

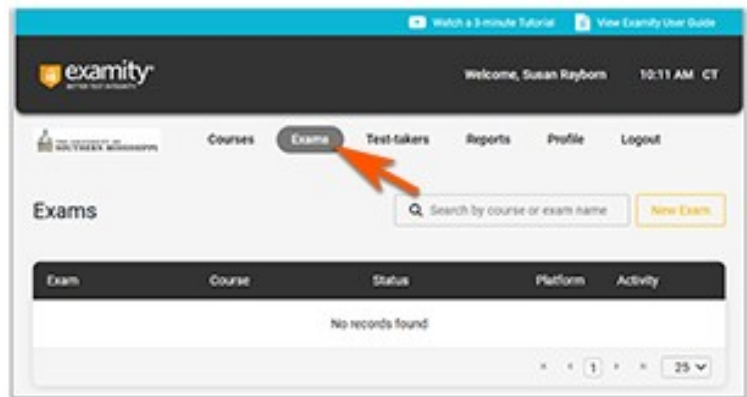
Exami-Editing an imported Canvas Quiz

The details of “Published” Canvas Quizzes are imported over to your Exami Dashboard within 24hours of publishing the tests.

The best practice is to check your Exams on your Exams list.

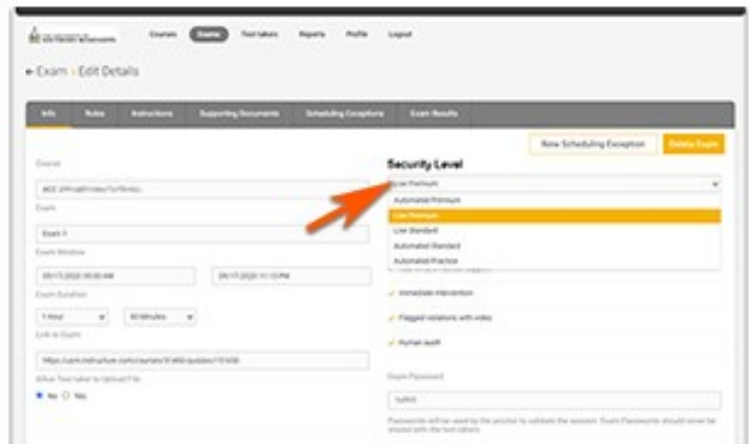
- Check the imported Details to make sure the proctors are receiving updated information.
 - Add the Security Level of your preference.
 - Add any other rules.
- eliminate any quizzes that will not be proctored.

- Access the Exami Dashboard link under your course Modules.
- Click Exams in the top row of links.
- Find and click on the Exam/Test/Quiz to be proctored.

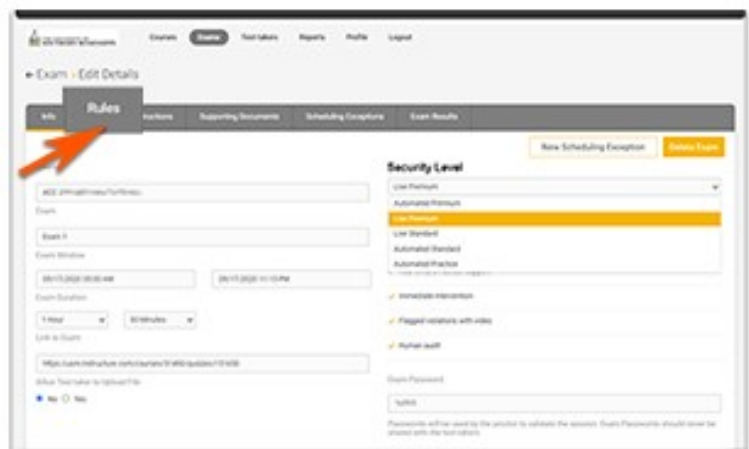


- Check to make sure the imported Details from your Canvas Quiz/Test/Exam came over correctly
- You will be able to select the Security Level you want to use by clicking the down arrow of the box.
 - When you select one, the selection is defined for you.
- This is also the area you will find the Delete button, should the Canvas Quiz not require proctoring.

BEST PRACTICE: Remove any imported quizzes that will not require proctoring.



- **Rules** allow you to view the “Standard” rules required by Exami.
- There are extra Rules you may choose to select, such as:
 - Bathroom breaks
 - Drink on desk
 - Handheld calculator
 - Online calculator
 - Open book
 - Scrap Paper



- Click the **Instructions** tab to add specific instructions, such as, the type of calculator, or allow formula sheet.

Be sure to write these instructions as clearly as possible.

- Choose if you want the special instructions to show for the Proctors or Students or Both.

The screenshot shows the 'Exam - Edit Details' page in Blackboard. The 'Instructions' tab is selected and highlighted with an orange arrow. The page includes fields for Exam Name, Exam Window, Exam Duration, and Security Level. The Security Level section has checkboxes for 'Use Standard', 'Automated Proctoring', 'Automated Question', and 'Automated Answer'. There are also checkboxes for 'Inhibit calculator', 'Flagged questions with video', and 'Proctor watch'. A 'Create Exam' button is visible in the top right corner.

The screenshot shows the 'Special Instructions' section in Blackboard. It features a table with columns for 'Instruction', 'Test-takers', 'Reviewer', and 'Delete'. Below the table are radio buttons for 'For Test-takers', 'For Reviewers', and 'For Both'. There is a text input field for instructions, an 'Add another set of instructions' button, and a section for 'Supporting Document(s)' with an 'Upload new' link and a 'Create Exam' button at the bottom.