Proctorio Settings for Teachers

A companion guide to Proctorio settings for teachers to use when adding Proctorio to tests in their Canvas courses.

Setting up Proctorio in Canvas

Step 1 - In your active class click on Settings from the Left Navigation then select the Navigation tab at the top of the screen.
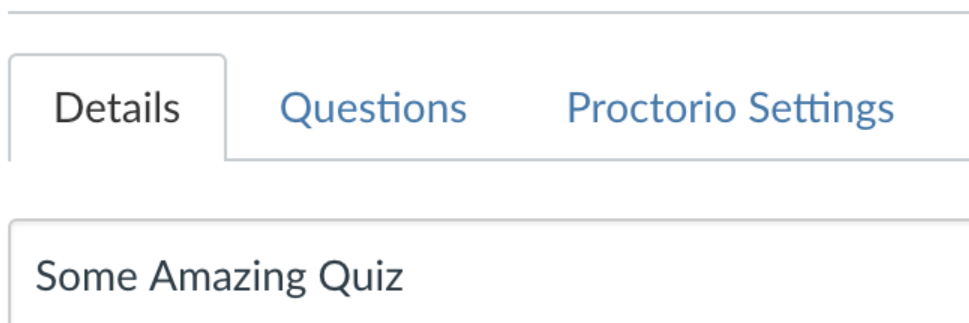**Step 2** - Find the "Secure Exam Proctor (Proctorio) entry and drag it to the top half of the screen. Click the save button at the bottom of the page to save the changes.
Step 3 - Click on the Proctorio tab to the left if it is visible. Proctorio will verify that you are using Chrome and have installed the Proctorio Chrome extension which are both required to use Proctorio for faculty and students.
Step 4 - The tab will disappear once Proctorio is functioning properly. If the extension is turned off or removed from Chrome then the Proctorio tab will be visible once again to initiate the setup.

Accessing Quiz Proctorio Settings

1. Create a new quiz OR open an existing quiz in your Canvas course. You will see the new Proctorio tab.

2. Check the "Enable Proctorio Secure Exam Proctorio check box in the Quiz Restrictions section of the Quiz.

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

☐ Enable Proctorio Secure Exam Proctor

Assign

Assign to

3. Once active, Proctorio will disable the password since it controls entry to the exam. The Proctorio settings tab will now be accessible.

Quiz Restrictions

☑ Require an access code

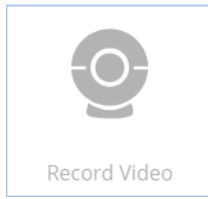Proctorio is managing this password. Learn more.

•••••••••

☐ Filter IP Addresses

☑ Enable Proctorio Secure Exam Proctor

Remote proctor settings can be controlled from the Proctorio Settings tab

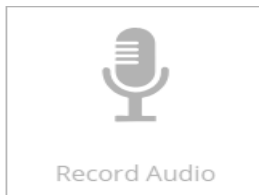# Proctorio Monitor Settings: (What can be viewed in the Proctorio Gradebook)

For further information login to Canvas and then click on this link [Proctorio Study Guides](#) to view the Proctorio guides. In each section of the Proctorio settings, there is also a "Learn more about…" link. These are direct links to the Proctorio tutorials for that section.

Saved Profiles: Teachers can have multiple profiles to match the quiz type such as closed book and open book tests.
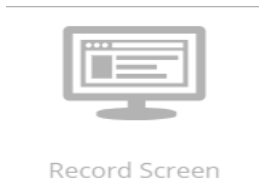
Recording options: what Proctorio will record and can be reviewed by the teacher. The 5 options are toggles so any combination of the options can be selected.

Video:
what the video camera sees

Audio:
microphone

Screen:
This is a video displaying activities taking place on the monitor. This will also apply to dual monitors.

Web traffic:
Records the sites and URLS that are visited during the test.

Room:
The student will be required to turn the camera around the room.

Lock Down Options - Restricted activities during the test

Force full screen:
Students can't display multiple apps or programs on same screen.

Only one screen:
Dual monitors will not be permitted. Students must unplug the 2nd monitor.

Disable new tabs:
Students can't open new tabs once the test is open.

Close open tabs:
Students must close all tabs before the test will open.

Disable printing:
Students can't print the test.

Disable clipboard:
Students won't be able to take screenshots or save to clipboard.

Block downloads:
Students will not be able to download files while taking the test.

Clear cache:
after the test is taken Proctorio will clear browser cache to erase all traces of the test

Disable right click:
Students can't right the mouse to select and copy test items.

Prevent Re-entry into quiz:
If students leave the exam, Proctorio will not allow students to reenter the test.

Prevent Re-entry

Verification Options (done by students prior to taking the test)

Verify Video

Verify Video:
Ensure face is visible and properly placed

Verify Audio

Verify Audio:
Ensure Proctorio can detect sound in room

Verify Desktop

Verify Desktop:
Ensure desktop is viewable and recorded

Verify ID

Verify ID:
Student must show ID to the web camera. This will be recorded and can be viewed by the monitor or teacher in the Proctorio gradebook.

Verify Signature:
Student will be required to sign a form before opening the test. This will be recorded and can be viewed by the monitor or teacher in the Proctorio gradebook.

Verify Signature

Proctorio Gradebook: Located under Speedgrader on the quiz page in the upper right corner.

Incident log

Room scan

Screen recording

Student location

Annotations (to be written by teacher)

Display identification-this occurs at the beginning when student displays ID before taking the test.

Export report to PDF options

Tips, tricks, and processes

1. Reminder-requires Chrome browser AND the Proctorio Chrome extension for faculty and students.
2. When in "test student" view – teachers can preview the test but Proctorio will not activate.
3. When a student signs into the test, Proctorio will require that they look into the web camera with sufficient clarity that their eye movements can be tracked. Glasses inhibit the recognition process and should be removed during the verification process. Once they are cleared by Proctorio they can put their glasses back on to take the test.
4. Do a practice quiz beforehand so teachers and students can make sure everything works before they take the real exam. You could include a couple essay questions in the practice quiz so students can leave feedback on their experiences with setting up Proctorio.