

Welcome to the UNOH Virtual College!

Our goal is to ensure that you have a smooth start to your Virtual College experience. This is a guide to help you understand where to get started.

Test Proctoring Options

We will need to have a completed Proctor Form on file for you. The University gives you two proctoring options.

1. You may test here on campus at the Testing Center
(https://my.unoh.edu/ps_testingcenter/Pages/Default.aspx)
2. You may choose to use our Proctor U remote testing. The purchase of a one-year license for this test system is \$46.00 per year. This system allows you to test in your home, at your convenience. These videos are reviewed by the University to ensure academic integrity. Please see the document included below for more information about pursuing this option.

All tests need to be proctored. Tests are given multiple times throughout the quarter so be prepared to schedule a time, or set time aside to take your exams prior to the due dates. The selection you provide on the proctor form will be the way that you will test. Tests that require your proctor will say, "This is a proctored test." If you are using the Testing Center on campus, be sure to make an online appointment a few days before your exam is due. This will help prevent any scheduling conflicts.

Completing the proctor form (attached) as soon as possible will ensure you are able to complete tests on time in your courses. You may update your proctor selection at any time, but you WILL need to complete a new form.

UNOH ONLINE

PROCTORING UPDATE

Student updates regarding the use of the University's new online proctoring partner, Proctor U.

Use: UNOH has partnered with Proctor U to support students as the online proctoring provider for online examinations. Proctor U provides flexibility and convenience for student examinations and allows for a secure exam experience from the comfort of a student's home, or similar location, with flexible hours to support their schedule.

Availability: Proctor U is available as an option for certain online exams. Please see the UNOH test center staff for clarification on use. Tests can be taken 24/7 within the designated time frame for the institution for any given test. Students do not have to schedule for an assessment in advance and are able to simply test on-demand as their schedules allow.

Cost: As a flexible and convenient choice among options provided by the University to its students for online tests, students will assume the charge for a yearly license with Proctor U. The yearly cost is a flat rate of \$46.00 to utilize Proctor U's automated service for all applicable courses/tests.

Setup: When taking assessments with Proctor U, students will be able to access exams directly through Moodle. Students will see the identifying tool by the exam. Once an exam is ready to begin, the student will click the test link and complete a security check of their computer and environment along with an authentication process and the exam will begin. Once complete, the assessment is reviewed by UNOH testing center staff and feedback is provided to the student if necessary. If complications arise, Proctor U offers a 24/7 support option that can be reached directly at support@proctoru.com or with a live chat option from www.proctoru.com

Equipment: The student will need a working computer with a basic, high-speed internet connection, microphone and web cam.

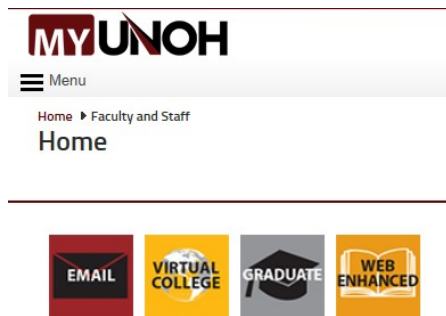
Requirements: Students must bring a photo ID with them to the testing session and should be alone in a well-lit room. Exams are closed note and closed book unless otherwise noted by the instructor or testing center. Tests should be conducted alone and within the code of ethics for the course and institution.

Support: Prior to an exam, please contact the UNOH testing center with questions regarding approval to use Proctor U for assessments or any requirements for the service. During the exam process, there will be a live chat option available at all times to reach a member of the Proctor U team for support and questions.

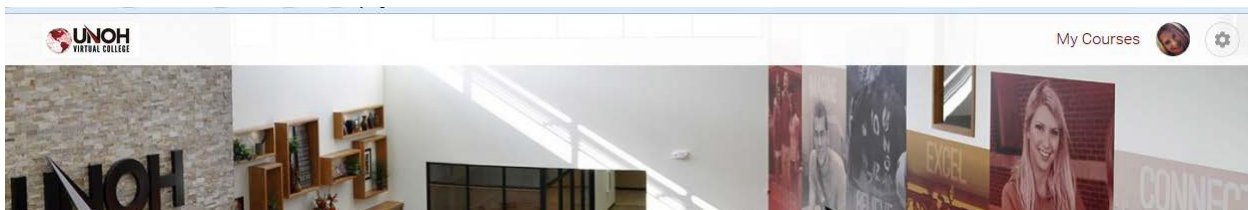
MOODLE & Accessing Courses

The preferred browser choice for Moodle is Firefox, and it does work with Chrome. If you use Explorer or Edge, some content may not function fully. Ensure you have downloaded Mozilla Firefox on your device to ensure you have the best experience possible. There is a link to the UNOH Virtual College, in the upper left corner of the Portal.

(<http://my.unoh.edu>)



The one with the globe that says VIRTUAL COLLEGE is for ALL undergraduate 100% online courses and Flexible Learning Evening Program courses. If you are a graduate student, your link says GRADUATE.



Under the Menu button in the upper right, you will click My Courses. This will bring up the courses you are currently enrolled in. Click the course you want to work in and begin!

VC-099 Classroom Success

You have been enrolled in VC-099 Classroom Success. This free, self-paced, non-credit orientation course prepares you to start your first quarter and then serves as an ongoing source of support throughout your educational experience. VC-099 provides information on a variety of topics such as course navigation, resources that are available to you as an online learner, introduces you to the Virtual College Support Department staff, and much more. Please take time to complete this informational course. You will find it very helpful in your online experience.

The UNOH Testing Center

Telephone: 419-998-8879 Email: testingcenter@unoh.edu

Location: The Testing Center is located between Pizza Hut and College Park W. (main road into campus off Cable). Parking is available in front of the Testing Center in any spots marked with white lines; parking is strictly prohibited in all areas marked with red lines.

For up-to-date information about the Testing Center hours of operation and for more information, please visit the UNOH website Testing Center page at http://www.unoh.edu/student-services/testing_center.html

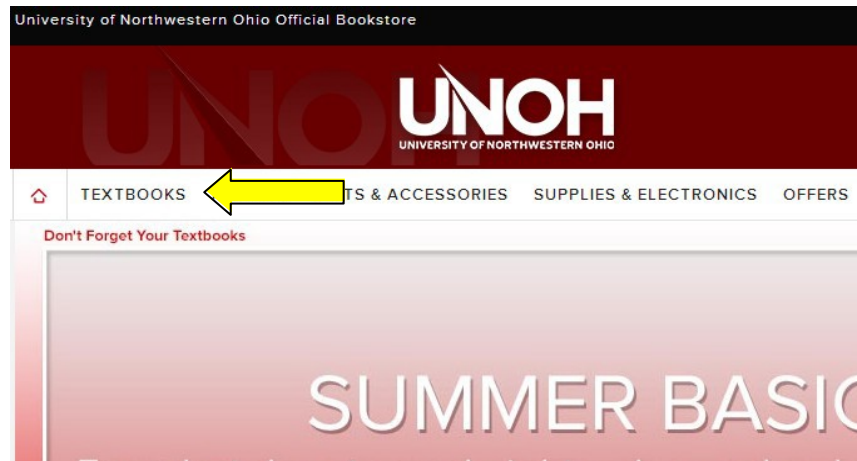
Additional information about the Testing Center and processes related to online learners is provide in VC-099 Classroom Success.

How to Order your Course Materials

Depending on the courses you are enrolled in, you will either order a digital text book or a digital course pack from Barnes & Noble or a free digital resource will be provided in your online course.

If you need a digital textbook or digital course pack:

1. Go to www.unoh.bncollege.com and click on the Textbook Tab.



2. Select your classes from the Drop Down menu and click on the “Find Materials” button

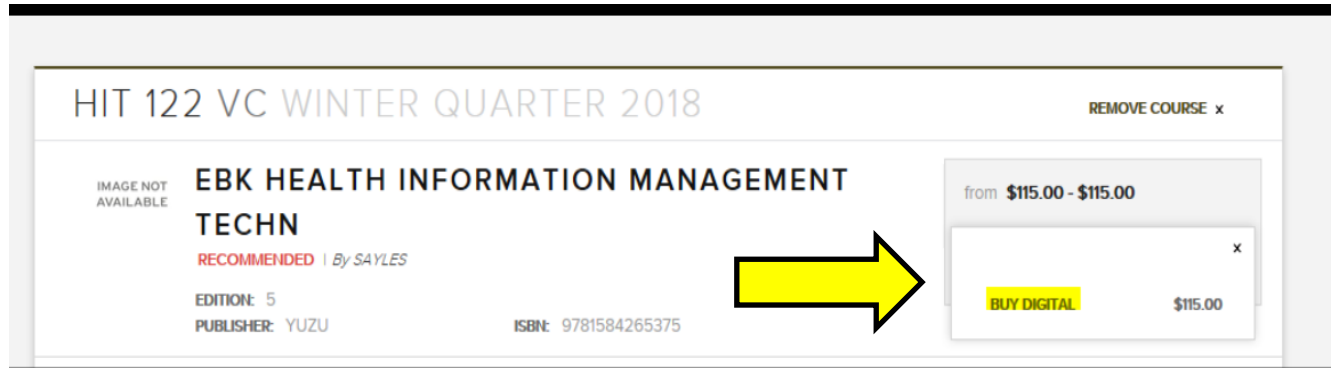
FIND COURSE MATERIALS

Add your courses here to find all the textbooks you need.

TERM	DEPARTMENT	COURSE	SECTION	
FALL 2013	MBA	501	22	x
FALL 2013	Select Department	Select Course	Select Section	x
FALL 2013	Select Department	Select Course	Select Section	x

FIND MATERIALS FOR 1 COURSE

3. There may be multiple options available for textbooks. You may select the option that works best for you. The Virtual College Support Department has ensured that the books being used in courses are available digitally. (Capstone courses and a few other courses may not have a digital option at this time.)



4. Review "Your Shopping Cart" and click "Checkout." From there you will complete the purchasing process at the Barnes & Noble website. If you have questions completing your order, contact Barnes & Noble.

Directions for accessing digital textbooks, digital course packs, and free digital resource are provided in VC-099 Classroom Success and will be available in every online course on the Start Here page.

When you visit the Barnes and Noble Bookstore Website for your course materials it will either state "Pending" or "No Materials Required". "Pending" denotes that the course materials will be a "Course Pack" or "Digital Textbook." These are in the process of being posted and there will be a cost associated with the materials. "No Materials Required" denotes that the course will include "Free Digital Resources" and there will not be any cost associated with the course.

If one of your courses is labeled "Pending" at the Bookstore Website please continue to periodically check the Website to see when the materials are ready to purchase.

UNIVERSITY OF NORTHWESTERN OHIO Virtual College – APPLICATION FORM FOR PROCTORED TESTS

Mail, fax or email the completed and signed

Proctor form to: University of Northwestern Ohio,

Attn: Testing Center,

1441 North Cable Road, Lima, OH 45805

Phone: 419-998-8879

Email: testingcenter@unoh.edu

This agreement will remain in effect until there is a change in the proctor method named below or the student withdraws from Virtual College.

Name:		Student ID#:	
Address:		Birthdate:	
City:	State:	Zip:	
Email:	Phone:	Effective Quarter:	
First Time UNOH VC Student (circle) : <div style="text-align: center;"> <input type="checkbox"/> → </div>	Yes / No		
Circle ALL that apply in the next box :	(Circle) College Credit Plus (high school student getting college credit), Military, MBA, Flexible Evening Learning Program, CoAT Gen Eds, traditional student (not taking ALL VC courses, but electing to do one or two online)		

ON-CAMPUS TESTING

<input type="checkbox"/>	I will be taking my tests in the Testing Center at the University of Northwestern Ohio.
Student Signature:	Date:

OFF-CAMPUS TESTING

<input type="checkbox"/>	I will be taking my tests using the Proctor U home system and will pay the fee when the first test approaches.
Student Signature:	Date:

APPROVAL BY UNOH ADMINISTRATOR

Signature:	Date
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*All testing data is retained for six months. Any appeals must be filed within six months of the date of occurrence.
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