

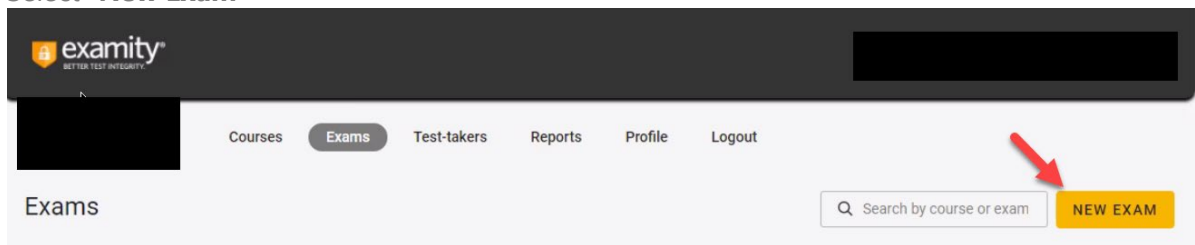
Assigning a Hawkes WebTest in Blackboard with Examity

Checklist before starting:

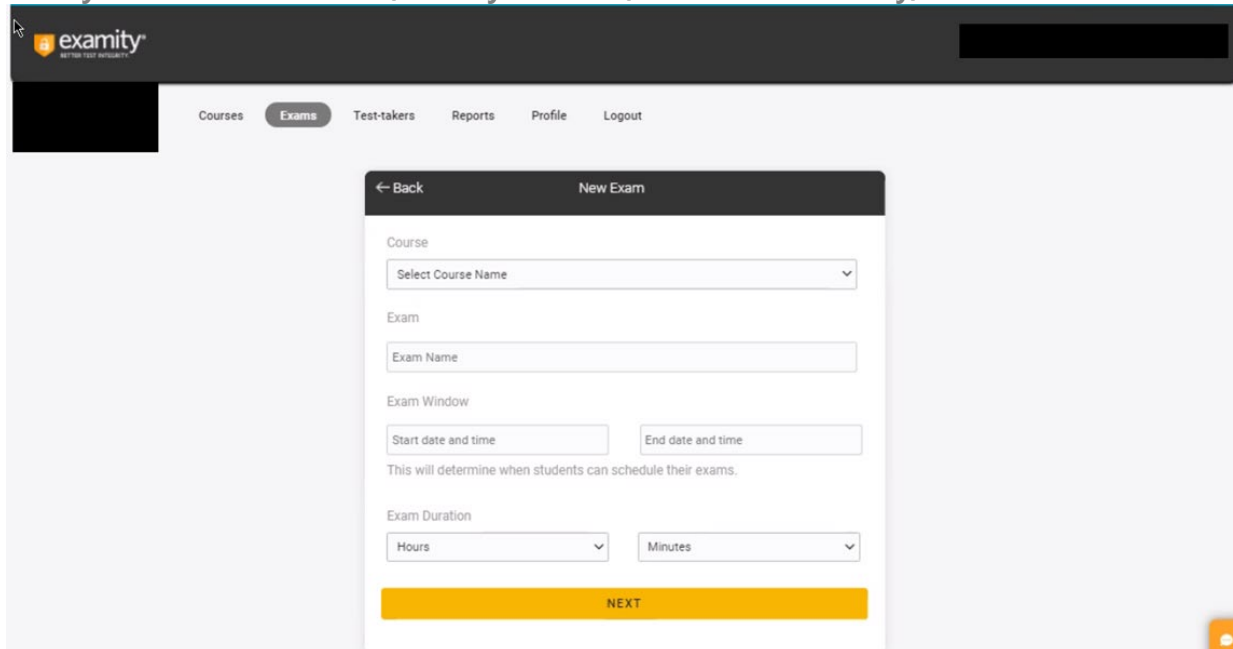
- ✓ **Create a WebTest in Hawkes and assign it to your course**
 - You may password protect your WebTest within Hawkes under General Settings
- ✓ **Sync your Hawkes course to Blackboard**
 - Create the SSO link and ensure it is visible to students
- ✓ **Add Examity tool link to course menu (if not already done).**
 - Add a Tool Link to the left menu of your course titled Examity > Select Examity from the dropdown > Select the checkbox for 'Visible to Users'
 - If you do not see Examity listed in the dropdown please contact your Blackboard Admin

Create Test in Examity

1. **Select the Examity tool link** (Examity should open in a new tab)
 - Select **"New Exam"**



2. **Select your Blackboard course, name your exam, set exam availability, and select Next**



3. **Select your security and add Hawkes Single Sign On link**
 - Within Blackboard, navigate to the Hawkes SSO link
 - Right click on the link and select **"copy link address"**
 - Paste link address in the **"Link to test"** field in Examity
 - Leave the **"Exam Password"** empty
 - You can set a password for your exam within Hawkes, if desired
 - Select NO for **"Enable Browser Lock"**

- This ensures that students will be able to open Hawkes within Blackboard to take their exam
- Students will still be monitored through Examity so you can see their activity while testing.

4. Set the rules for your exam

- You can create new rules or copy rules from a previously created exam

5. Instruct your students to navigate to Examity to take their exam

- Students will have to create an account and verify that their computer meets the requirements for Examity the first time they use the platform
- For more information, share the Examity Student Guide with your students:
https://www.examity.com/wp-content/uploads/2019/11/Blackboard_Student_Quick_Guide.pdf

6. Once students submit their exam within Hawkes, they will need to end their Examity session

- You will be able to review these recordings by selecting Examity within Blackboard

Have questions? Contact your Training and Support Specialist at:

(800) 426-9538 | training@hawkeslearning.com