Examity – Editing a Course on the Dashboard

Do I delete the past courses on my Examity Dashboard?

No. The past courses are important to keep in order to retrieve any reports made by proctors concerning students. Instead of deleting, take a moment to edit the courses. Using these steps, you can add the semester to the name of the courses or make the past courses inactive.

➢ Click the Examity link in your course to access your Dashboard.  
  note: your Dashboard is universal.  
  Accessing Examity through one course will give you access to all of your courses.

➢ Click 

1. Shows the location of the name of the course.  
2. Shows the Expansion arrow to see the list of Tests for the course  
3. The location of tools for the course.

➢ Click the to the right of the name of the course to Edit.  
➢ DO NOT change the Course Id  
➢ For current courses:  
  o Do add the semester to the course name to help identify the course.  
➢ For past courses:  
  o Change the Active Status to Inactive.  
➢ Click to Update

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