

Getting Started in Proctorio



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First, you must be in Chrome or Proctorio will not work. Then log into your Canvas class and go to your Proctored Exam/Quiz.

Computer requirements 2GB RAM, microphone, and 320x240 VGA Resolution Camera. If your computer does not have a microphone or camera you can use external devices.

Proctorio **will not work** with iPads, iPhones, Android phones, or Android Tablets.

Steps:

1. Look for your proctored exam/quiz.
It will state **(Remotely Proctored)**
2. To install the Proctorio Extension click the **Red box**.
3. As you are already in Chrome you can skip to Step 2 Install Proctorio Extension. Click the **'Click Here'**
4. Another window will appear, then click **Add to Chrome**.
5. A pop up will appear, you will need to click **Add extension**
6. Once done, close out of the tabs in Chrome besides your Quiz/Exam.
7. Once you click into exam/quiz click on **Take the Quiz**
8. You will now go through the setup steps to enter your proctored exam. Click **Start Exam Pre-Checks**
9. **WARNING:** You must click **Allow Camera/Microphone**. If you do not click allow you will need to clear your browsing history and restart the Pre-Checks.
10. Once the Pre-checks are done both the Camera and Connection will turn green.
11. Proctorio will then prompt you to use the restroom, get some water, and get comfy. Your picture **MUST** show here. If it does not call Distance Education as your teacher may not give you credit without a video. Now it is time to take your exam/quiz!
12. Last step, click I accept, begin exam now after reading the policies listed.

If you have any questions please call [Distance Education](#) Click [here](#) for contact info

The screenshot shows the Proctorio exam interface. At the top, a box displays "Quiz Week 2 (Remotely Proctored)" with details: "Available until Mar 31 | Due Jan 26 at 11:59pm | -/10 pts". A red box highlights the text "Extension is required click here". Below this is a numbered list: 1. Use Google Chrome. done. 2. Install Proctorio Chrome Extension. click here (highlighted in a red box). 3. Done! Below the list is a "Proctorio" extension card with "Add to Chrome" (highlighted in a red box). The next screen asks "Add 'Proctorio'?" and lists permissions: "Read and change all your data on the websites you visit", "Display notifications", "Modify data you copy and paste", "Capture content of your screen", "Manage your downloads", and "Identify and eject storage devices". The "Add extension" button is highlighted in a red box. Below this is a yellow "Take the Quiz" button. The next screen is titled "Before you Begin" and says "This exam will be monitored by Proctorio. Here's what you should know:" with a "Start exam pre-checks" button highlighted in a red box. A red arrow points to a camera permission pop-up from "taftcollege.instructure.com" that says "Use your camera" with "Allow" and "Block" buttons; "Allow" is highlighted in a red box. Below this are two green status indicators: "Webcam" and "Connection". A red arrow points to a video feed of a woman. To the right of the video feed is a list of instructions: "Your exam is about to begin.", "Use Restroom.", "Get water.", "Get comfy.", and "Get ready.". At the bottom is a button that says "I accept, begin exam now >".



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