Examity-Editing an imported Canvas Quiz

The details of published Canvas Quizzes are imported over to your Examity Dashboard within 24 hours. The best practice is

- check those Details to make sure the proctors are receiving updated information.
- eliminate any quizzes that will not be proctored.

*NOTE: if you make changes to the Quiz/Exam in Canvas, you must also check Examity to ensure the changes show on your Examity Dashboard.*

➢ Access the Examity link under your course Modules.
  - If you have not done so, setup your personal time zone.

➢ Click

1. Name of course
2. Expand arrow
3. Tools to control the Course.
4. Indicate whether the details were imported from Canvas or the Exam was created by you on this site.
5. If the test is not to be proctored, click

   to remove it from the list on the Examity site. This does not affect the quizzes in Canvas.
If the test is to be proctored, click to edit the test.

1. Make sure the Name of the test is the same as your test in Canvas
2. Keep Level 3 to have Live Virtual Proctor
3. The Duration of time should match your Canvas quiz
4. **IMPORTANT! The URL should remain** https://usm.instructure.com
5. The dates of time the test will be available should match what is in Canvas
6. Password should match for the Canvas test.

Read through and complete any other Exam Rules you want the proctor/students to be aware of following.

**Standard Rules**

- Alone in room
- Clear Desk and Area
- Connected to a powersource
- No phones or headphones
- No dual monitors
- No leaving seat
- No talking
- Webcam, speakers, and microphone must remain on throughout the test.
- The proctor must be able to see you for the duration of the test.
Additional Rules

Special instructions can be directed to the proctor, the student, or to both.

*The special instruction area would be the place where you enter the URL for the publisher’s site and state the test lives on another website.*

Special instructions would also include allowing students to view and use other content in the course or on another site.

➢ When you write Special Instructions, you must click to retain the information.
➢ You can write special instructions for the proctor and Save. Then write special instructions to the students and

➢ When complete, click