



Enabling Proctorio

Proctorio is an automated remote proctoring service integrated into CR's Canvas learning management system. This enables faculty to require online quizzes within Canvas be taken in a limited and/or monitored environment.

You should be aware that to set up proctoring on a quiz, you must be using the Chrome browser with the Proctorio extension enabled. To get Chrome on your computer and install the extension see the [Get Proctorio](#) web site.

Once you have the extension installed, open your Canvas course, click **settings**, then click the **Navigation** tab at the top, then drag the "**Secure Exam Proctoring**" to the enabled list of applications. Don't forget to click **Save** at the bottom before you leave the page.

Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Files	⋮
Grades	⋮
Syllabus	⋮
Quizzes	⋮

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Attendance <small>Page disabled, won't appear in navigation</small>	⋮
Secure Exam Proctor <small>Page disabled, won't appear in navigation</small>	⋮
SmarterMeasure	⋮

If you did not install Chrome or the extension yet then a new button on the left-side navigation called "Secure Exam Proctor" will appear. Click this button. Once Chrome and the extension are installed the left-navigation button will disappear and not show again even when adding it to a new course. *(if you remove this item from Canvas navigation manually, Proctorio will cease functioning within the course).*

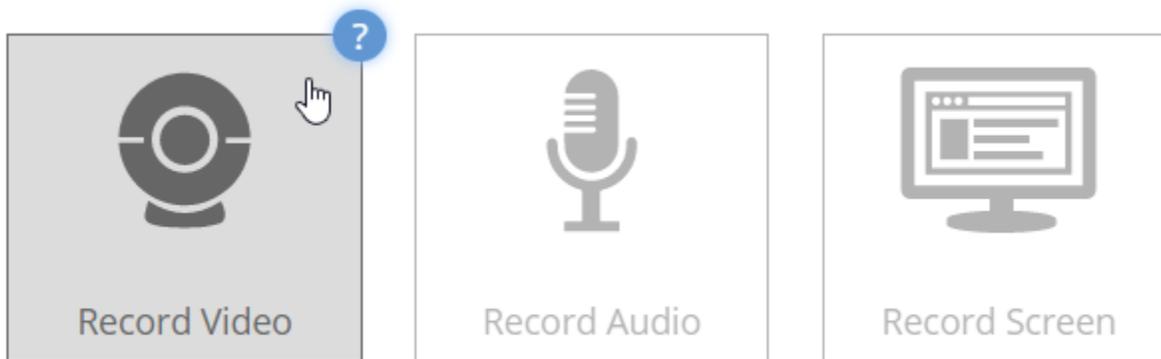
Next click on **Quizzes** and locate the quiz you wish to proctor and select **Edit**. With the extension installed, in addition to the typical tabs for "Details" and "Questions", you'll get a tab for "Proctorio Settings" (it may take a few seconds to appear).

Details **Questions** **Proctorio Settings**

If you scroll down to the bottom of the Details tab, you should have a checkbox for "Enable Proctorio Secure Exam Proctor". Just check that box, then go to the "Proctorio Settings" tab.

Enable Proctorio Secure Exam Proctor

There are a number of sections within the “Proctorio Settings” tab, but for most of the controls there should be either an on-screen explanation or a “help” icon which appears when you hover your mouse over the control.



Most of those help icons will load up a YouTube video with a brief description of what the control does. At the end of each section are “Learn more about...” links to official Proctorio documentation.

Watch the [Proctorio Introduction Video](#) to see how to set up your exam.

Ultimately you’ll select the settings you want, and save your quiz. So let’s fast forward to when your students try to take the quiz: If students try to take the quiz in a browser other than Chrome, they’ll be told to go get Chrome. If they attempt the quiz in Chrome, students will be prompted to install the extension before they can proceed with the quiz. If their computer doesn’t meet the Proctorio “[Minimum System Requirements](#),” they may not be allowed to attempt the quiz using Proctorio.

The student experience will vary depending on exactly what options you selected on that “Proctorio Settings” tab.

NOTE:

Proctorio will ONLY work (for both instructors and students) with the Chrome browser (the software is actually an Extension of Chrome). Because of this limitation, smartphones and tablets will not work, even if the device has the Chrome browser.

Proctorio does not allow proctoring of a quiz taken using the “Student View” in your course, you can NOT set up proctoring on a quiz, then try it out by switching over to the “Student View”

Instructors need to include information in the syllabus about any proctored exams.

Sample Syllabus statement about using Proctorio:

All students should review the online video testing requirements. Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence.

BEST PRACTICES

- Require students to take a practice test first (not for points) so they can resolve any technical issues before the first real exam.
- In the Proctorio Exam Settings, it's a good idea to engage ALL the tools under "Lock Down Options" with one exception: "force completion" can lead to numerous and distracting requests to reset examinations.
- Be careful when using the setting "Record Room" since students will be asked at a random moment during the test to provide a panoramic view by moving their webcam, and some monitors are not easily moved.
- Let students know what options you will provide, Proctorio, a testing center or private proctor.

Proctorio Student Experience

Sample instructions that you might place in the quiz description if Proctorio is enabled:

This is a Proctored Exam and can be taken in the CR library or online line using the online proctoring software Proctorio.

If you choose to use Proctorio please watch the [Proctorio student Guide](#) video as this will give you an idea of what to you will experience while being proctored online. If you experience any technical issues please use the [Proctorio support site](#) made available in your testing environment or contact them at support@proctorio.com.

What you need:

1. Use the Google Chrome Web Browser **(Required)**. When taking a test you will be prompted to download the Proctorio Extension.
2. Access to a webcam on your computer
3. Present your student ID or driver's license
4. Smile for a picture, then take your exam!

Most laptops have a built in Webcam but if you do not have access to a webcam on your computer, you may be able to purchase an inexpensive webcam at Walmart or Amazon.
