proctorio

**Moodle Instructor
Getting Started Guide**

Basic Getting Started
Moodle Guide

1. Always use the Chrome web browser when interacting with a Proctorio-enabled exam.

2. Make sure you have the Proctorio Chrome extension installed.

3. You can install it from [here](#).

4. Click on Step 2 to add the extension to Google Chrome.
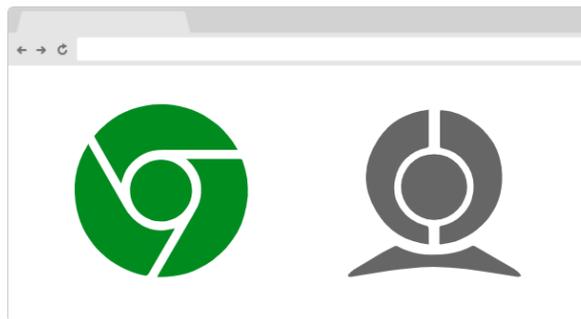
5. Select Add to Chrome button and then Add extension.

6. When you are on your course page in Moodle, you can access 24/7 live chat for any questions you may have.

   ● To access live chat, click on the gray shield icon in the top right-hand corner of your Chrome browser.

Creating an Exam with Proctorio in Moodle

1. Log into Moodle and choose the course where you want to add a quiz

2. Turn editing ON
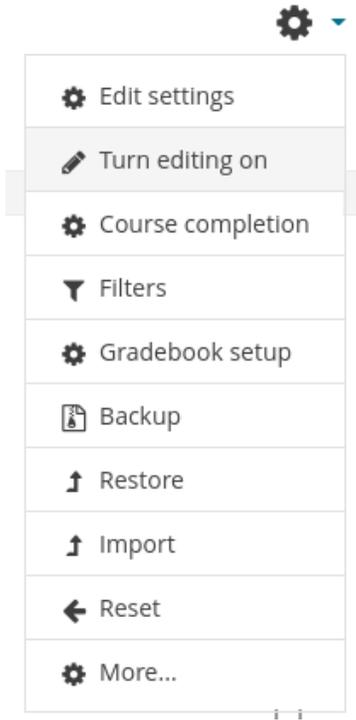
3. Select **+ Add an activity or resource** , choose [External tool] and
    select [Add]

4. Select [Secure Exam Proctor] from pre configured Tool
    then title it the same Secure Exam Proctor **(This name is required for the tool to work correctly)**

5. Select Save and Display or Save and Return to course.

6. Select **+ Add an activity or resource** , choose [Quiz] and select
    [Add]
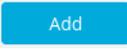
7. Name the exam and choose the time limit.

8. **Proctorio recommends choosing All Questions on One Page under Layout**. *Slow connection speed and frequent page changes could cause an unwanted loading delay between each question.*

9. Go to **Proctorio Settings** and select the checkbox next to **Enable Proctorio Secure Exam Proctor**

   ▼ Proctorio Settings

       Remote Proctoring

           ☐Enable Proctorio Secure Exam Proctor

10. Select your Proctorio Exam 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 Room

Record Web Traffic will capture screenshots and URLs of any website visited during the exam.

▼ Lock Down Options

Force Full Screen	Only One Screen	Disable New Tabs	Close Open Tabs	Disable Printing	Disable Clipboard

Block Downloads	Clear Cache	Disable Right Click	Prevent Re-entry

Disable Right Click prevents access to the right click menu.

▼ Verification Options

Verify Video	Verify Audio	Verify Desktop	Verify ID	Verify Signature

11. If you wish to reuse the same Proctorio settings in the future, you can save them in a new profile.

   CREATE NEW PROFILE

12. Select **Save and display** .