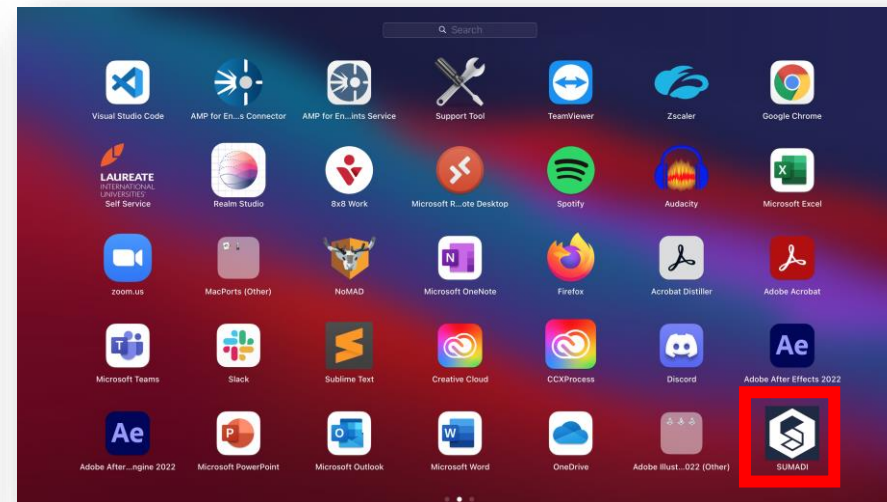
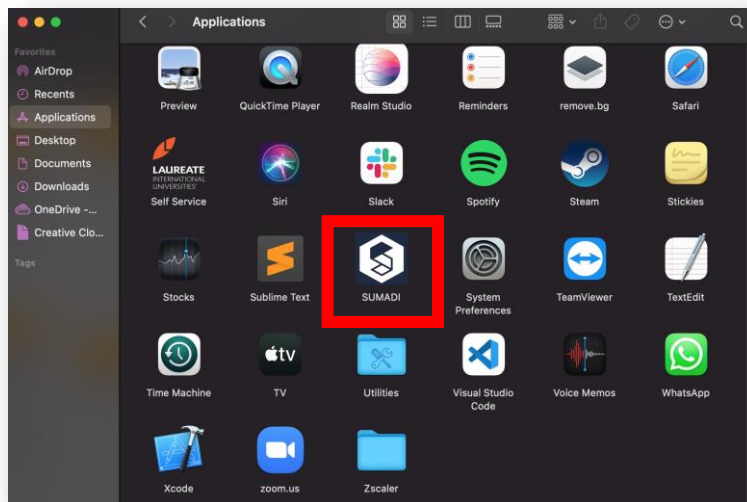


# How to access your exam using SUMADI – Mac OS




- 1 Click on the SUMADI™ icon from your "Applications" folder or the shortcut created in the "Launchpad" after installing the application.



- 2 The first time you open SUMADI™, 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**".

## Welcome

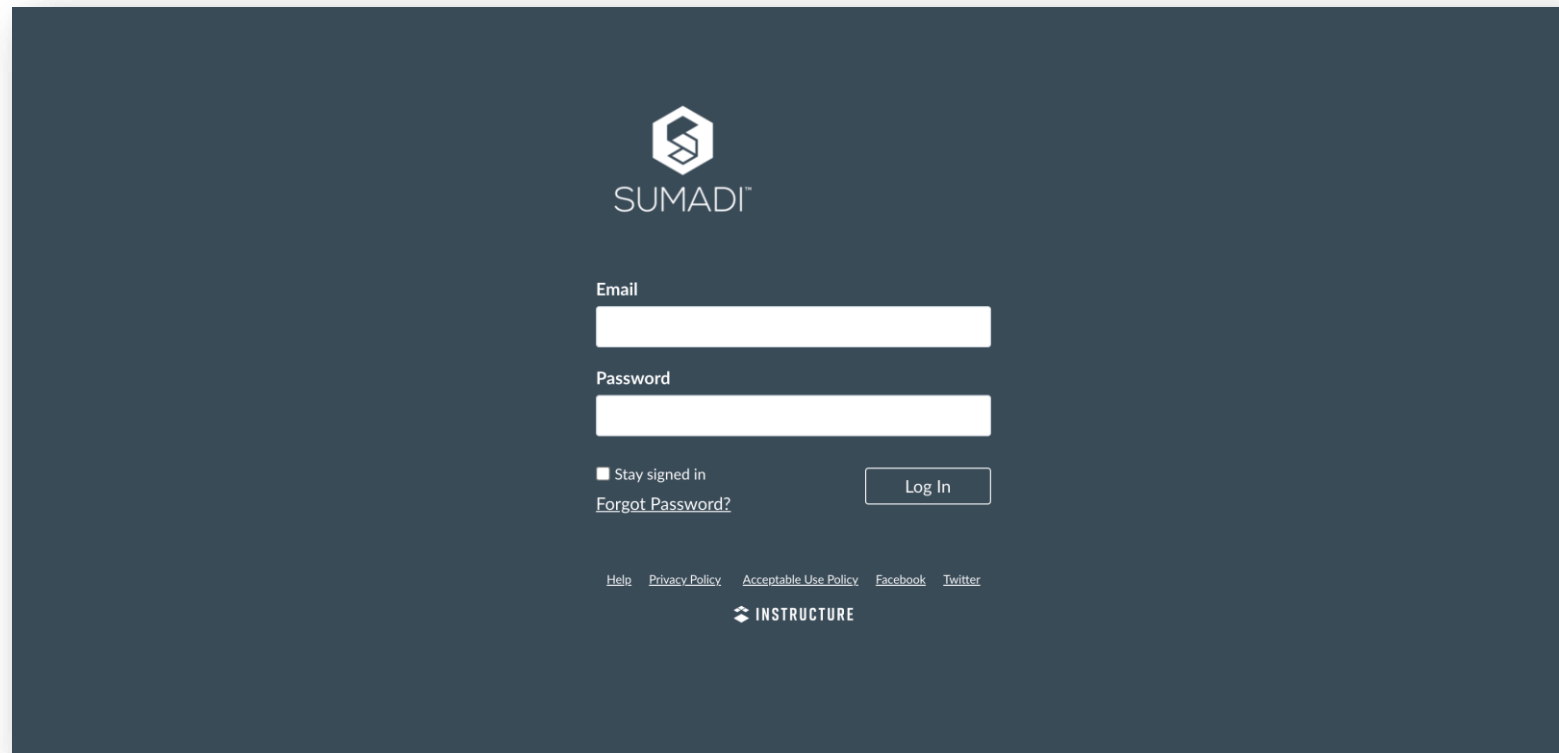
<b>INSTITUTION ID</b> <input type="text" value="CVGC1"/>	<b>CAMERA</b> <input type="text" value="FaceTime HD Camera"/>	
<b>LANGUAGE</b> <input type="text" value="English"/>	<b>MICROPHONE</b> <input type="text" value="Internal Microphone (B1)"/>	
<input type="checkbox"/>		
<input type="checkbox"/>		

NOTE: When submitting any Setting the Sumadi program will restart and you will be required to login in again and start over.

**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.

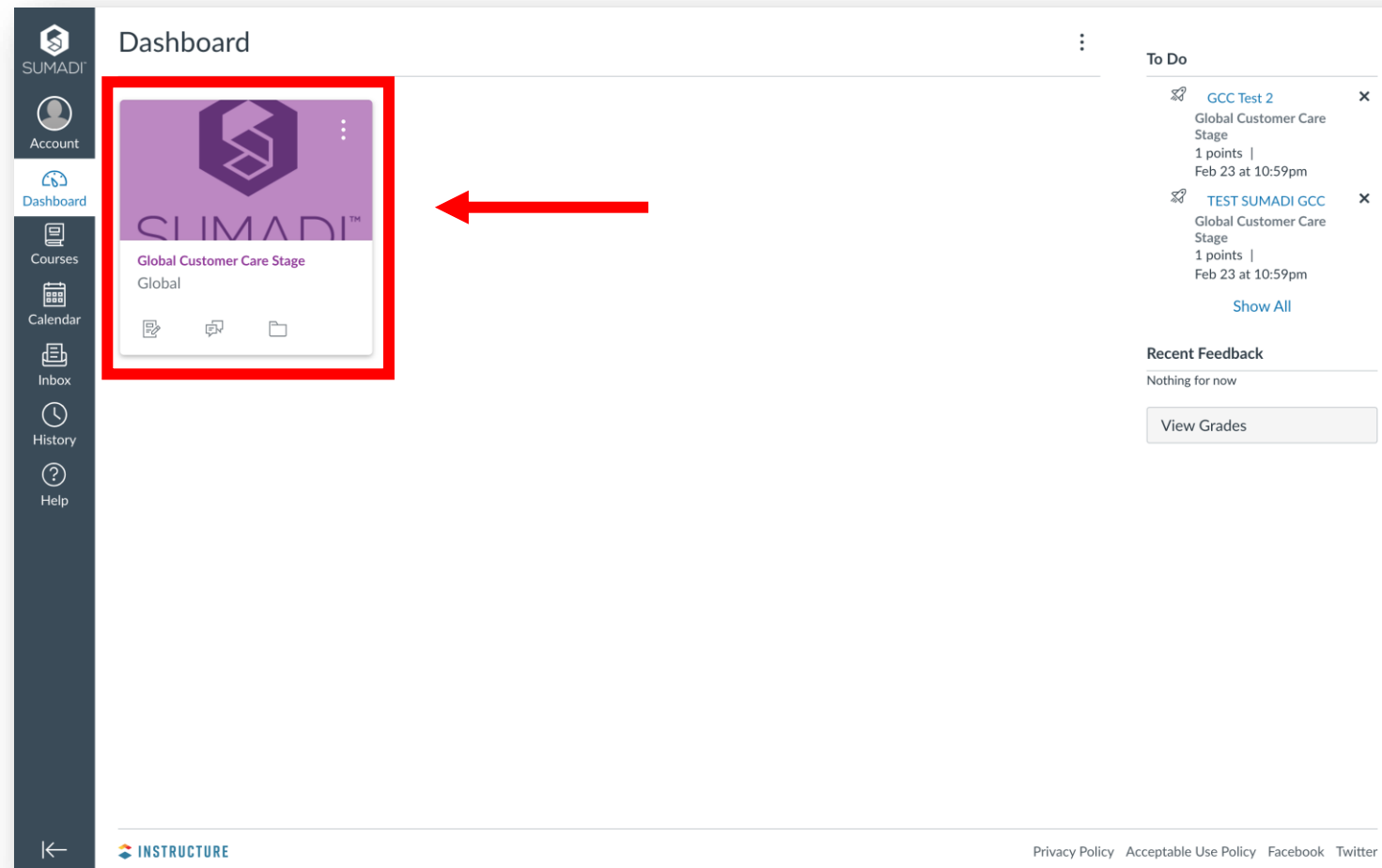
- 3 SUMADI™ will automatically restart to save the changes and you'll be taken to your Canvas profile login page, where you'll have to enter your username and password in order to access.



The screenshot shows the SUMADI login interface. At the top center is the SUMADI logo, which consists of a stylized 'S' inside a hexagon. Below the logo are two input fields: one for 'Email' and one for 'Password'. To the left of the 'Log In' button, there is a checkbox labeled 'Stay signed in' and a link for 'Forgot Password?'. The 'Log In' button is a simple rectangular button with the text 'Log In'. At the bottom of the page, there are several links: 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter'. At the very bottom center, there is the INSTRUCTURE logo, which features a stylized 'I' icon followed by the word 'INSTRUCTURE'.

**Note:** The user name is provided by your institution and the personal password you set with it.

- 4 Once logged in, 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.



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

The screenshot displays the SUMADI user interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'Global > Modules' and shows a 'Home' section with a 'Collapse All' button. Below this, a list of modules is shown, with 'SUMADI GCC STAGE' expanded to reveal 'SUMADI CANVA V2 LATAM STAGE GCC - (CVGC1)', which is highlighted with a red rectangular box. On the right side, there are buttons for 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. Below these is a 'To Do' section listing 'GCC Test 2' and 'TEST SUMADI GCC', each with a score of 1 point and a due date of Feb 23 at 10:59pm. At the bottom right, a 'Recent Feedback' section shows 'Nothing for now'.

- 6 You will get the following message: ***"This tool needs to load in a new browser window"***, so click again to be redirected.

The screenshot shows the SUMADI user interface. On the left is a dark sidebar with navigation icons and labels: SUMADI, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a breadcrumb trail: Global > Modules > SUMADI ... > SUMADI CANVA V2 LATAM STAGE GCC - (CVGC1). Below the breadcrumb, a message reads: "This tool needs to be loaded in a new browser window". A red rectangular box highlights a button that says "Load SUMADI CANVA V2 LATAM STAGE GCC - (CVGC1) in a new window". A vertical line in the main content area separates the navigation menu from the main content.