CENTER FOR
**LEARNING
& TEACHING**

proctorio
TRAINING

SCAN ME

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WELCOME & INTRODUCTIONS

TRAINERS

Mr. Joshua Moore, LMS Administrator

LET'S GET STARTED!

OKLAHOMA CITY
COMMUNITY COLLEGE

TODAY'S TRAINING FLOW

SECTION ONE

- Proctorio Setup + Live Demo

SECTION TWO

- Proctorio Gradebook

SECTION THREE

- Student's View of Proctorio

SECTION FOUR

- Helping Students Troubleshoot

SECTION FIVE

- Resources

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BEFORE USING PROCTORIO

MAKE SURE YOU HAVE:

- Statement of it's use in the course syllabus
- Proctorio Student Guide PDF or link in your course
- Link to CLT Proctorio resources page in your course
- https://www.occc.edu/clt/proctorio/
- Instructor Proctorio Guide

SECTION ONE: PROCTORIO SETUP

SETUP + LIVE DEMO

AGENDA

- **Downloading the Extension**

- **Adding the External Tool**

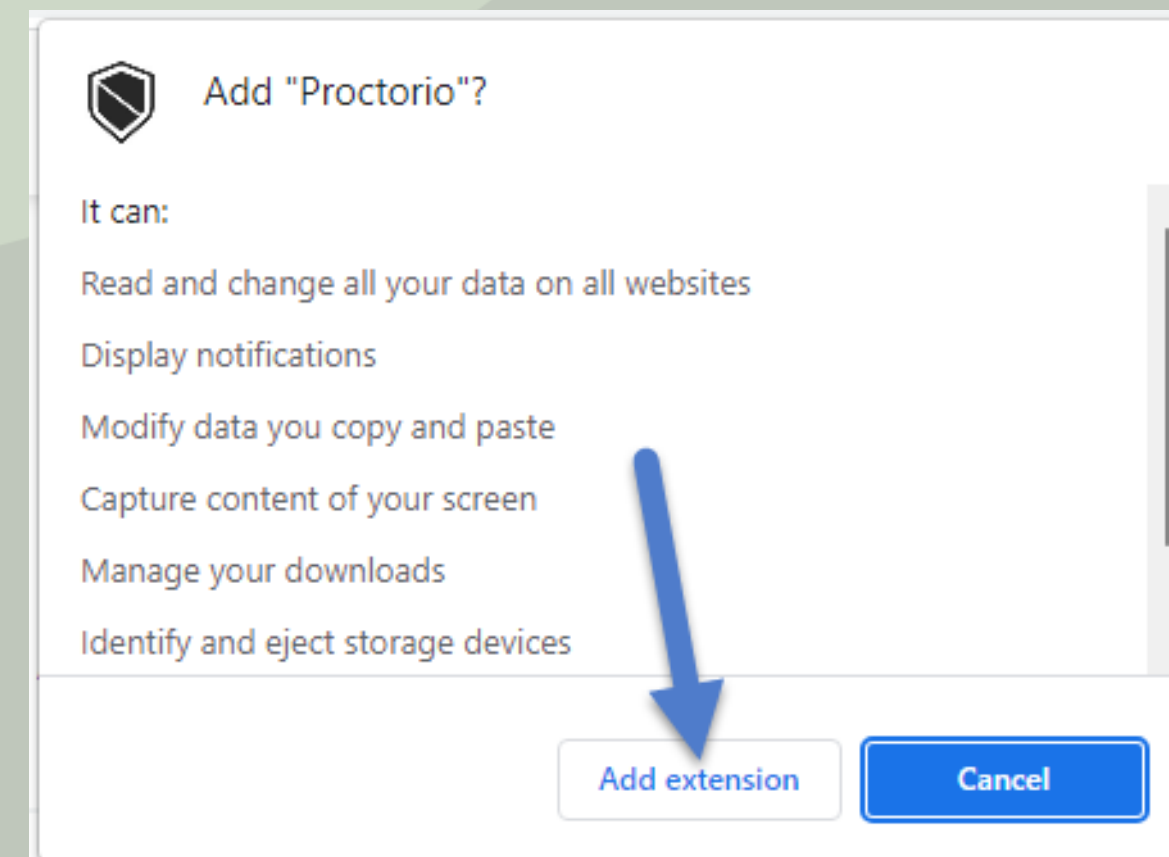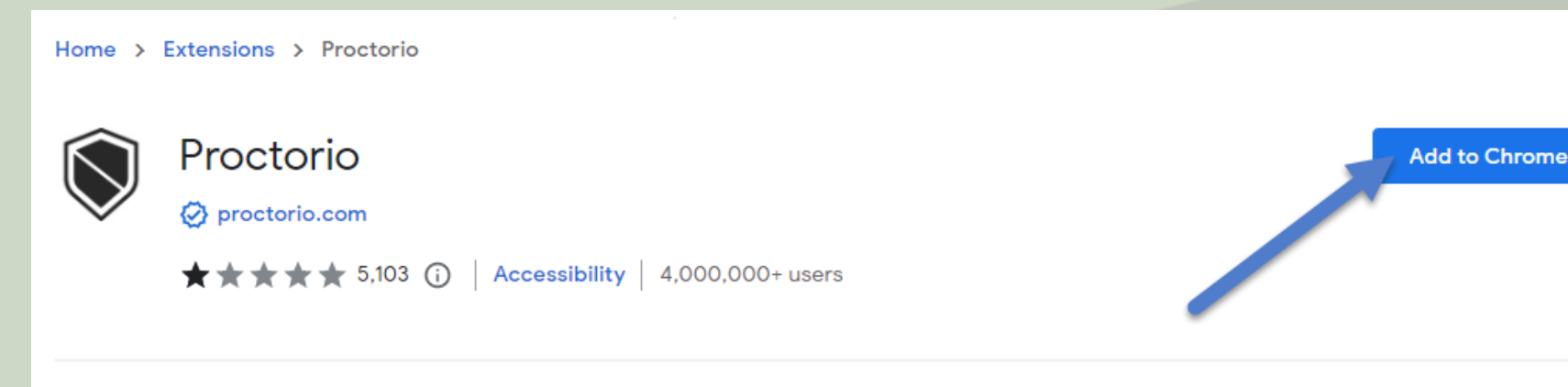- **Setting Up the Exam & Proctorio Settings**

  - **Exam vs Behavior Settings**
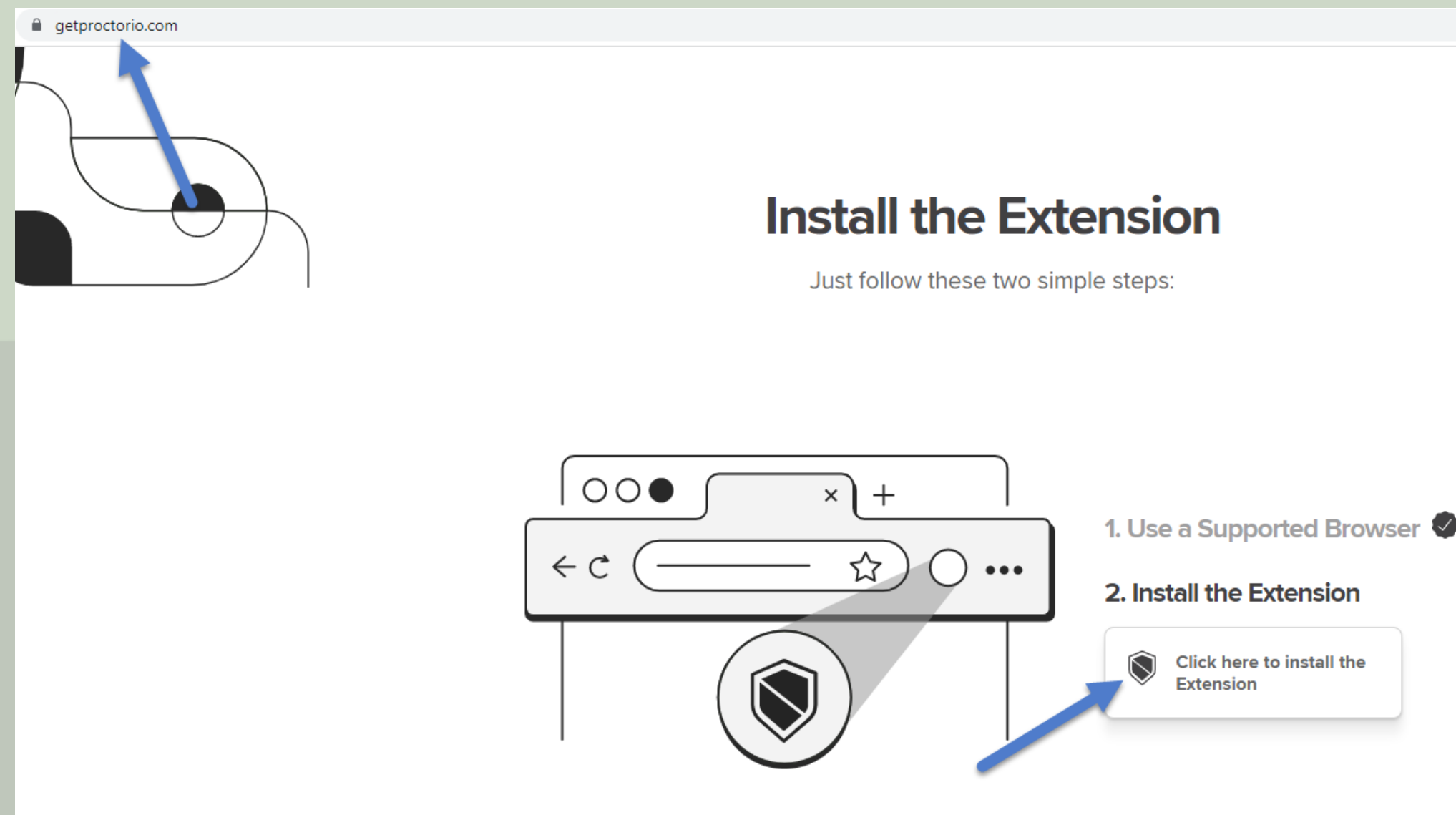
- **Example Settings**
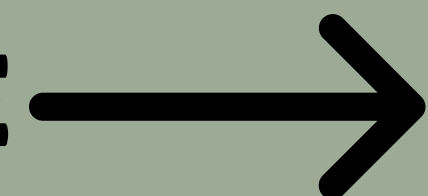
5

USE GOOGLE CHROME & INSTALL THE PROCTORIO EXTENSION

Proctorio works best with Google Chrome web browser.
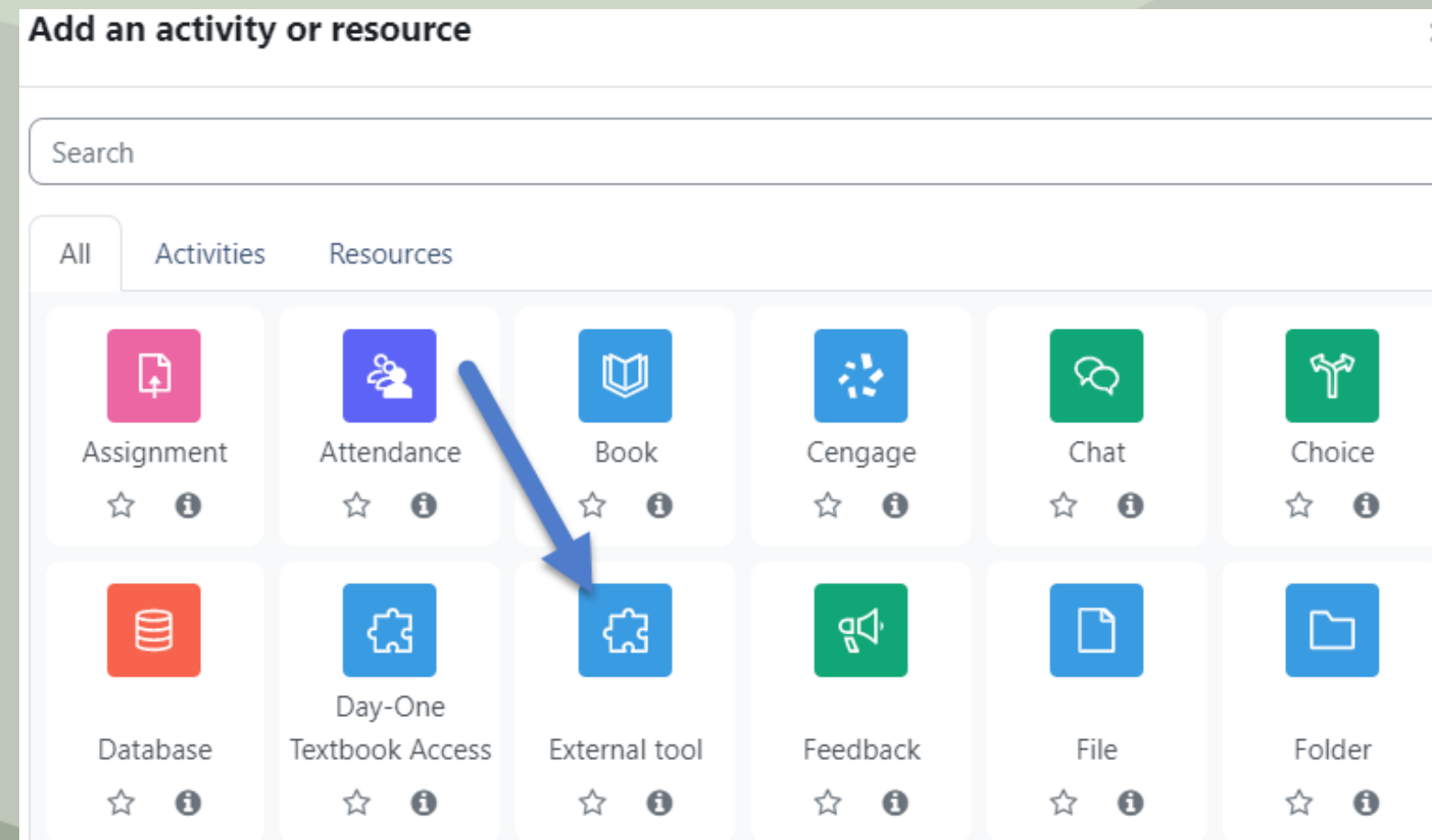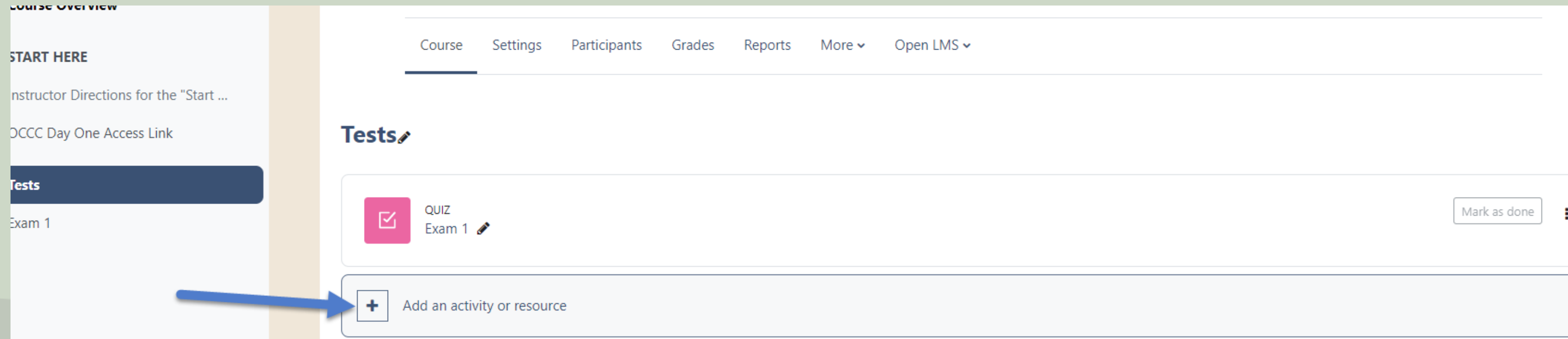
Go to getproctorio.com and follow the instructions.

GO TO MOODLE ⟶

In the same topic as your Exam, click "Add an activity or resource". Then select "External Tool."

SET UP THE EXTERNAL TOOL

Activity name should be set to "Secure Exam Proctor" and the Preconfigured tool should also be set to "Secure Exam Proctor".

Adding a new External tool to Tests

Expand all

⌄ General

Activity name   Secure Exam Proctor

Show more...

Preconfigured tool   Secure Exam Proctor

Select content

＞ Privacy

＞ Common module settings

＞ Restrict access

＞ Activity completion

＞ Tags

☐ Send content change notification

Save and return to course   Save and display   Cancel

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EDIT YOUR QUIZ SETTINGS

Find your exam, then click "Edit settings". Then scroll-down.

NOTE: You need to have a time limit set for Proctorio to work. It cannot exceed 8 hours.

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Find the Proctorio Settings tab, and check the Enable Proctorio button. This drop-downs the Proctorio settings.

SCROLL THROUGH THE PROCTORIO SETTINGS AND CLICK ON THEM TO APPLY THEM TO THE EXAM

Proctorio Settings

Remote Proctoring

☑ Enable Proctorio Secure Exam Proctor

▼ Saved Profiles

You have not saved any profiles yet :(

Saving Proctorio settings profiles allows you to apply your favorite exam settings with a single click.

▼ Proctorio Exam Settings

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

▼ Recording Options

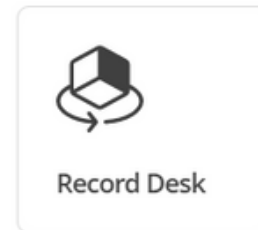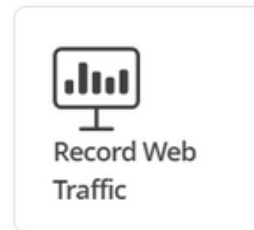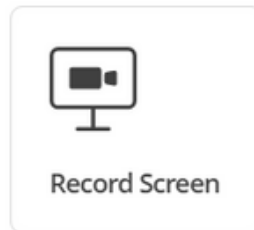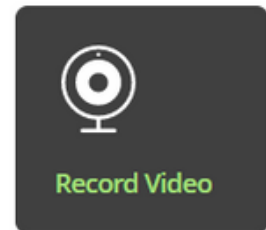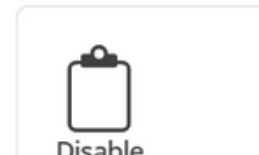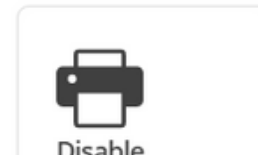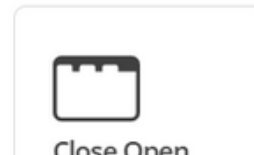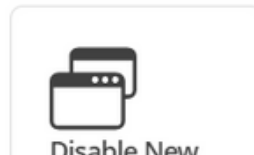| Record Video | Record Audio | Record Screen | Record Web Traffic | Record Desk |

Record Desk will require the test taker to show their entire exam environment at intervals based on the option selected.

▼ Lock Down Options

| Force Full | Only One | Disable New | Close Open | Disable | Disable |

Common Recording and Lock Down Option Settings:

▼ Proctorio Exam Settings

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

▼ Recording Options

| Record Video | Record Audio | Record Screen | Record Web Traffic | Record Desk |
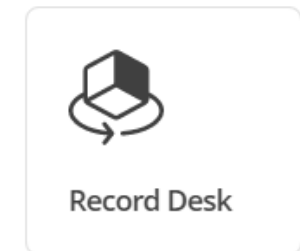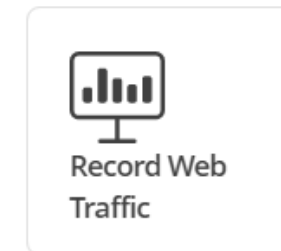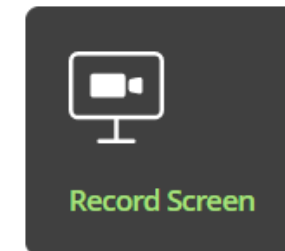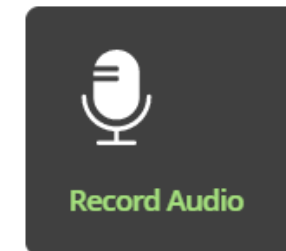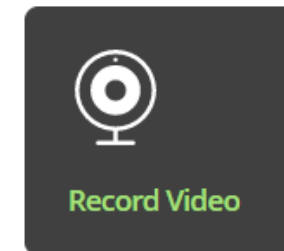
Record Video will capture video from the webcam for the entire exam, giving insight to the test taker's exam environment.

▼ Lock Down Options

| Moderate (15s) | Only One Screen | No New Tabs | Close Open Tabs | Disable Printing | Disable Clipboard |

| Block Downloads | Clear Cache | Disable Right Click | Prevent Re-entry |
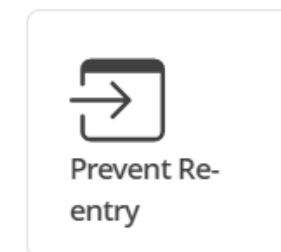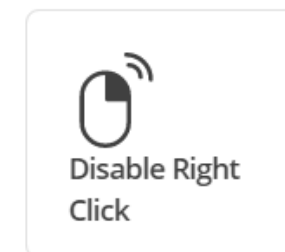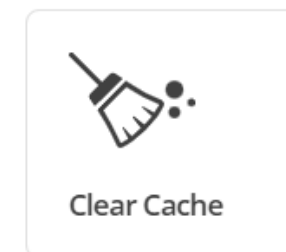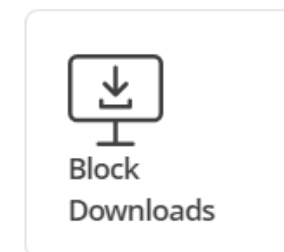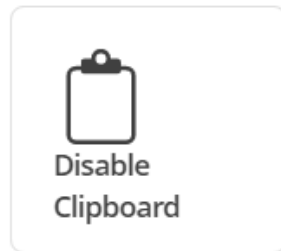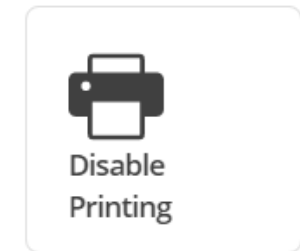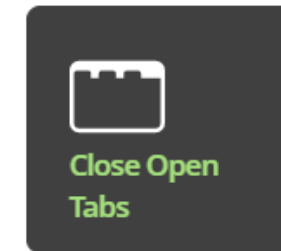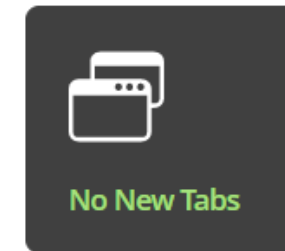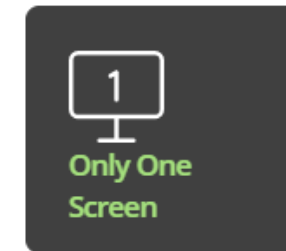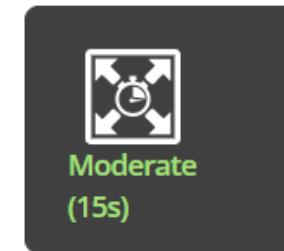
Prevent Re-entry requires the exam to be completed in one sitting, any disconnection will end the exam.

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OTHER PROCTORIO SETTINGS

Besides recording and locking down the test-takers screen, we have verification options & In-quiz tools that can be added.

▼ Verification Options

| Verify Video | Verify Audio | Verify Desktop | Auto ID Check | Verify Signature |
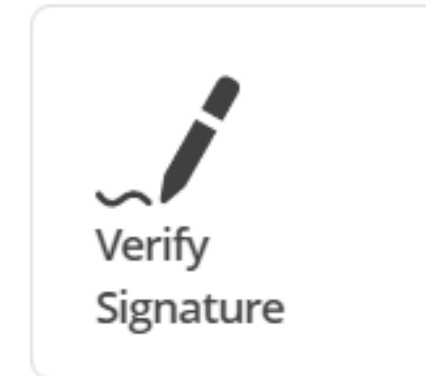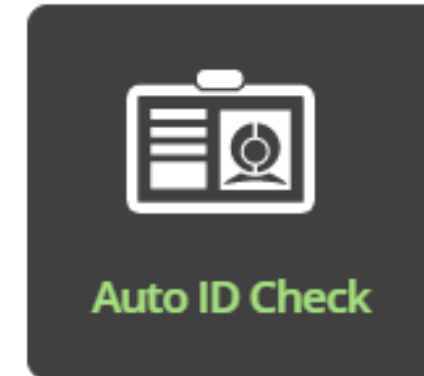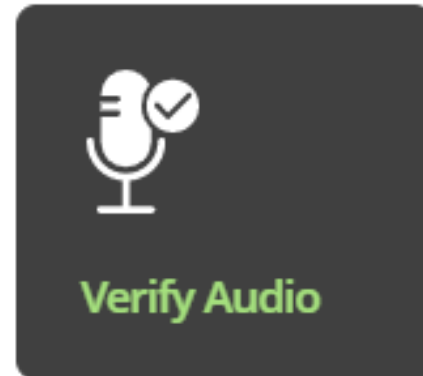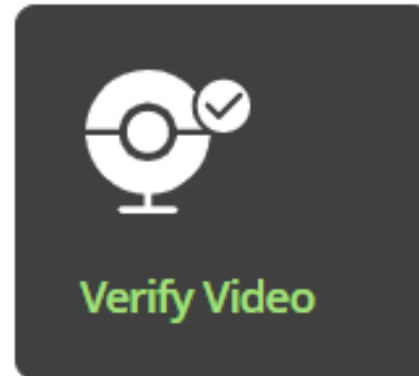
Verify ID will require the test taker to show a photo identification card before beginning the exam.

▼ In-Quiz Tools

| Scientific Calculator | Basic Whiteboard |
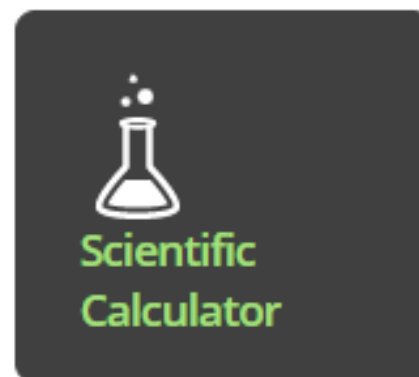
This option allows test takers to use a scratch pad on-screen

UNDERSTANDING PROCTORIO QUIZ SETTINGS

If you want to know more about a specific setting, you can hover over it and get a quick definition below OR you can click on the green question mark, which will take you to a website with a detailed explanation of that setting.

PROCTORIO <u>BEHAVIOR</u> SETTINGS VS <u>QUIZ</u> SETTINGS

Proctorio Behavior Settings do not affect the testing environment for the student, but changes the metrics for the report you receive after the test is complete. Behavior settings CAN BE changed after a student has taken the test. Quiz settings CANNOT be changed, because that would not be fair for all students.

▼ Proctorio Behavior Settings ←

Recommended
Behavior settings recommended by Proctorio, based on the exam settings

Lenient
Multiple behavior violations are required to trigger suspicion

Moderate
Some behavior violations will trigger high suspicion levels

Group Exam
Allows multiple test takers and increased audio activity

Open Note
Allows other applications and looking off screen

Custom
Set custom severity levels for behaviors

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UNDERSTANDING PROCTORIO <u>BEHAVIOR</u> SETTINGS

Proctorio <u>Frame</u> Metrics:

The Proctorio report will be broken up into "Frames". These "Frames" are hundreds of images taken throughout the video recording of the test. If Proctorio finds a behavior suspicious, it will mark that specific frame. Which behaviors it looks for, and how hard it looks depends on the Proctorio Frame Metrics.

UNDERSTANDING PROCTORIO BEHAVIOR SETTINGS

Proctorio Exam Metrics:

The Proctorio Exam Metrics will take individual abnormalities and compare them with other students. These flags will change as more students take the test. For example, if the average duration for the class is 1.5 hours on the exam, and one student spends 15 minutes on the exam- it will flag that student. The Exam Metrics are broken up into "Computer Abnormalities", "Environmental Abnormalities", and "Technical Abnormalities".

Environmental Abnormalities ?

Audio Levels	Head Movement	Leaving the Room (BETA)	Multi-Face

Abnormal changes in audio levels highlights test takers that had significant changes in audio activity thr...

Computer Based Abnormalities

Navigating Away	Keystrokes	Copy & Paste	Browser Resize

Clicking

Technical Abnormalities

Exam Duration	Start Times	End Times	Exam Collusion

Abnormal exam duration will highlight test takers who have finished significantly faster or slower than the rest of the cla...

SAVING PROCTORIO SETTINGS

At the bottom of the Proctorio Settings tab, click "Create a new profile" then enter your name to save these settings to your account. You can later apply these same settings to all exams in all your courses by clicking on the profile name. Click "Save and return to course".

SECTION TWO: PROCTORIO GRADEBOOK/REPORT

USING THE REPORT

AGENDA

- Accessing the Report

- Interpreting the Report

- Adjusting Behavior Settings after the test has been taken

- Exporting the Report

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ACCESSING THE REPORT

After students have completed the exam, click on the exam name. Wait a couple seconds, then click on View Proctorio Gradebook below the "Attempts:".

Tests

Exam 1 (Remotely Proctored)

Secure Exam Proctor

Exam 1 (Remotely Proctored)

Quiz   Settings   Questions   Results   Question bank   More ∨

Mark as done

Preview quiz

Attempts allowed: 1

This exam will be monitored by **Proctorio**. Learn more about Proctorio.

Time limit: 55 mins

Attempts: 1

View Proctorio Gradebook

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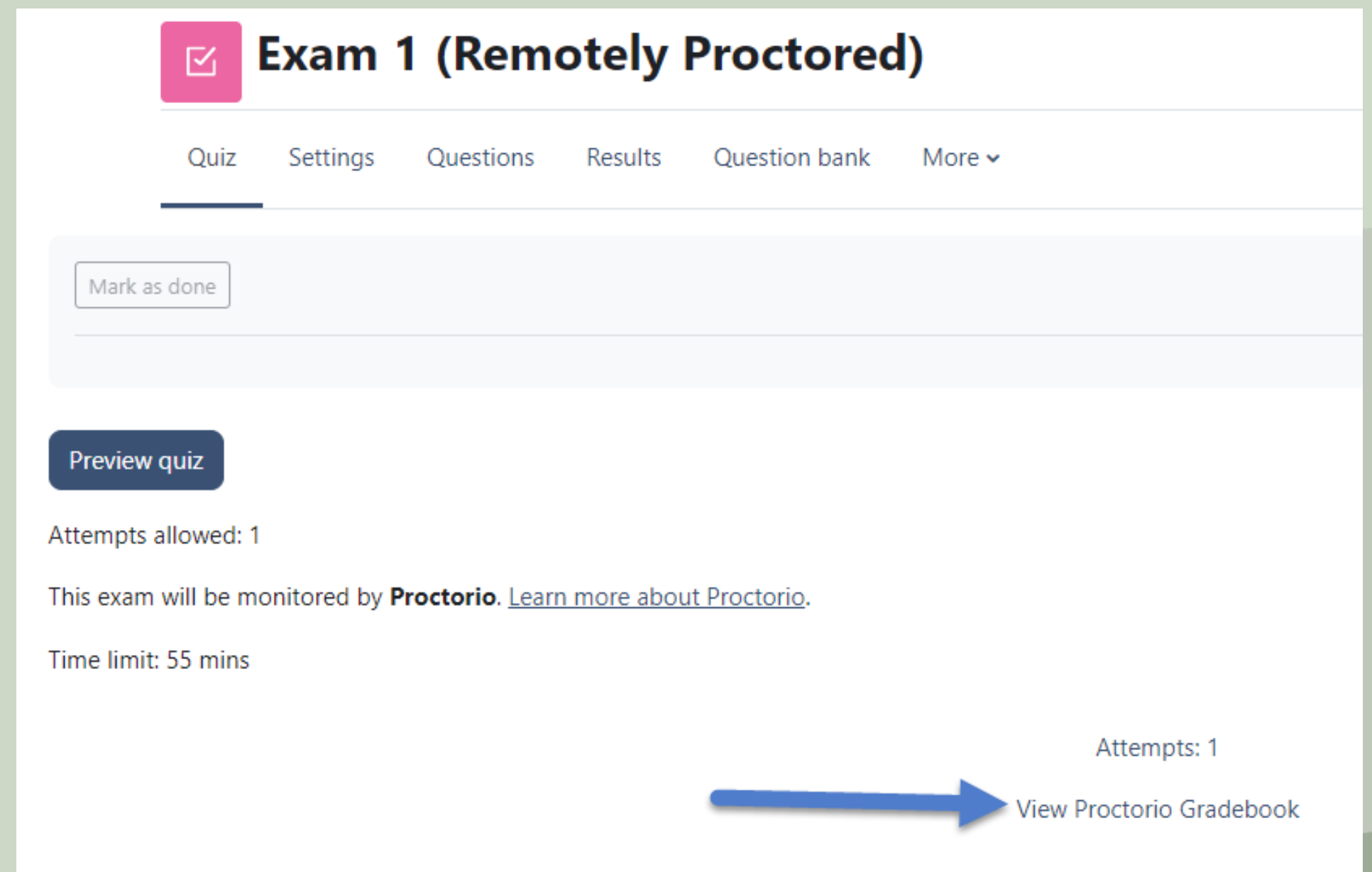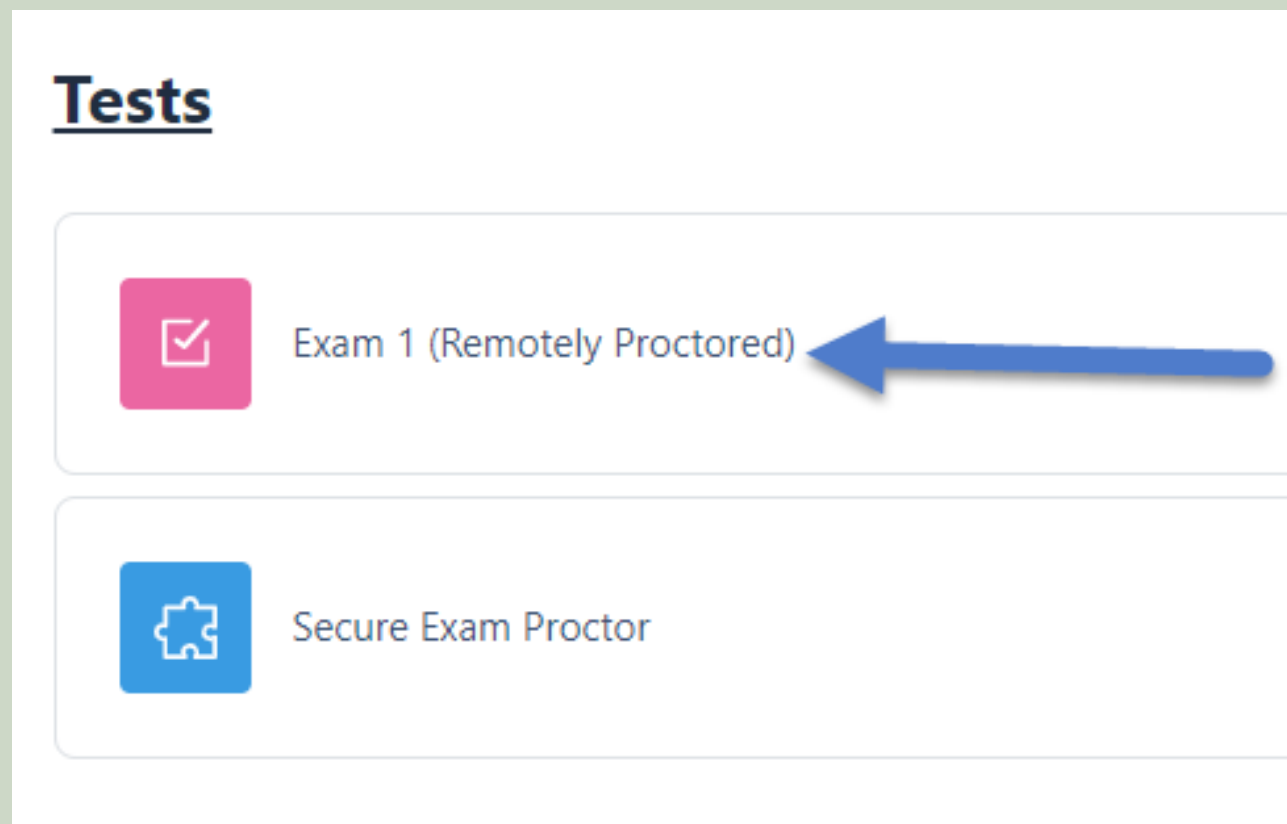
INTERPRETING THE PROCTORIO REPORT

Proctorio Gradebook Tab

The Proctorio Gradebook Tab will first list all of the students who have taken the exam. For each student, it will show how many attempts they made, their score, any annotations you've added, their abnormalities (remember these change as more students take the test), and it will show the suspicion level. The suspicion level is a grade that is accumulated from amount of flags that Proctorio used for a student during the test.

	Proctorio Gradebook	Proctorio Settings	Proctorio Map	Display Options	Export Options

Proctorio Exam Results

Completed

		Name	Attempt	Score	Annotations	Abnormalities	↓ Suspicion Level			Remove
👁		Test, Proctorio	44 pm	1	2.00	0	0	66%	🔴 📇		☐

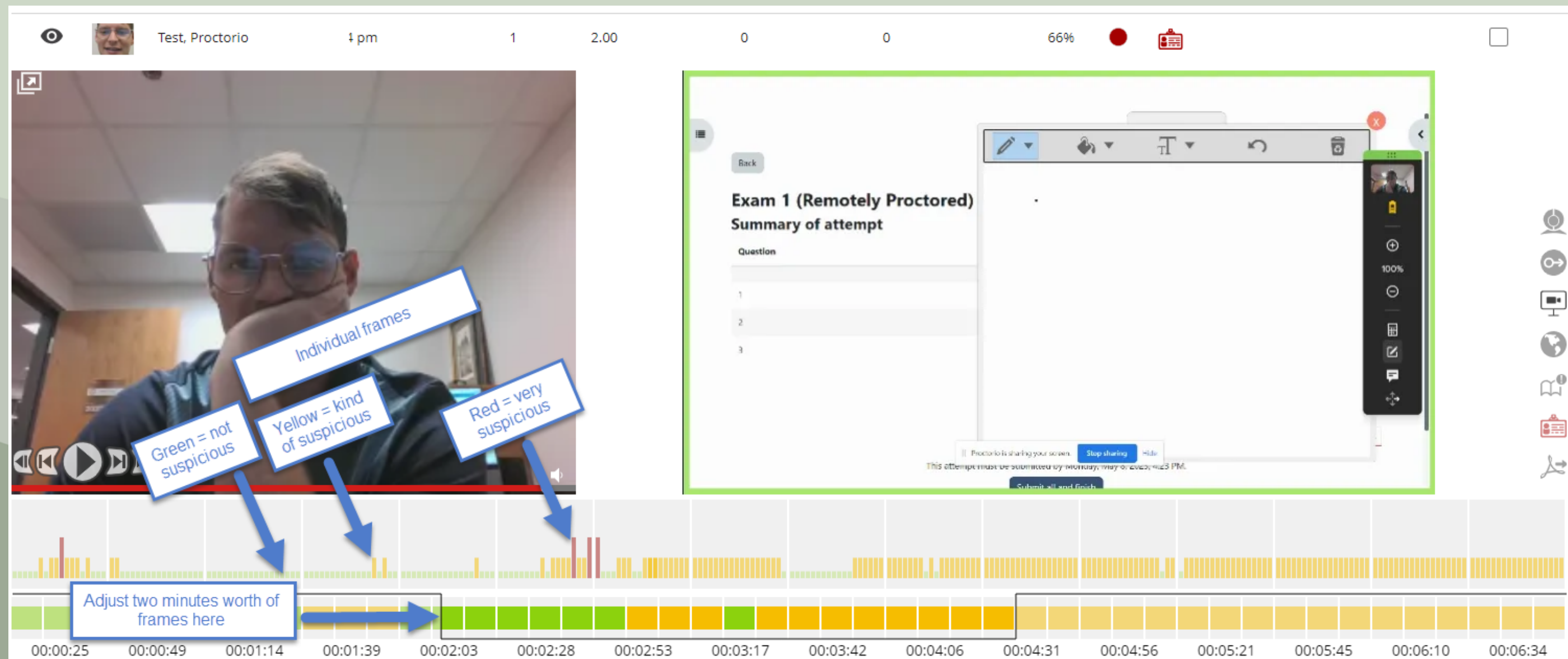< Hidden Columns: 2 >   <   >   Rows per page 25 ▼ Displaying: 1-1 of 1 < >

INTERPRETING THE PROCTORIO REPORT

Proctorio Gradebook Tab – Individual Student View

If you click on a student's name, it will open up the results for that specific student. On the left side is the webcam recording and on the right side is the screen recording. Below both of these are the individual <u>frames</u>. You can view two minutes worth of frames at a time by adjusting the bar at the bottom. You can click on an individual frame and both recordings will show what was happening during that instance.

Proctorio Gradebook Tab – Individual Student View

On the right side, you can change the center screen. The first option is the incident log, which displays a time stamp (frame) and a specific incident that may have occurred during that time. You can click on the incident and it will take you to that specific frame. Below that is the desk scan, followed by the screen recording, location info, annotations, ID scan, and the export option.

Elapsed Time	Incident
00:00:01	
00:00:10	🔊 Audio recording available
00:00:11	
00:00:27	🔊 Audio recording available
00:00:27	

Incident log - displays a time stamp and specific incident. You can click on these and are taken directly to that frame.

Desk scan: if added in the Quiz settings.

Screen recording (default)

Location info (we don't typically use)

Let's you annotate the current frame.

ID scan: if added in the Quiz settings.

Option to export the report.

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ADJUSTING THE BEHAVIOR SETTINGS

Proctorio Settings Tab – Individual Student View

The Proctorio settings tab allows you to adjust the frame and exam metrics. For example, this test taker that we have been viewing had a 66% suspicion level, and the incident log marked him for high audio levels. If I change the frame metric to be more or less lenient on audio levels, then we should see a change in suspicion level.
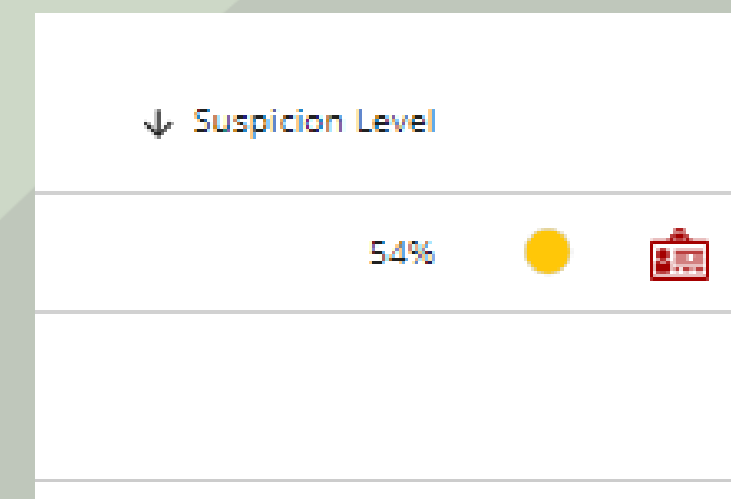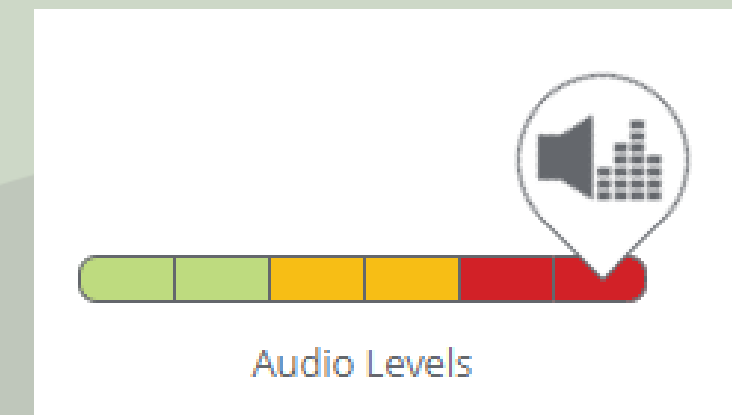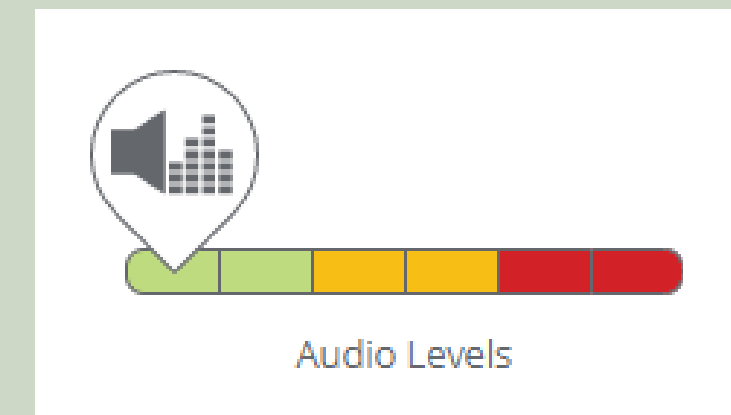
INTERPRETING/EXPORTING THE PROCTORIO REPORT

Other tabs in the Report

We typically won't use the Proctorio Map tab, but the Display Options tab allows us to restart the Proctorio Gradebook Tour, sort our students, display different icons, and adjust Privacy Controls. The Export Options tab gives us the ability to download PDF and/or CSV versions of our report.

SECTION THREE: PROCTORIO STUDENT VIEW

VIDEO

AGENDA

- **Watch Video**

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QUICK GLANCE AT A STUDENT'S VIEW

SECTION FOUR: TROUBLESHOOTING FOR STUDENTS
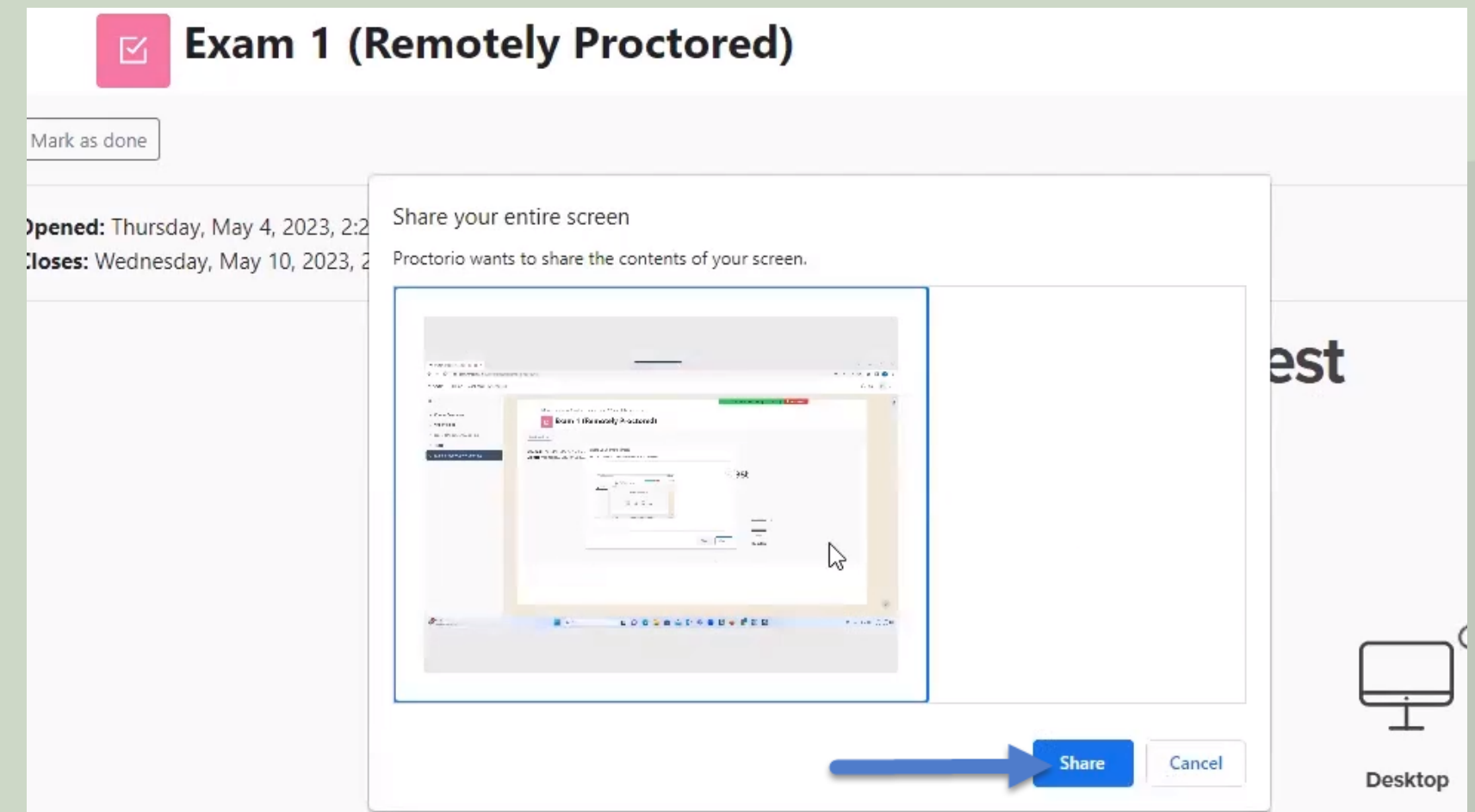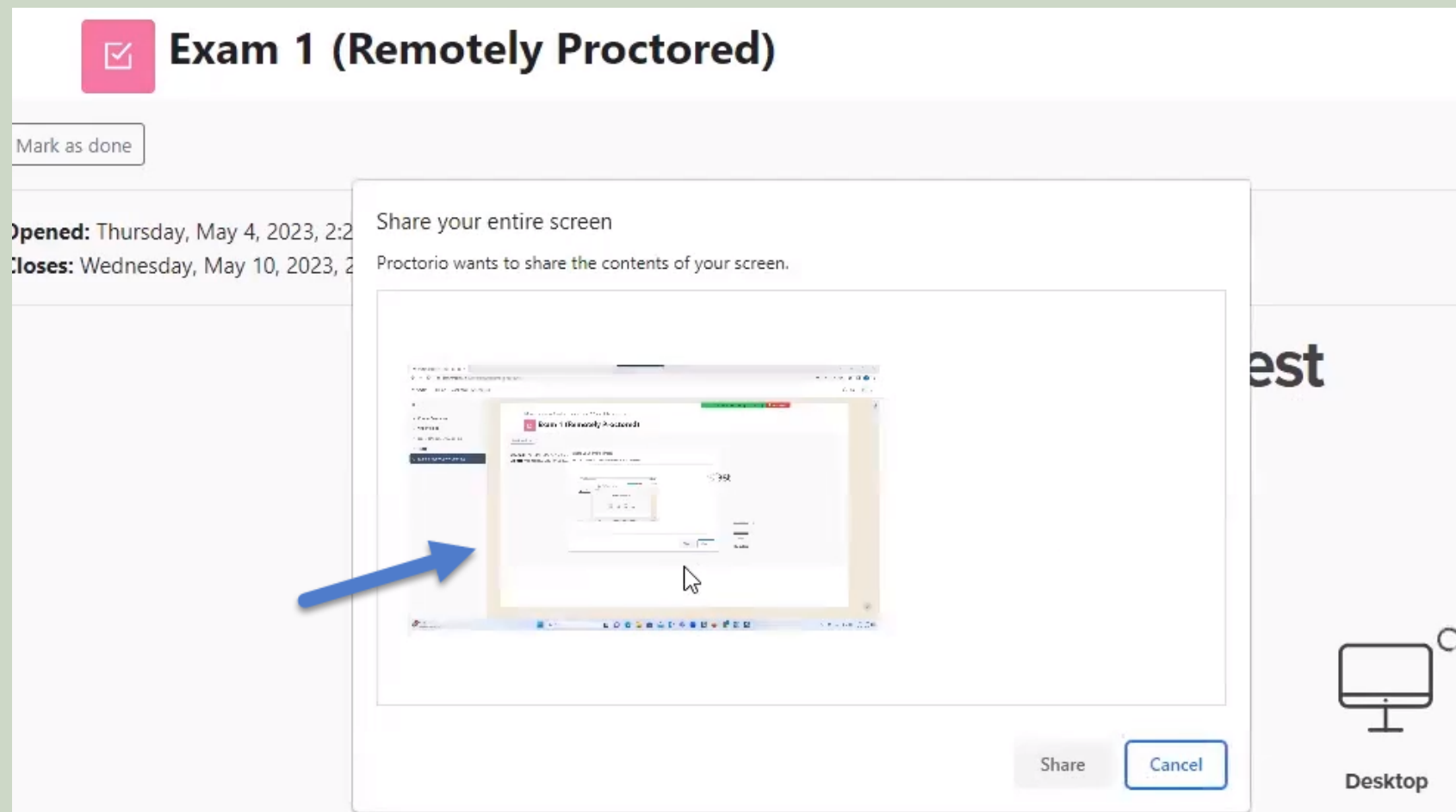
TIPS FOR TROUBLSHOOTING

AGENDA

- **Review Tips**

TROUBLESHOOTING

Sometimes students get stuck on the share-screen portion before getting into the exam. You may need to instruct them to <u>click</u> on the screen before pressing the share button.
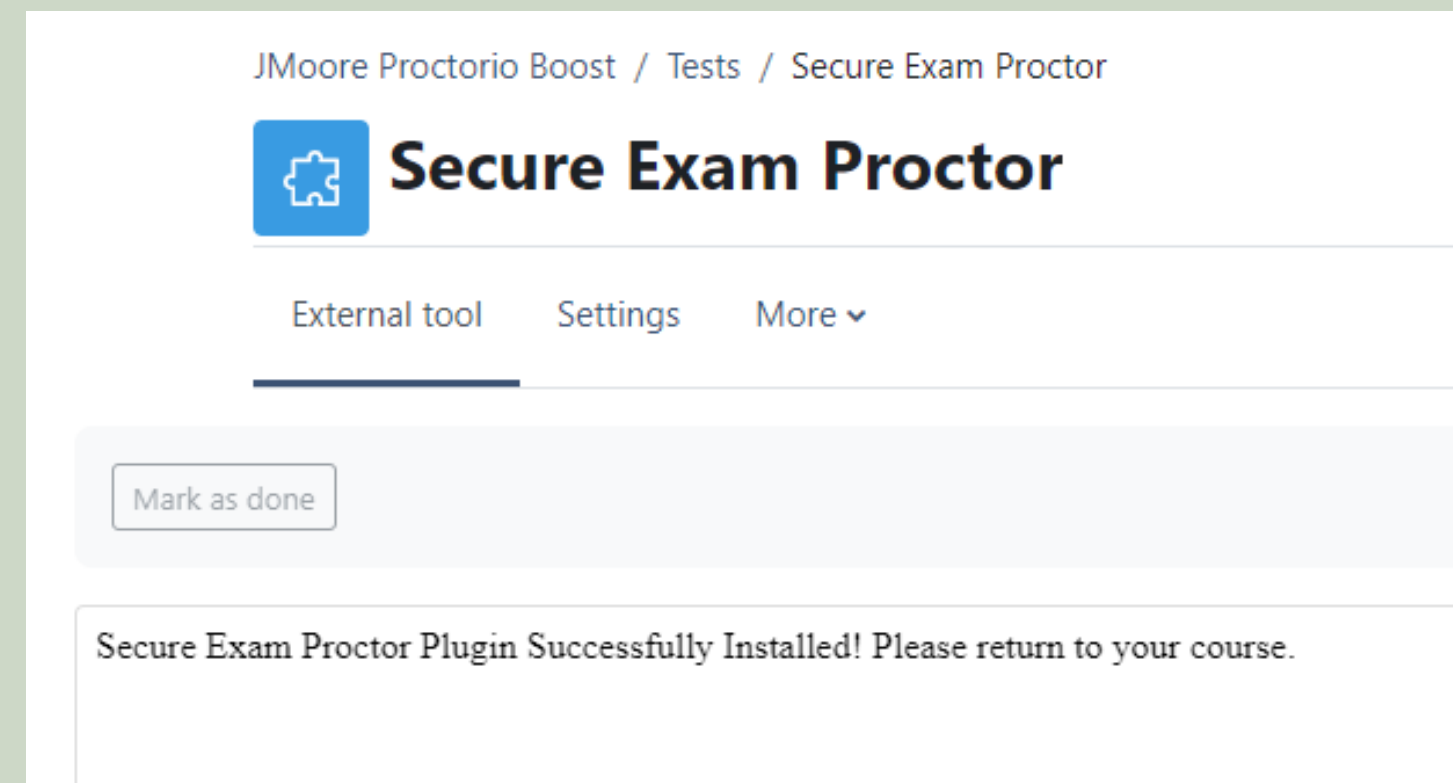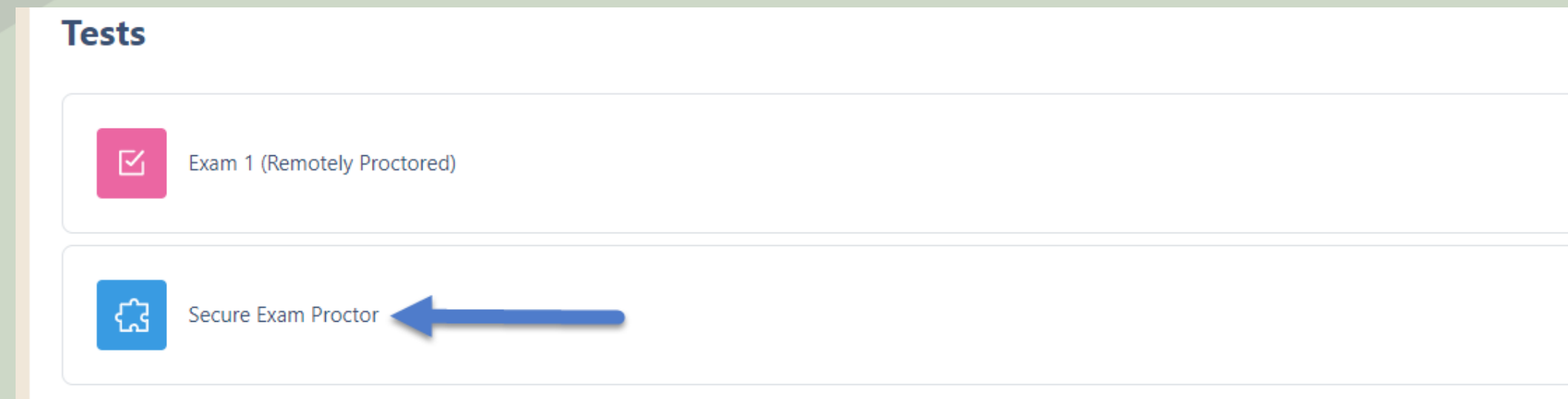
TROUBLESHOOTING

- **If the quiz is asking for a password:**

Students will need to click on the "Secure Exam Proctor" external tool, and wait for this message to appear:

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

Afterwards, they can go back and enter the exam.

SECTION FIVE: SUPPORT
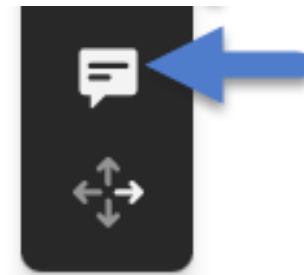
CONTACT INFORMATION

AGENDA

- Review Important Contact Info

SUPPORT

1. Students have access to Proctorio's 24/7 live chat during the quiz.
2. Email Proctorio Support at support@proctorio.com
3. Contact the Center for Learning & Teaching by emailing CLT@occc.edu or by calling 405.682.7838.

Q & A