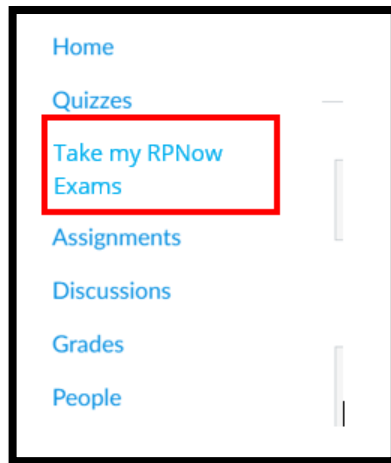


# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

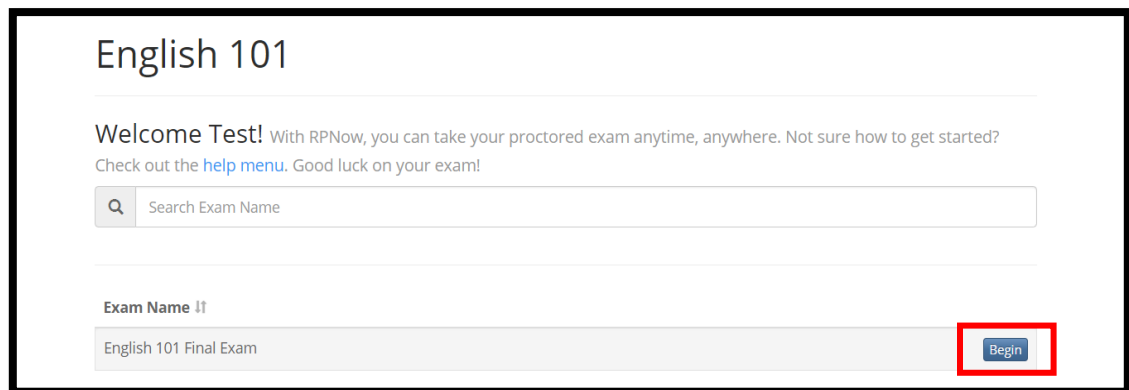
Question not here? Chat with a support representative 24/7 at  
[http://info.psionline.com/rpnouniversity\\_student](http://info.psionline.com/rpnouniversity_student)

1. Login into your Course Management System (Blackboard, Canvas, etc) and locate your course.
2. Locate the Student LTI Tool. This will be located either in the left navigation pane or as a module within the course and will be labelled "Take my RPNOW Exams".

Note: If you cannot locate the link, contact your instructor.

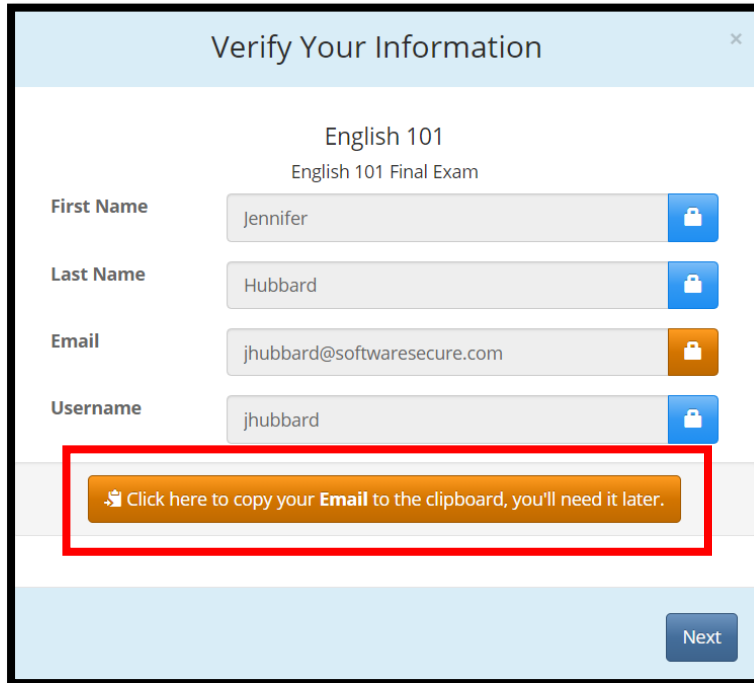


3. Find the Exam you will be taking and choose "Begin".



# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

4. Verify your name and email/username in the appropriate boxes. You can copy your username/email to save time later by clicking the orange box.



Verify Your Information

English 101  
English 101 Final Exam

First Name: Jennifer

Last Name: Hubbard

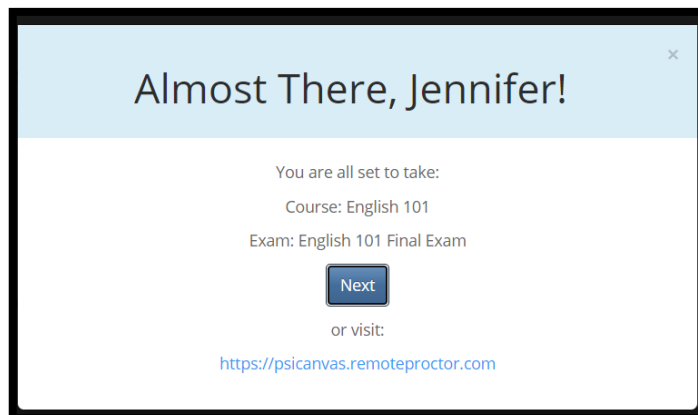
Email: jhubbard@softwaresecure.com

Username: jhubbard

Click here to copy your **Email** to the clipboard, you'll need it later.

Next

5. You will then be prompted to confirm the course and exam you've selected.



Almost There, Jennifer!

You are all set to take:

Course: English 101  
Exam: English 101 Final Exam

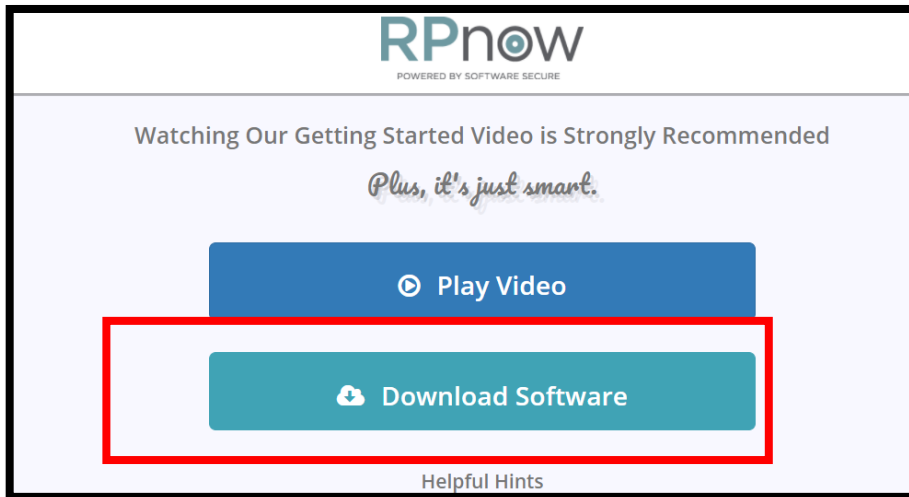
Next

or visit:

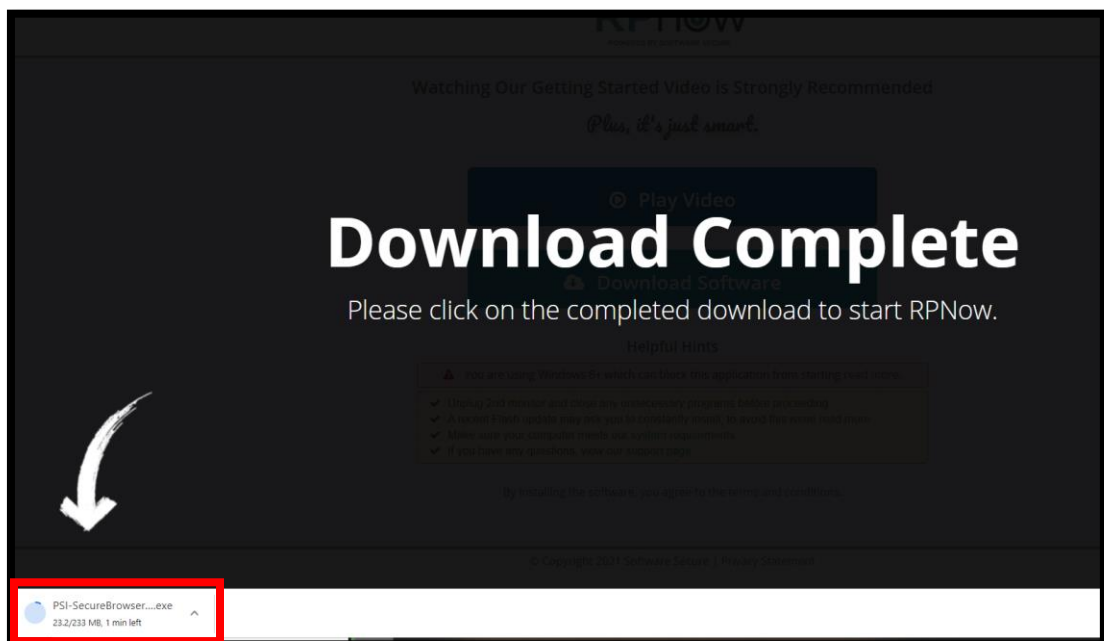
<https://psicanvas.remoteproctor.com>

# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

6. You will be taken to the RPNow Installation page where you will be given the choice to watch a brief tutorial video or download the software. Choose “Download Software.”



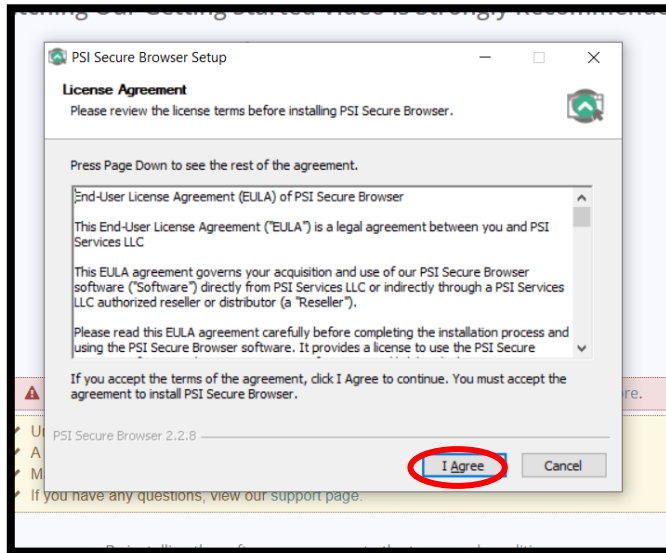
7. Find the download. Depending on your browser and operating system, the download will appear in a different location than the image below.



## 4.0 STUDENT LTI STEP-BY-STEP GUIDE

8. “Run or Open” the application. It may take a little while to complete downloading and launching depending on your download speed.

9. Read and agree to the License Agreement that details the usage of RPNow.



10. Upon entering the software, the system will start a background “Microphone Check” to test your computer’s sound.

Please say the following sentence out loud:

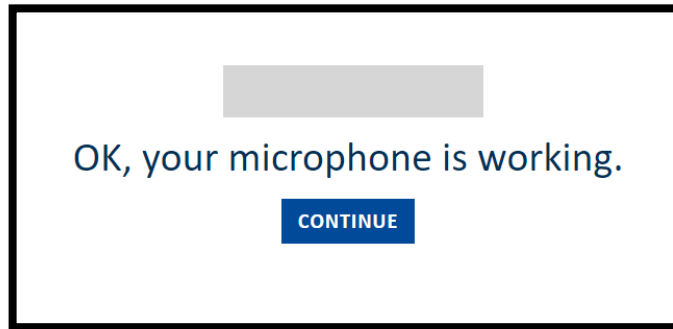
**"I am testing the volume on my microphone"**

Is your microphone working? Please speak now.

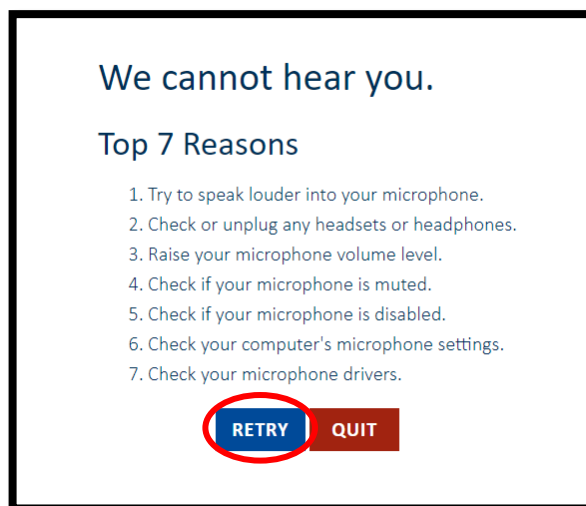
QUIT

# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

- 11.** After you speak out loud the software will let you know that your microphone is working and you may proceed to the next step.



- 12.** If sound is not detected, you will receive an alert informing you that you will need to speak out loud in order to pass this test. You will also be given a list of reasons your microphone may not be working. You can troubleshoot the issue and then Retry the microphone check.



- 13.** Next, the software will run a bandwidth test in the background. If you have sufficient bandwidth, you will not receive an alert. If you do not have sufficient bandwidth, you will receive an alert and will need to try to trouble shoot the issue. Here are some steps our team recommends:

- Try a wired connection instead of wireless
- Ensure others on the internet connection are not using excessive bandwidth (watching videos, streaming, gaming etc.)
- Restart your router
- Wait a few minutes and attempt the bandwidth connection again
- Try a different machine
- Try a different location

# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

(Please note: connecting to Speedtest or another bandwidth testing platform is not the same, the software bandwidth check is specific to the required RPNOW connection.)

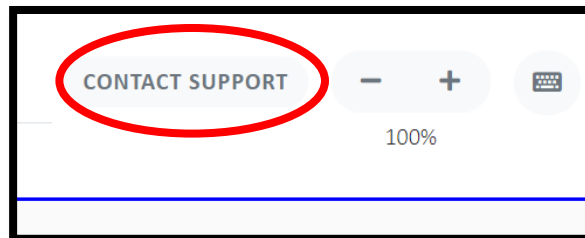
If this does not work, or you have any trouble with installing the software you can reach out to our support team via phone:

**RPNOW Technical Support: 1-855-436-2039 (in the US and Canada)**

**RPNOW International: 1-617-658-2879 (Outside US and Canada)**

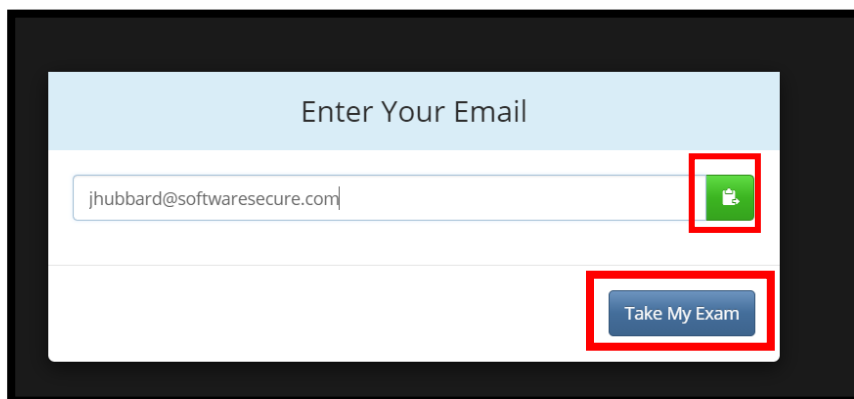
Or use the chat URL here to open a live chat with our team: [RPNOW Live Chat](#)

- 14.** The software will load. If you have used RPNOW before, you may notice this version looks a little different.



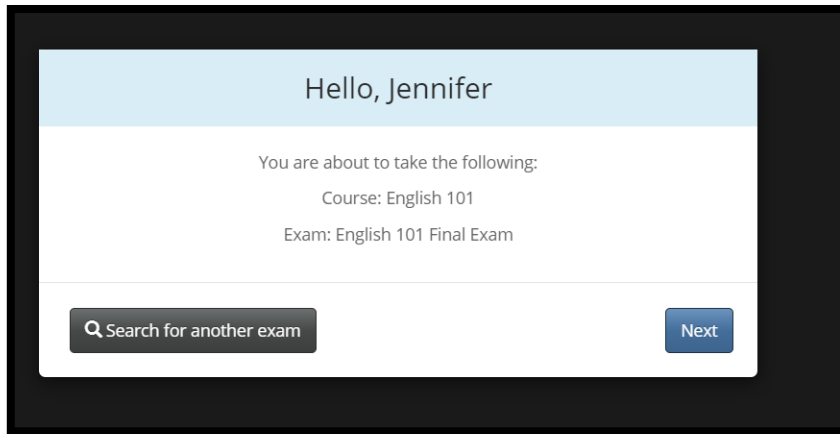
**NOTE:** At this point, if you need assistance, you can always choose the “Contact Support” button located at the top right of the screen.

- 15.** Type your Username/email or click the green paste button to paste this if you copied it earlier using the green button. Select “Take My Exam.”



## 4.0 STUDENT LTI STEP-BY-STEP GUIDE

- 16.** Confirm the exam you are taking and select “Next.” You can also change your selection by choosing “Search for Another Exam.”

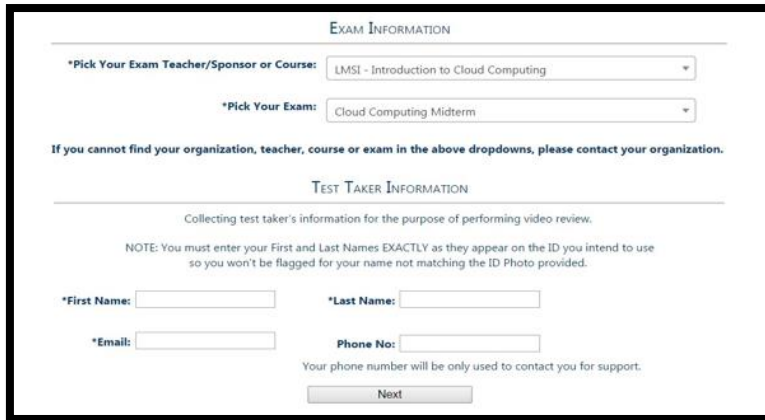


- a.** If you receive a “User Not Found” message, make sure your information is correct and select “Try Again.” If you receive the same message a second time, click “Manual Entry.”



- b. If you select “Manual Entry” or it is your first time using RPNow with the LTI application:** Choose your course and exams from the drop downs. Then enter your name, email and telephone number. Your telephone number is optional and is only used so support can contact you in the event of a problem with the software.

# 4.0 STUDENT LTI STEP-BY-STEP GUIDE



The screenshot shows a registration form with two main sections: "EXAM INFORMATION" and "TEST TAKER INFORMATION".

**EXAM INFORMATION**

- \*Pick Your Exam Teacher/Sponsor or Course: LMSI - Introduction to Cloud Computing
- \*Pick Your Exam: Cloud Computing Midterm

If you cannot find your organization, teacher, course or exam in the above dropdowns, please contact your organization.

**TEST TAKER INFORMATION**

Collecting test taker's information for the purpose of performing video review.

NOTE: You must enter your First and Last Names EXACTLY as they appear on the ID you intend to use so you won't be flagged for your name not matching the ID Photo provided.

\*First Name:  \*Last Name:

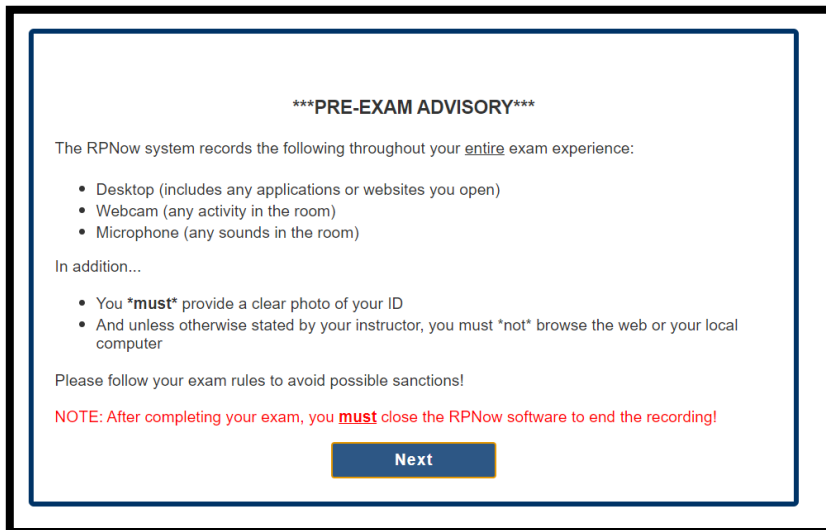
\*Email:  Phone No:

Your phone number will be only used to contact you for support.

Next

c. First time users will need to register their name, ID and email. You will not be prompted to do this for future exams. **Please ensure that the name entered matches the name on your Photo ID exactly.**

17. The RPNOW Advisory screen will then launch. Please make sure to read this carefully, as it details the rules and requirements for the exam and software. You may then see a page from your organization sharing something they would like you to know or remember about your testing experience.



The screenshot shows a "PRE-EXAM ADVISORY" screen with the following content:

\*\*\*PRE-EXAM ADVISORY\*\*\*

The RPNOW system records the following throughout your entire exam experience:

- Desktop (includes any applications or websites you open)
- Webcam (any activity in the room)
- Microphone (any sounds in the room)

In addition...

- You **\*must\*** provide a clear photo of your ID
- And unless otherwise stated by your instructor, you must **\*not\*** browse the web or your local computer

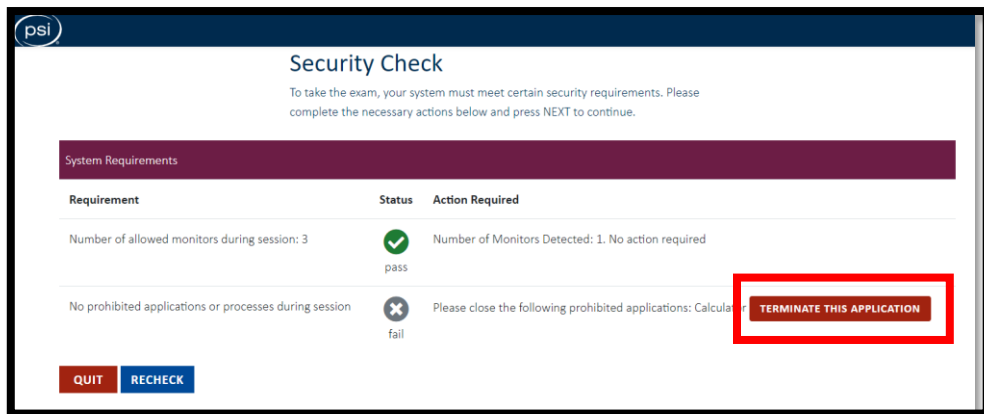
Please follow your exam rules to avoid possible sanctions!

NOTE: After completing your exam, you **must** close the RPNOW software to end the recording!

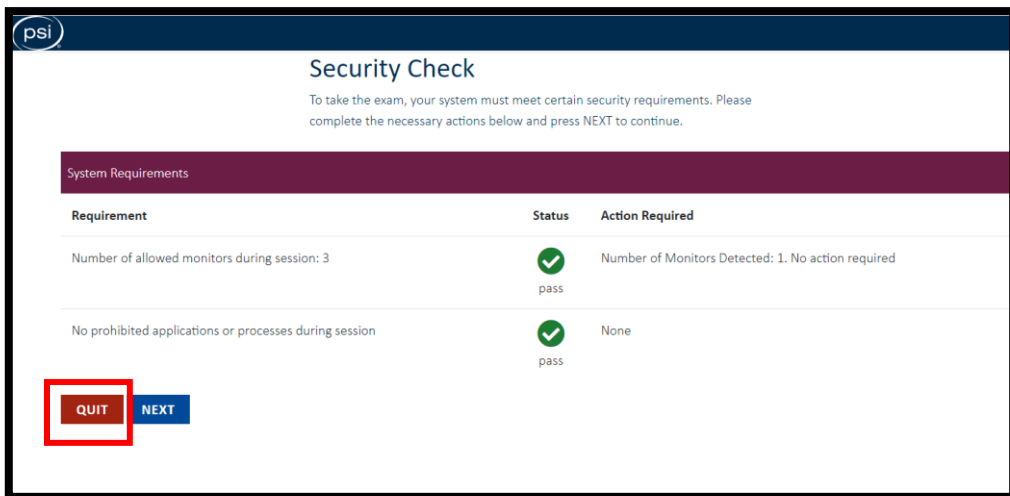
Next

18. If you have any prohibited programs running, such as Word/Excel, RPNOW will alert you they are prohibited.

# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

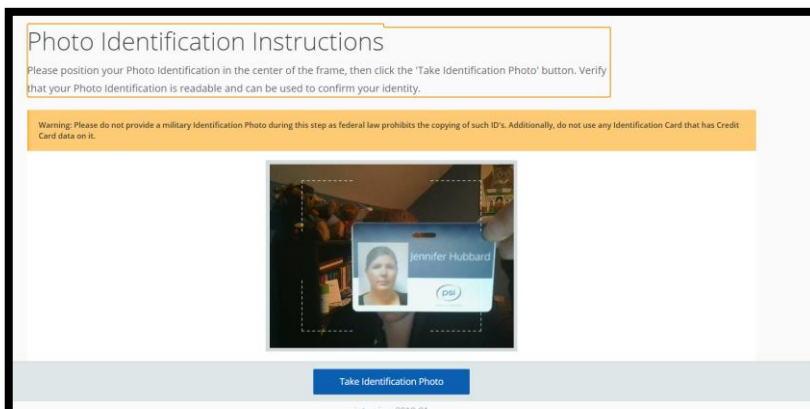


19. Click the button to terminate the applications automatically or close them manually.



20. When the prohibited processes have been closed, you will be able to select “Next” and proceed.


21. You will then be asked to take a picture of your photo ID. Make sure the name and picture on the photo are clear and click “Take Identification Photo.”



# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

- 22.** Review the photo, and if this is unclear for any reason, you have the option to retake the photo. You will then need to check the box and “Confirm ID Photo.” See examples of appropriate and inappropriate ID photos [here](#).

ID Photo Preview



☐ This ID photo is clear, legible, centered and can be used to confirm my identity. Missing or unclear ID photos may result in an exam failure.

Retake ID Photo

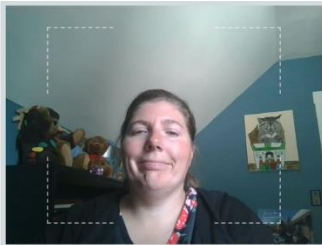
Confirm ID Photo

- 23.** Next, you will do a room scan to show us your work area. Click “Start Room Scan” to begin the process.

Take Identification Photo
Record Room Scan
Take User Photo
Enter Exam

Room Scan Instructions

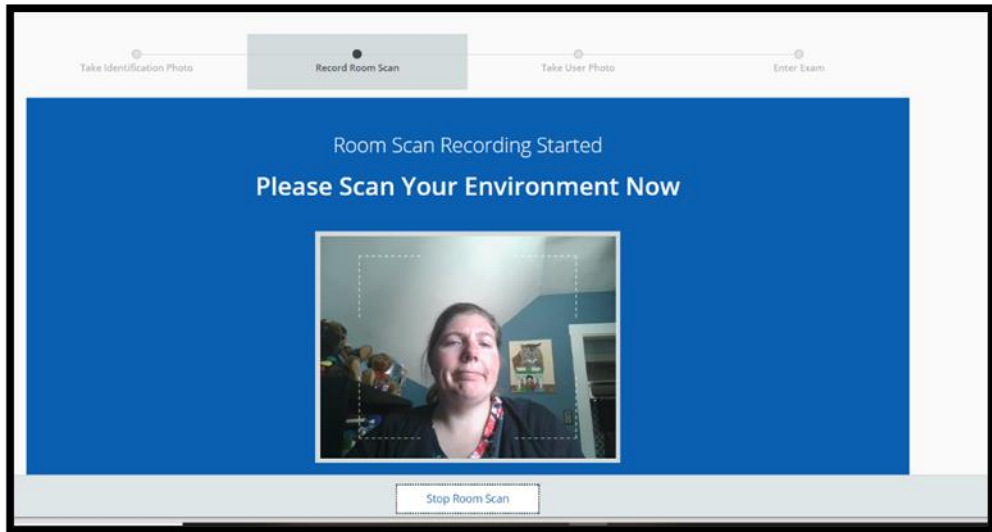
Demonstrate that there are no unauthorized materials on your desk/table, under your desk/table, or in the room. Please click the 'Start Room Scan' button and pan the camera around those areas.



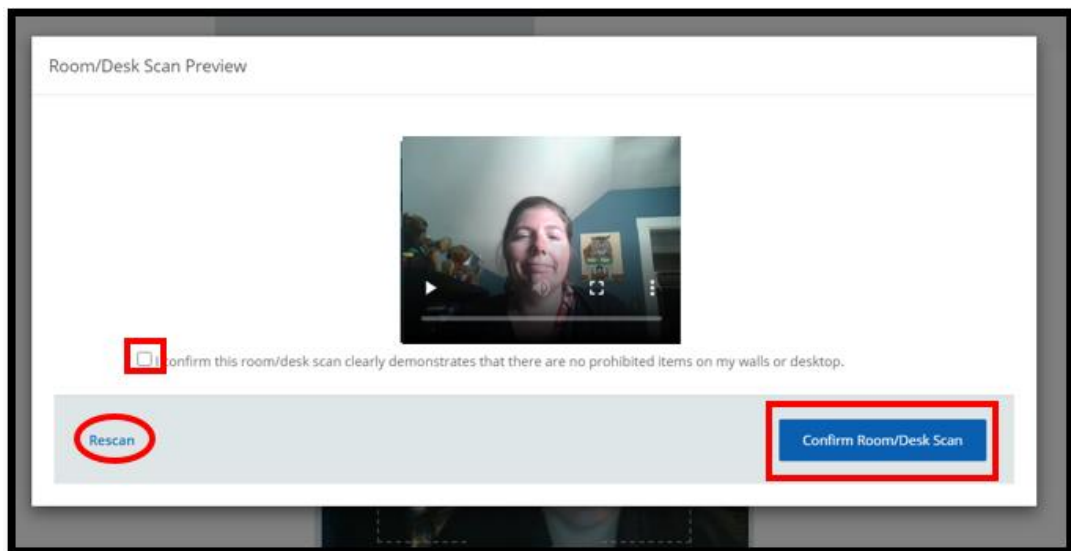
Start Room Scan

# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

- 24.** Make sure you clearly pan your desk, walls, and floor. Then click “Stop Room Scan.”

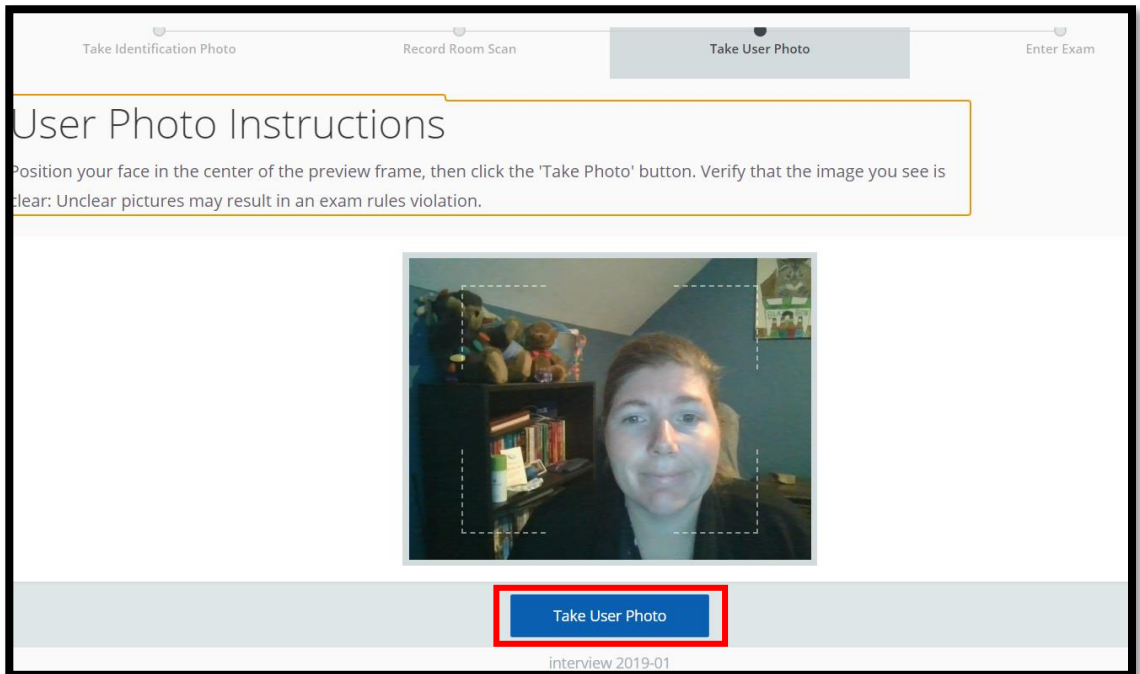


- 25.** You will need to watch the whole room scan video. After you review it, you will have the opportunity to rescan the room, if needed. If the room scan is clear and complete, check “Confirm Room/Desk Scan”. You can see an example room scan [here](#).

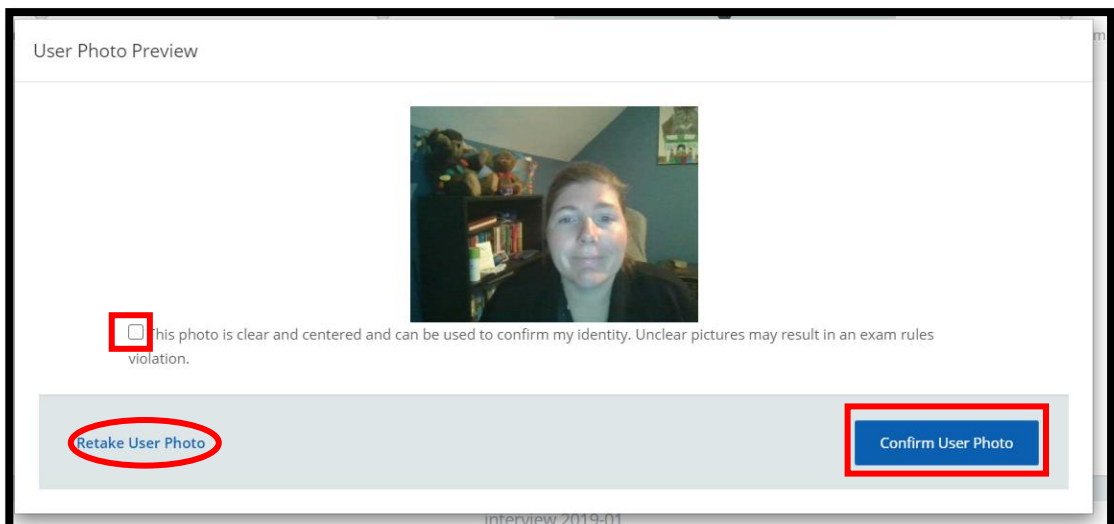


# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

26. Take a clear photo to be compared with your Photo ID.



27. Again, if this photo is unclear, you have the option to retake it before checking the box and “Confirm User Photo.”



# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

- 28.** A prompt will appear alerting you that you have several minutes to log into your course management system

1. You now have 10 minutes to start your exam, otherwise, you will need to start the process over again.

2. Navigate to your exam start page and if your exam requires a password, you must click on the "Insert Exam Password" button at the top of your screen when prompted to enter the exam password.

3. Take your exam.

4. Remember to follow your institution's exam policy to avoid being flagged for violations.

[OK](#)

- 29.** If your school/organization uses several course management systems, you may be asked to choose the appropriate testing system. A link to your testing system may have also been placed into your course. Please reach out to your instructor if you do not know where to find your exam.

The interview process is now complete


---

Please select from the list below to log in to your exam site

Canvas

[Continue](#)

- 30.** Log-in to your course management system.




Email

Password

☐ Stay signed in  
[Forgot Password?](#)

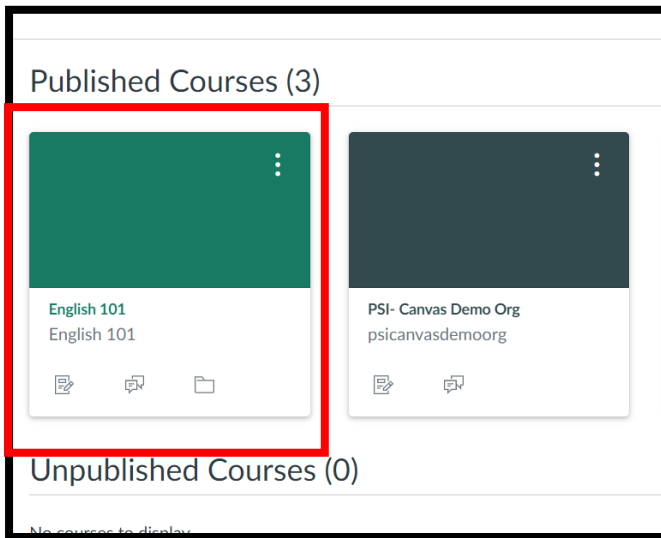
[Log In](#)

[Help](#)
[Privacy Policy](#)
[Acceptable Use Policy](#)
[Facebook](#)
[Twitter](#)

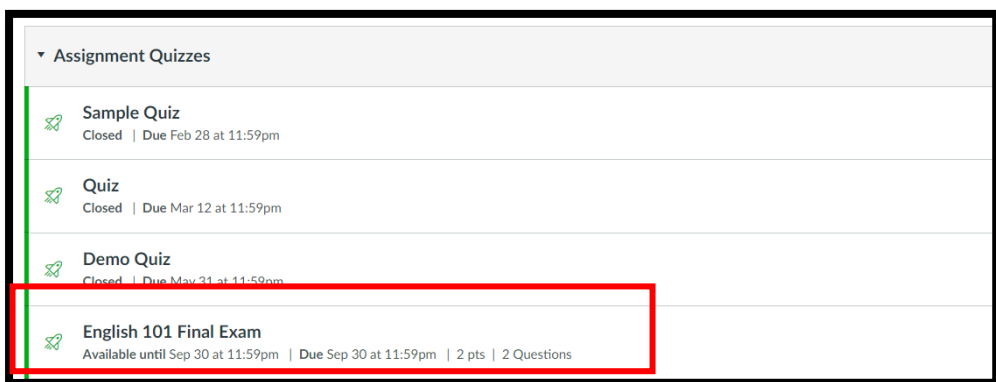


# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

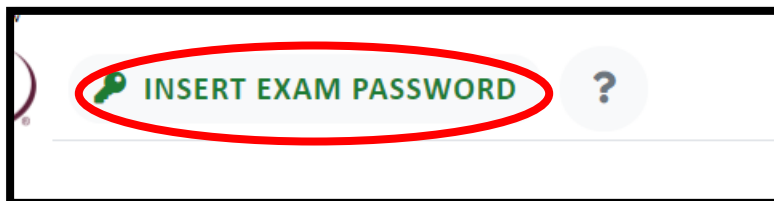
31. Find your course.



32. And locate your exam **\*DO NOT CLICK\*** “Take RPNOW Exams” again - locate your exam within your course and select it.

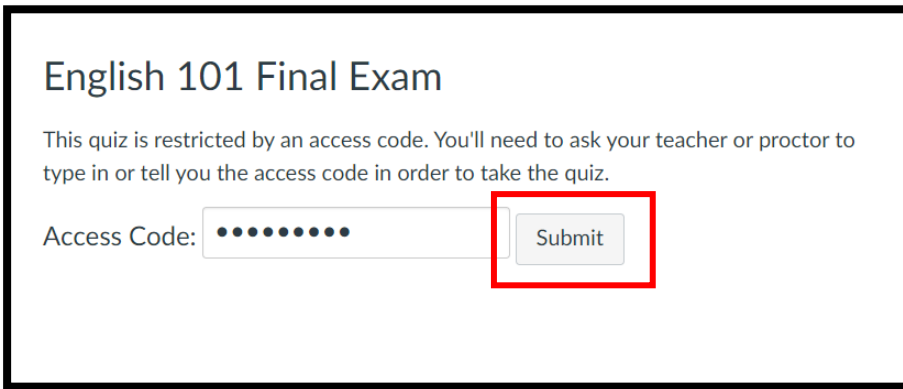


33. You will be prompted for a password for the exam, you will not be given this password ahead of time. Click the “Insert Password” button at the top of the screen and the password will automatically populate.



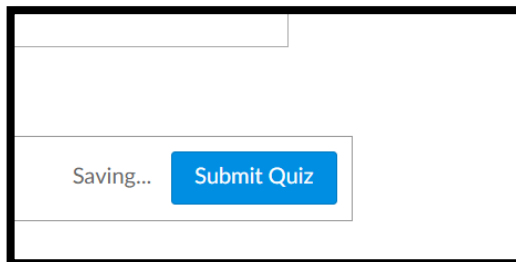
# 4.0 STUDENT LTI STEP-BY-STEP GUIDE

- 34.** Click “Submit” to enter the exam.

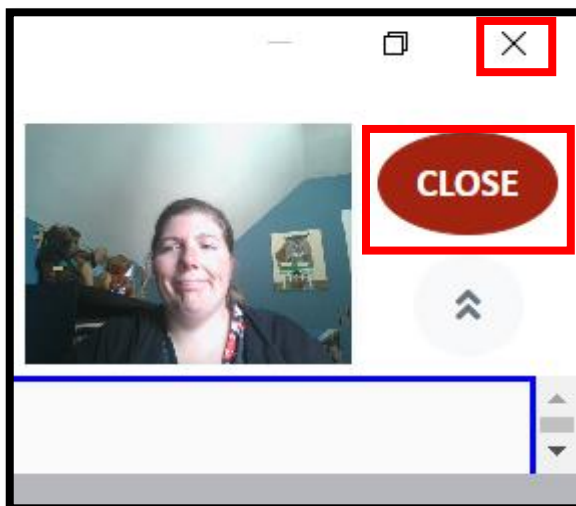


**Please Note:** Canvas asks for an “Access Code” instead of a Password, these two terms are interchangeable, and the steps remain the same.

- 35.** Once you have finished the test, save and submit your answers.

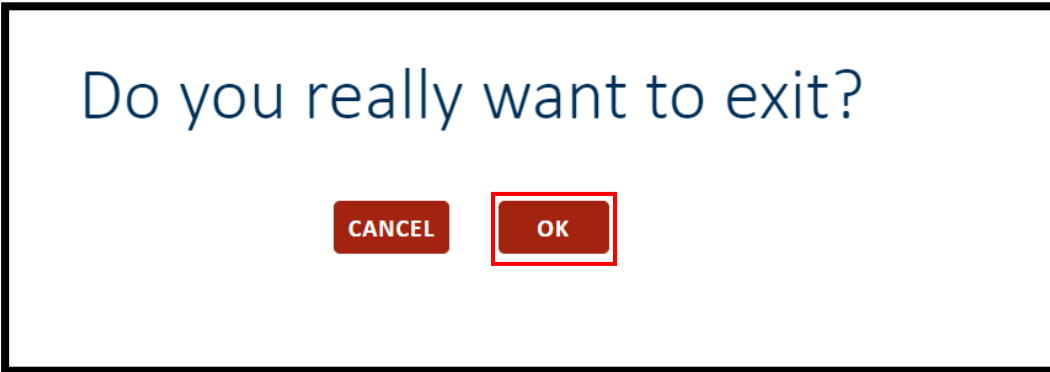


- 36.** Please remember: RPNow will continue to record until you click the “Close” button at the top right hand of the screen to close out the software. You also click on the “X” in the corner, both will do the same action of closing the software.



## 4.0 STUDENT LTI STEP-BY-STEP GUIDE

37. You will then be asked to confirm you'd like to exit the software. Click "OK".



38. An optional, anonymous survey may appear at the end of the test.

**Thank you for using RPNow and  
good luck on your exam!**