SmarterProctoring 2.0 Guide for Students

Students will use the SmarterProctoring 2.0 link in 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. **To Launch Smarter Proctoring**
   a. Log into your Canvas course.
   b. Click **SmarterProctoring 2.0** from Canvas course menu.
   c. Click **Authorize** to begin setting up your SmarterProctoring account.
   d. Agree to the different **Terms of Use**.
   e. Click **Submit**.

2. **To Set Up Your Account** (To begin you will be required to complete your account registration. You will only complete this on your first login to SmarterProctoring 2.0.)
   a. Your name will be automatically added from Canvas.
   b. Enter your **MDCC student email** address.
   c. Enter at least **one phone number**. This number will be used to contact you in case of an issue the day of your scheduled exam.
   d. Check the **time zone** and make sure it is correct for you.
   e. Check the **currency** selected. This will be used for any virtual proctoring (ProctorU) fees.
   f. Enter your **zip code** or **city and state**. This will be used to make sure the proctoring locations closest to you appear first in the proctored location list.
   g. Click Save when done.
   h. Your account has been successfully registered. You are now ready to schedule your exam.

3. **To Sign Up for a Proctored Exam**
   a. Click **Choose a proctor** in the exam window under **My Exams** – You will need to register for **each** proctored exam your instructor has available under **My Exams**.

      i. Click **Find Location** under **MSVCC Testing Locations** to take your exam at a proctored test location at a Mississippi community college, including MDCC.

      ii. If you are out of state and plan to take at a location other than a MS community college, you must submit an off-campus proctored test form. This form can be found on the eLearning page of MDCC's website.

b. To select a testing center, click **Request Session** next to the location of your choice under **Results**.

c. Click **Continue** at the bottom of the **RegisterBlast** pop-up window.

d. Complete the **Exam Registration** in the **RegisterBlast** window.

      i. Select the **date** of the appointment. Only available dates for your exam and the testing center will show in the calendar.

      ii. Select a **time** for your exam. Only available times for your exam and the testing center will show in the drop-down list.

      iii. Click **Complete Registration** to finish registering for your exam.

e. Once your registration is complete, click **Return to Dashboard.**

f. Review your exam registration information in the **My Exams** Proctoring exam window.

      i. Review your **Appointment Details** to make sure they are correct.

      ii. Review your **Exam Information** to view important information about your exam.

      iii. If you need to **Cancel** the session click **Cancel session**.