Administrator and Instructor Integrated Quick Guide
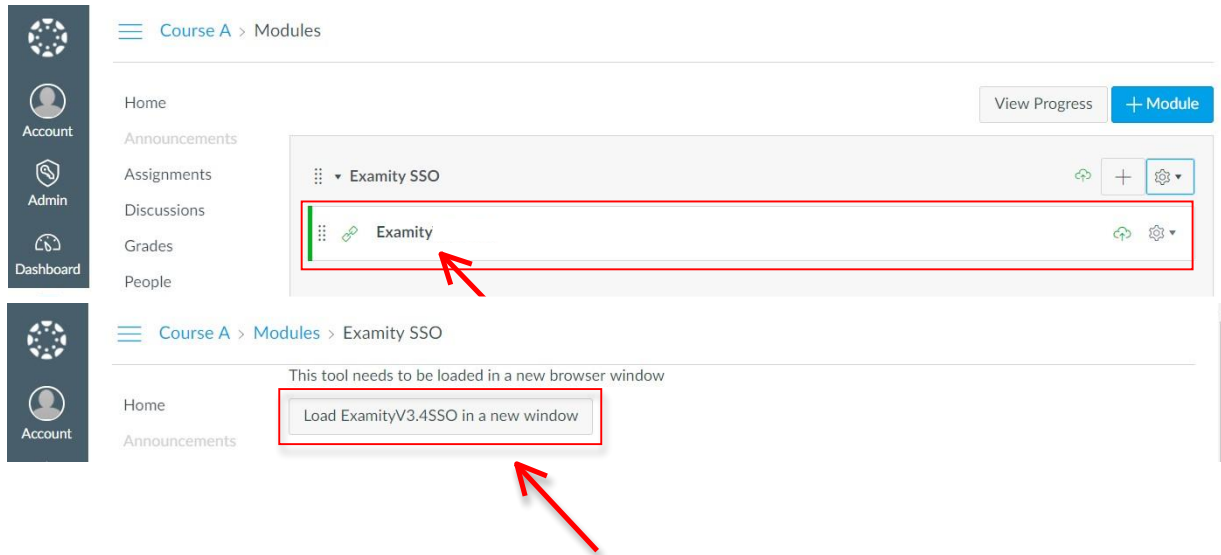
Using Examity® with Canvas

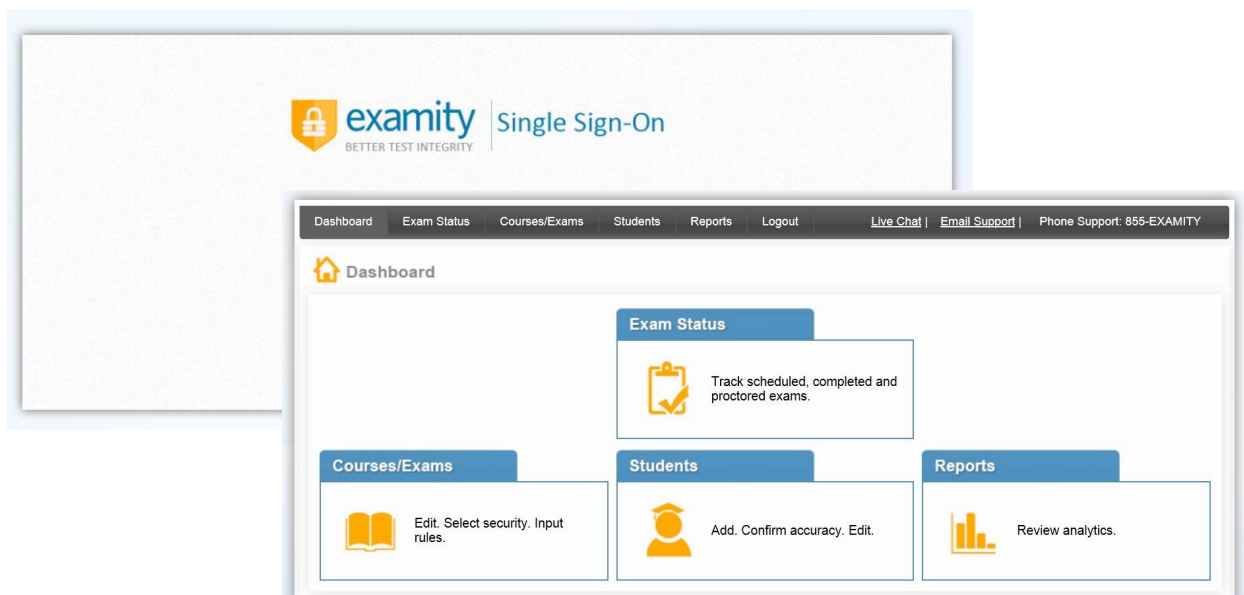Set up your exam in Canvas and make sure your exam has been "published."

Next, send your course ID # to your dedicated account manager.
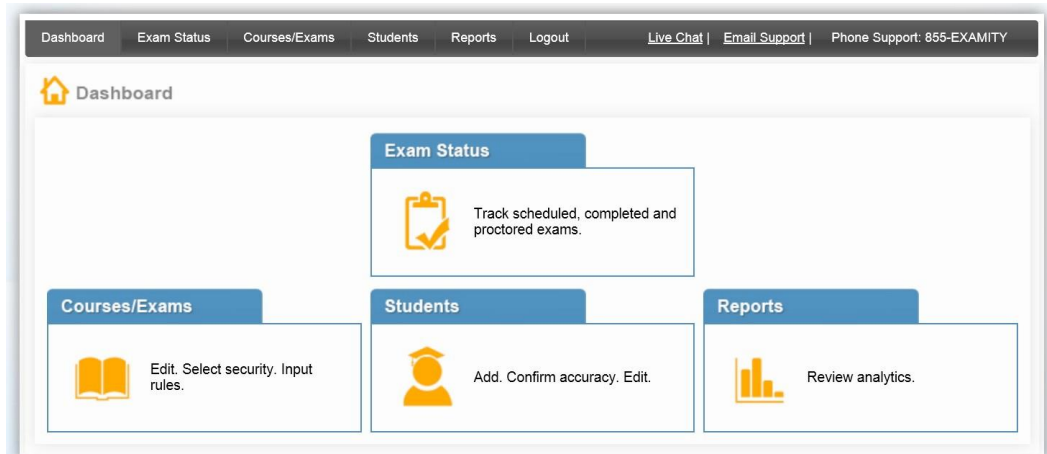
Accessing your Examity® Dashboard

You will have single sign-on access through Canvas. Once you have access, select the name of your course in Canvas, then modules. Next, click on the Examity® link.

This will bring you to your Examity® dashboard.

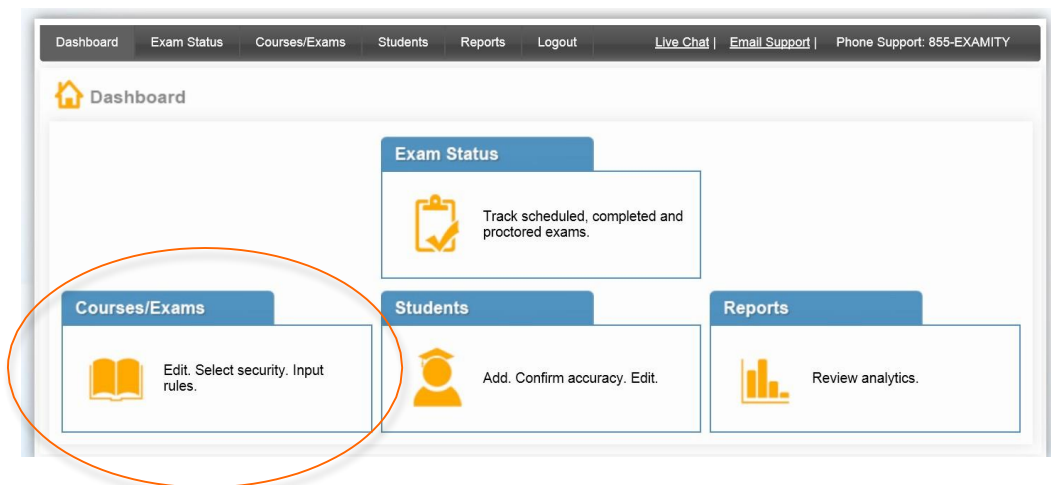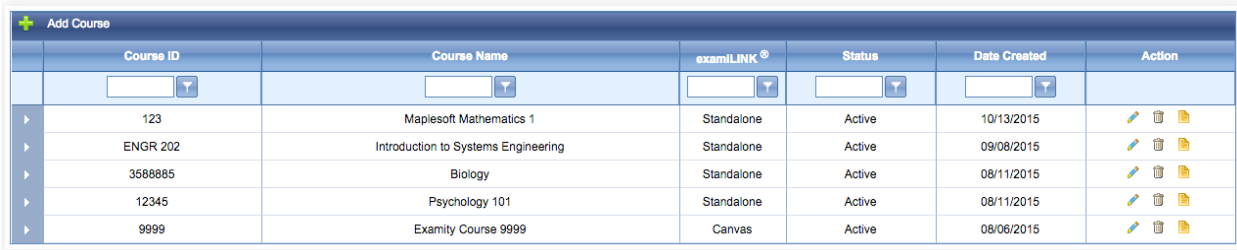Your Examity® dashboard is divided into 4 sections:

1) **Courses/Exams:** This is where you will go to edit your exam shell, select your FairExam® Level of Online Security and tailor the rules to meet your needs.

2) **Student:** Click the "Student" tab to search student enrollment records.

3) **Exam Status:** Track your students' scheduled, completed and proctored exams. You will also have access to the video recordings of all proctored tests as well as time-stamped flags and comments.

4) **Reports:** Review analytics associated with your exams.

Selecting Your FairExam® Level and Tailoring Exam Rules

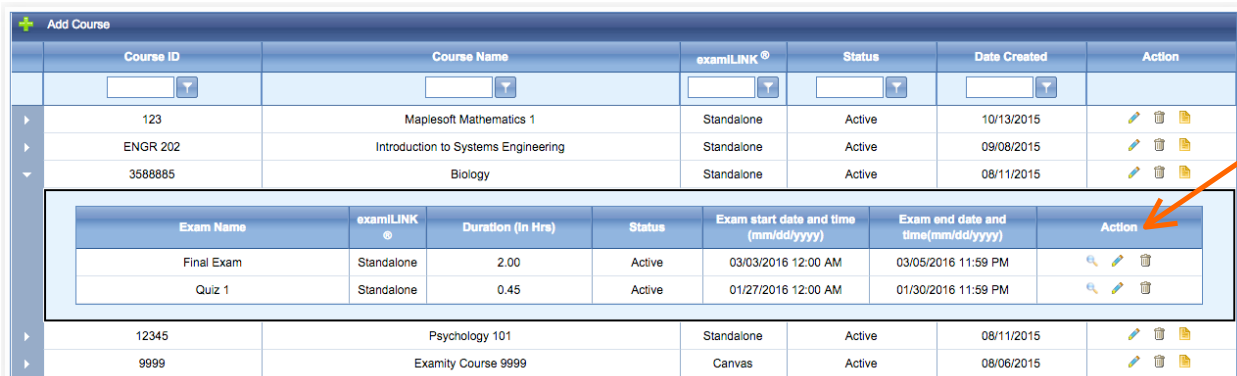First, click on "Courses/Exams" in your dashboard.

Next, click on the white arrow beside the course ID # on the left-hand side.
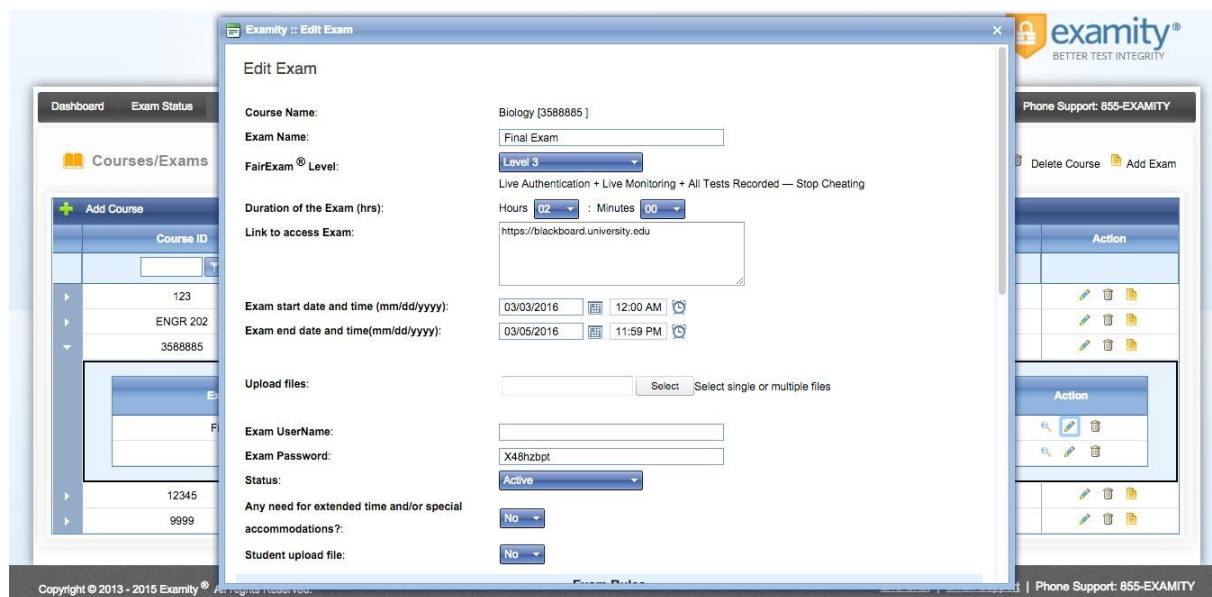

A list of exams within the course will drop down. Click on the pencil icon in the row of the exam you wish to edit.

A screen will pop up that is titled "Edit Exam". Verify your exam details.

Select your FairExam® Level from the drop down menu. A description of our FairExam® Levels can be found at the end of this document.
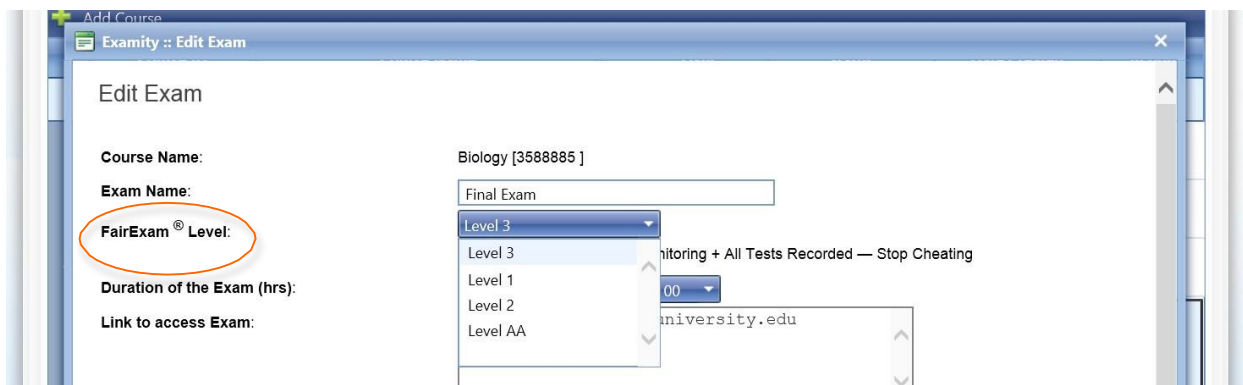
Scroll down to see the "Exam Rules" listed. In the "Additional Rules" section, check all boxes that apply. Enter any special instructions for the proctor and/or student in the "Special Instructions" text box.
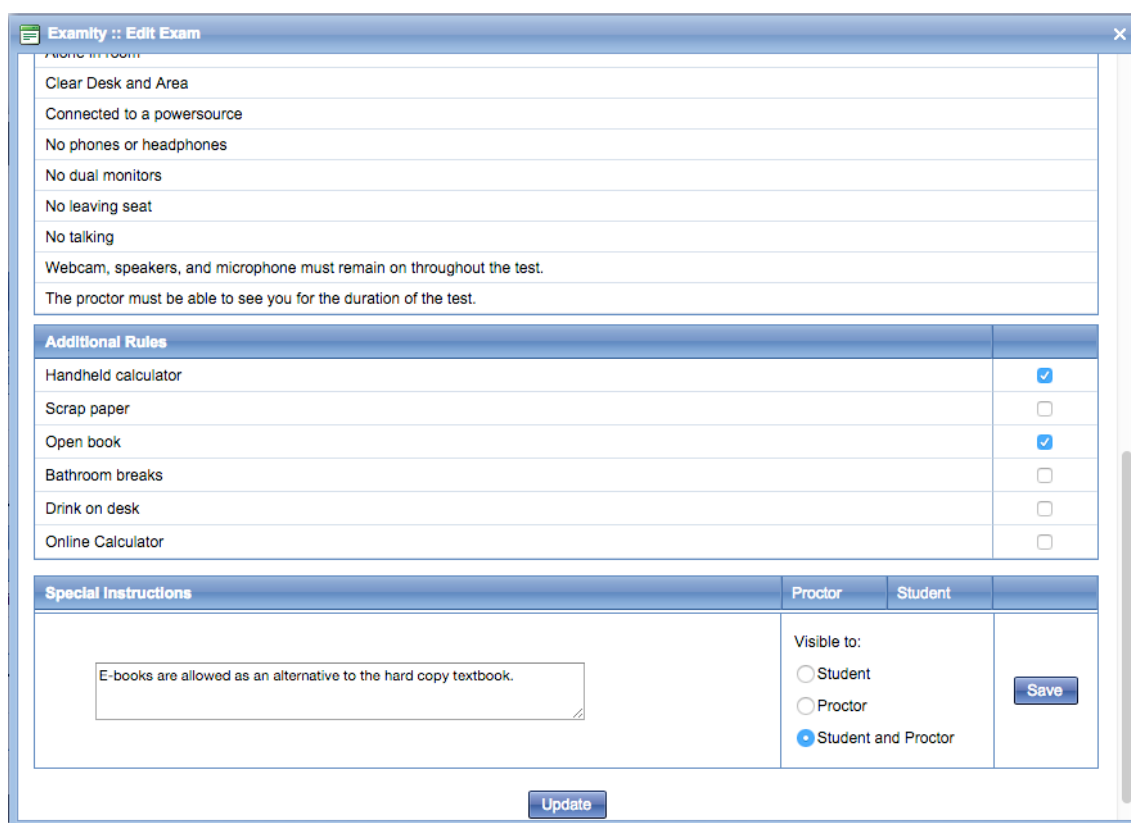
To save information entered in the "Special Instructions" box, click "Save" before hitting "update." Proctor support will read your notes prior to the exam and make sure all students adhere to them.

Special Accommodations

If students require test accommodations, you can make sure proctor support is aware ahead of time by entering the information in Examity®.

First, click on "Students" on the Examity® dashboard.
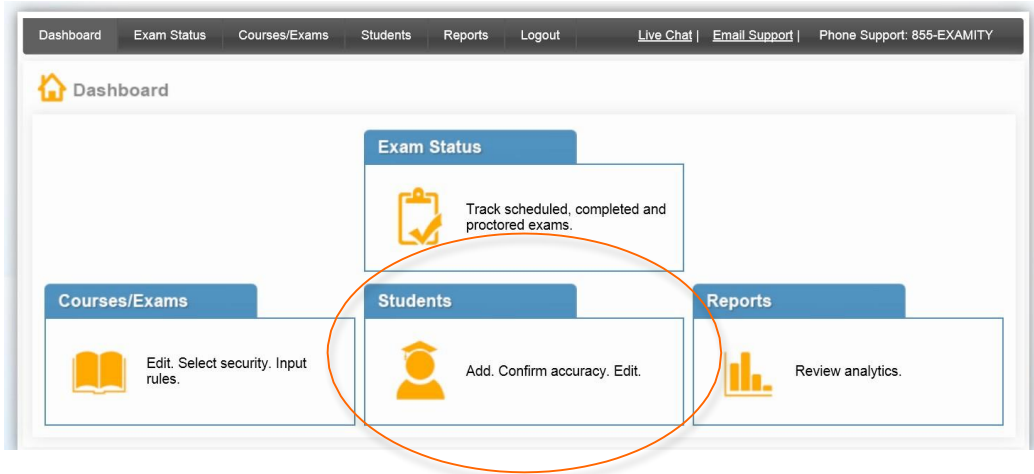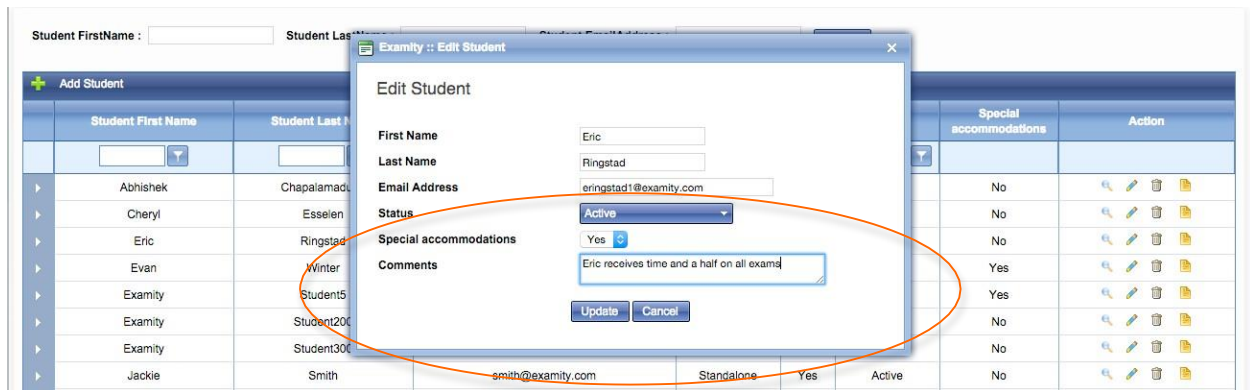
Next, click on the "Search" button.
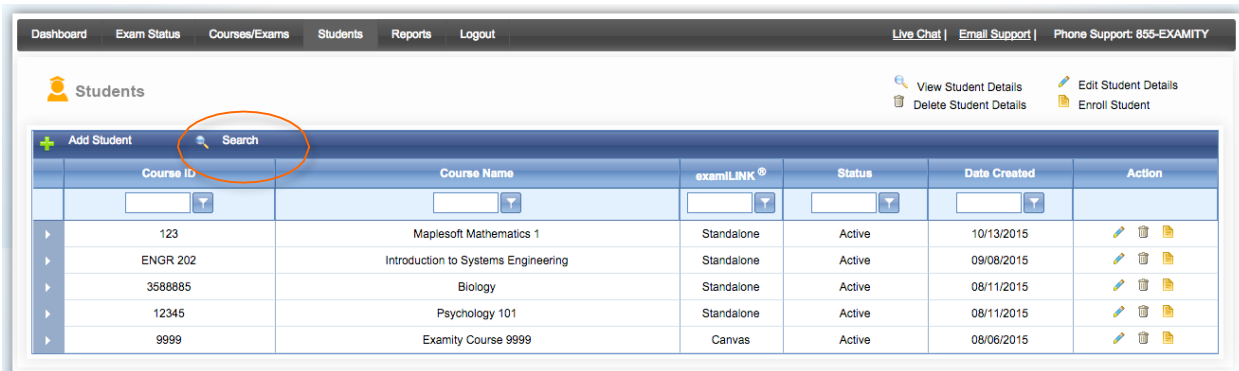
Then, click on the pencil icon located in the row of the student who requires the accommodation.
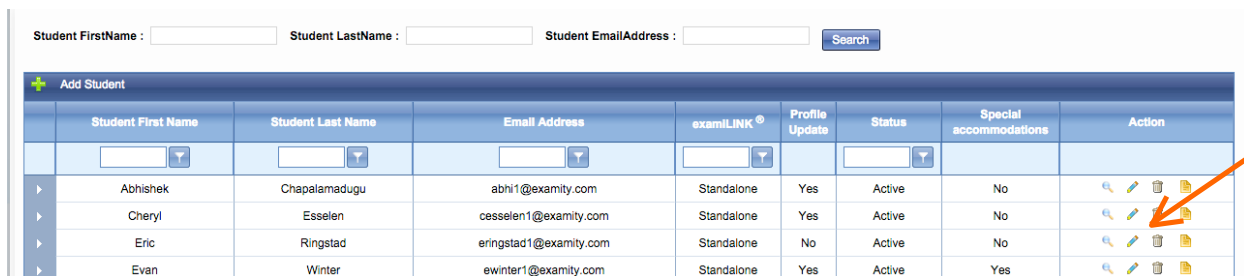
Select "Yes" from the "Special Accommodations" drop down menu and enter the appropriate information.

Tracking Exam Status:

Check the status of scheduled, completed, and proctored exams by clicking "Exam Status" in the Examity® dashboard. You can see which students have completed their exams and whether or not they had any violations. This is also where you view any student violations.
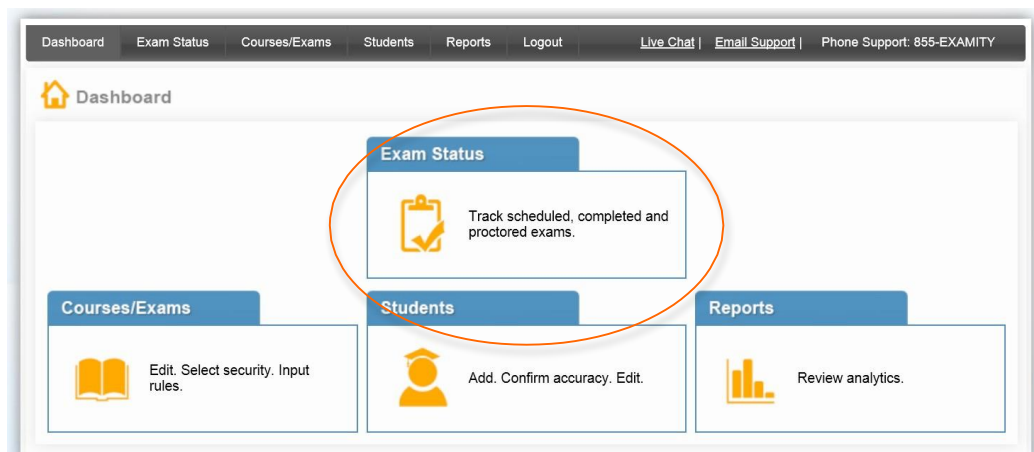
You can watch videos of your students taking their exams by clicking the blue "View" link. If the "View" link is not clickable, that means the exam has not yet been audited. All exams will be audited within 48 hours of the student completing the exam.

Recordings are available for 30 days and then removed from the Examity® system to ensure privacy for all parties involved.

The Examity® flagging system provides instructors with a snapshot of what happened during each test.

- Green flags are raised when there is no incident.
- Yellow flags are issued when a rule is broken but cheating does not take place.
- Red flags are given when the student exhibits clear cheating behavior.
- If a technical issue arises, we will communicate that to you with a blue alert.

Communicating with Your Students:

Our "Instructor Toolkit" will provide you with templates explaining how your students can prepare themselves to use the system. Simply copy and paste the text into an email or within your Canvas course page. The toolkit is in Word and customizable to fit your needs.

We are here to support you:

Contact your dedicated Account Manager for any questions.

You can also contact support 24/7:

Phone: 855-392-6489
Email: support@examity.com
Live Chat: Click on the live chat link located at the top and bottom of your Examity® portal.

About FairExam® Levels for Online Test Security

Examity® provides you with the flexibility to choose which security level makes most sense with our FairExam® Levels for Online Test Security.

Level AA: Auto-Authentication

Designed for lower stakes assessments and meeting accepted standards. Test-takers snap pictures of their ID and face, answer challenge questions and enter a biometric keystroke signature to verify identity.

Level LA: Live Authentication

Live Authentication is best suited for tests that matter more. Level LA ensures an agreed-to understanding of exam rules and "clean" test environment. Challenge questions, ID verifications, facial comparisons, keystroke analysis and full recordings help make this level our most reliable authentication.

Level 1: Auto-Proctoring

Examity®'s fully automated proctoring solution. After auto-authentication is complete, Examity® captures audio, motion, and systemic changes to identify inappropriate behaviors.

Level 2: Record and Review Proctoring

After live-authentication, each test is recorded from start to finish and is later viewed by a human, in its entirety, to ensure that no rules have been violated

Level 3: Live Proctoring

After completing the live-authentication process, Examity® monitors the test-taker's surroundings and entire desktop throughout the exam. This is considered the most secure approach within the online proctoring industry. An advantage to this level is that Examity® may comment and troubleshoot in real-time during the test.
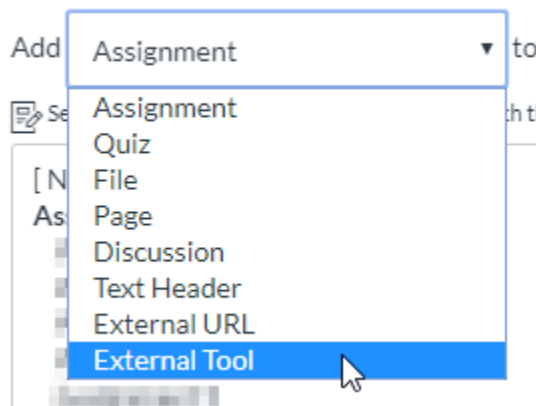
Adding the Examity Link in Canvas

Canvas can link to the Examity proctoring service that can be added to a course module.

To add the Examity link to a module:

1. Locate the module that will house the Examity link or create a new module.

2. Click on the "+" sign attached to that module.

3. Choose to add an 'External Tool' from the pull-down menu.

4. Select Examity from the list of external tools.

5. Check the "Load in a new tab" checkbox. This is located below the list of external tools and scrolling may be required to find it.
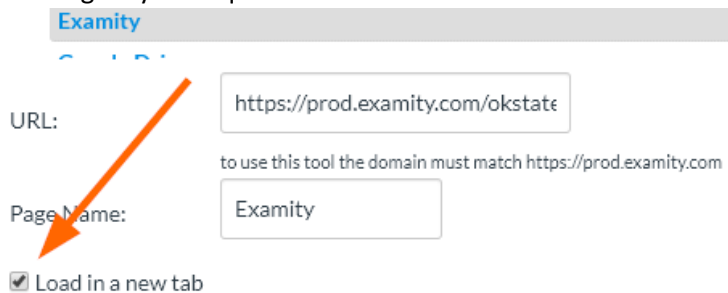
6. Click the orange "Add Item" button.