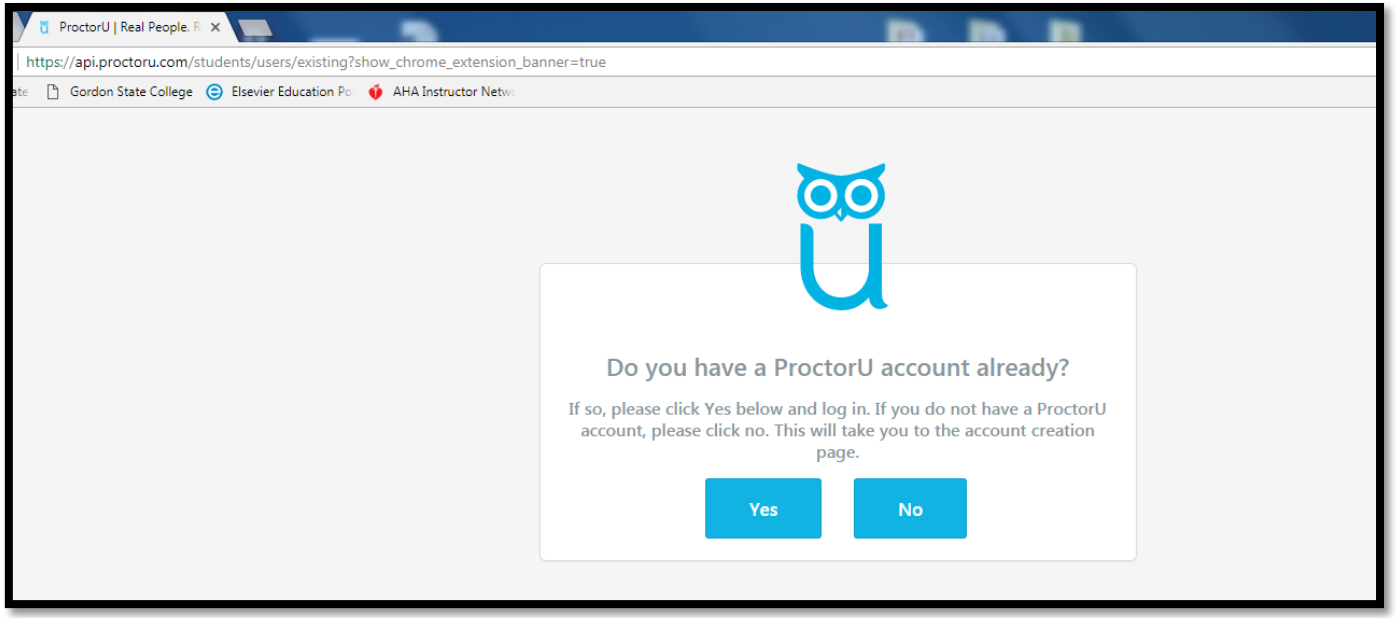
Creating an Instructor ProctorU Account

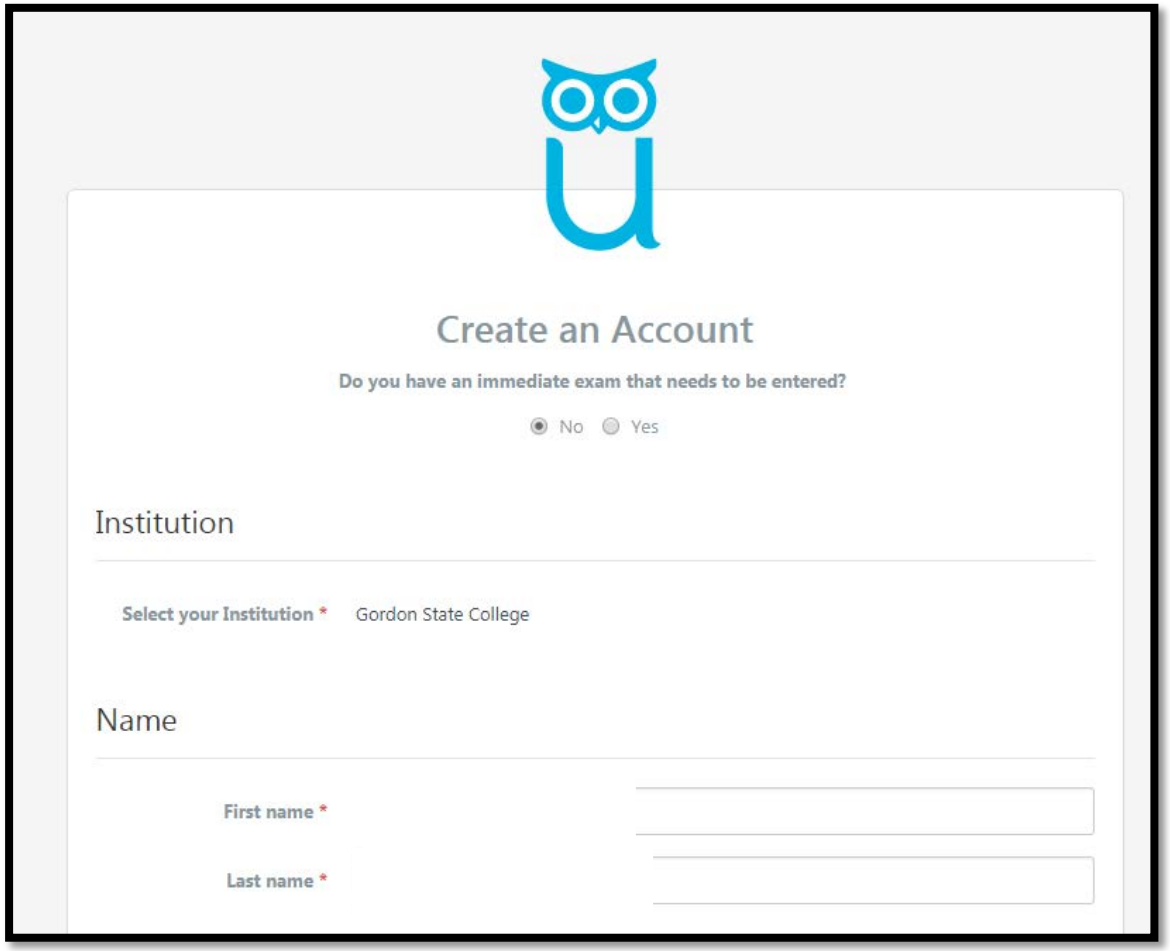
Instructor (and student) ProctorU accounts can be created from within D2L (by choosing “ProctorU” in the top right corner of the navbar on the homepage) or via the ProctorU website: https://go.proctoru.com/session/new

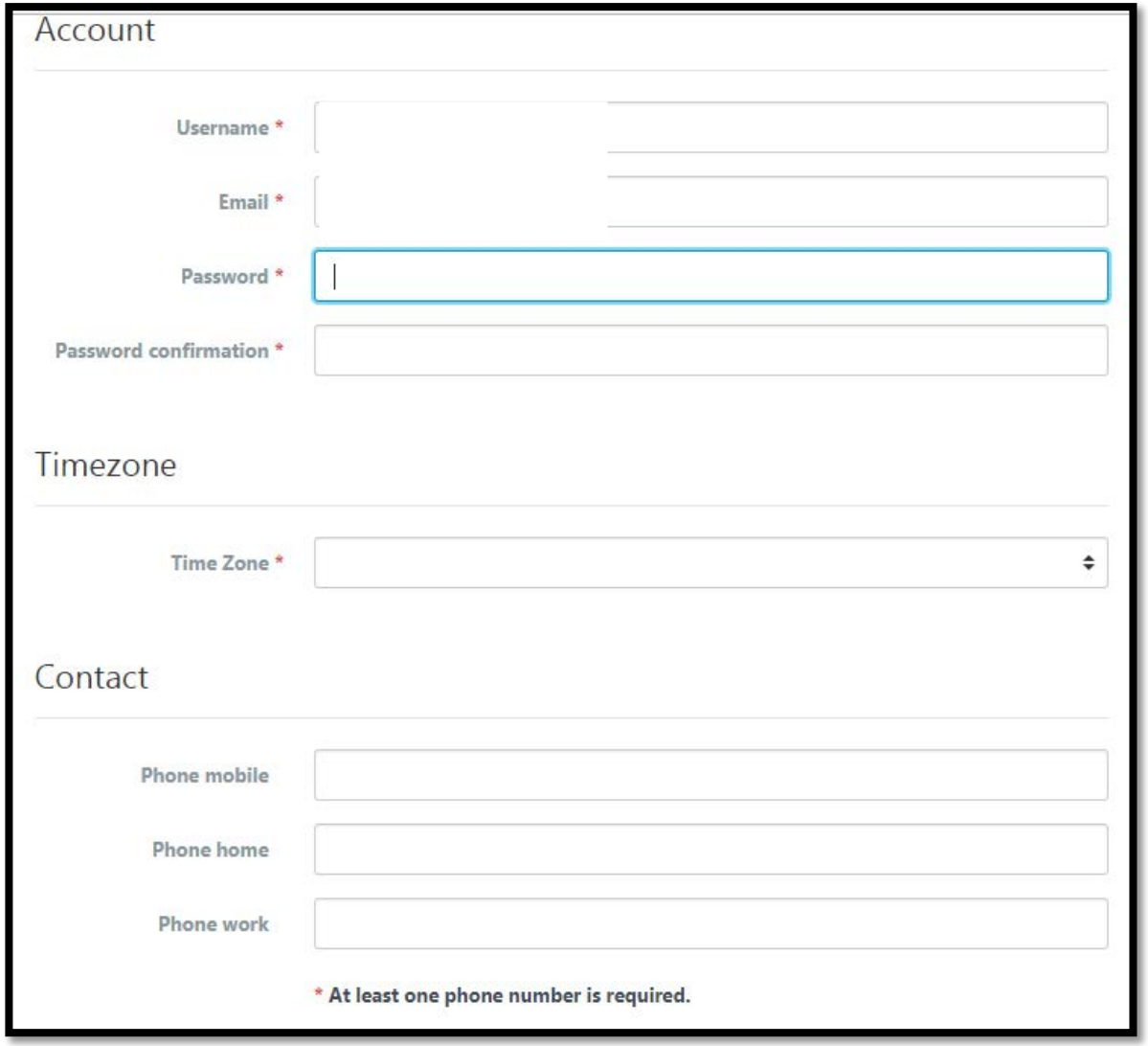
When asked if you already have a ProctorU account, choose “no”.



1. If you need to be able to create your exam immediately, select that option. It takes ProctorU up to a day to verify your teacher account- so if you don't select this option, you might be slightly delayed in setting up your exam with ProctorU.

2. Input name, GORDON email, and a password you can remember. Input some type of phone number so that ProctorU can call if there is a problem with the setup of the exam.

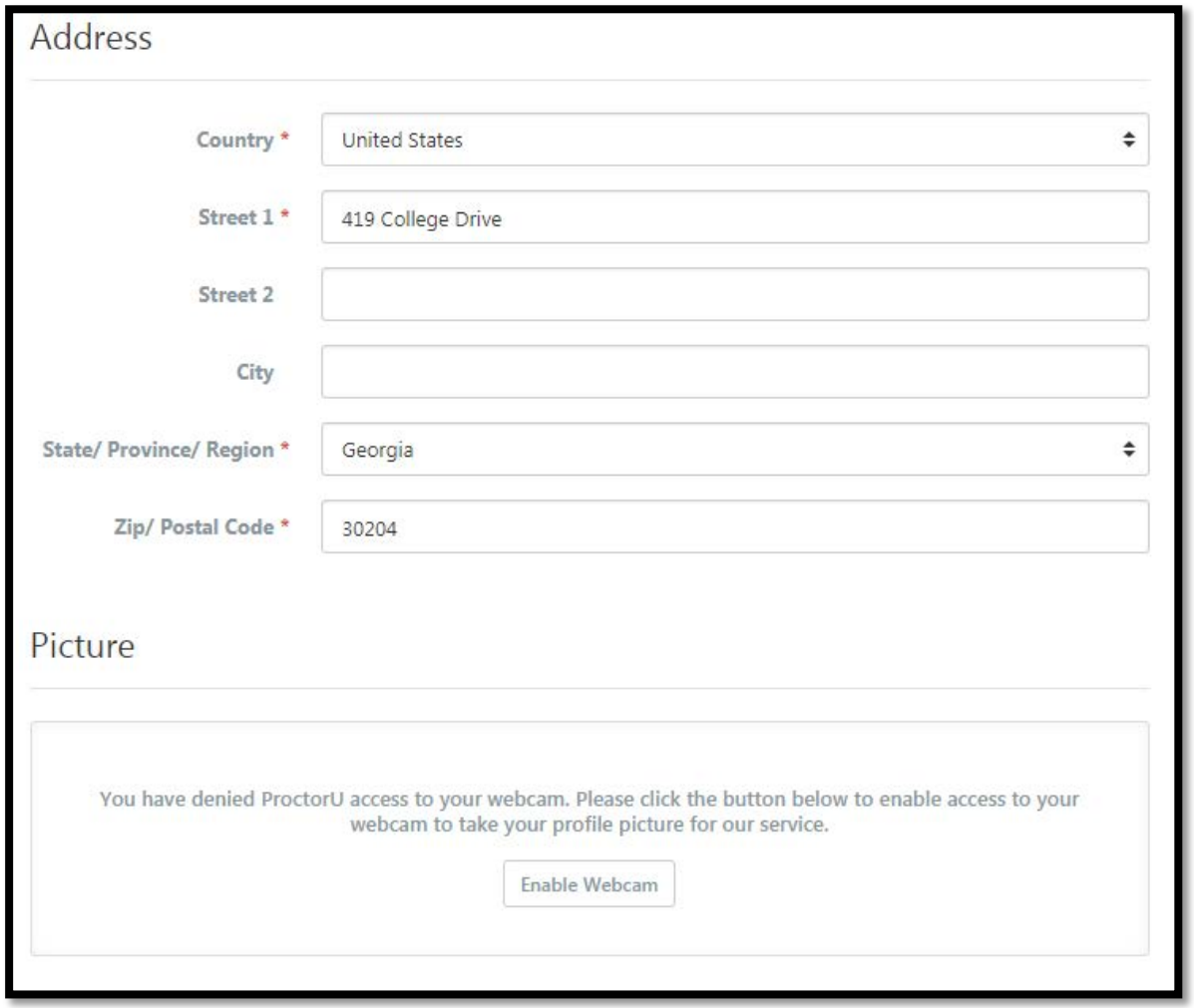


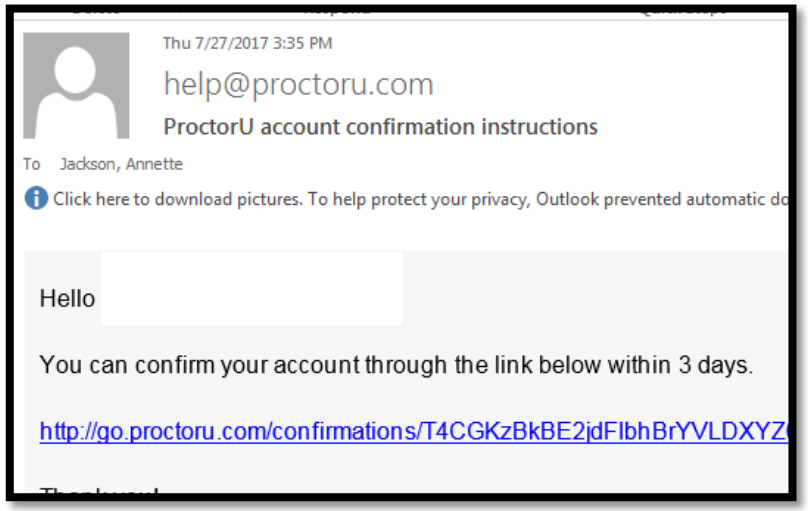


3. Input an address (you can input Gordon's address if you like).

4. Use a webcam to take a photo to be included in your profile.

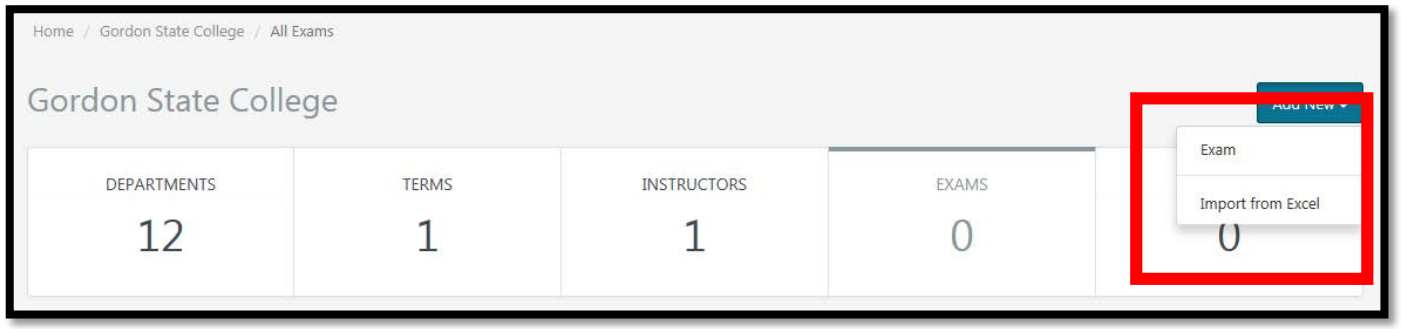
5. After submitting your account, you will receive an email asking you to confirm your account. You will then get another email stating that your account is to be verified (usually takes less than 1 day).



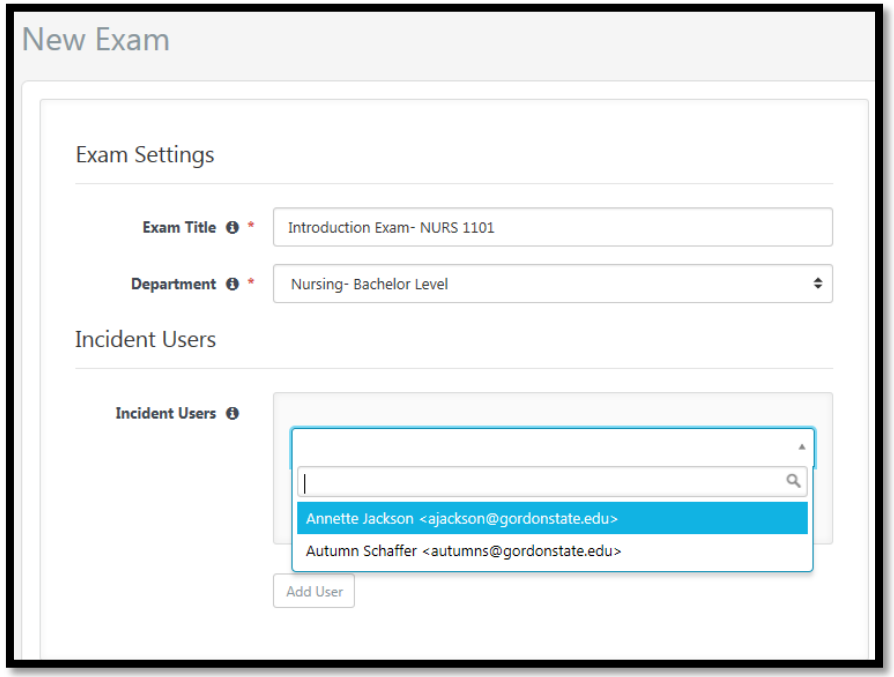


Instructors: Registering an Exam with ProctorU (for students to schedule)

1. Login to your instructor ProctorU account (via D2L or standalone). Choose “ADD NEW” in the top right corner. Choose “EXAM”.



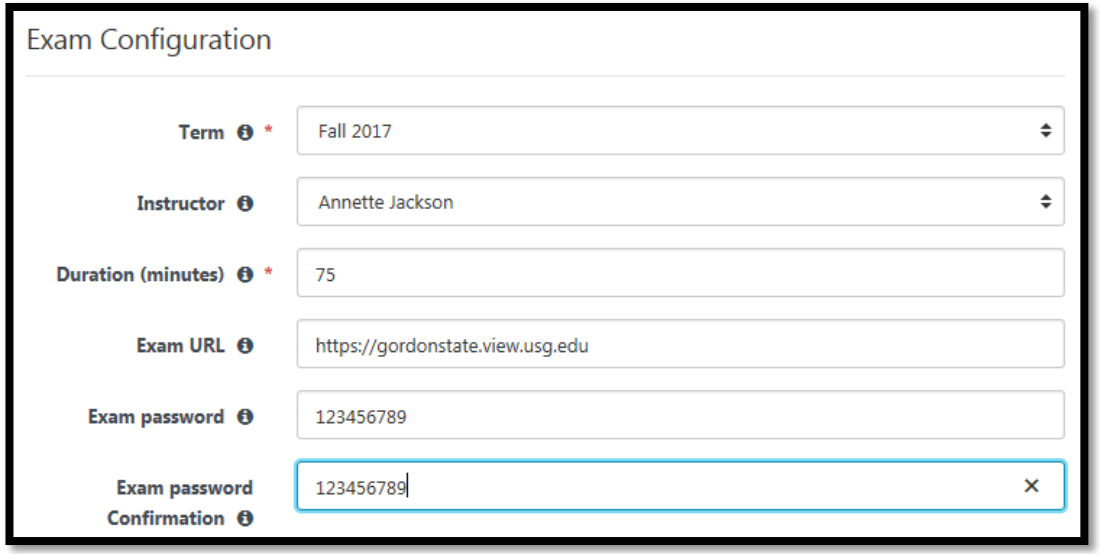
2. Input the name of the exam. Please include the***: the name of the course and section, your name, and the semester***. (ie: ENGL 1101 A- WILSON-FALL 2017). This will make it easy for the students to locate. Choose your correct department. Include the email of any incident user. ***These are people who should be notified if an issue occurs during the exam*** (instructors usually list themselves and maybe a department head/dean).

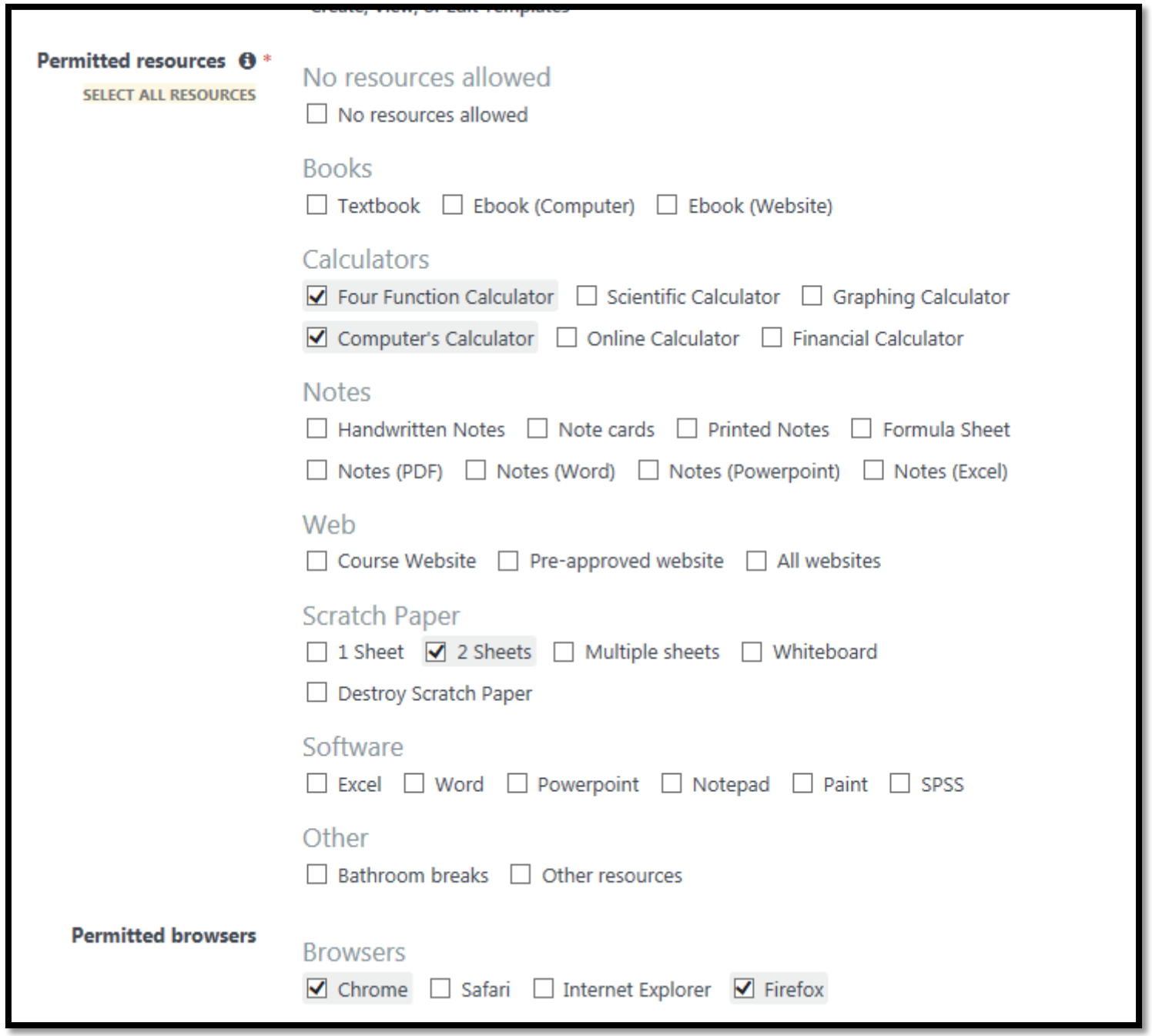


3. In addition to the term and instructor, include the duration of the exam (the # of mins students are allowed). ***Remember that the price of the exam is based upon this- so do not be too generous in timing***.

For Exam URL- just paste the general D2L link (as noted here).

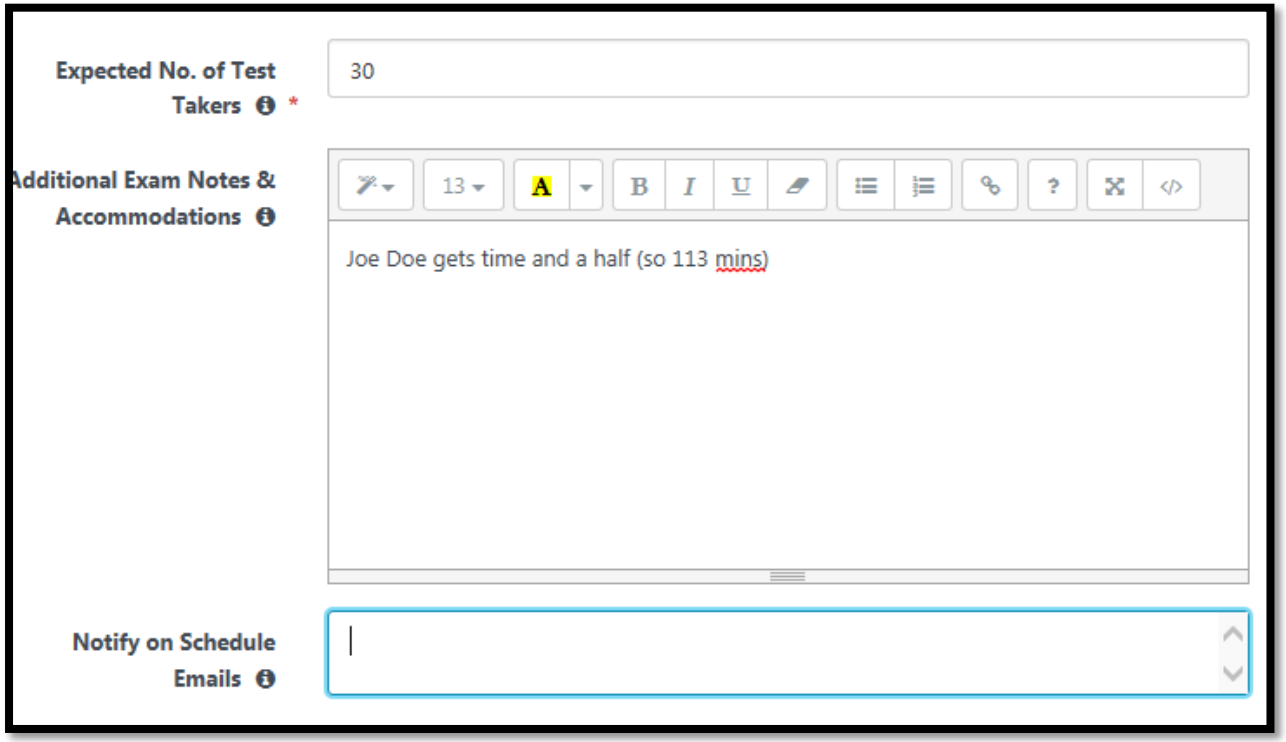
Make sure to include the password that you are also inputting into D2L. (It should be in both placed: D2L and on the ProctorU form). ProctorU monitors type in the password for the student- so it is always secure.





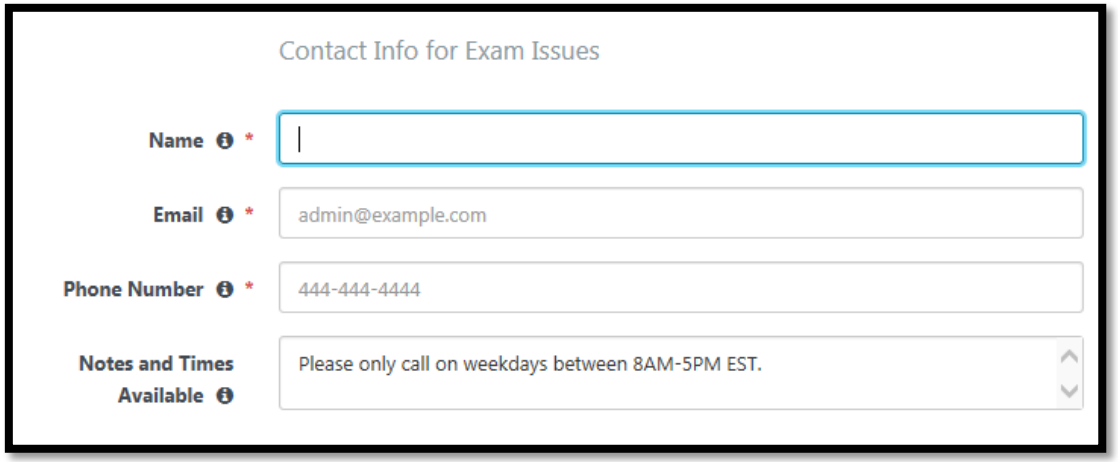
4. In the "permitted resources" section, faculty are able to determine what resources students are able to use on the exam. You can also note if bathroom breaks are allowed. ***Students will have to test in a private area with a closed door (so not a computer lab setting).***

5. For permitted browsers, we ask that you select: Chrome, Safari, Firefox. ***DO NOT select Internet Explorer (D2L does not work with IE).***

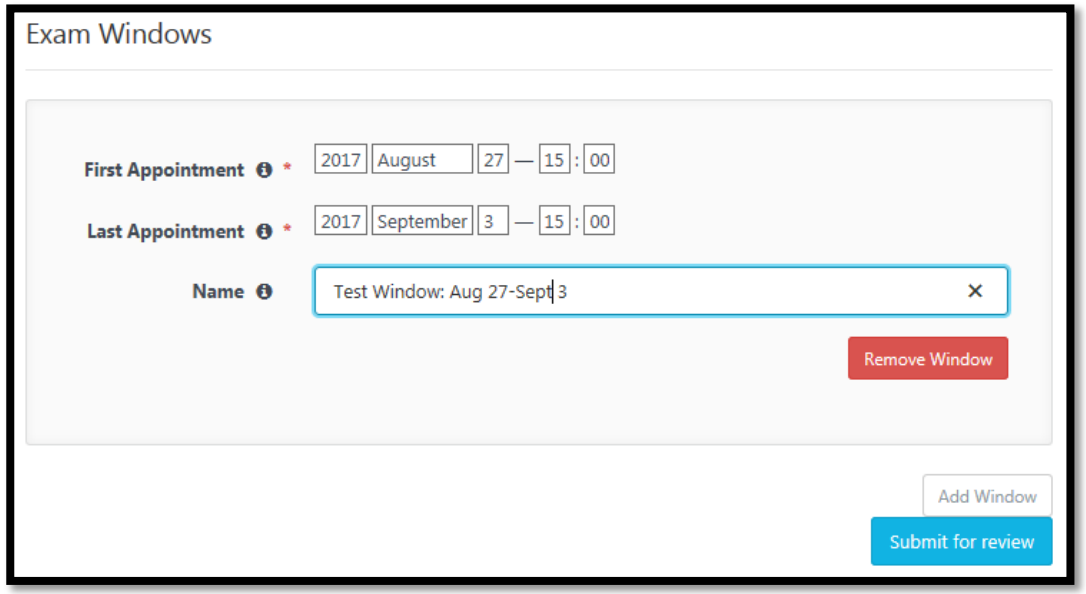


6. In the "Additional Exam Notes & Accommodations," please ***list any students who get extra time on the exam (for ADA). Please also note how much extra time they get. This will need to be input into D2L using the special access area.*** This form is just letting ProctorU monitors know about the extended time. (They will not have access to your instructor D2L area).

Students with extra timing for ADA are not charged extra. They pay the same duration fee as the other students in the course.



7. Please include contact information just in case there is an issue with the exam and ProctorU needs to ask you how to proceed.



8. The exam window should mimic what is in D2L for the access times for the exam. ***There should be at least a THREE DAY window to ensure that students can be accommodated. Your last appointment time should be the last time a student can START the exam.*** (If the exam was 1 hour and ended at 9 pm, then the last appointment should be before 8 pm). ***Try to avoid windows involving Friday evenings after 10 pm until Saturday at 7 am (D2L is down for maintenance every other week at that time).***

9. Instructors should be able to review the form before submitting it to ProctorU. ProctorU will review it and activate the exam (to allow students to begin scheduling). ***This will take a few hours***. Instructors will be notified via email when the exam is live.