Blackboard Test-Taker Handout

Getting Started

Test-Taker Tools

Test-takers access ProctorU tools from the Blackboard **Course Tools** menu page. In order to view this tool on the page, it must be available by default or selected using the customization/tool availability feature on the course management panel (Figure 1).
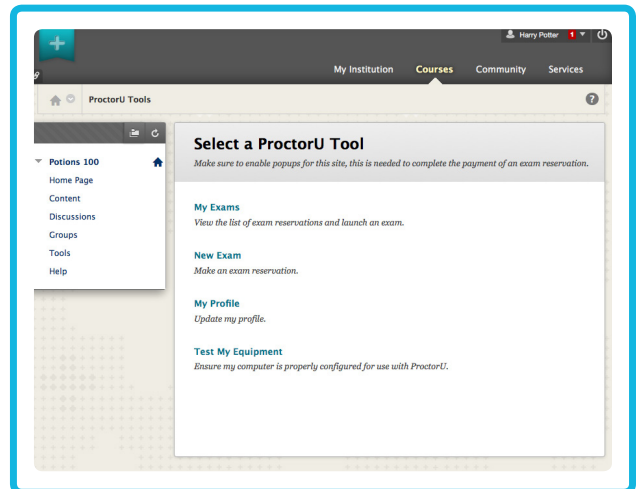
Figure 1

My Profile

Users must complete a profile for ProctorU before they can make an exam reservation or take an exam. Users can click on "My Profile" in the tool menu to view and update their profile (Figure 2).
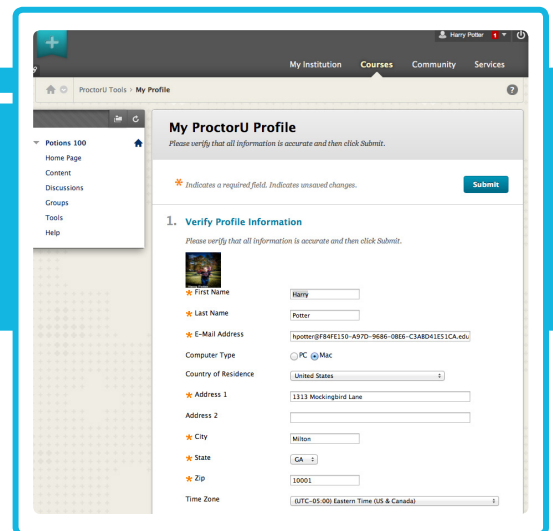
Figure 2

Figure 3

Test My Equipment

Users should test their computer equipment before making an exam reservation or taking an exam. When users click on **"Test My Equipment"** in the tool menu, a new window will open and allow the test-taker to run a variety of equipment tests. (Figure 3).

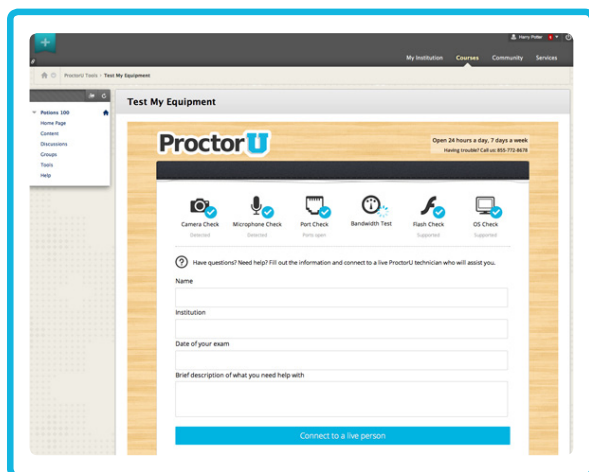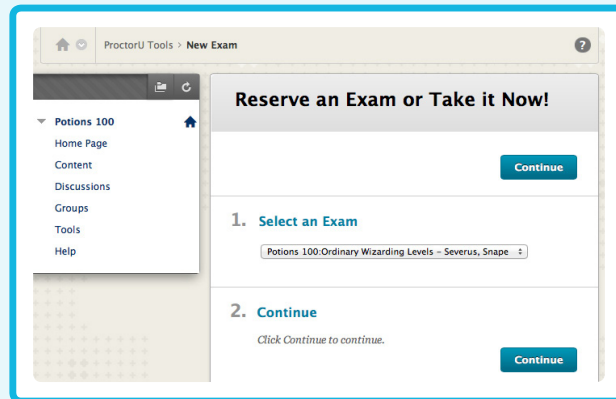855 - 772 - 8678   www.ProctorU.com   contact@proctoru.com

Scheduling Exams

Test-takers use the tool above to select an exam from those available from the instructor.
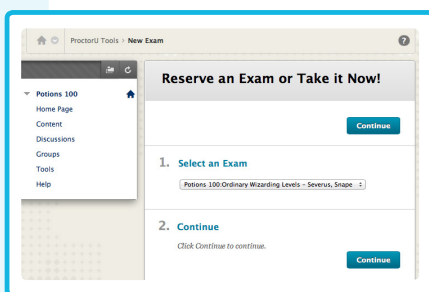
Selecting an exam is a three-part process:

1 — Select the specific **EXAM** from a list of exams
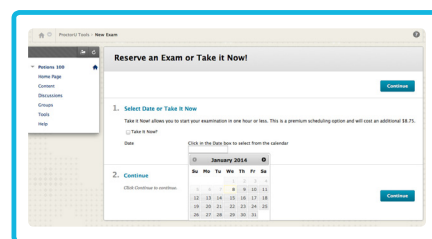
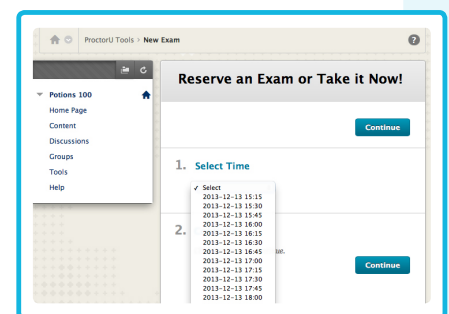**2** — Select a reservation **DATE**

3 — Select a reservation **TIME**

Once the test-taker has selected an exam, they click on **CONTINUE**.

Next, they select a **DATE** or they may select the **Take It Now** check box to take the exam right away. If a test-taker selects both a date and take it now, the building block uses the **Take It Now** option.

Once the student has selected a date or **Take It Now**, the last choice is a **TIME**. Take it now typically offers four choices while a date may offer more options.

Examination Fees

If there is a fee for the exam, the message displayed in Figure 4 will appear.

The user is redirected to a new window or tab on the ProctorU site to complete any payments or take the exam (Figure 5).

When the checkout process is complete, there is an option to take the exam. If the exam is not ready, there will be a countdown timer indicating when the exam will be ready (Figure 6).
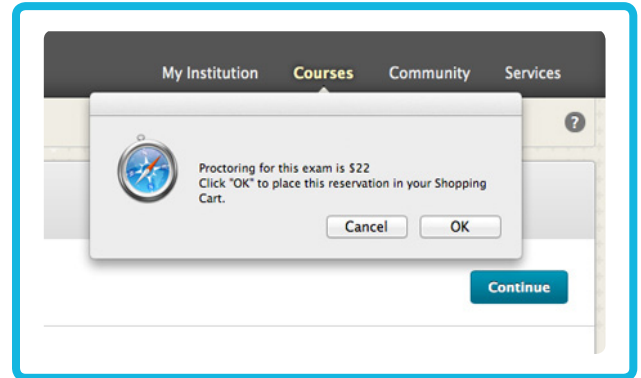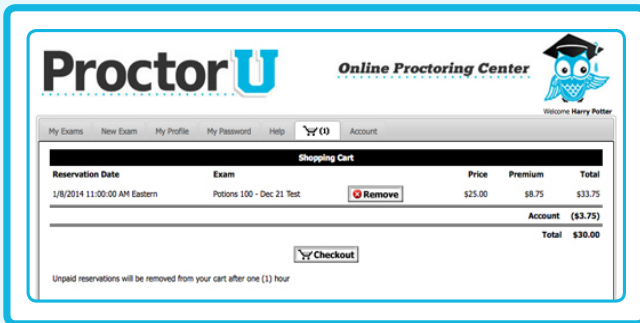
Figure 4

Figure 5

Figure 6

Take or Review Exam Scheduling

From the **Student Tools** menu in Blackboard, select **My Exams** to view any exams that have active reservations. Reservations are made through the **New Exam** test-taker tool (Figure 7).

The list of active reservations includes buttons to remove the reservation from ProctorU, request to take the exam immediately or edit the reservation. Editing a reservation removes the existing reservation and replaces it with a new one. If the reservation that is available earliest is not available yet, the countdown timer will appear.

If the countdown timer is at zero, test-takers view the **My Exams** tab again and the **GO** button appears. If the reservation is available immediately, test-takers click on the **GO** button that appears in place of the countdown timer to take the test (Figure 8).

ProctorU's start-up page will launch in a separate window or tab. After a brief equipment check, the testing session will begin (Figure 9).
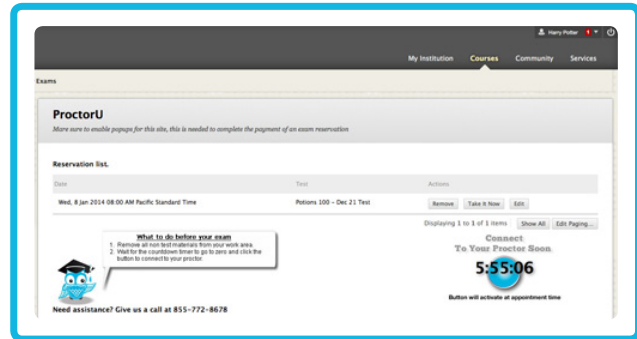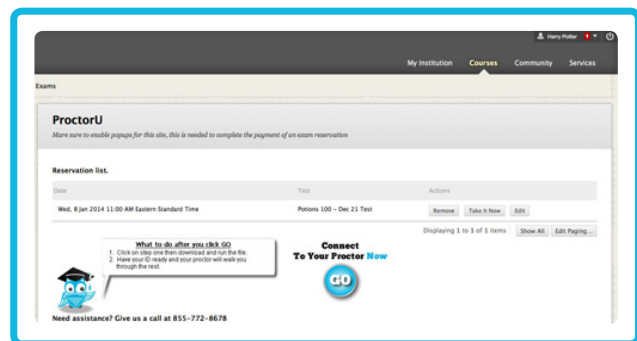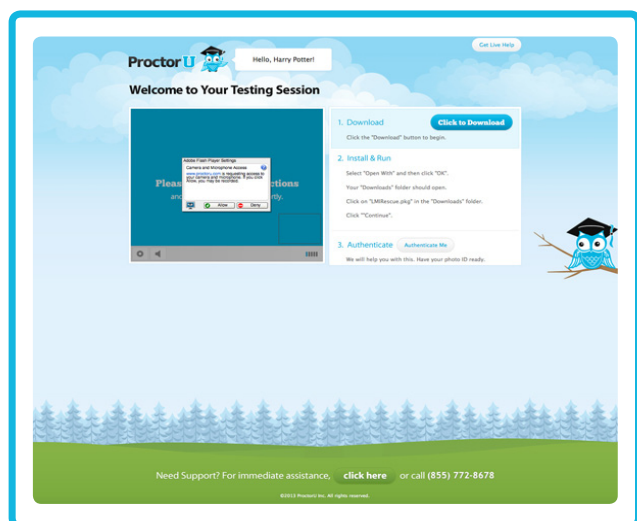

Figure 7

Figure 8

Figure 9