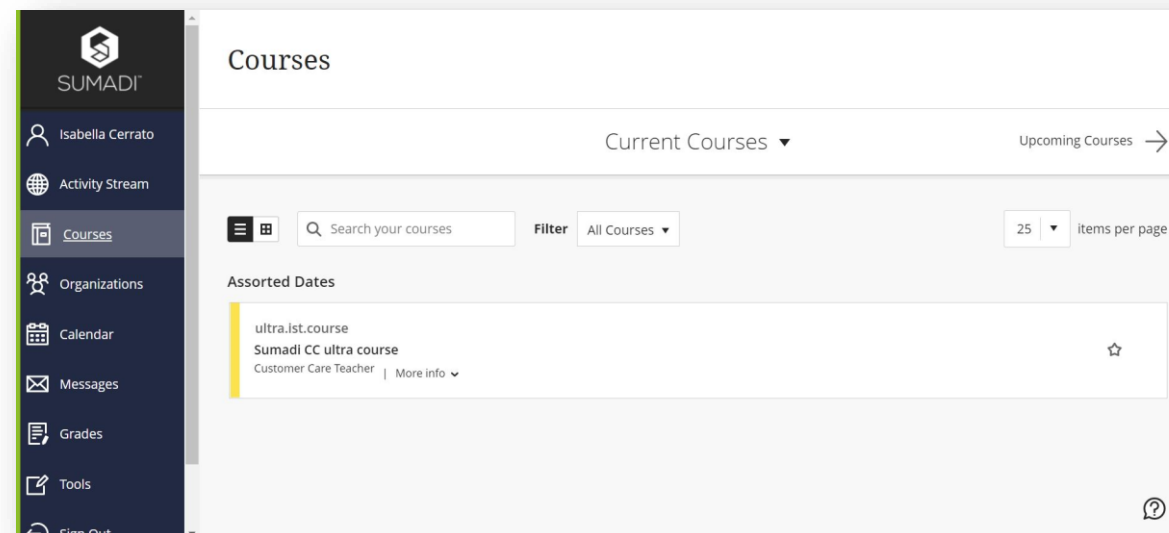


Download and install SUMADI app on Windows - BB Ultra



- 1 When you log in from your browser on your institution's Blackboard platform, go to the "**Courses**" section and enter the course corresponding to your exam.



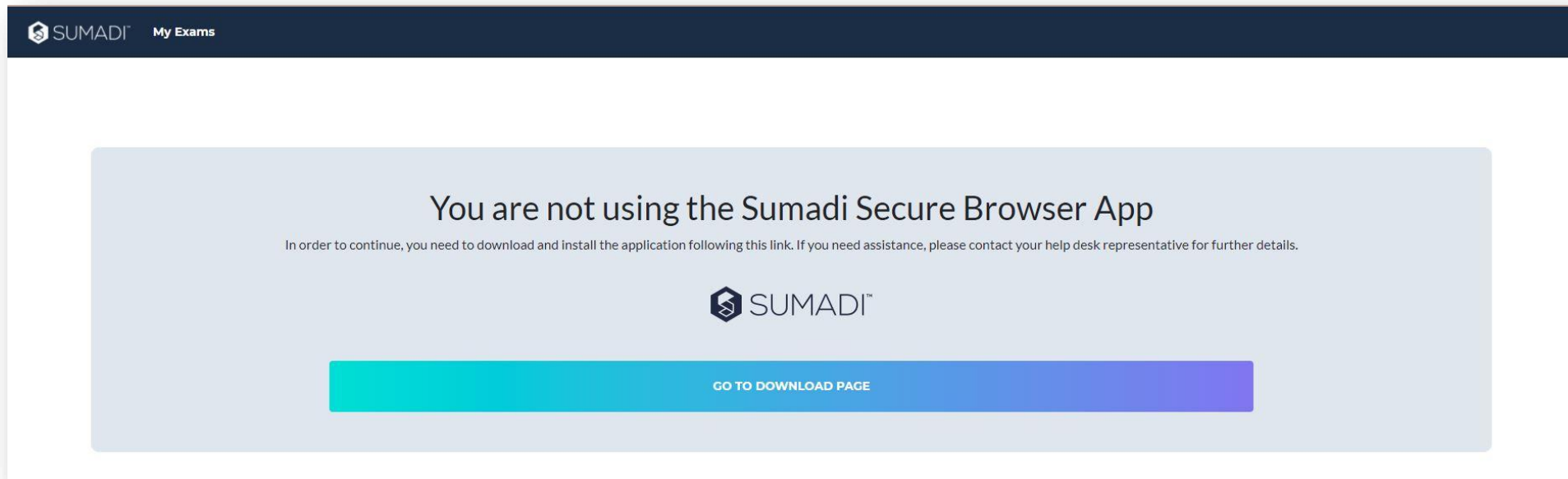
- 2 When you enter the course, the section showing the course content will be displayed. Enter to the corresponding content.

The screenshot shows a course page for 'Sumadi CC ultra course' on the platform 'ultra.ist.course'. The page is divided into several sections:

- Navigation:** A top bar with tabs for 'Content', 'Calendar', 'Discussions', 'Gradebook', and 'Messages'. The 'Content' tab is currently selected.
- Course Faculty:** A section on the left side of the main content area, featuring a profile card for 'Customer Care Teacher' with the role 'INSTRUCTOR' and a message icon.
- Details & Actions:** A section below the faculty card with links for 'Roster' (View everyone in your course), 'Attendance' (View your attendance), 'Groups' (View groups to join), and 'Announcements' (No announcements).
- Course Content:** The main content area on the right, displaying a list of course items: 'Sumadi Demo' and 'Archive'. A dropdown arrow is visible next to the 'Archive' item.

A vertical navigation bar on the far left contains various icons for user profile, globe, calendar, groups, and announcements. A help icon (question mark) is located in the bottom right corner of the page.

- 3 When entering to the content section, a message will appear on your screen, indicating that you are not using the SUMADI™ app. To continue, you must click on the "**Go to download page**" button, which will redirect you to the app download page.



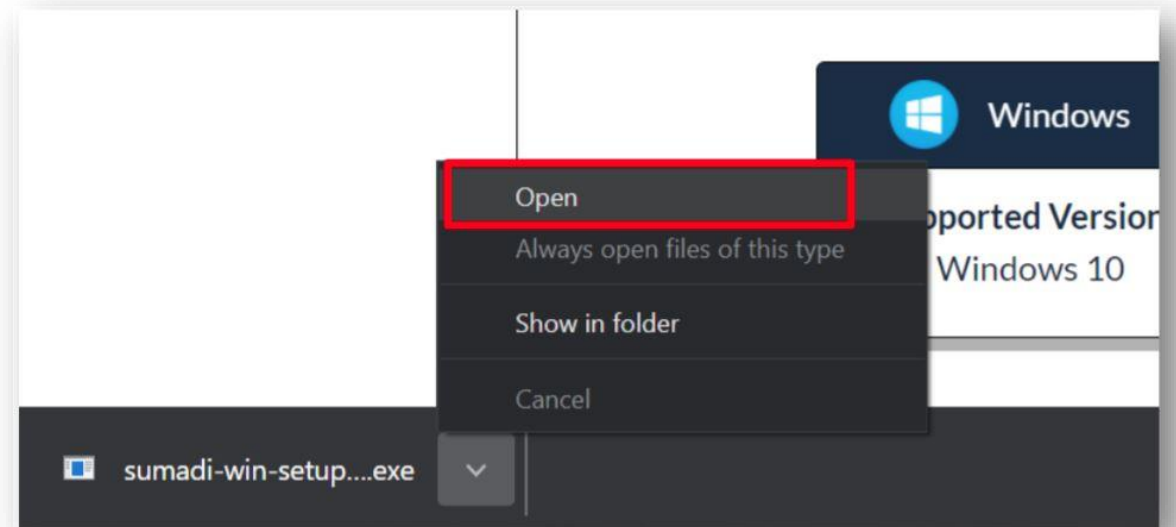
4

To start downloading the app, click on the Windows operating system button.

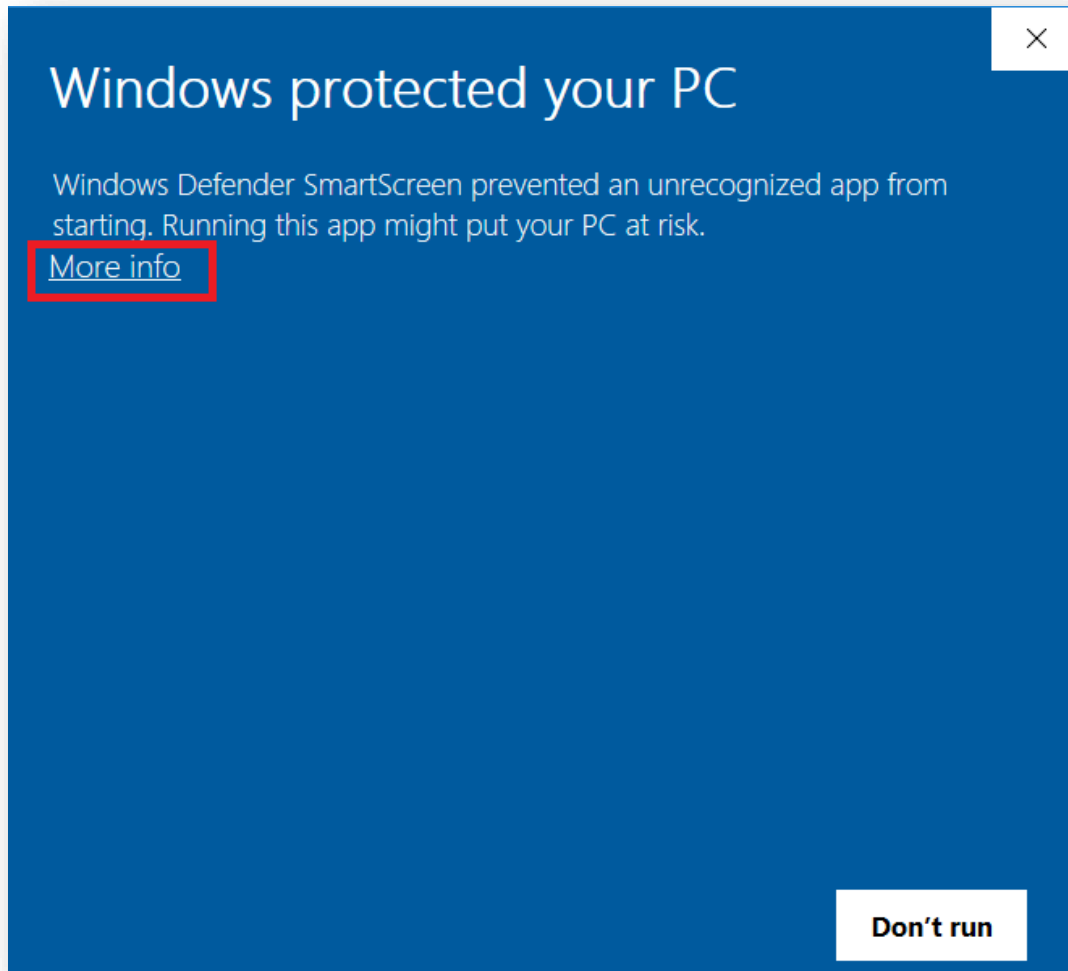


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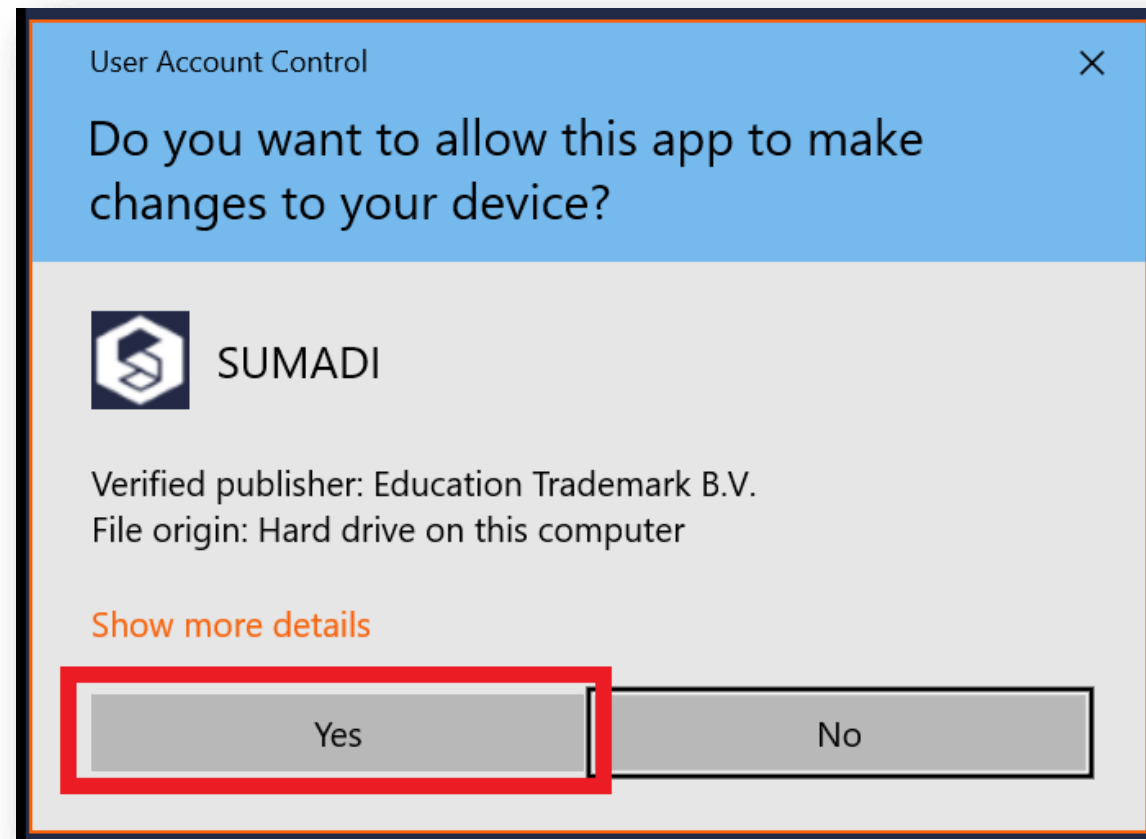
Once you have finished downloading, click on the more options button of your download in the lower left corner of your screen and choose the “**Open**” option.



- 6 In case you receive a protection notification from Windows Defender, select the option "**More information**" and then "**Run anyway**".



- 7 Your computer may ask you to authorize "SUMADI™" to make changes to your computer; you must click on the "Yes" option.



- 8 When the installation of SUMADI™ app is completed, the home page will be displayed, where you must enter your Institutional ID, as well as configure the camera, language and microphone. When these steps are completed, press the "**Submit**" button.

The screenshot shows the SUMADI app's home page with the following elements:

- Welcome** header
- INSTITUTION ID**: A text input field.
- LANGUAGE**: A dropdown menu set to "English".
- CAMERA**: A dropdown menu set to "HP HD Camera (0408:54)".
- MICROPHONE**: A dropdown menu set to "Microphone (Conexant)" with a green indicator bar below it.
- Camera Preview**: A black video feed with a white hexagonal icon in the top-left and a red circle in the bottom-left.
- NOTE**: A purple box containing the text: "NOTE: When submitting any Setting the Sumadi program will restart and you will be required to login in again and start over."
- Buttons**: Two buttons labeled "CANCEL" and "SUBMIT".

Note: The Institutional ID is provided by your institution.

Note: If it is not your first time entering SUMADI™ app, you can make these changes from the menu bar in the **File> Settings** section.

- 9 When the changes have been saved, SUMADI™ will automatically restart and your institution's Blackboard portal will appear on screen, where you will need to enter your username and password in order to log in to take your exam through SUMADI™ app.

