Proctorio is a proctoring solution used in conjunction with Blackboard Learn that can be set up in minutes. All it requires is a test in Blackboard, Chrome and the Proctorio Chrome Browser Extension. Please watch this video created by Proctorio to get started. In addition, you can follow these steps to get started.

**Before you begin**, please make sure you are using the Chrome browser. If you do not have Chrome, please download it here, Get Google Chrome

1. **Installing the Chrome Extension**
   a. Open Chrome and download the Google Chrome Extension, https://getproctorio.com/
   b. Click on Step 2 to Install the Proctorio Chrome Extension (Figure 1)
   c. Select **Add to Chrome Button (Figure 2)** and then **Add Extension (Figure 3)**. You will receive confirmation the extension has been added to your browser (Figure 4) and a grey shield will appear in your browser bar in the upper right-hand corner (Figure 4a).
2. Enable the Proctorio Tool Link
   a. Add the Secure Exam Proctor Tool to your course (Figure 5)
      i. Select a content area
      ii. Hover over Tools and Click More Tools
      iii. Select Secure Exam Proctor
      iv. Leave all defaults as is and click Submit (This will place the Proctorio link in your content area.)
      v. Drag then drop the Secure Exam Proctor icon to the top of the content area.

3. Create the Test in Blackboard as you normally would.
   • For help on Creating an Exam/Test/Quiz follow these directions.

   Note: Once you have created a test, the Proctorio settings will be available in Test Options.

4. Setting the Test Options including ProctorioTools
   a. Once the Test is created, access the Test Options
   b. In addition to any options you select, you must check the box next to Set Timer. Proctorio Tests must have a time limit set (Figure 6).

   c. Set the Availability Options (Figure 7).

   Note: Neither the instructor nor students need to do anything with the Secure Exam Proctor link. However, it must be added to the course for the Proctorio tools to activate.
Enabling the Proctorio Settings:

a. Click the check box next to Remote Proctoring (Figure 8).

Recording Options: records students while they take the test (Figure 9).

Lock Down Options: controls what students can and can’t do while taking a test (Figure 10).

Verification Options (Figure 11).

In-Quiz Tools: allows students access to a calculator or whiteboard while taking a test (Figure 12).
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Create a Profile: If you wish to reuse the same Proctorio Settings in the future, you can save them in a new profile (Figure 13).

![Figure 13]

IMPORTANT NOTE: Once you select Remote Proctoring, Proctorio enters a password in the Blackboard test Options Password field. This automatically filled-in and handled by Proctorio. The password is not needed for students to take the test. It is the way to prevent students from accessing the Test without Proctorio. (Figure 14).

![Figure 14]

Make sure to click Submit when done with all settings.

Additional Notes:
1. Google Chrome needs to be used by both faculty and students.
2. Students also need to add the Proctorio Extension to their Google Chrome Browser before taking an test. This only needs to be done once per computer.
3. All the Proctorio Test Settings have a question mark for additional information located in the upper right-hand corner of each block to help guide faculty through choosing appropriate options for the test.
4. When you are on the Course Page in Blackboard, students and faculty can access the 24/7 live chat for with questions.
   a. To access, live chat, click on the gray shield icon in the top right-hand corner of your Chrome Browser (Figure 15).

![Figure 15]

6. You can also email the IDTRC with any questions: idtrcstaff@ccsu.edu

Adapted from Proctorio Instructional Manual