



# proctorio

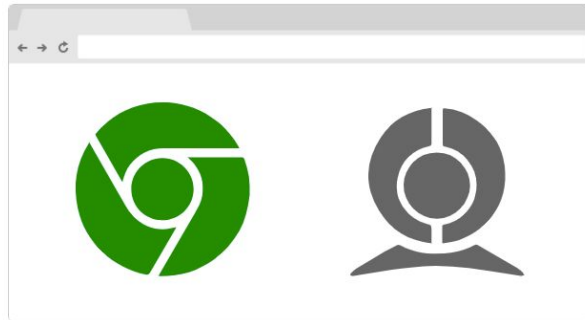
**Instructor Getting  
Started Guide**

## Basic Getting Started Blackboard Guide

1. Always use the Chrome web browser when interacting with a Proctorio-enabled exam.
2. Make sure you have the Proctorio Chrome extension installed.
3. You can install it from [here](#).
4. Click on Step 2 to add the extension to Google Chrome.

### Proctorio *Chrome Extension*

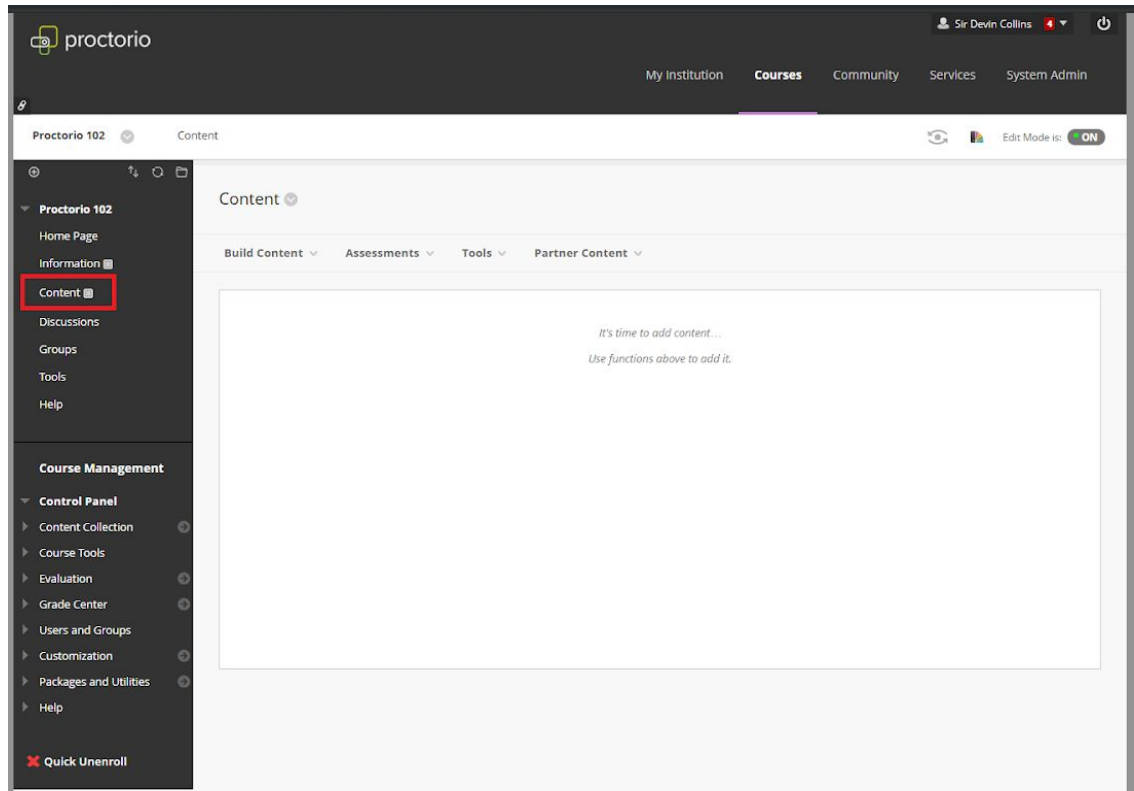
This course requires you to install an extension into your browser.



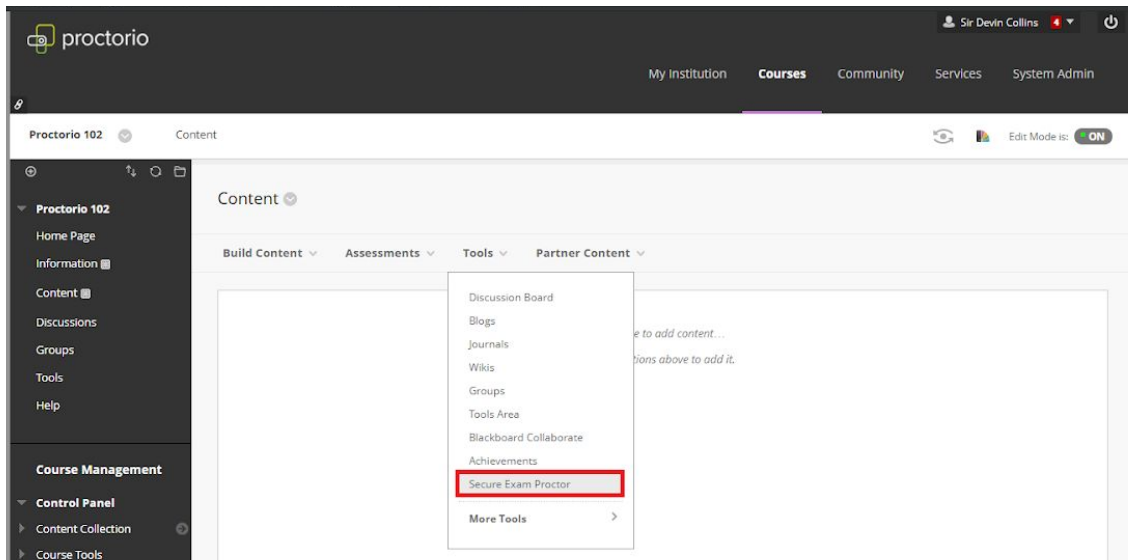
5. Select Add to Chrome button and then Add extension.
6. When you are on your course page in Blackboard, you can access 24/7 live chat for any questions you may have.
  - To access live chat, click on the gray shield icon in the top right-hand corner of your Chrome browser.

## Creating an Exam with Proctorio Blackboard Guide

1. Log into Blackboard and choose the course where you want to add/edit a quiz
2. You will need to add the tool to each course that will use Proctorio. Navigate to the Content menu in the course that will use Proctorio.



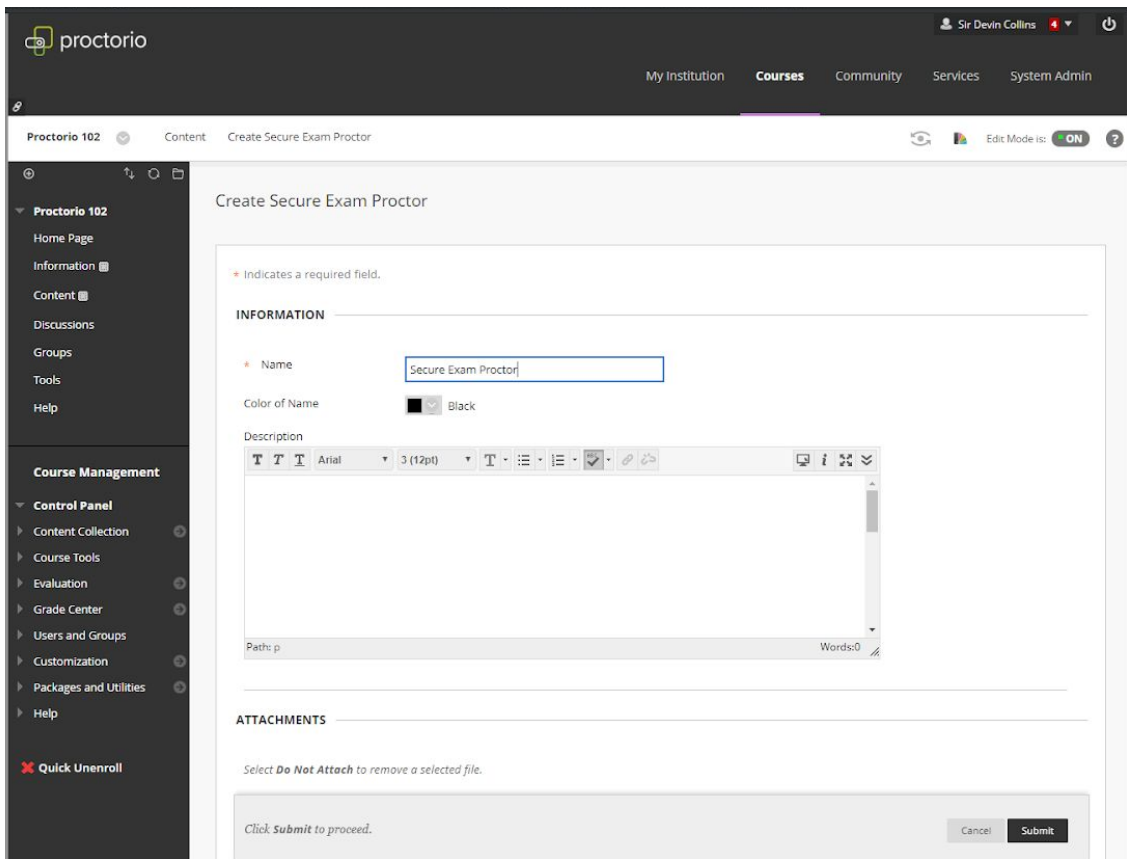
3. Click the Tools menu or Build content and add the Secure Exam Proctor tool.



4. Create a Secure Exam Proctor link with the following information:

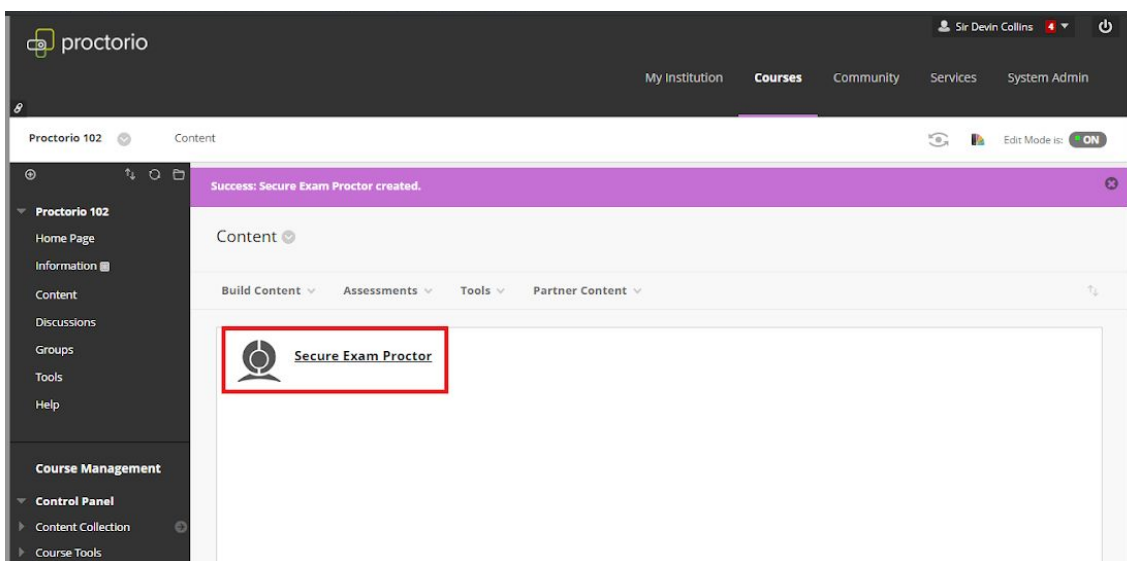
| Parameter                         | Value               |
|-----------------------------------|---------------------|
| Name                              | Secure Exam Proctor |
| Permit Users to View this Content | Yes                 |
| Track Number of Views             | No                  |
| Date Restrictions                 | NONE                |

**IMPORTANT: DO NOT CHANGE THE TOOL LABEL, IT MUST REMAIN OR BE SET SPECIFICALLY TO "Secure Exam Proctor" FOR THE TOOL TO WORK CORRECTLY.**

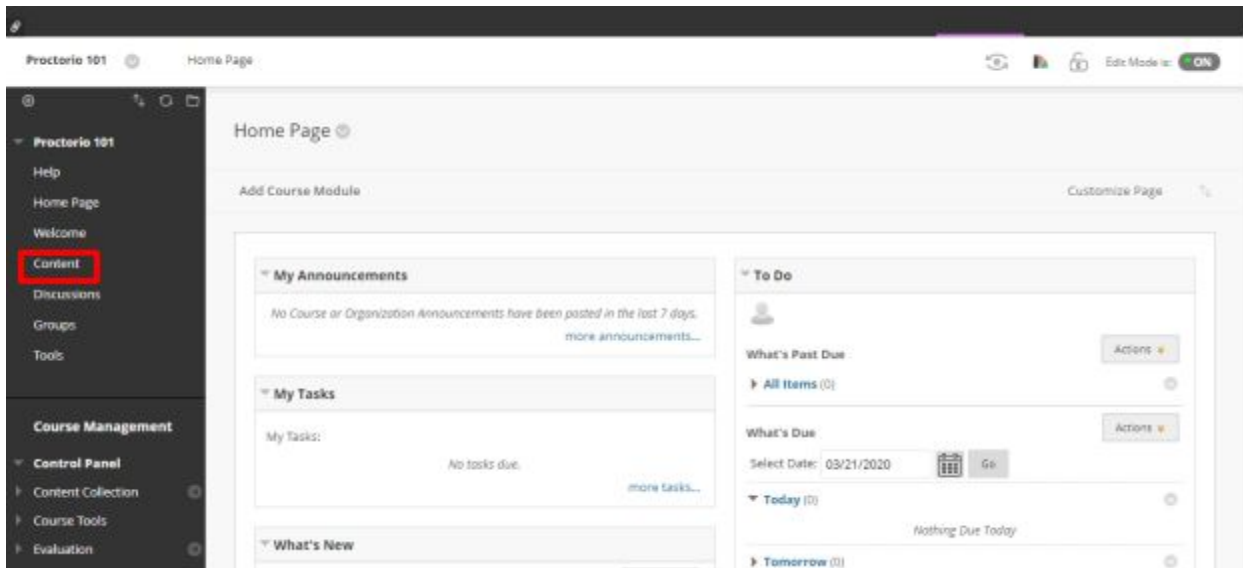


5. Click **“Submit”** to save the tool link.

6. Verify Secure Exam Proctor is in the course menu.



7. Select **“Content”** from the menu on the left hand side



8. Under **Assessments** choose **“Test”**

- Test
- Survey
- Assignment
- Self and Peer Assessment
- Mobile Compatible Test

9. Create a New Test

Create a New Test

\* Name

10. Add a Description and Instructions as needed

Description

Paragraph Arial 3 (12pt)

Path: p Words:0

Instructions

Paragraph Arial 3 (12pt)

Path: p Words:0

11. Click **“Submit”**
12. Create questions and once done click **“Submit”** again
13. **Proctorio Recommends selecting “All at Once” under “Test Presentation”.** *Slow connection speed and frequent page changes could cause an unwanted loading delay between each question.*

#### TEST PRESENTATION

- All at Once  
*Present the entire test on one screen.*
- One at a Time  
*Present one question at a time.*
- Prohibit Backtracking  
*Prevent changing the answer to a question that has already been submitted.*
- Randomize Questions  
*Randomize questions for each test attempt.*

## Enabling Proctorio

1. Navigate to “**Content**” again and choose your assessment
2. Click on the arrow pointing down next to the exam title and choose:

Edit the Test Options

3. Check the box next to “**Set Timer**”. **Proctorio exams must have a time limit set.**

Set Timer

*Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.*

60 Minutes

Auto-Submit

OFF  ON

**OFF:** The user is given the option to continue after time expires.

**ON:** Test will save and submit automatically when time expires.

4. Scroll down and under Proctorio Settings click the box to enable Remote Proctoring

### PROCTORIO SETTINGS

Remote Proctoring

5. Choose your Proctorio Settings



## PROCTORIO SETTINGS

Remote Proctoring

▼ Hide Proctorio Settings

### ► Saved Profiles

### ▼ Proctorio Exam Settings

Exam settings can not be changed once the first test taker has started the exam.

#### ▼ Recording Options



Record Screen will capture the test taker's desktop for the entire exam, allowing you to see exactly what they were seeing on screen.

6. If you wish to reuse the same Proctorio settings in the future, you can save them in a new profile.

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

[CREATE NEW PROFILE](#)

7. Once you select “Remote Proctoring” the password will be automatically filled in and handled by Proctorio.

Password

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

8. Select “**Submit**”