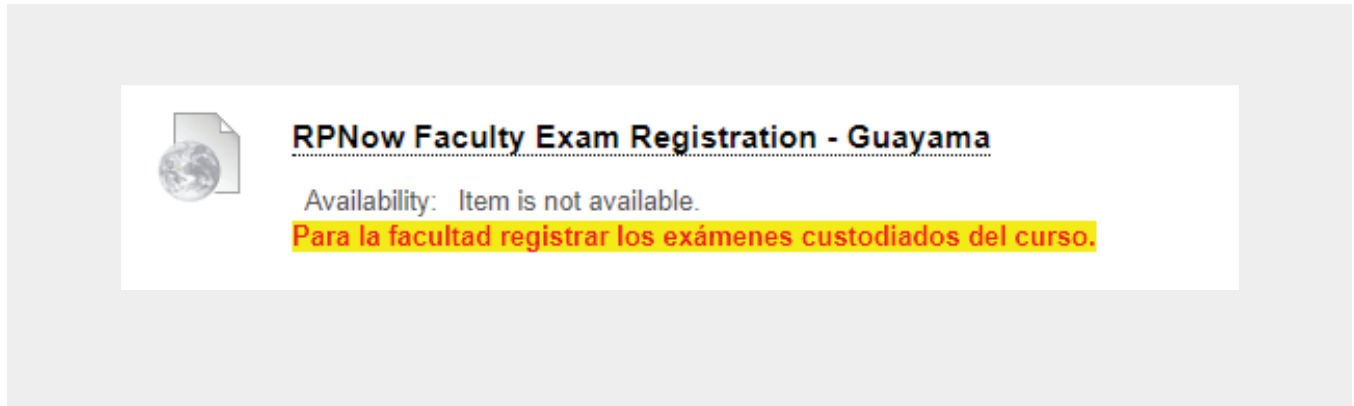


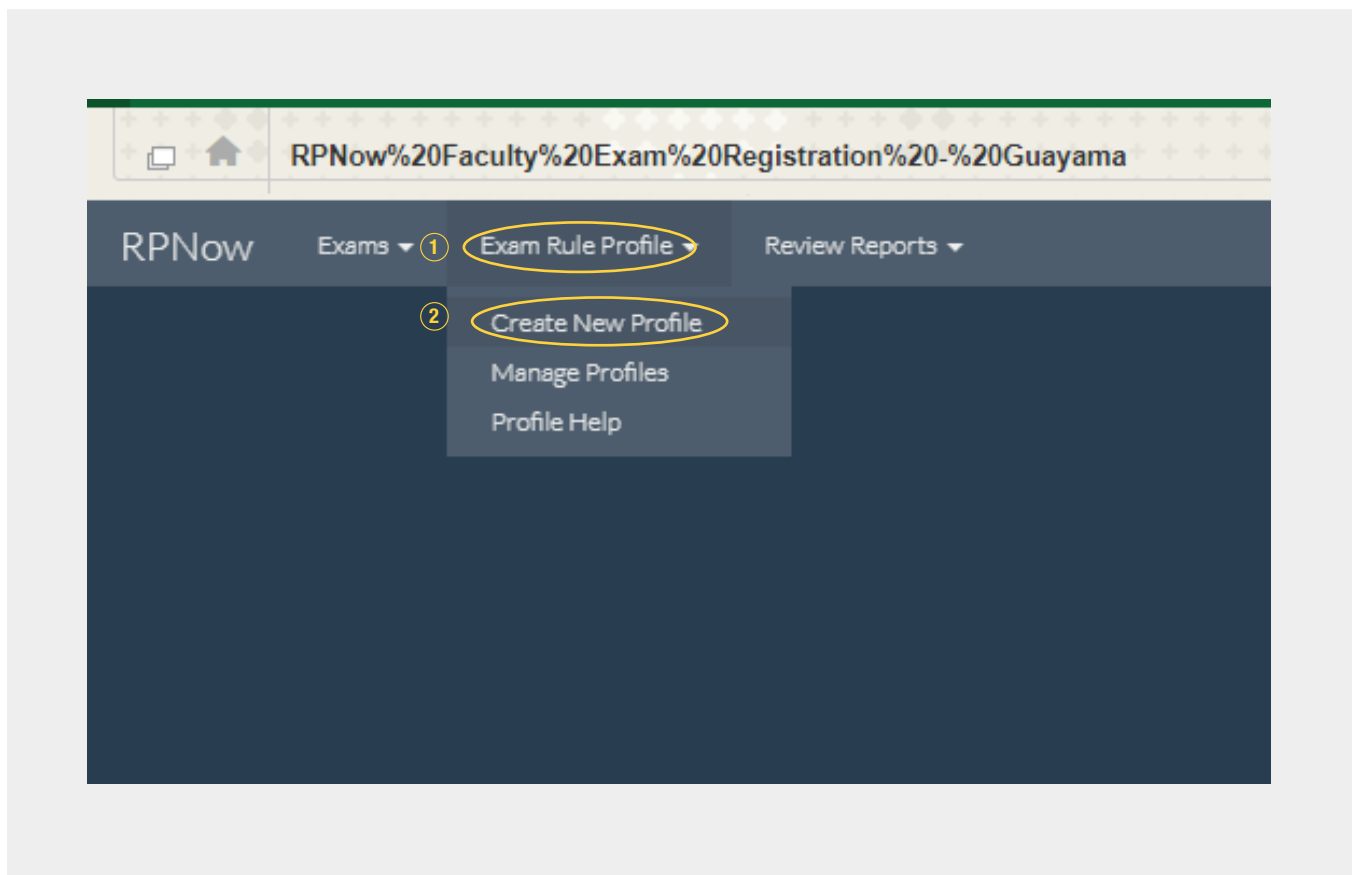
Guía para la facultad registrar un examen en *Remote Proctor Now*

Una colaboración del Recinto de Guayama

1. Vaya al área de exámenes en el curso en línea y seleccione **RPNow Faculty Exam Registration**.



2. Vaya a **Exam Rule Profile** y luego a **Create New Profile** para crear las reglas del examen.



3. Asigne un nombre a las reglas a establecer (**Rules Profile Name**). Luego, seleccione las opciones que los estudiantes **podrán** utilizar durante el examen custodiado. Si no ve listada la opción que desea, debe incluirla en el encasillado de **Special Instructions** bajo la opción de **Other/Misc.** Al finalizar, presione sobre **Create Profile**.

The screenshot displays the 'Exam Rule Profile' configuration interface with the following sections and callouts:

- Exam Rule Profile Name** (1): A text input field containing 'Regla ejemplo'. Callout: 'Nombre de la regla del perfil'.
- Profile Availability** (2): Two radio button options. The first, 'Make Profile available to others in this Course', is selected. Callout: 'Disponibilidad de perfil'.
- Applications Allowed** (3): A list of applications with checkboxes. 'Microsoft Excel' is selected. Callout: 'Aplicaciones'.
- Web Browsing Allowed** (4): A list of web browsing options. 'Calculator' and 'Textbook' are selected. Callout: 'Opción para que el estudiante pueda utilizar el navegador de Internet.'.
- Textbook** (5): A sub-section under 'Textbook' with 'Hardcopy' and 'Electronic' selected. Callout: 'Materiales de referencia'.
- Other/Misc. Allowed** (6): A list of other options, all of which are currently unselected. Callout: 'Otras instrucciones'.

At the bottom of the interface, there are three buttons: 'Reset', 'Cancel', and 'Create Profile' (which is circled in yellow). To the right of these buttons is a 'Create profile' button.

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4. Inmediatamente le saldrá la siguiente pantalla, confirmándole la creación de las reglas. Puede presionar sobre **View Profile Details** para ver un resumen de las reglas que asignó a ese perfil.

Profile Rules

This is a breakdown of all available Exam rules. The rules below are only the ones you can set via the LTI Application and any rules not listed will be determined by your Organization level settings. Export Profile Rules

Type	Group	Program	Value
Applications	Word Processors	Microsoft Word	Blocked
Applications	Word Processors	Wordpad	Blocked
Applications	Word Processors	Notes	Blocked
Applications	Word Processors	Notepad	Blocked
Applications	Microsoft Excel	Microsoft Excel	Allowed
Applications	Microsoft Powerpoint	Microsoft Powerpoint	Blocked
Applications	Microsoft Outlook	Microsoft Outlook	Blocked
Web Browsing	Specific Websites on any Browser	Chrome	Google Chrome, Google Translator
Web Browsing	Specific Websites on any Browser	Internet Explorer	Google Chrome, Google Translator
Web Browsing	Specific Websites on any Browser	Safari	Google Chrome, Google Translator
Web Browsing	Specific Websites on any Browser	Firefox	Google Chrome, Google Translator
Web Browsing	Specific Websites on any Browser	Opera	Google Chrome, Google Translator
Web Browsing	Specific Websites on any Browser	Edge	Google Chrome, Google Translator
Reference Materials	Calculator		Allowed
Reference Materials	Software Calculator (Win/Mac Calc)	Windows and Mac Calculator	Blocked
Reference Materials	Physical Calculator		Blocked
Reference Materials	Blank Paper Only		Blocked
Reference Materials	Pen and Paper		Allowed
Reference Materials	Textbook		Allowed
Reference Materials	Notes		Allowed
Reference Materials	Hardcopy		Allowed
Reference Materials	Electronic		Allowed
Reference Materials	Desktop		Allowed
Web Browsing	Specific Websites on any Browser	Firefox	Google Chrome, Google Translator
Web Browsing	Specific Websites on any Browser	Opera	Google Chrome, Google Translator
Web Browsing	Specific Websites on any Browser	Edge	Google Chrome, Google Translator
Reference Materials	Calculator		Allowed
Reference Materials	Software Calculator (Win/Mac Calc)	Windows and Mac Calculator	Blocked
Reference Materials	Physical Calculator		Blocked
Reference Materials	Blank Paper Only		Blocked
Reference Materials	Pen and Paper		Allowed
Reference Materials	Textbook		Allowed
Reference Materials	Notes		Allowed
Reference Materials	Hardcopy		Allowed
Reference Materials	Electronic		Allowed
Reference Materials	Desktop		Allowed
Reference Materials	Tablet/eReader		Allowed
Other/Misc	Permitted Absence (minutes)		Blocked
Other/Misc	Others allowed in room		Blocked
Other/Misc	Special Instructions		Blocked

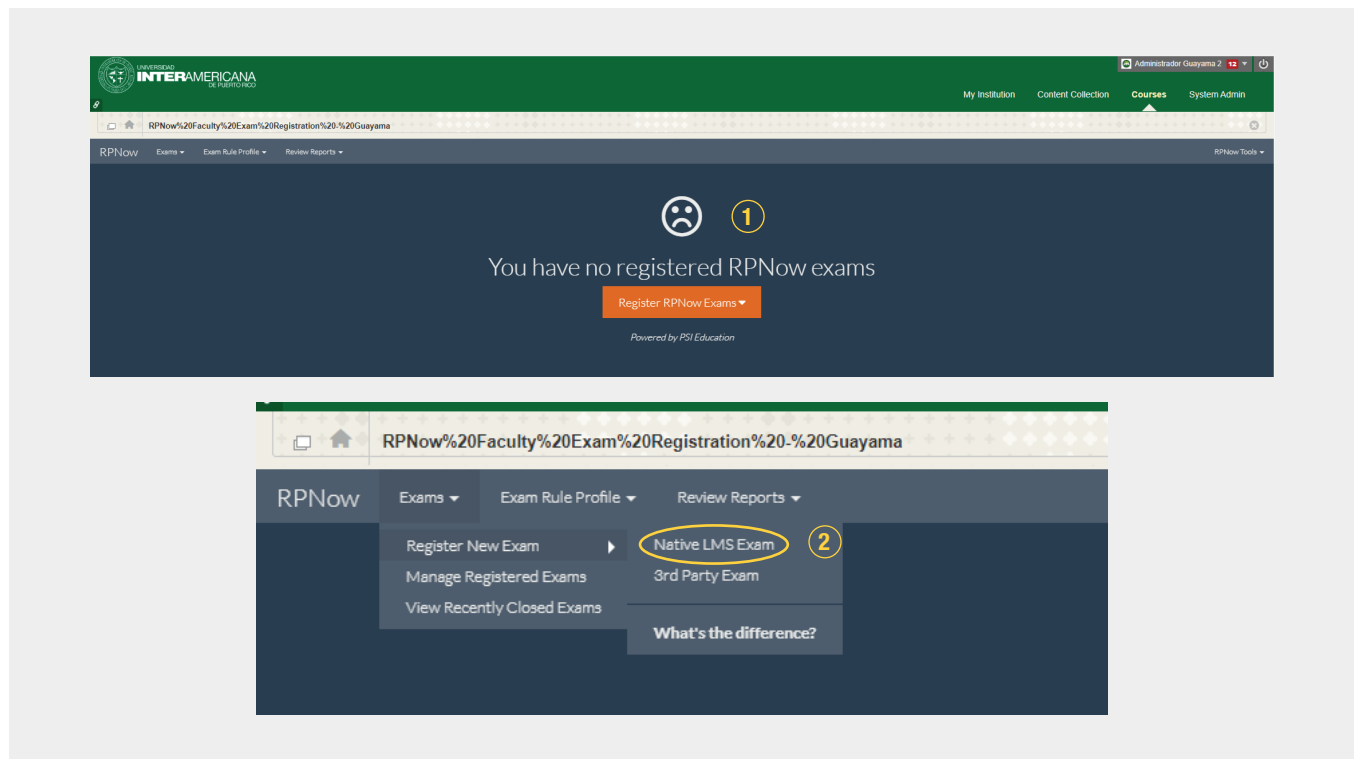
Exam Profile Usage

Exams that currently have this Profile assigned to them. If you update a Profile you need to sync the exam or use this form to apply the edited Profile to exams using it.
 Exams that are currently closed will receive the updated Profile if they are reopened automatically. If you are not on the 'Users' availability list, then you will only be able to sync exams in the current course.
 Profile last modified: Jun 16, 2020 10:24 AM (AST)

No exams are currently using this Profile.

Go Back
Duplicate Profile
Edit Profile

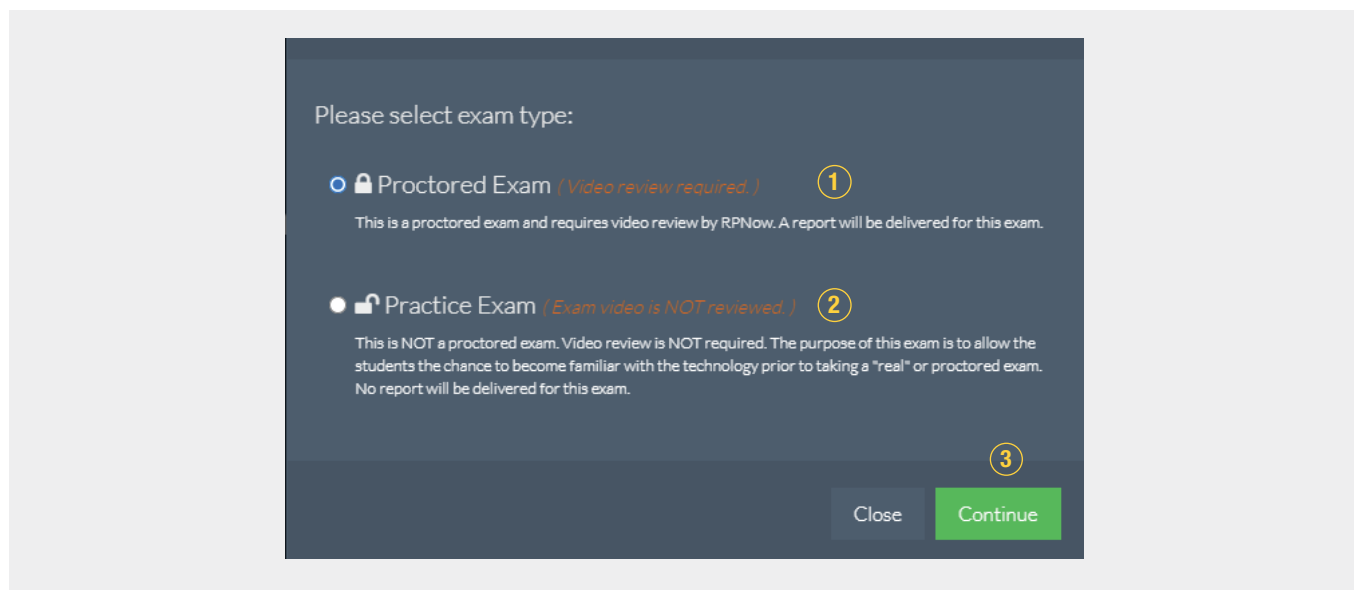
5. Para registrar un examen en el **Remote Proctor Now**, debe activar la opción **Register RPNOW Exams** (1). Luego active el siguiente menú y seleccione **Native LMS Exam** (2).



6. La siguiente pantalla le ofrece dos opciones para seleccionar.

- (1) **Proctored Exam** – Seleccione esta opción para que el examen sea custodiado. Esto implica que se grabará y evaluará la sesión del examen.
- (2) **Practice Exam** – Seleccione esta opción para crear una prueba de práctica para que los estudiantes se familiaricen con el proceso.

Nota: Si configura un examen como examen de práctica, no podrá cambiarlo luego a examen custodiado. Luego de seleccionar una de las opciones, presione **Continue** (3).



7. La siguiente pantalla le permite buscar el examen y seleccionarlo (1). Luego active la duración del examen (**Exam Duration**) (2), la cantidad de estudiantes (**Number of Students**) (3) y seleccione el **Exam Rule Profile** (4). Presione **Submit** (5).

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

Training16: Certificación Práctica BB Available Exam List (% Don't See Exam in List)

1 [Examen ejemplo X]

Exam Duration
2 - 60 +

Number of Students
3 - 4 +

Exam Rule Profile
4 Closed Book

Manually Set Availability Dates
If an exam needs to be available in RPNOW for a different time range than the LMS provides you can set a manual date override range for it here.

5 [Submit] [Cancel]

8. La siguiente pantalla le presenta el resumen del registro del examen. Además, le indica que el examen ya fue configurado y que está listo para que los estudiantes puedan tomarlo en las fechas configuradas.

Registration Summary

Exam Name: Primer examen por día FAD
Registration Status: Ready

Register New Exam | New Registration Log

Exam Duration: 60
Number of Students: 4
Exam Rule Profile: Closed Book

Manually Set Availability Dates

[Submit] [Cancel]

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9. Luego de finalizar la configuración, en la siguiente pantalla usted podrá ver el examen ya configurado. Deberá acceder esta pantalla para hacer modificaciones al examen registrado.

Registered RPNOW Exams [Register New Exam]

Status	Type	Exam Name (Course Name)	Start Date (ASTJ)	End Date (ASTJ)	Password
Active	Proctored Exam	Primer examen por día FAD	Jun 15, 2020 8:00 AM	Jun 16, 2020 5:00 PM	2j*****

Después de finalizar la configuración, usted podrá salir del programa.