Create a Ucard Challenge

ProctorU provides the Ucard system as a way to verify students’ identities throughout an online course or program. Students will create a Ucard that blends a photo, typing sample, and challenge questions to act as an online equivalent to a student ID. Instructors can provide Ucard challenges to their students in any Blackboard course. The challenge requires students to complete a series of steps to demonstrate that their identity matches that on the Ucard.

Students are charged only once per term to hold a Ucard. Instructors can place as many challenges in a course as desired and it will not cost the student anything additional. Best practice is to provide at least two challenges across the term of study.

1. Log into Blackboard and navigate to the course where you wish to place the Ucard challenge for your students.

2. In the course menu, click on Course Tools and then on ProctorU.
3. The ProctorU interface will load within Blackboard. Click on the Ucard tab.

   **Note:** You can also click on the Add New button and select Ucard from the dropdown menu.

4. The page that loads will show you a historical record of all of the Ucard challenges you have set up in the past, as well as a button to create a new challenge. Click on the **New Ucard Challenge** button.
5. Complete the form to create the Ucard challenge. Begin by providing a name for your Ucard challenge and your department.

Best practice is to title your challenge with the course number, section number, semester and date to be deployed. For example: NUR5000 01 15FA 10/31/2015. Following a convention such as this will allow you and system administrators to navigate through your growing list of challenges.

6. Next work on the Ucard Configuration portion of the form. Select Ucard from the term and your name from the Instructor dropdown list.

Check the box for Max Attempts. Academic Computing recommends allowing at least 3 attempts to ensure that students have the opportunity to complete the challenge successfully.

You may add a list of email addresses where you would like alerts to be sent when students schedule their challenge sessions. This is not required.
7. You may add specific contact information if students have trouble with their Ucard challenges. It is best to leave this blank and instruct your students to contact the help desk or complete a web help request.

You may also type in a unique keystroke challenge for your students. If you leave this portion of the form blank, then students will receive the same, standard keystroke challenge used when they originally created their Ucards.

8. Finally, set up a window for when students can schedule appointments to complete the Ucard challenge. All challenges must be completed within this window. You may also add additional windows using the Add Window button.
9. Press the Submit button to complete the creation of the Ucard challenge. You will be brought to a page that shows you the final configuration of your challenge. If anything looks to be incorrect, you can use the Edit button, otherwise click on the Ucard tab in the ProctorU portal.

10. On the Ucard page, locate the newly created challenge. Click on the link icon to copy the link for the challenge. When successful, you will see a message that says “Copied”

11. Return to your Blackboard course and enter the content area where you wish to post the challenge link. Use the Web Link tool and paste the link into the URL field. Complete the rest of the Create Web Link form and press Submit.

   Students will now be able to click the link. They will need to log into the system and then schedule their appointments to complete the challenge. You may return to the Ucard tab at any time to check on students’ progress on completing challenges.