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. 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. Add a new Content Area to the Course Menu named Proctorio Tool. Remember to check Available to Users.
      ii. Click and drag the content area to the top of the Course Menu.
      iii. Click on the new content area to open it and hover over Tools and Click More Tools
      iv. Select Secure Exam Proctor
      v. Leave all defaults as is and click Submit (This will place the Proctorio link in your content area.)
      vi. Important: Make sure Secure Exam Proctor is the only thing in this Content Area

*There should only be one Secure Exam Proctor per course*

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

*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.*

*Figure 5*
4. Setting the Test Options including Proctorio Tools
   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*).
   
   ![Figure 6](image)

   c. **Set the Availability Options** (*Figure 7*).

   ![Figure 7](image)

   **Enabling the Proctorio Settings:**
   a. Click the check box next to **Remote Proctoring** (*Figure 8*).

   ![Figure 8](image)

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

   ![Figure 9](image)
**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*).

**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*).
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).

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).
5. 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).
6. You can also email the IDTRC with any questions: idtrcstaff@ccsu.edu

Adapted from Proctorio Instructional Manual