



RPnow University

LTI QUICK START



Software
S E C U R E



Quick Start for Teachers & Professors

Registering your online exams for remote proctoring with RPNow

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1. Who should be reading this?

This document is right for you if you are a professor/teacher utilizing a Learning Management System (LMS, e.g. Blackboard, Desire2Learn, Canvas etc.) and you would like your online exams remotely proctored by our award winning RPNow software. This document assumes that your LMS admin has already installed and configured RPNow correctly. If you are an LMS admin looking for information about installing RPNow in your LMS, please consult our **RPNow LTI Installation Guide** instead.

2. What is RPNow and how does it help me?

Our RPNow application ensures integrity for your online exams. It guarantees that your examinees do not cheat when they take an online exam in your LMS. It establishes an examinee’s identity and confirms that there were no cheating materials/aids in their environment. As an examinee takes the exam, the entire session is recorded by our software (using the examinee’s webcam, microphone and screen recording) and the data is reviewed by our experts remotely. We report to you if we find anything suspicious. You can read more about us at: RPNow.softwaresecure.com

3. Locating the RPNow app in your LMS

Login to your LMS and find the link to launch RPNow app. Its location varies depending on your LMS. Please contact your administrator if you have trouble finding the RPNow app. You may have to agree to a confirmation message before the RPNow launches for the first time. RPNow requires just read-only access to your exams in the LMS. RPNow does **not** modify any information in your LMS.

4. Creating an exam profile

Exam Profiles will specify the allowed resources and applications the examinee will be able to use during an online exam (allow the use of browsers, open book, calculators, etc.). Exam Profiles are a specific set of instructions that you pass along to RPNOW (and share with your students) so that both our team of reviewers and your students know what is expected of them for that particular exam. We will use those guidelines to flag any prohibited behaviors or materials when we report to you.

5. Registering your exams with RPNOW

Registering your exams with RPNOW using LTI automatically provides the RPNOW platform with the exam data from your LMS (passwords, exam dates, etc.) required to successfully proctor your exams.


6. Frequently asked questions


1. How do I register an exam with RPNOW?

- a. Create the exam in your LMS as you would normally
- b. RPNOW exams require a password/access code
- c. Launch the RPNOW app and select your exam type (proctored or practice exam)

Register RPNOW Exams

Please select exam type:

 Proctored Exam *(Video review required.)*
This is a proctored exam and requires video review by RPNOW. A report will be delivered for this exam.

 Practice Exam *(Exam video is NOT reviewed.)*
This is NOT a proctored exam. Video review is NOT required. The purpose of this exam is to allow the students the chance to become familiar with the technology prior to taking a "real" or proctored exam. No report will be delivered for this exam.

- d. Select the specific exam(s) you want to register with RPNOW
- e. Assign an Exam Rule Profile to specify the desired exam rules

Register Proctored Exams

This is a proctored exam and requires video review by RPNOW. A report will be delivered for this exam.

Sample Course Available Exam List (% Don't See Exam in List)

Select here or start typing to chose quizzes...

Exam Duration

60

Number of Students

Exam Rule Profile (% View Profile Summary)

Closed Book

Cancel Submit

Powered by Software Secure

2. How do I modify exam information that I have already registered with RPNOW?

If after registering an exam you need to modify any of the exam settings in the LMS (exam name, password, dates, etc.) you simply go back to the LTI app and use the sync function to update this information in RPNOW.



3. How do I set the exam password?

The exam password (referred to as Access Code in Canvas) is set in the LMS. The RPNOW LTI app will automatically capture this information when registering, or syncing an exam.

4. How do I fix the 'incorrect password' error that my students are getting when they attempt to take my exam using RPNOW?

Make sure your exams are synced through the LTI app. The only reasons a student would see an "incorrect password" error is if 1) the exam passwords are out of sync between the LMS and RPNOW, or 2) the student selects the wrong exam from the available exam list in RPNOW. If students continue to have issues please have them contact Software Secure support.

5. How can I allow my students to use Microsoft Word (or some other program) during the exam?

You would first create an Exam Rule Profile in the LTI app that allows the use of Microsoft Word (see image below). Exams registered under this profile will allow students to use Microsoft Word. This is also available for a number of other applications.

The screenshot shows the 'Exam Policy Profile Name' configuration screen. At the top, there is a header 'Exam Policy Profile Name' and a blue bar with the question 'What is an exam policy profile and why does it need a name?'. Below this is a text input field containing 'Microsoft Word Allowed'. The next section is 'Applications Allowed', which includes a list of applications with checkboxes: Microsoft Word (checked), Microsoft Excel, Microsoft Powerpoint, and Microsoft Outlook. The final section is 'Web Browsing Allowed', which includes a blue bar with the question 'What's the difference between "All" and "Specific" websites' and two radio button options: 'All Websites' and 'Specific Website'.

6. How can I bulk register my exams with RP Now?

You can register up to 5 exams at a time through the LTI app.

7. How can I bulk-synchronize my exam information with RPNOW?

The 'sync all' function will sync all active and future exams – ensuring all exam information is consistently synced between the LMS and RPNOW.

8. Where can I get more information about RPNOW?

You can find more information by visiting rpnov.softwaresecure.com or contacting sales@softwaresecure.com.