

Proctorio Setup Guide for Teachers

A guide to activate and configure Proctorio

Install Chrome Proctorio Extension

1. **Step 1** - In your Canvas class click on Settings from the Left Navigation then select the Navigation tab at the top of the screen. This must be done EACH semester for each course that requires Proctorio.
2. **Step 2** - Find the “Secure Exam Proctor (Proctorio) and click on the three dots to enable it. Click the save button at the bottom of the page to save the changes.
3. **Step 3** - If it's visible in the left navigation click on the Proctorio tab. Proctorio will verify that you are using Chrome and will help to install the Proctorio Chrome extension. Both teachers and students are required to do this step to install Proctorio.
4. **Step 4** - This tab will disappear once the Proctorio extension is installed. If the extension is turned off or removed from Chrome then the Secure Exam Proctor tab will be visible again.

Enable Proctorio in a Course Quiz

1. Create a new quiz OR open an existing quiz in your Canvas course. You will see the new Proctorio tab in the quiz settings. Check the “Enable Proctorio Secure Exam Proctor” box to enable Proctorio for this quiz.

Quiz Restrictions

Require an access code

Filter IP Addresses

Enable Proctorio Secure Exam Proctor

When Proctorio is enabled it will take over the password function which be greyed out.

Proctorio takes over Password

Quiz Restrictions

Require an access code

Proctorio is managing this password. [Learn more.](#)

.....

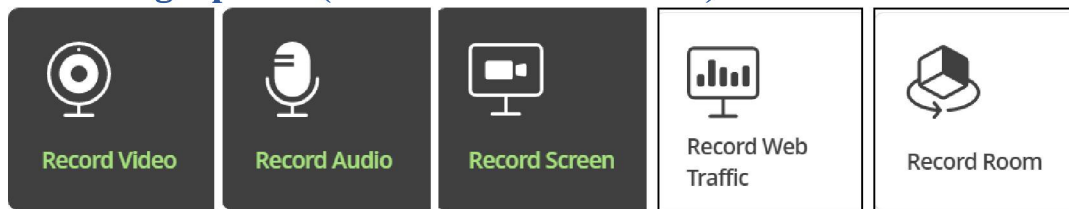
Filter IP Addresses

Enable Proctorio Secure Exam Proctor

Remote proctor settings can be controlled from the [Proctorio Settings](#) tab

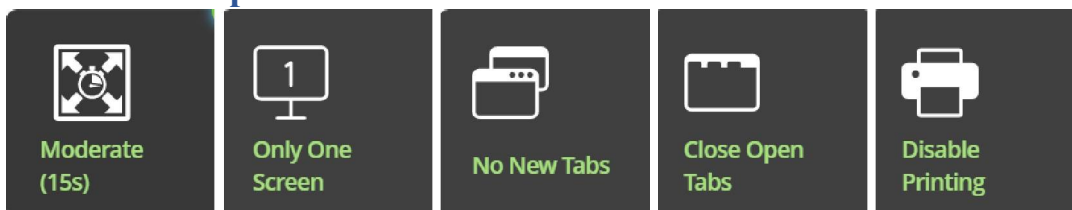
NOTE: Always look at exam settings with Chrome! Using any other browser to edit settings can disable Proctorio and the quiz password!

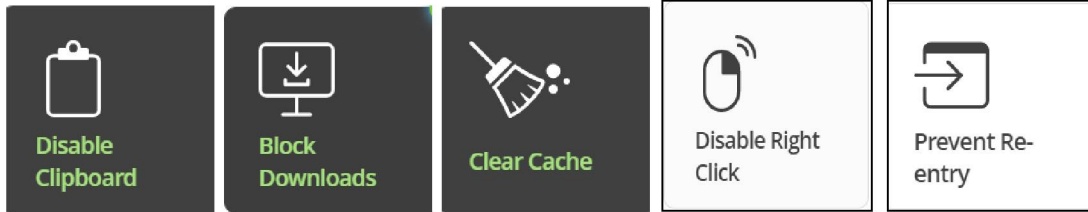
Recording Options (recommended is in black)



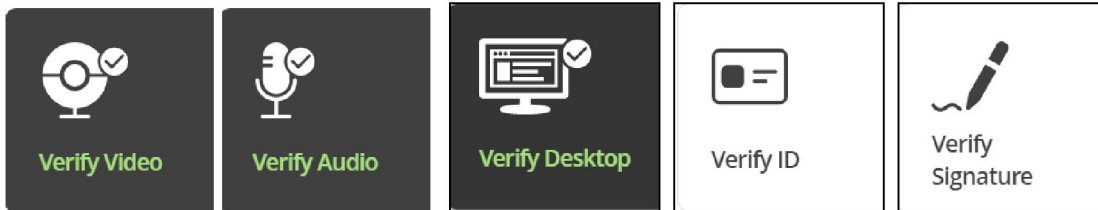
- **Video:** Records the student's eye movements and face, using the web camera
- **Audio:** Microphone will record room noise
- **Screen:** Records activities taking place on the monitor. This will also apply to dual monitors (if allowed).
- **Web traffic:** Records the sites and URLs that are visited during the test. This is a text log. You will also see these sites if the screen is recorded.
- **Room:** The student will be required to turn the camera around the room. This can be problematic for students if they aren't using a laptop.

Lock Down Options



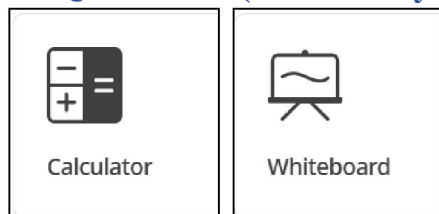


Verification Options



- **Verify Video:** Ensure face is visible and properly placed
- **Verify Audio:** Ensure Proctorio can detect sound in room
- **Verify Desktop:** Ensure desktop is viewable and recorded
- **Verify ID:** Student must show ID to the web camera. This will be recorded and can be viewed by the teacher in the Proctorio gradebook. ID is required at the Testing Center
- **Verify Signature:** Student will be required to sign a consent form before opening the test. This will be recorded and can be viewed by the monitor or teacher in the Proctorio gradebook.

In-Quiz Tools (enable only if needed)



- **Calculator:** Choose between a basic or a scientific calculator
- **Whiteboard:** Students can use this to make notes. These will not be recorded as notes by Proctorio but can be viewed using the desktop recording.

Create Default Profile

(located at the bottom lower left corner of the Proctorio Settings)

Creating a default profile will allow you to apply the same Proctorio settings to all exams. You can also create profiles for different situations such as open book and closed book.

If you would like to reuse these settings in the future, you can save them in a new profile.

[CREATE NEW PROFILE](#)

1. Click on “create new profile button
2. Name the profile and fill in the description (if needed).
3. Make the sure “default Profile” is checked
4. Save the changes

NOTE: At the beginning of each semester while activating Proctorio for your classes please verify that the default profile is still present and enabled.

Tips, tricks, and processes

- Reminder - Proctorio requires Chrome browser AND the Proctorio Chrome extension for faculty and students.
- When in “test student” view - teachers can preview the test but Proctorio will not activate.
- 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 and masks inhibit the recognition process and should be removed during the verification process. Once they are cleared by Proctorio they can put their glasses and masks back.
- 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.

For Addition Information

[Office of Teaching and Learning Faculty Proctorio page](#)

[Office of Teaching and Learning Student Proctorio page](#)