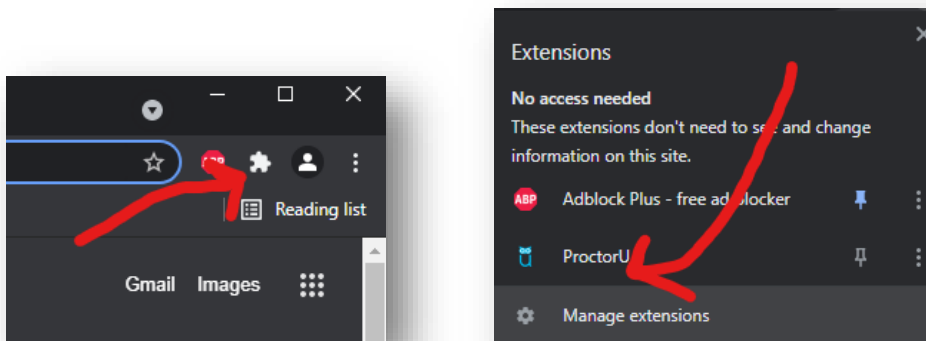


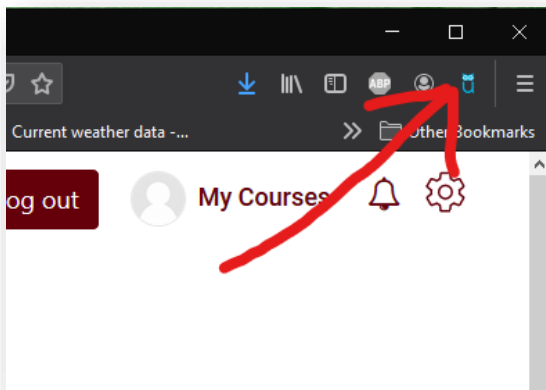
ProctorU Record+ Exam Setup

To setup your exam to require ProctorU Record+, first login to the ProctorU plugin in your browser. If you have not yet created your account or if the plugin is not present, please review the ProctorU Setup instructions. The login steps are shown below.

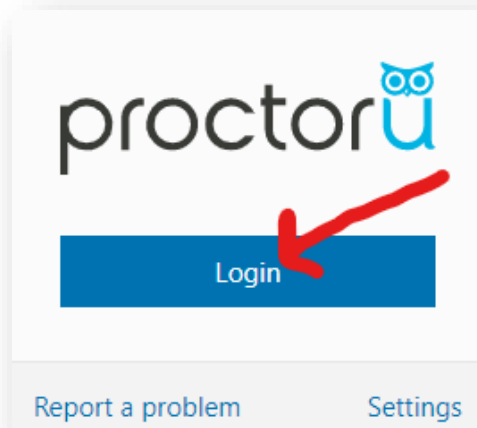
Chrome:



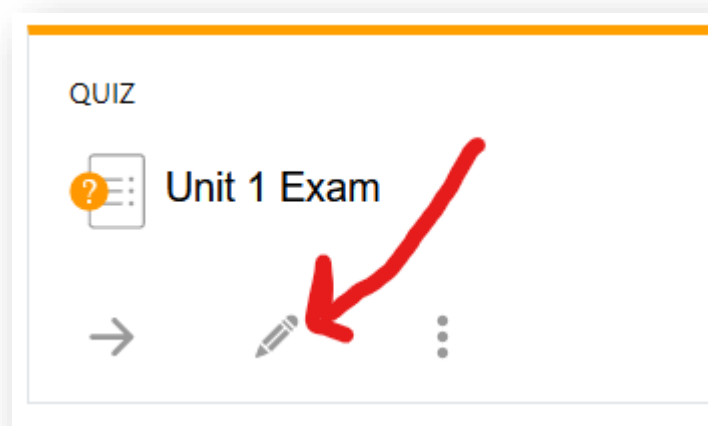
Firefox:



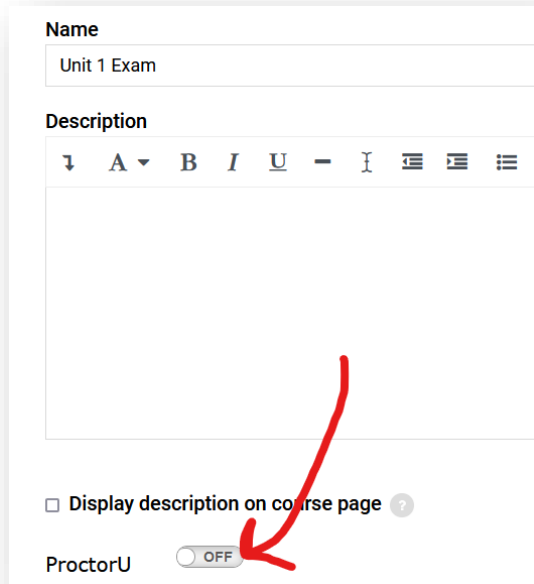
After selecting the plugin, select Login:



After you have logged in to ProctorU, navigate to the settings page of your Quiz or Exam in Moodle:



Locate the **ProctorU** toggle below the Description field and enable it:



Name
Unit 1 Exam

Description

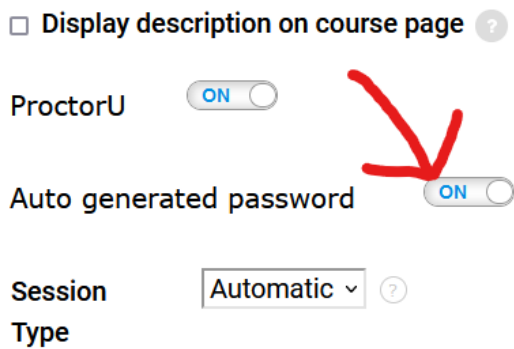
⌵ A ▾ B I U - I ☰ ☷ ☹

Display description on course page ?

ProctorU OFF

Note that if this option does not appear, you will need to log in to the ProctorU plugin again and refresh the exam's settings page.

With the ProctorU toggle enabled, the ProcorU settings will appear on the quiz settings page. Set the **Auto generated password** option to **On**.



Display description on course page ?

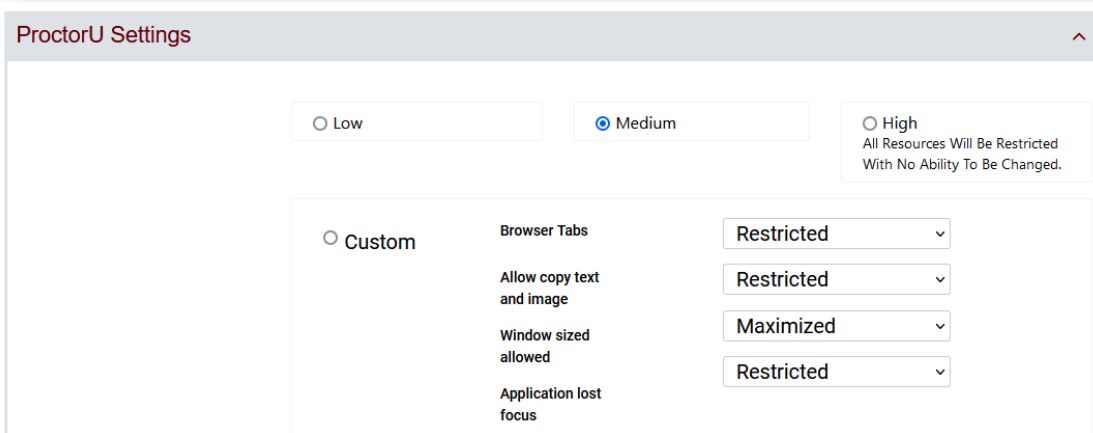
ProctorU ON

Auto generated password ON

Session Type ?

For the **Session Type**, be sure that **Automatic** is selected.

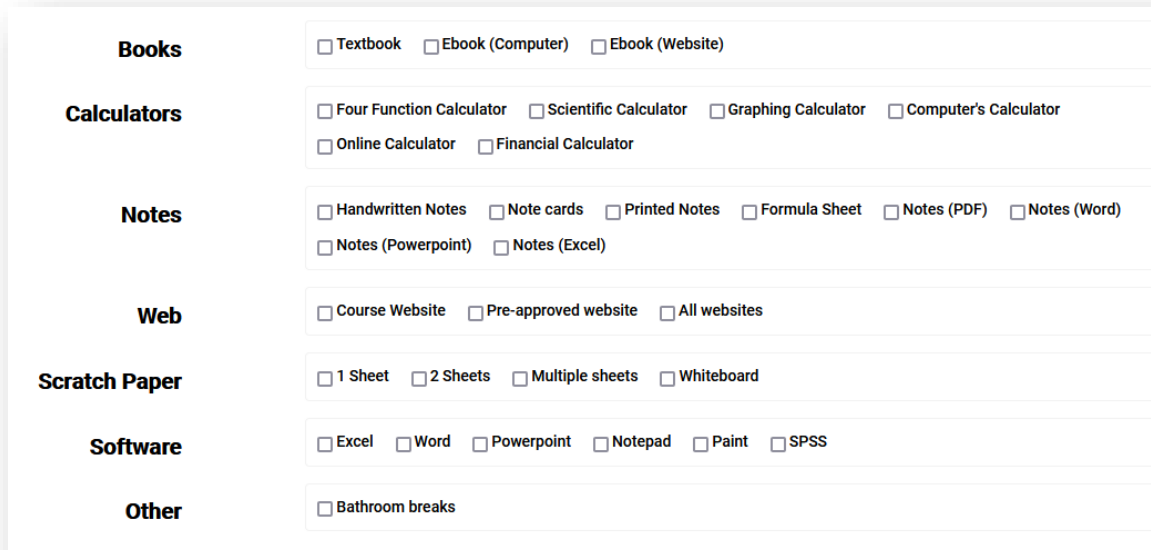
Use the options beneath the **ProctorU settings** heading to select desired restrictions and allowed resources. The first section allows you to allow or restrict specific browser actions.



The screenshot shows the 'ProctorU Settings' window. At the top, there are three radio button options: 'Low', 'Medium' (which is selected), and 'High'. Below the 'High' option is a note: 'All Resources Will Be Restricted With No Ability To Be Changed.' Underneath, there is a 'Custom' radio button option. To the right of 'Custom', there are four settings, each with a dropdown menu: 'Browser Tabs' (Restricted), 'Allow copy text and image' (Restricted), 'Window sized allowed' (Maximized), and 'Application lost focus' (Restricted).

Unless additional programs or websites are allowed, the default settings here will work well for most exams.

The next section allows you to indicate resources that are allowed during the exam.

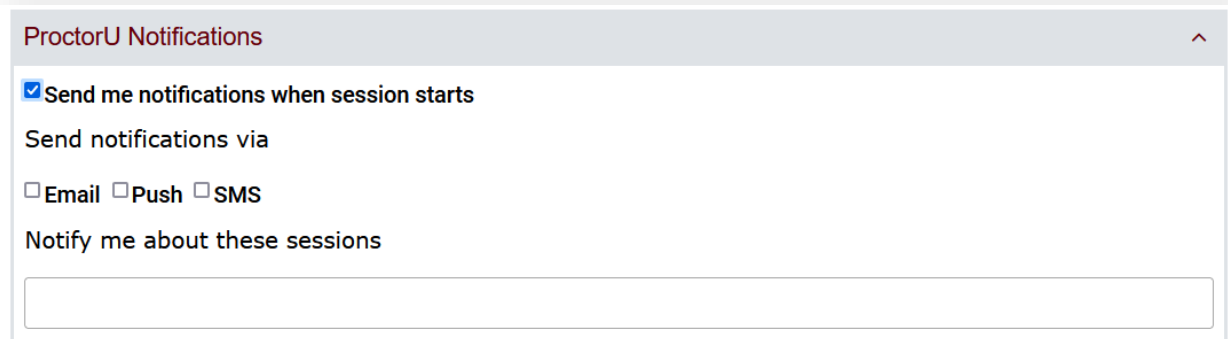


The screenshot shows the 'Allowed Resources' section of the ProctorU settings. It is organized into several categories, each with a list of checkboxes:

- Books:** Textbook, Ebook (Computer), Ebook (Website)
- Calculators:** Four Function Calculator, Scientific Calculator, Graphing Calculator, Computer's Calculator, Online Calculator, Financial Calculator
- Notes:** Handwritten Notes, Note cards, Printed Notes, Formula Sheet, Notes (PDF), Notes (Word), Notes (Powerpoint), Notes (Excel)
- Web:** Course Website, Pre-approved website, All websites
- Scratch Paper:** 1 Sheet, 2 Sheets, Multiple sheets, Whiteboard
- Software:** Excel, Word, Powerpoint, Notepad, Paint, SPSS
- Other:** Bathroom breaks

Anything that is selected here will not be flagged by proctors if used by students during the attempt.

If you would like to be notified when specific students begin an attempt, select your preferred notification method and enter the student's email address under the **ProctorU notifications** heading:



The screenshot shows a settings panel titled "ProctorU Notifications". It contains a checked checkbox for "Send me notifications when session starts". Below this is the heading "Send notifications via" followed by three unchecked checkboxes: "Email", "Push", and "SMS". Underneath is the heading "Notify me about these sessions" and a text input field.

Saving these changes will require students to use ProctorU to take your exam.

The CLT has ProctorU step-by-step instructions and resources for students which can be imported into your course. To request this content, or if you have questions about ProctorU please contact the Center for Learning and Teaching at clt@occc.edu or 405-682-7838.