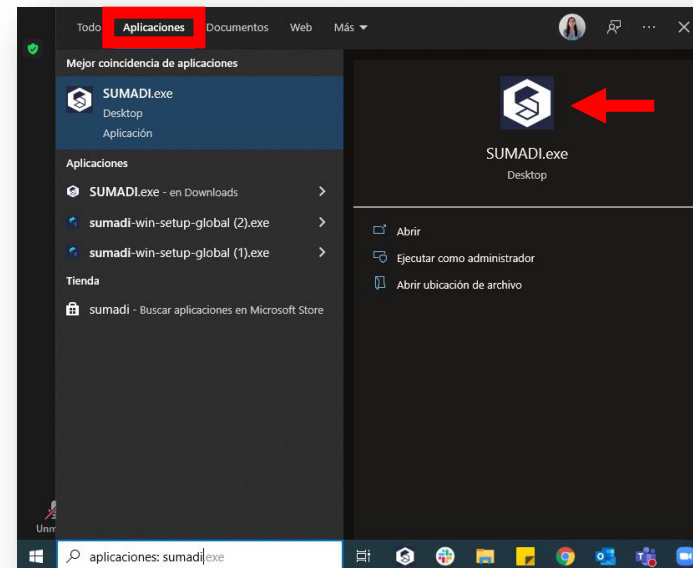
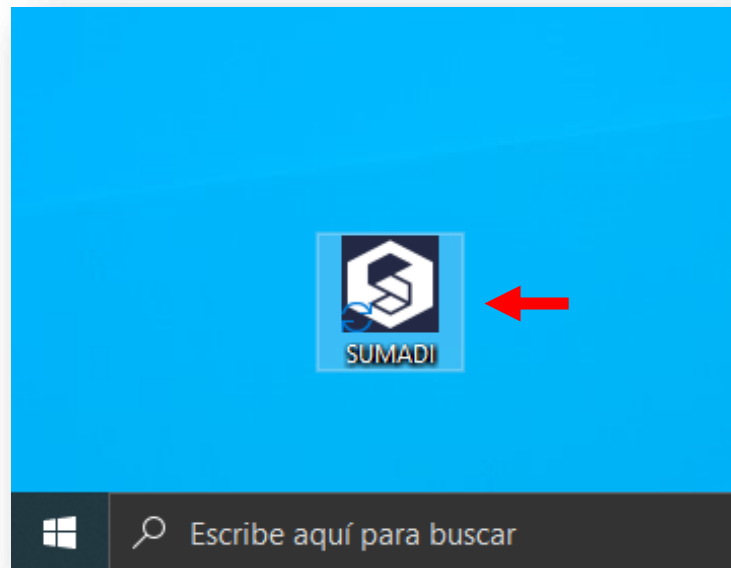


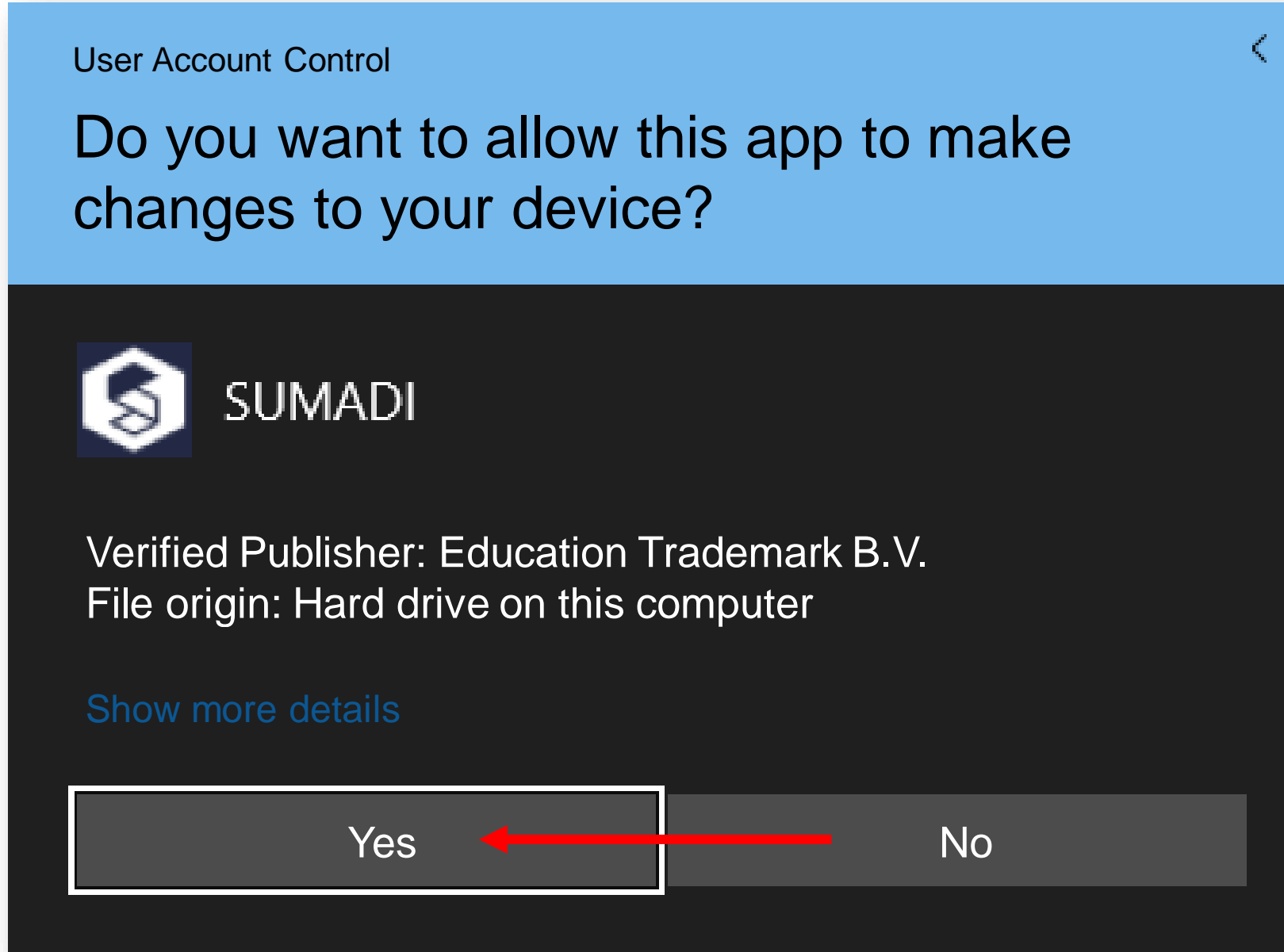
How to access your exam using SUMADI - Windows



- 1 Double-click the SUMADI™ icon that appears on your desktop after installing the application or you can also access SUMADI™ through your computer's application center.



2 Click on “**Yes**” in the User Account Control box that will appear.



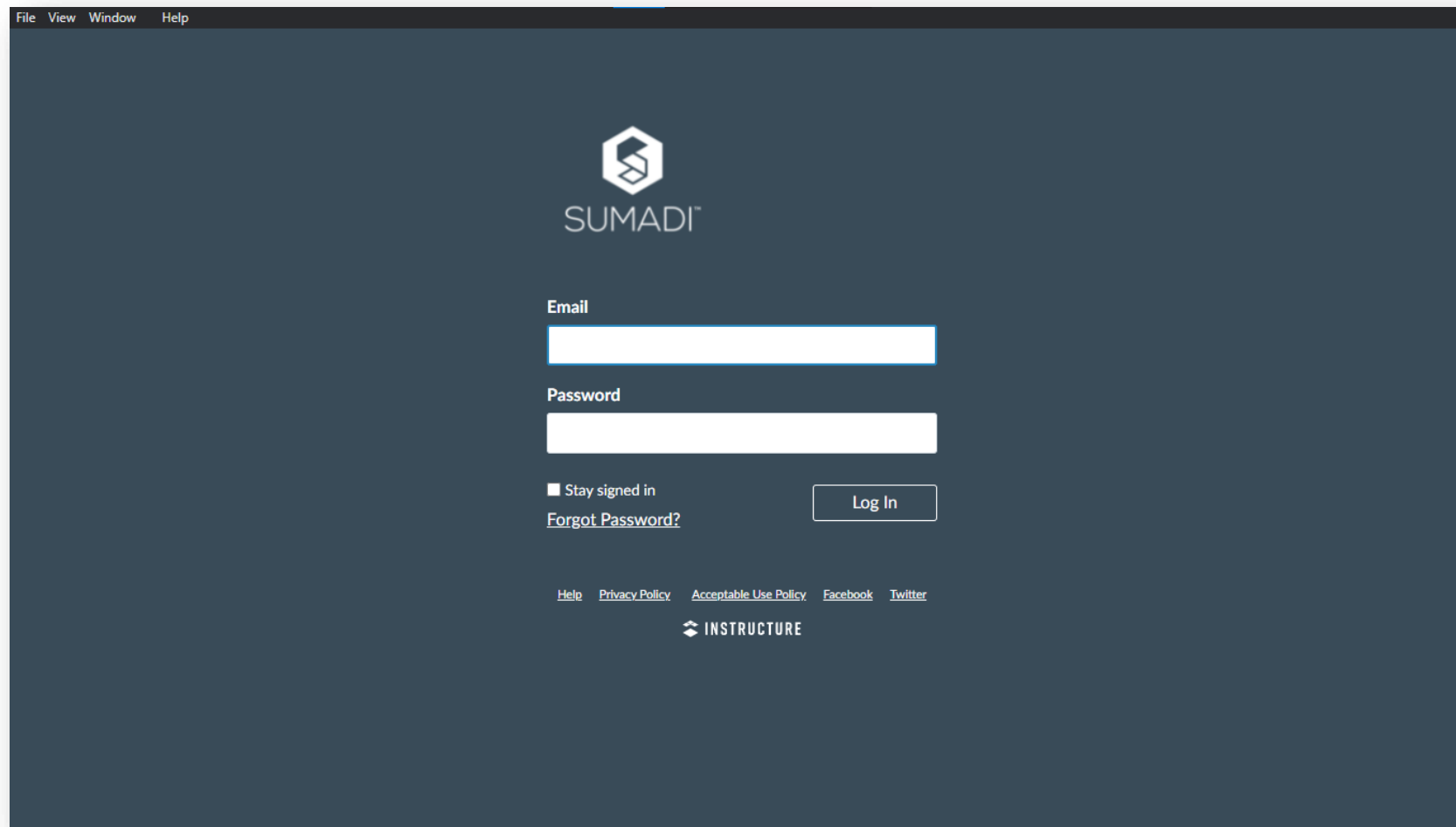
- 3 The first time you open SUMADI™ App, a Welcome page will be displayed, where you'll have to enter your **Institutional ID**, as well to configure the language, camera and microphone. Once you are done with these settings, click on **“Submit”**.

The screenshot shows the 'Welcome' page of the SUMADI app. It features four configuration sections: 'INSTITUTION ID' with a text input field containing 'e.g. ES101'; 'LANGUAGE' with a dropdown menu set to 'English'; 'CAMERA' with a dropdown menu labeled 'Select Camera'; and 'MICROPHONE' with a dropdown menu labeled 'Select Microphone' and a microphone icon below it. To the right of these settings is a dark grey camera preview window with a red recording indicator at the bottom left. Below the settings is a purple notification box with the text: 'NOTE: When submitting any Setting the Sumadi program will restart and you will be required to login in again and start over.' At the bottom center is a large blue 'SUBMIT' button, which is pointed to by a red arrow from the right.

Note: The Institutional ID is provided by your institution.

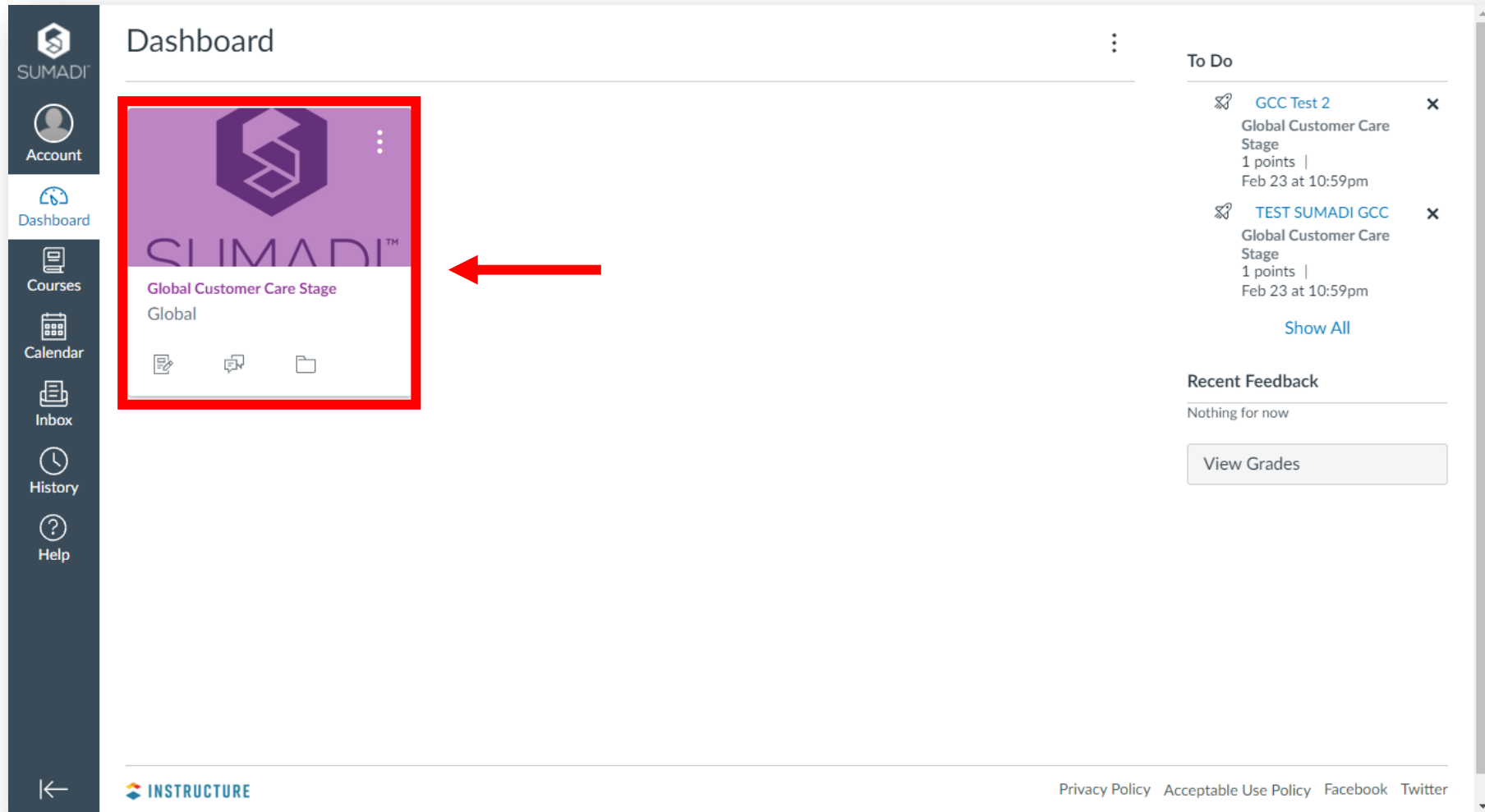
Note: If this is **not** your first time logging into SUMADI™, you can change these settings from the menu bar in the **File > Settings** section.

- 4 SUMADI™ will automatically restart with the changes made and you'll be taken to the Canvas login page, where you need to enter your username and password in order to log in to your profile.

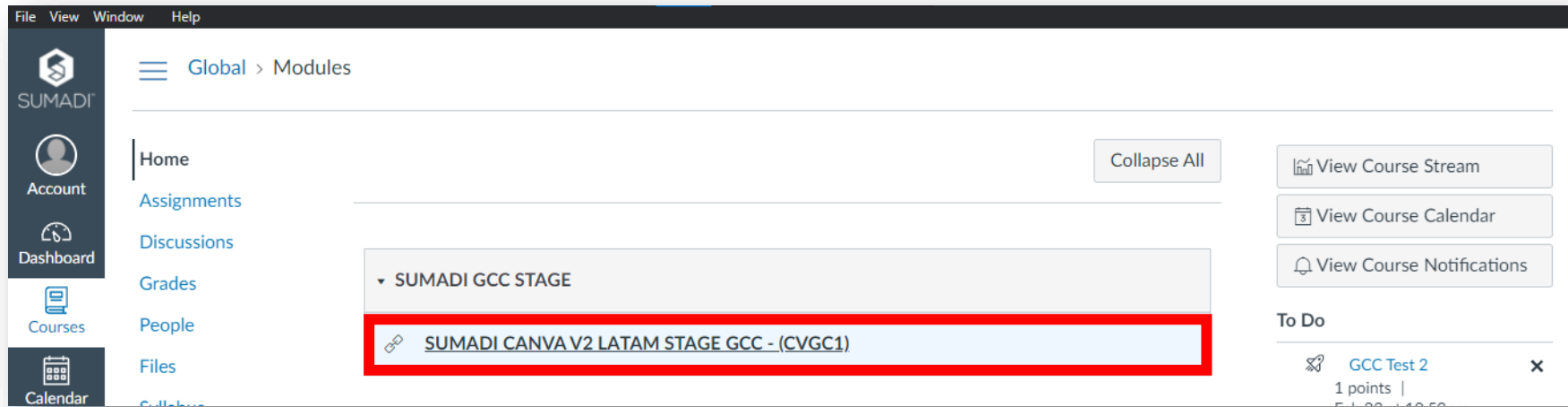


Note: The username is provided by your institution and the personal password set when you registered.

- 5 Once you login, you will be able to view the “**Dashboard**” section of Canvas, where your courses will be displayed. To view the available exams, click on the course of your choice.



- 6 In the “**Home**” option you can view the available exams. To start, click on the exam you wish to take.



- 7 You will get the following message: “**This tool needs to be loaded in a new browser window**”, so you may click again in order to be redirected.

