



Proctorio User Guide for Students

In this course, we will be using an online proctoring service called Proctorio, which is a very useful program that will ensure the integrity of your test taking, and eliminate having to hire a proctor. With Proctorio, you can take your Exams online anywhere and anytime during the given time frame outlined in the syllabus.

This program will require the use of a webcam and microphone (internal or external). We have found many options available for purchasing a webcam if you don't already have one. We can't recommend which options are best, but on Amazon, you can see they are anywhere from \$5.00-\$50.00. Purchasing a webcam is much cheaper than hiring a proctor and taking the time to schedule an in-person exam. Plus, you get to spend money on a cool webcam that you can keep!

Proctorio is just like having an in-person proctor, only it is done through your computer. It is a system of computers that will observe you while you take your test. Only the Professor and course staff will have access to these recordings, so keep that in mind☺.

Please take the time to read through the following information about what you will need to access Proctorio and all of the exciting features that it utilizes.

Part 1: Getting Set-up

1. **First, you must be using Google Chrome. This program will not work with any other browser** (*if you already have this browser, you can skip this step*).
 - a. If you don't already have Google Chrome, don't worry, you can download it for free.
 1. You can either Google "Google Chrome" to find the program or click on the following link: <https://www.google.com/chrome/browser/desktop/>
 2. Click 'Download Chrome'(see arrows below)
 - a. Make sure you download for the correct platform (i.e. Mac vs. Windows). You can choose by clicking 'Download Chrome for another platform' (also indicated by an arrow below).



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DOWNLOAD ▾

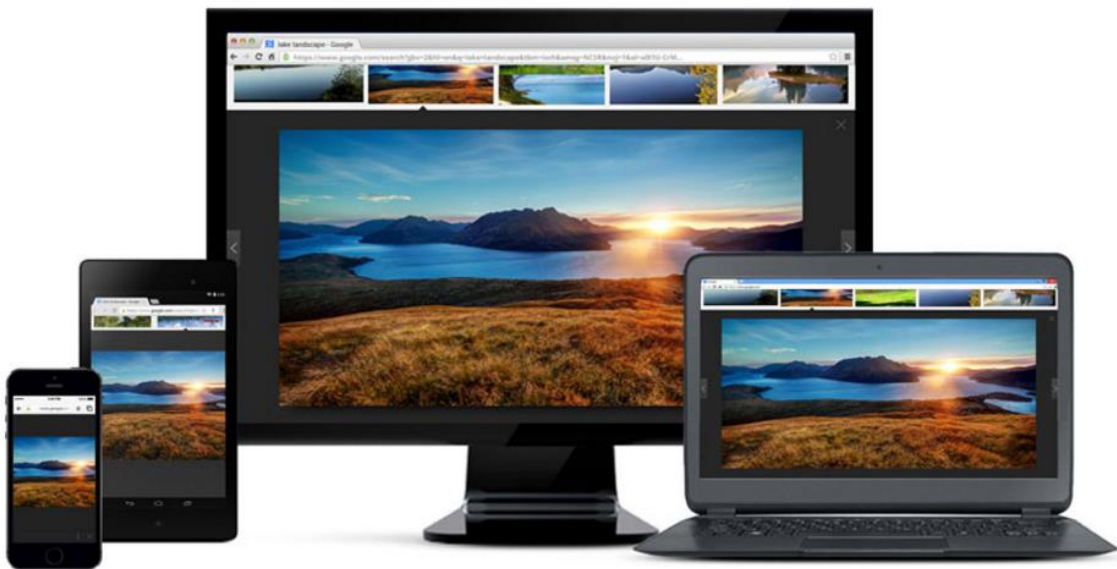
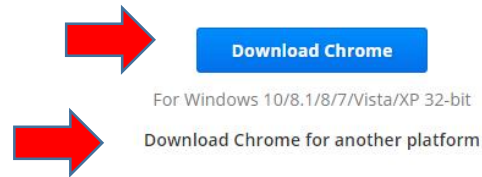
SET UP ▾

CHROMEBOOKS ▾

CHROMECAST ▾

Get a fast, free web browser

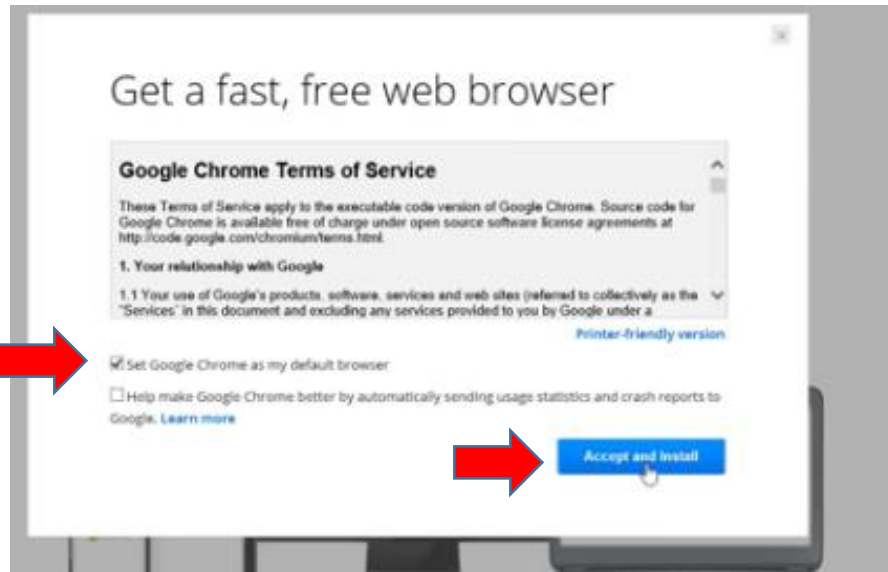
One browser for your computer, phone and tablet



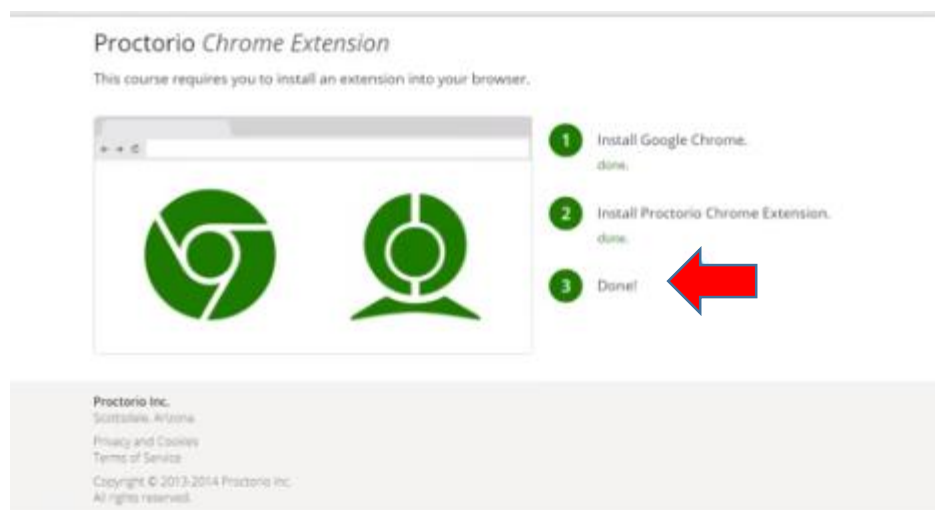
- b. You will then get a pop-up window, making sure that you agree with Google Chrome's Terms of Service. Once you have read through that, you can click 'Accept and Install'.
1. *Tip: You can also click the box to set Google Chrome as your Default Browser. This way when you take exams, you will always be using the browser you need for Canvas. If not, just make sure during exams you open Canvas with Google Chrome.*



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- c. Once it is installed successfully, it should run automatically. You can then log-in to Canvas.
2. **Once you are logged into Canvas, you will automatically be prompted to install the Proctorio Chrome Extension** (you will only have to install this once).
 - a. Once it is installed, it will notify that you are done.



3. **Before you begin, there is a short Practice Quiz that you must take before the exam** (it can be taken anytime as long as it's before the exam start).



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- a. This quiz is very simple and is just testing your knowledge to make sure you know how Proctorio works, and what you need to do if you encounter any issues during the exam.
 1. This quiz is **not for credit**. So don't worry about the score. You can take the quiz as many times as you like.
 2. You can access the Practice Quiz under 'Quizzes' on the Course Navigation Menu, and then by clicking on 'Practice Quiz (Remotely Proctored)'

The screenshot shows the Canvas LMS interface for a course. The top navigation bar includes 'HARVARD UNIVERSITY', 'Courses', 'Grades', 'Calendar', and 'canvas'. The left sidebar shows a navigation menu with 'Quizzes' highlighted. The main content area displays a list of 'Assignment Quizzes' with the following details:

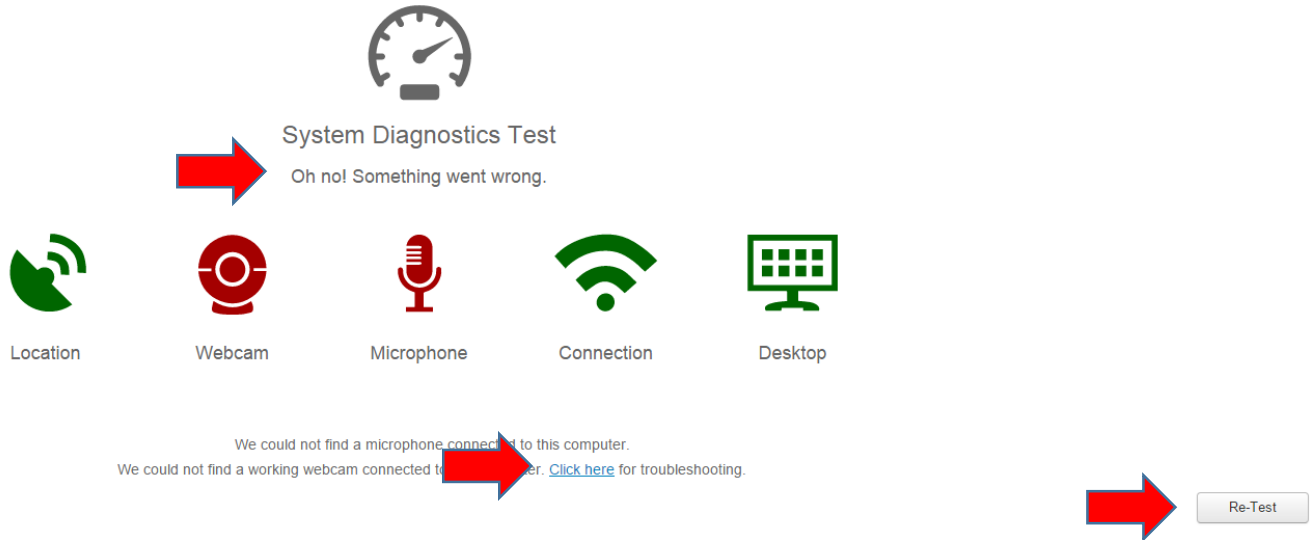
Quiz Name	Status	Due Date	Points	Questions	Actions
Problem Set 1 - Getting to Know Canvas	Closed	Due Jul 1 at 11:59pm	100 pts	20 Questions	Checkmark, Gear, Arrow
Problem Set 5	Closed	Due Aug 4 at 11:59pm	100 pts	11 Questions	Checkmark, Gear, Arrow
Fake Quiz	Available until Oct 30	Due Oct 30 at 11:59pm	4 pts	4 Questions	Checkmark, Gear, Arrow
Copy and Paste Table			1 pt	1 Question	Checkmark, Gear, Arrow
Practice Quiz (Remotely Proctored)				6 Questions	Checkmark, Gear, Arrow

4. When you open the Practice Quiz, Canvas will automatically perform a 'System Diagnostics Test' to make sure you have the necessary requirements to take the exam (*More information on the verification process will be explained below in Part II*).

- a. If you are missing something, it will alert you and tell you what the problem is.
 1. To resolve the problem, you can click the link for troubleshooting (both noted by an arrow below).
- b. You can also perform a 'Re-Test' when you believe you have fixed the problem (also noted with an arrow below).



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- c. When you meet all the requirements, you will be allowed to enter the Quiz.
- d. Again, this Quiz is *not scored*, and you can take it as many times as you like. It is just to help you understand Proctorio.

5. Now that you have installed and verified all the necessary settings, you are now ready to enter the exam. Good Luck!

- a. If you encounter any problems during the exam, please make sure to email Annie and CC Teo right away.

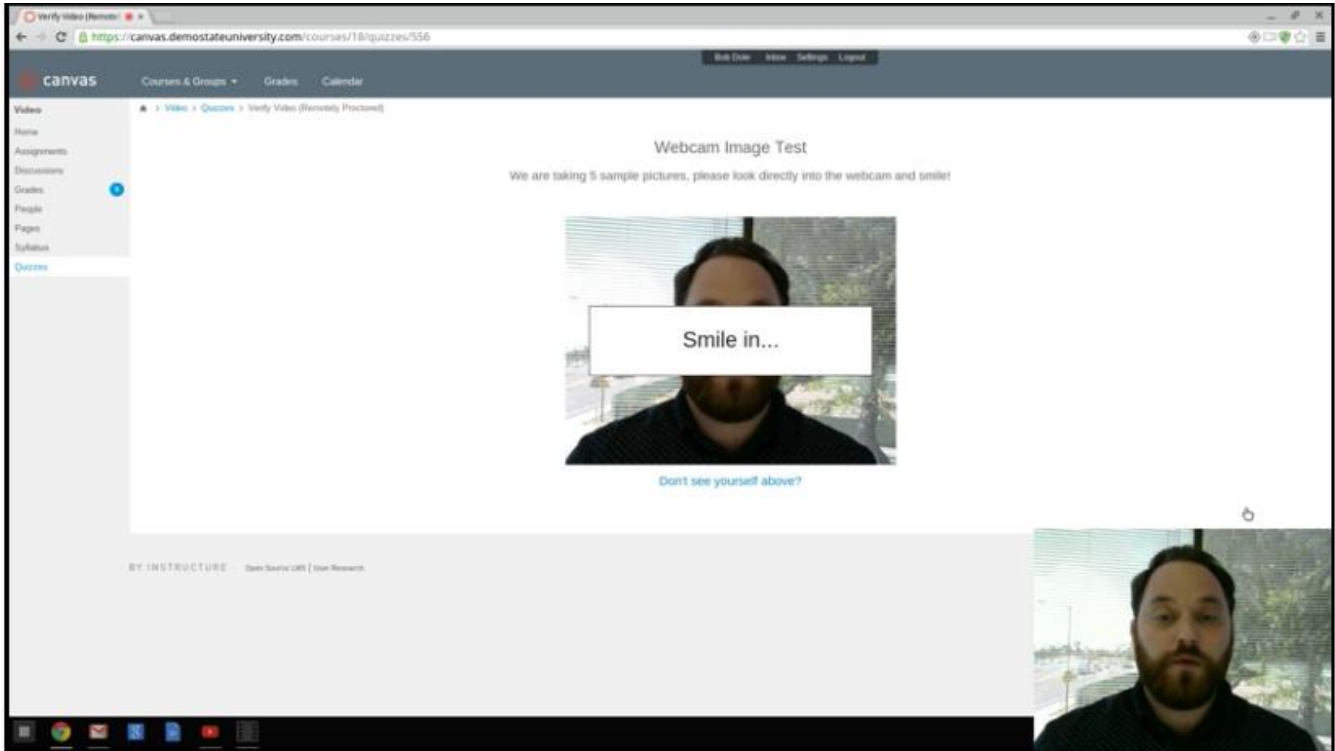
Part II: Getting to Know the Features

Below are the specifics and details about the features that will be used with Proctorio during the exam. Again, this is to keep the integrity of the test, and ensure that no student has any unfair advantage.

- b. No need to be alarmed, all of these features will be enabled for all students, so you are all taking the same exam with the same guidelines and monitoring.
1. **Video Recording** (*again you must have a webcam in order to take the exam*)
 - a. 5 snapshots will be taken to test that your video is working properly.
 1. You will be prompted to smile, so you have time to strike a pose😊.



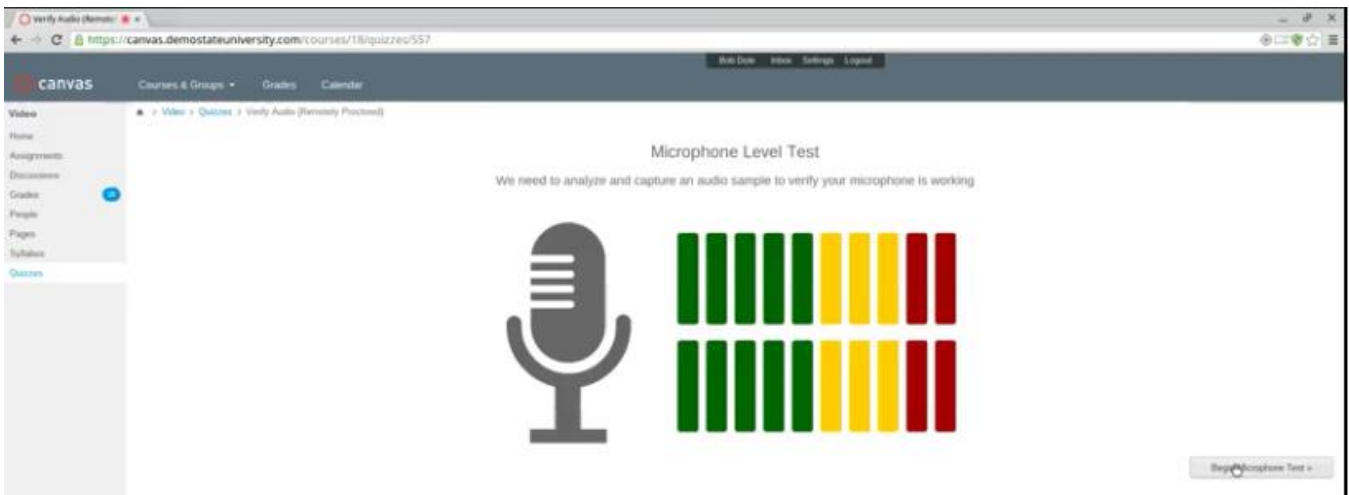
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2. Audio Recording

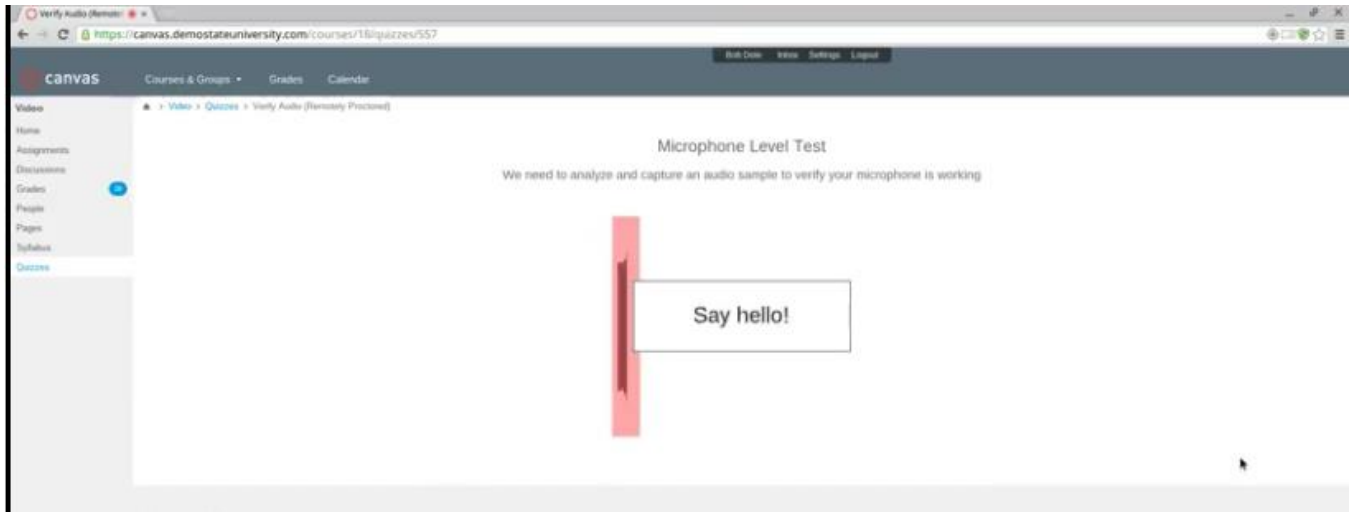
a. This will test your Audio levels and make sure your microphone is working properly.

1. You will see it test the levels and then be prompted to say 'hello'.





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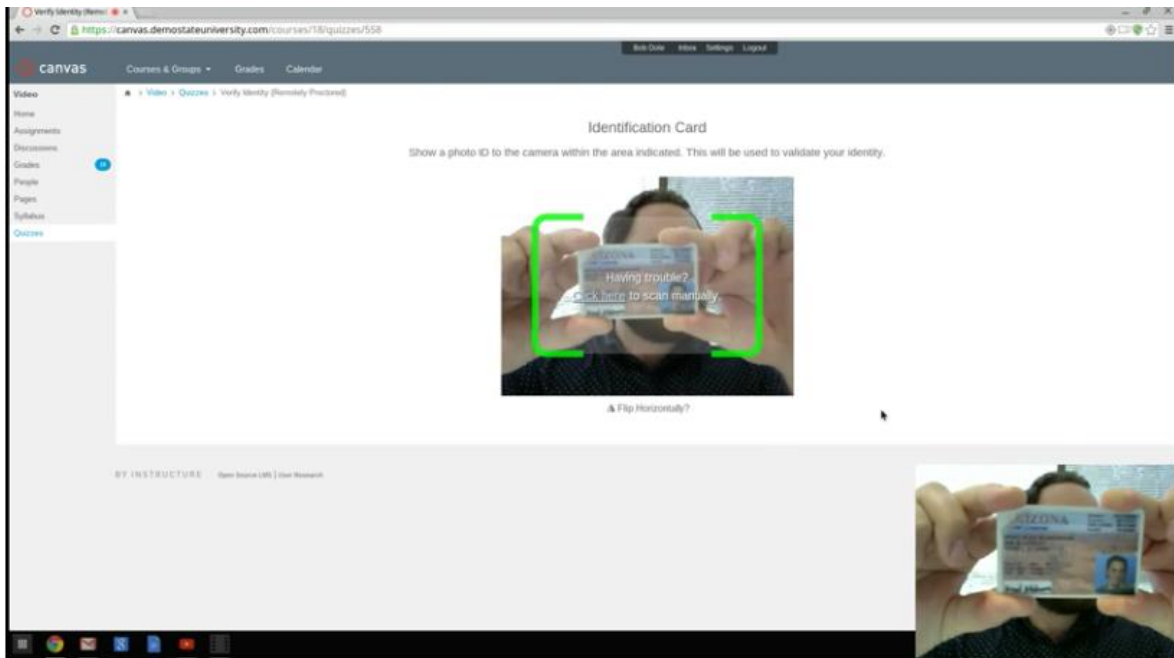
2. You will get verification that it is working correctly.

3. Identity Verification

- a. You will need to use a Government Sanctioned Identification
 1. i.e. Driver's license or Passport
- b. You will be prompted to hold up your ID to the webcam (make sure to center in frame).
 1. A screenshot will be taken. This will be used to make sure that you are actually taking the test and not a robot 😊.



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4. Record Screen

- a. During the exam, Proctorio will also be recording your screen. This will be very helpful to you if you encounter any technical problems.
 1. We will be able to review the video and see where the problem occurred, so we can best help you.
 - b. This also ensures that students are only using the resources provided by the teaching staff if made available (i.e. Excel worksheets/templates).
5. **Again, this is just like having a proctor, only it is done electronically. Once all the settings are in place, you will take your exam just like any other quiz or exam on Canvas.**

Good Luck!