proctorio

Staff Quick-Start Guide

Canvas

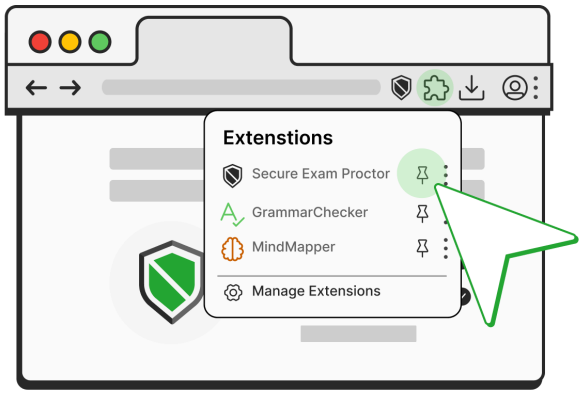
Step 1: Setup

1 | System Requirements

- **Device:** Windows, Mac, Chromebook, or Linux (Ubuntu)
- **Browser:** Chrome, Edge, Brave, or Opera

2 | Get Proctorio

1. Open getproctorio.com in a supported browser.
2. Follow the on-screen instructions to add the extension.
3. Pin the Proctorio extension to your browser toolbar.



Having trouble?

Your school might not allow installing browser extensions; if so, reach out to your school's IT team for help.

3 | Add Tool to Course

In addition to the browser extension, exam administrators must install the tool in their course to create, administer, and review Proctorio assessments.

Note: This step is sometimes already completed by your institution's IT team.

1. Open the course **Settings** page; select the **Navigation** tab.
2. Add the **Secure Exam Proctor** tool to the course navigation menu.

Step 2: Enable Proctorio

1 | Enable Proctorio

Proctorio is enabled on the quiz settings page and can only be activated when no submissions exist. When enabled, the passcode field is automatically managed by Proctorio. **Do not edit or share the passcode with test-takers.**

Classic Quizzes

1. Create or edit an existing quiz (with no submissions).
2. On the **Details** tab, under Quiz Restrictions, enable **Proctorio Secure Exam Proctor**.

New Quizzes

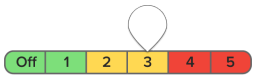
1. Create or edit an existing quiz (with no submissions)
2. Open the **Build** page
3. On the **Settings** tab, toggle on **Enable Proctorio**.

2 | Configure Proctorio

Exam administrators can configure **exam settings** (recording, lockdown, verification) and **behavior settings** (flagging and incident reporting). **Exam settings lock after the first submission.**

1. After enabling proctorio, click the **Proctorio Settings** tab at the top of the quiz (or Build) page.
2. **Exam Settings**: All options are disabled (off) by default; click on a tile to enable it or to view available options.

3. **Behavior Settings**: Select a profile or use the Frame Metric sliders to set suspicion weighting and the Exam Metric tiles to enable comparative statistics.



Behavior Flag

4. Click **Create New Profile** (at the bottom of the Settings page) to save all settings as a reusable profile.
5. Click **Save Settings** (for New Quizzes only

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Step 3: Administer Assessment

1 | Configure all other Quiz settings

All other quiz settings can be configured as needed, including time and attempt limits, feedback, and availability. The **Moderate Quiz** tool can be used to grant additional time or attempts. Proctorio will launch and remain active as required.

2| Save and Publish Your Quiz

When a Proctorio quiz is published, the title is automatically updated with "**Remotely Proctored**" or "**Secure Browser**," depending on the settings. **Do not remove or edit this label.**

3 | Proctor Your Quiz

If using Proctorio's automated solution, proctoring runs based on the configured exam settings. Test-takers can access the exam anytime while it is published and available, with no scheduling required. All data is available immediately after the session ends.

If **Live Proctoring** is enabled, the Live Proctoring Dashboard can be launched from the Quiz page (Classic Quizzes) or the Build page (New Quizzes) by clicking the **Proctorio Live Exams** link.

Step 4: Manage Assessment

1| Making Changes to Your Quiz

Warning: Always use a supported browser with the extension installed when editing Proctorio assessments. Otherwise, errors may occur that prevent test-takers from accessing the quiz or allow unproctored attempts.

You may modify the **Exam Settings** up until the first submission, at which time they will lock; **Behavior Settings** can be updated at any time.

Questions and quiz settings may be updated as permitted by the LMS.

2| Copying Your Proctorio Quiz

Canvas quizzes configured with Proctorio can be copied using the LMS's built-in tools.

Important: To apply the same Proctorio settings to the copied quiz, open the quiz page (Classic Quizzes) or the **Build** page (New Quizzes). A message will confirm whether the Proctorio settings were successfully imported.

Step 5: Review Proctored Sessions

1 | Launch the Proctorio Review Center

All exam video and data are available in the Proctorio Review Center immediately after submission or when the proctoring session ends. Each quiz has its own Review Center. If **re-entry** is allowed, multiple sessions may be recorded and require review.

1. Open the course and locate the applicable quiz.

Classic Quizzes

2. Click on the quiz to open it.
3. Select **Proctorio Review Center** in the right-hand navigation menu.

New Quizzes

2. Open the applicable quiz, then go to the **Build** page
3. Select the **Proctorio Review Center** tab at the top of the page.

2 | Review Sessions

Sessions are automatically sorted by **Suspicion Level** (highest to lowest). Clickable alert icons indicate specific incidents. Use both to identify sessions that may require further review.

Important: Proctorio does not determine misconduct or policy violations. It reports assessment data for review by an exam administrator.

1. Select a row to open the full session report, or click an alert to review that incident directly.
2. Use the video player, incident log, and timeline to review critical moments and flags.
3. Select the navigation tabs on the right to view additional information and tools. Not all options may show depending on your exam settings.
    - **Incident Log**
    - **Desk Scan**
    - **Screen Recording**
    - **Location Information**
    - **Annotations**
    - **Identification**
    - **Export Options**
4. Scroll further down the session report to view additional information including the Session Exit Event, Web Traffic Index, Exam Metrics and Abnormalities, and Device Performance Index.

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