# Toolkit Announcement 1: Class Introduction to Examity® for Blackboard

Hello, Class!

Your online tests in this course will be proctored by Examity®. This service will give you flexibility to schedule exams at your convenience (within the time provided for the test) and take them wherever you want as long as you adhere to the exam rules set for the test.

To get yourself better acquainted with Examity, please watch the [Examity introductory video](https://youtu.be/98OStU71l7A) to show you how it works.

**Let’s get started!**

**STEP 1: CREATE A PROFILE**

* Log into Blackboard and select your course.
* Next, click on the Examity® link. This will bring you to your Examity® dashboard.
* Once on the dashboard, select “My Profile.”
* Select your time zone.
* Confirm your name, email address and provide a contact phone number.
* Upload your picture identification card.
* Select and answer 3 security questions.
* Enter your keystroke biometric signature.

**Please note**: *Your picture identification card must be clear and in color. If that’s not the case, you might be asked to upload the image again. You will need to bring this ID with you every time you take a test for verification purposes.*

You should also review the [step-by-step guide](https://www.examity.com/wp-content/uploads/2019/11/Blackboard_Student_Quick_Guide.pdf) on how to use Examity®. My goal is to keep setup, scheduling, and the test-taking process as simple as possible.

Examity® offers 24/7 technical support. Call 855-EXAMITY, email [support@examity.com](mailto:support@examity.com), or chat with a representative by clicking on the live chat link in your Examity® portal.

Thank you,

Instructor XXXX

# Toolkit Announcement 2: Registration Reminder for Blackboard

Hello, Class!

I am writing to remind you that your XXXX test is coming up.

Please access Examity® via Blackboard and schedule your test. If you have not set up your Examity® profile, you must do so immediately.

The test will be available between MMDDYY and MMDDYY. It must be completed by MMDDYY at XX:YY AM/PM.

**HOW TO CREATE A PROFILE**:

* Log into your course within Blackboard and select the Examity® link.
* Click on “My Profile” to select your time zone, upload your picture ID, select and answer security questions and enter your biometric keystroke information.
* Once your profile is complete, you will be able to schedule your test.

**HOW TO SCHEDULE**:

* Select “Schedule Exam” on the Dashboard
* Pick your instructor, course, and exam from the drop down menu.
* If you need to schedule less than 24 hours in advance, you will have to use the on-demand scheduling option.

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Thank you,

Instructor XXXX

# Toolkit Announcement 3: Test Is Live (in Blackboard)

Dear Students,

This is your final reminder. Your XXXX test is now open. You have from now until XX:YY AM/PM on MM/DD/YY to complete it. If you haven’t already scheduled the exam with Examity®, you must do so immediately.

When you are planning for your test, please remember that you must schedule at least 24 hours before your intended start time. If you need to schedule your exam less than 24 hours in advance, please enable the “on-demand” scheduling button (this incurs an additional fee).

At this point, your Examity® profile should be complete so that the only thing you need to do is log in and schedule your test.

To do so, you must:

* Log into Blackboard, click on your course and click on the Examity® link on the left side of the homepage. This will take you to your Examity® dashboard.
* From the dashboard, click the “Schedule Exam” tab.
* Choose your instructor, course and exam name from the drop down menus.
* Select your preferred date and time from the calendar. Please remember, you will not be able to schedule an appointment less than 24 hours in advance unless you enable the on-demand scheduling button.
* When it is time for your test, access Examity® through Blackboard. Once you see your Examity® dashboard, click the “Start Exam” button. Note that you will not be allowed to connect with a proctor more than 15 minutes prior to the scheduled test.
* When you have completed your test, follow your proctor’s instructions.
* Grades will be available in Blackboard.

Good luck!

Instructor XXXX