Proctorio Set-Up

- Turn editing on via the gear icon in the upper right corner of eClass.
- Under the general/top section of eClass, choose "add an activity".
- Choose "External Tool".
  - External tool
- Choose "Secure Exam Proctor" from the list under "Preconfigured tool".

    ### General

Activity name	❶	Secure Exam Proctor
Preconfigured tool	❓	Secure Exam Proctor

    Select content

- Create an Activity Name.
  - **IMPORTANT:** Activity name MUST be "**Secure Exam Proctor**" for the system to recognize the external tool.
- Choose "Save and display" at the bottom of the screen.
- Click on the "Install Proctorio Chrome Extension" link.

  ## Proctorio *Chrome Extension*

 This course requires you to install an extension into your browser.
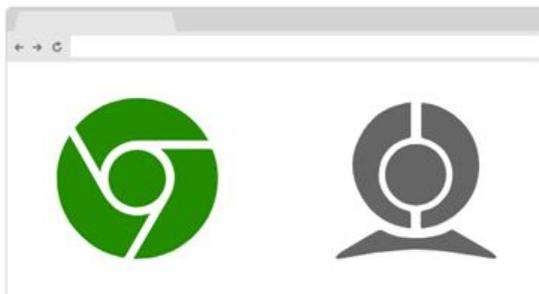
  1. Install Google Chrome. done.
  2. Install Proctorio Chrome Extension. http://getproctorio.com
  3. Done!

- Click the "click here" button.

Proctorio *Chrome Extension*

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

1. Use Google Chrome. done.
2. Install Proctorio Chrome Extension. click here
3. Done!

  ○
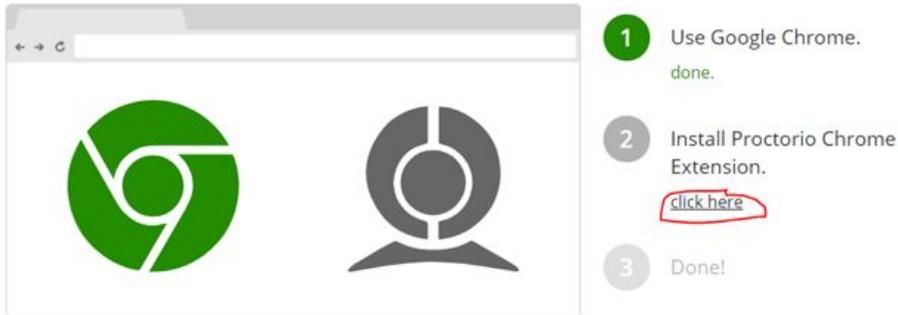
- Choose "Add to Chrome" via the blue button in the upper right corner that will appear.
  - **Note:** The first time you do this it will say "Add" not "Remove" as seen in the picture below.

Home > Extensions > Proctorio

Proctorio
Offered by: proctorio.com
★★☆☆☆ 476 | Accessibility | 500,000+ users
Offers in-app purchases

Remove from Chrome

  ○

- Go back into your class and click on "Secure Exam Proctor".

  Secure Exam Proctor

  ○

- If all is installed correctly, you will see the following message:

Secure Exam Proctor

Secure Exam Proctor Plugin Successfully Installed! Please return to your course.

  ○

- **Now, let's apply it to an exam/quiz.**
- Choose "Add an activity" and choose "quiz".
- Name your quiz and set a time limit and dates for the quiz to be open.
- Set your grade as you normally would.
- For layout, choose "Never, all questions on one page".

  ▾ Layout

  New page ❓   Never, all questions on one page ⬍

  ○

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- Click on "Proctorio Settings".

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- Choose "Enable Proctorio Secure Exam Proctor" and more options will appear.

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- **Recording Options**
  - These options are paid options. We recommend using these only for final exams, or at the discretion of your dean. To avoid fees, make sure these are all gray.
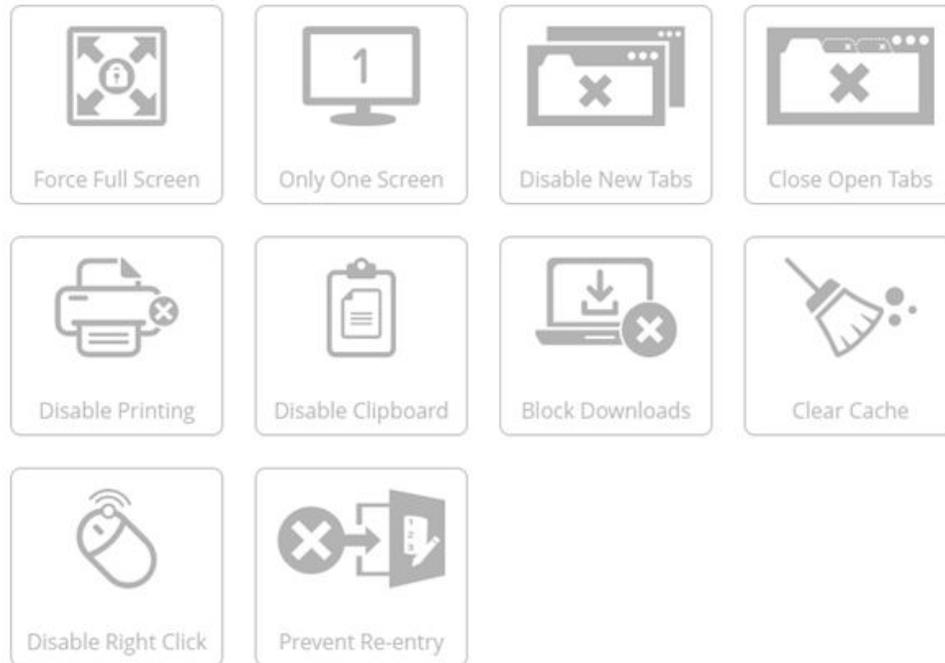
    -

- **Lock Down Options**
  - These options are free as long as no recording options are chosen.

▼ Lock Down Options

Force Full Screen	Only One Screen	Disable New Tabs	Close Open Tabs
Disable Printing	Disable Clipboard	Block Downloads	Clear Cache
Disable Right Click	Prevent Re-entry		

Disable Right Click prevents access to the right click menu.

- ○
  - ○ We recommend choosing "moderate" under "Force full screen". This can be done by clicking on "force full screen".
  - ○ We strongly recommend that you change the "prevent re-entry" settings to "allow re-entry" or "re-entry with agent". "No re-entry" creates a logistical nightmare should students be kicked out for technical reasons. This can be done by clicking on "prevent re-entry".
- ● Choose the other "lock down options" that you would like to use.
- ● Verification Options
  - ○ You may choose any verification options that you wish to use.
- ● If you would like to use the same settings for all your tests, create a profile via the blue button provided.

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

CREATE NEW PROFILE

- ○
- ● Choose "Save and Display".
- ● If all is set up appropriately, you will see this message after a few seconds:

Attempts allowed: 1

This exam will be monitored by **Proctorio**. Learn more about Proctorio.

- ○
- ● **IMPORTANT NOTES:**
  - ○ **The password for the exam/quiz is created by Proctorio and cannot be changed.**
  - ○ **You only need to download the Chrome extension one time.**
  - ○ **You only need to add the external tool once to each class you are using Proctorio in.**

- Place the external tool link at the top of eClass for ease of access as your students must click on this BEFORE they take an exam.
  - Secure Exam Proctor