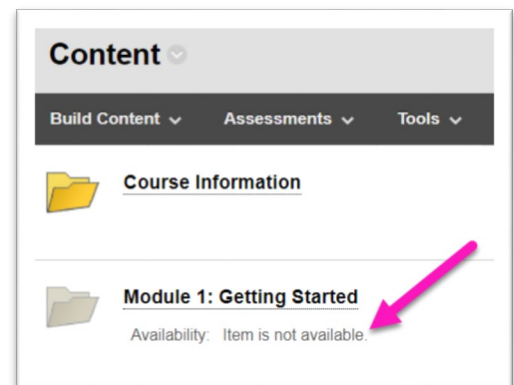# Preparing Your Blackboard Course Shell and Exams
# for Examity Integration

In order for a course and exam to be picked up in the file run that populates the Examity system, both the course itself and the exams to be proctored need to be enabled to students. This will be coordinated with Carine Surdey and Examity to minimize the amount of time the courses and exams are enabled if it is prior to the start of the semester.

We recommend placing the exams within a folder that is hidden from students for the initial integration period. That way, the actual exam is open and available (with defined start and end dates) but students cannot see it since it is in a folder that is unavailable. This will minimize what a student can access should they happen to see that your course is enabled on the day we do the integration.

## Prepare Your Blackboard Course Shell



1. Copy your content into the shell as you typically would

2. Make sure your exams (and any other content you do not want students to see prior to the first day of the semester) are located within folders that are not available to students.

3. Prepare your Blackboard exams for integration (see next section of this document below)

4. Enable your course to students. (should be done after verifying that content folders are hidden)
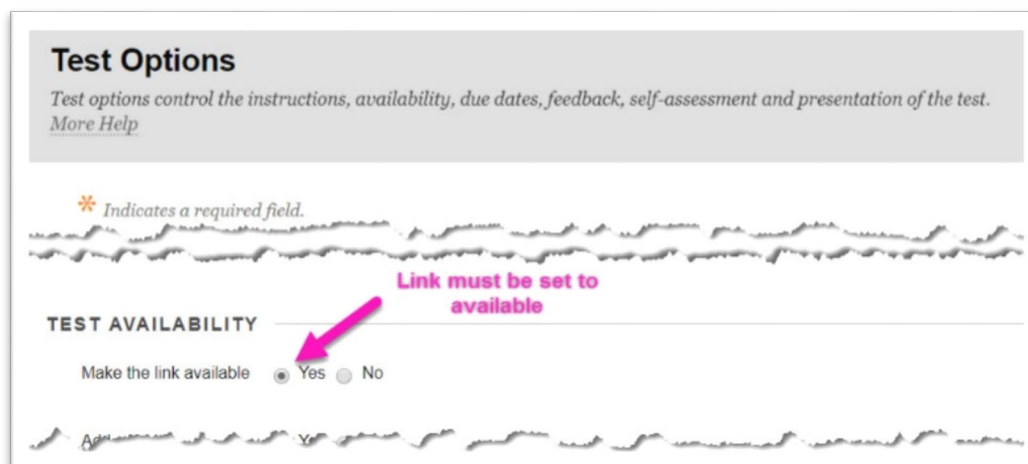
## Prepare Your Blackboard Exams

In order for Examity to pull the information it needs from your exams into its system, you be sure the following Test Options are included and correct prior to requesting the Examity integration:

### Test Availability:

Be sure that the "Make the Link available" option is set to "Yes"

### Duration:

You must be sure to check the "Set Timer" checkbox and enter the maximum number of minutes for the exam. Examity will use this value to in their setup. Be sure to also turn on Auto-Submit so that students can not exceed the amount of time designated for the exam.



### Display:

Both the "Display After" and the "Display Until" fields need to contain dates. Examity will pull these values when integrating your exam into their system.



### Password:

You will be creating a password for this exam. **Do not give this password to your students**! The Examity Proctor will enter it for the student after verifying student identity. This password field is what prevents a student from bypassing the Examity system and taking the exam only through Blackboard.



*Note: You are not limited to the settings listed above. They are simply the minimum settings required. You can still randomize, show one question at at time, etc. in addition to the required Examity settings.*