Using Examity® with Blackboard

Instructor - Integrated Quick Guide
1. Using Examity® with Blackboard

You will access Examity® through Blackboard. All of the data relevant to your exams will be imported automatically into Examity®, and Examity® will not change anything about the way you currently use Blackboard. **A** To get to your Examity® Dashboard, click on the Examity® link on the left side of your Blackboard homepage. **B** You will see a screen that says “click here to login”—by clicking that button, you log into Examity® with your Blackboard user information. **C** Once you click it, you will be taken directly to your Examity® Instructor Dashboard.
2. Viewing the Examity® Dashboard

You can get to all four areas of Examity® from your dashboard by clicking on either the links at the top of the navigation bar or the icons you will see when you log in.

A Clicking on the EXAM STATUS button will enable you to see the status of your students’ exams (scheduled, pending at auditor, approved/rejected by auditor, or cancelled/incomplete). This is the button to click if you want to review videos once they have been approved by our auditing team.

B Clicking on STUDENT enables you to search for individual students.

C Clicking on the REPORTS button displays all the exams that are associated with you. You can filter by class, or student name, and download Excel and PDF versions of these reports to help you keep track of your students.

D Clicking on COURSES/EXAMS takes you to a list of all your classes.

3. Setting Customized Rules

To insert customized rules (such as noting that a test is open book or that students are permitted the use of a calculator), click Courses/Exams. Click the little white arrow beside the Course ID row to see a list of exams associated with that class.
3. Setting Customized Rules (cont.)

You can review the standard rules and add rules when necessary. Proctors will be able to see any notes you make about a specific exam, and make sure students are adhering to your rules.

If any of your students require test accommodations such as extra time, you can ensure that the proctors are aware of it ahead of time by entering the student’s accommodation information into Examity®. Click on “Students” and click on the pencil icon next to the name of the student with accommodations. Select “Yes” in the “Special Needs” field, and enter the appropriate information.

4. Tracking Exam Status

Check the status of your exams by clicking on the “Exam Status” tab. You can see which students have completed their exams and whether or not they had any violations.

Note: You can also watch videos of your students taking their exams. If you notice one of your students received a violation, you can watch a video of his/her exam. Once it has been audited, you can view the footage by clicking the blue “View” link. Examity® keeps the student exam footage for 30 days, after which it is deleted from the Examity® system to ensure privacy for all parties involved.
5. 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 into an email or within a Blackboard Announcement. The toolkit is designed to be customizable so that each instructor can edit it to fit his or her needs.

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

   Call us: 855-392-6489

   Email: support@examity.com