



proctorio

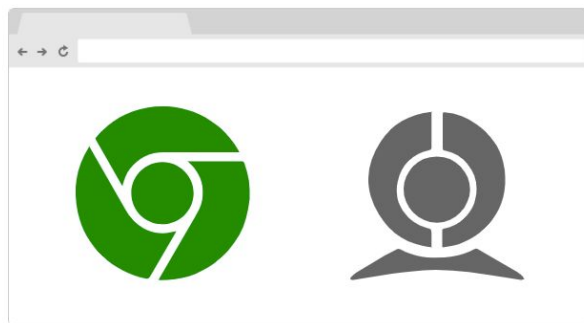
**Brightspace Instructor
Getting Started Guide**

Basic Getting Started Brightspace D2L Guide

1. Always use the Chrome web browser when interacting with a Proctorio-enabled exam.
2. Make sure you have the Proctorio Chrome extension installed.
3. You can install it from [here](#).
4. Click on Step 2 to add the extension to Google Chrome.

Proctorio *Chrome Extension*

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

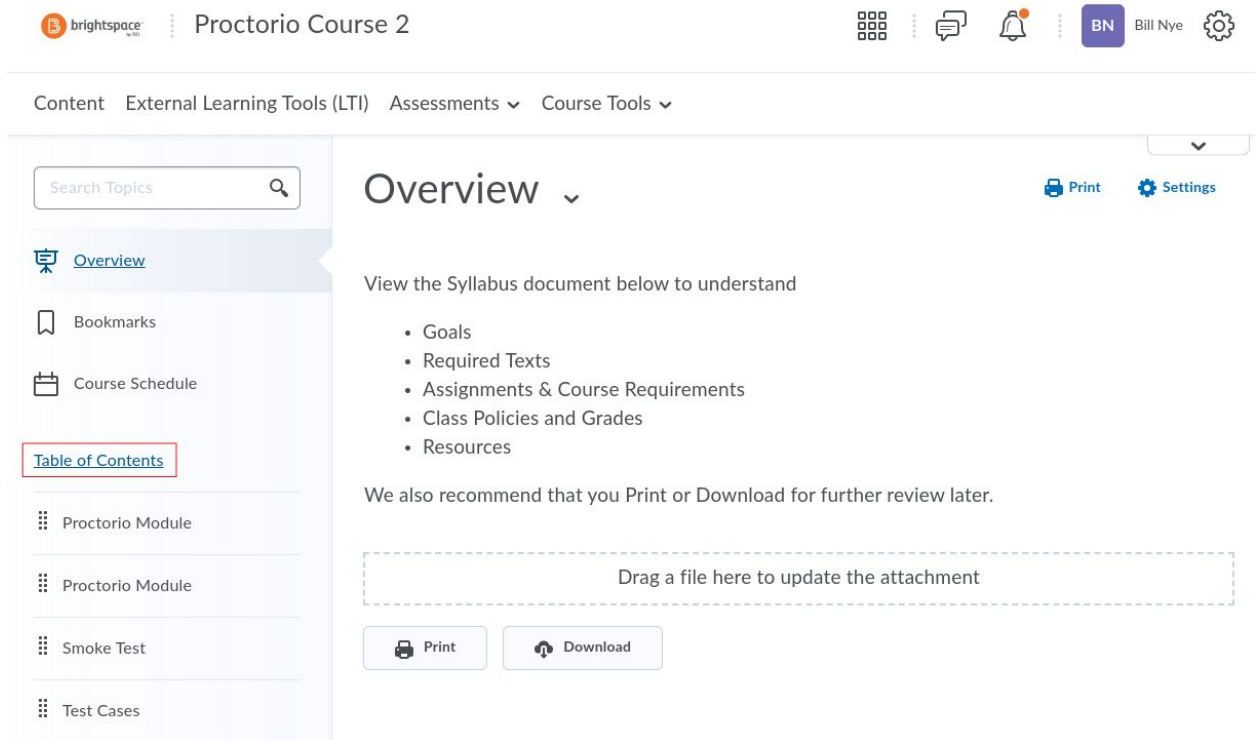


- 1 Install Google Chrome.
done.
- 2 Install Proctorio Chrome Extension.
<http://getproctorio.com>
- 3 Done!

5. Select Add to Chrome button and then Add extension.
6. When you are on your course page in Brightspace by D2L, you can access 24/7 live chat for any questions you may have.
 - To access live chat, click on the gray shield icon in the top right-hand corner of your Chrome browser.

Creating an exam with Proctorio in Brightspace

1. Log into Brightspace and choose the course where you want to add a quiz
2. We need to add the tool to a section inside the course. The easiest way to do this is to navigate to the **Table of Contents** in the left side menu.



brightspace Proctorio Course 2

Content External Learning Tools (LTI) Assessments Course Tools

Search Topics

Overview

Bookmarks

Course Schedule

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Proctorio Module

Proctorio Module

Smoke Test

Test Cases

Overview

View the Syllabus document below to understand

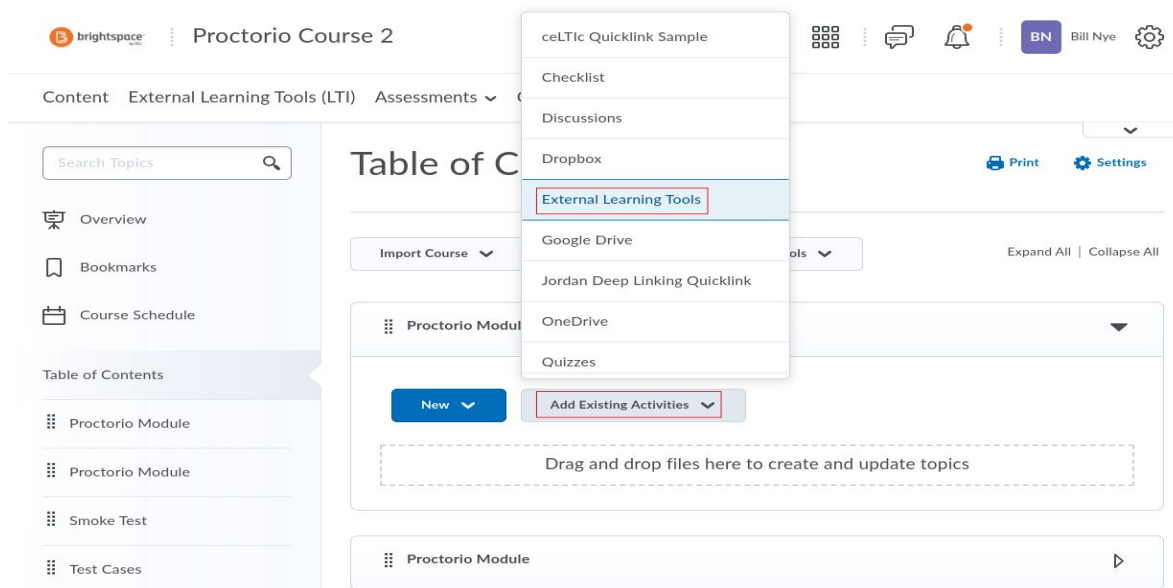
- Goals
- Required Texts
- Assignments & Course Requirements
- Class Policies and Grades
- Resources

We also recommend that you Print or Download for further review later.

Drag a file here to update the attachment

Print Download

3. In the highest section click the **Add Existing Activities** button. Then **External Learning Tools**.



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Add Existing Activities

ceLTic Quicklink Sample

Checklist

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Dropbox

External Learning Tools

Google Drive

Jordan Deep Linking Quicklink

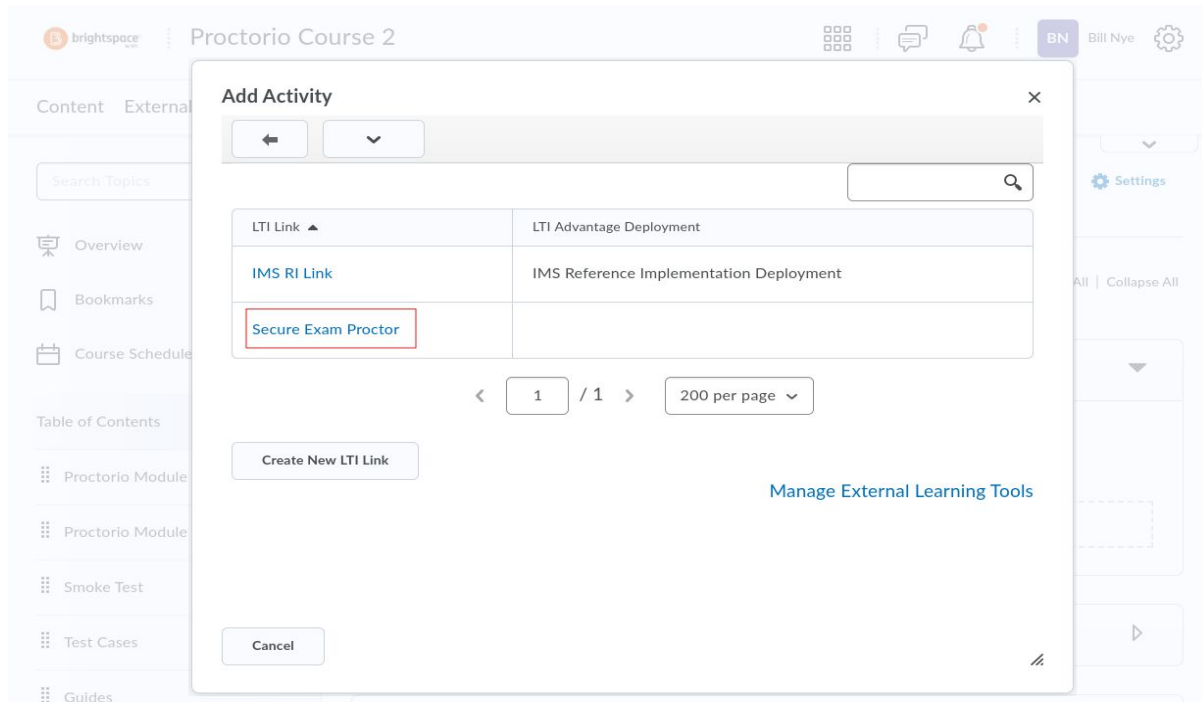
OneDrive

Quizzes

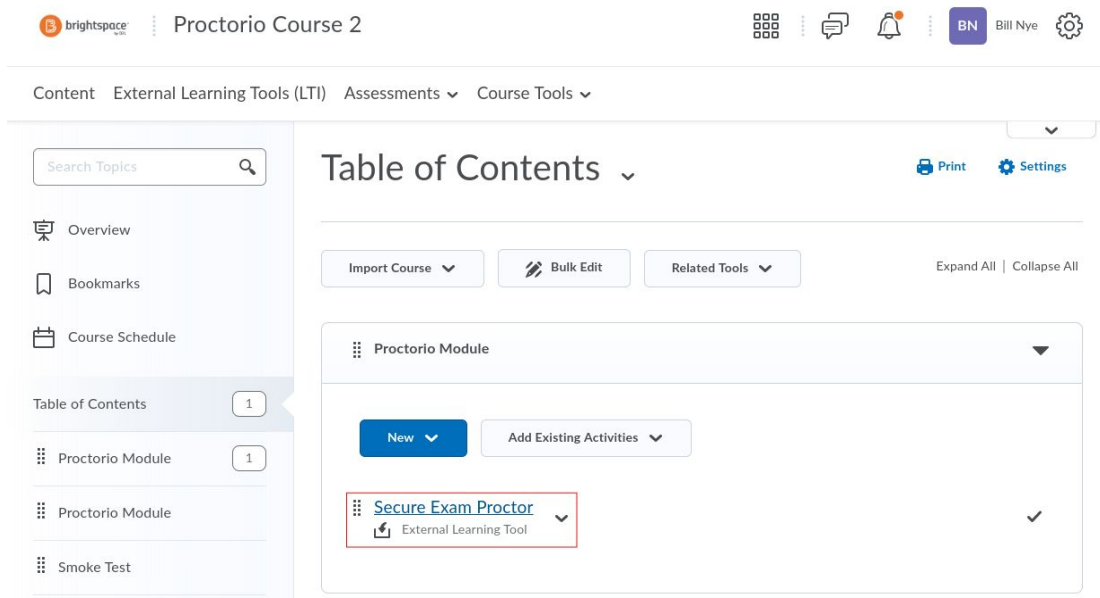
Drag and drop files here to create and update topics




Proctorio Module

- From the list of External Learning Tools, select **Secure Exam Proctor**.



- If the extension is already installed the tool will not show up in the **Table of Contents**.
- Click the newly added item in the Table of Contents. If you already have the extension, Secure Exam Proctor will not be visible.



7. Expand the **Assessments** tab and select **Quizzes**
8. Choose  and name the exam
9. Add questions
10. **Proctorio recommends leaving the field 'Questions per page' blank or to set it to the total number of questions in a quiz.** *Slow connection speed and frequent page changes could cause an unwanted loading delay between each question.*
11. Navigate to  and Enable Proctorio
12. Choose Proctorio Settings for your assessment
13. If you wish to reuse the same Proctorio settings in the future, you can save them in a new profile.

14. Chose **Save and Close** or **Save**