

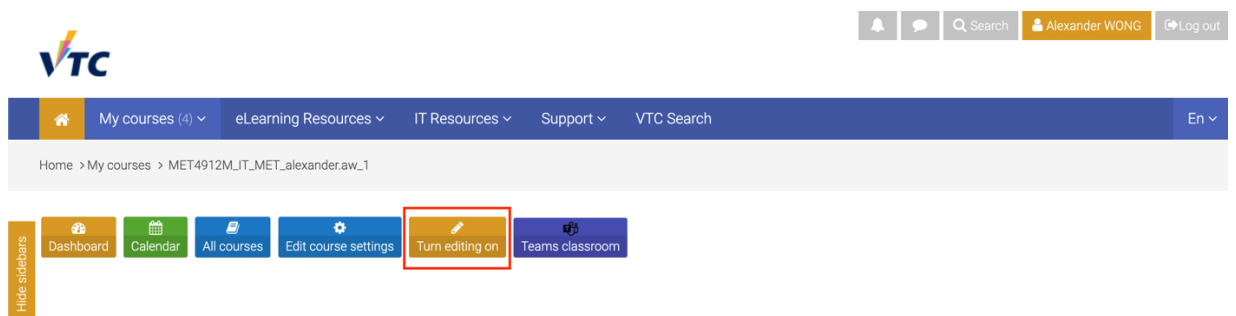


How to setup Proctorio and Quiz in Moodle?

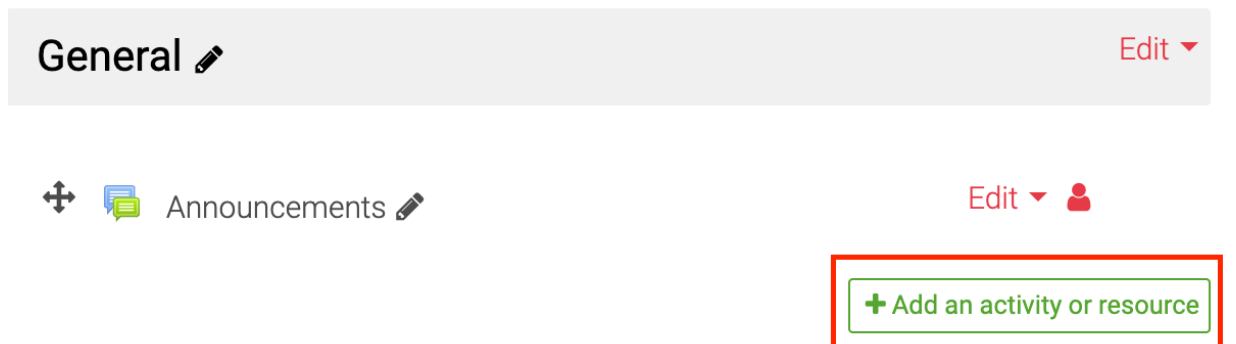
Important Notice

- ✚ 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 In the first / toppest section of your course, click "**Add an activity or resource**".



Step 3 Select "External Tool".

Add an activity or resource

Search

Starred All Activities Resources Recommended

Assignment	Book	Chat	Choice	Database	External tool
Feedback	File	Folder	Forum	Glossary	HotPot
IMS content package	Interactive Content	Label	Lesson	Page	Quiz
SCORM package	Survey	Teams meetings	URL	Video Assignment	Wiki
Workshop					

Step 4 For the **Activity name**, type in "Secure Exam Proctor".

In the **Preconfigured tool** drop-down menu, select "Secure Exam Proctor".

Adding a new External tool?

▼ Collapse all

General

Activity name ! Secure Exam Proctor

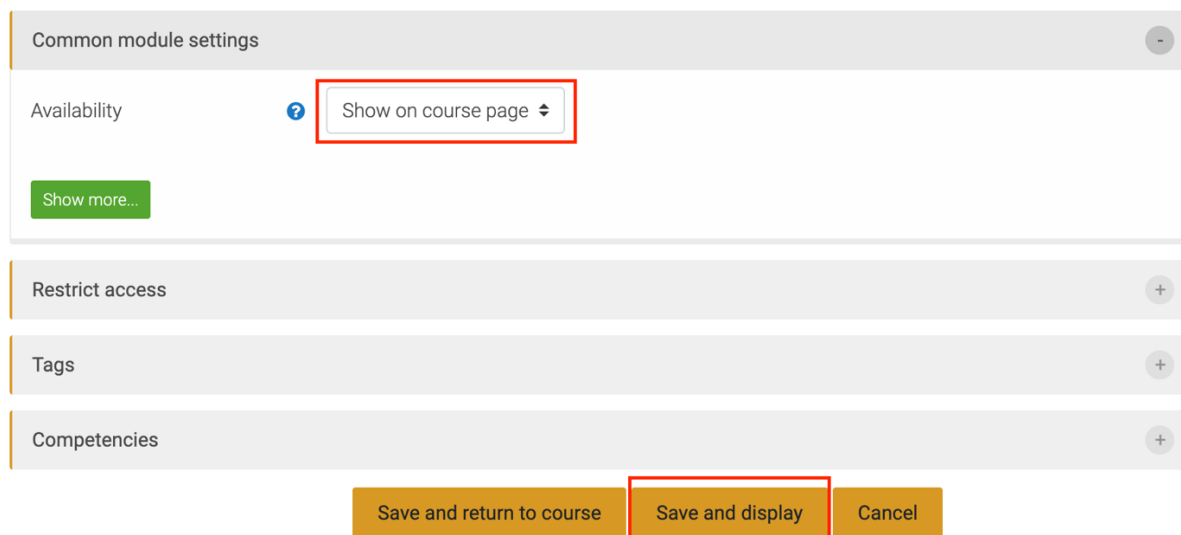
Show more...

Preconfigured tool ? ✓ Automatic, based on tool URL
Reading List
McGraw Hill Campus
Secure Exam Proctor

Tool URL ?

Step 5 Verify that, under **Common module settings**, the **Availability** is set to "**Show on course page**". Click "**Save and display**".

Important Note: Students may need to click on this before they take the quiz to ensure that Proctorio is activated.



Step 6 If you have not already installed the Proctorio Chrome plug-in, you will see the following instruction asking to install the extension via "<https://getproctorio.com/>". Please install the plug-in before further proceed.

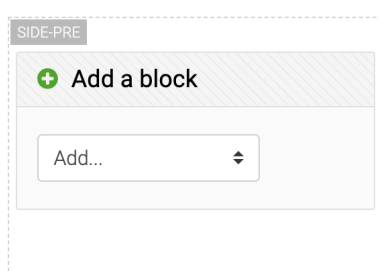
Proctorio



- 1 Install Google Chrome.
done.
- 2 Install Proctorio Chrome Extension.
<http://getproctorio.com>
- 3 Done!



The following message "**Secure Exam Proctor Plugin Successfully Installed!**" should be displayed after the plug-in installed properly.

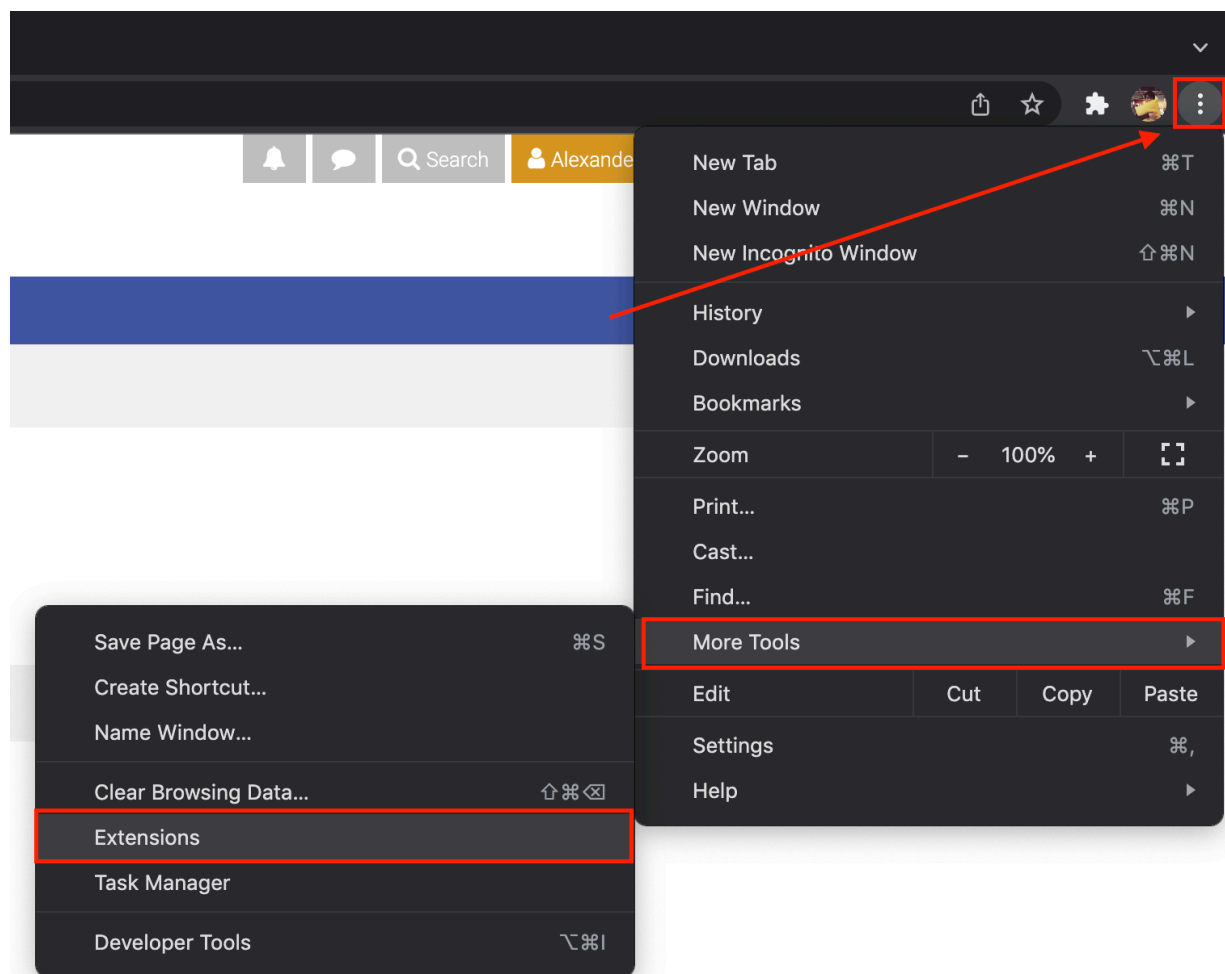


Secure Exam Procto

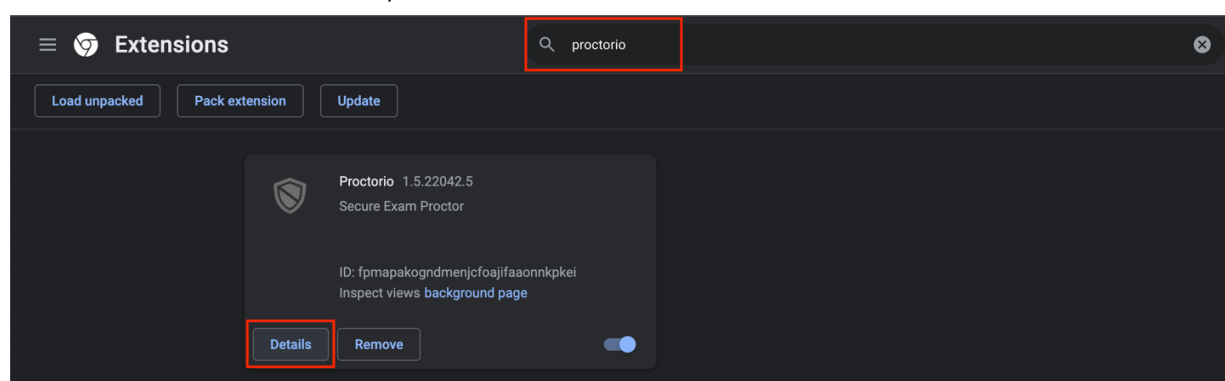
Secure Exam Proctor Plugin Successfully Installed! Please return to your course.

Step 7 **Important Note:** Verify the Proctorio extension is allowed on all sites.

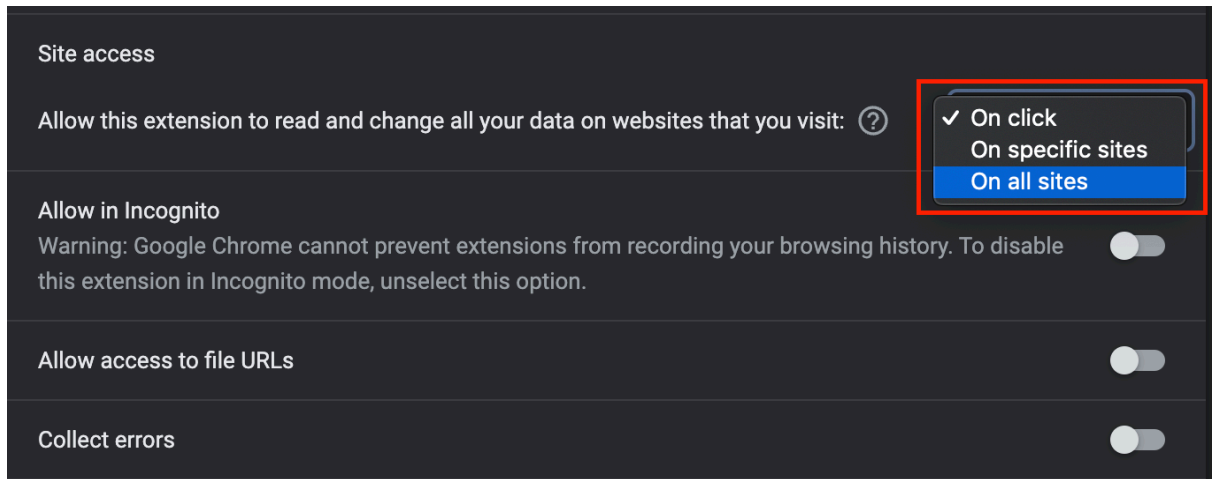
To check this, navigate to the three dots icon (...) in the top right-hand corner of your Google Chrome browser, expand the **More Tools** drop-down menu, then select **Extensions**.



Find the Proctorio extension, click on the **Details** button.

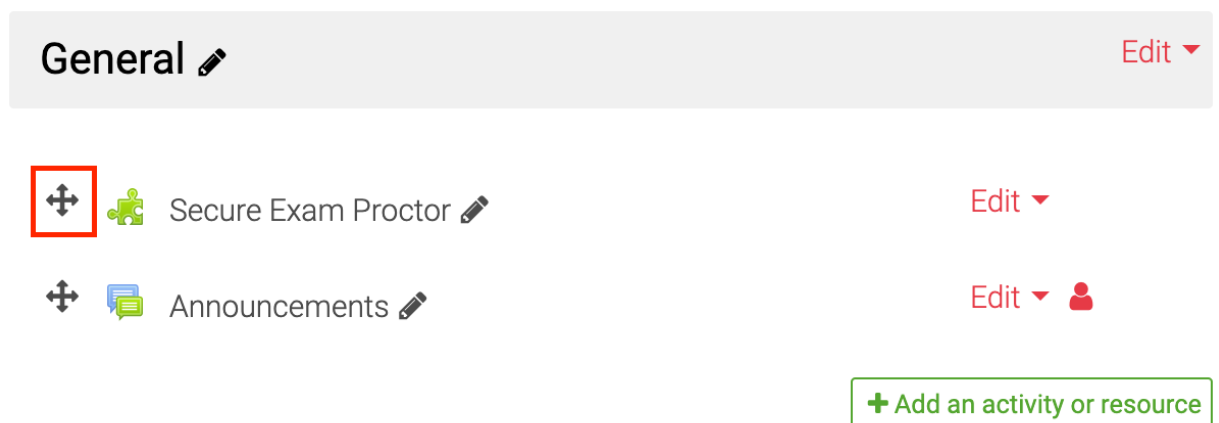


and under **Site access**, verify that “**On all sites**” is selected.



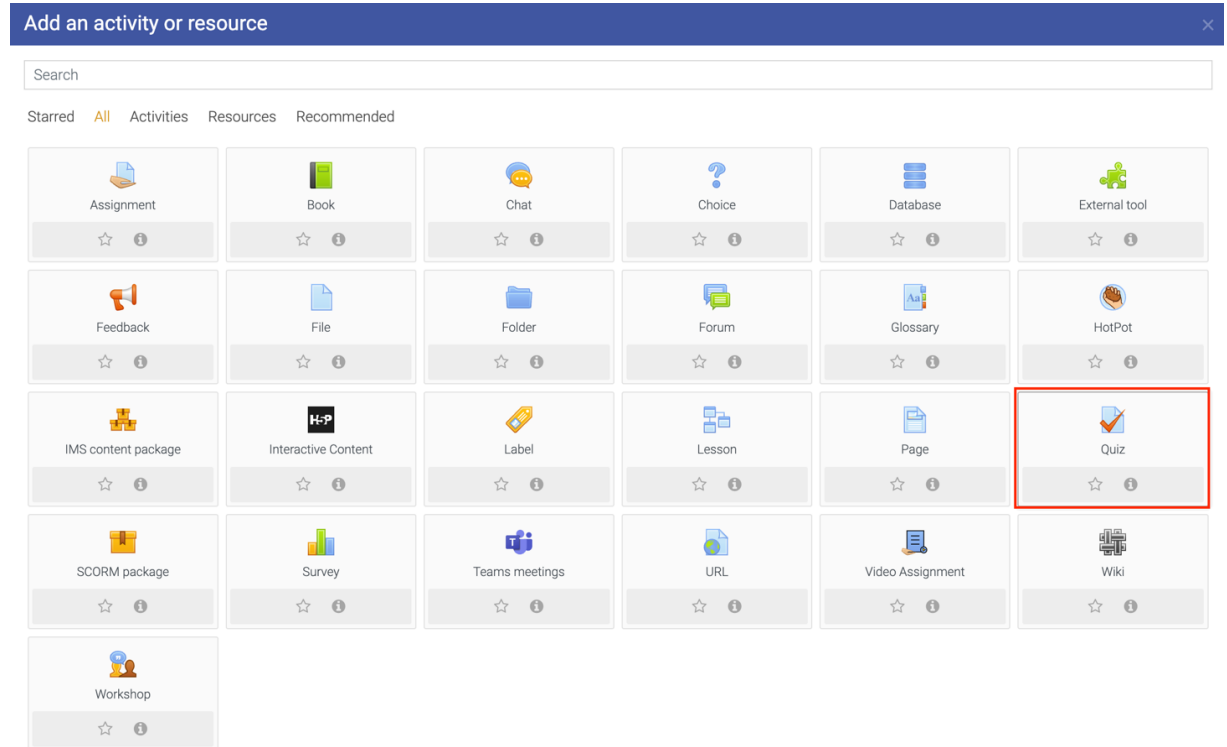
Step 8 Back to Moodle and make sure that editing is still turned on.

Click and hold the arrow icon to drag the External tool activity (Secure Exam Proctor) you created to the top of the course. It should now be the first activity in the course. Make sure the activity is visible to student (Step 5).



Step 9 Add an new **Quiz** activity to your course by selecting “**Add an activity or resource**”.

Or navigate to an existing quiz, then click on “**Edit**” menu, and select “**Edit settings**”.



Step 10 Scroll down and click **Proctorio Settings** to expand the options.

Check the “**Enable Proctorio Secure Exam Proctor**” checkbox.



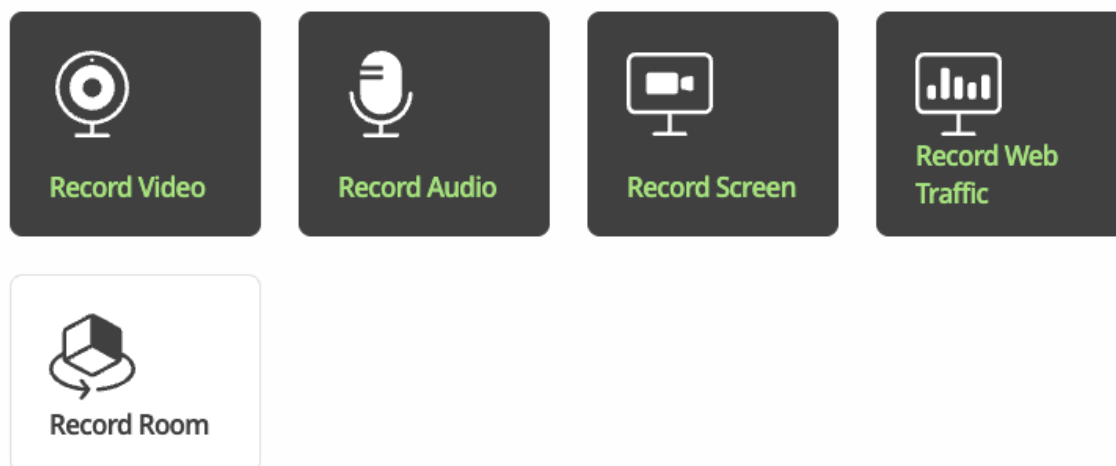
Step 11 There are many options displayed as small squares under **Proctorio Exam Settings**. Click the squares to enable the option.

Our recommended settings are: Record Video, Record Audio, Record Screen, Record Web Traffic, Only One Screen, No New Tabs, Close Open Tabs, Disable Clipboard, Clear Cache, Verify Video, Verify Audio, Verify Desktop, Auto ID Check and Scientific Calculator.

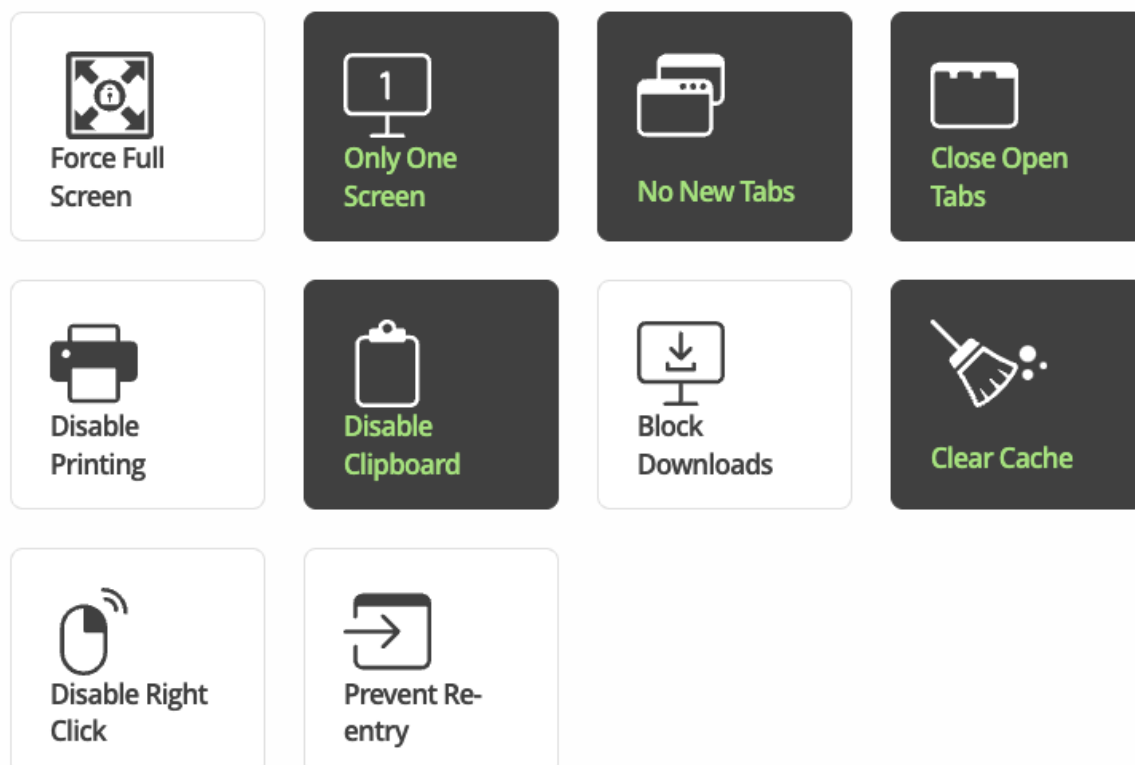
▼ Proctorio Exam Settings

Exam settings can not be changed once the first test taker has started the exam.

▼ Recording Options



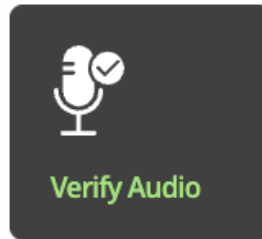
▼ Lock Down Options



▼ Verification Options ?



Verify Video



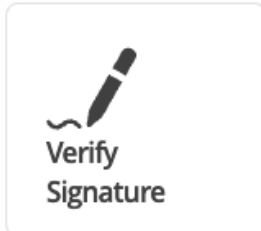
Verify Audio



Verify
Desktop

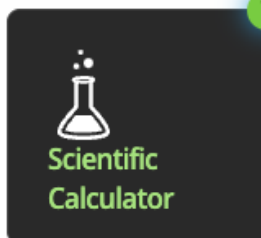


Auto ID Check

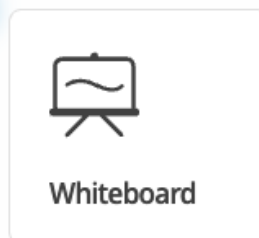


Verify
Signature

▼ In-Quiz Tools



Scientific
Calculator



Whiteboard

Step 12 Click “**Create New Profile**” to save the settings if you would like to reuse these setting next time.

If you would like to reuse these settings in the future, you can save them in a new profile.

CREATE NEW PROFILE

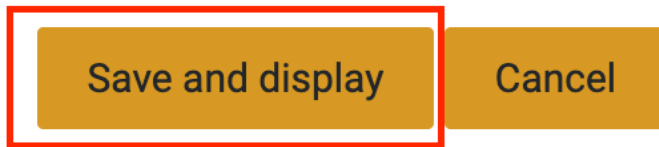
Step 13 Scroll up to the **Timing** session and input the allotted time for the exam in the “**Time Limit**”.

Important Note: Allow approximately additional 15 minutes if you use **Intelligent Room Scan** because it will not allow students to start the test before the scanning is completed. The scanning time does count against exam time.

Timing

Open the quiz	?	7	March	2022	21	04	📅	<input type="checkbox"/> Enable
Close the quiz		7	March	2022	21	04	📅	<input type="checkbox"/> Enable
Time limit	?	10	minutes					Enable
When time expires	?	Open attempts are submitted automatically						

Step 14 Click "**Save and display**".



Step 15 To use Proctorio with additional quizzes, you can just repeat step 9-13, by selecting your saved profile or create a new exam setting depends on the needs.