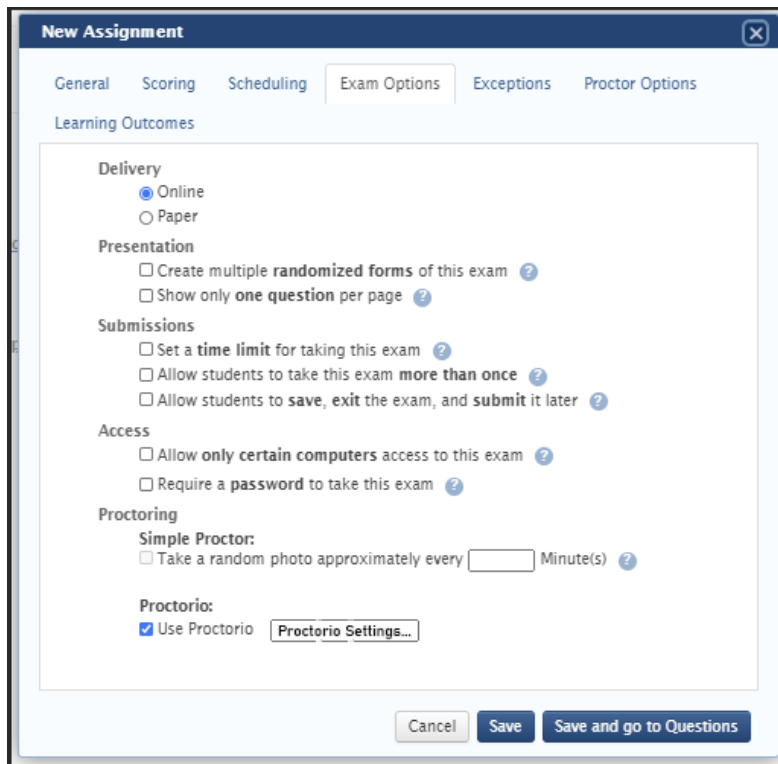


Proctorio Setup: Learning Suite

To enable Proctorio on your Learning Suite exam, navigate to the Exam List page and start a new exam or click on an exam name to open the setup dialog box.

On the Exam Options tab, the bottom section is Proctoring options. Select the checkbox next to “Use Proctorio.” (Note that you will need to select either Simple Proctor or Proctorio; you won’t be able to enable both on the same exam.)



The screenshot shows the 'New Assignment' dialog box with the 'Exam Options' tab selected. The 'Proctoring' section is expanded, showing the following options:

- Delivery:** Online, Paper
- Presentation:** Create multiple **randomized forms** of this exam [?](#), Show only **one question** per page [?](#)
- Submissions:** Set a **time limit** for taking this exam [?](#), Allow students to take this exam **more than once** [?](#), Allow students to **save, exit** the exam, and **submit** it later [?](#)
- Access:** Allow **only certain computers** access to this exam [?](#), Require a **password** to take this exam [?](#)
- Proctoring:**
 - Simple Proctor:** Take a random photo approximately every Minute(s) [?](#)
 - Proctorio:** Use Proctorio [Proctorio Settings...](#)

At the bottom of the dialog box, there are three buttons: 'Cancel', 'Save', and 'Save and go to Questions'.

Click the Proctorio Settings button or the Proctor Options tab to set the options for Proctorio on your exam.

New Assignment [X]

General Scoring Scheduling Exam Options Exceptions **Proctor Options**

Learning Outcomes

Record ?

Video
 Audio
 Screen
 Webtraffic
 Room

Verify ?

Video
 Audio
 Signature
 ID

Force Options ?

One Screen Disable Print Disable Clipboard
 Disable Right Click Disable Downloads
 Full Screen Tabs

Additional Help ?

Calculator
 White Board

Cancel Save **Save and go to Questions**

Record

- Record Video
 - Requires the test taker to have a webcam and will record the webcam for the entire exam.
- Record Audio
 - Requires the test taker to have a microphone and will record audio for the entire exam.
- Record Screen
 - Will capture and record the full desktop screen for the entire exam.
- Record Web Traffic
 - Will capture screenshots and URLs of any website visited during the exam.
- Record Room
 - Record Room Start
 - Forces test taker to show entire room at the start of the exam.
 - Record Room Intelligent
 - Forces test taker to show entire room at random intervals during the exam.

Verify

- Verify Video
 - Will ensure the webcam is working and is not virtualized or broken.
- Verify Audio
 - Will ensure the microphone is working and is not virtualized or muted.
- Verify Desktop
 - Will ensure the desktop recording is working and properly recorded.
- Verify ID

Force Options

- Full Screen
 - Full Screen Lenient
 - Forces the exam in full screen, preventing access to other applications and websites. Navigation away from the exam page for more than 30 seconds results in removal from the exam.
 - Full Screen Moderate
 - Navigating away from the exam page for more than 15 seconds results in removal from the exam.
 - Full Screen Severe
 - Navigating away from the exam page results in instant removal from the exam.
- Clipboard
 - Disables copy/paste functions including screen printing and context menu.
- Tabs
 - No Tabs
 - Disables new tabs or windows during the exam.
 - Links Only
 - Disables new tabs or windows during the exam except links embedded in the exam page.
 - Close Tabs
 - Forces all other tabs and windows closed before starting the exam.
- One Screen
 - Forces test taker to disable all but one monitor before starting the exam.
- Print
 - Disables printing exam content to prevent distribution.
- Downloads
 - Prevent the test taker from downloading files through the browser.
- Verify ID Auto
 - Requires the test taker to present photo identification prior to starting the exam and will be automatically scanned.
- Verify ID Live
 - Requires the test taker to present photo identification prior to starting the exam and will be reviewed and verified by Proctorio before the exam starts (Premium Feature).
- Verify Signature
 - Requires the test taker to sign an exam agreement before beginning the exam.

Additional Help

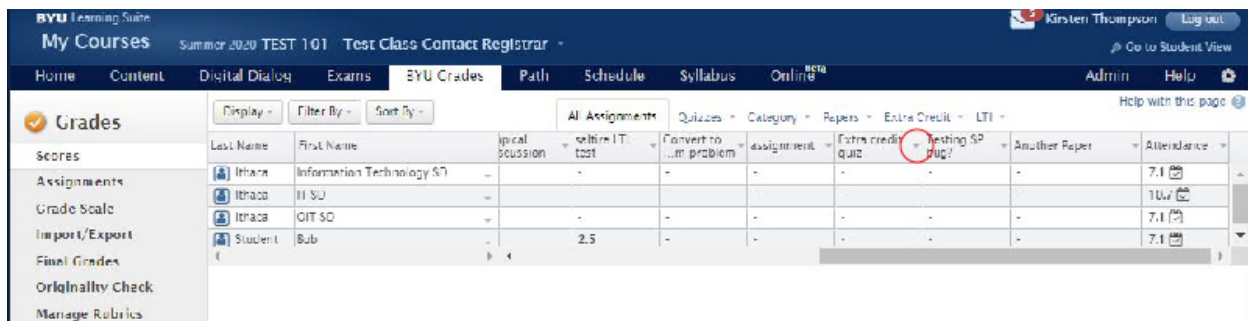
- Calculator
 - Basic
 - Allows test takers to perform calculations using an on-screen calculator with basic functions.
 - Scientific
 - Allows test takers to perform calculations using an on-screen calculator with scientific functions.
- White board
 - Allows test takers to use a scratch pad and drawing tools on-screen.

Information for your students:

- [Learning Suite Student Instructions for Proctorio](#)
- [Proctorio Quick Start Guide for Test-Takers](#)

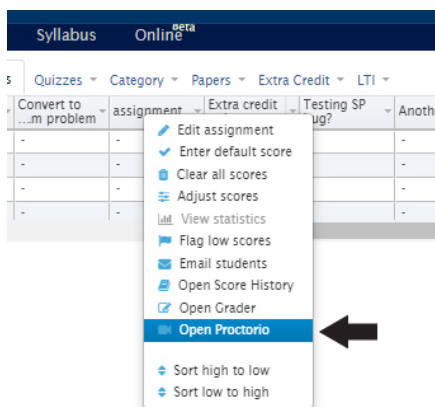
Accessing Proctorio Recordings and Reports

To access the Proctorio resources on your exam, navigate to the BYU Grades tab for your course and click on the little triangle to the right of the exam name:



The screenshot shows the 'BYU Learning Suite' interface. The 'My Courses' section is active, displaying 'Summer 2020 TEST 101'. The 'BYU Grades' tab is selected. A table lists assignments with columns for 'Last Name', 'First Name', 'Typical Discussion', 'Online LTI', 'Convert to ...m problem', 'Assignment', 'Extra credit quiz', 'Testing SP', 'Another Paper', and 'Attendance'. A dropdown menu is open for the 'Testing SP' column, showing options like 'Edit assignment', 'Enter default score', 'Clear all scores', 'Adjust scores', 'View statistics', 'Flag low scores', 'Email students', 'Open Score History', 'Open Grader', and 'Open Proctorio'. The 'Open Proctorio' option is highlighted with a blue bar and a black arrow points to it.

In the dropdown menu, choose the View Proctorio option (near the bottom of the list).



This is a close-up of the dropdown menu from the previous image. The 'Open Proctorio' option is highlighted with a blue bar, and a black arrow points to it from the right.

You'll be taken to the Proctorio website where you can interact directly with the reports and recordings from your exam. On your first visit, you'll be offered a very helpful orientation tour that we recommend you watch. If you have questions, there is a chat feature available on the site or you can email support@proctorio.com with your questions.