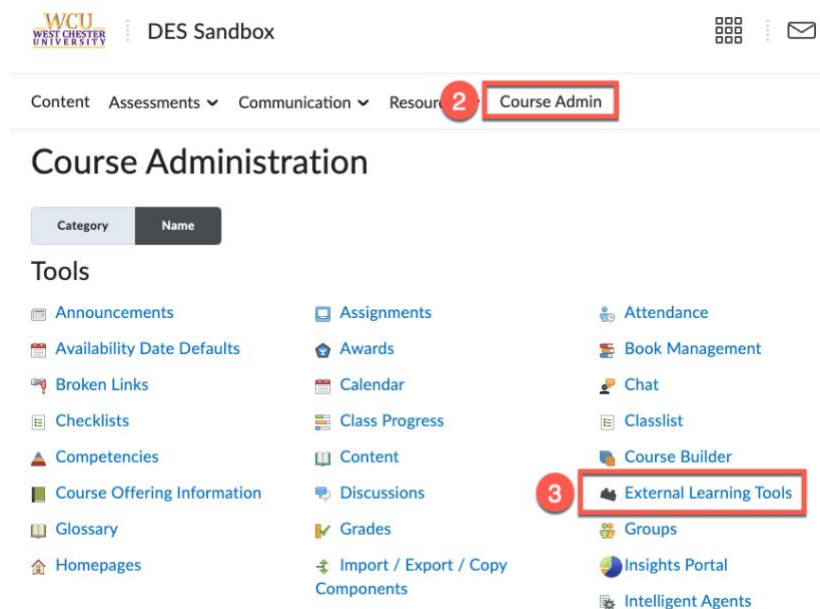


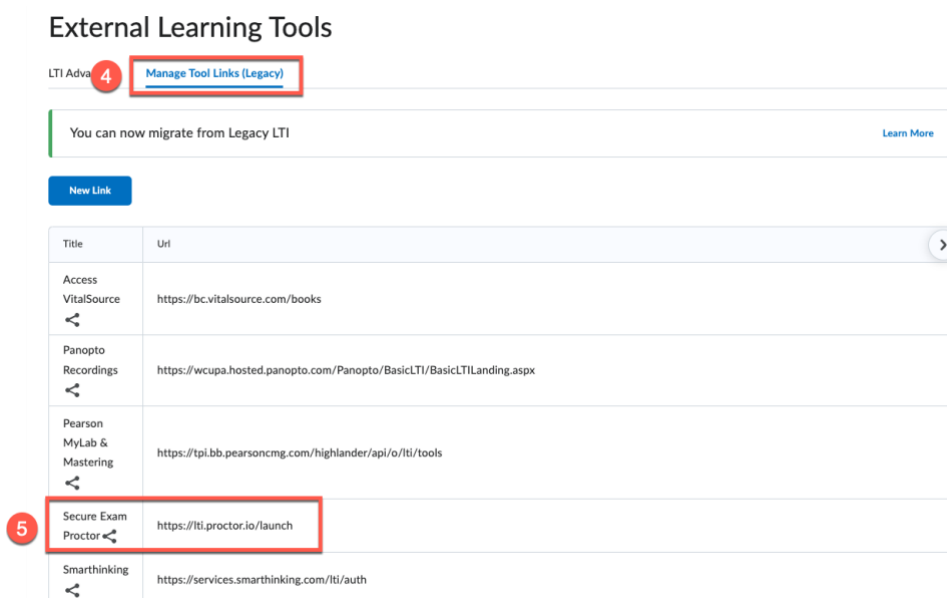
## Proctorio Setup Instructions

Once Proctorio has been added to the course, please complete the following steps to finalize your course connection:

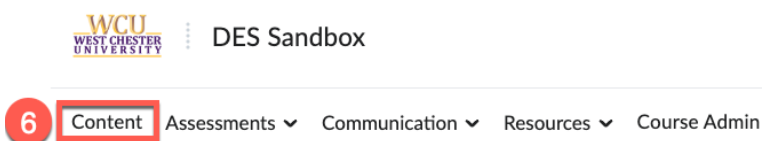
1. If you have not already, install the Proctorio Browser Extension from [www.getproctorio.com](http://www.getproctorio.com). Proctorio is available for Google Chrome, Microsoft Edge, Opera, and Brave. We recommend using Google Chrome.
2. In your D2L Course, click on the **Course Admin** option in the top Navigation Bar.
3. Click **External Learning Tools**.



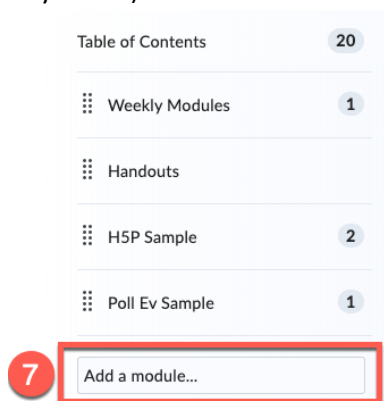
4. Open the **Mange Tool Links (Legacy)** tab.
5. Scroll down and confirm that **Secure Exam Proctor** is listed. Nothing to click here, this is just a confirmation to make sure that you can proceed to the next step.



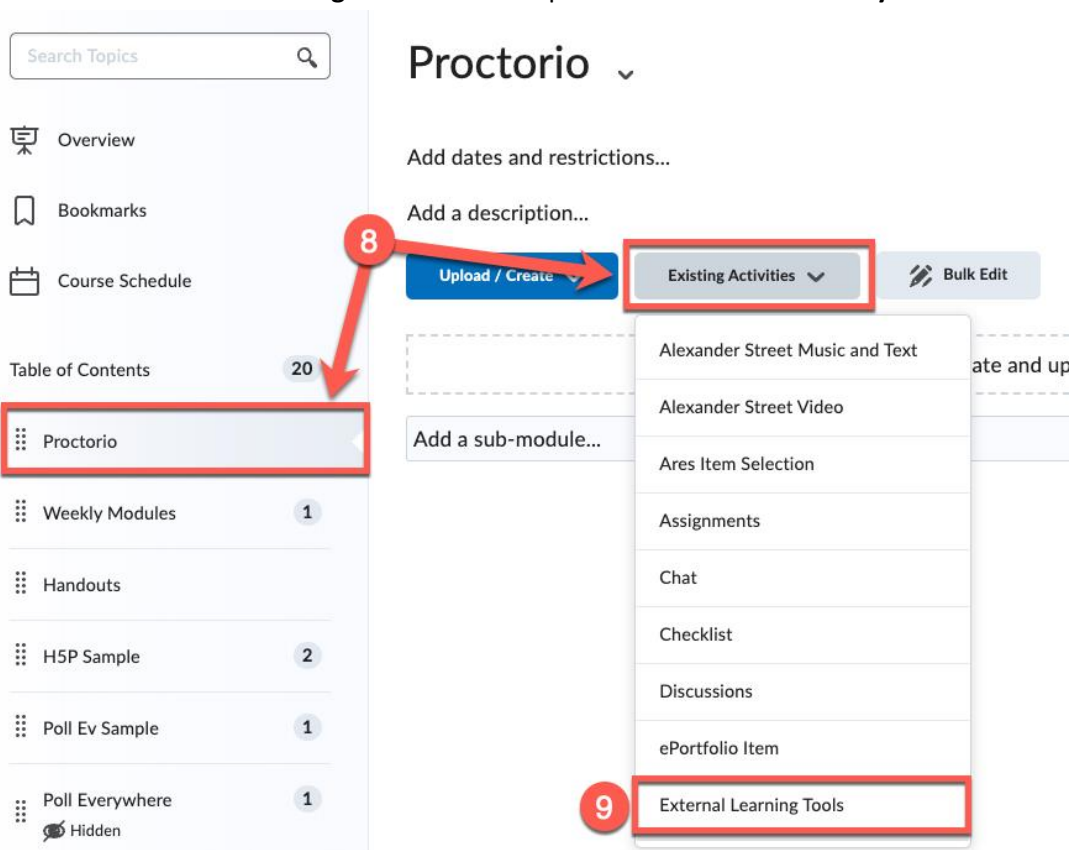
6. Go to the **Content** section of your course.



7. Add an item to your **Table of Contents** called **Proctorio** and move it to the top of the list. (Click on the **Add a module...** box at the bottom of the **Table of Contents**, type in the name, and then press **Enter/Return** on your keyboard.)



8. From the **Proctorio** section of your **Table of Contents**, click on the gray **Existing Activities** button.
9. Select **External Learning Tools**. This will open a box titled **Add Activity**.



10. Scroll down the list and click on **Secure Exam Proctor**.

The screenshot shows a dialog box titled "Add Activity" with a close button (X) in the top right corner. Below the title bar is a search bar and a dropdown arrow. The main area contains a table of activities:

Pearson MyLab & Mastering	
Poll Everywhere	Poll Everywhere
Sample Drag Words	H5P
sample drag words	H5P
<b>Secure Exam Proctor</b>	
Smarthinking	
TK20 Homepage	
Weather Related Questions	H5P
Webcam Recording by Marc 3 (00:23)	

At the bottom left is a "Cancel" button, and at the bottom right is a double-slash icon (//).

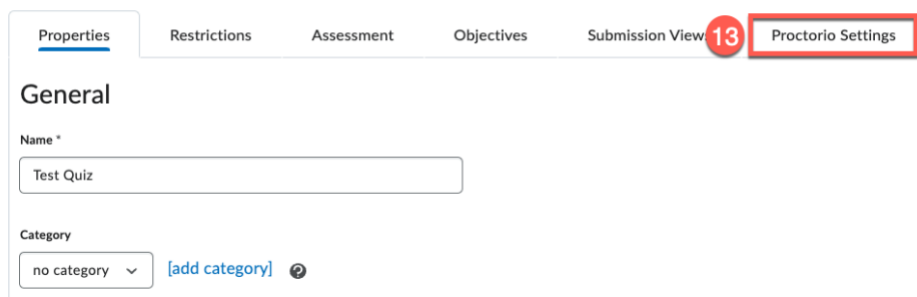
11. D2L will automatically take you back to your content screen. You will now see **Secure Exam Proctor** listed in your content section. (\*NOTE: DO NOT HIDE the **Proctorio Table of Contents** item or **Secure Exam Proctor** link in your course. Doing so will prevent Proctorio from working for your students.)

12. Click on the **Secure Exam Proctor** link from your content section. If you have not already installed the Proctorio Browser Extension, you will be prompted to do so. If you have already downloaded the extension and have it turned on, you will see a confirmation.

The screenshot shows the Proctorio interface. On the left is a sidebar with a search bar and navigation options: Overview, Bookmarks, Course Schedule, Table of Contents (20 items), Proctorio (1 item), and Weekly Modules (1 item). The "Table of Contents" section is expanded, and the "Secure Exam Proctor" item is highlighted with a red box and a red circle containing the number 12. The main area shows the "Proctorio" header with a dropdown arrow, followed by "Add dates and restrictions...", "Add a description...", and buttons for "Upload / Create", "Existing Activities", and "Bulk Edit". Below these is a sub-module input field with the text "Add a sub-module...".

13. When you go to edit a quiz, you should see a new tab labeled **Proctorio Settings**. This is where you will go to enable Proctorio for each exam and turn on your preferred proctoring settings.

### Edit Quiz - Test Quiz ▾



The screenshot shows the 'Edit Quiz - Test Quiz' interface. At the top, there are several tabs: 'Properties', 'Restrictions', 'Assessment', 'Objectives', 'Submission View', and 'Proctorio Settings'. The 'Proctorio Settings' tab is highlighted with a red box and a red circle containing the number '13'. Below the tabs, the 'General' section is visible. It includes a 'Name \*' field with the text 'Test Quiz' and a 'Category' dropdown menu set to 'no category'. There is also a link labeled '[add category]' with a question mark icon.