Using Examity® with Blackboard

Student - Integrated
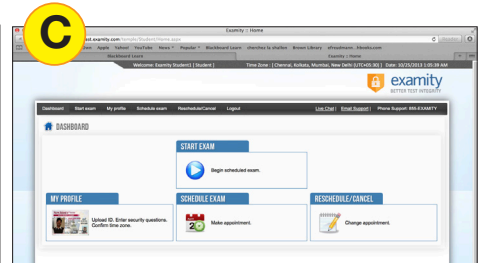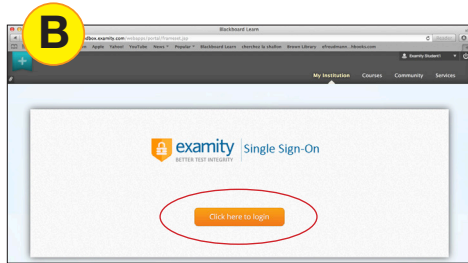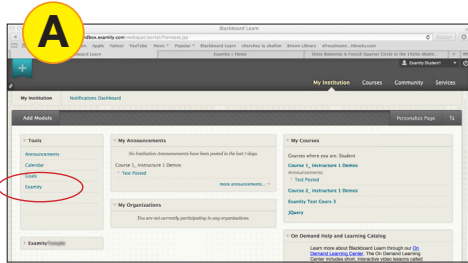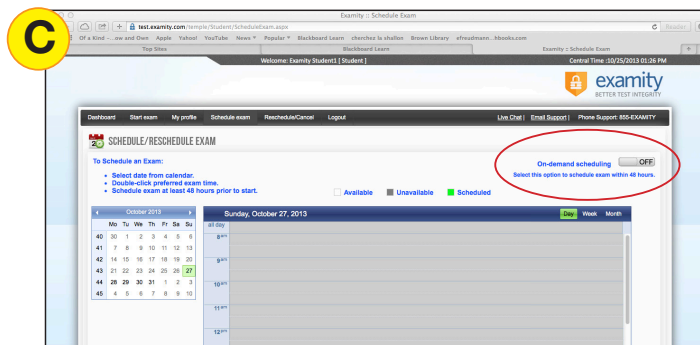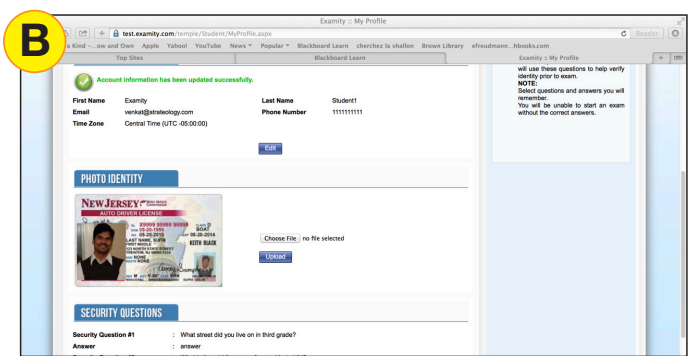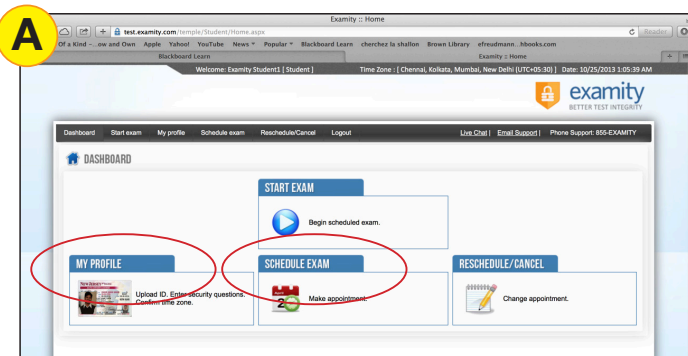## Quick Guide

1. Accessing Examity® and Setting Up Your Profile

You can access Examity® through Blackboard. **A** Click on the name of the course Examity® is going to be proctoring for you. **B** From your homepage, click the Examity® link—this will take you to the **C** Examity® dashboard; from here you can edit your profile, schedule exams, and make changes if you need to cancel or change a test time. Most importantly, this is where you'll go to start your exams.
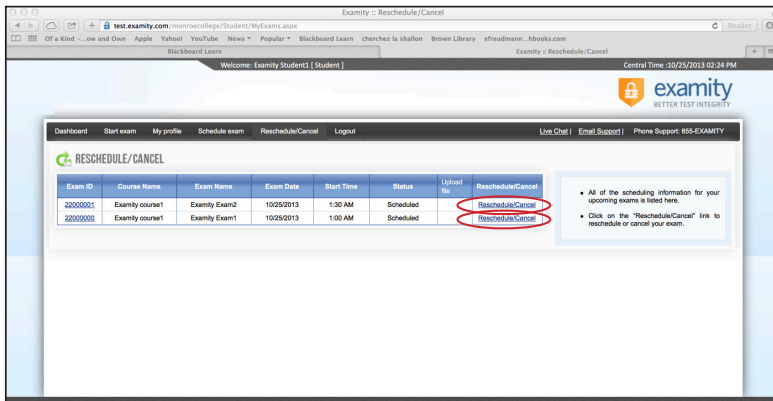

2. Getting Started

A To get started, update your Examity® profile. **B** You will need to upload a picture of your government issued photo ID, select your time zone, and set your security questions. When you are ready to schedule an exam, click "Schedule Exam" on your dashboard or on the top navigation bar. **C** You will see a calendar, and in the top right-hand side of the screen, a button that says "On-Demand Scheduling." If you are scheduling your test more than 24 hours in advance, you can just select the date and time you want. If you are scheduling it less than 24 hours in advance, make sure the on-demand option is enabled. Note that additional fees may apply if you enable on-demand scheduling.
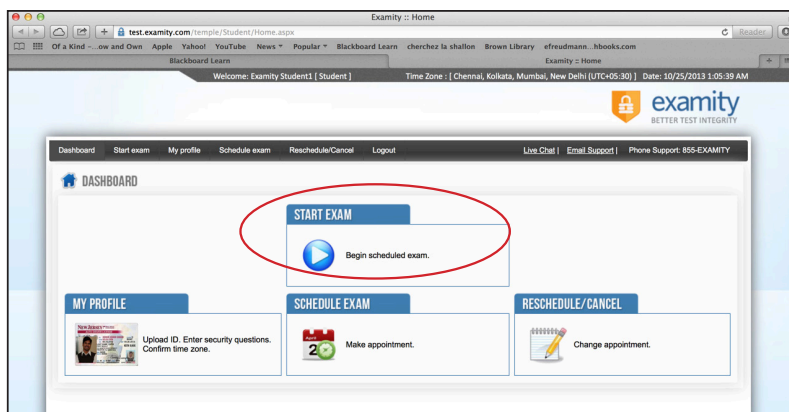
2. Getting Started (cont.)

Rescheduling or Canceling: If you need to change or cancel your test appointment, click Reschedule/Cancel, and select the exam you want to change from the menu that appears.

3. Taking Your Exam

To take your exam, sign into Blackboard, then your class, and open your Examity® Dashboard. From there, you can click "Begin scheduled Exam"

On your Examity® dashboard click "Begin Scheduled Exam", and select your exam. You will then be connected to your proctor.
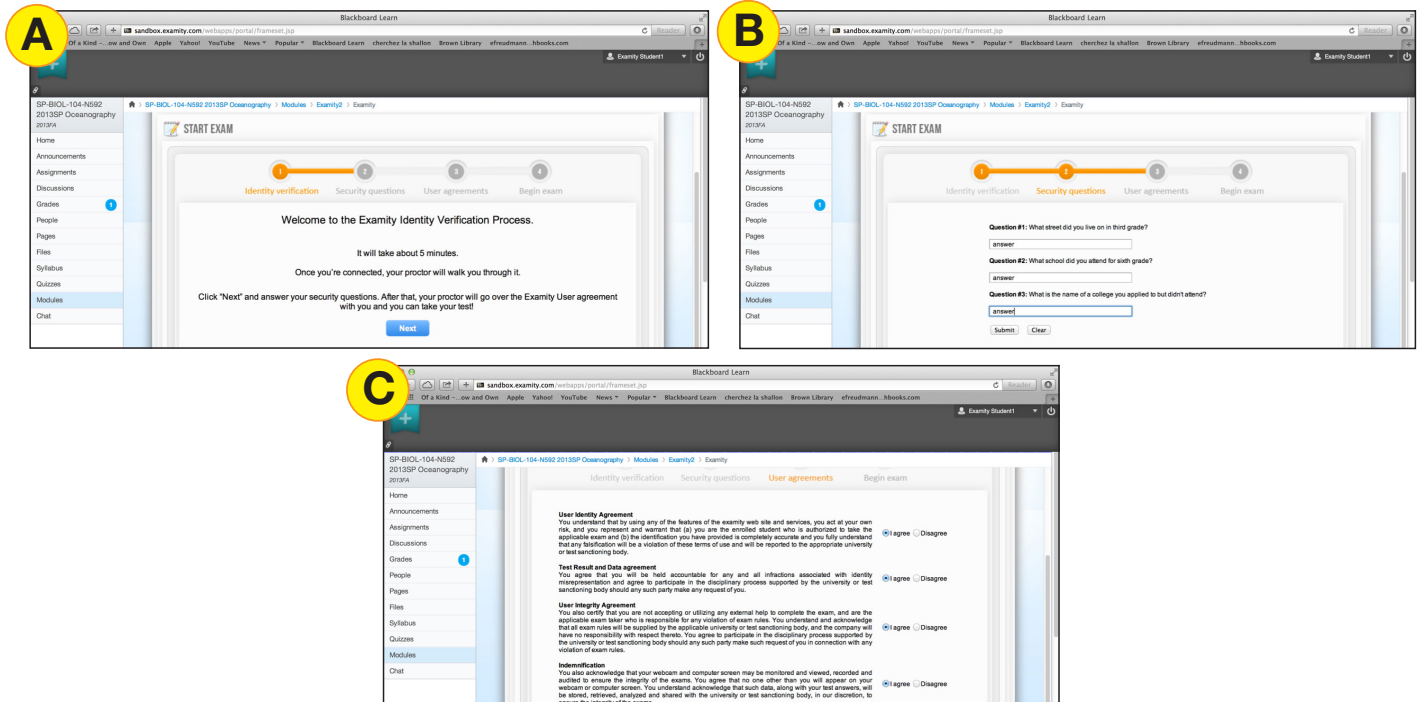

Note: MAKE SURE YOUR POP-UP BLOCKER IS DISABLED otherwise you will not be able to connect with your proctor!
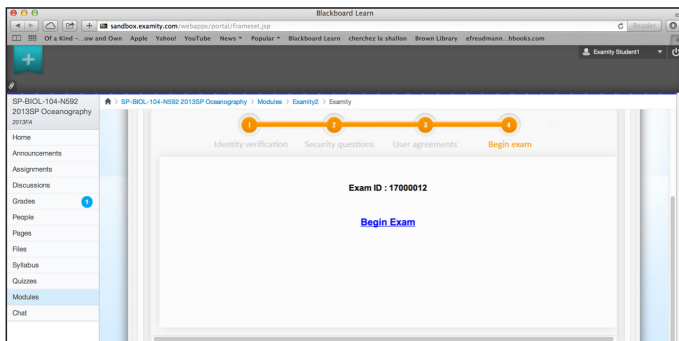
3. Taking Your Exam (cont.)

Your proctor will walk you through the test authentication process, **(A)** which will include verifying your identity, **(B)** going over the exam rules, scanning your work area and desk, answering your security questions, **(C)** and agreeing to the User Agreement.

Once you have finished the authentication process, you will see a screen that says "Begin Exam", and your exam will open.

If your test is password protected, your proctor will tell you the password when the prompt to enter it appears.

4. Reaching Support. All day and all of the night.

Call us: 855-392-6489

Email: support@examity.com

Live Chat: Click the tab on the bottom of your screen