

AGGIE PROCTORING CENTER SCHEDULING SYSTEM

Faculty use the scheduling system to add, review, modify, and delete requests for remote exam proctoring services. After the proctored exam session, faculty use the scheduling system to access the notes recorded by the Aggie Proctors.

STEP 1

ACCESS APC SCHEDULING SYSTEM

1. Go to Aggie Proctoring Center System (proctor.tamu.edu)
2. Enter NetID/Password credentials as prompted
3. On the Instructor Dashboard, you will see two links.
 - a. **Courses** - (Default) Click the "Courses" link to enable the Courses View. You will see a list of the courses (from Compass/Howdy) you are assigned as the instructor of record for the current semester. You will use the Courses View to schedule an exam proctoring session.
 - b. **Exams** - Click the "Exams" link to enable the Exams View. You will see a list of exams you have already scheduled. You will use the Exams View to see a list of exams you have already scheduled and to review the notes provided by the Aggie Proctors during the proctored exam session.

STEP 2

COURSE DETAILS – EXAMS AND ROSTER VIEW

1. On the Instructor Dashboard, click the Courses link to see a list of your courses.
2. Click the "view" link beside the course for which you would like to schedule an exam
3. After clicking the "view" link, you will see the details for the selected course below your course list. The course details view includes two view options.
 - a. **Exams View** - (Default) Click the "Exams View" link to enable the "Course Details - Exams View." You will see a list of exams you have already scheduled. You will use the "Course Details - Exams View" to add a New Exam. You can also use this view to review, edit, and/or delete a previously scheduled exam proctoring session.
 - b. **Roster View** - Click the "Roster View" link to enable the "Course Details - Roster View." You will see the course roster (from Compass/Howdy) for the selected course. You will use the "Course Details - Roster View" to review the course roster and to indicate extra time accommodations for students registered with Disability Resources.

NOTE: Please review the Aggie Proctoring Center FAQ {I asked Coral to get an anchor to the APC FAQ} for details about accommodating students with disabilities.

STEP 3

ADD A NEW EXAM

1. From the “Course Details - Exams View,” click the “Add New Exam” link to expand the Exam Information form below the list of exams.
2. Complete the “Exam Information” form
 - a. See the [APC website](#) for descriptions of the exam information form fields.
3. Click the “Save” button
 - a. If you receive a message that “No proctors are available for your selected exam time,” please contact the Aggie Proctoring Center, proctor@tamu.edu.
4. After your exam is successfully saved, you will receive an email confirmation with the Zoom Meeting ID, Zoom Host URL, course number, and exam date/time.
5. If you need to review, edit, or delete your scheduled proctoring session, see “Course Details - Exam

HELPFUL TIP

At present, faculty cannot schedule exams for stacked UG/GR sections, cross-listed sections, or sections of the same course using the scheduling software. If you have questions about this restriction, please contact the Aggie Proctoring Center, proctor@tamu.edu.

STEP 4

PROVIDE EXAM ACCESS IN LMS

- Create links in the learning management system to provide access to the exam for your students (e.g., eCampus Test Tool, Canvas Quizzes Tool, or link to third party tool such as WebAssign, etc.).
- For additional guidance on creating exams in the LMS, use the resources on Keep Teaching.

STEP 5

NOTIFY STUDENTS

- Using your normal communication channels, notify students that you plan to use the Aggie Proctoring Center to proctor your exam.
- The APC will register all students enrolled in your course (from Compass/Howdy) for the Zoom meeting two (2) days before your scheduled exam. As a result, each student will receive an email message from Zoom informing them they are registered for the Zoom meeting. This message will include the Zoom meeting ID and Join URL.

NEED MORE HELP?

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