

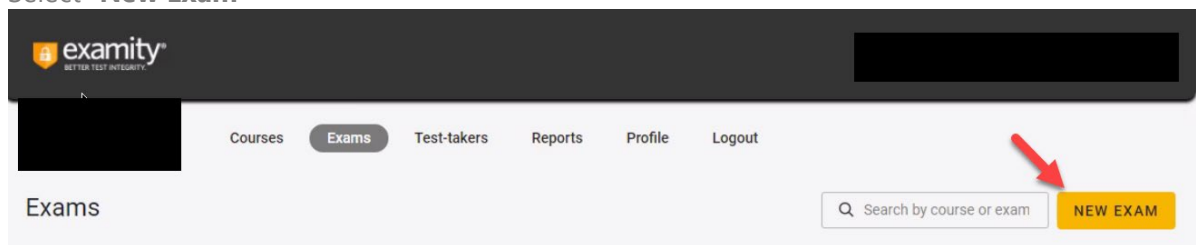
Assigning a Hawkes WebTest in Canvas with Examity

Checklist before starting:

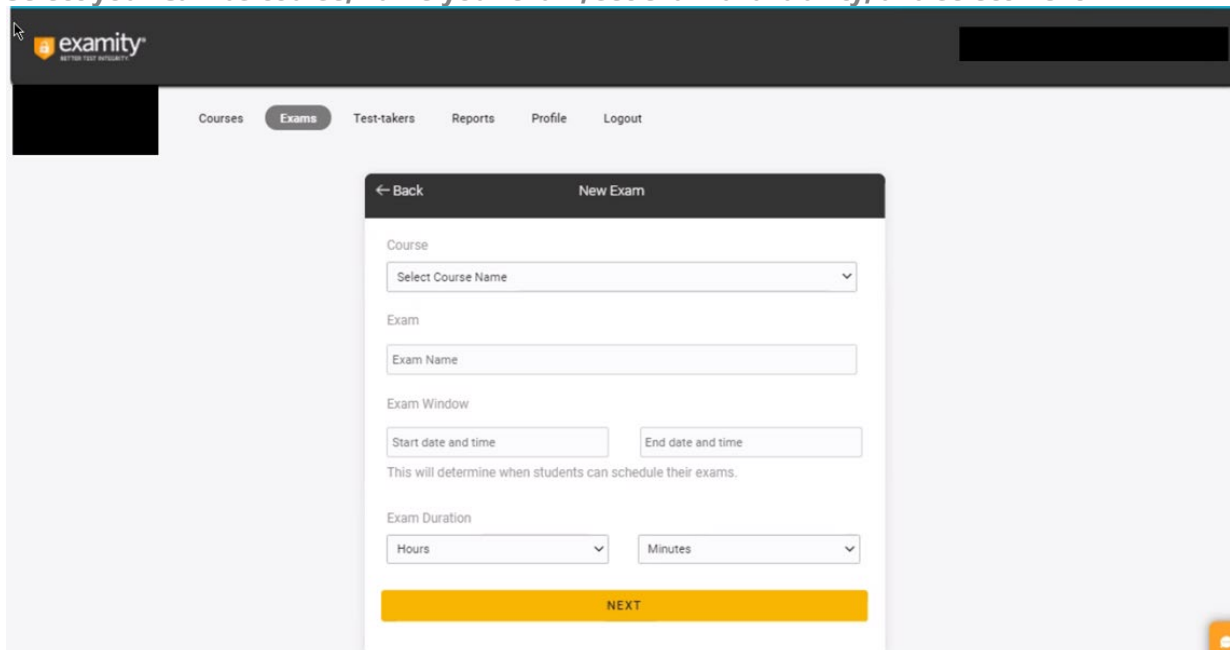
- ✓ **Create a WebTest in Hawkes and assign it to your course**
 - You may password protect your WebTest within Hawkes under General Settings
- ✓ **Sync your Hawkes course to Canvas**
 - Sync your individual assignments to create direct assignment links
- ✓ **Make sure the WebTest Direct Link is visible to students in Canvas.**
 - Place the direct link in a module titled "DO NOT SELECT – Go to Examity"
 - Let students know that this test should *only* be taken through the Examity Module in Canvas.
- ✓ **Add Examity module and external tool (if not already done).**
 - Navigate to Modules -> Add Module -> Add external tool -> Add Examity
 - Make sure the Examity module is published and visible to students
 - If you do not see Examity listed as an external tool please contact your Canvas Admin

Create Test in Examity

1. **Navigate to Examity module and select "Examity"** (Examity should open in a new tab)
 - Select **"New Exam"**



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

A screenshot of the 'New Exam' form in the Examity application. The form is titled 'New Exam' and has a 'Back' button. It contains several fields: 'Course' (a dropdown menu with 'Select Course Name'), 'Exam' (a text field for 'Exam Name'), 'Exam Window' (two date/time pickers for 'Start date and time' and 'End date and time'), and 'Exam Duration' (two dropdown menus for 'Hours' and 'Minutes'). A note below the date pickers states: 'This will determine when students can schedule their exams.' At the bottom of the form is a yellow 'NEXT' button.

3. Select your security and add Hawkes link

- Within Canvas, navigate to the module that holds the Hawkes direct link for your exam
 - Right click on the exam 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 Canvas to take their exam
 - Students will still be monitored through Examity so you can see their activity while testing.

examity

Courses Exams Test-takers Reports Profile Logout

← Back New Exam

Security Level
Please select a security level

Link to test
URL should start with http:// or https:// or http://www. or https://www.

Exam Password

Passwords will be used by the proctor to validate the session. Exam Passwords should never be shared with the test-takers.

Enable Browser Lock
☒ No ☐ Yes

Allow Test-taker to upload file
☒ No ☐ Yes

NEXT

4. Set the rules for your exam

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

← Back New Exam

Import rules from existing exam
Please select course name Please select exam name

Import special instructions from existing exam
Please select course name Please select exam name

Environment

- ✓ Clear your desk and the surrounding area
- ✓ Stay connected to a power source
- ✓ No phones or headphones
- ✓ No dual monitors
- ✓ No leaving your seat
- ✓ You must be alone in the room
- ✓ No Talking
- ✓ Your webcam, speakers, and microphone must remain on throughout the test
- ✓ You must stay in view of the webcam for the duration of the test

Additional Rules

- ☐ Handheld calculator
- ☐ Scrap paper
- ☐ Open book
- ☐ Bathroom breaks
- ☐ Drink on desk
- ☐ Online Calculator

Special Instructions

Instruction	Test-takers	Reviewer	Delete
☐ For Test-takers			
☐ For Reviewers			
☒ For Both			

ADD ANOTHER SET OF INSTRUCTIONS

Supporting Document(s) Upload new

No documents to display.

CREATE 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/Canvas_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 Canvas

Have questions? Contact your Training and Support Specialist at:
(800) 426-9538 | training@hawkeslearning.com

