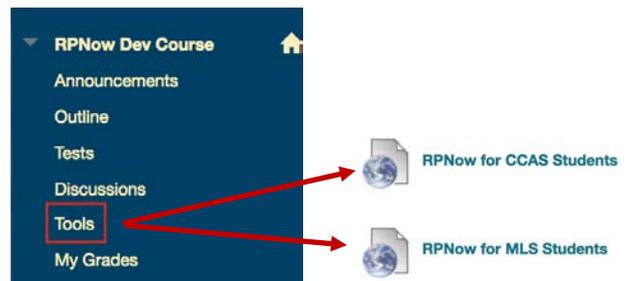


How to take a Blackboard Test Using RPNow

Access RPNow

1. In your Blackboard course locate the RPNow tool link for your school.

In most cases, this will be located in the **Tools** area on the left navigation menu, but your instructor can place this anywhere in the course. If you cannot find the link, contact your instructor.



2. Find the Exam you will be taking and choose **Begin**.

RPNow Dev Course

Welcome Sample2! With RPNow, you can take your proctored exam anytime, anywhere. Not sure how to get started? Check out the [help menu](#). Good luck on your exam!

Search Exam Name

Exam Name	Exam End Date (EDT)	
Sample Test	Monday, May 31, 2038 7:00 PM	Begin

3. Verify your name, email, and username, and click **Next**. (**Note:** Click the orange button to copy your email to use later.)

Verify Your Information

RPNow Dev Course
Sample Test

First Name: Sample2

Last Name: Student2

Email: itl@gwu.edu

Username: student2

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

Next

4. In the resulting popup, confirm the exam you are taking and select **Next**.

Download RPNow

1. On the RPNow Installation page, choose **Download Software**. You should do this each time you use RPNow, as updates to the software may become available.
2. Locate the downloaded file on your computer and open it to start RPNow.
3. Read the instructions on the resulting screen and click **Next**.
4. The system will start a **Microphone Check** to test your computer's sound. You will need to speak out loud to pass this test. If you do not pass, you will be given a list of troubleshooting options. After you have passed the microphone test, click **Continue**.



Select Your Test

1. Choose your **course** and **exam** from the drop-down menus then enter your **name**, **email**, and **telephone number**, and click **Next**.

Note: Your telephone number is optional and is only used so support can contact you.

EXAM INFORMATION

***Pick Your Exam**

Teacher/Sponsor or Course:

***Pick Your Exam:**

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.

2. The RPNow **User Agreement, Advisory, and Testing Requirements** screens will then launch. Please make sure to read these carefully as they detail the rules and requirements for the exam and software.
3. If you have any **prohibited programs** running, such as a Google Chrome or Word, a popup will appear. Save any unfinished work and click **Continue** to close them.

Prohibited Processes Running

You cannot start your exam because we've detected the following prohibited programs running.

Program Name	Process Name (task manager)	Help
Chrome	Google Chrome	Click here for help on stopping this application.
Firefox	firefox	Click here for help on stopping this application.
MS Word	Microsoft Word	Click here for help on stopping this application.

If you have any unsaved work, save it now before continuing! When ready, click "Continue" to proceed and we'll attempt to close the prohibited programs for you.

If you decide you are not ready to continue to your exam, click "Exit" to close the software.

Verify Your Identity

1. You will 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**.

2. Review the photo, and if it is unclear for any reason, click *Retake ID Photo*.

When finished, select the check box under your photo and click **Confirm ID Photo**.

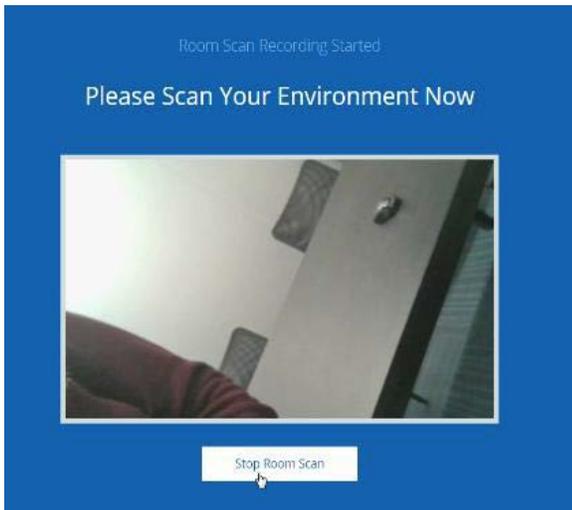
ID Photo Preview



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



4. Perform a room scan to show your work area. When finished, select **Stop Room Scan** and preview your scan.

Make sure you clearly pan your desk, walls, and floor as well as any materials that your instructor allows during the test, such as calculators, books, and notes.

5. Click **Confirm Room/Desk Scan** to save it.

6. Take a clear photo to be compared with your Photo ID and click **Confirm User Photo**.

User Photo Preview



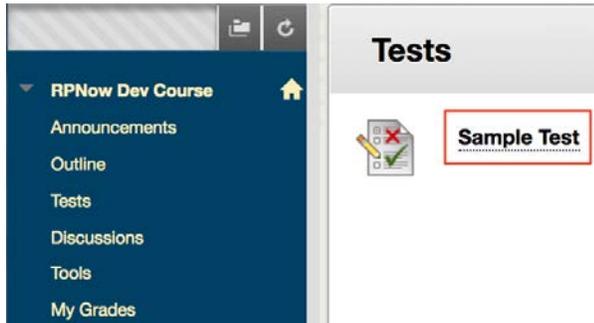
This photo is clear and centered and can be used to confirm my identity. Unclear pictures may result in an exam rules violation.

Retake User Photo

Confirm User Photo

Take Your Exam

1. After verifying your identity, you will be prompted to log in to Blackboard and open your course.
2. Once in your course, **DO NOT CLICK** the RPNow link again, but find your exam link and click it to begin.



3. On the resulting page, you will be prompted for a password. Click the **Insert Password** button at the top of the screen and the password will automatically populate.

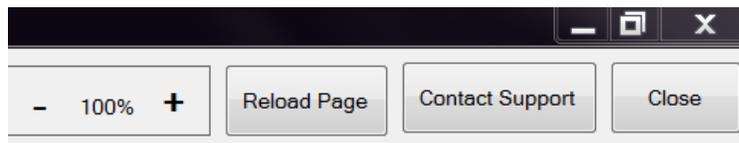
Insert Exam Password

4. Click **Continue** to start the exam.

5. Once you have finished your exam, click the button to **Save and Submit** your answers at the bottom right of the screen.

Save and Submit

6. RPNow will continue to record until you exit the software. To exit, click the **Close** or **X** button at the top right corner of the screen.



In most cases, you will know you have successfully exited RPNow when you see a thank you page.



For further assistance, contact an RPNow support representative 24/7 at 1-855-436-2039 or http://info.psonline.com/rpnouniversity_student.