

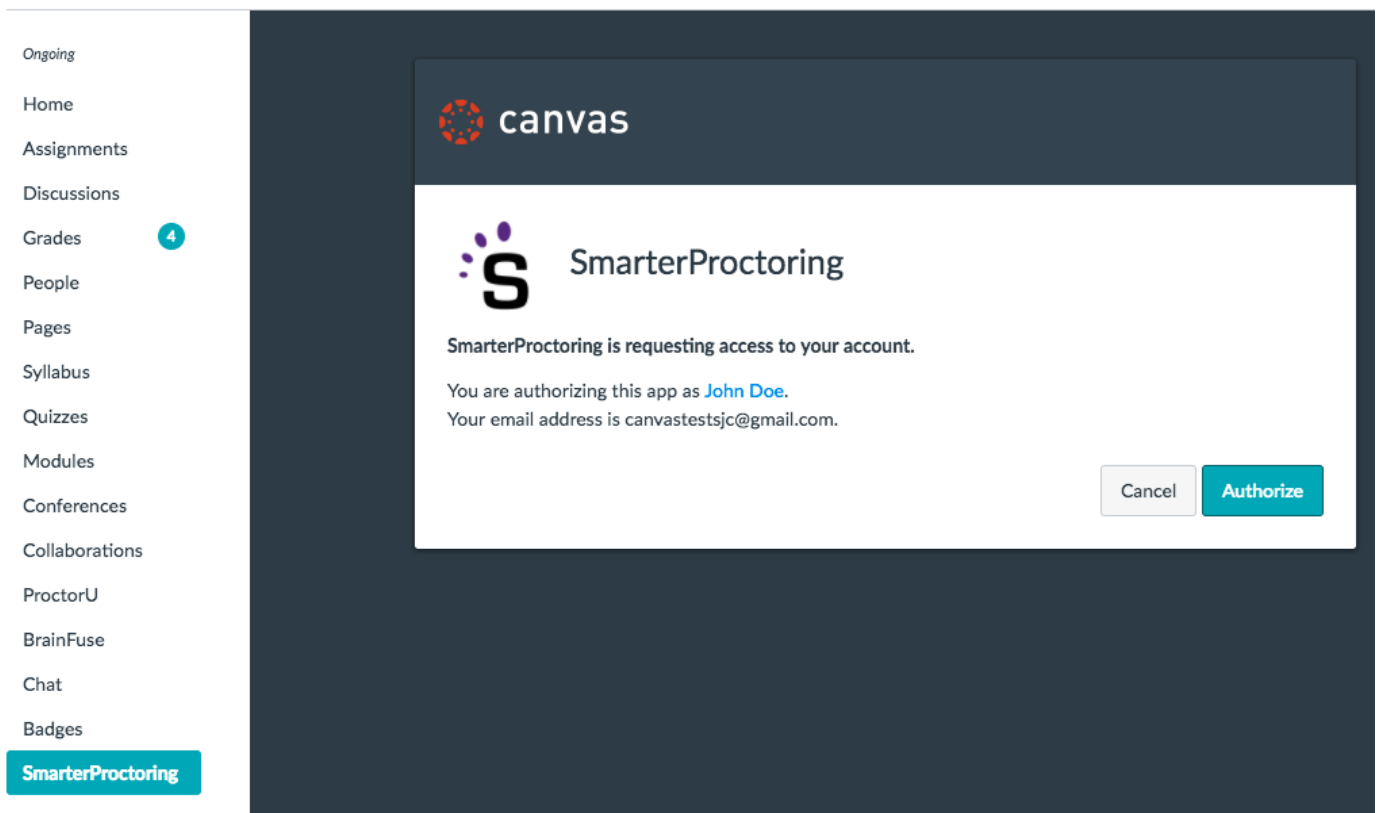
# SmarterProctoring Guide for Students

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San Juan College will be using the SmarterProctoring scheduling software this semester. Students will use the SmarterProctoring link on the Canvas course menu to begin the process of scheduling proctored tests. Follow the instructions below to create your SmarterProctoring Profile and to register for your proctored exams.

## 1. Launch SmarterProctoring

- a. Launch **SmarterProctoring** from Canvas Course menu.
- b. Choose Authorize to allow access to your account.
- c. Open **SmarterProctoring** in a new window.



The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with the following items: Ongoing, Home, Assignments, Discussions, Grades (with a blue circle containing the number 4), People, Pages, Syllabus, Quizzes, Modules, Conferences, Collaborations, ProctorU, BrainFuse, Chat, Badges, and SmarterProctoring (highlighted with a blue background). The main content area is dark blue and features a white dialog box for SmarterProctoring authorization. The dialog box has a dark blue header with the Canvas logo and the word 'canvas'. Below the header, the SmarterProctoring logo (a stylized 'S' with purple dots) and the text 'SmarterProctoring' are displayed. The main text of the dialog reads: 'SmarterProctoring is requesting access to your account. You are authorizing this app as [John Doe](#). Your email address is canvastestsjc@gmail.com.' At the bottom right of the dialog are two buttons: 'Cancel' (white with a grey border) and 'Authorize' (teal).

- d. Click **Begin Registration** to set up your account (you should only have to do these steps once to set up your account).


Welcome Setup

## Welcome to SmarterProctoring™ Registration

Your institution is using the SmarterProctoring™ tool to manage test proctoring for this course.

### Registration Process

Registration is required to use our system. You only have to register one time and will not be asked to complete this step for additional courses. To get started, click the Begin Registration button below.

[Begin Registration](#) 

[Learn more](#) | [Privacy Policy](#)

## 2. Set Up Your Account

- a. This is where you will set up your **account** and set your notification preferences. Enter all of the requested information.

Welcome Setup

### Account Setup and Preferences

Please complete the account information form below. This information is required to assist us finding proctors near you.

**Note:** Some of the details are already populated based on information provided from your Learning Management System and cannot be modified.

#### Student Account Options

**Enable SMS Notifications**  Yes  No

**Enable SMS Notifications**  
Enable to send notifications via text messaging. Standard Text Messaging rates apply.

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First Name

Last Name

Email Address

Country\*  ▼

Zip Code\*

Time Zone\*  ▼

[Save Registration](#)

- b. Be sure to enter your Zip Code. This is necessary for SmarterProctoring to display the proctor locations closest to you, then click **Save Registration**.

Email Address

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Country\*

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Zip Code\*

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Time Zone\*

### 3. Sign Up for a Proctored Exam

- a. Click **Select Proctor** in the exam window under **Your Exams**. You will have to register for each different proctored exam your instructor has available under **Your Exams**.

 Welcome to SmarterProctoring™! Your account has been successfully registered.

#### Your Exams

Quiz 1 Jan 2 6:00 PM CST - Jan 5 6:00 PM CST

Select Proctor ▶ Pending Review ▶ Scheduled ▶ Incident ▶ Closed

You need to select a proctor so that you can request a session.

**Notes:** There are many proctor types available for your exam. Press the select proctor button to see an overview of each proctoring type.

[Select Proctor](#)

★ Are you looking for an exam that is not listed? It is possible your instructor has not set it up yet, please reach out to your instructor to ask when the exam will be in the SmarterProctoring system.

- b. Click **Face to Face Proctor** to take your exam at a proctored test location (you will be able to sign up for an approved testing center in your area).
- c. If your instructor allows you to use B Virtual click **Use B Virtual** and follow the instructions.

## Select Proctor Type

You are permitted the use of the following types of proctors for this exam. Please select the type of proctor you would like to use to proceed.

### Face to Face Proctor

Testing Centers and Individuals who are available to administer exams locally.

[Find Face to Face Proctor](#)


### B Virtual





A human proctor will watch a student via webcam during the exam. Proctors see both the student and their screen during the exam. Proctors can stop the exam and make spot checks at anytime their suspicion is peaked. The session can typically be recorded.





[Use B Virtual](#)

- d. To select a testing center, click **Request Session** next to the location of your choice under **Search Results**.
- e. If a location is not showing, click on **Max Travel Distance** under **Filters** and increase your travel distance. Then click **Update**.

Search Results

 **Robert S**  
1.8 miles  
Proctor travels to meet you at a public location.  
9AM to 4PN  
**\$30**  
[Request Session](#)  
Proctor Details

 **Robert S**  
3.1 miles  
College Blvd.  
Farmington, NM 87402 US  
    
**\$30**  
[Request Session](#)  
Proctor Details

 **San Juan College Testing Center**  
3.1 miles  
**San Juan College Testing Center**  
4601 College Boulevard  
Farmington, NM 87402 US  
    
8:30-4:30 Tuesday thru Saturday with extended hours til 6:30 on Thursday.  
We are located in the lower level of the Information Technology Center (aka Coppertop Building) in Room 7120D.  
**Free**  
[Request Session](#)  
Proctor Details

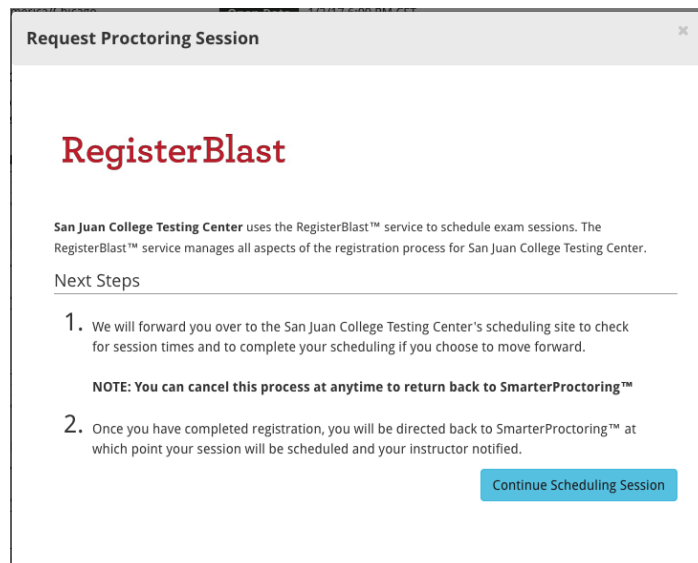
Professional Testing Centers  
 Individual Proctors

Student Travels  
 Proctor Travels

Approved Proctors  
 Preferred Proctors

[Advanced Filters](#)

- f. If you select the San Juan College Testing Center, click **Continue Scheduling Session** in the RegisterBlast pop-up window.



- g. Select the **Date and Time** for your exam (only available proctor slots during the test dates will show).
- h. Read and confirm the **RegisterBlast Requested Information** – Click Register when complete.
- i. **Print the RegisterBlast confirmation** page for a permanent copy of your registration. **Be sure to take your printed receipt with you to the testing location.**
- j. Click Continue to end the registration.