

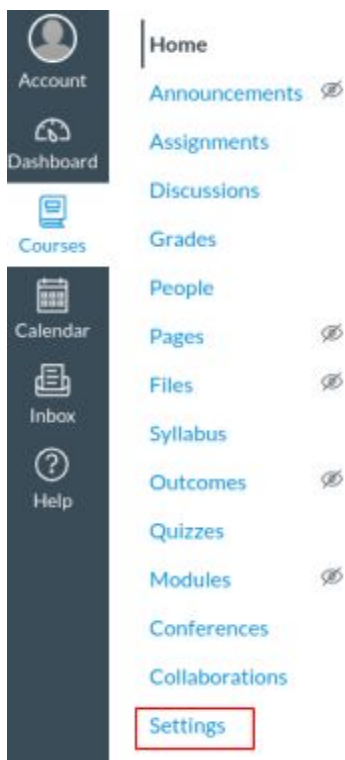


# proctorio

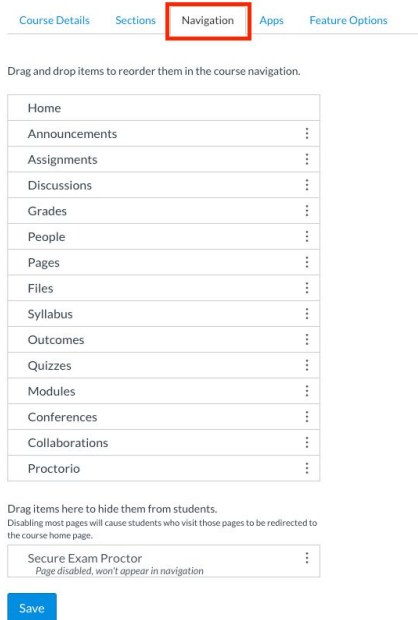
**Instructor Getting Started  
Guide**

## Basic Getting Started Canvas Guide

1. Always use the Chrome web browser when interacting with a Proctorio-enabled exam.
2. Log into Canvas and navigate to your course.
3. Open the course where you have Proctorio installed and click on “**Settings**” in the left side panel.



4. Go to “**Navigation**” and search for “**Secure Exam Proctor**” in the list of items.



Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

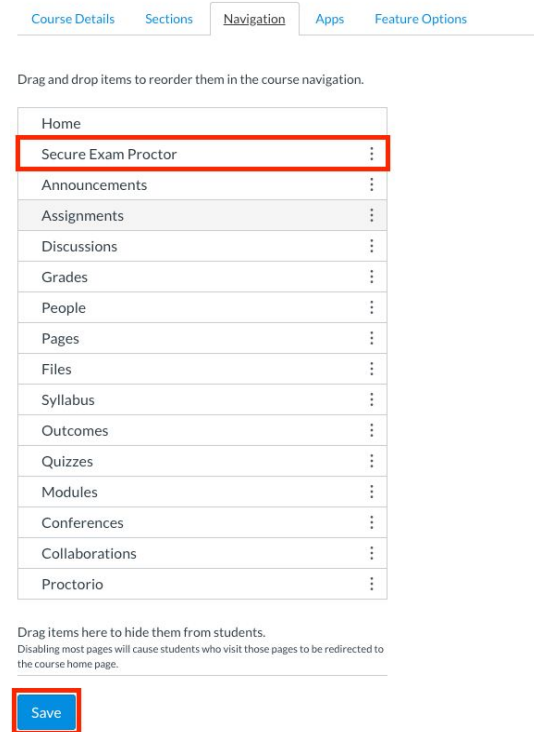
Home	
Announcements	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮
Syllabus	⋮
Outcomes	⋮
Quizzes	⋮
Modules	⋮
Conferences	⋮
Collaborations	⋮
Proctorio	⋮

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Secure Exam Proctor	⋮
<small>Page disabled, won't appear in navigation</small>	

Save

5. If it is showing as ‘disabled’, you will need to drag and drop it up into the course navigation panel.



Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

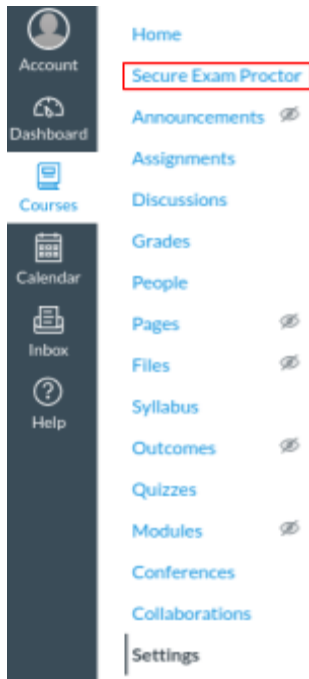
Home	
<b>Secure Exam Proctor</b>	⋮
Announcements	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮
Syllabus	⋮
Outcomes	⋮
Quizzes	⋮
Modules	⋮
Conferences	⋮
Collaborations	⋮
Proctorio	⋮

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Save

6. Click **Save**.

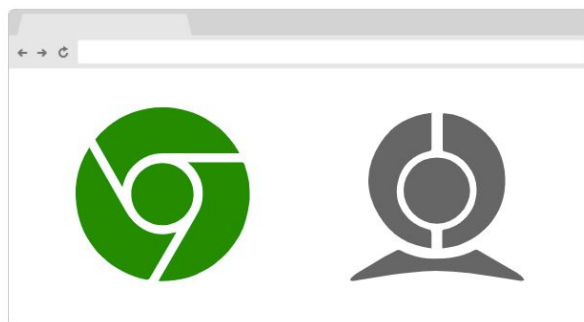
7. Secure Exam Proctor will now show in the left hand panel.



8. Click on “**Secure Exam Proctor**” to install the Proctorio extension.

### Proctorio *Chrome Extension*

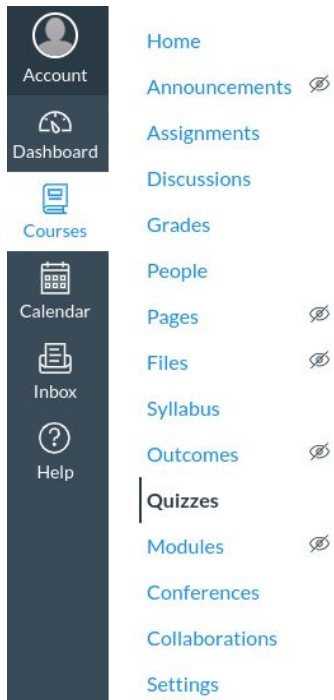
This course requires you to install an extension into your browser.



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

9. Click on **Step 2** to add the extension to Google Chrome.
10. Select the “**Add to Chrome**” button and then add extension.

11. Go back to Canvas and open “**Quizzes**” from the left side panel.



12. You are now able to create exams with Proctorio enabled in Canvas!