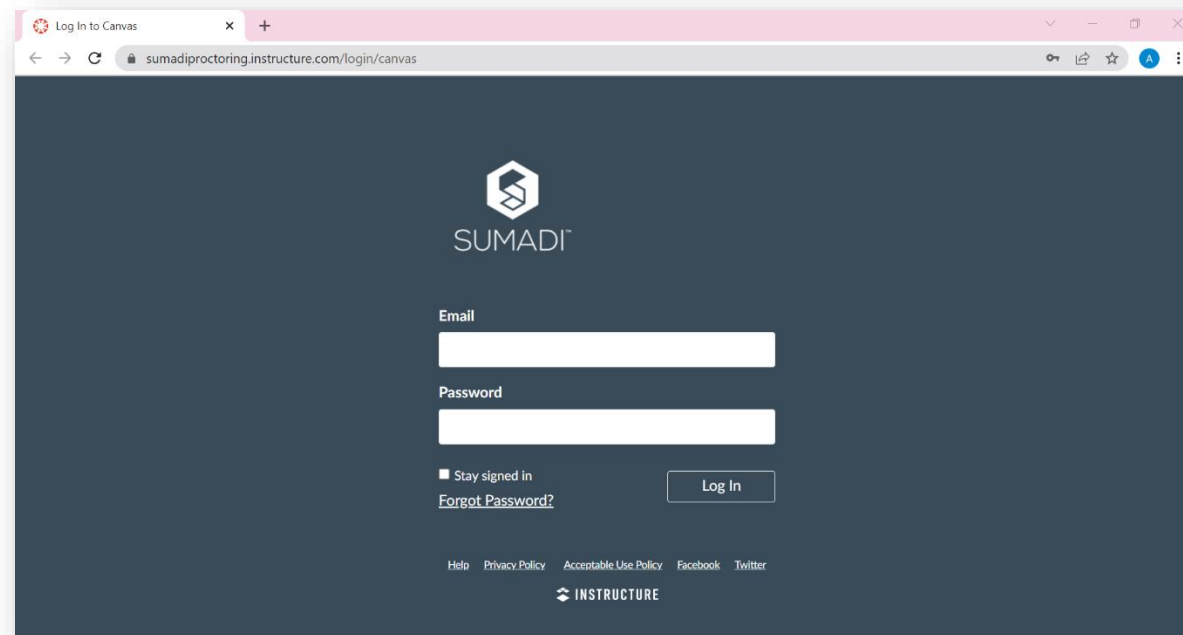


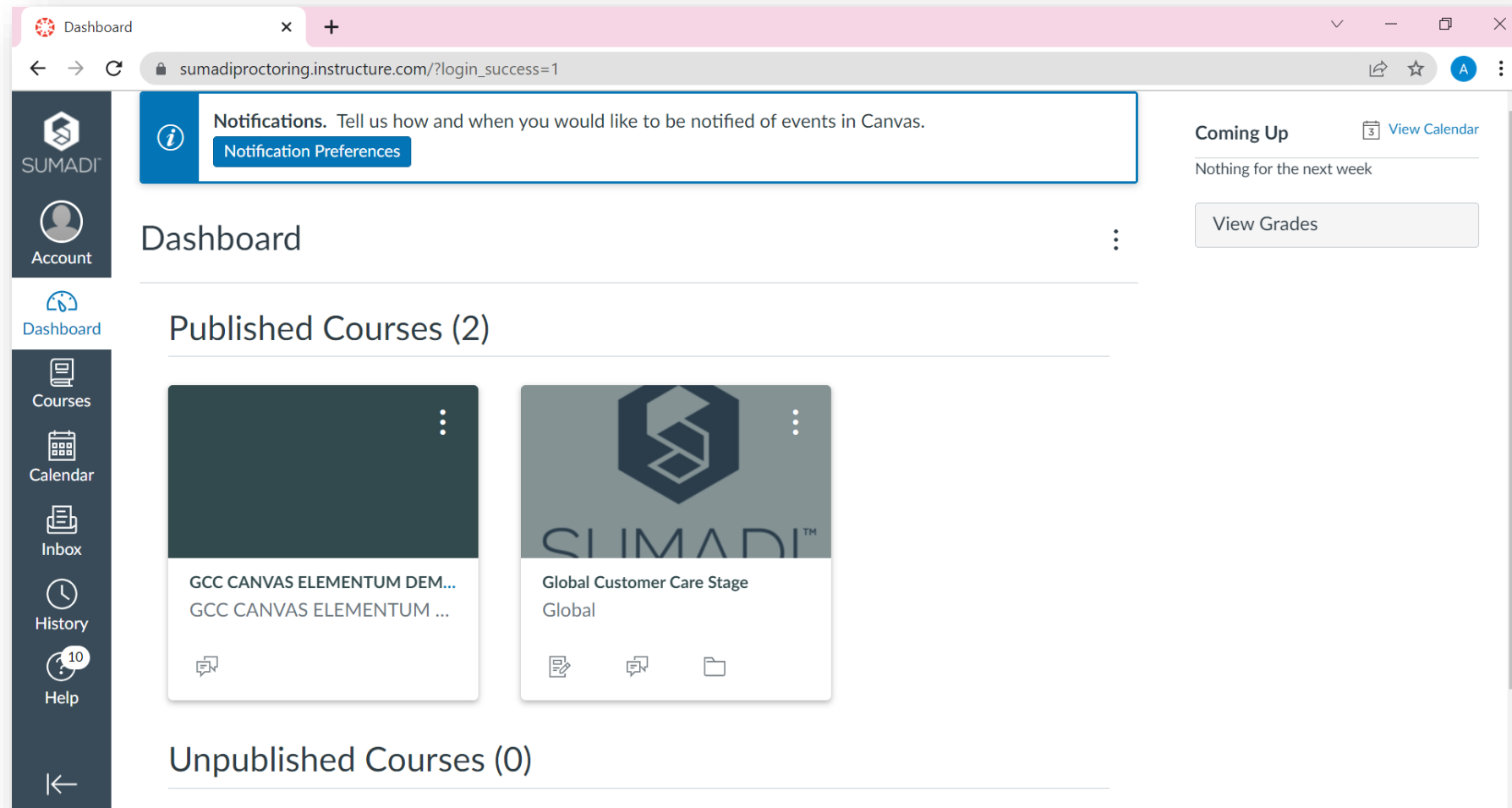
How to access the Faculty Experience - Canvas



- 1 Log in to the Platform through the "Google Chrome" browser with your administrator credentials.



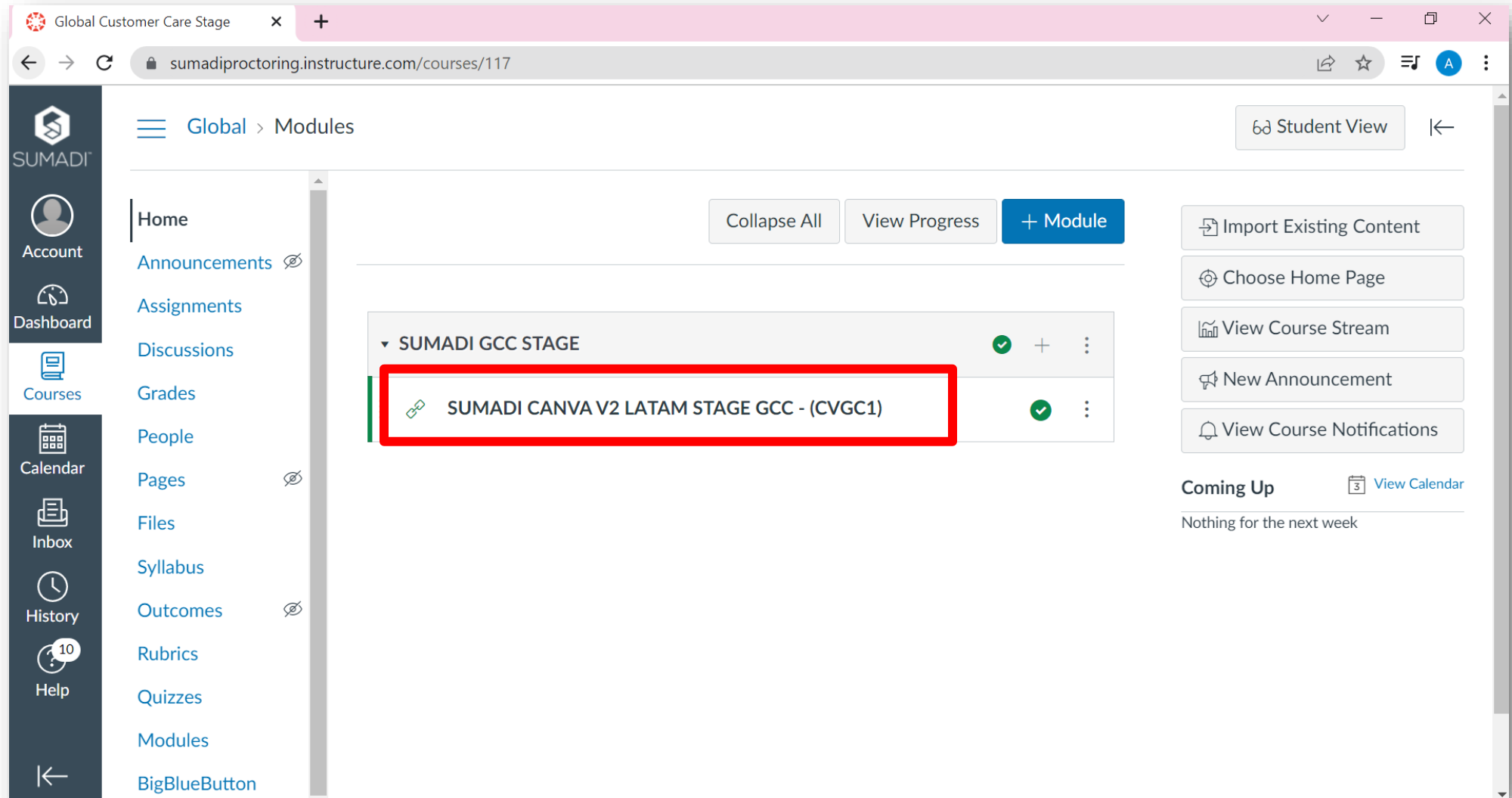
- 2 Once you log in, you will be able to view the Teacher's Platform home page in the "**Dashboards**" section.



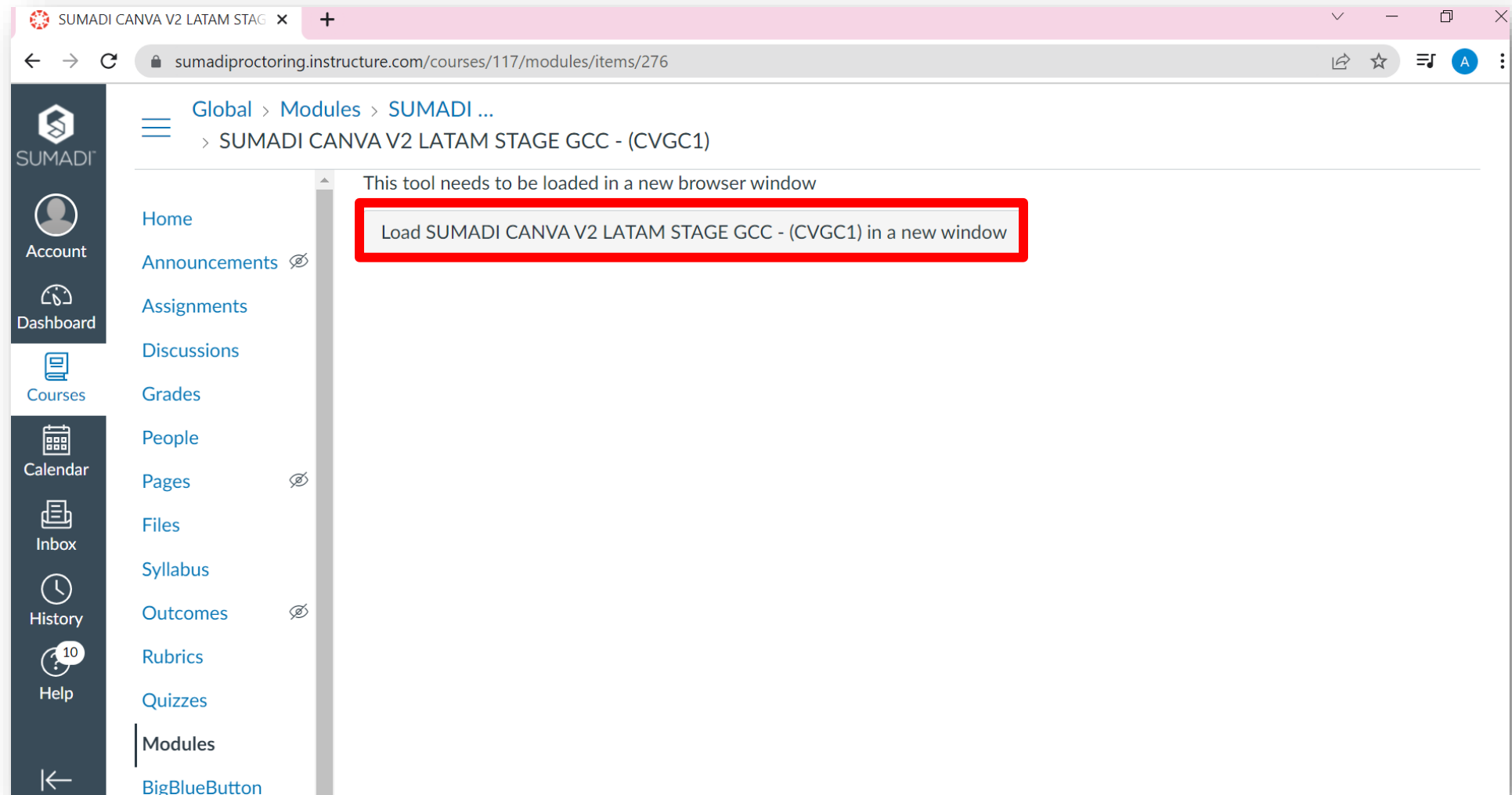
- 3 Go to the "**Courses**" section located in the left column and click on the course you wish to review.

The screenshot displays the Canvas LMS dashboard for a user. The browser address bar shows the URL `sumadiproctoring.instructure.com`. The left sidebar contains navigation links: Account, Dashboard, Courses (highlighted), Calendar, Inbox, History, and Help. The main content area is titled "Courses" and includes a notification box at the top: "You would like to be notified of events in Canvas." Below this, there are sections for "Published Courses" and "All Courses". Under "Published Courses", two items are listed: "GCC CANVAS ELEMENTUM DEMOS" and "Global Customer Care Stage". A modal window is open over the "Global Customer Care Stage" course, displaying the SUMADI logo and the text "Global Customer Care Stage Global". On the right side of the dashboard, there is a "Coming Up" section with a "View Calendar" link and a "View Grades" button.

4 Search for the SUMADI™ link corresponding to the selected course.



- 5 A message will be displayed indicating you to open the link in a new window. Click on "**Load SUMADI™ in a new window**".



6 The SUMADI™ faculty interface will open in a new tab.

The screenshot shows a web browser window with two tabs: 'SUMADI CANVA V2 LATAM STAG' and 'SUMADI'. The address bar shows 'stage.sumadi.net/assessments/create'. The page header includes the SUMADI logo and navigation links for 'Exam Configurations' and 'Courses General Report'. A grey box contains the course name 'Global Customer Care Stage' and a descriptive paragraph. Below this are 'Cancel' and 'Save' buttons. The main content is split into two columns: 'Non-Proctored Exams' (empty) and 'Sumadi Proctored Exams' (containing a configuration card for 'TEST SUMADI GCC' with settings for User Monitoring, Focus Monitoring, Screenshot, and Frequency on Focus/Lost Focus).

Course Name: Global Customer Care Stage

In the Exam Configurations screen you can review all assessments which are part of your course. On the right column listed are the Sumadi Proctored exams and on the left column the Non-Proctored exams. Please note that if you change configurations for each Exam, they will shift from left or right columns respectively.

Cancel Save

Non-Proctored Exams

No assessments found.

Sumadi Proctored Exams

TEST SUMADI GCC

User Monitoring: ✓	Focus Monitoring: ✓	Screenshot: ✓
Snapshot Interval: 30 sec		Frequency on Focus: 30 sec Frequency on Lost Focus: 10 sec