

Install Verity Portal

1. Go to the “+” icon at the top of the left navigation menu, then select Tool Link
2. Click the Dropdown menu, then scroll down and select **YuJa Verity – Portal** (Do not confuse this with **YuJa – MiSU** – that is the screen recording app)
3. Enter the name of the tool as it will display in the left nav menu (We suggest calling it Verity Proctoring, to help separate it from the recording app)
4. Make sure the *Available to Users* is checked, then click SUBMIT

You as the instructor will use this link to add Verity as an option in Edit the Test Options for Blackboard test, as well as adjust settings to the proctoring session. Your students will use this link to set up their Chrome browser to add the Verity extension to the browser. Google Chrome must be the browser used in order for Verity to work.

Set up a Bb test with Verity

1. Locate and open the Edit the Test Options for a test
2. Scroll down to the category YuJa Verity Test Proctoring Platform
3. Select the checkbox labeled Create a proctored environment to safeguard the integrity of your assessment through custom settings
4. Click the CONFIGURE SETTINGS button
5. In the Setup Proctoring display window, you may either choose Browser Extension, or Desktop Lockdown App.

Browser Extension is the standard recording option, Desktop Lockdown App has the same features as Browser Extension, with the added feature to lockdown the ability of the student to visit other websites during the proctored session. This option requires the student to download an app, which is included when the student initially takes their first exam in your class.

6. After making the selection, click NEXT
7. There has already been a default setup created by MSU Bb Admin. You may choose to set additional options as you wish.

Please be aware that certain options require the student to set up the Chrome browser in Incognito mode by opening a New Incognito Window.

8. After reviewing the options 1 thru 6, you may choose to add students that can be exempt from having to be proctored, or you may set unique settings for certain students. Choose the names of the students you wish to make exemptions for and place them into the Exemption list pane.
9. Finally, take the opportunity to review your settings on the Confirmation page. You can edit settings as needed. When ready, click the CONFIRM button.

10. After the setup window closes, make sure to click SUBMIT on the Edit the Test Options page.
11. Notice that the title of the test now has “YuJa for Test Proctoring added to it. The test is now ready to be proctored online.