INSTRUCTOR WALKTHROUGH

HOW IT WORKS

CSU Spring 2020: Use ProctorU Auto for a midterm or final exam. Allow one attempt per student for these exams.

www.ProctorU.com
contact@proctoru.com
EXAM SETUP

Please do not put ProctorU on your Canvas course menu.

Instructors will access ProctorU Auto via the ProctorU web browser extension.

Students will access ProctorU Auto via a Canvas quiz which has ProctorU Auto enabled.

Instructors: If you do not yet have a ProctorU instructor account, please create one. [https://go.proctoru.com/registrations](https://go.proctoru.com/registrations)

Log in to your Canvas account. You must use Google Chrome or Firefox as your web browser or ProctorU Auto will not work. You must download the ProctorU extension for either Chrome or Firefox extension and install it in your web browser.

Use ProctorU Auto with high stakes / grade impact mid term and final exams. Allow one attempt per student on these exams.

Use non-proctored Canvas quizzes for skill building, practice.

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

Login to ProctorU via the ProctorU owl extension in the top right of your web browser.

DO NOT SETUP YOUR EXAM IN PROCTORU!
You will do this in your Canvas course.

4 Return to Canvas
5 AUTO EXAM SETUP

To set up a quiz or exam with ProctorU Auto, on the left course menu click Quizzes.

6 EDIT TEST OPTIONS

If you have not already created a Canvas exam, please do so,

If you have already created an exam, you can edit and enable ProctorU and configure its test options.
7 ENABLE UAUTO

To turn on ProctorU Auto for your exam click the ProctorU button to turn “on.” ProctorU Auto will automatically be added to your exam along with a password.

You do not need to give out the password to anyone. When the student goes to take their exam, the ProctorU Auto browser extension will automatically log them into the exam. The student just needs to be in either Chrome or Firefox and signed into the ProctorU extension.

8 RESOURCE CHECK

At the top of the quiz page, click on the ProctorU Settings to select the options for the exam. E.g. lock the browser window, allow notes, etc. Prior to starting an exam, students will be notified as to what they can and cannot use.

See the last page of this document to get a more in-depth explanations of each of the options that can be applied.
Before exiting an exam, make sure you save any changes by clicking SAVE in the bottom right-hand corner of the page.
**EXAM LIST**

Navigate to the ProctorU extension in the top right corner of your browser. For reference, please look at Step 3 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 timeline 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.
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.
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.