

Blackboard  
learn<sup>+</sup><sup>TM</sup>



proctorio

## VERIFY LOGIN TEST-TAKER GUIDE

**Confidentiality Notice:** The information contained in this document may be confidential and legally privileged. It is intended only for use of the institution or organization named. If you are not the intended recipient, you are hereby notified that the disclosure, copying, distribution, or taking of any action in regards to the contents of this document – except its direct delivery to the intended recipient – is strictly prohibited. If you have received this document in error, please notify the sender immediately and destroy this cover sheet along with its contents, and delete from your system, if applicable.



## What is Proctorio?

### Hello there!

You're lucky enough to use Proctorio in this course to take your online exams.

This will require the use of a webcam and microphone (internal or external). You will also be asked to show a photo ID. You can use either a student ID, valid driver's license, or passport.

With Proctorio, there is no need to schedule exams in advance, take them wherever and whenever you want!

Proctorio isn't a creepy person staring at you through a webcam. Instead it's a system of computers that keep an eye on you while you take the test.

Feel comfortable taking your exams at home and even in your pajamas. Only your professor and school admins have access to recordings. Yes, you are being recorded, so try not to do anything embarrassing.

Last of all, relax! Proctorio isn't designed to add stress. Our wonderful support staff is here 24/7 to help you.

Good luck on your exams!!

Team Proctorio



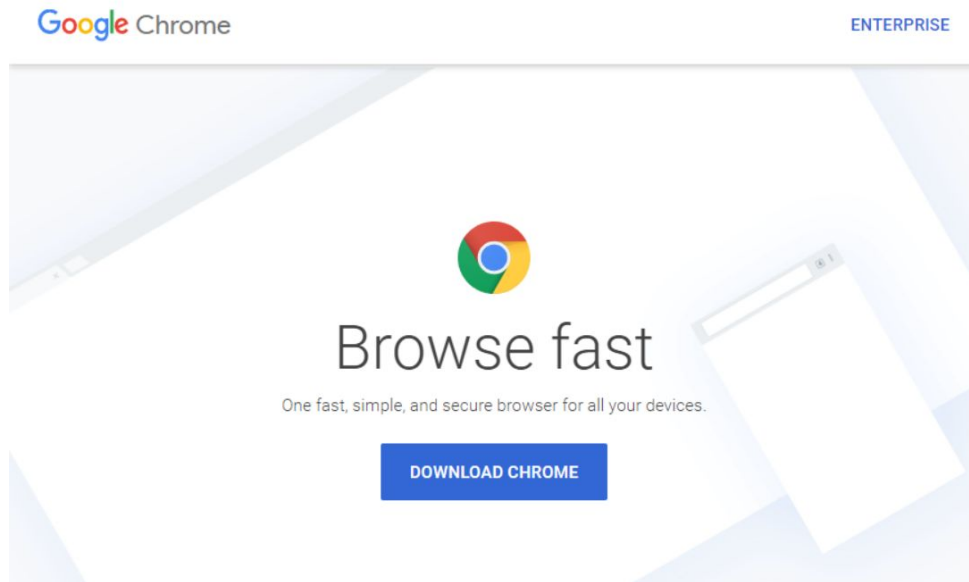


## Getting Proctorio Set Up

### 1. Installing Google Chrome

When you're ready to take a proctored exam you will need to use Google Chrome.

Chrome is fast, secure, and works on any computer—best of all it's free!



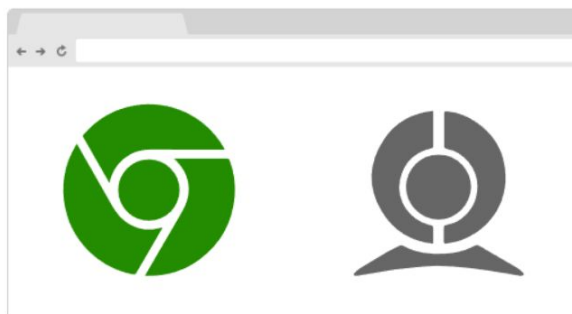
### 2. Installing the Proctorio Extension

Proctorio also requires a small app that needs to be added to Chrome.

You just need to do this once and it only takes 30 seconds, please go [here](#) to get the Proctorio Extension.

### 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!



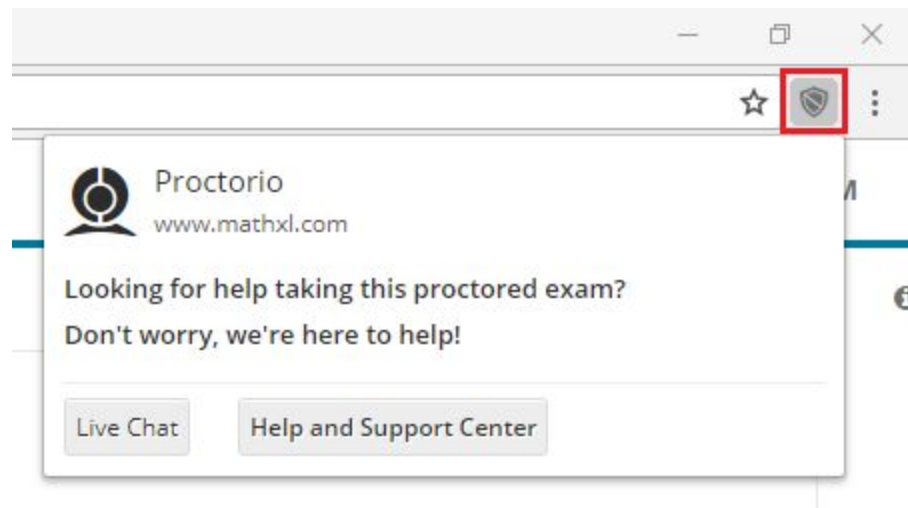
### 3. Help and Support

Proctorio's goal is to make it easy for you to get instant help and support.

Our wonderful support staff is here 24/7 to help you.

The fastest and easiest way to contact support is using "the shield" icon.

*The shield is only present on quiz pages after you install the extension.*



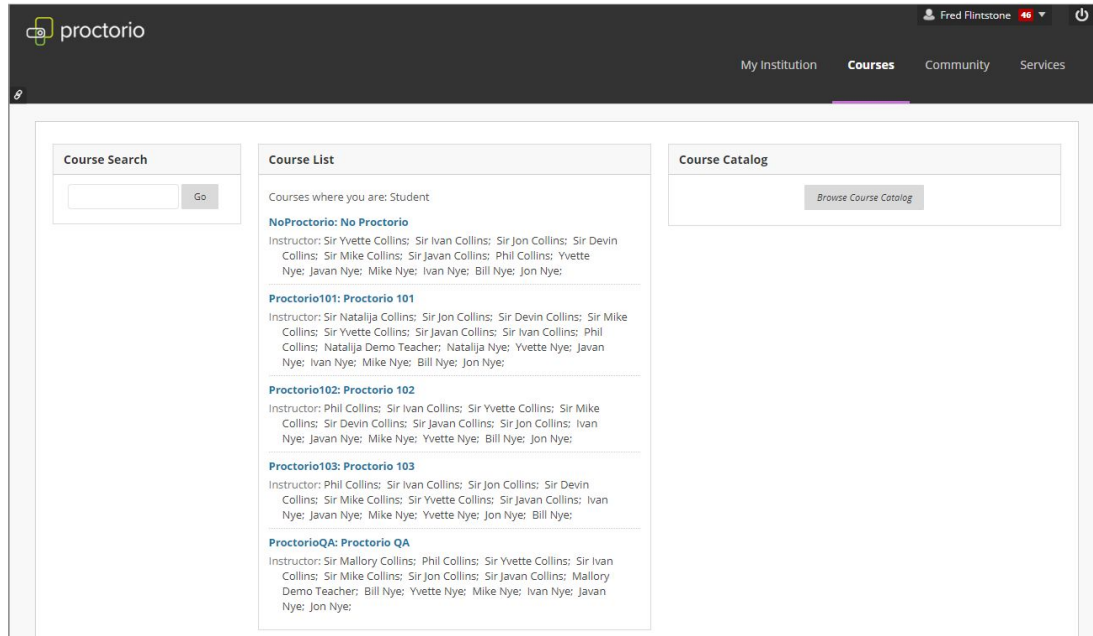
If you are still having trouble getting Chrome or the extension installed, please send us an email at: [support@proctorio.com](mailto:support@proctorio.com)

Proctorio also has phone support available, please call us at: 480-428-4089 or 1-866-948-9248

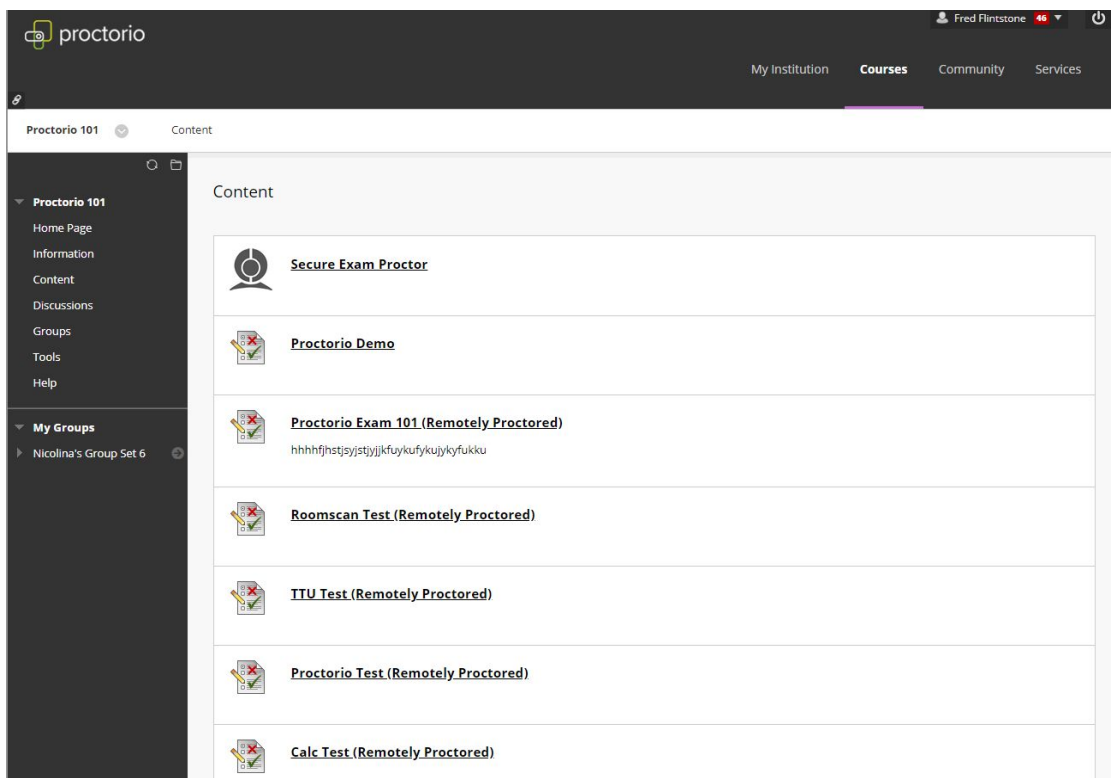


## Taking the Test on Blackboard

1. First, you will need to **log into Blackboard** and navigate to your course.

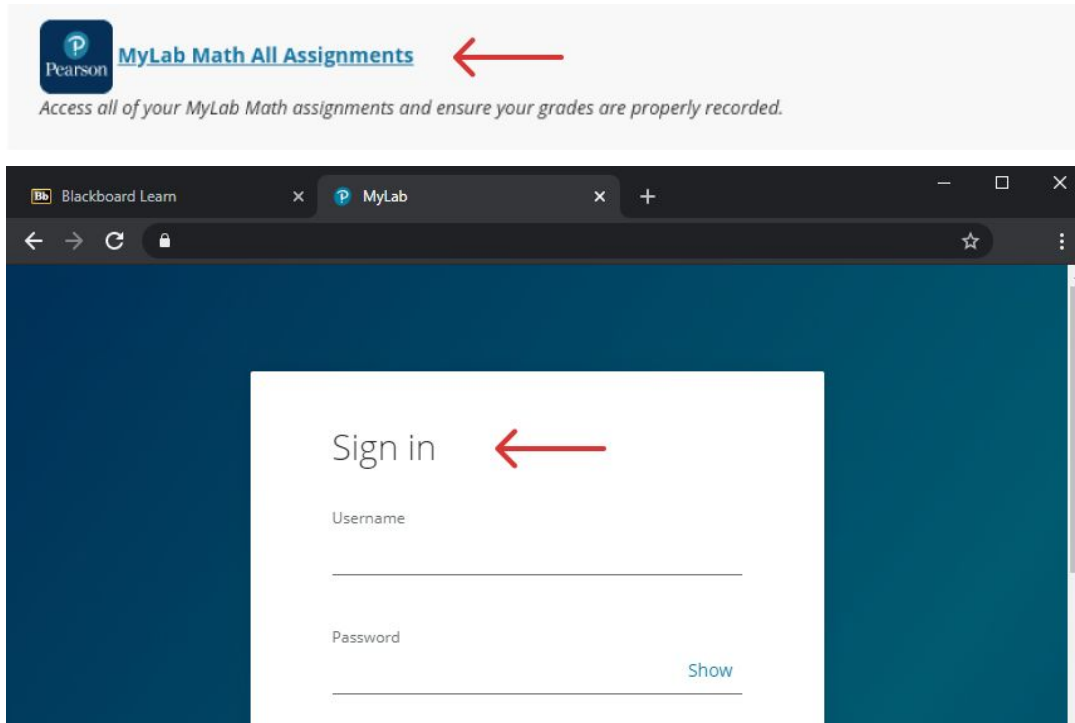


2. You will go to **“Course Content”** and select the assessment.

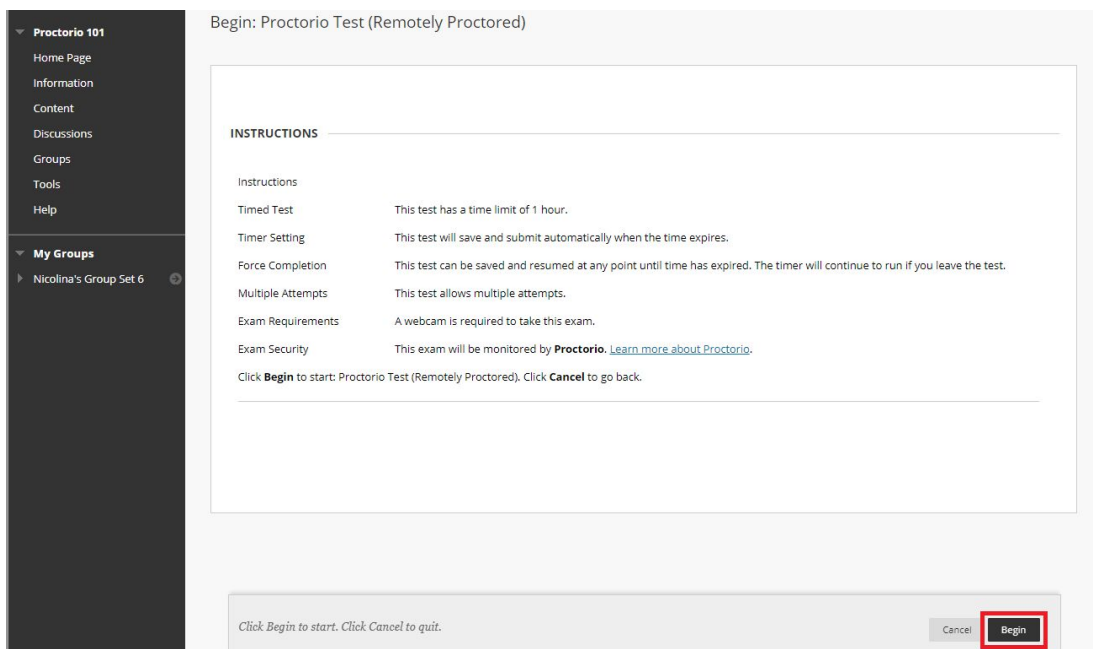




- Next, open a new tab separately from Blackboard and login into MyLab or open up the MyLab page via internal link in Blackboard.



- Once MyLab is opened and you have signed in, head back to the Blackboard quiz and select **“Begin”** to start the Proctorio pre-checks. **Do NOT close the MyLab tab.**





5. Start the exam "pre-checks" and leave MyLab open until prompted to close in the "pre-checks". You **will not** be required to enter a password, the Proctorio Extension will handle this for you.

The screenshot shows the Proctorio pre-check instructions page. It includes the following text:

**Instructions**

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

**During the exam, the following will be restricted:**

- Any loss of network connectivity and the exam will end automatically, please make sure your current connection is stable during the entire exam.

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

- Your webcam
- Your physical location
- Your clipboard
- Your mouse location
- Your browser size
- Your browser tabs and windows
- Your head movements
- Your eye movements
- Your mouth movements
- Any other applications running
- Number of display screens connected

The results of your actions may result in policy violations, at this institution's discretion.

[Enable high visibility mode.](#)

[Learn more about Proctorio's approach to Accessibility.](#)

Start exam pre-checks

6. Once in the assessment, you **will see the link** to open up your MyLab test.  
**Tip: Do not close out of the Blackboard tab or you will be removed from the exam!**

The screenshot shows the Proctorio assessment interface. It includes the following text:

Proctorio 101 Content Take Test: Proctorio Demo

Take Test: Proctorio Demo

**Test Information**

Description

Instructions

Multiple Attempts This test allows 2 attempts. This is attempt number 2.

Force Completion This test can be saved and resumed later.

Question Completion Status:

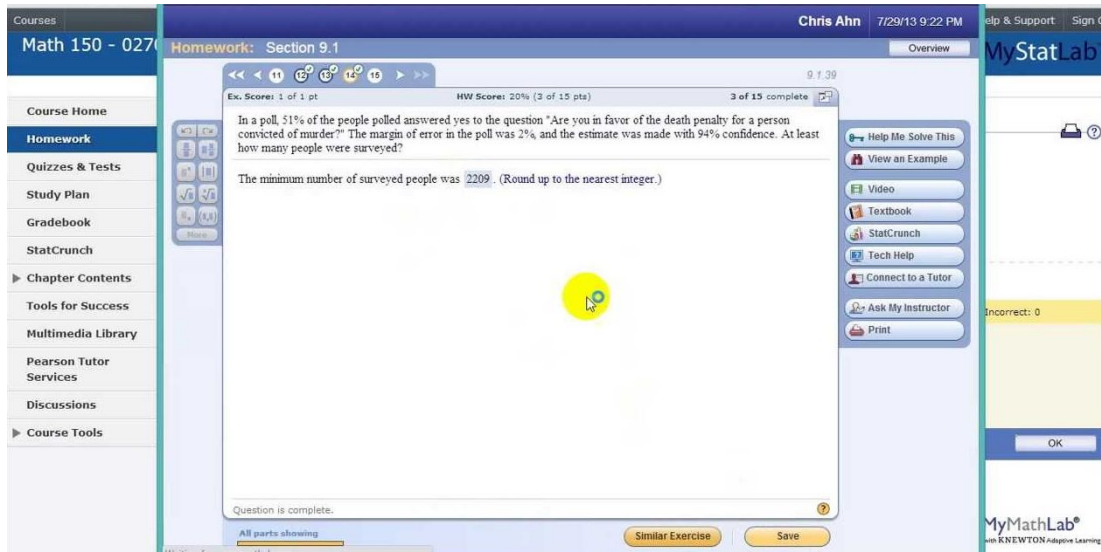
**QUESTION 1** 0 points Save Answer

<https://www.mathxl.com/Student/PlayerTest.aspx?testid=203316567>

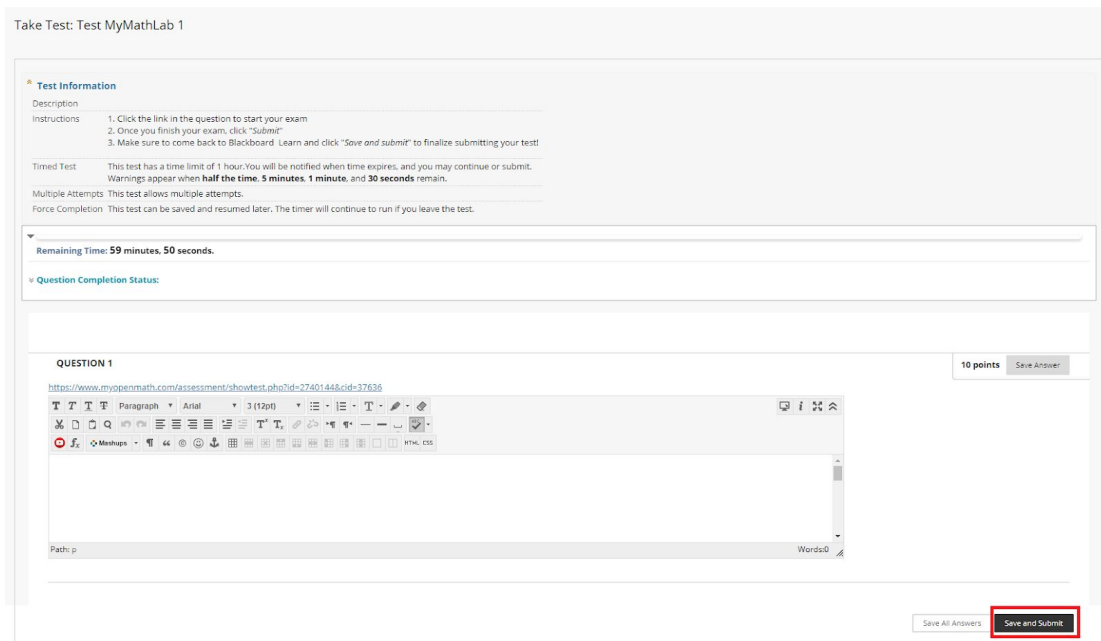
Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save All Answers Save and Submit

7. You will then complete the MyLab exam and then click **"Submit"**.



8. You will then go back to the **Blackboard tab** and click **“Save and Submit”** to finish your exam.



*\*If you are unfamiliar with the way things look on the test-taker side, we recommend you check out the faculty and test-taker articles in our [Help Center](#)*