

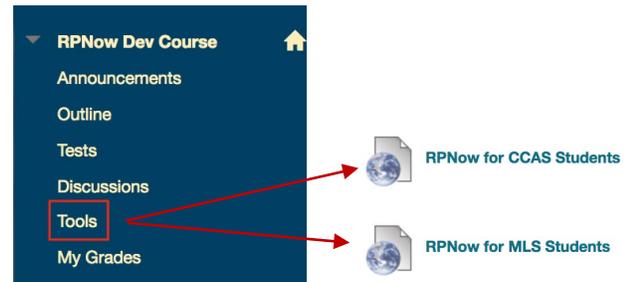
## How to take a Blackboard Test Using RPNow

### Access RPNow in Blackboard

1. Open your Blackboard course and click the RPNow tool link.

It can usually be found on the Tools page, but your instructor can place the link anywhere in the course. If you cannot find the link, contact your instructor.

2. Find the Test 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!

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

3. Verify your name, email, and username, and click **Next**.

Verify Your Information

RPNow Dev Course  
Sample Test

First Name:

Last Name:

Email:

Username:

[Click here to copy your Email to the clipboard, you'll need it later.](#)

**Next**

**Note:** Click the orange button to copy your email to use later.

4. Confirm the test you are taking and click **Next**.

### Download RPNow

1. On the RPNow Installation page, choose **Download Software**. Do this each time you use RPNow to ensure you are running the most current version.
2. Locate the downloaded file on your computer and open it to run RPNow.
3. Read the instructions on the page and click **Next**.
4. Speak out loud to complete a **Microphone Check** to test your computer's sound and click **Continue**.

## Select Your Exam

1. Choose the **Course** and **Exam** from the drop-down lists
2. Enter your **Name**, **Email**, and **Phone 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.

3. The RPNOW **User Agreement**, **Advisory**, and **Testing Requirements** screens will then launch. Read these carefully as they detail the rules and requirements for the test and RPNOW software.
4. 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	<a href="#">Click here for help on stopping this application.</a>
Firefox	firefox	<a href="#">Click here for help on stopping this application.</a>
MS Word	Microsoft Word	<a href="#">Click here for help on stopping this application.</a>

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. Take a picture of your photo ID. Make sure the name and picture on the photo are clear and click **Take ID Photo**.  
If it is unclear for any reason, click **Retake ID Photo**.
2. When finished, select the check box under your photo and click **Confirm ID Photo**.

ID Photo Preview

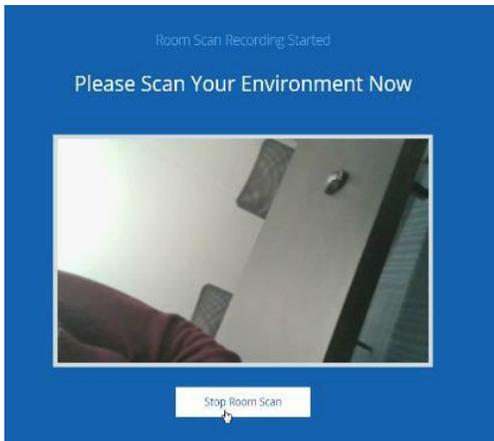


This ID photo is clear, legible, centered and can be used to confirm my identity. Missing or unclear ID photos may result in an exam failure.

Retake ID Photo

Confirm ID Photo

3. Do a room scan to show your work area. When finished, select Stop Room Scan, preview your scan and click **Confirm Room/Desk Scan** to save it.



**Note:** 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.

4. Take a photo to be compared with your Photo ID and click **Confirm User Photo**. If it is unclear, click **Retake User Photo**.

User Photo Preview



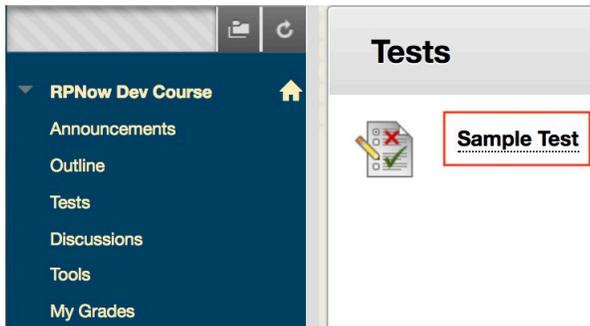
This photo is clear and centered and can be used to confirm my identity. Unclear pictures may result in an exam rules violation.

Retake User Photo

Confirm User Photo

## Take Your Test

1. After verifying your identity, log in to Blackboard and open your course.
2. In your Blackboard course, click on the test link to open the test. **DO NOT CLICK the RPNow link.**



3. On the next page, click **Insert Exam Password** near the top of the screen to enter the test's password.

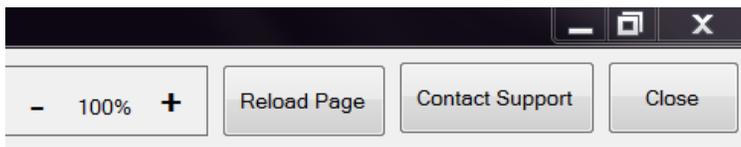


4. Click **Continue** to start the test.

5. When you complete the test, click **Save and Submit** before exiting. If you do not, your test is not submitted to your instructor.



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



7. 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](http://info.psonline.com/rpnouniversity_student).