

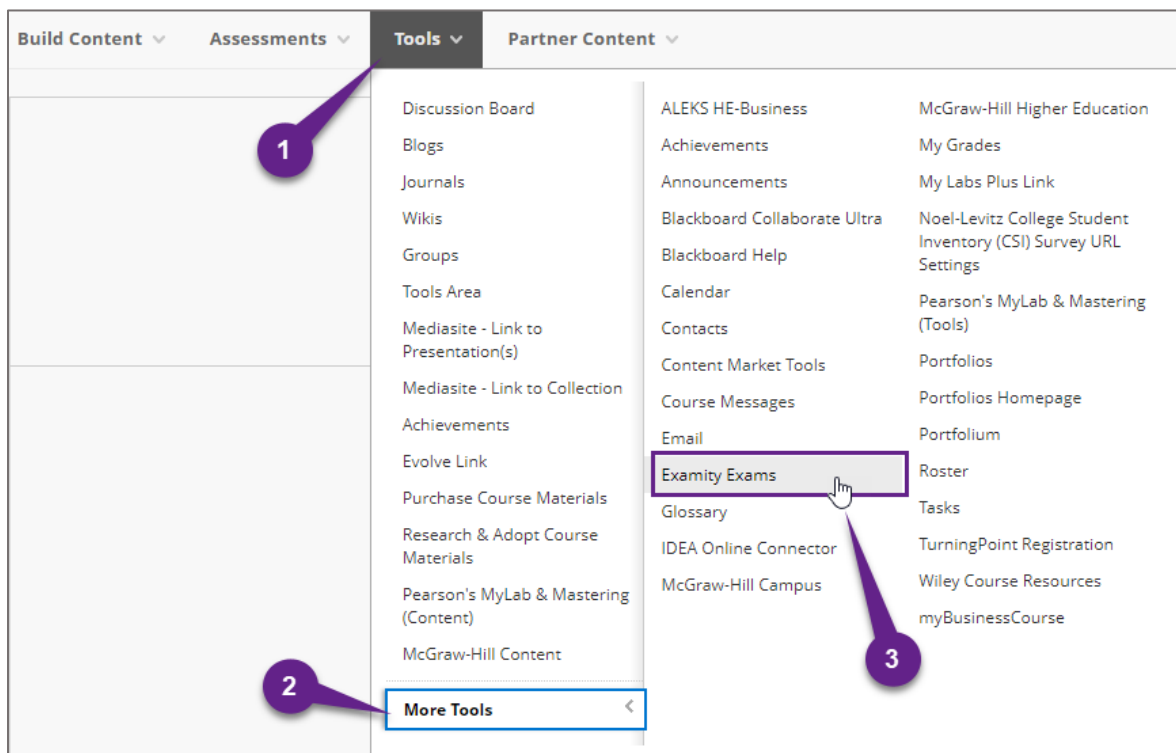
# Examity Setup in Blackboard

1. Add the Examity tool link to your Blackboard course (see instructions below).
2. Prepare your exams
  - For Blackboard-hosted exams, add the term "Examity" to the exam title to enable automatic exam instance creation in Examity.
  - For publisher-hosted exams, create stand-alone exams in Examity, providing the URL to the exam provided by the publisher's system.
3. Password-protect your test(s).
4. Advise students to schedule their test(s) with Examity immediately.

A link to the Examity Exams dashboard can be added to a Content Area or the course menu. Below are the steps for adding the dashboard in the two locations: the content area and the course menu.

## I. To add the Examity Exam dashboard to a content area:

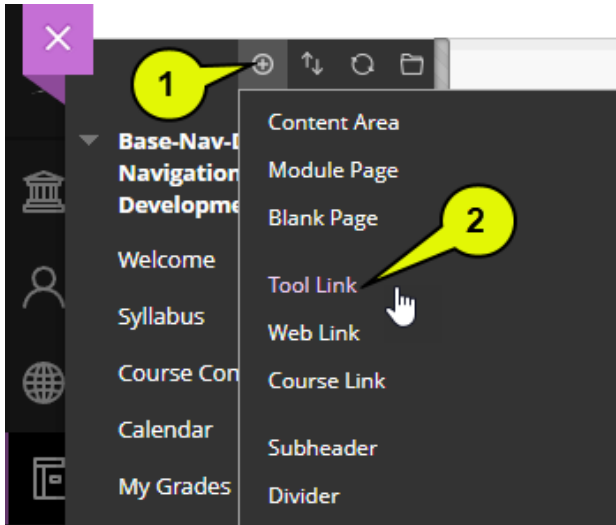
1. Ensure Edit mode is on.  
Edit Mode is: **ON**
2. Hover your mouse over the Tools tab in the content area.
3. Select More Tools from the dropdown menu.
4. Left-click Examity Exams, then complete the form to create the link.



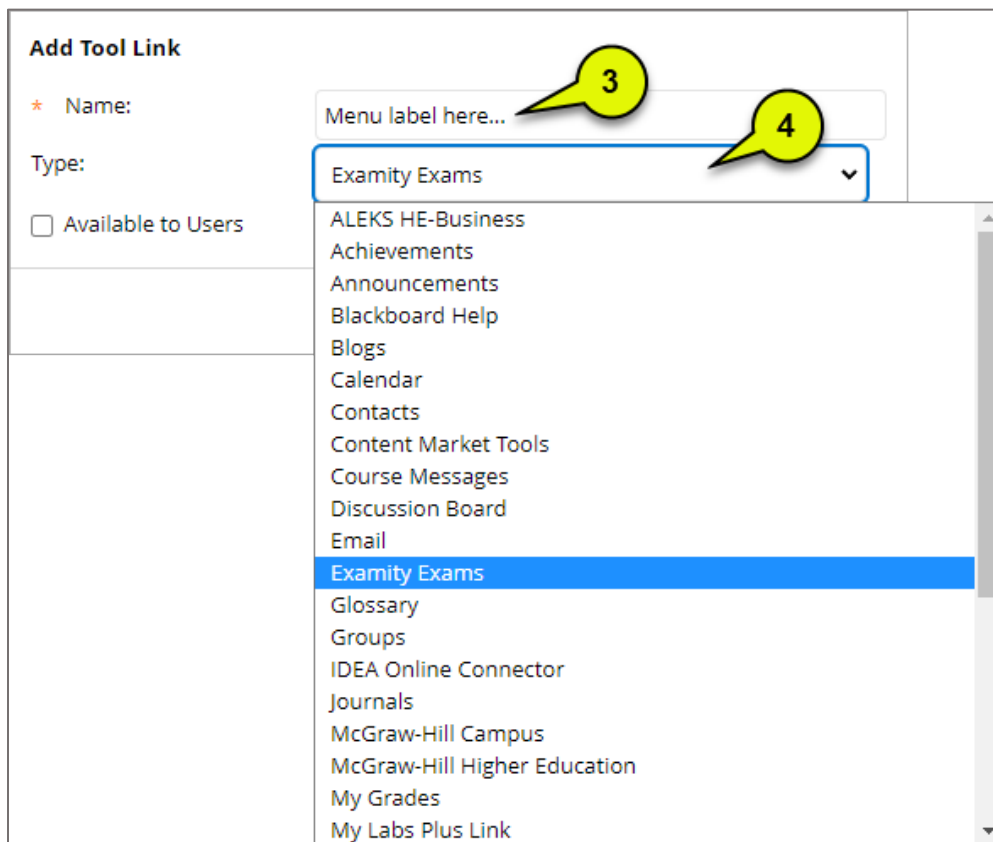
5. Complete the create link form, then click Submit.

## II. To add the Examity Exam dashboard to the course menu:

1. Click the Add Menu Item icon (1) to expand the contextual menu in your Blackboard course. Select "Tool Link" (2).



2. Provide a name for this tool link in the Name field (3).
3. Click the dropdown menu, then select "Examity Exams" (4).

A screenshot of the 'Add Tool Link' form. The form has a title 'Add Tool Link' and a field for 'Name' with a red asterisk. The 'Name' field contains the text 'Menu label here...' and is highlighted with a yellow callout bubble containing the number '3'. Below the 'Name' field is a dropdown menu for 'Type'. The dropdown menu is open, showing a list of options. The option 'Examity Exams' is highlighted in blue and is also pointed to by a yellow callout bubble containing the number '4'. Other options in the dropdown include: ALEKS HE-Business, Achievements, Announcements, Blackboard Help, Blogs, Calendar, Contacts, Content Market Tools, Course Messages, Discussion Board, Email, Glossary, Groups, IDEA Online Connector, Journals, McGraw-Hill Campus, McGraw-Hill Higher Education, My Grades, and My Labs Plus Link. There is also an 'Available to Users' checkbox.

4. Check the *Available to Users* checkbox to make the link available to students (5). Click Submit (6).

**Add Tool Link**

\* Name: Examity Proctored Exams

Type: Examity Exams

Available to Users

Cancel Submit

5. The new link will appear at the bottom of the menu list and can be repositioned if desired (7).

