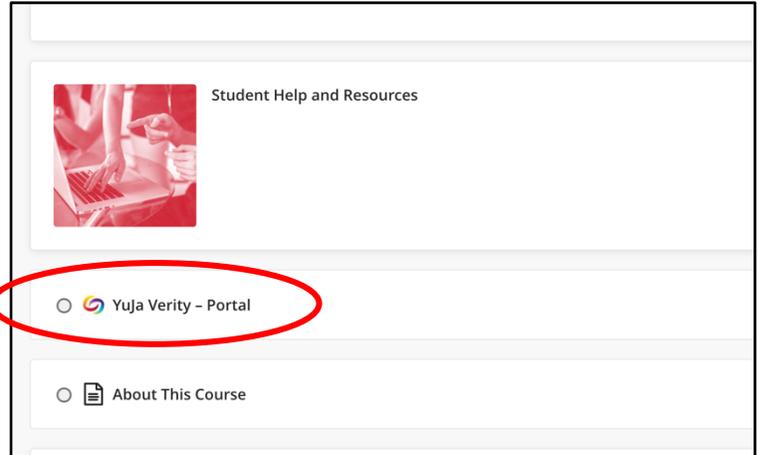


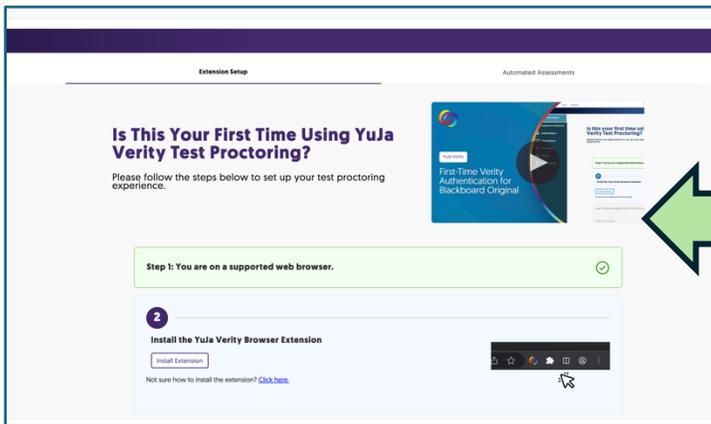
Minot State University Online Proctoring with Verity Proctoring

Accessing a Proctored Assessment

1. Log in to Blackboard through the Google Chrome browser, and click the Verity link titled **YuJa Verity – Portal**, located on the Course Content page of your course to set up your Google Chrome browser for Verity.

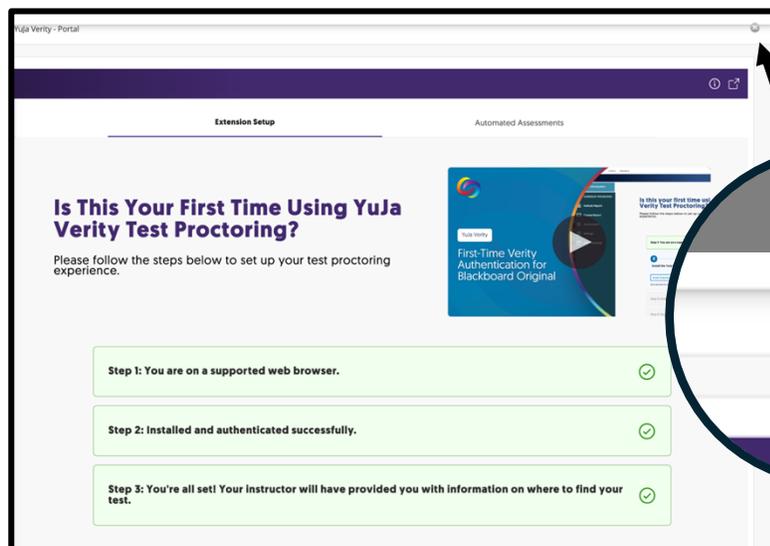


Note: If you cannot find the **YuJa Verity – Portal** link, please reach out to your instructor.



On this page, you will be asked to install the Verity extension for Chrome. Click **Install Extension** and follow the screen prompts to install.

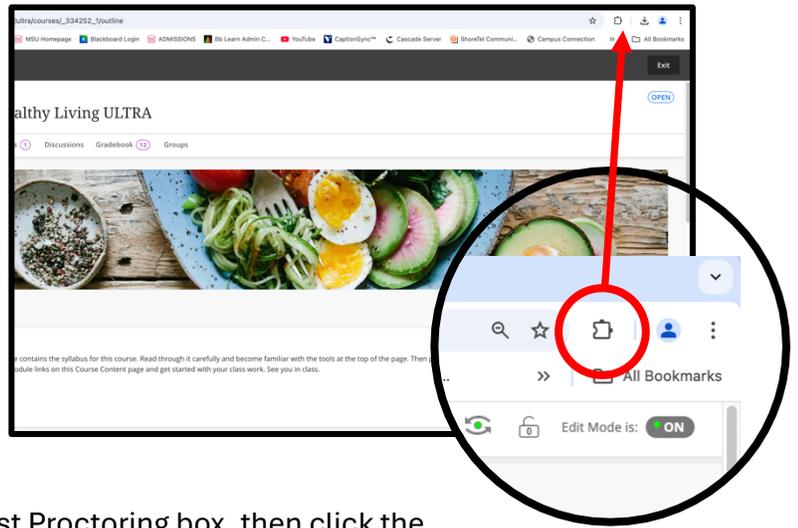
2. When complete, close the Verity Chrome extension tab by clicking the circle X icon at the upper right corner of the screen.



- Now that the extension has been added, you will need to activate Incognito mode within the Verity extension. This allows Verity to utilize features of Chrome's Incognito mode with the Verity Proctoring recording.

To activate Incognito:

- At upper right corner of the screen, click the puzzle shaped icon, and select Manage Extensions from the dropdown menu.
 - Locate the YuJa Verity for Test Proctoring box, then click the Details button.
 - Scroll down the page, and in the Allow Incognito section, make sure this setting is set to "on". If it is gray colored with the black dot in the left position, click it to set it to "On" position. The black dot will be on the right side of the oval, and the color will turn from gray to blue.
 - You may now close this tab.
- Now click the YuJa Verity – Portal link again to confirm that all three are verified. Close this tab the same way you did in step 2 above.
 - Locate and launch the exam or quiz that has been made available by your instructor in Blackboard.
 - Once the exam is launched, you will need to check the Privacy and Academic Integrity Agreement. Read over the agreement and check, *I understand the information provided above*.
 - Click *Next*.



Verity Proctoring

Verity mandates a comprehensive system check to facilitate a seamless and secure proctored experience.

1 Agreement — 2 General — 3 System Check — 4 Room Scan — 5 ID Check — 6 Applied Limits — 7 Begin Assessment

Privacy and Academic Integrity Agreement

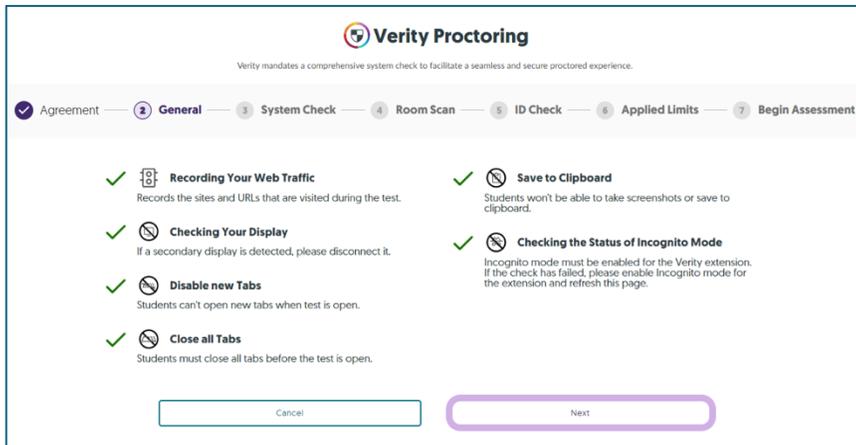
Your information and privacy are important to us. Please read our privacy and academic integrity statements below to continue. To read more about YuJa's Privacy Policy, click [here](#).

- YuJa Verity will record your screen if the assessment requires it, and recordings will be shared with your assessment administrator(s).
- YuJa acts as a service provider and does not sell or monetize your data.
- I acknowledge that as the student taking this examination, I am responsible for following the academic guidelines established by my institution.

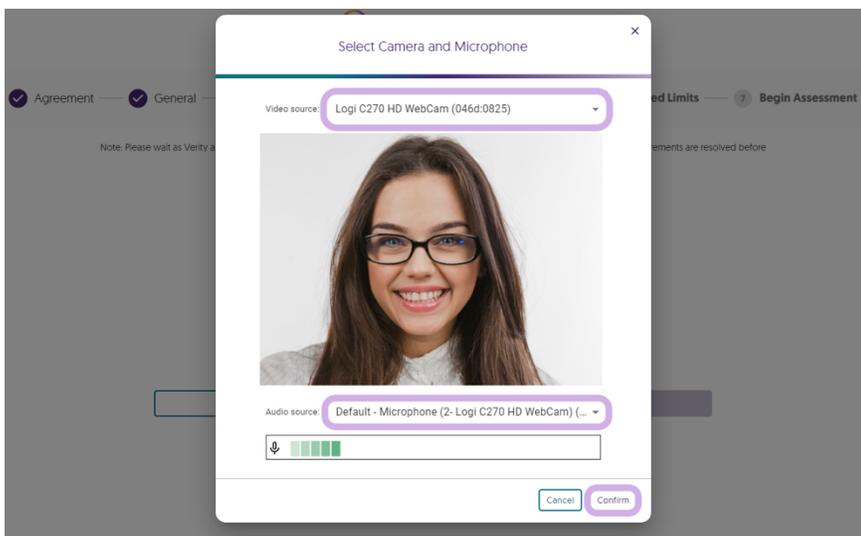
I understand the information provided above.

Cancel Next

8. If general restrictions are enabled, they will now be applied. Please resolve any outstanding requirements and click *Next*.

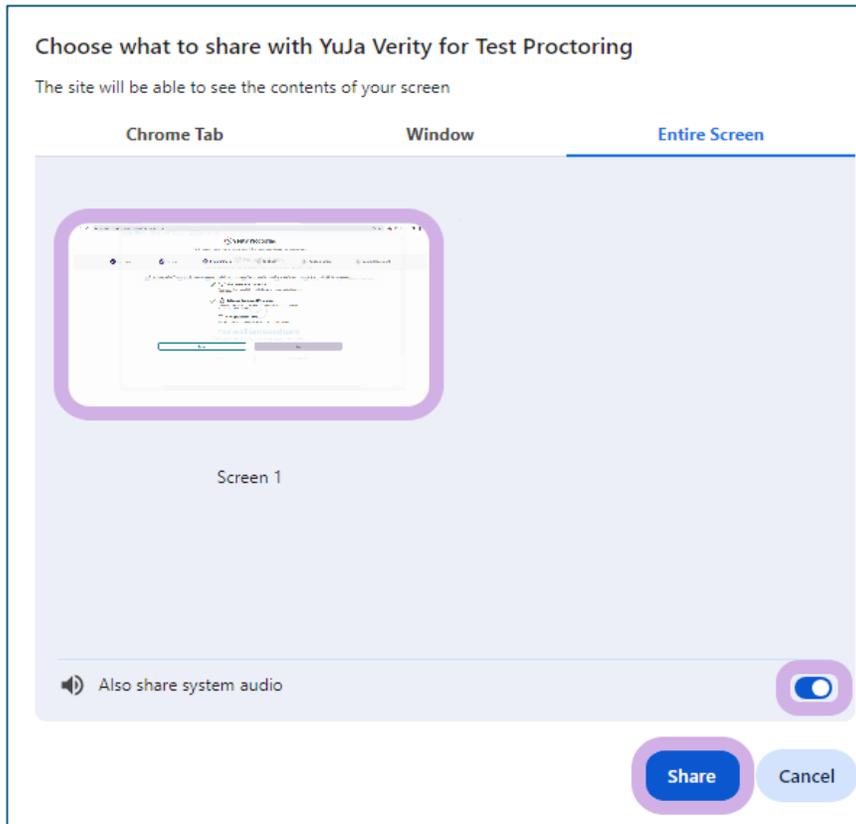


9. If required, You will need to select your camera and microphone. Use the drop-down menus to make your selections, and then click *Confirm*.



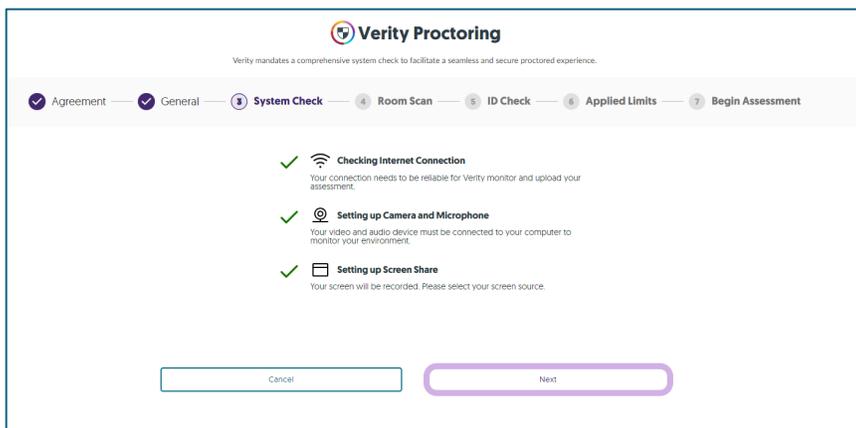
10. Next, if screen sharing is enabled, select the screen on which you will be taking your assessment.

11. Toggle on *Also share system audio*.

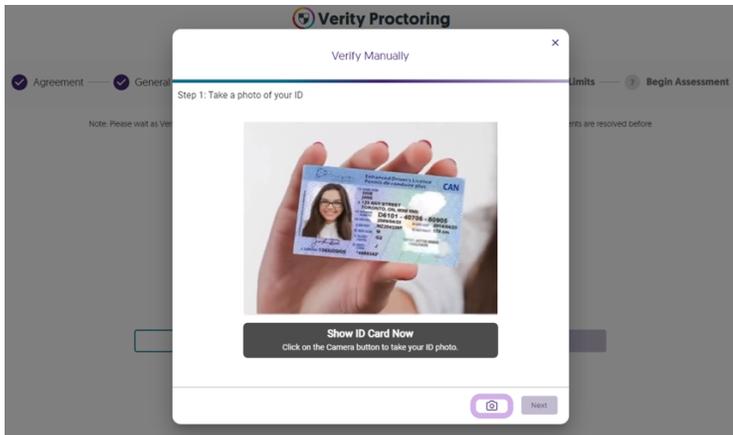


12. Then click *Share*.

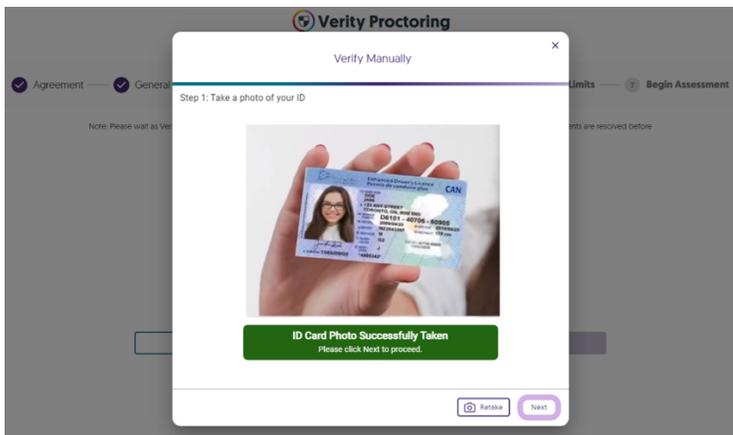
13. Click *Next*.



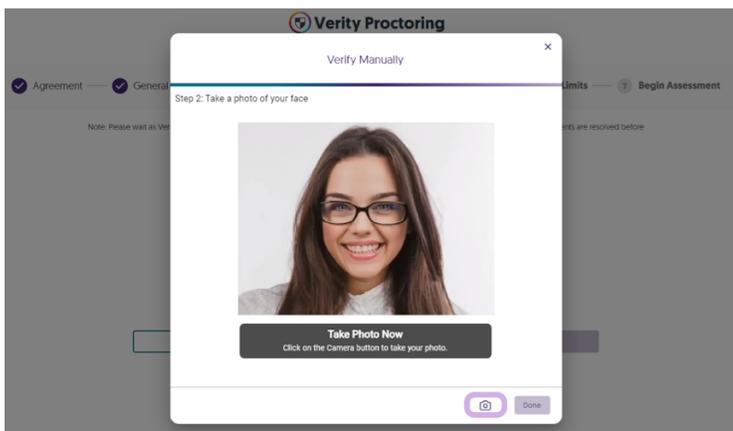
14. If ID Verification is enabled, you will need to hold up your institution or government-issued ID card to the webcam and then click the *Camera* button to take a photo of your card.



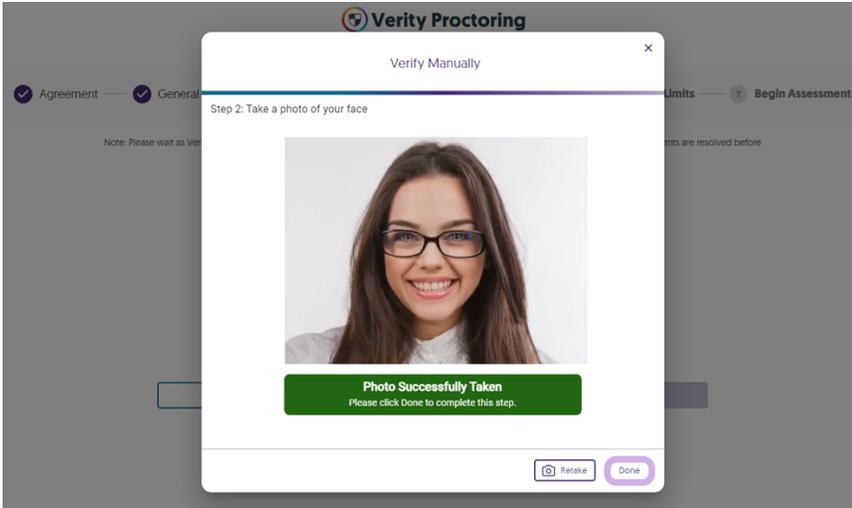
15. If you're satisfied with your photo, click *Next*.



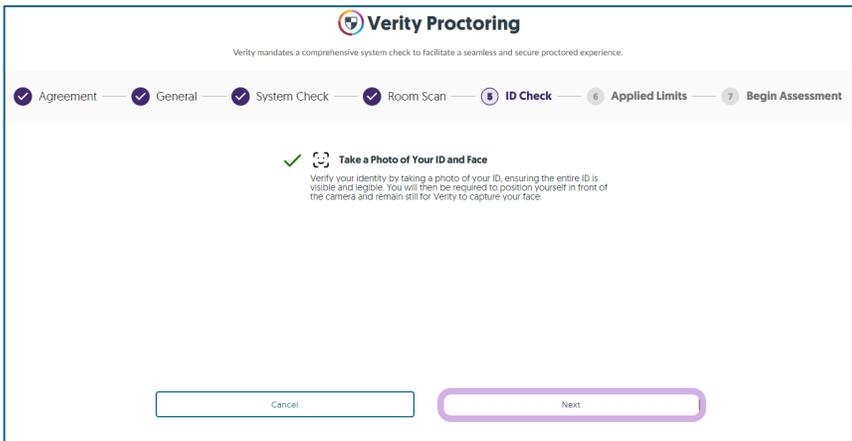
16. You will then need to position the front of your face to the webcam and click the *Camera* button to take a photo of your face.



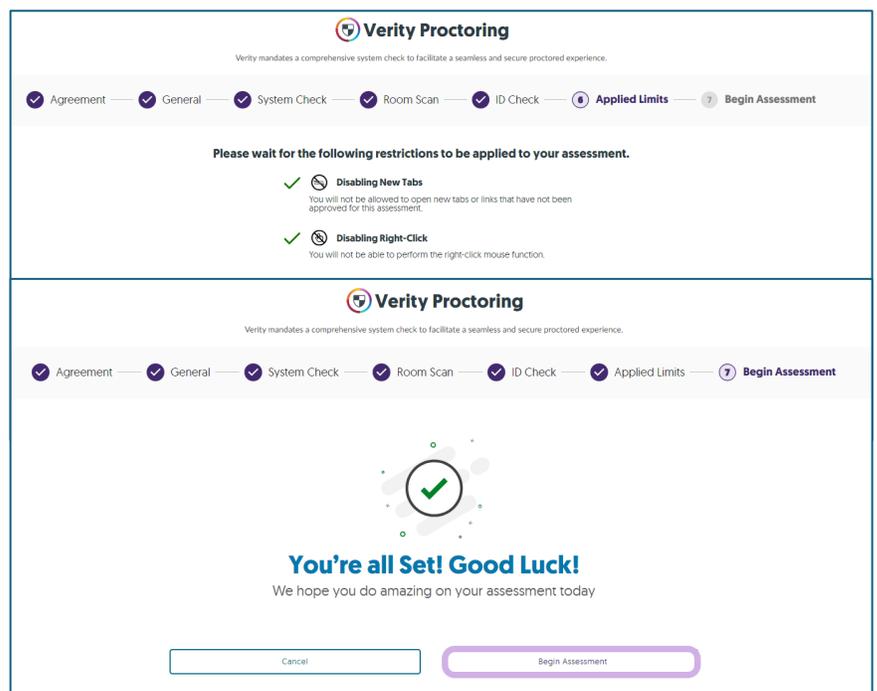
17. If you're satisfied with your photo, click *Done* to upload your ID card and photo.



18. Click *Next*.



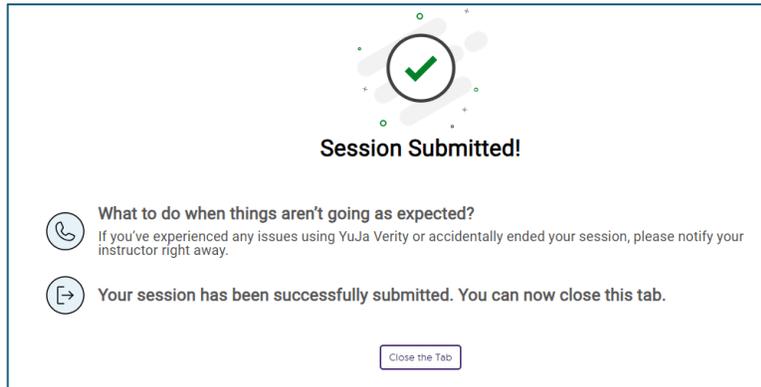
19. If applied restrictions are enabled, they will now be applied. Please resolve any outstanding requirements and click *Next*



20. You're all set! Click *Begin Assessment* to start your online proctor session.

Ending Your Verity Proctored Assessment

Follow the steps below once you're ready to end your proctor session.



1. Submit your assessment as you normally would.
2. Wait for the proctoring session to end.
3. Once you've received the "Session Submitted!" message, you can close the tab.

If the proctoring does not end automatically, click the refresh button of the Chrome browser to refresh the page. This should then end the recording session.