

# How-To Guide For Instructors

- 1 Sign in to **NCCER Account**, then click **Learning Platform**.
- 2 Click **Assign** (located at the top of the page), then select **Module Tests**.
- 3 Click the dropdown list under **Program Selector**, then select the program approved for remote proctoring.
- 4 Select a group or add an individual test taker by entering his/her NCCER number into the **Search User** field, then click **Next**.
- 5 Choose the module test(s) to assign to the selected user(s), click the **NCCER Automated Remote Proctor** checkbox and then click **Assign**.



For more information, scan to visit the  
Automated Remote Proctoring webpage