In order to use ProctorU Auto, you will need the Google Chrome Extension. Click this link to install the extension in your Google Chrome web browser.

https://chrome.google.com/webstore/detail/proctoru/goobgenebinldhonaajgafidboenlkj
Log in to your Canvas account. You must be using Google Chrome as your web browser or ProctorU Auto will not work. You must also have the ProctorU Google Chrome extension downloaded and installed in your Chrome browser.

Navigate to the course where you would like to setup a new or pre-existing exam for use with ProctorU Auto.
3 EXTENSION LOGIN

In order to log into the extension, click on the LTI tool on the left-hand side of the page in the course tools section. If you do not have this option, this will need to be enabled by you or a Canvas administrator (if you do not have the ability to add course tools in Canvas.)

![Extension Login Image]

4 EXAM SELECTION

Once you click on the ProctorU LTI tool, it will log you in to your ProctorU Google Chrome extension and take you to the following page. This is where you can review exams for your student’s sessions with ProctorU Live or ProctorU Auto. We will come back to this page later in the walkthrough.

![Exam Selection Image]
⑤ UAUTO EXAM SETUP

To set up a quiz or exam with ProctorU Auto, navigate to the section of Canvas where you create exams and quizzes.

⑥ EDIT TEST OPTIONS

If you have not already created an exam, please do so. If you have already created an exam, you can edit the test options and also enable ProctorU Auto. Click on Edit the Test Options to begin enable ProctorU Auto.
To turn on ProctorU Auto for your exam select the button that says “ProctorU,” to “on.” ProctorU Auto will automatically add to your exam a password that you will not be able to see. You do not need to give out the password to anyone. When the student goes to take their exam, the ProctorU Auto Google Chrome extension will automatically log them into the exam. The student just needs to be in Google Chrome and signed into the extension.

These settings are set to be optimized from a default standpoint. You do not need to change unless desired.

Here in the check box format, you can also choose which resources you would like to allow during the exam. Simply check the boxes for the resources you would like your students to use on the exam. Prior to starting an exam, students will be notified as to what they can and cannot use.

See the last page of this documentation to get a more in-depth explanation of what each one of these exam features does.
Before exiting after creating an exam or updating a previously-created exam, make sure you submit any changes by clicking submit in the bottom right-hand corner of the page.
**EXAM LIST**

Navigate to your course and click on the LTI tool. For reference, please look at Steps 3 and 4 of this walkthrough. On this page, you will see a list of your exams with ProctorU. Click on the exam for which you would like to review a test-taker’s session.

**TEST-TAKER STATUS**

Scroll down to the bottom of the page to see a test-taker’s status on any given exam. For a session that is in progress or fulfilled, click on the button on the right-hand side of the page that says “View.” You can view sessions live if test-takers are still in an exam or you can review sessions once they have been fulfilled and are complete.
At the top of the page you will see a time line for an exam session. All suspicious events flagged by our system will be indicated as “Alerts” at the top of the page. Scroll down to see more information about the session.
RECORDED SESSIONS

You can watch a live stream of a test-taker if they are still in an exam. If a session is already complete, you can watch a recording of the session. The yellow dots on the playback of the video will pinpoint an alert that was detected by our system.
Under the “Exam General” tab, you can see information about a session in more detail. A playback icon will be next to each incident. You can click the icon to go directly to review the event in the video recording.
The "Pre-checks" tab will show you everything that happened with a test-taker prior to the start of an exam. Each event also has a playback icon to take you to review that specific part of the video recording.
The “Browser” section will show each tab a test-taker opened during an exam. It will also show what the test-taker tried to copy and paste during that exam. Lastly, it will show the location of the test-taker based on their IP address.
INCIDENT REPORT CENTER

If you would like to see a higher level view of incidents related to your test-takers, you can use the Incident Report Center. You can use this dashboard feature to search for test-taker sessions.
ADDITIONAL FEATURES

BROWSER TABS

**Restricted** - Test-taker will not be able to open new tabs within their browser once the exam starts.

**Allowed** - Test-taker will be permitted to open tabs within their browser once the exam starts.

WINDOW SIZED ALLOWED

**Full Screen** - The test-taker’s exam will be launched in full-screen mode. This prevents the test-taker from accessing things on their computer such as browser tabs, desktop icons, etc. The only thing the test-taker will be able to see is the exam screen itself. The test-taker just needs to click (F11) to exit full-screen mode after the exam.

**Maximized** - The test-taker’s window will remain maximized throughout the duration of the exam. This prevents the test-taker from accessing items on their desktop while taking an exam with us. The test-taker will not be able to minimize or re-size their web browser window.

**Re-sized** - The test-taker will have the ability to re-size their browser window throughout the duration of the exam.

LOST FOCUS

**Restricted** - The test-taker will be prevented from using outside programs and applications on their computer during their exam.

**Allowed** - The test-taker will be allowed to use other applications or programs on their computer during the exam.

**Average time spent on question** - Our system will analyze the average time spent on questions by test-takers. We will then flag instances where there was an abnormal amount of time spent on a question during the exam.

**Average time spent on the exam** - Our system will analyze the average time spent on the exam by test-takers. We will then flag instances where a test-taker took an abnormal amount of time to complete their exam.

LIGHTING LEVEL

Each setting for Lighting Levels will accommodate a test-taker in the following environments:

**Low** - If the test-taker will be testing in an environment where it is difficult to find bright enough lighting.

**Medium** - This is the default setting for exams. It is the optimal setting for the majority of test-takers.

**Bright** - If the test-taker will be testing in an environment where it is difficult to lower the brightness.

SENSITIVITY SETTINGS:

Sensitivity Settings are meant to adjust the levels which we track for suspicious behavior by a test-taker. The least sensitive setting would be "0.5" and "2" would be the highest sensitivity setting. When the sensitivity is turned up, our system will create more flags in a test-taker’s session review.