1. Log into Canvas and locate your course.

2. Locate the Student LTI tool. This will be located in the left navigation pane and will be labeled "RPNow for Instructors."
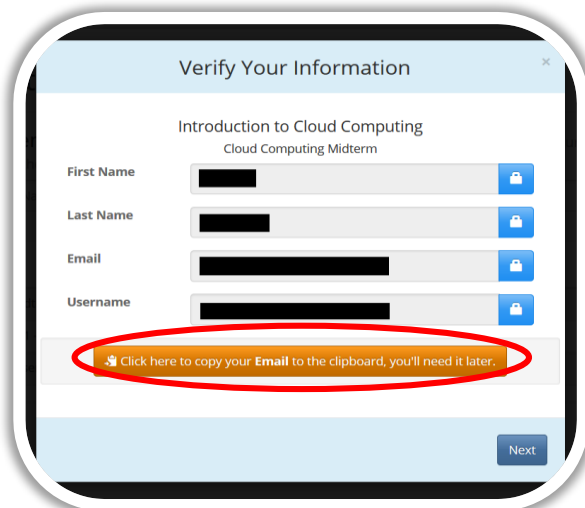
If you cannot locate the link, contact your instructor.

RPNow for
Students

LockDown
Browser

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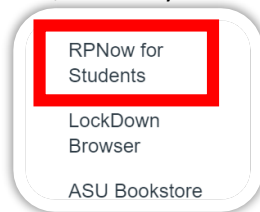
3. Find the Exam you will be taking and choose "Begin."

Exam Name ↓↑

English 101 Exam   Begin
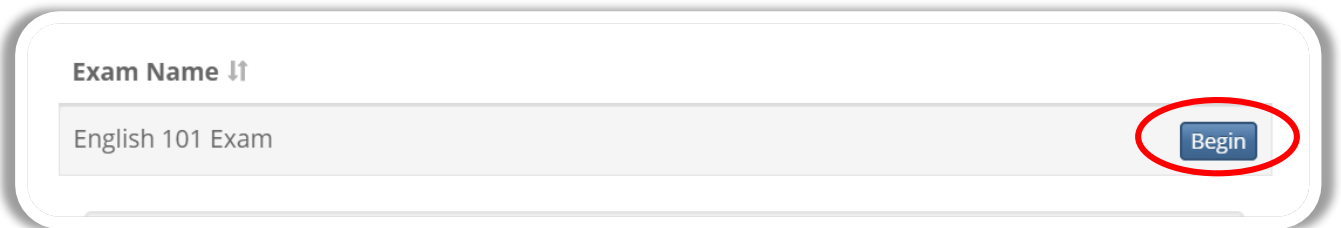
**4.** Verify your name and email/username in the appropriate boxes. You can copy your username/email to save time later by clicking the orange box.

Verify Your Information   ×

Introduction to Cloud Computing
Cloud Computing Midterm

First Name   ▮▮▮▮▮▮   🔒

Last Name   ▮▮▮▮▮▮   🔒

Email   ▮▮▮▮▮▮▮▮▮   🔒

Username   ▮▮▮▮▮▮▮▮   🔒

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

Next

5. 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."
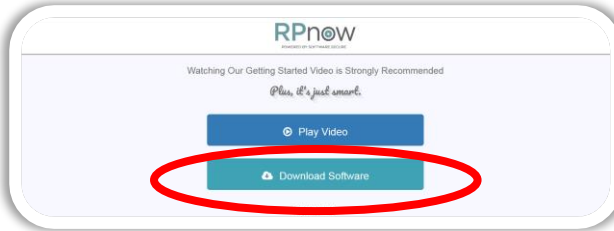

6. Locate your download, then save and run the software. You will need to do this each time you use RPNow, as updates to the software may become available.
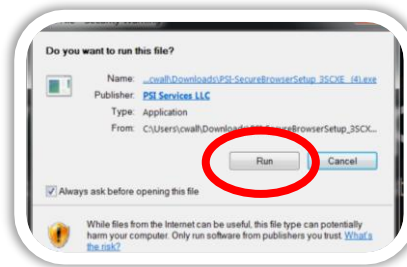
7. Read and agree to the License Agreement that details the usage of RPNow.
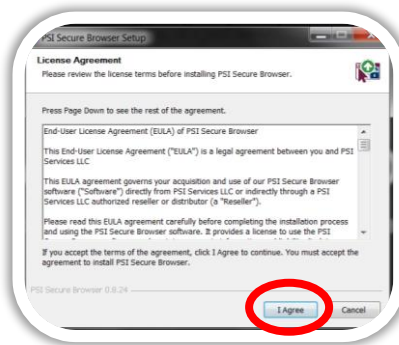
8. The software will load. If you have used RPNow before, you may notice this version looks a little different. For example, you will be able to see your webcam view throughout your exam.
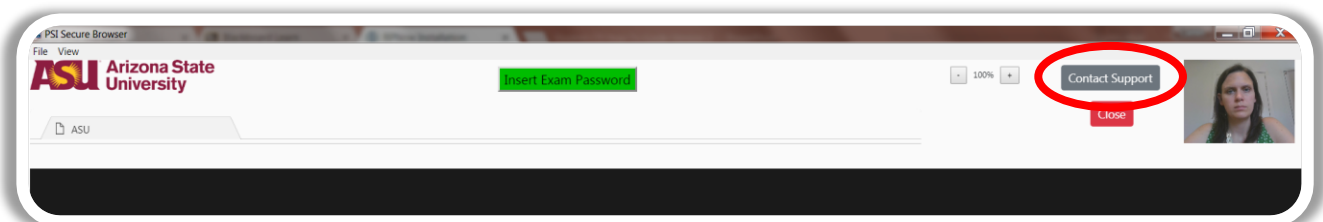
Please Note: As was true in previous versions, if you need assistance, you can always choose the "Contact Support" button located at the top right of the screen.

9. Upon entering the software, the system will start a background "Microphone Check" to test your computer's sound. 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.
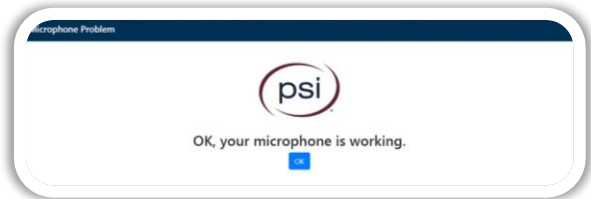
   a. If you do not pass the test, you will be asked to check your microphone settings and will not be able to continue.

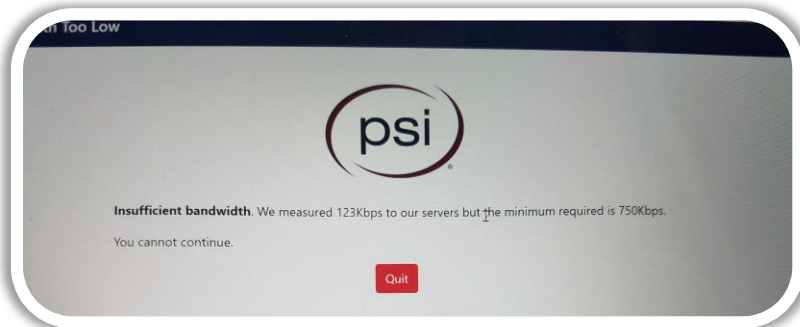   **b.** After you have passed the microphone test, click "Ok."


9a
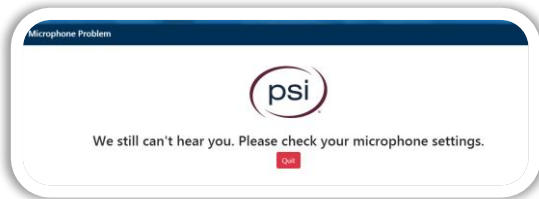
9b

10. Next, the software will run a bandwidth test. If you have sufficient bandwidth, you will not receive an alert. If you do not have sufficient bandwidth, you will receive the alert below and will need to try an alternate computer or location with more bandwidth.
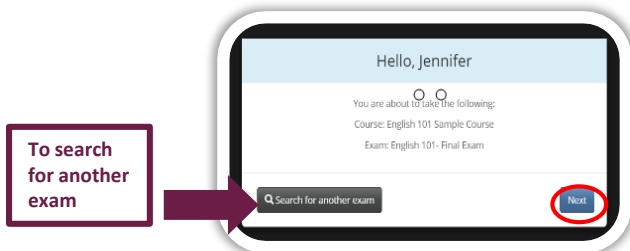

11. Type your ASURITE Username or click the green paste button to paste this if you copied it earlier using the orange button. Select "Take My Exam."
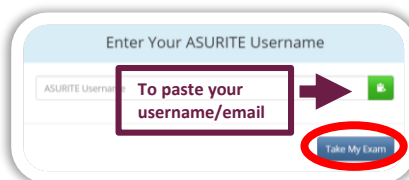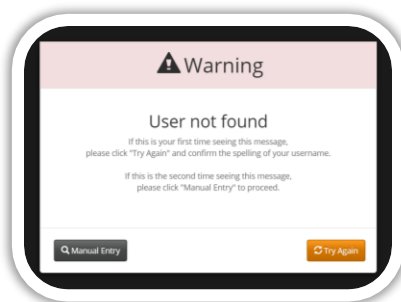
12. Confirm the exam you are taking and select "Next." You can also change your selection by choosing "Search for Another Exam."

To search for another exam →

Hello, Jennifer

You are about to take the following:

Course: English 101 Sample Course

Exam: English 101- Final Exam

Q Search for another exam   Next

Please Note: If you receive a "User Not Found" message, make sure your information is correct and select "Try Again." If you receive the same message, click "Manual Entry."

⚠ Warning

User not found

If this is your first time seeing this message,
please click "Try Again" and confirm the spelling of your username.

If this is the second time seeing this message,
please click "Manual Entry" to proceed.

Q Manual Entry   🔄 Try Again

13. Choose your course and exams from the drop downs. Then enter your ASURite ID and click "Next."

EXAM INFORMATION

*Pick Your Exam Teacher/Sponsor or Course: DEV-2018Summer-RPNow-kcranfor: RPNow Test Course ▼

*Pick Your Exam: English 101 Exam ▼

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

TEST TAKER INFORMATION

NOTE: You must enter your ASURITE username in this field (e.g., xxxxxxxx).
No other username will be accepted.

* ASURITE Username

*Retype ASURITE Username

Next

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**. Please do not use a credit card or military ID.

psi

14. The RPNow Advisory screen and ASU guidelines will then launch. Please make sure to read these pages carefully, as they detail the rules and requirements for the exam and software.

15. If you have any prohibited programs running, such as Word/Excel, RPNow will alert you they are prohibited and provide a button to automatically close them. When the prohibited processes have been closed, you will be able to select "Next" and proceed.

16. 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 ID Photo." 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."
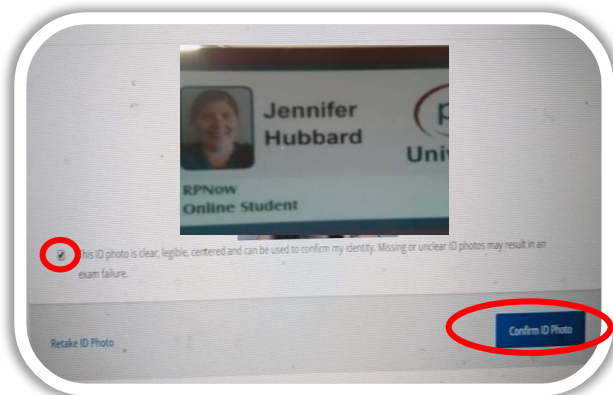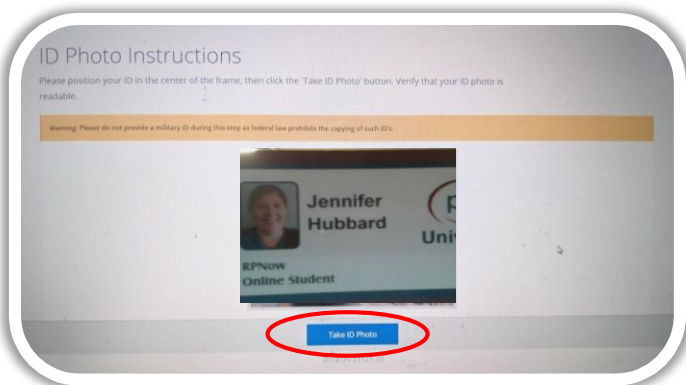

17. Next, you will do a room scan to show us your work area. Make sure you clearly pan your desk, walls, chair and floor. You will need to watch the whole room scan back. If needed, you have the opportunity to rescan the room before checking the box to "Confirm Room/Desk Scan."
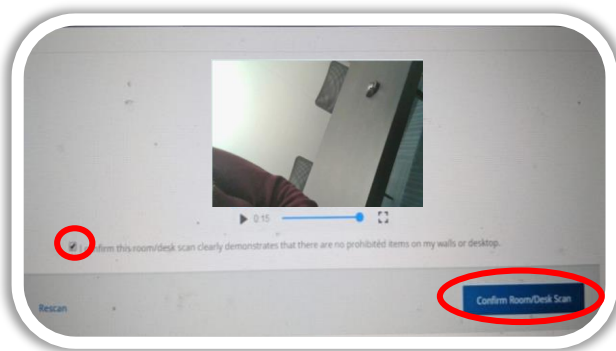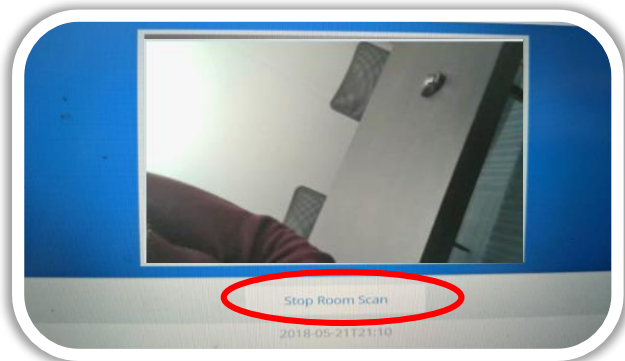

Please note: Any materials that your teacher allows during the test, such as calculators, books and notes, should be shown to the camera during the room scan.

18. Take a clear photo to be compared with your Photo ID. Again, if this photo is unclear, you have the option to retake it before checking the box and "Confirm User Photo."
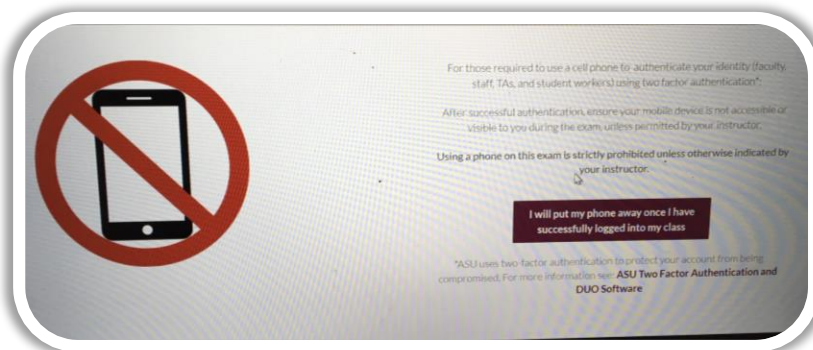

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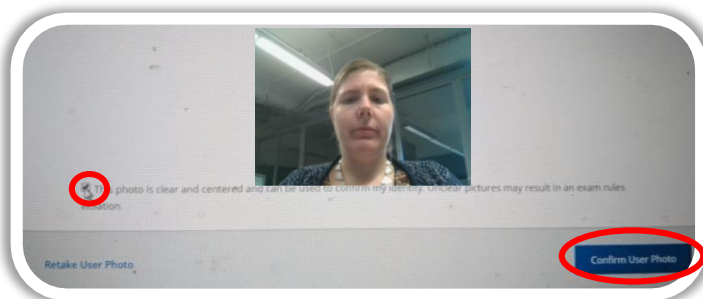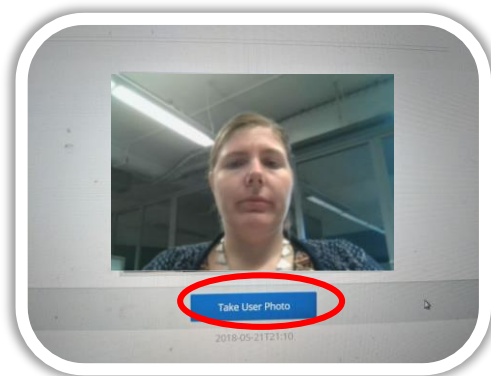
19. Once this is completed, you'll have 10 minutes to log back into Canvas and start the exam. A prompt will alert you to this.
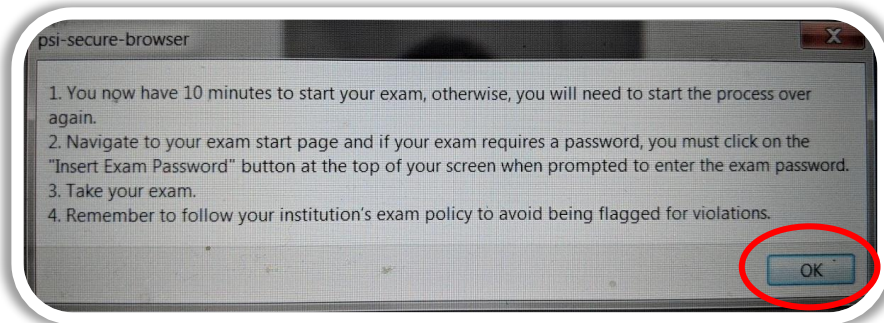
20. You will be reminded that if you need to go through the dual-authentication process, you will need to put your phone away before beginning your exam.

21. Log-in to Canvas and locate your exam ***DO NOT CLICK*** "RPNow for Students" again - locate your exam within your course and select it.

22. You will be prompted for an access code for the exam, you will not be given this access code ahead of time. Click the "Insert Access Code" button at the top of the screen and the access code will automatically populate. Click "Submit" to enter the exam.
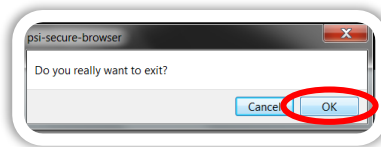

23. Once you have finished your exam, save and submit your answers.

24. **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.**
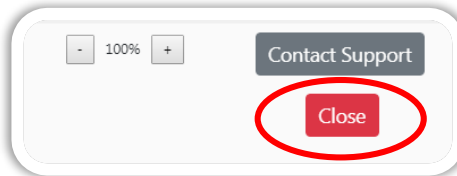
25. You will need to click "Ok" to confirm you would like to close the software.

TIPS FOR A CLEAN EXAM

- **Take a practice test.**

Most organizations should provide you with a practice test so that you can go through the process described here before entering your official exam.

- **Review common violations.**

Review common **ID violations** and **rules violations** to avoid these blunders during your exam.

- **Ensure you are testing in an appropriate environment.**

Review your Exam Policy to verify you do not have any prohibited resources, work in a quiet room, and provide an accurate room scan.

HOW TO GET HELP

- **Chat**

Chat is always available via the "Contact Support" button at the top right corner of the software.
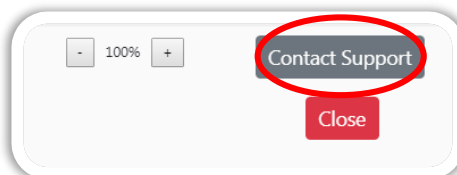
- **Call**

You can reach ASU support anytime at 1-855-278-5080.

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