



# How It Works For Faculty

www.ProctorU.com  
855 - 772 - 8678  
contact@proctoru.com

## Step 1

Log in to your Canvas account.



## Step 2

Navigate to  
your course.

UAB Central Authentication System

Enter your BlazerID and Password:

BlazerID

Password

Log In

UAB Dashboard

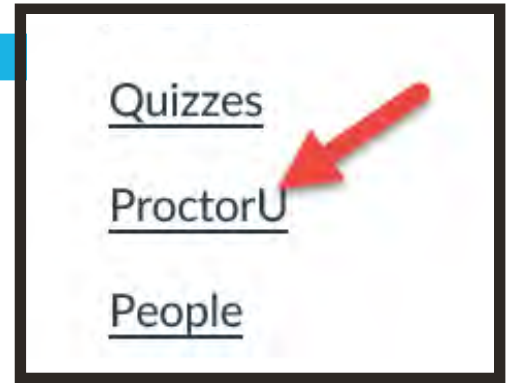
- Account
- Dashboard
- Courses
- Groups
- Calendar

ProctorU Demo ←

PROCTORU DEMO  
SANDBOX\_TERM

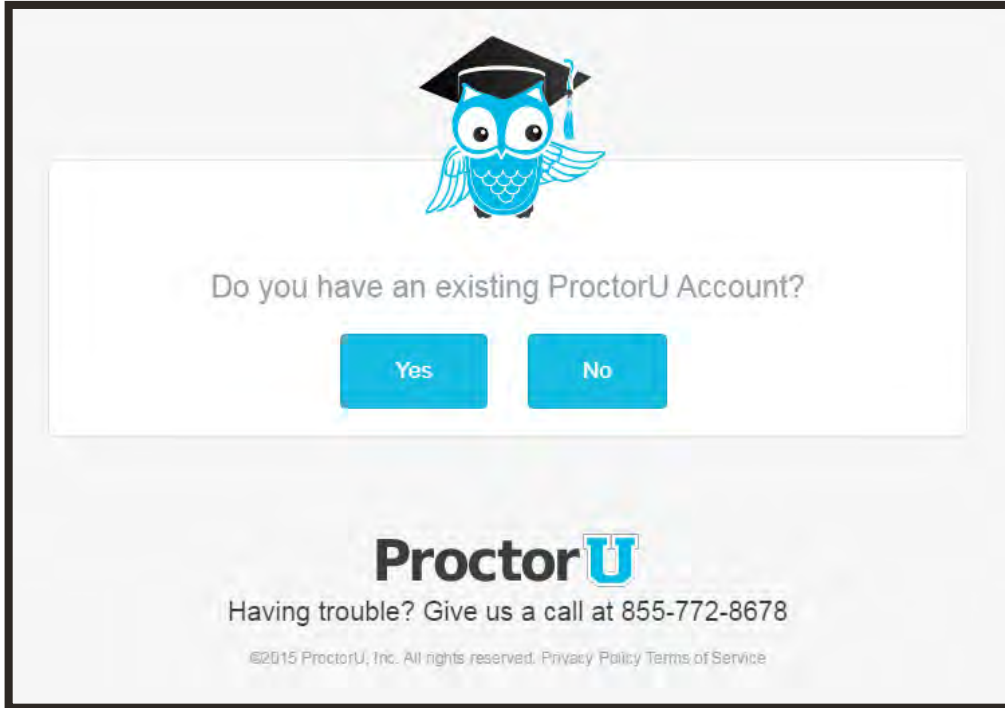
## Step 3

Select the ProctorU link from the left menu.



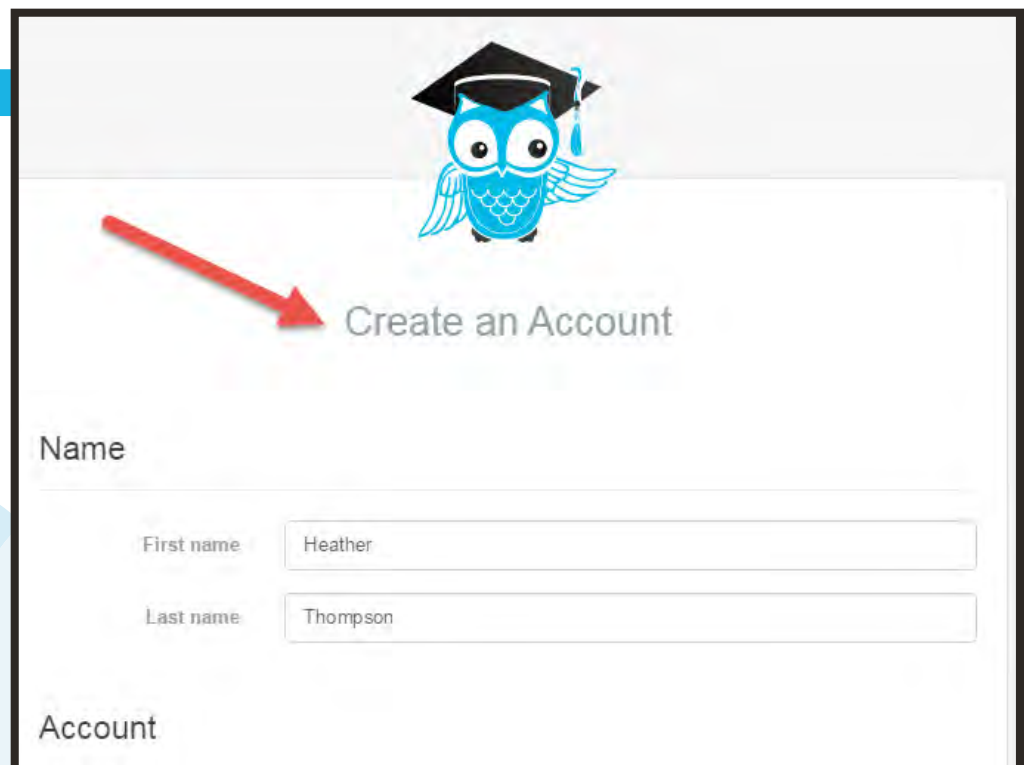
## Step 4

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

A screenshot of the ProctorU account verification screen. At the top center is a blue owl wearing a black graduation cap. Below the owl is a white rectangular box containing the text 'Do you have an existing ProctorU Account?' and two blue buttons labeled 'Yes' and 'No'. Below the box is the ProctorU logo, the text 'Having trouble? Give us a call at 855-772-8678', and a small copyright notice: '©2015 ProctorU, Inc. All rights reserved. Privacy Policy Terms of Service'.

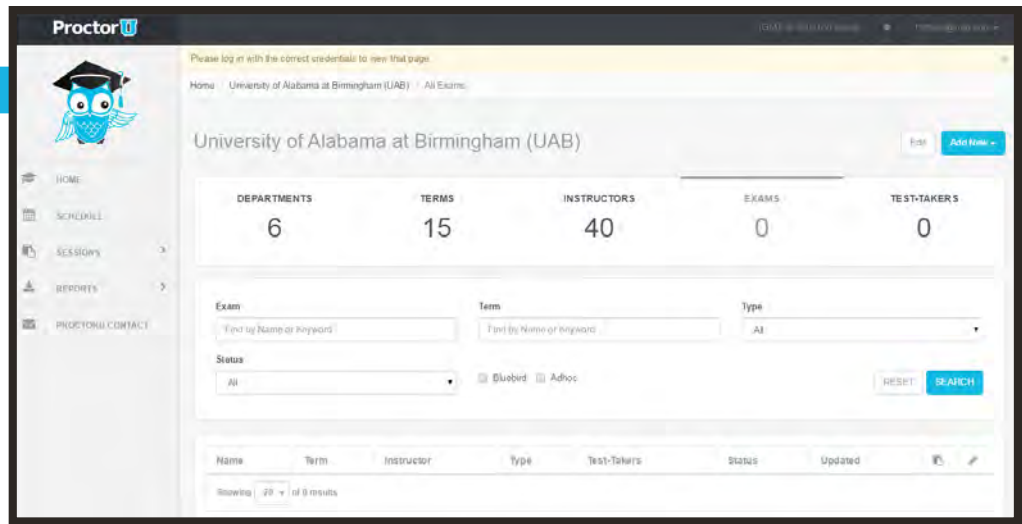
## Step 5

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

A screenshot of the ProctorU account creation screen. At the top center is the blue owl logo wearing a graduation cap. Below the logo is a red arrow pointing to the text 'Create an Account'. Below this is a form with the following fields: 'Name' (with a sub-field for 'First name' containing 'Heather'), 'Last name' (containing 'Thompson'), and 'Account'.

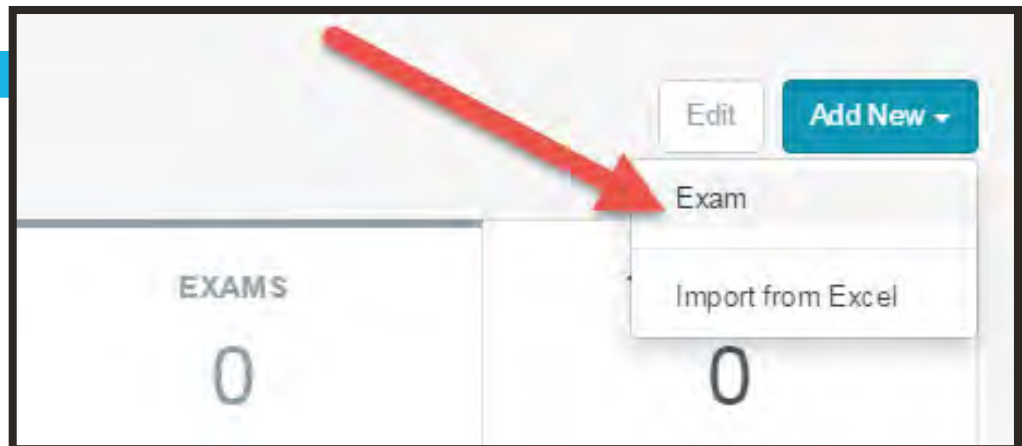
## Step 6

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



## Step 7

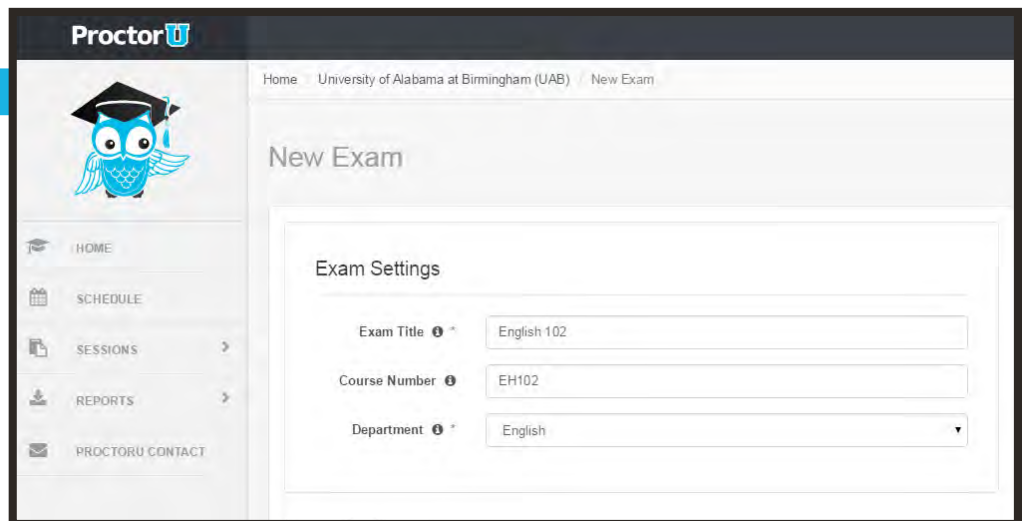
To set up an exam with ProctorU, click **Add New** in the top right corner and then click **Exam**.



## 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.

Exam Windows

Start \* 2015 October 21 11:00

End \* 2015 October 28 11:00

Name Input a Name for the Exam Window

Remove Window

Add Window

\* Indicates Required Field

Submit for review

## Step 10

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

English 102

Create Bluebird-Adhoc Edit English 102

Summary Notes

Exam completion overview 0%

Profile

Department: English  
Instructor: Heather Thompson  
Term: Fall 2015

URL:  
Password:

Type: Classic  
Duration: 30 Minutes  
Effective Dates: Wed 10/21/15 11:00 AM CDT - Wed 10/28/15 11:00 AM CDT

Created: 08/21/2015  
Updated: 08/21/2015  
Exam UUID:  
Iteration UUID:  
Status: Inactive  
Imported: No

Exam Contact  
Name: Valerie B Williams  
Email: valarie@uab.edu  
Phone: 2059345757

Activity Stats

0 sessions scheduled for today.  
0 sessions scheduled but not yet completed.  
0 sessions cancelled.  
0 sessions completed.

0 total test-takers completed this exam.  
5 total test-takers expected to take this exam.  
5 more test-takers expected to schedule a session.

## 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.

University of Alabama at Birmingham (UAB)

Edit Add New

DEPARTMENTS 6 TERMS 15 INSTRUCTORS 40 EXAMS 1 TEST-TAKERS 0

Exam Find by Name or Keyword Term Find by Name or Keyword Type All

Status All Bluebird Adhoc RESET SEARCH

Name	Term	Instructor	Type	Test-Takers	Status	Updated		
English 102	Fall 2015	Heather Thompson	Classic	0	Inactive	08/21/2015		

Showing 20 of 1 results

CHAT NOW

# 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.

The screenshot shows the ProctorU interface for 'Session Activity - 72'. It features a sidebar with navigation options: HOME, SCHEDULE, SESSIONS, USERS, and REPORTS (with sub-options for Activity Report and Cancellation Report). The main content area includes search filters for Exam, Department, Instructor, Test-Taker, Status (set to 'All Active'), Start Date, End Date, and Time Zone. Below the filters is a table of session data with columns for Exam, Department, Instructor, Test-Taker, Scheduled Start, Actual Start, and Duration. A red circle highlights a clipboard icon in the rightmost column of the table.

Exam	Department	Instructor	Test-Taker	Scheduled Start	Actual Start	Duration	
BIO 2263 Exam 4	New Hire Training	Chris Brown	CHANDLER TRAINING	Mon 01/05/15 3:30 PM CST	Mon 01/05/15 3:40 PM CST	75	
BIO 2263 Exam 4	New Hire Training	Chris Brown	HOOVER THE THIRD	Sat 01/17/15 10:55 AM CST	Sat 01/17/15 10:58 AM CST	75	
HIS - 201 - Midterm	New Hire Training	Chris Brown	Riverchase Training	Sat 01/17/15 10:55 AM CST	Sat 01/17/15 10:58 AM CST	45	
CIS-417- Database Systems Design & Implementation	New Hire Training	Jessica Holt	HOOVER THE THIRD	Sat 01/17/15 11:15 AM CST	Sat 01/17/15 11:18 AM CST	150	
BIO 2263 Exam 4	New Hire Training	Chris Brown	HOOVER THE THIRD	Tue 01/20/15 2:05 PM CST	Tue 01/20/15 2:09 PM CST	75	
BIO 2263 Exam 4	New Hire Training	Chris Brown	CHANDLER TRAINING	Wed 01/21/15 1:10 PM CST	Wed 01/21/15 1:22 PM CST	75	

## 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.

The screenshot shows the ProctorU interface for 'Cancellations - 113'. It features a sidebar with navigation options: HOME, SCHEDULE, SESSIONS, USERS, and REPORTS (with sub-options for Activity Report and Cancellation Report). The main content area includes search filters for Test-Taker, Start Date, End Date, Reason (set to 'View All'), and Time Zone. Below the filters is a table of cancellation data with columns for Exam, Test-Taker, Scheduled Start, Scheduled End, Reason, Explanation, Cancelled By, Created, and Credit.

Exam	Test-Taker	Scheduled Start	Scheduled End	Reason	Explanation	Cancelled By	Created	Credit
HIS - 201 - Midterm	Folsom Training			Training		Nick Martucci	Sat 01/31/15 12:55 PM CST	Account
HIS - 201 - Midterm	Folsom Training			Training		Nick Martucci	Sat 01/31/15 12:55 PM CST	Account
BIO 2263 Exam 4	Folsom Training			Training		Nick Martucci	Sat 01/31/15 12:55 PM CST	Account
CIS-417- Database Systems Design & Implementation	Folsom Training	Fri 01/30/15 1:20 PM CST	Fri 01/30/15 3:50 PM CST	Training		Nick Martucci	Sat 01/31/15 12:55 PM CST	None
MAT-105 Mid-Term	Folsom Training			Training		Nick Martucci	Sat 01/31/15 12:54 PM CST	Account

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



# ProctorU

*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. Procki  
**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

**Carson Richards**  
Quality Control Coordinator

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](http://www.proctoru.com).