

Academic Innovation & eLearning Department

Using Proctorio for Test Proctoring

Proctorio is a remote proctoring service that can be used when you take quizzes and exams in Canvas. This software may record your webcam, your screen, or other actions during the exam session and share that information with your instructor.

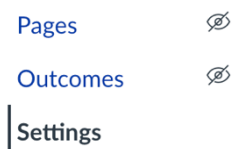
Proctorio may only be used with laptops/desktops & Chromebooks with the Chrome browser.

Step 1:

Log into Canvas (using Google Chrome).

Step 2:

Navigate to your course and click Settings



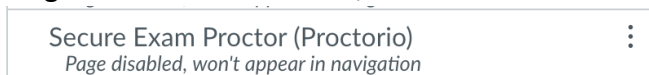
Step 3:

Click on the Navigation tab.



Step 4:

Move the Secure Exam Proctor link out of the hidden items list so that it is visible in the course navigation. After it's moved, click **Save**.



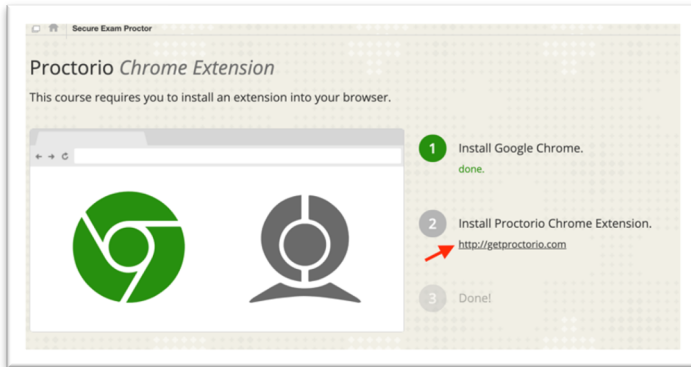
Step 5:

Click the **Secure Exam Proctor** link you just added to the course navigation. Follow the steps to install the Proctorio Chrome extension.

Please Note: If you don't see the link, check again in the Navigation settings that the link is enabled. If you still don't see it, you likely already have the Proctorio extension installed. Verify you have the extension installed by looking for the Secure Exam Proctor (shield) icon in the upper right corner of Google Chrome. If so, skip to Step 11.

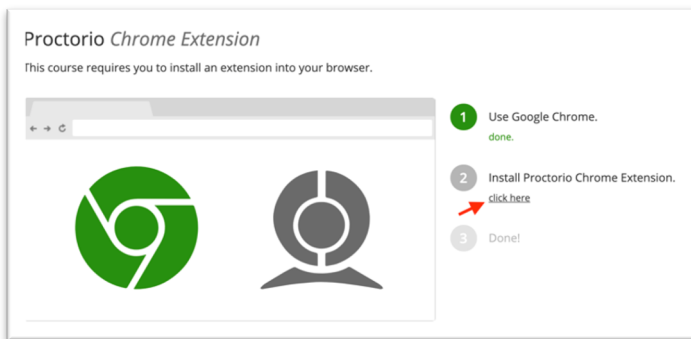
Step 6:

If you have not installed the Proctorio Chrome Extension, you will be prompted to. Click on the link to <http://getproctorio.com> to begin installing the Chrome extension in your browser.



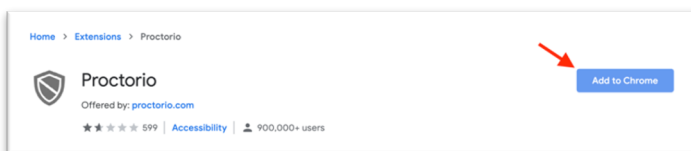
Step 7:

On the Proctorio page, click on the "Click Here" link to install the Proctorio Chrome Extension.



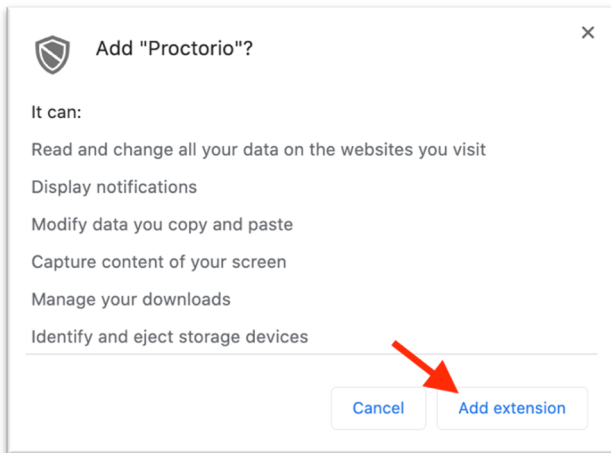
Step 8:

On the Extensions page, click on the Add to Chrome button.



Step 9:

Click on the Add Extension button.



Step 10:

You should see a little shield icon in your menu bar on the right. This is the Proctorio extension icon.



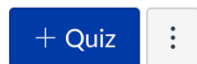
Step 11:

Now let's work on your test. Click on the Quizzes link in your course navigation.



Step 12

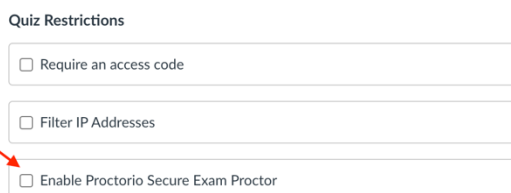
If you want to create a new quiz with Proctorio, click the blue **+ Quiz** button in the upper right-hand corner of the page.



If you want to set up Proctorio on an existing quiz, click on the quiz and click the Edit button.

Step 13:

To enable the Proctorio settings, scroll down to the Quiz Restrictions section and click the checkbox next to the Enable Proctorio Secure Exam Proctor option.



Step 14:

Click on the Proctorio Settings link to select the options for the quiz.

Enable Proctorio Secure Exam Proctor

Remote proctor settings can be controlled from the [Proctorio Settings](#) tab

Step 15:

You can now set the options for Proctorio.

[Details](#) [Questions](#) [Mastery Paths](#) [Proctorio Settings](#)

▼ Saved Profiles

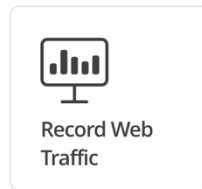
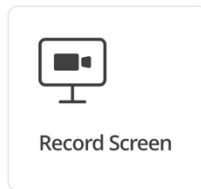
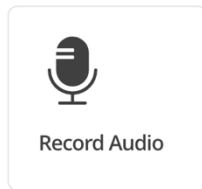
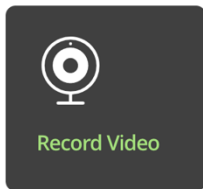
You have not saved any profiles yet :(

Saving Proctorio settings profiles allows you to apply your favorite exam settings with a single click.

▼ Proctorio Exam Settings

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

▼ Recording Options



Step 16:

When you have finished with the Recording Options, Lock-Down Options, Verification Options, and Quiz Tools, click the Save button.