

Proctorio Instructor Guide

Adding Proctorio to a Quiz/Test in Moodle

Step 1: Use and update Google Chrome.

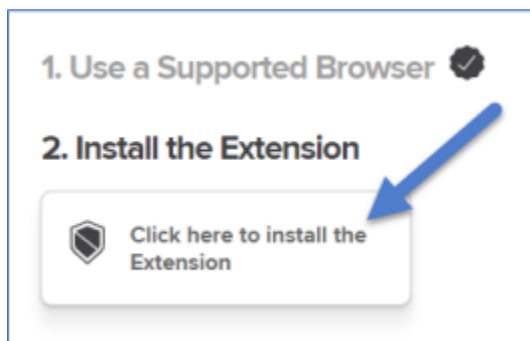
Make sure you are using the latest version of Google Chrome.

- o You can download Google Chrome and install it if you do not already have it on your computer.

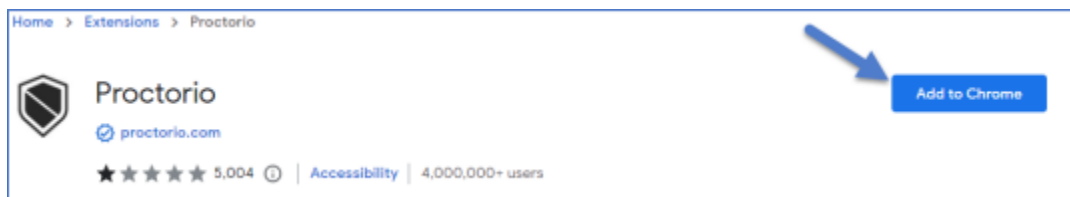
Step 2: Install the latest version of the Proctorio extension for Google Chrome.

Open Chrome and go to getproctorio.com to install the Proctorio Google Chrome extension.

Make sure you are always using the latest version of the Proctorio extension. Click “Click here to install the Extension”.



This will open up the Chrome web store. Click “Add to Chrome.”

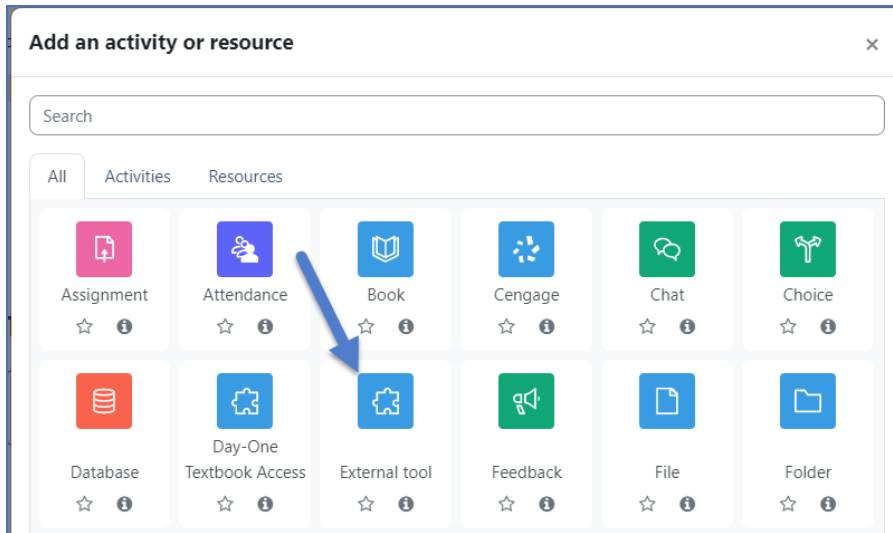


Step 3: Add the Proctorio external tool to Moodle.

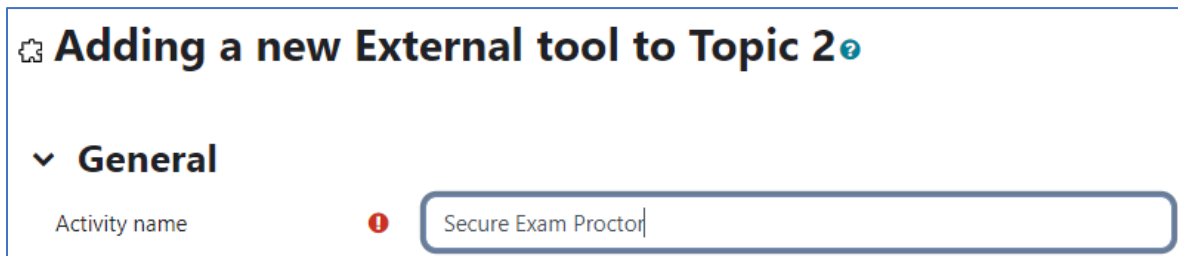
In the same topic as your exam, you will need to add the Proctorio external tool. Click on “Add an activity or resource.”



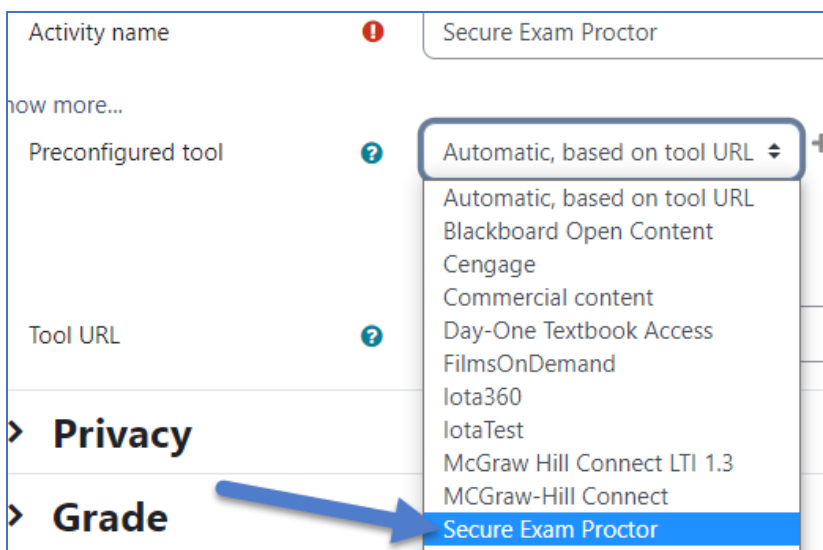
Select “External Tool.”



Name the external tool **“Secure Exam Proctor.”** This title is case-sensitive and must be typed exactly in order to function correctly.



Under the “Preconfigured tool” menu, choose “Secure Exam Proctor.”



Select “Save and return to course.”

Important: Make sure the external tool is set to be visible and to “show on course page,” or it will prevent Proctorio from working correctly.

Save and return to course

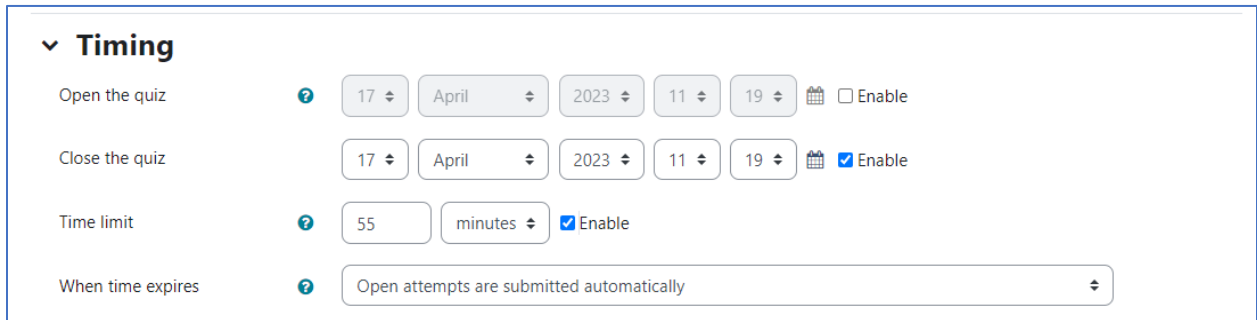
Step 4: Edit the quiz settings.

Locate the quiz/test you would like to be proctored in Moodle. Click on the three dots on the right side of the quiz area and select “Edit settings.”

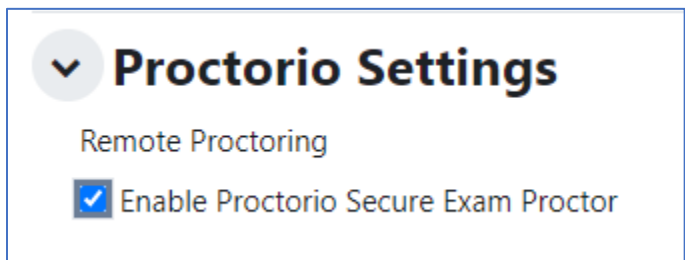


Locate the “Timing” settings. In order to use Proctorio, **your quiz must have a time limit and a close date in order to generate a report.**

Note: time limit cannot exceed 8 hours.



Locate “Proctorio Settings” and check the “Enable Proctorio Secure Exam Proctor” box.

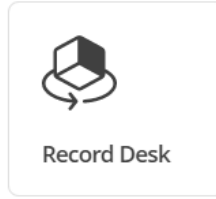
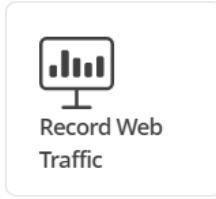
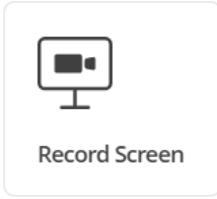
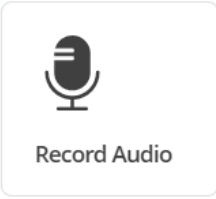
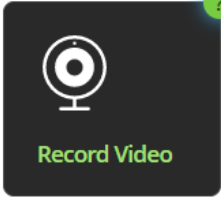


After enabling Proctorio, you can scroll down and select the settings that you want.

▼ **Proctorio Exam Settings**


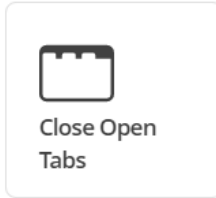
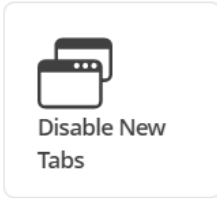

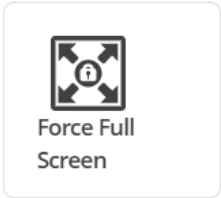
Exam settings can not be changed once the first test taker has started the exam.

▼ **Recording Options**



Record Video will capture video from the webcam for the entire exam, giving insight to the test taker's exam environment.

▼ **Lock Down Options**

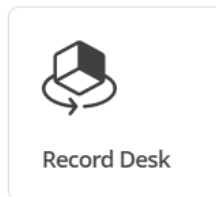
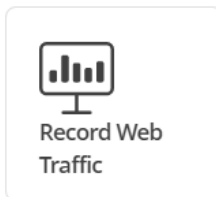
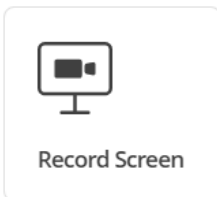
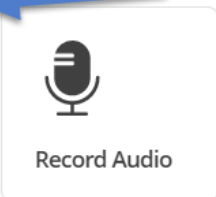
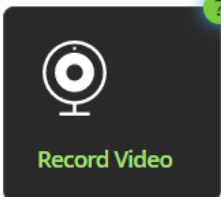


Hover over a setting, and click the question mark at the top-right to see an explanation video or description.

▼ **Proctorio Exam Settings**

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


▼ **Recording Options**



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Click "Create New Profile" to save your settings for future use.

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

CREATE NEW PROFILE 


The profile and settings will be pinned to the top of the Proctorio settings. Simply click on this next time, and you will get the same settings that you just created.

▼ **Proctorio Settings**

Remote Proctoring

Enable Proctorio Secure Exam Proctor

▼ **Saved Profiles**



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

Click **“Save and return to course.”**

Save and return to course

Tip: It is recommended that you begin your course with a low or no-stakes practice quiz/exam so that students set up their computers for Proctorio in the first week of class.

Step 5: Review the report.

Go back to the Proctorio exam and click **“View Proctorio Gradebook”** to view the recordings and information for your test takers. See the Proctorio Gradebook guide for assistance with understanding the report.

Mark as done

Closes: Tuesday, 18 April 2023, 11:19 AM

Preview quiz

Attempts allowed: 1

This exam will be monitored by **Proctorio**. [Learn more about Proctorio.](#)

Time limit: 55 mins

Attempts: 1

View Proctorio Gradebook ←



Support & Additional Resources:

1. See Proctorio's additional resources here for help getting set up.
2. Students have access to Proctorio's 24/7 live chat that can be accessed by clicking on the extension icon and starting a chat once in an exam.
3. Email Proctorio Support at support@proctorio.com.
4. Contact the Center for Learning & Teaching by emailing CLT@occc.edu or calling 405.682.7838.

Please watch [this video](#) that walks you through the process of how to use Proctorio as an instructor.