

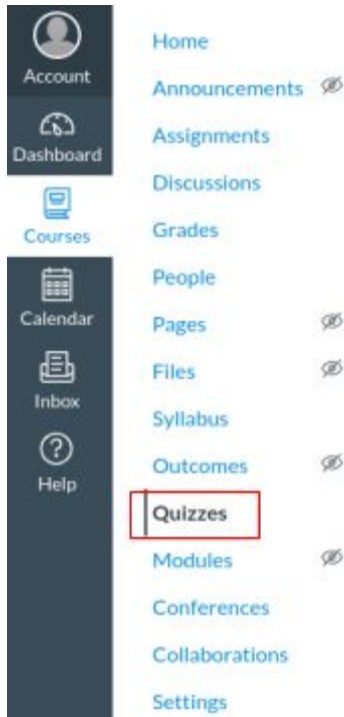



proctorio

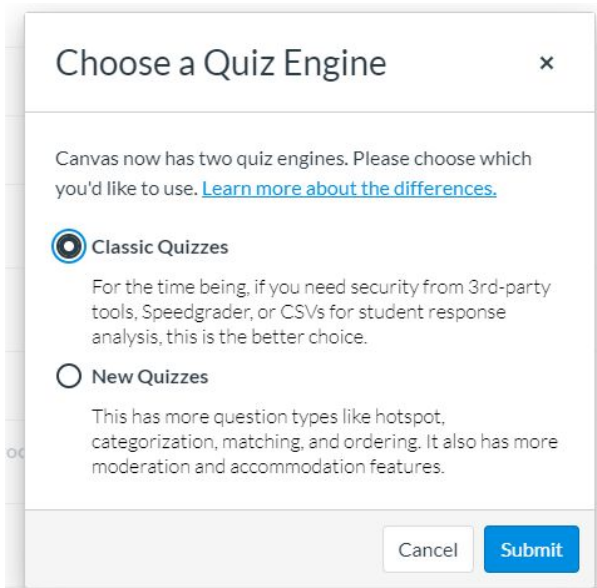
Creating an exam with
Proctorio in Canvas

How to Create an Exam with Proctorio in Canvas

1. Click on **Quizzes** from the left side panel.



2. Click on the  icon to create the exam and choose “**Classic Quizzes**” and then **Submit**.



3. Name the quiz and set a time limit. *You can set the time limit up to 8 hours.*

Options

Shuffle Answers

Time Limit Minutes

4. If you select “**Let Students See Their Quiz Responses**” Proctorio will still proctor the results, as long as, the “**Only Once After Each Attempt**” is selected

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
 Only Once After Each Attempt
 Let Students See The Correct Answers

5. Proctorio recommends **displaying all questions at once**, rather than one at the time. *Slow connection speed and frequent page changes could cause an unwanted loading delay between each question for your test-takers in the ‘one question at a time’ scenario.*
6. Navigate to the **Quiz Restrictions Menu** and check the “**Enable Secure Exam Proctor**” box.

Quiz Restrictions

Require an access code

Proctorio is managing this password. [Learn more.](#)

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Filter IP Addresses

Enable Proctorio Secure Exam Proctor

Remote proctor settings can be controlled from the [Proctorio Settings](#) tab

Important! You will not be required to enter a password, Proctorio will automatically add the access code for you and will manage the password.

7. Navigate to the “**Proctorio Settings**” tab.



8. Select your Proctorio Exam Settings from the Recording Options, Lock Down Options and Verification Options.

▼ Proctorio Exam Settings

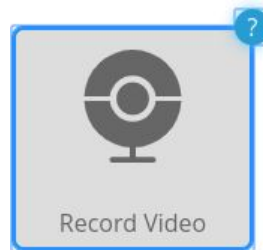
Exam settings can not be changed once the first test taker has started the exam.

▼ Recording Options



Record Screen will capture the test taker's desktop for the entire exam, allowing you to see exactly what they were seeing on screen.







9. You can hover over the setting tiles and click the blue question mark for more details on that setting.



10. Once you select your Proctorio Settings, you can view your **Exam Settings Summary** to get information on the Exam Security Level, Required Bandwidth and Options Enabled for the exam.
11. You can also set your **Behavior Settings** when setting up your exam. These settings allow you to set the weight of suspicious behaviors using preset

configurations. These can also be saved as part of your Proctorio Profile or set in the Proctorio Gradebook after the exam has been completed by your test-takers.

▼ 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


These behavior settings allow you to set the weight of suspicious behaviors using preset configurations.

12. You can then create a new **Proctorio Profile** to reuse the settings for future exams.

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

[CREATE NEW PROFILE](#)

Save this profile to your Proctorio account for later use.



Name:

Description:

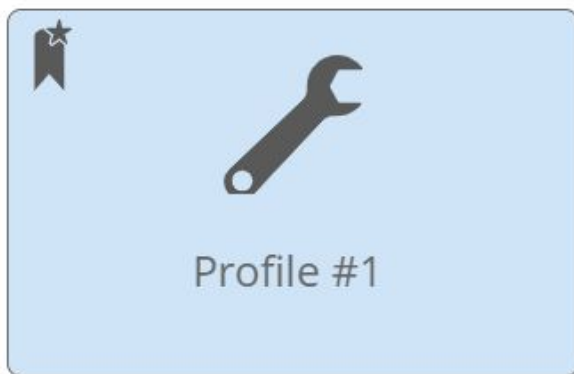
Default Profile:

Save Close

13. Once you create a profile, the saved profile will show up at the top of the Proctorio Settings. For future exams, you can then select this profile when setting up your assessment and these settings will be automatically applied.



▼ Saved Profiles



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

14. Once you are done applying the Proctorio Settings, click either the “**Save**” or the “**Save and Publish**” button. *If you choose Save, the exam will not be published.*
15. Once you save the exam, you will see (**Secure Browser**) - if only lock down settings have been applied or (**Remotely Proctored**) - if recording settings have been applied, appended to the end of the exam title.

Quiz #3 (Remotely Proctored)

Important! Do NOT change the exam title once the exam has been created.

16. Please note, the **Proctorio Exam Settings** will become locked after an exam has been started by a test taker to ensure all test takers are proctored under the same criteria.