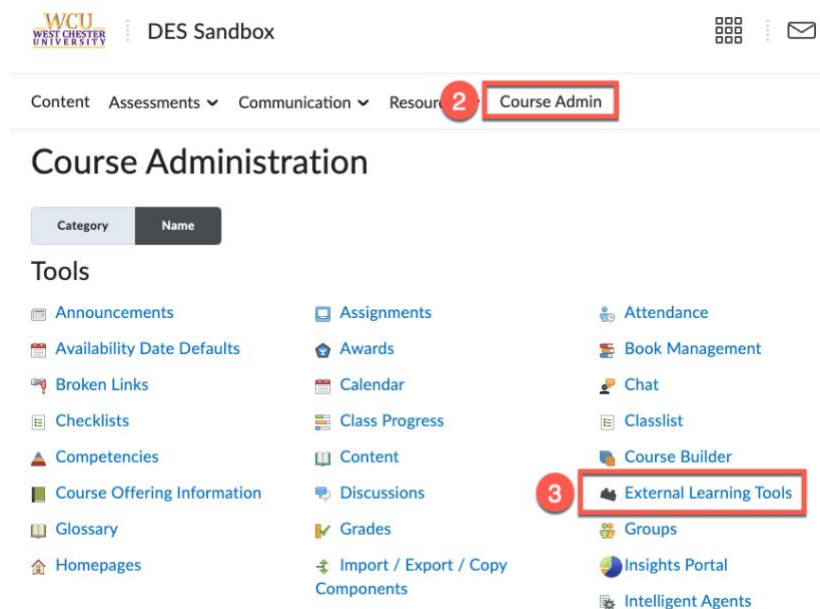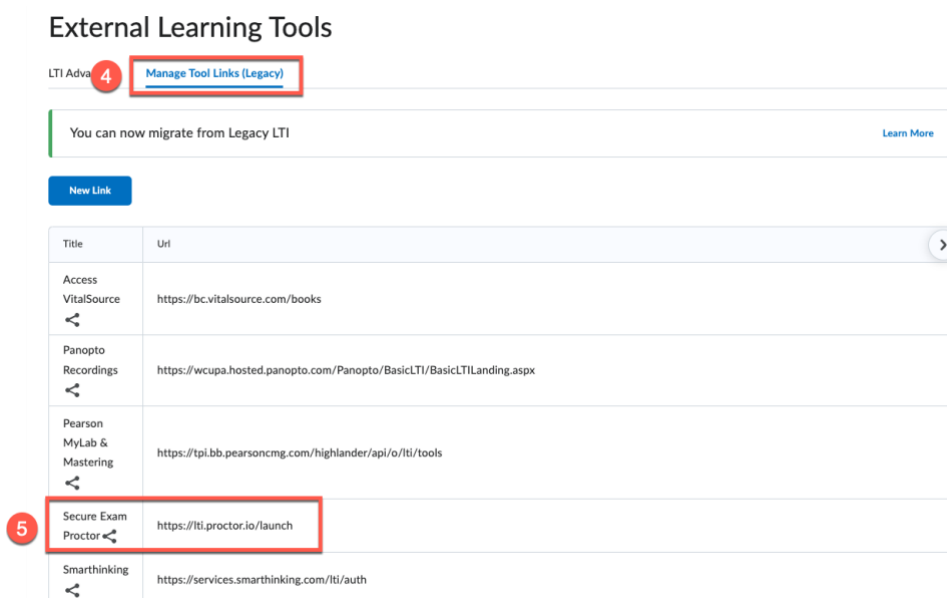# Proctorio Setup Instructions

Once Proctorio has been added to the course, please complete the following steps to finalize your course connection:
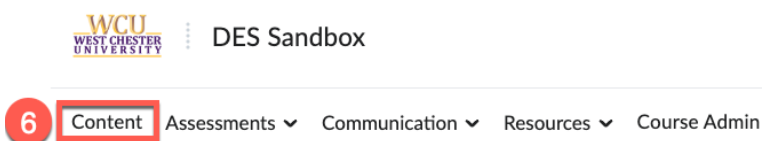
1. If you have not already, install the Proctorio Browser Extension from www.getproctorio.com. Proctorio is available for Google Chrome, Microsoft Edge, Opera, and Brave. We recommend using Google Chrome.
2. In your D2L Course, click on the **Course Admin** option in the top Navigation Bar.
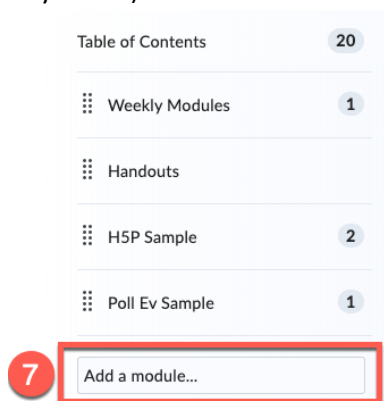3. Click **External Learning Tools**.

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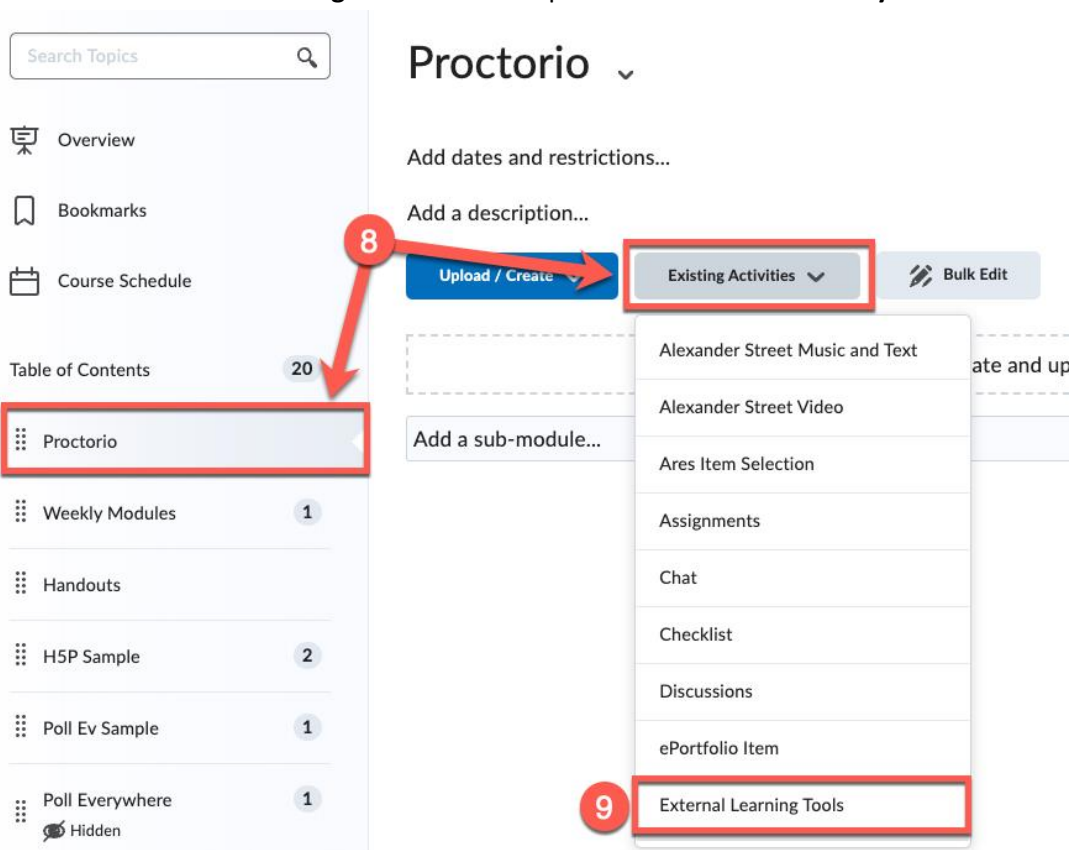
6. Go to the **Content** section of your course.

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**.

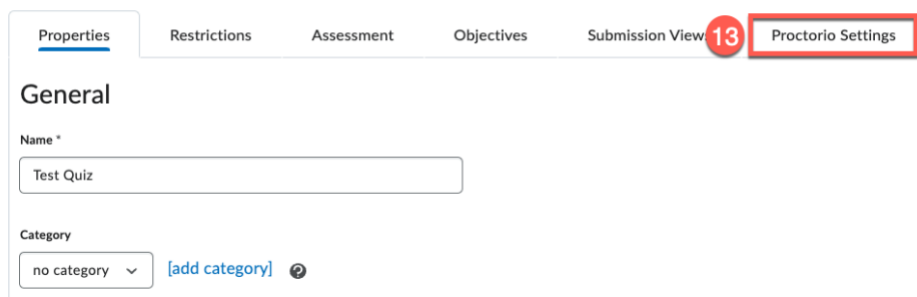10. Scroll down the list and click on **Secure Exam Proctor**.

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.

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 ⌄

| Properties | Restrictions | Assessment | Objectives | Submission View ⑬ | Proctorio Settings |

General

Name *

Test Quiz

Category

no category ⌄   [add category]   ⊘