Nashville State
Community College

Verity Guide for Instructors

How to download and install Yuja Verity and set up proctored exams in your courses
Office of Online Learning

Enabling YuJa Verity in D2L

YuJa Verity is a virtual test proctoring tool used at Nashville State Community College. This proctoring platform is designed to help maintain academic integrity during online assessments. It offers automated virtual proctoring options integrated with D2L, allowing instructors to manage assessments directly within their course environment. Verity provides features like ID verification, browser lockdown, and webcam monitoring to prevent cheating and ensure a secure testing environment.

Watch the Yuja Verity Demo Workshop for Instructors.

As an instructor you may require your students to use Verity for tests. IF you plan to use virtual proctoring, we recommend that you only use this tool for summative exams. This guide will help you check your system requirements, install the browser extension, set up the desktop lockdown app, and get ready for your proctored exams. Yuja also provides some helpful articles for instructors and please review the FAQs for Verity. If you have issues with installing or using Yuja Verity, please contact Yuja support.

IMPORTANT NOTE: Proctoring Tools and Applications are meant to limit student computer access while taking examinations. It is imperative that you 1) understand how this tool functions and how it will impact your students and 2) if you require proctoring, you will need to provide explicit communication for your students on HOW to install this tool and HOW to take a proctored exam. We recommend that you create an ungraded, proctored practice exam with unlimited attempts to allow students to test and authenticate as often as needed. The recommended path for proctored settings is to use the Browser Extenstion through Google Chrome and require students to use a personal laptop or desktop computer when attempting these exams. Use of mobile devices or Google Chromebooks may be limited at this time. The prupose of this tool makes it more difficult for NSCC support staff to troubleshoot issues if students are not able to follow provided instructions. Once students are able to successfully download and complete a proctored exam, they should be able to seemlessly complete future proctored exams on that machine.

Updated Instructor and Student Verity guides about proctoring can be found on the Proctoring Services website.

Enabling Verity in D2L Courses

1. YOU WILL NEED TO AUTHENTICATE IN YUJA VERITY IN EACH COURSE YOU PLAN TO USE PROCTORED EXAMS. To access Verity in your course, navigate to the "More" option on the course navigation bar, and select "YuJa Verity Proctoring" from the menu.
   a. If you do not see Yuja Verity Proctoring in your course navigation you will either have to enable the default navigation or add Yuja Verity in your

course through the Add Existing Activities > External Learning Tools > Yuja Verity Proctoring. See step 11.
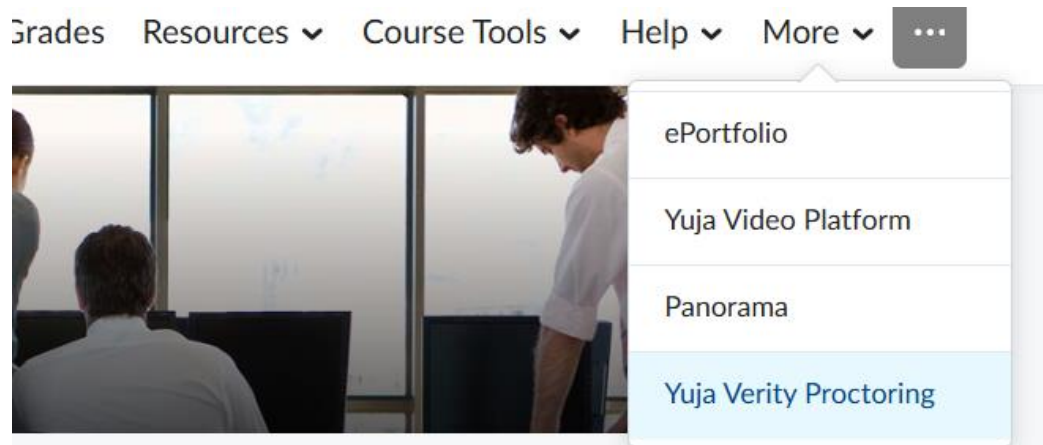
2. Clicking on Verity link will authenticate you in the Portal Page (opens in a new browser tab). The portal page will allow you to view the list of proctored assessments and preview, edit, delete or review proctoring results.
   Note: DO NOT DELETE ASSESSMENTS FROM THIS PAGE! It is possible to delete assessments from the Verity Portal page, but taking this action may result in never being able to proctor this assessment again later. To remove proctoring from an assessment, deselect the Verity check-box in the D2L quiz setup instead.
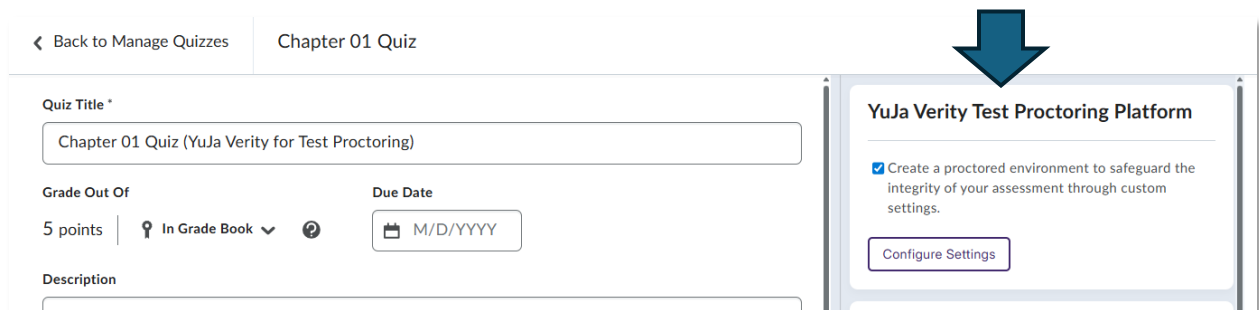
3. STUDENTS will also have to click on the Yuja Verity Proctoring button in your course nav bar to access proctored exams so please communicate that expectation with your students.
   a. It is recommended that you also add the Verity Proctoring link to your course table of contents to provide convenient access for students. This is accomplished by adding a module to your table of contents and then adding the Verity external learning tool:

Note: If you are not using the default navigation bar, you will enable Verity in a different way.

Configuring Verity Settings

4. In your D2L course, navigate to "Manage Quizzes" and edit the quiz where you want to require Verity.
    a. At the top of the quiz settings panel, you will now see the YuJa Verity Test Proctoring Platform option.
    b. Check the box next to "Create a proctored environment to safeguard the integrity of your assessment through custom settings."
    c. Click "Configure Settings"

5. Select the "Automated Proctoring (Not Live)" option and click "Next".

6. Choose the platform you would like test-takers to use and click "Next".
   a. **Browser Extension:** Provides standard proctoring features through a web browser extension (supported browsers include Google Chrome, ChromeOS, Edge, Brave, Opera. Firefox is not currently supported).
      i. **First time users must use Google Chrome and** download the browser extension. **WE RECOMMEND THAT YOU USE THE BROWSER EXTENSTION OVER THE LOCKDOWN APP AT THIS TIME.**
   b. **Desktop Lockdown App:** This option provides advanced proctoring features which requires test-takers to download to download the Verity Lockdown App.
      i. **This option must be selected if you want to include the mobile lockdown app.**

7. For whichever option you selected, select the features you want to enable.
    a. Consult the Overview of YuJa Verity Proctor Configurations for additional information.

8. Save these settings to apply to future assessments by clicking the "Save as Profile" button on the final configuration screen.

Setup Proctoring

Browser Extension

Configurations   [Edit]

Record

📹 **Record Video**   Test-taker's camera will be recorded during the assessment.

✓ Allow test-takers to continue their assessment if this restriction is violated

Other Activities

🖥 **Only One Screen**   Test-taker must unplug additional displays to ensure only one screen is in use.

✓ Allow test-takers to continue their assessment if this restriction is violated

Tabs

Disable New Tabs   Test-taker will not be able to open new tabs once the assessment begins.

Close Open Tabs   Test-taker must close all tabs before the assessment begins.

[Cancel]   [Back] [Save as Profile] [Confirm]

9. Enter a profile name that will be easily distinguishable, such as "ECON 1000 Exam".

Profile Details

Platform: Browser Extension

Profile Name: Nash_NSCC1010

a. Scroll to the bottom of the window and select a publish option:
   i. Course Profiles will be available to all instructors in the course.
   ii. My Profiles will be available only to you (in any course you teach)
b. Click "Save Profile"

Publish

☐ **Course Profiles:** Your proctoring profile will be available to everyone in the course.

☑ **My Profiles:** Your proctoring profile will only be available to you.

[Cancel] [Save Profile]

10. Click the "Confirm" button:
   a. Save and close your quiz editing window.

Note: YuJa Verity **inserts a password** into a D2L quiz to ensure the security and integrity of a proctored exam. The password, which is automatically generated by Verity, acts as a barrier to prevent students from accessing the quiz until the proctoring session has been properly launched. After all security protocols are met, YuJa Verity automatically enters the password into the D2L quiz for the student. This allows the student to begin the exam securely without ever knowing the password themselves.

Enabling Verity in courses not using the default navigation menu.

11. Navigate to the content area of your course where you want the Verity link to appear and select the "Add Existing Activities" menu.
    a. Click the "External Learning Tools" menu item.
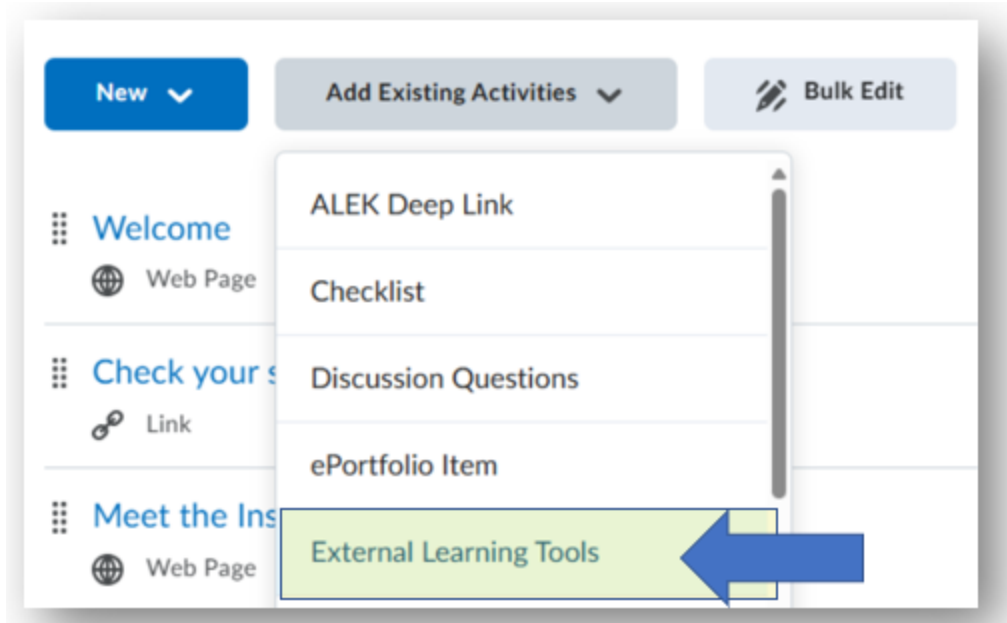
b. Scroll down to locate the "Yuja Verity Proctoring" option and click on it.
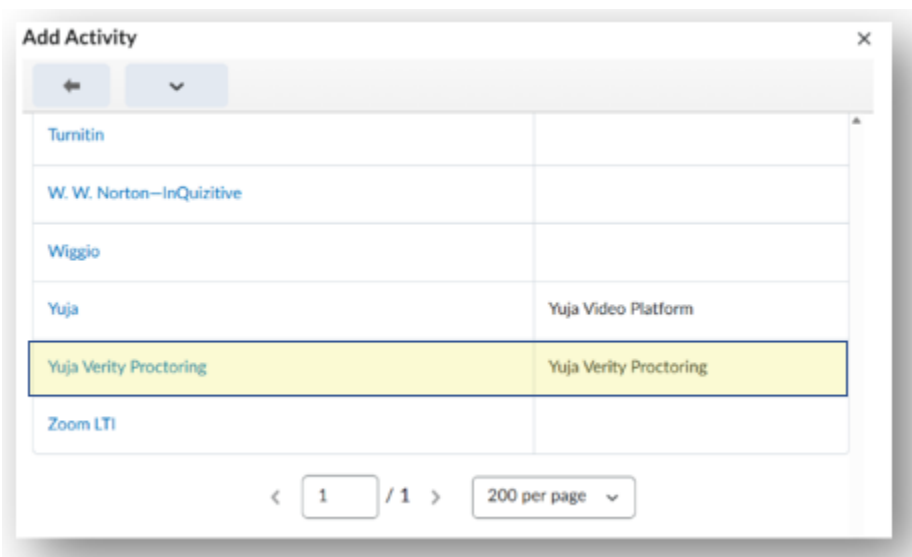
c. The tool will appear at the bottom of your content page. You can proceed to your quizzes and configure them as outlined above.

Additional support is available from the YuJa Help Center for Verity, select the Instructor tab.