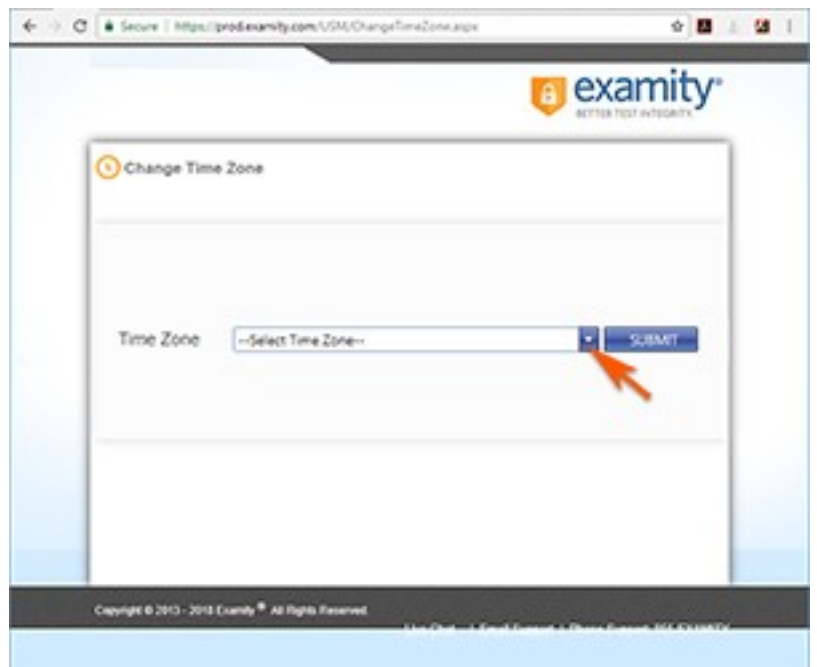# Examity- Adding a test located on a Publisher's site

By default, Examity imports the details of the Published tests from the Canvas course. For tests living outside of Canvas, you will need to create a new exam.

➢ Click the Examity link in your Canvas course to create your instructor's account.
➢ Click to Log In

First time users:

➢ Setup your personal time zone

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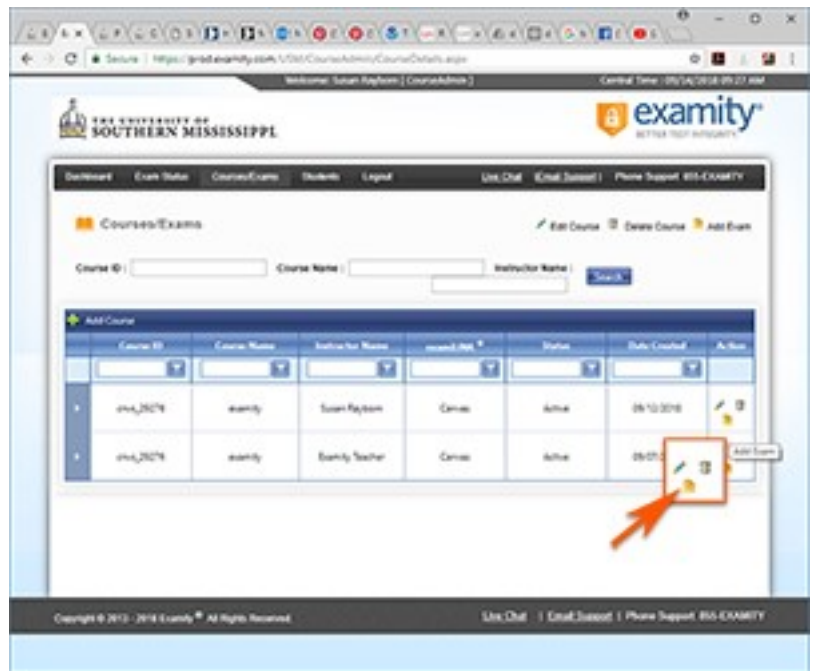➢ Click the **Courses/Exams**

Locate the course in your list.

➢ Click to Add New Exam -

This will open a new window to add your details for the Exam. Be sure to keep everything here consistent with the exam you have created on the publisher's site.

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1. Enter the Name of the test

2. Keep Level 3 to have Live Virtual Proctor

3. Enter Duration of time

4. *IMPORTANT! Enter the URL Https://usm.instructure.com*

5. Enter the window of time the test will be available.

6. Enter the Password created for the test.

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

Standard Rules

Additional Rules

➢ Click all that you allow.

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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 [Save] to retain the information. You can write special instructions for the proctor and Save. Then write special instructions to the students and Save.

➢ When complete, click [Save Exam]

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