

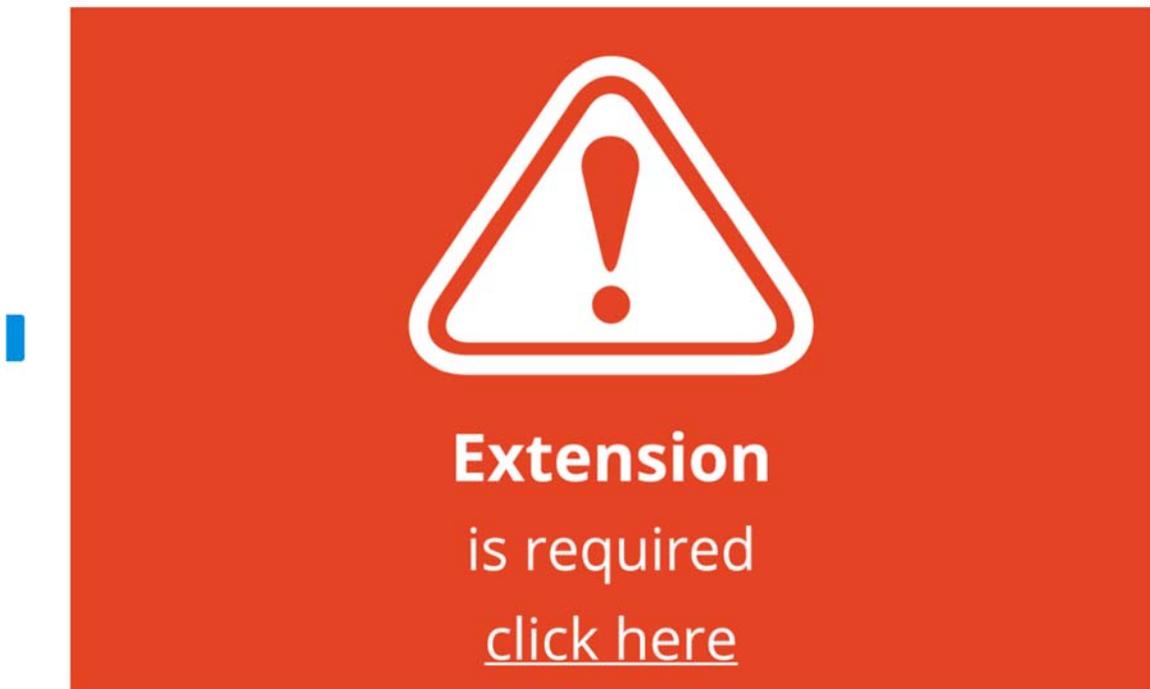
Proctorio Guide for Students

If you are taking a test proctored by Proctorio, there are several steps you will need to take before the first time you take a quiz.

1. Be sure that you are using the Chrome browser. Proctorio is a Chrome extension, so no other browser will work. If you do not currently have chrome on your computer, go here to add it: https://www.google.com/chrome/browser/desktop/index.html?brand=CHBD&ds_kid=43700010857936963&gclid=EAlaIQobChMlibCXq4ni2AIVx15-Ch0dEgrKEAAYASAAEgLotvD_BwE&gclsrc=aw.ds&dclid=CMDPsa-J4tgCFYeTZAodnWOLmA
2. Log into Canvas, using the Chrome browser.
3. Click on the quiz you wish to take.
4. Most likely, this is the first thing you'll see, once you click on the browser.

Instructions

This quiz is to test proctorio with a webcam

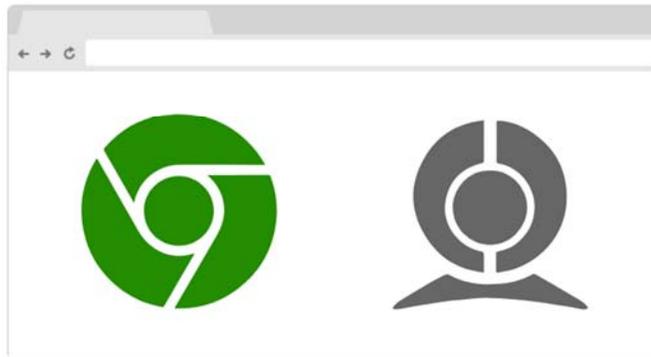


Depending on your browser window, you may not see the click here when this first pops up. Scroll until you do, and then click where it says click here.

5. Once you click there, it will take you out of that window and you'll see a screen that looks like this.

Proctorio Chrome Extension

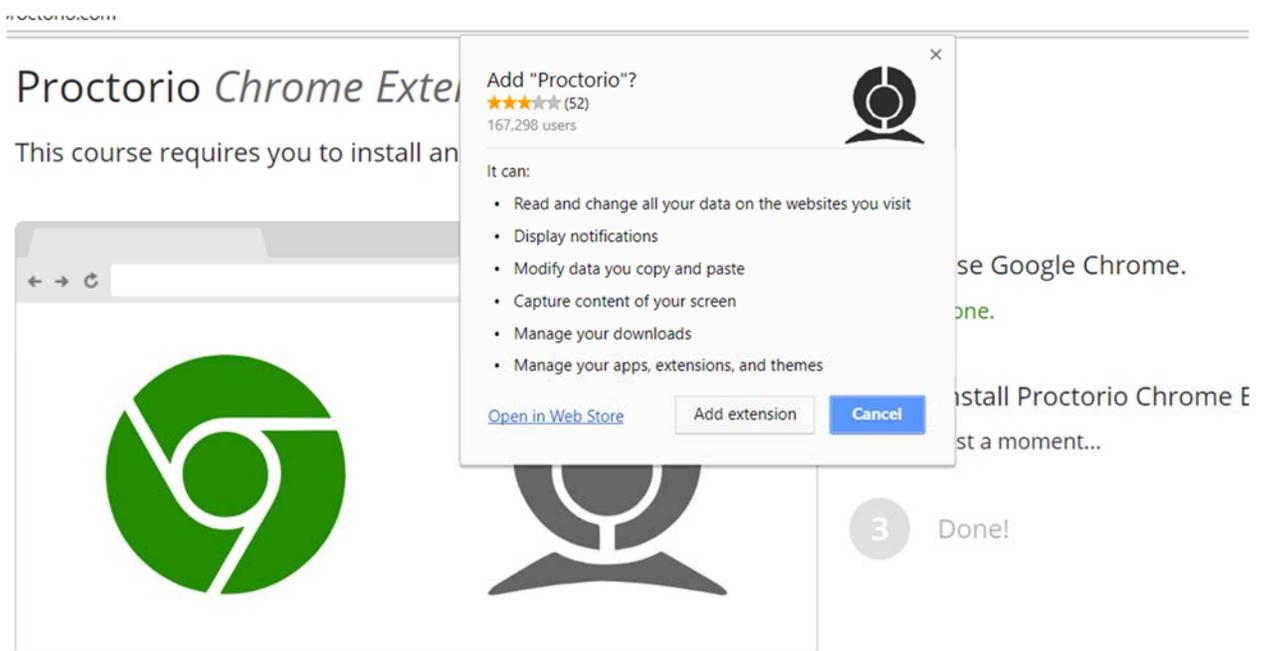
This course requires you to install an extension into your browser.



- 1 Use Google Chrome.
done.
- 2 Install Proctorio Chrome Extension.
[click here](#)
- 3 Done!

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Scottsdale, Arizona.
[Privacy and Cookies](#)
[Terms of Service](#)
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6. You'll notice step number 2 says click here to install. Click there.
7. Then you will see this:



You'll need to click add extension. This should take you through the rest of the steps and close this window automatically. If it gets to 3 and doesn't close the tab, go ahead and do that.

- At this point, you should be able to press the blue Take the Quiz button. When you do, you will most likely see a screen that looks like this.

Instructions

This exam will be monitored by Proctorio. [Learn more about Proctorio.](#)

Before you can continue, please do the following:

The lockdown settings enabled for this exam requires you to [enable incognito access](#), [click here](#) to fix. Need help? [Learn more.](#)

Close all other browser tabs and windows. (1 tab still open), [click here](#) to do this for me.

During the exam, the following will be restricted:

- Your browser will be in **fullscreen mode** during the exam preventing you from opening any other programs. If you leave the exam, it will **end automatically**.
- Once you leave the exam you **cannot resume** the attempt. If you do not submit the exam and leave the quiz page, you will be **automatically signed out**.
- Any loss of network connectivity** and the exam will end automatically, please make sure your **current connection is stable** during the entire exam.
- Your **clipboard** will be disabled during the exam. Copy and paste functions will not work and your **current clipboard will be emptied**.
- Once your exam is submitted, the **browser cache** will be cleared.
- You will not be allowed to open new **tabs or windows** during the exam.
- You will not be allowed to **right click** the exam.
- You will not be allowed to **print** the exam.

The following information will be collected during the duration of the exam:

- Your microphone
- Your webcam
- Your physical location



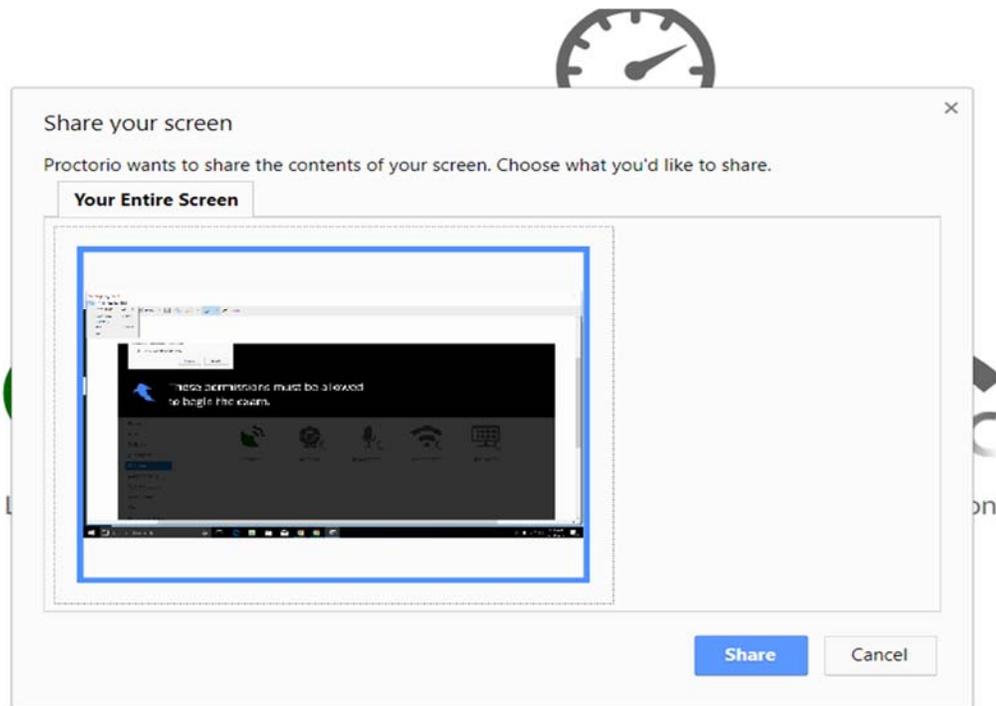
This screen tells you two things, one that you must enable incognito access to take this quiz and two that you must close tabs or disable extra screens to take the quiz. Proctorio will fix both of these for you, if you click where it says click here.

When you click on the enable incognito access, it will take you to a screen where you must check the box to enable this access. Once you do, that screen should close.

You may choose to either close open tabs yourself, or click in the red box to allow Proctorio to do that for you.

- Once you've cleared up the red box, you can click to start your pre-checks.

Proctorio will check your webcam, your microphone, if screen sharing is required, it will ask you to share your screen. These pre-checks can take some time, so be patient. If you can't find the box to share your screen, minimize your window, and see if it is behind it. It will look like this:



If any of these pre-checks fail, or you choose not to do them, you will not be able to complete the quiz.

**If you have issues with your webcam pictures not being accepted, be sure to move close enough that your head is in the center of the camera and look directly at the camera. You might even need to lift up the laptop/ webcam to get the right positioning.

At the very end of these pre-checks, you will be asked to show your ID (if your instructor has requested it) and then you will certify that you are the one taking the quiz, and then the quiz will actually begin. (The ID check is for your instructor. No one at Proctorio will be checking your ID, but your instructor has the ability to check the ID picture provided with your picture and name in the class.)

*** Please be advised that if you try to navigate away from the test, open a new tab, print your test, you will get a warning and then your test may be ended. If your instructor has requested screen sharing and you click the button that says end screen sharing, that will also end your test.

Depending on the settings your instructor has chosen, you may not be able to get back into the test. If you feel that this is an error, you may contact your instructor.