Guide for Selecting Settings for Proctorio

- You can Save the selections below so you only create this once.

Steps:

- 1 1. Click Edit then go to Proctorio Mastery Paths Proctorio Settings Details Questions **Settings** Saved Profiles 2. Click any **Right arrows** to face You have not saved any profiles yet :(Saving Proctorio settings profiles allows you to apply your favorite exam settings with a single click. **Down** to see more options under 2 each category. Right Down Proctorio Exam Settings Exam settings can not be changed once the first test taker has started the exam. 3 3. Under **Recording Options** click: Recording Options -Record Video -Record Audio -Record Screen -Intelligent Scan: Select either Record Room Options Scan at Start or Intelligent Scan. (Intelligent Scan will make students scan during their exam as their suspi-Record Room Off Intelligent Scan cion level increases) Scan at Start 4 4. Suggested Lock Down Options Lock Down Or are Forced Full Screen, Only One Screen, No New Tabs, and Close Open Tabs. 5. You must select the Verification 5 **Options** based off Recording erification Options 1 options. If you enable Video and Audio you must select that here. If you Record Screen you must Proctorio Behavior Settings 6 click Verify Desktop. 6. Then Set Proctorio Behavior Set-Moderate tings to Moderate. 7. The following Proctorio Frame Proctorio Frame Metrice 7 Metrics will prefill from your 0 selection of Moderate. It is recommended to leave them 1 23
 - alone or increase your severity on Navigating Away as well as Leaving the Room.
- 8. **Proctorio Exam Metrics** will go through a variety of options. The ones highlighted are the key ones that Proctorio Recommends.
 - Navigating Away
 - Copy & Paste
 - Multi-Face
 - Exam Duration
 - Start & End Times
 - Exam Collusion
- 9. Save these settings for future use by clicking Create New Profile. This will transfer from Class to Class!
- 10. Name it something you will remember. It will show up at the top of your Settings under Saved Profiles so you can quickly set up your next Proctorio Test.

If you have any questions or need help please contact Distance Education: (661) 763-7894



