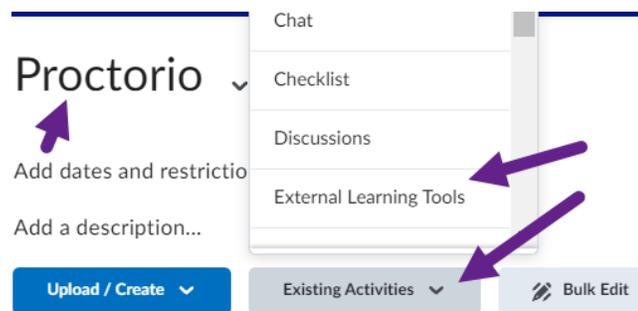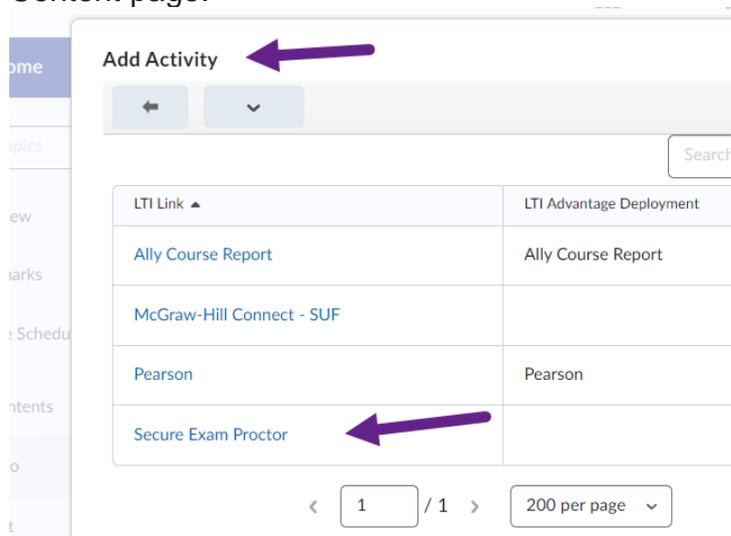# Enable Proctorio in a Brightspace Course   2022

1.) Using the Chrome browser (Proctorio will not work with any other browser)

2.) Navigate to the course in which you'd like to enable Proctorio,

3.) Go to the **Content page**.

4.) Create a new module named Proctorio

5.) **Move it to the top of the module list**

6.) Add Proctorio to the course by select the Proctorio module; this opens the module in Brightspace

7.) Select **Existing Activities -> External Learning Tools**

8.) A new window named Add Activity opens. Select Secure Exam Proctor click on it to add it to the Content page.

Note: We strongly encourage instructors to place the Secure Exam Proctor item in their first module. This content item must also remain visible to students. Both of these precautions ensure that the tool will initiate properly.

9.) Now click on the Secure Exam Proctor tool link to open the tool

Proctorio ⌄

Print   ⚙ Settings

Add dates and restrictions...

Add a description...

Upload / Create ⌄   Existing Activities ⌄   ✎ Bulk Edit

⠿ Secure Exam Proctor ⌄
   ↲ External Learning Tool   ✓

Add a sub-module...

10.)   You will either receive a message "Secure Exam Proctor Successfully Installed" or "this course requires you to install an extension into your browser"
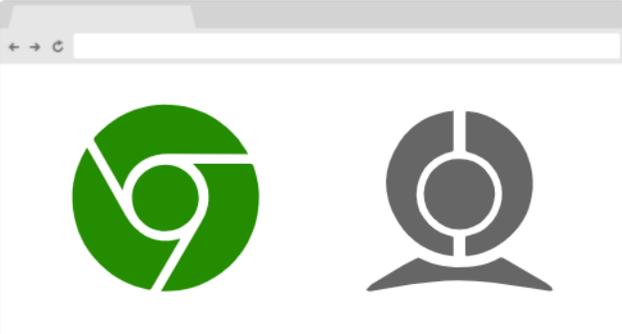
   i)   To install get and install the Chrome extension click on " https://getproctorio.com/"

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Secure Exam Proctor ⌄   🔖 ⤢ ‹ ›

Proctorio *Chrome Extension*

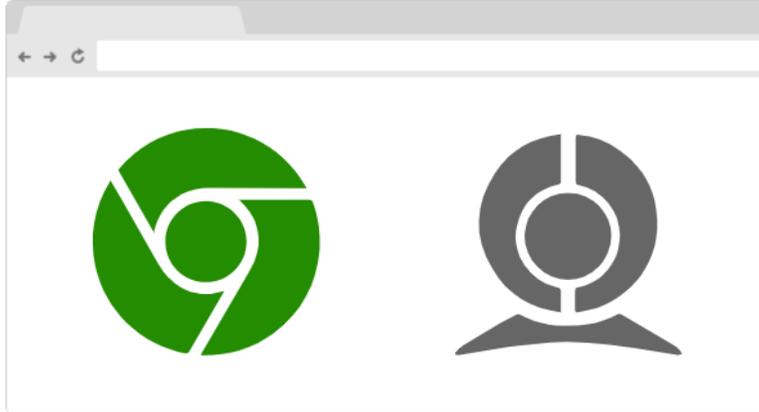This course requires you to install an extension into your browser.

① Install Google Chrome.
   done.

② Install Proctorio Chrome Extension.
   http://getproctorio.com

③ Done!

   ii)   You will be taken to another similar page, where you should select **click here** under step 2

Proctorio *Chrome Extension*

This course requires you to install an extension into your browser.

1   Use Google Chrome.
    done.

2   Install Proctorio Chrome Extension.
    click here

3   Done!

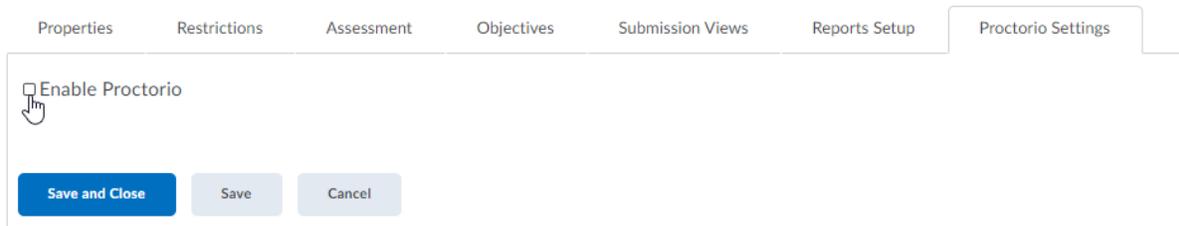> iii) Select **Add to Chrome** to install the extension

11.) Once the extension is installed, return to Brightspace and refresh the page. You will see a message stating, "Secure Exam Proctor Plugin Successfully Installed! Please return to your course."

Please note: Once you've installed this extension, the "Secure Exam Proctor" item will disappear from view on the content page. This is an expected behavior, as this link will only show up for those who do not have Proctorio's extension installed.

CIP RAH D2L 2022

Enable Proctorio for a Specific D2L Quiz

1. Open the Quizzes page within your course
2. Edit an existing quiz or create a new quiz by selecting the blue **New Quiz** button
3. If you've created a new quiz, give your quiz a title before proceeding. Otherwise, select the Proctorio Settings tab at the top of the page, then click the checkbox for **Enable Proctorio**

Edit Quiz - Test 1 ⌄

Properties	Restrictions	Assessment	Objectives	Submission Views	Reports Setup	Proctorio Settings

☐ Enable Proctorio

Save and Close   Save   Cancel

4. The page will load with settings you can select to determine how Proctorio functions for this quiz, and will now be labeled with (Remotely Proctored) on the Quizzes page