoring

Login to Canvas and click into the course you need to schedule an exam for. The SmarterProctoring link is located in the navigation panel on the left side of the screen. Click the Link to launch into SmarterProctoring. The first time you enter SmarterProctoring you must register by filling out the SmarterProctoring registration form. You will then be launched into your “Learner Dashboard.”



2. Scheduling Your Exam

At the “Learner Dashboard” you will see each of your exams listed for the course that you need to schedule a proctoring session for. To start the process of scheduling a testing session click “Select Proctor.” You will see the options of testing that are approved for your course.



3. Taking your Exam

After scheduling your exam you can see the details (allowed items, duration, scheduled time, etc) of your exam in the exam box.

- A. You will need to meet the proctor at their location to take the exam. Once arriving, the proctor should have all of the necessary information to proctor your exam.

If you have any questions or trouble scheduling please click the “help” button within SmarterProctoring and we will respond ASAP.