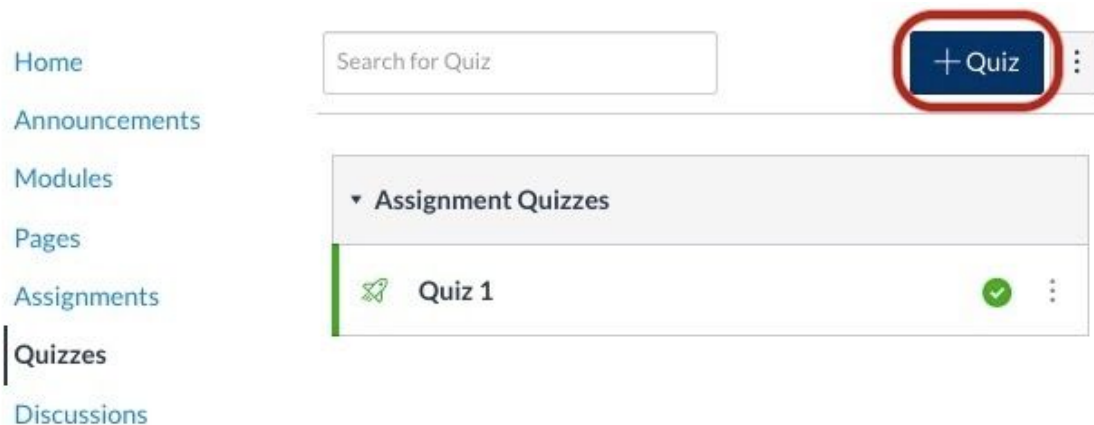


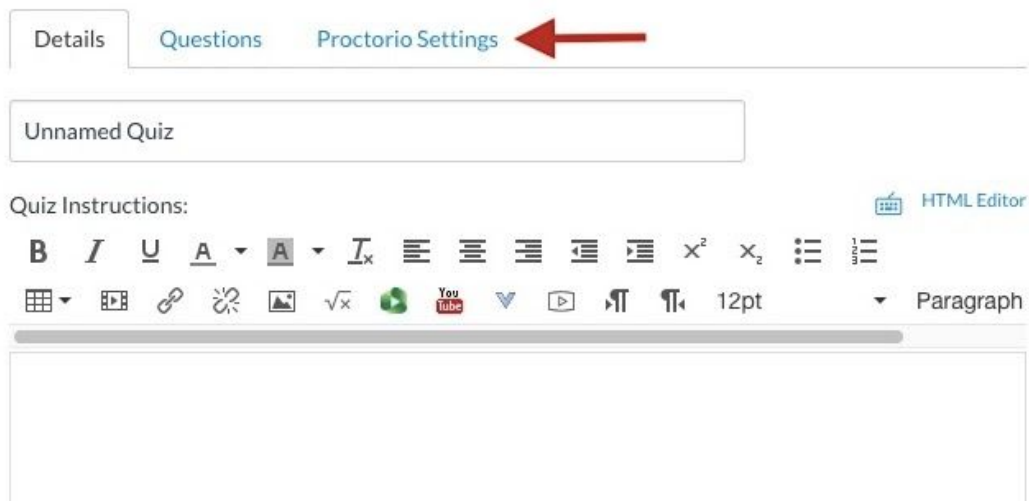
Setting Up a Canvas Quiz with Proctorio

Proctorio is an online monitoring tool that works to proctor your Canvas quizzes. After you enable Proctorio in your Canvas course site, you can add it to your Canvas quizzes by following these steps:

1. Using the Chrome browser, log in to [Canvas](#) and enter your course site (note: Proctorio requires both instructors and students to be on Chrome).
2. Create a new quiz by selecting on the Quizzes menu item and clicking on the **Add Quiz** button (note: you can add Proctorio to an existing quiz if no students have taken it yet).



3. A Proctorio Settings tab will appear on the Edit Quiz page.





4. Scroll down to the Quiz Restrictions section and check **Enable Proctorio Secure Exam Proctor**.

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

☐ Enable Proctorio Secure Exam Proctor

5. Proctorio adds an access code password (this will not be visible to you but is required in the background for the test setup).

Quiz Restrictions

☒ Require an access code

Proctorio is managing this password. [Learn more.](#)

.....

☐ Filter IP Addresses

☒ Enable Proctorio Secure Exam Proctor

Remote proctor settings can be controlled from the [Proctorio Settings](#) tab

Note: Keep in mind that you will need to include a time limit on the quiz in order for Proctorio to work.

- At the top of the Edit Quiz page, click on the **Proctorio Settings** tab.

The screenshot shows the 'Proctorio Settings' tab selected in a quiz editor. The interface includes tabs for 'Details', 'Questions', and 'Proctorio Settings'. Below the tabs is a text input field labeled 'Weekly Quiz'. Underneath is a section for 'Quiz Instructions' with a rich text editor toolbar. The toolbar contains icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, YouTube, and a dropdown for font size (set to 12pt). A 'Paragraph' dropdown is also visible. To the right of the toolbar is an 'HTML Editor' button. The main content area of the editor is empty.

- Under Proctorio Exam Settings select your **Recording Options**. For recommended settings for different exam types, see [this video](#) and the appendix below.

This screenshot shows the 'Proctorio Settings' tab selected in the quiz editor. The tabs 'Details', 'Questions', and 'Proctorio Settings' are visible at the top.

▼ Saved Profiles

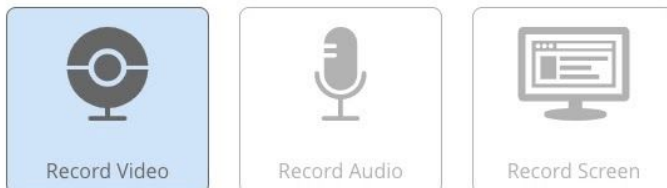
You have not saved any profiles yet :(

Saving Proctorio settings profiles allows you to apply your favorite exam settings with a single click.

▼ Proctorio Exam Settings ←

Exam settings can not be changed once the first test taker has started the exam.

▼ Recording Options



8. Based on your Exam Settings selections, Proctorio will set **Behavior Settings**. Open up this section to view the Behavior Settings and make any adjustments to the Frame and Exam Metrics.

▼ Proctorio Behavior Settings



9. If you wish to save these settings for other quizzes, click **Create New Profile**. Remember to click **Save** or **Save & Publish** to save the Proctorio settings.

If you would like to reuse these settings in the future, you can save them in a new profile.

[CREATE NEW PROFILE](#)

☐ Notify users this quiz has changed

Cancel

Save & Publish

Save



Appendix

Recommended Proctorio Exam Settings to Enable

Multiple Choice and Open Response (no books or Internet)

Recording Options:

- Record Video
- Record Audio
- Record Screen
- Record Room

Lock Down Options:

- Force Full Screen
- Only One Screen
- Disable New Tabs
- Close Open Tabs
- Disable Printing
- Disable Clipboard
- Block Downloads
- Clear Cache
- Disable Right Click

Verification Options:

- Verify Video
- Verify Audio
- Verify ID

Open Book (no physical texts/notes)

Recording Options:

- Record Video
- Record Audio
- Record Screen
- Record Room

Lock Down Options:

- Force Full Screen
- Only One Screen
- Disable New Tabs



Close Open Tabs
Disable Printing
Disable Clipboard
Block Downloads
Clear Cache
Disable Right Click

Verification Options:

Verify Video
Verify Audio
Verify ID

Access to External Applications (such as Excel)

Recording Options:

Record Video
Record Audio
Record Screen
Record Room

Lock Down Options:

Only One Screen
Disable New Tabs
Close Open Tabs
Disable Printing
Disable Clipboard
Clear Cache
Disable Right Click

Verification Options:

Verify Video
Verify Audio
Verify ID