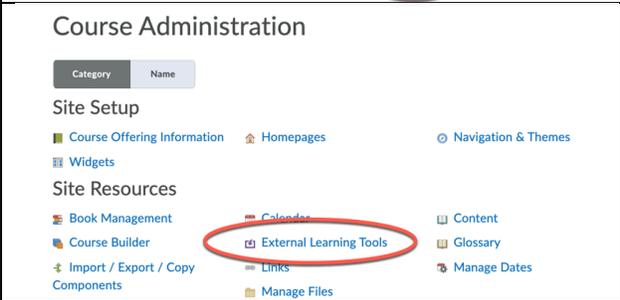
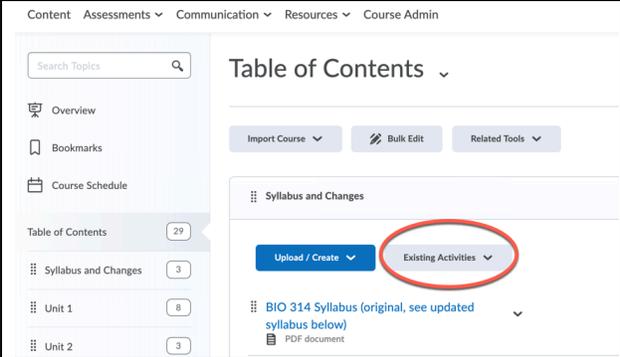
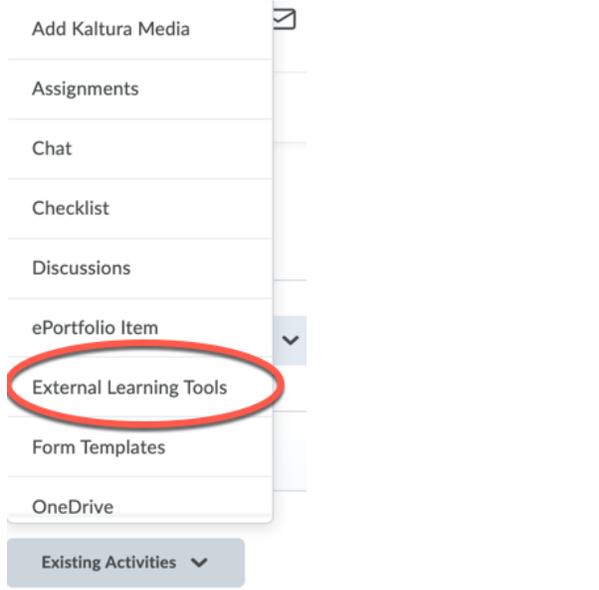
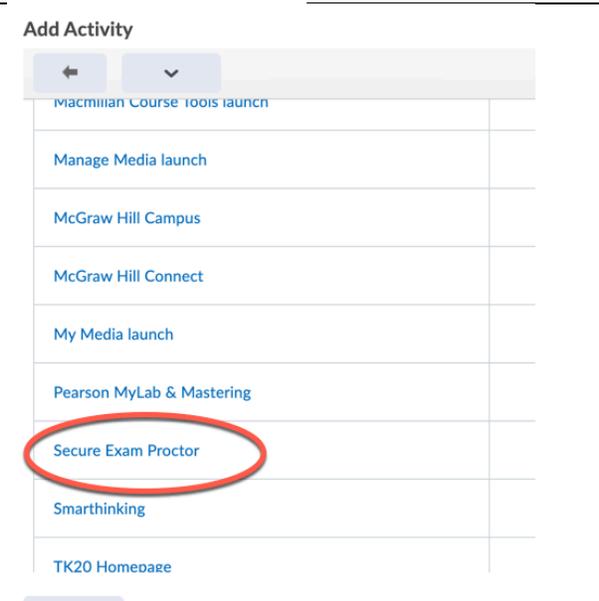
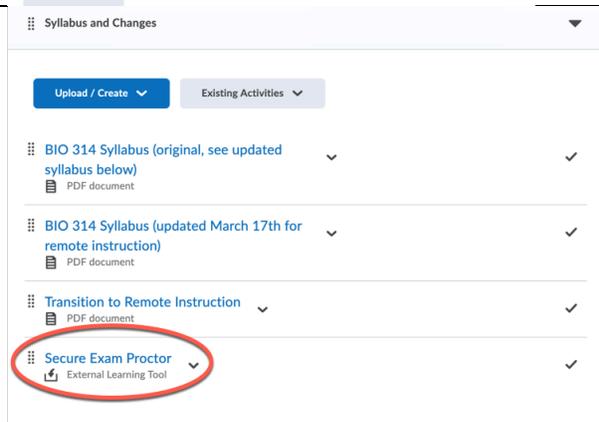


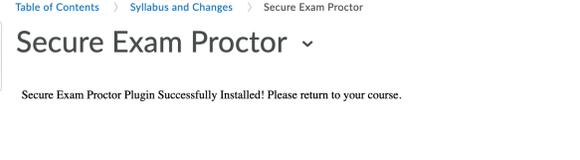
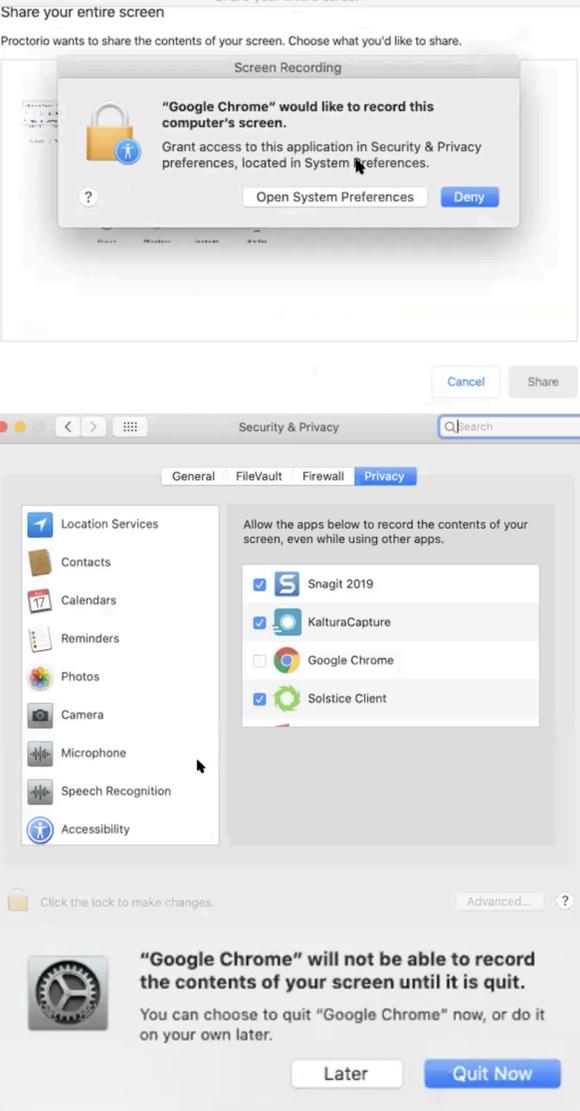
Proctorio Connect Directions

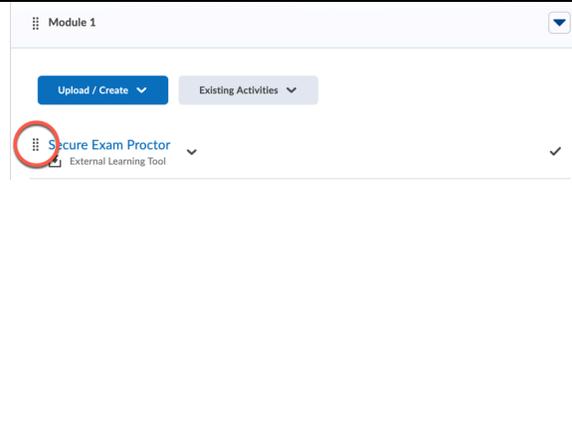
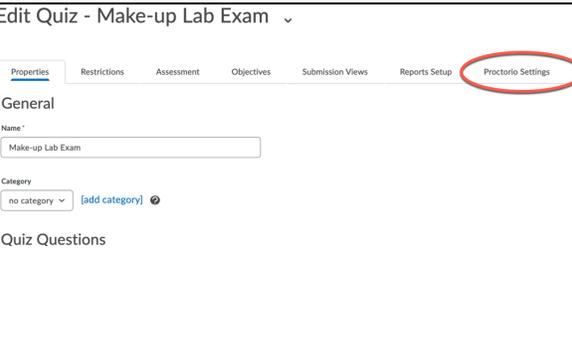
Faculty Guidelines

Below is the process for making the Proctorio integration appear to faculty view in D2L. Remember you must be in Chrome when installing and when adding Proctorio settings to an assessment.

Step	Screenshot
1. In your D2L course, click on the Course Admin tab (in your top NavBar.)	
2. Under Site Resources, select "External Learning Tools."	
3. Scroll down to confirm that "Secure Exam Proctor" is listed. This confirms that D2L Services has added the integration. Nothing to click here; just a confirmation that you can proceed to the next step.	
4. Return to the Content section of your D2L course.	

<p>5. Choose “Existing Activities” and locate “External Learning Tools.” Select “External Learning Tools.”</p>	 <p>The screenshot shows a vertical list of activity types. The items are: Add Kaltura Media, Assignments, Chat, Checklist, Discussions, ePortfolio Item, External Learning Tools (circled in red), Form Templates, and OneDrive. At the bottom, there is a button labeled 'Existing Activities' with a downward arrow.</p>
<p>6. This will bring you to the “Add Activity” box. Scroll down and select “Secure Exam Proctor.” (You are not just confirming location this time. You must actually click on “Secure Exam Proctor.”)</p>	 <p>The screenshot shows the 'Add Activity' interface. A list of activity options is displayed, including 'macmillan Course tools launch', 'Manage Media launch', 'McGraw Hill Campus', 'McGraw Hill Connect', 'My Media launch', 'Pearson MyLab & Mastering', 'Secure Exam Proctor' (circled in red), 'Smarthinking', and 'TK20 Homepage'.</p>
<p>7. D2L will automatically take you back to your content screen. You will now see “Secure Exam Proctor” listed in your content. Select it.</p> <p>(*NOTE: If you are checking your steps on a course that previously had Proctorio connected, you may not see “Secure Exam Proctor” listed under content anymore. This is by design. You do NOT need to use the eye icon to hide Proctorio.)</p>	 <p>The screenshot shows the 'Syllabus and Changes' section of the content screen. It lists several items, including 'BIO 314 Syllabus (original, see updated syllabus below)', 'BIO 314 Syllabus (updated March 17th for remote instruction)', 'Transition to Remote Instruction', and 'Secure Exam Proctor' (circled in red). The 'Secure Exam Proctor' item is identified as an 'External Learning Tool'.</p>

<p>8. If you have not installed the Proctorio Chrome extension, Proctorio will now direct you to the Chrome store. If you have already downloaded the extension, you will see a confirmation.</p>	
<p>9. You may need to access System Preferences to allow Chrome to have access to your microphone, webcam, and computer.</p>	
<p>10. The gray Proctorio shield now lives next to your web address bar.</p>	

<p>11. Secure Exam Proctor now lives in your Content section. Please use the gray dots to drag “Secure Exam Proctor” to the top of your content for easy access should you need Proctorio help in the future.</p> <p>(*Note- You will not see “Secure Exam Proctor” in your Content section from here on out. Proctorio automatically hides itself to keep students from inadvertently clicking on it. Please do NOT hide Proctorio using the D2L eye icon. Doing so will cause Proctorio to become inoperable.)</p>	 <p>The screenshot shows the 'Module 1' content area. At the top, there are buttons for 'Upload / Create' and 'Existing Activities'. Below these, the 'Secure Exam Proctor' item is listed as an 'External Learning Tool'. A red circle highlights the three gray dots (drag handle) to the left of the item name.</p>
<p>12. Across the top navbar of your D2L course, select “Assessments” and “Quizzes.” You will now see that the option for “Proctorio Settings” appears with existing and new quizzes.</p> <p>(*Note- If you would like to add Proctorio to an existing quiz that has already been attempted, you may need to duplicate the quiz for Proctorio to be function.)</p>	 <p>The screenshot shows the 'Edit Quiz - Make-up Lab Exam' settings page. The 'Proctorio Settings' tab in the top navigation bar is highlighted with a red circle. Below the tabs, the 'General' section is visible, showing a 'Name' field with 'Make-up Lab Exam' and a 'Category' dropdown set to 'no category'.</p>

Updated: 04.2021