

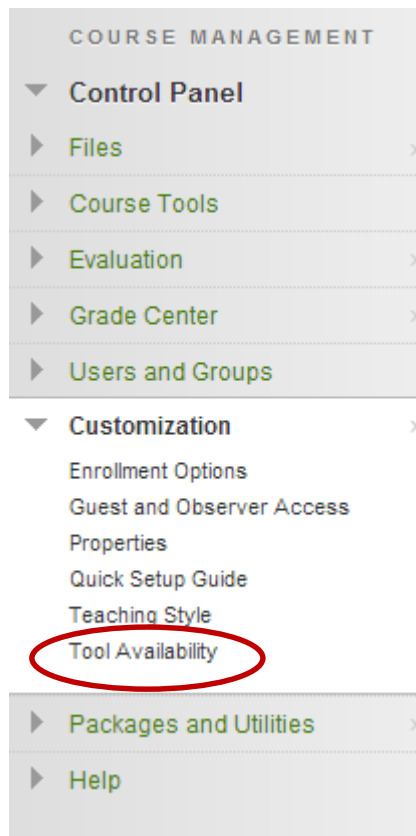


## Using Examity with Blackboard Faculty – Integrated Quick Guide

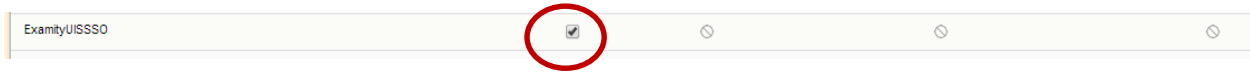
### 1. Using Examity® with Blackboard

You will access Examity® through Blackboard. All of the data relevant to your exams will be imported automatically daily into Examity®, and Examity® will not change anything about the way you currently use Blackboard.

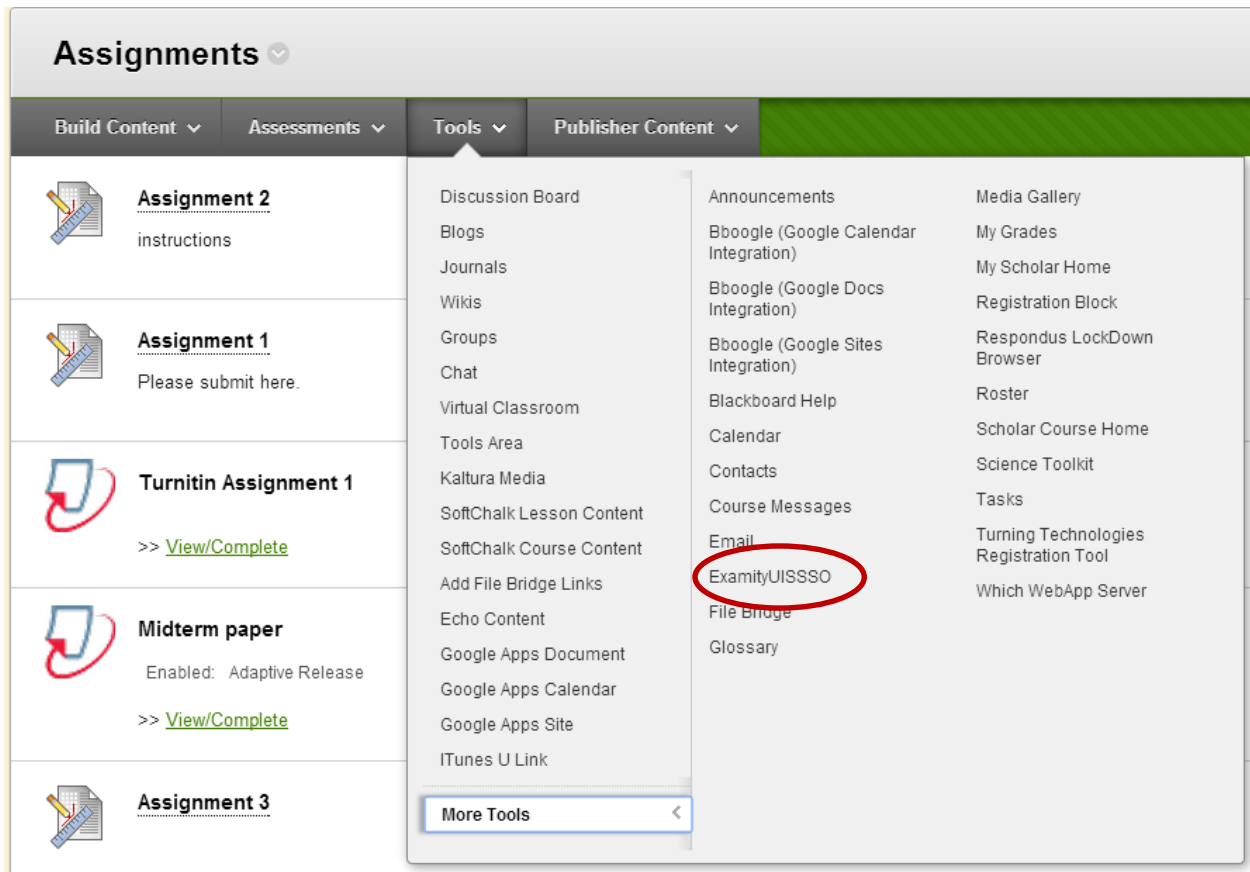
To use Examity in your class, you must first turn the tool on your course. To turn the tool on, click on Customization in the Control Panel and select Tool Availability.



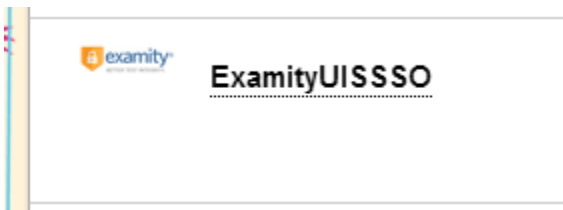
On the Tool Available page, you will need to put a checkmark in the box for ExamiyUISSSO.



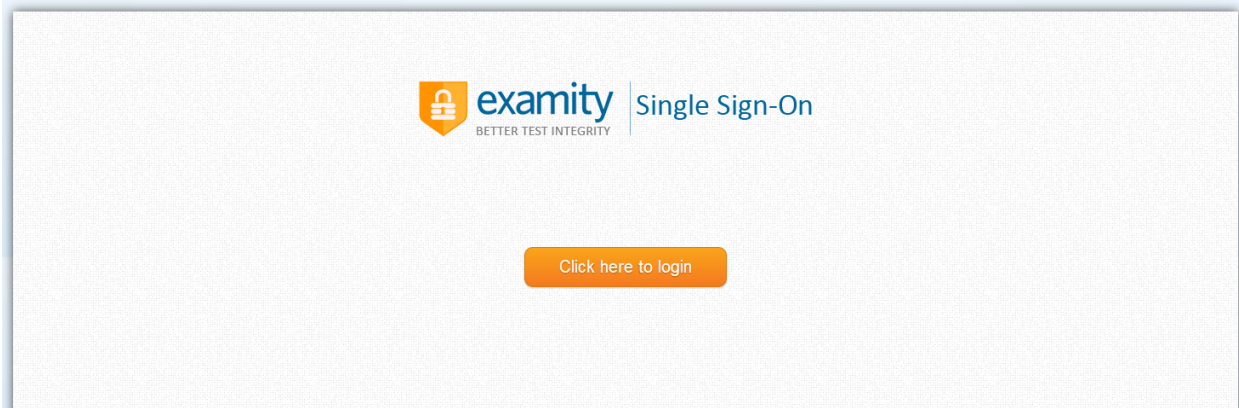
You can then add a link to Examiy in your course. In the content area in which you want the link to appear, click on Tools → More Tools → ExamiyUISSSO. Click submit.



This will add a link to the Examiy dashboard inside your course.



To get to your Examiy® Dashboard, click on the Examiy® link. You will see a screen that says “click here to login”—by clicking that button, you log into Examiy® with your Blackboard user information.

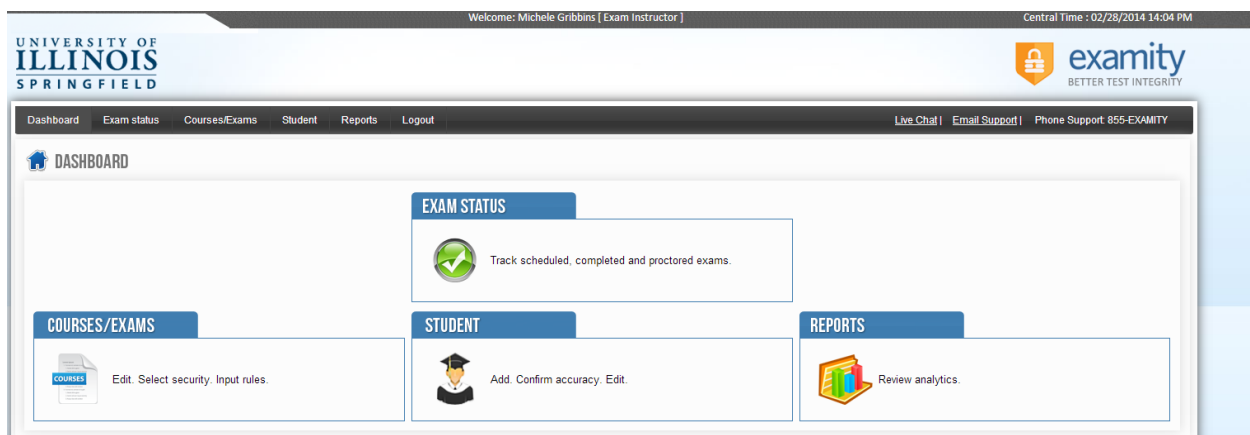


Once you click it, you will be taken directly to your Eximity® Instructor Dashboard. You may be prompted to login as an Exam Instructor or Student. Select Exam Instructor.

***Please note: there may be a one-day delay in seeing your dashboard after enabling the Eximity tool for your class, as the data link between Blackboard and Eximity refreshes once per day.***

## 2. Viewing the Eximity® Dashboard

You can get to all four areas of Eximity® from your dashboard by clicking on either the links at the top of the navigation bar or the icons you see when you log in.



Clicking on the **EXAM STATUS** button will enable you to see the status of your students' exams (scheduled, pending at auditor, approved/rejected by auditor, or cancelled/incomplete). This is the button to click if you want to review videos once they have been approved by our auditing team.

Clicking on **STUDENT** enables you to search for individual students. If a student needs special accommodations for an exam, such as double time for the exam, that information may be entered here.

Clicking on the **REPORTS** button displays all the exams that are associated with you. You can filter by class, or student name, and download Excel and PDF versions of these reports to help you keep track of your students.

Clicking on **COURSES/EXAMS** takes you to a list of all your classes.

**Please Note: The first time you visit Examy, you will need to set up your profile. It is important for you to set up your correct time zone so that Examy knows from what time zone you are teaching.**

### 3. Setting Up an Exam & Adding Customized Rules

In **COURSES/EXAMS** section of the Examy Blackboard, click on the Add Exam icon for a specific course to arrange for an exam with Examy.

UNIVERSITY OF ILLINOIS SPRINGFIELD

Welcome: Michele Gribbins [ Exam Instructor ]

Central Time : 02/28/2014 14:51 PM

examy BETTER TEST INTEGRITY

Dashboard Exam status Courses/Exams Student Reports Logout Live Chat Email Support Phone Support: 855-EXAMY

COURSES/EXAMS

Edit Course Delete Course Add Exam

Course ID	Course Name	Status	Date Created	Action
132BbTrain	Fall 2013 Blackboard Upgrade - Training Site	Active	02/19/2014	[Add Exam]
141MIS46814167	14SP - BUSINESS PROCESS MANAGEMENT	Active	02/20/2014	[Add Exam]

This will bring up the Add Exam box.

Examyty :: Add Exam

### Add Exam

Course Name: Fall 2013 Blackboard Upgrade - Training Site [132BbTrain]

Exam Name:

FairExam™ Level: 
  
Authentication + All Tests Recorded + Random Recordings Reviewed + Live Monitoring – Stop Cheating

Duration of the Exam (hrs): Hours  Minutes

Link to access Exam:

Exam Start Date:

Exam End Date:

Upload a file:  No file chosen

Exam Password:

Any need for extended time and/or special accommodations?:

Student upload file:

The first part of the box asks you to fill in several items:

- **Exam Name:** Midterm, Quiz 1, etc.
- **FairExam Level:** this is the desired level of proctoring service required. Examyty offers four levels of service. As the instructor, you can select which level of service you want for your exam.
  - Level 0 – authenticate & record all tests
  - Level 1 – authenticate & record all tests, review a random sample of tests
  - Level 2 – authenticate & record all tests, review all tests
  - Level 3 – authenticate & record all tests, live proctor monitors & reviews all tests
- **Duration of the Exam:** the length of time students get to complete the exam (1 hour)
- **Link to Access the Exam:** In most cases, this will be bb.uis.edu
- **Exam Start Date:** the first day in which the student can take the exam
- **Exam End Date:** the last day in which the student can take the exam
- **Upload a File:** If you need to provide your students with a document for their exam, such as a supplemental case study or a formula sheet, you may upload it here

- **Exam Password:** If your Blackboard exam has a password, you may share the password with the proctor here. He/she will enter the password for the student on Blackboard.
- **Extended Time/Special Accommodations:** If you have a student who needs special accommodations for the exam, select Yes. Please note: after setting up your exam, you will need to select the student(s) who needs special accommodations in the Student section of the Dashboard and enter the details of the student's accommodation.
- **Student Upload File:** If your students need to upload a file when they finish their exam, select yes.

The second part of the box establishes the rules for the exam environment.

The screenshot shows the 'Examity :: Add Exam' window. It is divided into three main sections:

- Standard Rules:** A list of rules with checkboxes, all of which are currently unchecked. The rules are:
  - Alone in room
  - 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 duration of the test.
- Additional Rules:** A table with two columns: the rule name and a checkbox.
 

Additional Rules	
Calculator	<input type="checkbox"/>
Scrap paper	<input type="checkbox"/>
Open book	<input type="checkbox"/>
Bathroom breaks	<input type="checkbox"/>
Drink on desk	<input type="checkbox"/>
- Special Instructions:** A section with a text area on the left and a 'Visible to:' section on the right. The 'Visible to:' section has three radio buttons:
  - Student
  - Proctor
  - Student and Proctor
 A 'Save' button is located to the right of these options.

At the bottom center of the window is a 'Save Exam' button.

Examity provides standard rules, as listed above. To insert customized rules, such as the test is open book or that students are permitted to use a calculator, you may add them here by clicking the checkbox. Additional rules and special instructions may be inserted in the text box (click save after entering). Click Save Exam to finalize the exam's arrangements with Examity.

Once you have added an exam, you can see the arrangements and make changes by clicking on the arrow next to the course in your Courses/Exam section of your Examyty Dashboard.

The screenshot shows the 'COURSES/EXAMS' section of the Examyty dashboard. At the top, there are navigation tabs: Dashboard, Exam status, Courses/Exams, Student, Reports, and Logout. On the right, there are links for Live Chat, Email Support, and Phone Support (855-EXAMITY). Below the navigation, there are options to Edit Course, Delete Course, and Add Exam. The main area contains a table with columns: Course ID, Course Name, Status, Date Created, and Action. A red circle highlights a dropdown arrow next to the '1328bTrain' course. Below this course, there is a sub-table for exams with columns: Exam Name, Duration (in Hrs), Status, Start Date, End Date, and Action. The sub-table shows two exams: 'exam' (0.20 hrs, Active, 02/23/2014 to 03/31/2014) and 'Sample' (1.00 hrs, Active, 03/02/2014 to 03/06/2014). Below the sub-table, there are course details for '141MIS46814167' and '145P - BUSINESS PROCESS MANAGEMENT'.

Once an exam has been arranged with Examyty, students may begin scheduling their exams directly with Examyty. A sample letter for faculty to send to students about the scheduling their exam with Examyty can be found on the COLRS' website at [go.uis.edu/examytyemail](http://go.uis.edu/examytyemail).

**\*\*Please note: Exams will be pulled in automatically within 24 hours once the "Make the Link Available" link in Blackboard is marked to yes. To prevent students from seeing the exam before the exam date, set the Display After and Display Until dates for the testing period.**

## 4. Tracking Exam Status

The Exam Status section of the Examyty Dashboard allows instructors to view whether students have scheduled their exams and when those exams will take place. If a student has completed an exam, the status of the exam will indicate what stage the exam is currently in (in progress, pending at auditor, approved by auditor).

The screenshot shows the 'EXAM STATUS' section of the Examyty dashboard. At the top, there are navigation tabs: Dashboard, Exam status, Courses/Exams, Student, Reports, and Logout. On the right, there are links for Live Chat, Email Support, and Phone Support (855-EXAMITY). Below the navigation, there is a legend for alert flags: Blue (Alert), Green (No Violation), Yellow (Possible Violation), and Red (Violation). The main area contains a table with columns: ID, Student First Name, Student Last Name, Course Name, Exam Name, Schedule Time, FairExam™ Level, Status, and four alert flags (Blue, Green, Yellow, Red) with a View link. The table shows two exam entries:

ID	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	FairExam™ Level	Status	Blue	Green	Yellow	Red	View
3310006	Carrie	BBStudent	Fall 2013 Blackboard..	exam	02/28/2014 2:00 PM	Level 3	In progress	0	1	0	0	View
3310005	Michele Gribbins	Students	Fall 2013 Blackboard..	exam	02/24/2014 10:00 AM	Level 3	Approved by Auditor	1	2	0	1	View

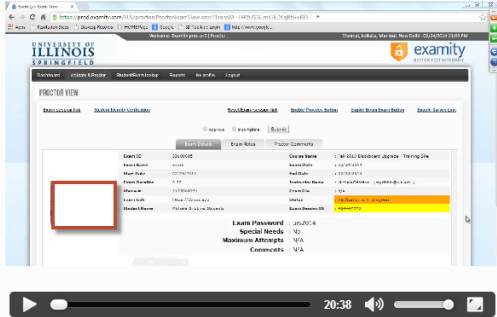
If the exam has been approved by the auditor, you will see at least two alert flags.





- Green flags indicate no violations. If a student is authenticated and completes the exam with no violations, he/she will have two green alert flags.

- Yellow flags indicate possible violations. These suggest that a violation of the rules has occurred, but the student was likely not cheating. For example, if the student's young child runs into the room during the exam session, the auditor will flag the violation with a yellow flag.
- Red flags indicate violation. A violation of the exam rules has occurred. When a student receives a red flag violation, the instructor will also receive an e-mail about the incident.

Instructors can view details of the alerts and watch the exam video by clicking on the View link next to the students' flag alerts. Videos will remain available for 30 days, after which it is deleted from the Examy system.

**EXAM RECORDING**



Flag	Comments	Incident Time Stamp	Added By	Added On
	Reviewed by Auditor	-	Examy auditor	2/25/2014 5:06:18 PM
	Hi - It is Michael London. I audited your test and wanted to get your attention with a bright red flag. We look forward to working with you! Thanks.		Examy auditor	2/25/2014 5:06:07 PM
	Exam completed with no violations		Examy proctor2	2/24/2014 10:43:38 AM
	Password issue	05:00	Examy proctor2	2/24/2014 10:43:24 AM
	Authentication completed		Examy proctor2	2/24/2014 10:32:24 AM

[Back](#)

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## 5. Reaching Examy Support

Support is available 24 hours a day.

Call: 855-392-6489

Email: [support@examy.com](mailto:support@examy.com)

Live Chat: Click the tab on the bottom of your screen