How It Works For Faculty

Step 1
Log in to your Canvas account.

Step 2
Navigate to your course.
Step 3
Select the ProctorU link from the left menu.

Step 4
Select Yes if you have a ProctorU account. Select No if you do not.

Step 5
If you select No, you will then see the following screen prompting you to create an account.
Step 6

Once you have an account created and/or clicked Yes, you will see the following ProctorU screen.

Step 7

To set up an exam with ProctorU, click Add New in the top right corner and then click Exam.

Step 8

Enter the information for your exam on the New Exam screen.

Please note that "End Time" reflects the start time of the last appointment. We recommend setting this three hours prior to the "End Time" listed in Canvas, to allow for authentication, technical issues and two hours for the exam.

The fields listed to the right can be specified in exam creation. Fields marked with an asterisk are required.

- Exam title*
- Course number
- Department*
- Bluebird/adhoc
- Term*
- Instructor
- Duration (minutes)*
- Exam URL (location)
- Exam password
- Permitted resources*
- Permitted browsers
- Additional exam notes & accommodations
- Expected no. of test-takers*
- Notify on schedule emails
- Point of contact for exam issues*
- Exam windows*
Step 9
Click **Submit for Review** after completing the relevant exam fields.

Step 10
The **Exam completion overview** screen is now available for the exam.

Need Live Help?
ProctorU **LiveChat** is available when logged into your account.

Click on the pop-up at the bottom right and fill out the fields to chat with a representative.

You can also call **855-772-8678** option 2.
ProctorU Reporting Features

Reservation Data

By clicking the Reports/Activity Report heading, Session Activity can be viewed. You can filter reservations by start and end dates.

This page displays appointment data for your test-takers. Clicking the clipboard edit icon (circled red) to the right of each appointment displays a detailed description of individual appointments.

Cancellations

You can also view specific details for appointment cancellations in the Reports section. Reports can be filtered by test-taker name, start and end dates, or by reason.

Suspicious activity is reported to the institution in the form of an Incident Report, which documents a potential breach of academic integrity.

A sample incident report can be seen on the next page.
Incident Report

Proctor University
Jane McTestitout

Date: MM - DD - Year
Time: 12:00 PM Pacific Standard Time
Test-Taker: Jane McTestitout
Institution: Proctor University
Exam Name: Underwater Basket Weaving - Final
Instructor: Woodward J. Prockl
Incident #: mmddy-pr
Proctor: ProctorU

Incident Summary: During the course of this exam, the proctor observed the test-taker utilizing Google to search for exam-related content. The test-taker searched for "What is the answer to life, the universe and everything?" The answer, of course, is "42."

Screenshots: Screenshots
Chatlog: Chatlog
Recap: Recap

The information in this report is confidential and is intended for use by ProctorU Inc. and the institution listed above and may contain confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination or other use than the intended recipient is prohibited. Under no circumstances should the proctor’s full name be disclosed to the test-taker named in this report. For any questions regarding this report please contact ProctorU Inc., 3083 Independence Drive, Suite A, Livermore, CA 94551, www.proctoru.com.