

Guide for Selecting Settings for Proctorio

- You can Save the selections below so you only create this once.

Steps:

1. Click **Edit** then go to **Proctorio Settings**

2. Click any **Right arrows** to face **Down** to see more options under each category.



3. Under **Recording Options** click:

- Record Video
- Record Audio
- Record Screen
- Intelligent Scan: Select either Scan at Start or Intelligent Scan. **(Intelligent Scan will make students scan during their exam as their suspicion level increases)**

4. Suggested **Lock Down Options** are Forced Full Screen, Only One Screen, No New Tabs, and Close Open Tabs.

5. You must select the **Verification Options** based off Recording options. If you enable Video and Audio you must select that here. If you Record Screen you must click Verify Desktop.

6. Then Set **Proctorio Behavior Settings** to Moderate.

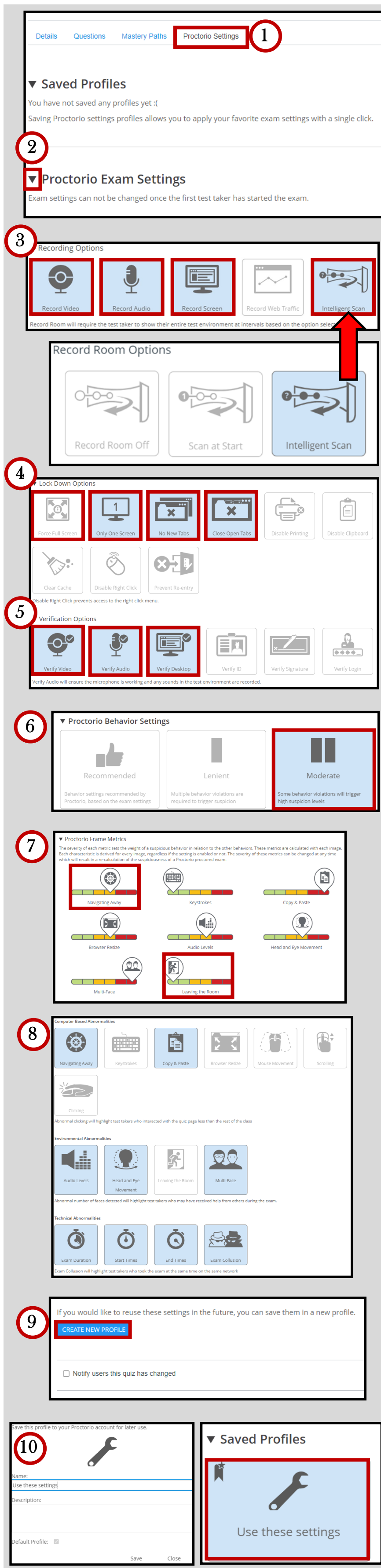
7. The following **Proctorio Frame Metrics** will prefill from your selection of Moderate. It is recommended to leave them alone or increase your severity on Navigating Away as well as Leaving the Room.

8. **Proctorio Exam Metrics** will go through a variety of options. The ones highlighted are the key ones that Proctorio Recommends.

- Navigating Away
- Copy & Paste
- Multi-Face
- Exam Duration
- Start & End Times
- Exam Collusion

9. Save these settings for future use by clicking **Create New Profile**. This will transfer from Class to Class!

10. Name it something you will remember. It will show up at the top of your Settings under Saved Profiles so you can quickly set up your next Proctorio Test.



If you have any questions or need help please contact Distance Education:
(661) 763-7894