

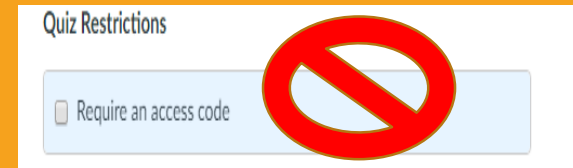
HOW TO SET UP YOUR PROCTORED EVENT IN CANVAS WITH THE NEW PROCTORU AUTO FEATURE *IN 5 EASY STEPS* 😊

PLEASE NOTE: If you are working through this for the first time, there can be a 48 hour delay between steps 3 and 4 – so please plan accordingly!

STEP 1: CREATE YOUR PROCTORED EVENT IN CANVAS

- Please be sure you are accessing Canvas using Google Chrome as your browser
- Set up and publish your quiz as you normally would BUT with the following two changes

1. You **do not need** to check the “Require an access code” button



2. To help staff in OTC’s Testing Services and OTC Online, please name your proctored event using the following format:

- Proctored Insert the name of your event (R or NR)
 - The R or NR refers to if your students should be allowed outside resources during the exam
 - R = outside resources are allowed
 - NR = no outside resources are allowed

SAMPLE: Proctored Exam 3 - (R)

students will be allowed outside resources

Proctored Quiz 10 – (NR)

students will not be allowed outside resources

STEP 2: DOWNLOAD AND ENABLE THE PROCTORU AUTO CHROME EXTENSION

Click on this link to access the [ProctorU Auto Chrome Extension](#)



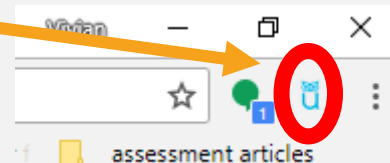
Before you click on anything in the new window... let's double check something

If you see a blue button on the top left that says “+ ADD TO CHROME” you are good to go 😊 click on that button

If you see a blue button on the top left that says “AVAILABLE ON CHROME” don't click on it... this means you are not using Google Chrome (you may have selected a different browser as your default). Try this instead:

- Copy and paste this link into an open tab of Google Chrome:
 - <https://chrome.google.com/webstore/detail/proctoru/goobgennebinldhonaajgafidboenkl>

- When you download the chrome extension you will be asked to “add extension” – click on this button to confirm
- When the extension is installed, you'll get a confirmation message, and you'll see a small blue owl in the top right corner of your browser toolbar



STEP 3: CREATE YOUR PROCTORU AUTO ACCOUNT

- You can do this by clicking on the owl in the top right corner of your browser window.
- If this is your first time through this process, you'll be asked to create a new account. When you submit your request you'll receive a reply email with the subject "Your Instructor Account is Under Review". This email welcomes you, and tells you *"We have notified your faculty representative to verify instructor status. They will be contacting you within 48 hours"*
 - This is a security feature for ProctorU – they verify that each instructor account they create belongs to an instructor at the institution (to prevent students from attempting to create an instructor account). This is a manual process, so that is the reason for the extended turnaround time.
- Within the next 24-48 hours you'll receive an email from our ProctorU Faculty Representative, Nimisha Adamson, with the subject "Account Creation Follow Up". This email confirms your instructor account status, refers you to the resources on the Proctoring at OTC webpage, and offers you an opportunity to make a one-on-one training appointment with Nimisha, if you so choose.

- Once your ProctorU Instructor Account is confirmed, you'll want to log back in to your ProctorU account. You can do this by clicking on the owl in the top right corner of your browser window

When you log in you will be taken to a new tab and you will see a dashboard screen that looks something like this:

STEP 4: LOGIN TO YOUR PROCTORU AUTO ACCOUNT

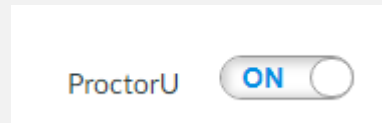
The screenshot shows the ProctorU dashboard for Ozarks Technical Community College. The top navigation bar includes links for Home, Schedule, Sessions, Users, Reports, and Support. A notification banner states "You have successfully signed in." The main content area displays statistics for the college: 58 Departments, 33 Terms, 550 Instructors, 6,411 Exams, and 2,400 Test-Takers. Below the statistics are search filters for Exam, Term, Type, Status, Instructor, and Order. A table of exam entries is visible at the bottom.

Name	Term	Instructor	Type	Test-Takers	Status	Updated		
Academic-Services-Resources - proctored sample (R)	Default		Automatic	0	Active	05/29/2018		
Academic-Services-Resources - Unnamed Quiz	Default		Automatic	0	Active	05/29/2018		

You don't need this screen for now.... So you can simply close out this tab and move on to the next step

STEP 5: ENABLE PROCTORU AUTO FOR YOUR PROCTORED EVENT

- Go back to your proctored event in canvas – open the quiz
- Edit the quiz
- Scroll down until you see the ProctorU button - click on it to toggle it to the “on” position



- Scroll down to the bottom of the screen and click “Save”

SUCCESS!!!



HAVING TROUBLE? STILL HAVE QUESTIONS?

Please contact OTC Online

online@otc.edu

417-447-8200

Or checkout the **FAQ / Troubleshooting Page** in the resources for faculty section of the [Proctoring at OTC website](#)

Or contact our ProctorU Faculty Representative, **Nimisha Adamson**

nadamson@proctoru.com

205-208-0681