PROCTORIO

ONLINE PROCTORING

TxState has partnered with Proctorio to provide online proctoring services that are integrated into Canvas. ONLY available for online and hybrid (INT and HYB) courses.

WHAT IS PROCTORIO?

Proctorio is an online proctoring platform that provides identity verification, plagiarism detection tools, and content protection tools. In your canvas settings, you can build your digital toolbox to ensure your online assessment's integrity.

Common Areas Used:

- **Recording Options-** video, audio, screen, web traffic, desk area
- **Lock Down Options-** full screen, one screen, tabs, printing, clipboard, extensions, downloads, clicking, entry
- **Verification Options-** video, audio, desktop, ID, etc.
- **In-Quiz Tools-** calculator, whiteboard
- **Behavior Settings-** group exam, open note, navigating away, keystrokes, copy & paste, browser resize, head movement, multi-face

ENABLE PROCTORIO

Both students and faculty must activate the Proctorio extension on their computers by following the three simple steps below.

1 Ensure you are using Google Chrome (if not, install) for assessment purposes. This is the designated browser to enable the Proctorio extension.

2 Install the Proctorio browser extension. This process only needs to be done once. The extension will update automatically.

3 Navigate to Canvas to start your proctored exam. Read the assessment description to prepare for proctoring requirements (video, audio, or movements).

Limited access to exam recordings

Multiple layers of encryption

No personal information is sold

SETUP

HOW TO SET UP PROCTORIO IN CANVAS?

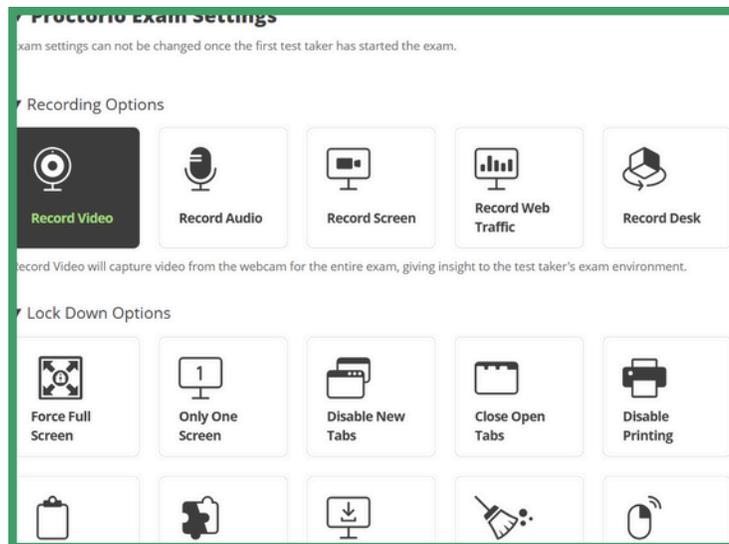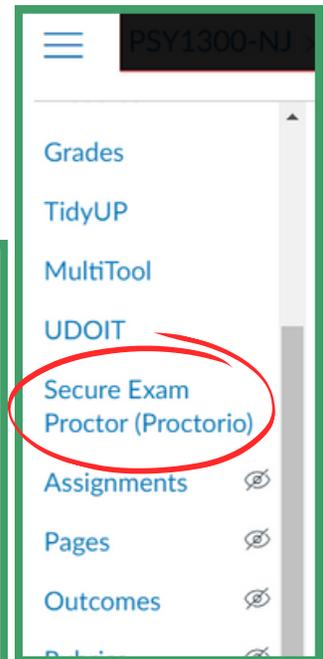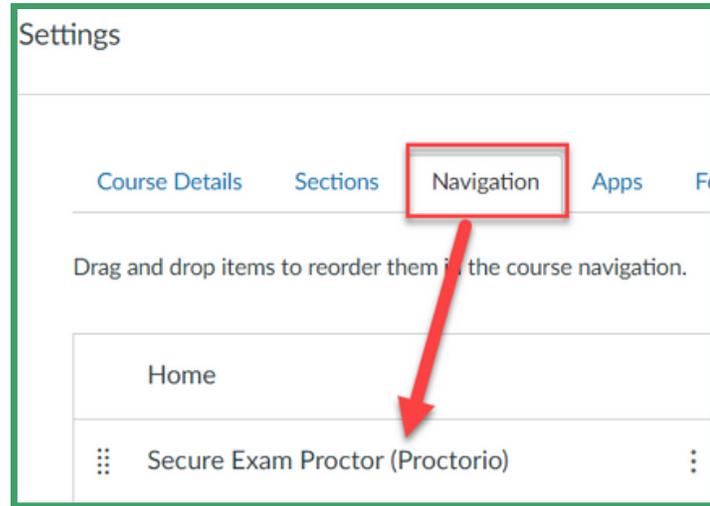**1** Activate Proctorio Extension in the **preferred** browser- Google Chrome

2 Enable the tool "Secure Exam Proctor (Proctorio) in the Navigation tab from Canvas Settings

3 Click on tool in Canvas side menu to install it successfully to canvas course

4 Go to your quizzes. Click EDIT! Under 'Quiz Restrictions', CHECK 'Enable Proctorio' - **SAVE**

5 Your quiz will now have a 4th tab- Proctorio Settings

6 Designate your preferred settings using the 4th tab- Save Profile- SAVE

Settings

Course Details | Sections | **Navigation** | Apps | F

Drag and drop items to reorder them in the course navigation.

Home

⋮ Secure Exam Proctor (Proctorio) ⋮

PSY1300-NJ

Grades

TidyUP

MultiTool

UDOIT

Secure Exam Proctor (Proctorio)

Assignments

Pages

Outcomes

Proctorio Exam Settings

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

Recording Options

Record Video | Record Audio | Record Screen | Record Web Traffic | Record Desk

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

Lock Down Options

Force Full Screen | Only One Screen | Disable New Tabs | Close Open Tabs | Disable Printing

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QUESTIONS?

If you still have questions or need support, you are covered!

- Schedule a **consultation** with your Instructional Designer
- Email Instructional Design Services at **IDteam@txstate.edu**

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PROCTORIO OPTIONS & DESCRIPTIONS

Recording Options		
	Record Video	capture video from webcam for the entire exam
	Record Audio	capture audio from microphone for entire exam
	Record Screen	capture text takers screen for entire exam
	Record Web Traffic	capture screenshots & URLs of any website visited during exam
	Record Desk	require test taker to show their entire exam environment at optional intervals
Lock Down Options		
	Force Full Screen	prevents access to other applications or websites during exam
	Only 1 Screen	prevents unauthorized materials to be hidden on a second screen
	Disable New Tabs	prevent access to unauthorized material by blocking other sites during exam
	Close open Tabs	prevent access to unauthorized material by closing others webpages before exam start
	Disable Printing	prevent exam distribution by blocking print functionality
	Disable Clipboard	prevent exam material being lifted or content being brought in
	Disable Extensions	prevents test takers from using other Chrome browser extensions (e.g. screenshot or location proxy) during the exam
	Block Downloads	prevent test takers from downloading files during exam and auto end session
	Clear Cache	prevent exam distribution by erasing traces of exam from computer after done

	Disable Right Click	prevents access to right click menu
	Prevent Re-entry	require exam to be completed in one sitting, end exam after disconnection
Verification Options		
	Verify Video	ensure webcam is working, pointed in the right direction, and face is visible
	Verify Audio	ensure microphone is working and sounds in environment are recorded
	Verify Desktop	ensure the desktop recording is working and properly recorded
	Verify ID	require test taker to show a photo identification card before beginning the exam
	Verify Signature	requires text taker to sign an agreement before beginning exam
	Live Proctor	monitor exam in real time
	Verify Login	enters the assesment password for text takers
In-Quiz Tools		
	Calculator	option allows test takers to perform calculations using on screen calculators
	Whiteboard	allows test takers to use a scratch pad on-screen

Proctorio offers several behavior settings for customizing the level of exam monitoring: Recommended provides a balanced approach with video, audio, and screen recording; Lenient offers less stringent monitoring, while Moderate applies stricter guidelines. Other options include Group Exam, which allows collaboration, Open Note, which permits students to access notes, and Custom, where instructors can tailor specific monitoring features to their preferences.