

Resources and Information on Proctorio

Please watch the instructional video on Proctorio (and review the information below).

Please feel free to contact faculty members April Benjamin (abenjamin@vinu.edu) and Andrew Corless (acorless@vinu.edu) if you have any questions.

INSTALLING PROCTORIO (ONE-TIME TASK)

Both instructors and students need to configure their computer before Proctorio will function. If students do not install Proctorio, they will not be able to take a Blackboard test that requires it.

To install:

1. **Download Chrome** if necessary.
2. Open Chrome. **No other browser will work.** Navigate to Blackboard and then click into the desired course.
3. Click on the Tools menu and locate the tool "Secure Exam Proctor". Click on it and create a link in your course (it does not need to be available to students). Click Submit, then click on the newly created link. **Alternative:** Go to your course and click the "+" sign at the top left corner of the screen just under the course name and then click "tool" link. Give it a name for type and then select "Secure exam Proctorio"
4. A screen will load indicating that a new Chrome Extension will need to be installed. Click the link to install on your browser. (Note: this is machine-specific. If you open this course from a different computer, that computer's Chrome will also need to install the Extension).
5. After the extension is installed, click "Done".
6. Click on the newly created link again.
7. A message reading "Secure Exam Proctor Plugin Successfully Installed! Please return to your course." will appear. Navigate back into your course.

ENABLING PROCTORIO FOR A CLASS (REPEATED FOR EACH COURSE)

Even after the Proctorio Chrome extension has been installed on a machine, each course must enable Proctorio before the option is visible in quiz settings.

1. Click on the Tools menu and locate the tool "Secure Exam Proctor". (On the VU Blackboard Menu, click more tools and you will see this option. **Alternative:** Go to your course and click the "+" sign at the top left corner of the screen just under the course name and then click "tool" link. Give it a name for type and then select "Secure exam Proctorio"
2. Click on it and create a link in your course (it does not need to be available to students).
3. Click Submit, then click on the newly created link.

4. A message reading "Secure Exam Proctor Plugin Successfully Installed! Please return to your course." will appear. Navigate back into your course.

ENABLING PROCTORIO FOR A TEST

Follow these steps to require proctoring on a given exam:

1. Create a quiz/exam. In Edit mode, navigate to the quiz and click "Edit the Test Options", and scroll to the bottom.
2. Checkmark the box labeled "Remote Proctoring."
3. Select the settings for the exam and lock down options (see Best Practices below), and click Submit at the bottom.
4. Note that any use of Proctorio requires a time limit; there is not a way to require proctoring on an untimed test.
5. Proctorio has its own lockdown browser.
6. If you need to turn off proctoring for individual students, return to the quiz itself, click the edit menu arrow, and click on "Proctorio Availability Exceptions". You can uncheck boxes for individual students under the webcam icon. When you click "Change Proctorio Access Settings" you will be shown a unique exam password that should be given to the proctoring center or live proctor for the students for which you are creating exceptions.

VIEWING PROCTORING RESULTS

1. To view the post-test results, find the exam you wish to review in the course Grade Center, select the downward facing arrow next to its name and click "View Proctorio Gradebook". Once the Proctorio Gradebook is loaded all of the test takers attempts will be displayed, sorted by suspicion level. There are examples on the [Grade Center page](#).
2. Instructors can click along the timeline (actually the dotted line ABOVE the timeline) to jump to different points in the video. The webcam icon in the top-right will open the Incident Log that will also flag moments of interest.
3. The Behavior Settings (strictness level) can be changed post-test in the "Proctorio Settings" tab at the top.

BEST PRACTICES

The help links below will only be available if you are using Chrome and are logged in to Blackboard.

- Use a saved profile to apply your favorite settings with a single click. Proctorio Profiles allow you to quickly set your preferred Proctorio exam and behavior settings across all of your courses. You will have to be logged into Chrome with the extension enabled to use and create profiles.
- You may create as many profiles as you would like. This way you can quickly set exam settings for everything from open note quizzes, to a high stakes final. This will produce consistently measured suspicion levels for similar types of assessments. You may also preset your preferred behavior settings for gradebook review or adjust the behavior settings from within the gradebook later.
- You will never have to worry about documenting your favorite settings to ensure your exams and quizzes are uniform in all of your courses. You can use Proctorio the way you prefer throughout courses
- You can change the severity of suspicion (behavior settings > lenient-moderate-severe) even after a quiz is over, and it will immediately "re-grade" the student videos. This allows you to dial in the settings after an exam to only see suspicious students in the areas of your interest.
- 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". In the test options area, however, enabling the "force completion" can lead to numerous and distracting requests to reset examinations.
- Avoid 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.

KNOWN ISSUES

- **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.**

- Students who stand up and leave the computer are recorded as "looking away from the screen" in the Incident Log.
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TEST DESCRIPTION INFORMATION FOR STUDENTS

The information below is a compilation of instructions that can be used for students, depending upon the type of test and proctoring conditions being used.

This exam is **remotely proctored using Proctorio**.

- The only browser that you may use with this proctored quiz is the most recent version of Chrome.
- Chromebooks can be used to take exams.
- You must have a camera on your laptop to take the exam.
- To ensure a stable testing environment, take the exam on a desktop/laptop as opposed to a mobile device. Note the technical requirements for Proctorio minimum system requirements for testing.
- You must have the Proctorio extension to take this quiz.
- Make sure your internal or external webcam and microphone are enabled and working properly.
- Have a valid ID ready to present at the start of the quiz
- A \$5 payment is necessary to begin any quiz/exam. Have a credit card ready!
- If you cannot access the quiz, please contact Proctorio Technical Support by clicking on the Proctorio extension (a gray shield) in the upper right corner of your browser.

****First Time Proctorio Add On—Please Do at least 24 hours prior to testing to insure you have everything set up properly.****

Setting Up Proctorio:

1. Install Google Chrome. When you're ready to take a proctored exam you will need to use Google Chrome with the Proctorio extension. Launch Chrome or download the browser to your computer.
2. Install the Proctorio Extension

Install the Proctorio Chrome extension. This process is automatic and only needs to be done once. The extension will update automatically.

3. Take your Exam

Simply navigate to your learning management system (Canvas, Blackboard, Moodle etc.) and start the proctored exam issued by your instructor—and best of luck to you!

Additional Proctored Testing Information for Students

Why Proctorio?

Instead of finding a person to proctor your exam, Vincennes University has purchased online proctoring software called Proctorio that allows you to take the test at home, at the library, anywhere—without a live proctor.

Proctorio isn't a person looking at you through your webcam. Instead, it's a system of computers that keep an eye on you while you take the test. This system will work with you to record your exam whenever you are ready. Only your instructor and the testing center administrators will have access to these recordings.

When you take your exam, you will access it like you normally would through I-Learn. Proctorio will use your webcam to record you during the exam. It will also record everything that is on your computer screen.

You will need the following:

- Webcam
- Microphone (most webcams have a microphone built in)
- Google Chrome as your internet browser in order to take your proctored exams.
- Proctorio's Google Chrome plug-in

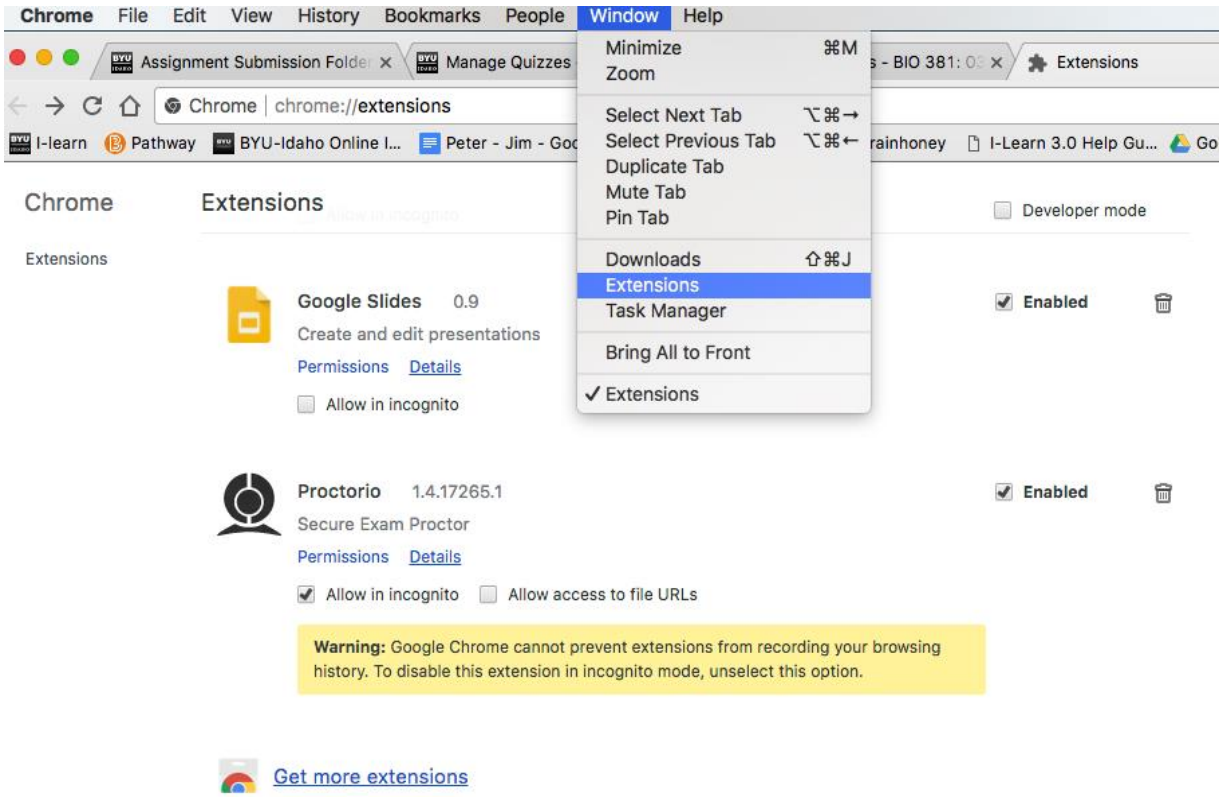
How do I setup Proctorio?

The only thing you will need to do is install the Proctorio plug-in and Google Chrome if you don't already have it.

1. [Install Google Chrome \(Links to an external site.\)](#)
2. [Install Proctorio \(Links to an external site.\)](#)

(00:36 mins, [Get Proctorio Faculty Guide Transcript \(Links to an external site.\)](#))

3. Once you've downloaded the plug-in, you'll need to enable one very important feature. Open Chrome, go to **Windows**, then select **Extensions**. Scroll down until you see the Proctorio plug-in. Check the box next to **Allow in incognito** (see graphic below). You are now done with installation.



What can I use in Proctorio?

While taking exams with Proctorio, you will be provided with a built-in whiteboard and scientific calculator (below). You can use these tools while taking your exam.

Important

If you are in I-Learn and are stuck or if you have a question about Proctorio, simply click on the gray shield in the top right corner of your Chrome browser. This will open up a chat window with Proctorio support, who are available 24/7.

