

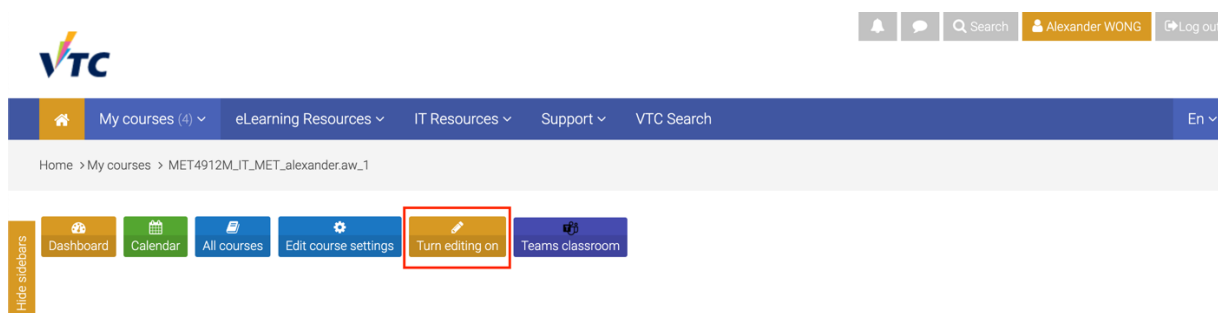


## Post-Quiz Data Extraction from Proctorio

### Important Notice

- ✚ Proctorio only works in **Google Chrome** browser.
- ✚ Once Proctorio is setup, please make sure not to access your quiz unless you are using Google Chrome and have the Proctorio plugin installed - <https://getproctorio.com/>

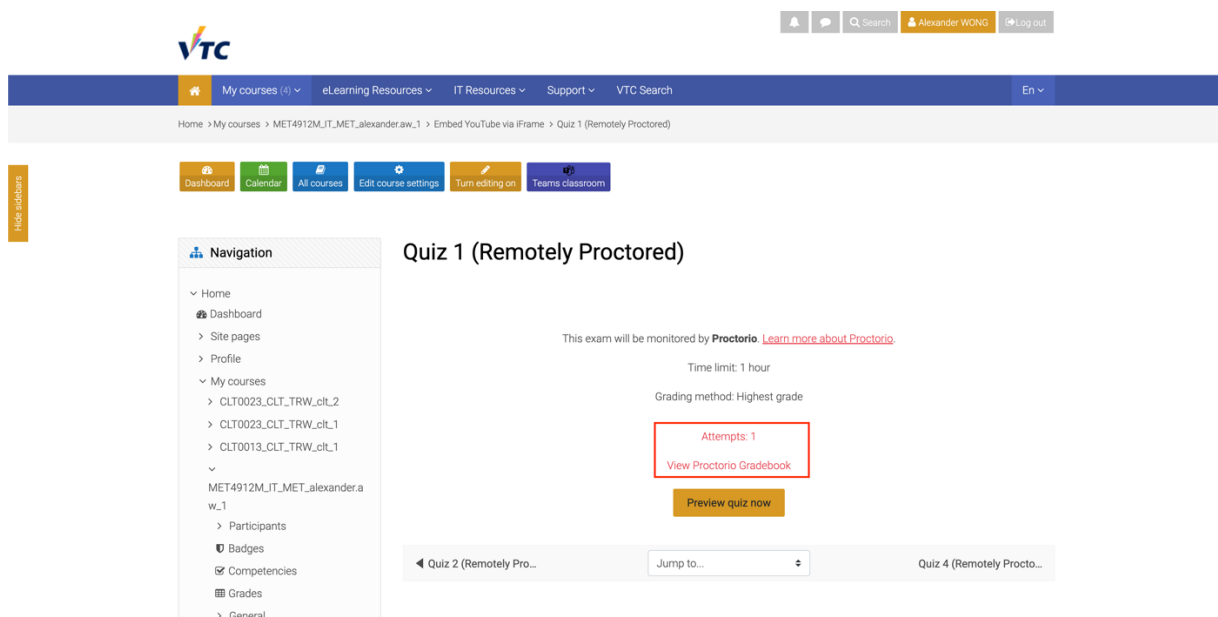
**Step 1** Open "**Google Chrome**" browser.  
Click "**Turn Editing On**" in your course near the top.



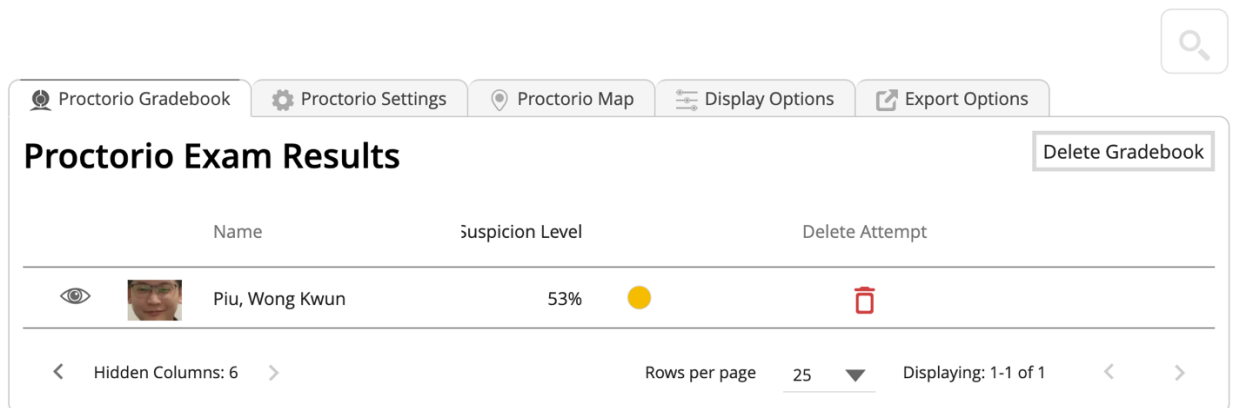
**Step 2** Click on the quiz with student attempted and you will see the following "**Attempts**" and "**View Proctorio Gradebook**".




Click on "**View Proctorio Gradebook**".

**Important Note:** You will **NOT** able to see the following options if no student attempted the quiz ever.

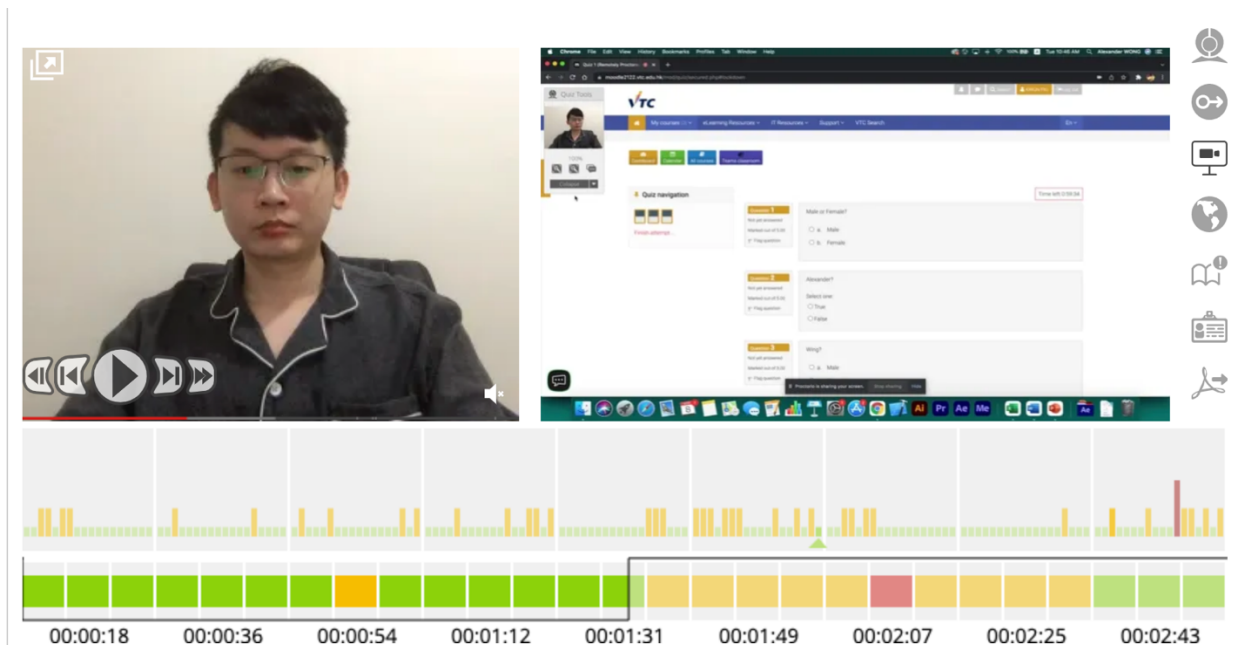


- Step 3** The Proctorio Gradebook shows you the students' attempts sorted by the suspicious level, while the toppest is the most suspicious attempt and would be good to look at. Click on any student to expand the detail.

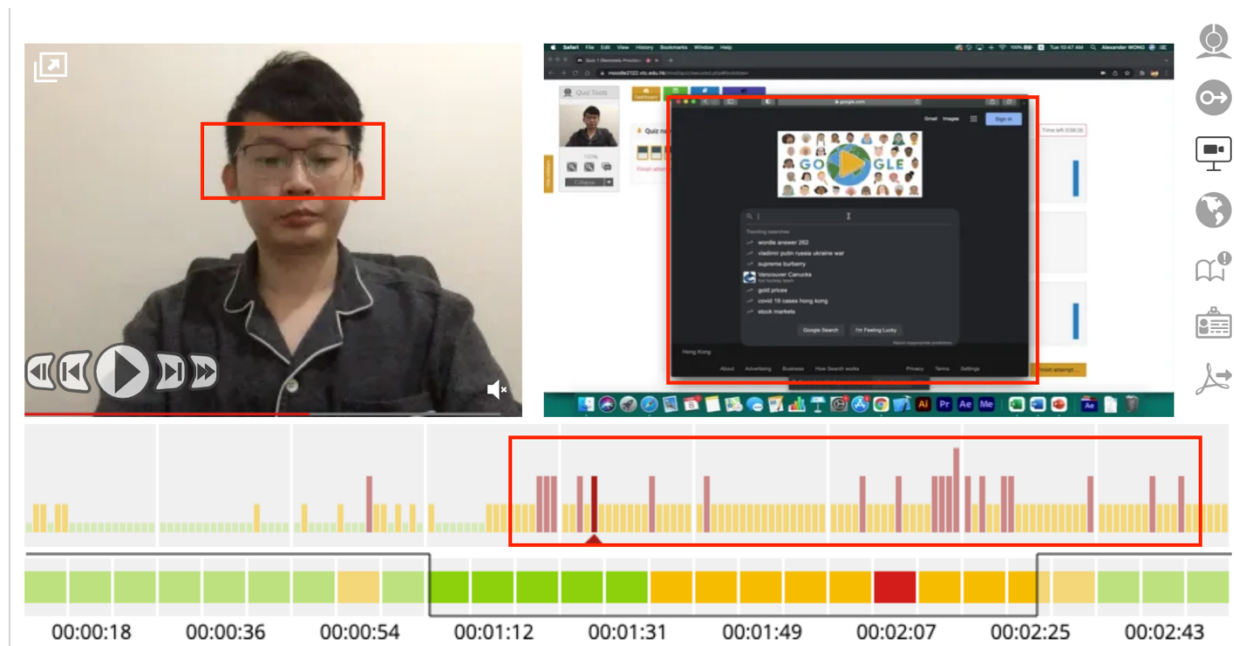


Name	Suspicion Level	Delete Attempt
 Piu, Wong Kwun	53% 	

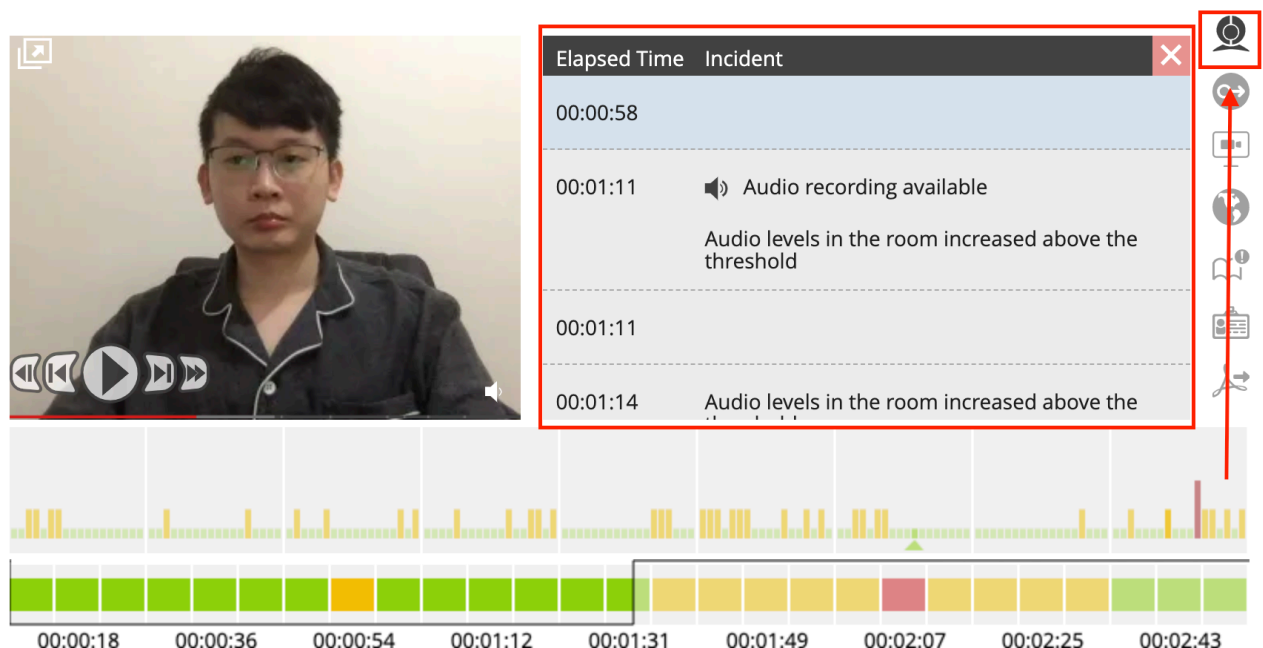
- Step 4** Proctorio record the students' webcam (Left) and screen (Right) once per second and/or if there are incident detected. You may drag the bottom timeline left and right to explore regions of the attempt.



- Step 5** For the frame highlighted in **RED** representing a suspicious point indicated by Proctorio, i.e. student navigated away from the quiz page, was looking away from the monitor, and/or another browser used etc.



- Step 6** Click on the first and toppest icon on the right to "**Display Incident Log**". The log will be displayed on the right hand side, replacing the screenshot recording.



**Step 7** **Web Traffic Index** will be useful if the quiz didn't enable "**No new tabs**" to prevent access to unauthorized websites.

**Important Note:** Web Traffic Index is not able to detect non-Google Chrome's web traffic if the student uses other web browsers, i.e. Safari, Firefox etc. However, with the use of "**Only One Screen**", using other web browsers will be recorded by Proctorio.

The attempt ended when the test taker submitted the exam. [Learn more about this alert.](#)

**Web Traffic Index**  
(websites visited by the test taker during the exam)

The test taker visited 0 websites during the exam

There must be more than three attempts to calculate the exam abnormalities. Please check back later. [Learn more about this alert](#)

**Step 7** Click on "**Export Options**" on top.  
Click on "**Generate PDF**".

A detail exam report will be generated with Exam Information, Proctorio Exam Settings, Proctorio Behavior Settings, Students' Results and Attendance Report.

The screenshot shows the Proctorio Gradebook interface. At the top, there are several tabs: 'Proctorio Gradebook', 'Proctorio Settings', 'Proctorio Map', 'Display Options', and 'Export Options'. The 'Export Options' tab is highlighted with a red box. Below the tabs, the main heading is 'Gradebook PDF Report'. Underneath, it says 'Download the Gradebook information for all test takers in PDF format.' and 'Include the following sections:'. There are five sections listed with toggle switches: 'Exam Information', 'Proctorio Exam Settings', 'Proctorio Behavior Settings', 'Test taker Results', and 'Attendance Report'. All toggle switches are currently turned on. At the bottom left, there is a button labeled 'Generate PDF', which is also highlighted with a red box.