Faculty Guide for Using Proctorio

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.

Proctorio has provided a [full faculty instruction guide](#) with video support.

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.
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 will appear reading "Secure Exam Proctor Plugin Successfully Installed! Please return to your course." 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".
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 test. In Edit mode, navigate to the test 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. **For special accommodations where a student must go to a test center or use a live proctor:** If you need to turn off proctoring for individual students, return to the test 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.
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.

TEST DESCRIPTION INFORMATION

Students will get this information independently, but you may wish to include it as part of the instructions for each proctored exam and in the syllabus:

This exam is remotely proctored using Proctorio.

- The only browser that you may use with this proctored test is the most recent version of Chrome.
- 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 test.
- 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 test

- NO ACCESS CODE is necessary to complete this test.
- If you cannot access the test, please contact Proctorio Technical Support by clicking on the Proctorio extension (a gray shield) in the upper right corner of your browser.

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 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.

IMPORTANT NOTES:

- **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 some tablets (except Surface) 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.

FURTHER ASSISTANCE

- Proctorio offers a Blackboard Faculty Guide.
- If you have other questions, email detl@olemiss.edu or call 1-662-915-1267.