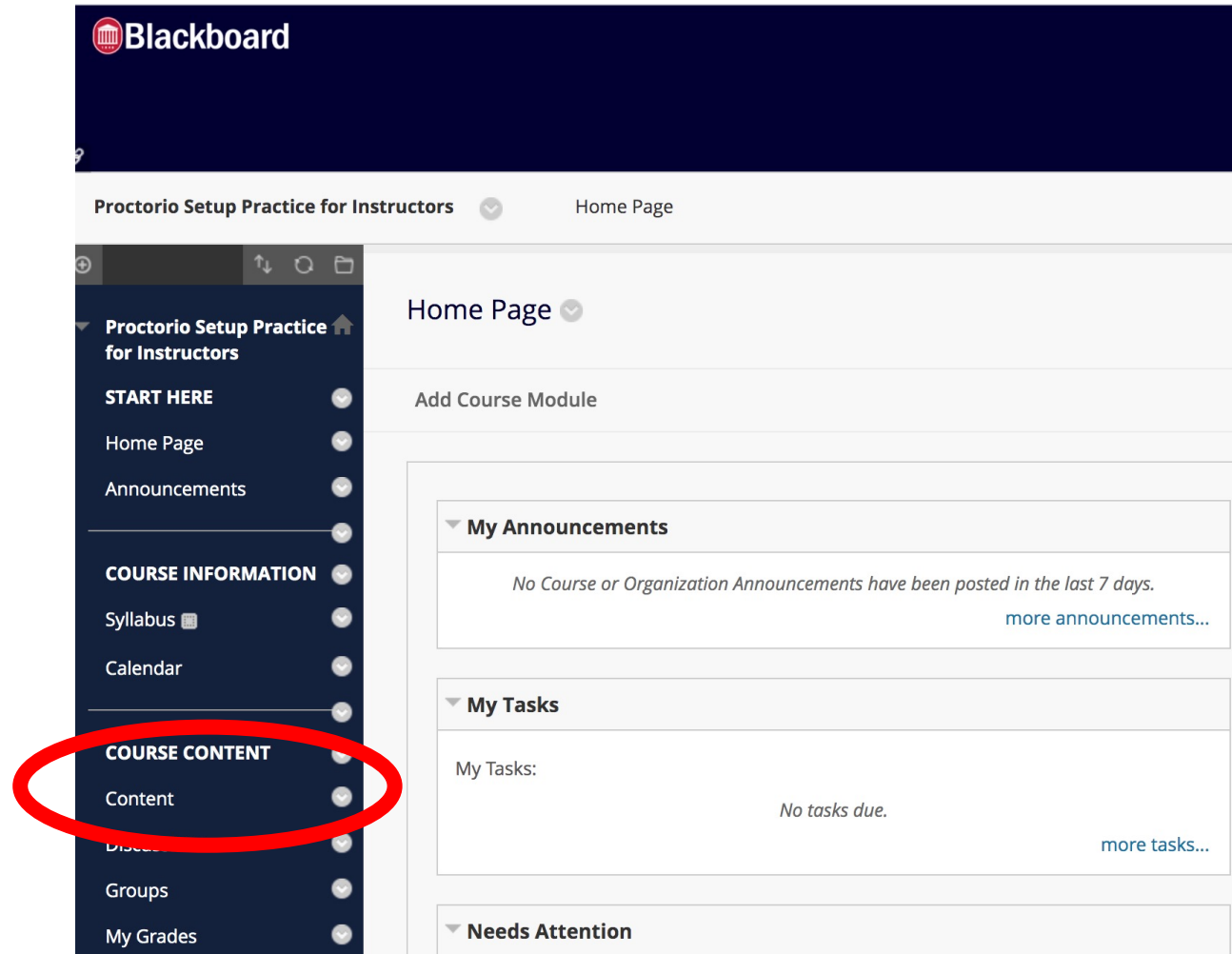


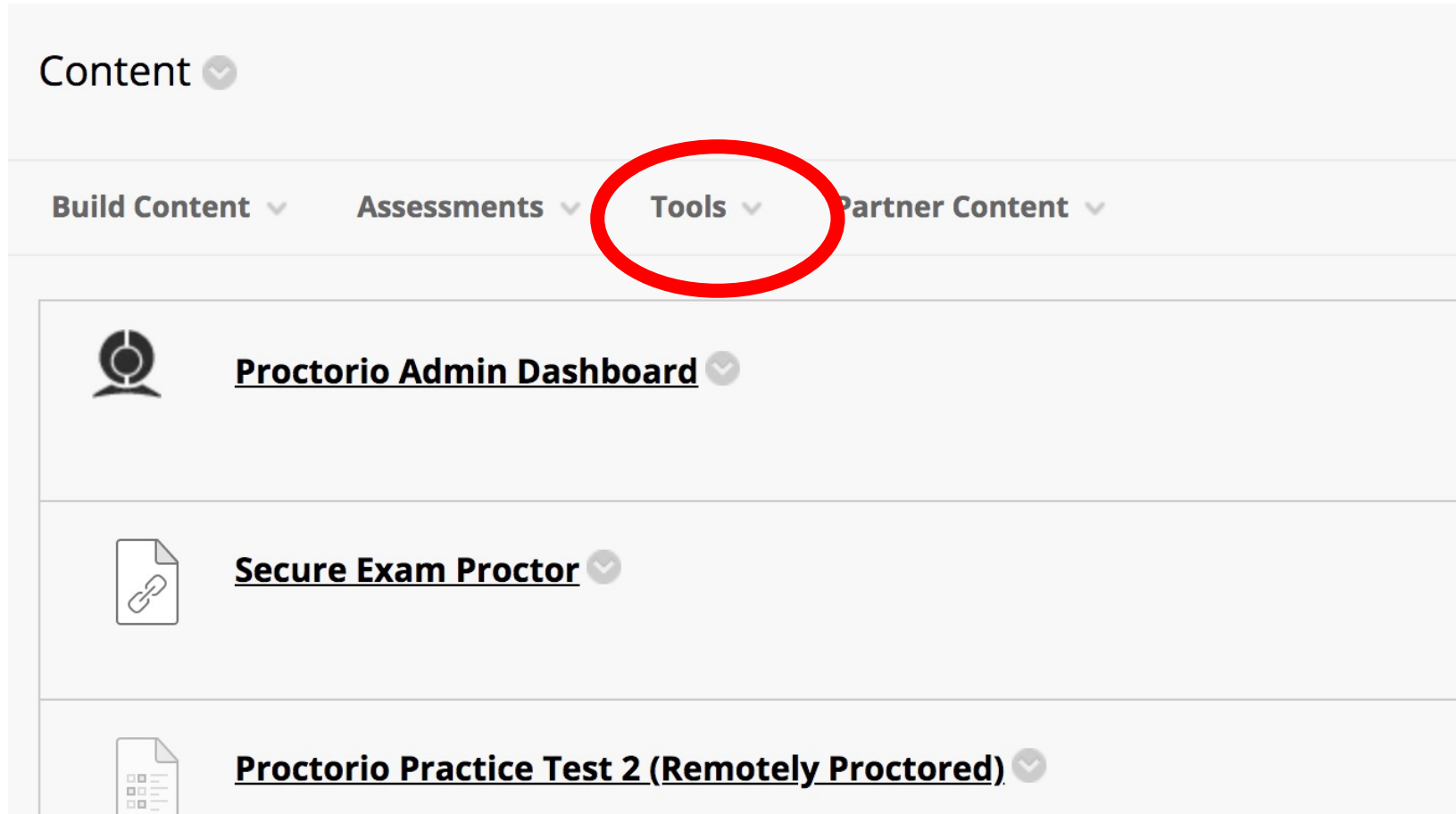
# ***Re-Activate Secure Exam Proctor Process***

Google Chrome did an update recently that MAY have broken your link to Secure Exam Proctor, resulting in your not seeing the check box for Remote Proctoring in your Exam Options. This set of steps will help you get that back on in just a few clicks! Even if you aren't having trouble, following this procedure will make sure that your Proctorio engine is active with your test.

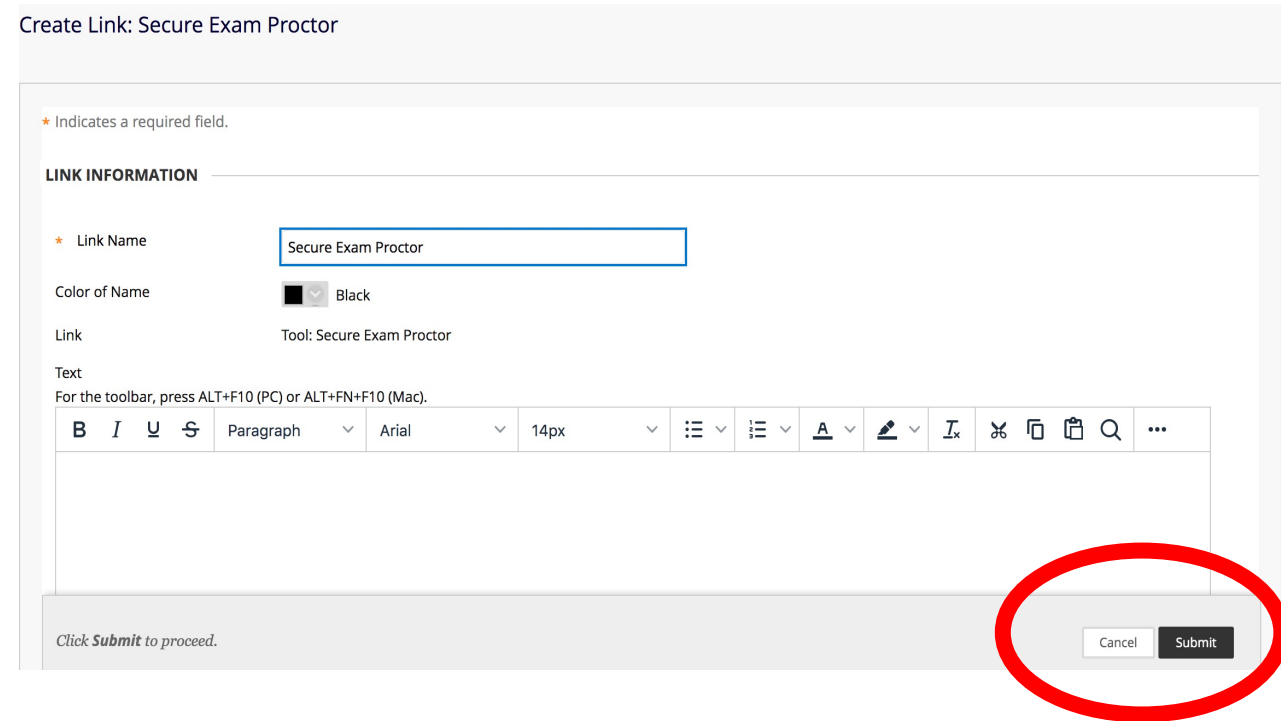
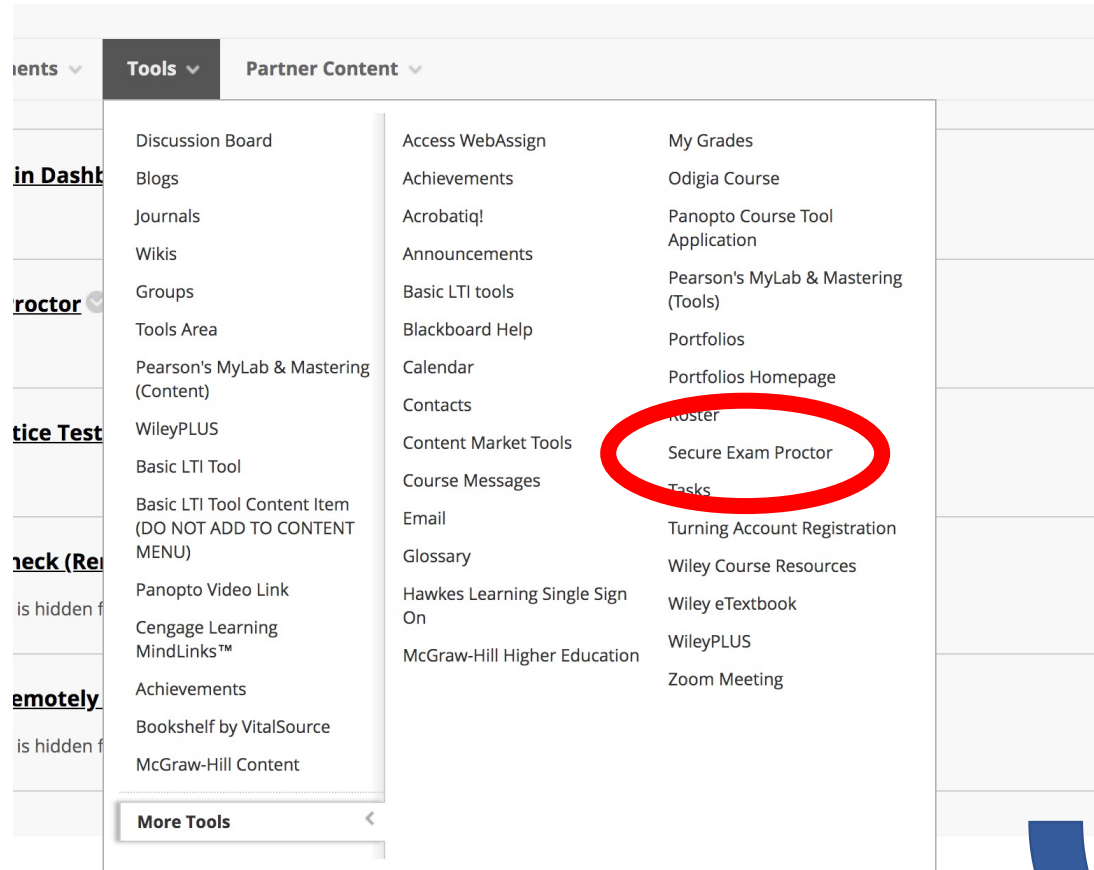
Go to the folder in Blackboard where your exam is located – may be in Content, or somewhere else you've decided – Assignments, Exams, Etc



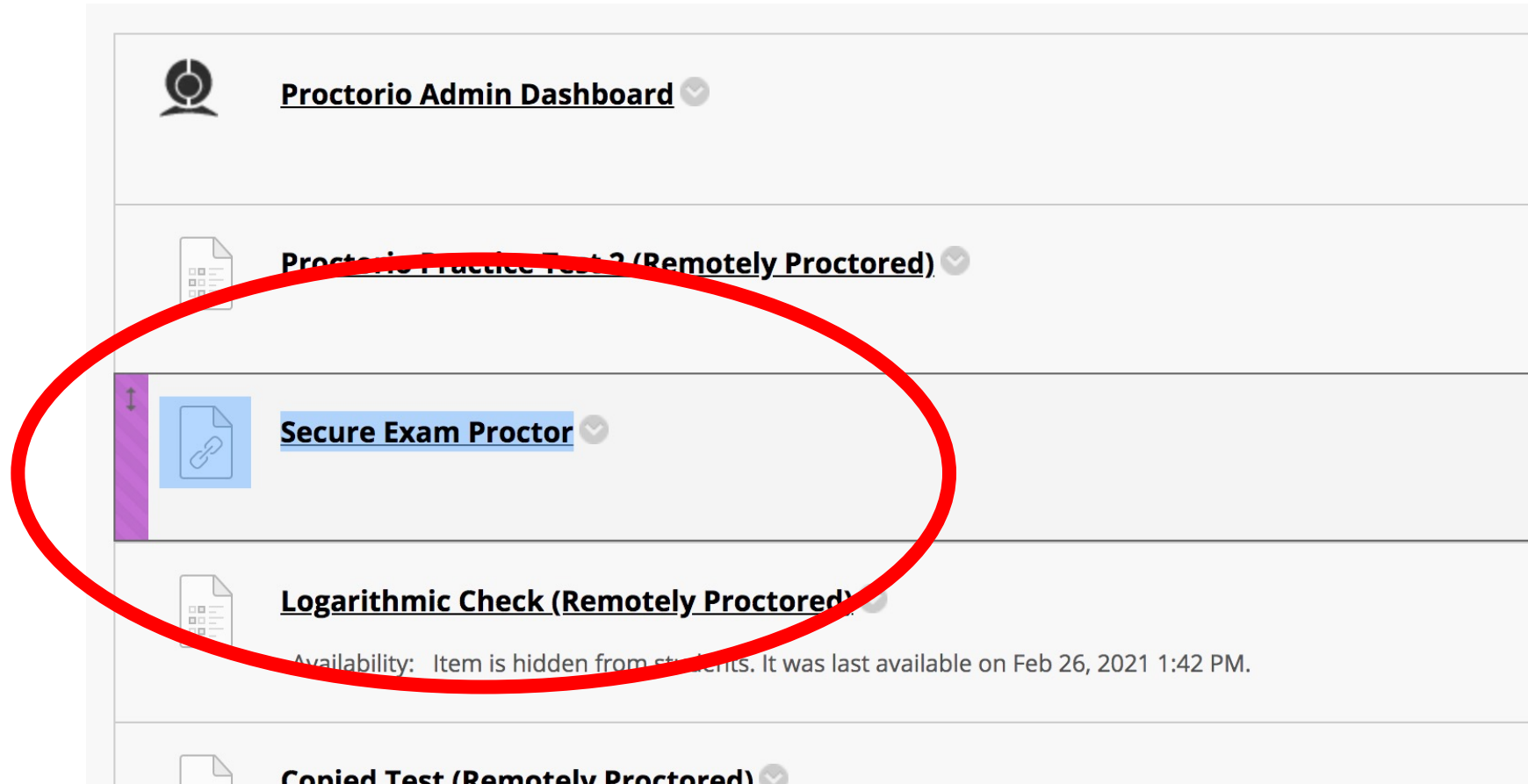
At the top of that menu, you'll see 4 commands – click Tools



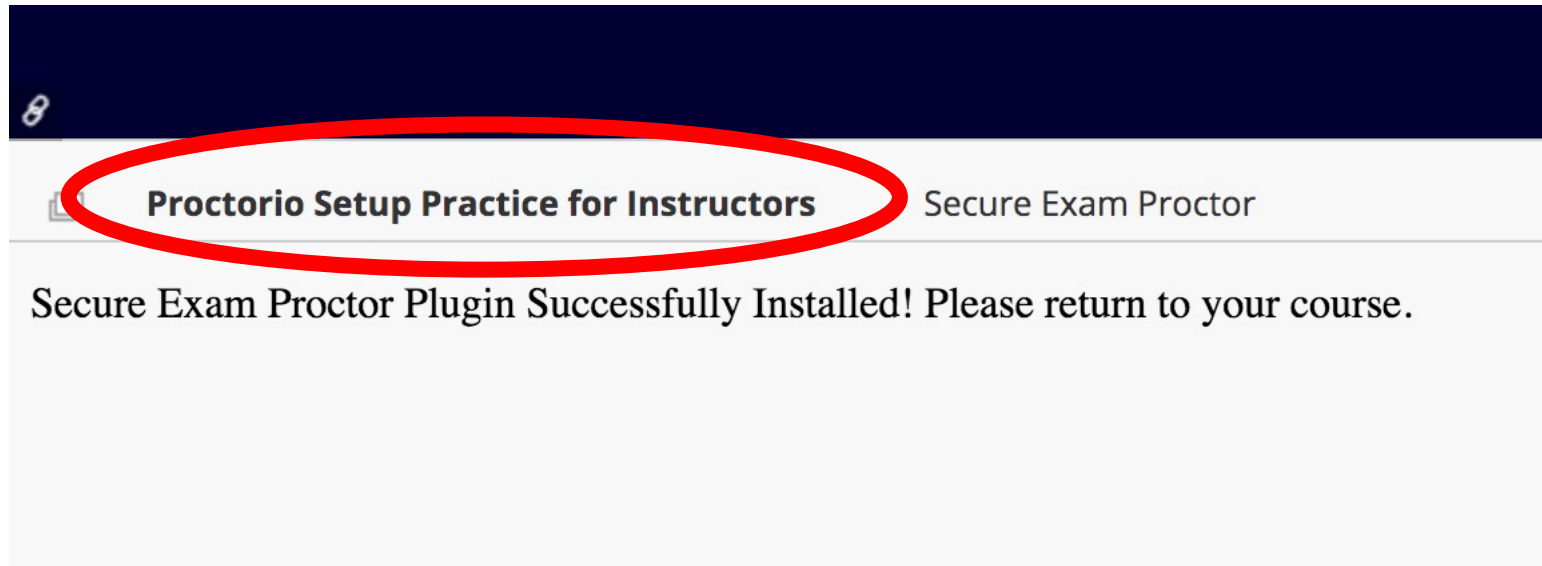
# Navigate to More Tools, and find Secure Exam Proctor – click that and Submit – no edits are needed



Secure Exam Proctor will now be in your folder at the bottom. You need to drag this application to the top of your folder



Once you have Secure Exam Proctor at the top of your menu, click on it. You should see a window like this:



**Once you have this window, just click on your course name above**

Navigate back to your Content (or wherever your exam is located) folder, and find your exam, Edit the test options just like always

The screenshot displays the Blackboard Proctorio interface. On the left, a dark blue sidebar contains a menu with the following items: 'Proctorio Setup Practice for Instructors', 'START HERE', 'Home Page', 'Announcements', 'COURSE INFORMATION', 'Syllabus', 'Calendar', 'COURSE CONTENT', 'Content', 'Discussions', 'Groups', and 'My Grades'. The 'COURSE CONTENT' and 'Content' items are circled in red. The main content area has a header with 'Proctorio Setup Practice for Instructors' and 'Content'. Below this, there are tabs for 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The 'Assessments' tab is active, showing a list of items: 'Proctorio Admin Dashboard', 'Secure Exam Proctor', 'Proctorio Practice Test 2 (Remotely Proctored)', and 'Logarithmic Check (Remotely Proctored)'. The 'Proctorio Practice Test 2 (Remotely Proctored)' item is circled in red. A context menu is open over this item, listing various actions: 'Edit the Test Options', 'Proctorio Availability Exceptions', 'Adaptive Release', 'Adaptive Release: Advanced', 'Add Alignments', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'User Progress', 'Move', 'Item Analysis', 'Change Due Date', and 'Delete'. The 'Edit the Test Options' option is circled in red.

# The check box for Remote Proctoring should now appear, and you can edit your Proctorio settings

*Randomize questions for each test attempt.*

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**PROCTORIO SETTINGS**

☒ Remote Proctoring

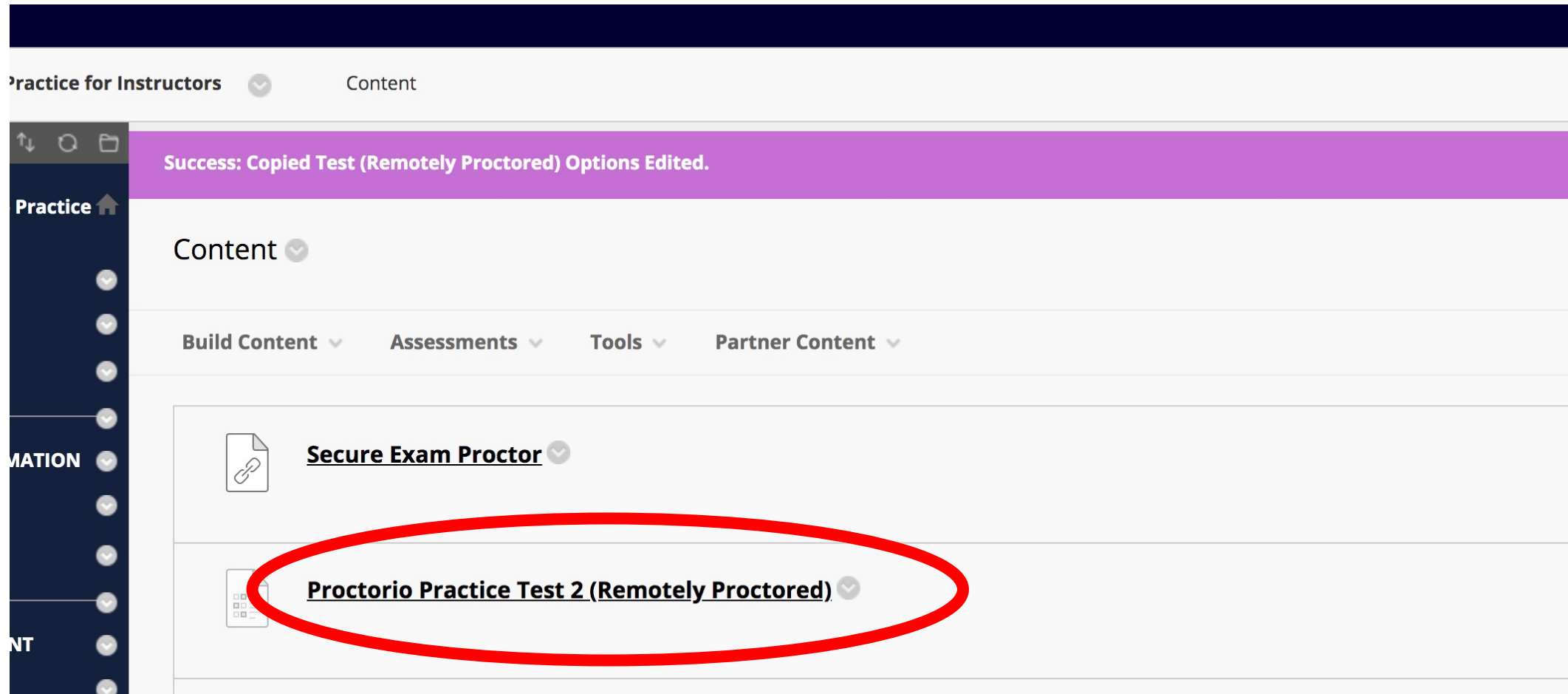
*Hide Proctorio Settings*

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*Click **Submit** to edit options for this test. Click **Cancel** to quit.*



That's it! You should see the purple success ribbon and (Remotely Proctored) after your exam title



The screenshot displays the Proctorio user interface. At the top, a dark blue header bar is visible. Below it, a navigation bar includes 'Practice for Instructors' with a dropdown arrow and 'Content'. A purple success banner at the top of the main content area reads 'Success: Copied Test (Remotely Proctored) Options Edited.' Below the banner, the 'Content' section is active, indicated by a dropdown arrow. A horizontal menu below 'Content' contains 'Build Content', 'Assessments', 'Tools', and 'Partner Content', each with a dropdown arrow. On the left, a dark blue sidebar features a 'Practice' button with a home icon and a vertical list of circular icons. The main content area lists two items: 'Secure Exam Proctor' with a link icon and 'Proctorio Practice Test 2 (Remotely Proctored)' with a document icon. The second item is circled in red. Both items have dropdown arrows.

Practice for Instructors ▾ Content

Success: Copied Test (Remotely Proctored) Options Edited.

Content ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

Secure Exam Proctor ▾

Proctorio Practice Test 2 (Remotely Proctored) ▾