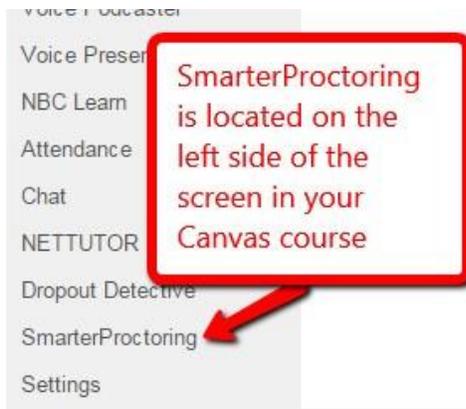


SmarterProctoring Instructions for Students in Canvas (Registering for a Proctored Exam)

1. Logging into SmarterProctoring

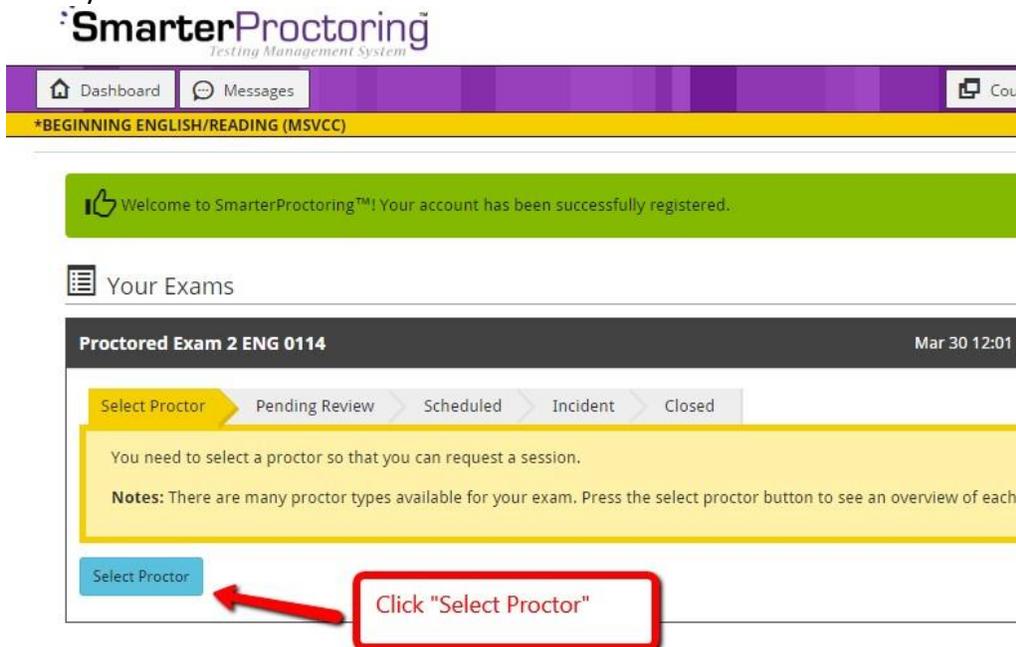
Login to your Canvas course and click on the **SmarterProctoring** link in the navigation panel on the left side of the screen. The first time you enter SmarterProctoring you will need to begin by filling out the registration form. You will then be launched into your “Learner Dashboard.”



2. Scheduling Your Exam

****You will need to schedule an appointment for each individual proctored exam****

At the “Learner Dashboard” you will see each of your exams listed for the course for which you need to schedule an exam. To start the process of scheduling a testing session click “Select Proctor” for the exam you wish to schedule.



You will then be able to see the options for testing that are approved for your course, such as proctoring locations at a testing center at ECCC or another location. The options you see depend on the travel distance that you chose from your location. If you choose to take your exam at East Central Community College, the testing centers at Decatur, Carthage, Louisville, and Choctaw-ITTC should always be an available option. Click **Request Session** at the campus you choose:

Approved You can schedule a proctoring session with an approved proctor without waiting on instructor for approval.

Search Results

East Central Community College
1.3 miles
Hwy 15
Decatur, MS 39327 US

Free
Request Session
Proctor Details

Monday - Thursday
8:30 am - 12:00 pm
1:00 pm - 3:00 pm
Friday
8:30 am - 12:00 pm
1:00 pm - 2:00 pm

East Central Community College
20.3 miles
Eccc - Ittc 375 Industrial Park
Choctaw, MS 39350 US

Free
Request Session
Proctor Details

Monday - Thursday
9:00 am - 3:00 pm

Click on "Request Session" to select the location of your choice

You will be taken into Register Blast to schedule your exam. Click on **Continue Scheduling Session** to enter Register Blast. You will then see a calendar that shows the available dates for you to choose for your exam. Please select the date and time for your exam and fill out the required information. Click **COMPLETE REGISTRATION**.

East Central Community College - Decatur

2 **Select a date for your exam**

Choose the Date

Monday, December 12, 2016  *

3 **Choose a Time**

Exam Start Time

(select a date above)  *

(select a date above)

- 1:00 PM
- 1:30 PM
- 2:00 PM
- 2:30 PM
- 3:00 PM

4

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

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.

You will receive an email confirmation of your appointment. You may also print a confirmation of your appointment for your records.

Name: Jack Smith
 Exam: SmarterProctoring
Date: 6/4/2015 8:00:00 AM
 Location:
 Registerblast Order Number: 1290516

Invoice Details:

Order Number: 1261854

Testing Center Contact Info:
 Decatur - Main Campus
 P.O. Box 129 Decatur, MS 39327 E: cwilhite@eccc.edu
 P: 601-635-6249

If you have selected a testing center (such as East Central Community College-Decatur), then you will need to take your exam at that location. The proctor at that location should have all of the necessary information to proctor your exam.

4. Reschedule/Cancel your Exam

In the event that you need to cancel or reschedule your exam, you will need to login to your Canvas course and select the **SmarterProctoring** link from the navigation pane. If you need to select a new date and time for your test, select the **Reschedule Session** button. If you need to cancel your appointment, select the **Cancel Session** button.

Test Quiz 2 May 21, 2015 9:30 AM CST

Proctor
 East Central Community College
[View Profile](#)

Exam Window
 May 19 12:00 AM CST
 May 29 11:59 PM CST

Exam Duration
 1 Hour

Allowed Items
 N/A

Location
 15738 Hwy 15
 Decatur, MS 39327 US
[Get Directions](#)

[Print](#)

[Reschedule Session](#) [Cancel Session](#)

Please select "Reschedule Session" or "Cancel Session" depending on your test needs

****Please note that your instructor will have access to see your scheduled appointments or lack thereof. It is the student's responsibility to make an appointment with an official testing center within the examination date range****