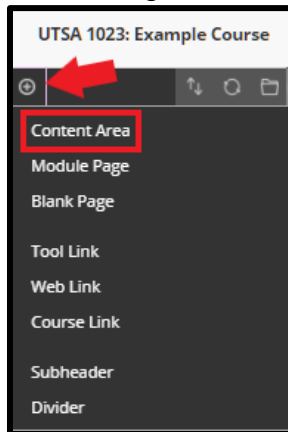# Proctorio

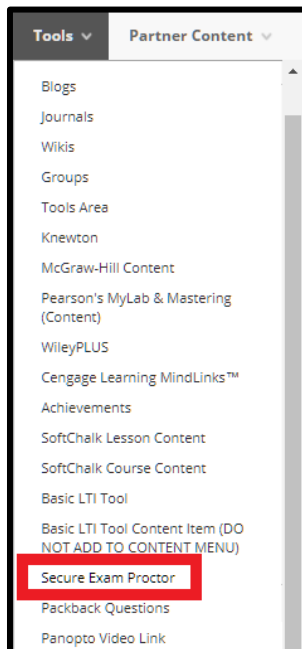How to setup Proctorio in your Blackboard course as an instructor.

First you will need to add the Secure Exam Proctoring tool to your Blackboard Course. These steps must be completed in each course where you want to enable proctoring.

1) Add the Tool to Blackboard

1. Go into your Blackboard Course
2. Select Add Menu Item at the top of the navigation menu and select Content Area.

3. Name the folder Proctorio and press Submit. Once created, click the Proctorio folder you created to enter it.
4. Drag the Proctorio folder you created to the top of the navigation menu so it's above all other folders. This step is essential for Proctorio to be enabled.
5. Hover over Tools in the top menu and select Secure Exam Proctor.

6. Enter Secure Exam Proctor as the name and press Submit.

Once you have completed these steps, you will now enable Proctorio in your course.

2) Enabling Proctorio

1. Click the Proctorio tool you created. More steps will be available once the page loads.
2. Proctorio requires Google Chrome for instructors and Students. If you do not have Google Chrome installed, you will need to download and install it on your computer. If you are already using Google Chrome or installed it, step 1 will be complete.

Installing Google Chrome

a) Visit the Google Chrome webpage [google.com/chrome]
b) Click the Download Chrome button
c) Once downloaded, run the installer to add Google Chrome

3. Step 2 will ask you to install the Proctorio Chrome Extension. Click the link and select click here under step 2. You can now select Add to Chrome.
4. After installing the extension, steps 2 and 3 should be complete and you are ready to setup your proctored tests.

2) Post an Announcement

It is important that you let your students know that there tests will be proctored. This can help alleviate questions and worries about technology and security. Use your Blackboard Announcements tool to share the following message with your students.
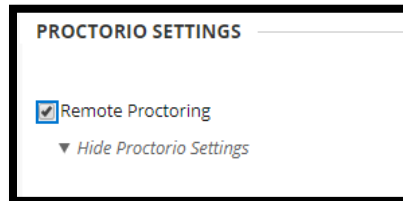
Let your students know the following:

- If you plan to record your students, let them know that tests will require a webcam.
- Tell students Google Chrome is required.
- Recommend students find a quite room for them to work in.
- If you turn on the ID verification option, tell students a UTSA ID or drivers license is required.
- If your students are worried about privacy, refer them to the Privacy and Security for Students PDF Article
- Last, let you students know that they can contact you if they have any concerns.

3) Setup your Options

Reminder: You must be using Google Chrome to activate these settings

1. Find your assessment in Blackboard and select "Edit the Test Options"
2. Under the heading PROCTORIO SETTINGS click on the checkbox for "Remote Proctoring"

3. You are now ready to set the Exam and Behavior settings for your assessment

Note: Proctorio recommends selecting the setting "All at Once" under Test Presentation

Proctorio Settings

Recording Options: Select what you want Proctorio to record from your students.

- Video – The students webcam
- Audio – The students microphone
- Screen – See what is on the students monitor including multiple monitors
- Web Traffic – Websites and URLs visited during the test
- Room – Requires the student to show the camera the room they are in

Lock Down Options: Restrictions for students during the test

- Force Full Screen – Only the test will be on the students screen
- Only One Screen – Dual monitors will not be allowed
- No New Tabs – No new tabs can be opened
- Close Open Tabs – All browser tabs must be closed before the test
- Disable Printing – Printing the test won't be allowed
- Disable Clipboard – Stops screenshots and copy/pasting text
- Clear Cache – Browser Cache will be emptied after the test
- Disable Right-Click – Right mouse click is disabled
- Prevent Re-entry – If the test is closed, students may not re-enter.

Verification Options: Select how you want students to confirm their identity

- Verify Video – Ensures a student's face is clearly visible
- Verify Audio – Ensures audio can be detected
- Verify ID – A student ID or Drivers License must be shown to the camera In-Quiz Tools: Allow students access to certain tools
- Calculator – Allows calculations using a on-sceen calculator
- Whiteboard – A blank on-screen canvas for students

Support & Resources

If you have additional questions about gaining access to or setting up Proctorio in your online course, contact the Office of Digital Learning. Additionally, you may also use the resources below to help you get started.

- [Digital Learning Proctorio webpage](#)
- [Privacy and Security for Students PDF Article](#)
- [Proctorio Support webpage](#)
- [Proctorio Test-Taker Guide for Blackboard Learn PDF Article](#)