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.

There are three steps you must complete when using Proctorio for the first time.

**Step 1 - You Must Use the Google Chrome Browser** *(commonly referred to as Chrome)*
- You must use Chrome for any activity with Proctorio and Blackboard Learn
- If you do not have Chrome, please download it here, Get Google Chrome, then install it.

**Step 2 – Install the Proctorio Google Chrome Extension**
- Open Chrome and click, https://getproctorio.com/ to access the Proctorio Chrome Extension *(Figure 1)*
  - This must be installed for Proctorio to function
- Click on Step 2 from the Proctorio Chrome Extension window to install the Proctorio tool into the browser. *(Figure 1)*

**Step 3 – Adding the Proctorio Tool to a Blackboard Course**
For the Proctorio Tools to be enabled in a Test, you must first add the Proctorio tool to a course
- Access the Blackboard Learn course where you will give the test
- Add a new Content Area to the Course Menu named Proctorio Tool. Remember to check Available to Users.
- Click and drag the content area to the top of the Course Menu.
- Hover over Tools and Click More Tools
- Select Secure Exam Proctor
- Leave all defaults as is and click Submit (this will place the Proctorio link in your content area, Figure 2)
- Important: Make sure Secure Exam Proctor is the only item in this Content Area

*There should only be one Secure Exam Proctor per course*
By adding the Secure Exam Proctor Tool, you will enable the Proctorio Tools in the Blackboard Learn Test Options (see Figure 3).

For specific instructions on how to enable Proctorio and adjust all settings in a Blackboard Test, please see our full instructor’s guide.

Figure 3