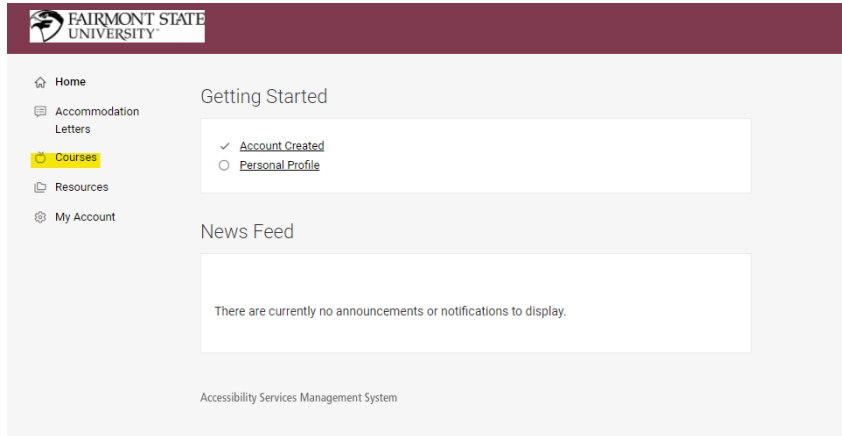
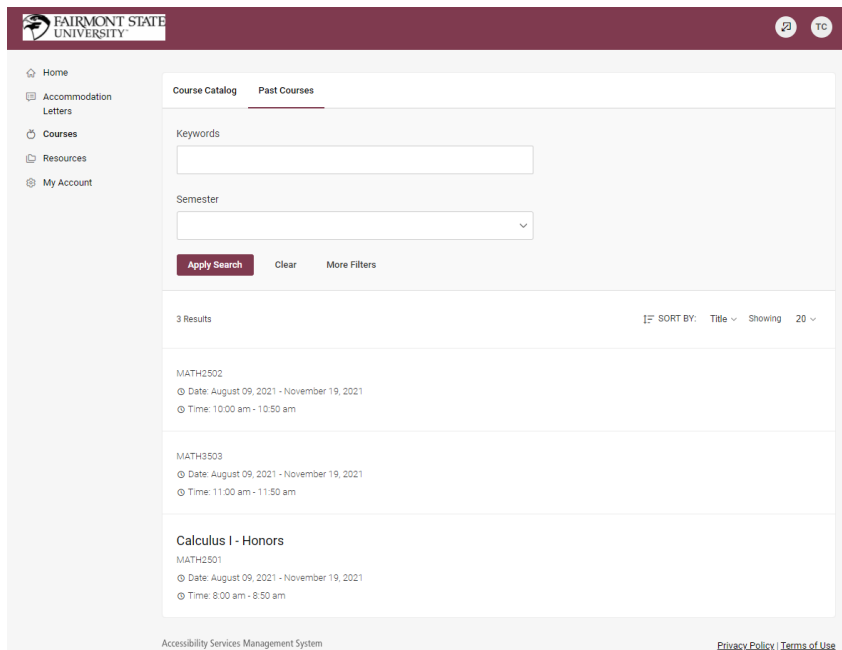


Uploading Exams for Proctoring



The screenshot shows the Symplicity dashboard for a user. The top navigation bar includes the Fairmont State University logo and the text "FAIRMONT STATE UNIVERSITY". The left sidebar contains navigation links: Home, Accommodation Letters, Courses (highlighted in yellow), Resources, and My Account. The main content area is titled "Getting Started" and contains two radio button options: "Account Created" (which is selected) and "Personal Profile". Below this is a "News Feed" section with a message: "There are currently no announcements or notifications to display." At the bottom of the page, it says "Accessibility Services Management System".

Log in to Symplicity
and choose **Courses**.

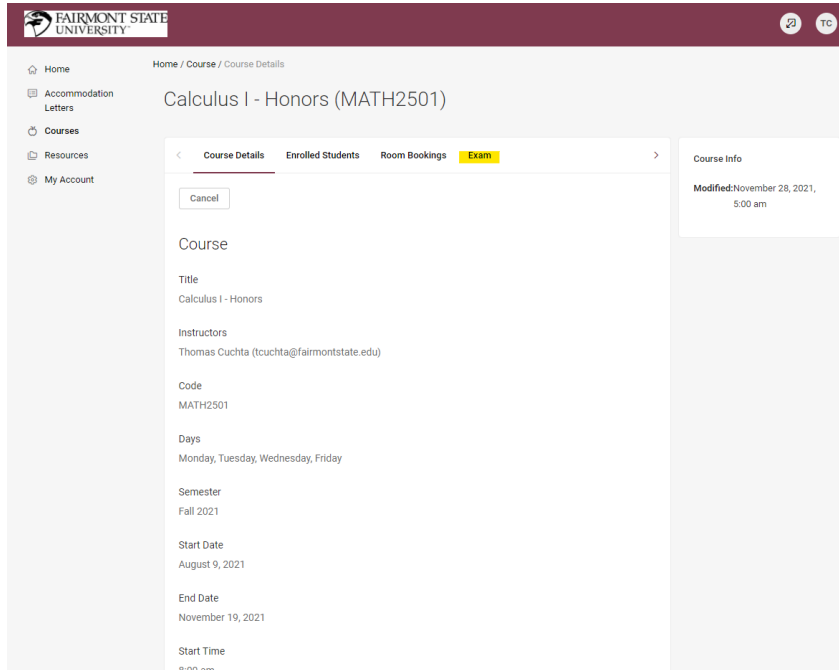


The screenshot shows the "Course Catalog" page in Symplicity. The top navigation bar includes the Fairmont State University logo and the text "FAIRMONT STATE UNIVERSITY". The left sidebar contains navigation links: Home, Accommodation Letters, Courses (highlighted in yellow), Resources, and My Account. The main content area is titled "Course Catalog" and "Past Courses". It features a search form with a "Keywords" input field and a "Semester" dropdown menu. Below the search form are buttons for "Apply Search", "Clear", and "More Filters". The search results section shows "3 Results" and a sorting option "SORT BY: Title". The results list three courses:

- MATH2502
Date: August 09, 2021 - November 19, 2021
Time: 10:00 am - 10:50 am
- MATH3503
Date: August 09, 2021 - November 19, 2021
Time: 11:00 am - 11:50 am
- Calculus I - Honors
MATH2501
Date: August 09, 2021 - November 19, 2021
Time: 8:00 am - 8:50 am

At the bottom of the page, it says "Accessibility Services Management System" and "Privacy Policy | Terms of Use".

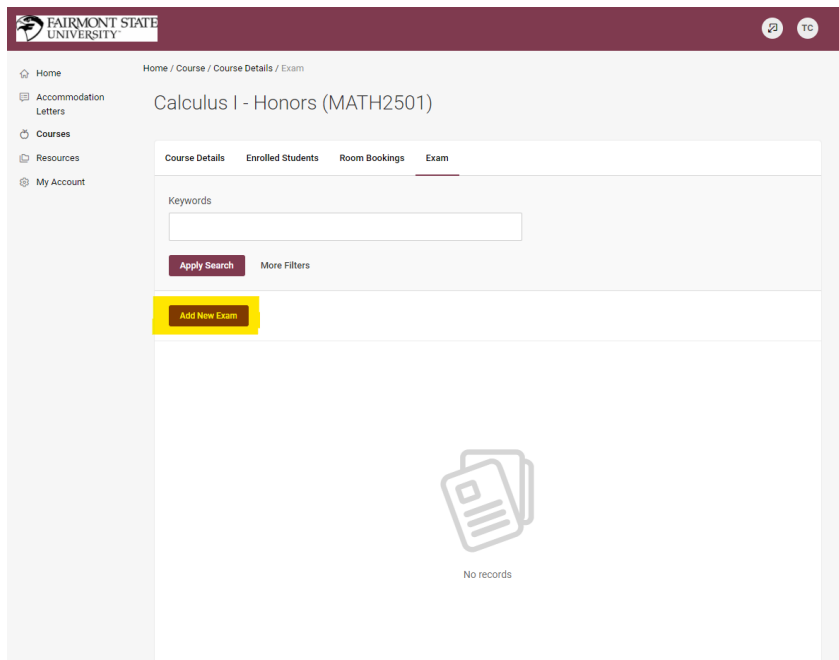
Select the correct
course from your
course list.



The screenshot shows the course details page for Calculus I - Honors (MATH2501). The navigation bar at the top includes Home, Accommodation Letters, Courses, Resources, and My Account. The course title is "Calculus I - Honors (MATH2501)". The "Exam" tab is highlighted in the navigation bar. The course information includes: Title: Calculus I - Honors; Instructors: Thomas Cuchta (touchta@fairmontstate.edu); Code: MATH2501; Days: Monday, Tuesday, Wednesday, Friday; Semester: Fall 2021; Start Date: August 9, 2021; End Date: November 19, 2021; Start Time: 8:00 am. A "Cancel" button is visible at the top left of the course details section.

Select **Exam** from the course navigation bar.

You can also see scheduled proctoring sessions under **Room Bookings**.



The screenshot shows the course details page for Calculus I - Honors (MATH2501) with the "Exam" tab selected. The page features a search bar for keywords, an "Apply Search" button, and a "More Filters" link. A yellow "Add New Exam" button is prominently displayed. Below the button, there is a placeholder icon of a document and the text "No records".

Select **Add New Exam**. Follow the prompts on the following screen.

Exams and handouts must be zipped together for a single file upload.