How do I create an exam in Blackboard with Proctortrack?

Proctortrack is a remote proctoring solution which allows students to take a digitally-proctored exam at a time and place of their choosing. Students launch Proctortrack from inside Blackboard to take a proctored exam. Instructors may choose to use Proctortrack for major exams to better insure academic integrity. For low stakes quizzes, Proctortrack may not be necessary.

After students complete their exams, proctoring data is processed and returned within 48 hours to the Proctortrack Instructor Dashboard. Students are assigned a score based on the number of incidents detected, and violations within each session are pre-flagged and time-stamped.

Each student report includes identity verification scans, desktop screenshots of any misconduct, and video playback of the student’s testing environment to ensure results are delivered in context.
Create an Onboarding Quiz

Proctortrack requires students to take an onboarding quiz prior to an actual quiz or test. This quiz confirms the student’s identity and ensures their computer can run the Proctortrack software.

Create a simple (1-2 question) quiz using the Blackboard test tool. This should not cover essential material or count for a substantial part of the course grade: its purpose is only onboarding.

✓ When you get to the test options screen, leave the test unavailable for now:

![TEST AVAILABILITY](image)

✓ You *can* allow multiple attempts for the onboarding quiz:

![Multiple Attempts](image)

✓ Leave the availability dates unchecked. This quiz should be available for the duration of your course. Also, leave the password field blank for now:

![Availability Dates and Password](image)

✓ When done with the settings, click Submit at the bottom of the screen.
Add a link to Proctortrack:

Both you and your students will access Proctortrack by clicking on a link in Blackboard. This section shows you how to create the link.

✓ In the content area where your onboarding quiz is posted, click the Tools menu, and select Proctortrack:

![Proctortrack selection in Content area](image)

✓ On the Create Proctortrack screen, name the link “Click here to access Proctortrack” and click Submit:

![Create Proctortrack screen](image)
Configure the settings for your Onboarding Quiz

In this section, you’ll go to the Proctortrack dashboard and configure the exam settings.

✔ Click on the link you just created:

![Proctortrack Dashboard](image)

✔ The Proctortrack dashboard will appear:

![Proctortrack Dashboard](image)

✔ Find your onboarding quiz:
✓ Make sure the eye symbol is toggled on. This indicates that proctoring is enabled for the quiz.

✓ Make sure the flag symbol is toggled on. This indicates that this is an onboarding test.

✓ Click the ellipsis, and select Go to Configuration:

![Go to Configuration](image)

✓ On the Configuration page, you can use the toggle buttons on the left to select which features are turned on for your exam. There are options to prevent the copying of your exam, options to verify the identity of the test taker, options to prevent cheating, and options to allow students to use resources during the test.

We recommend setting the onboarding quiz settings just as you would for an actual test.

![Configuration Options](image)

✓ Make sure to turn on the “Hide Access Code/Password” option. This will prevent students from accessing your test outside of Proctortrack:

![Hide Access Code/Password](image)
✓ The settings are saved automatically. When you are done, click the Dashboard button at the top of the screen:

![Dashboard Button]

✓ Back on the dashboard, copy the access code for your test:

![Dashboard Access Code]

✓ Return to Blackboard by clicking the link to your content area at the top left:
Make your quiz available

Now that you have enabled proctoring for the quiz, you can secure it with the access code and make it available to students.

✓ **Click** the drop-down arrow to the right of your Onboarding Test, and **select Edit the Test Options**:

![Course Content](image)

✓ **In the Test Availability section, select Yes**:

![Test Availability](image)

✓ **Below, in the Password field, paste the Access Code you copied from Proctortrack. Check the box to require the password. This will prevent students from taking your test outside of Proctortrack**:

![Password](image)

✓ **Click Submit** at the bottom of the page.
Check what your students see

You can try the onboarding quiz, and see the process your students will go through first-hand, by entering the student preview mode.

✓ **Click** the student preview button at the top right of your course:

✓ Once in the course as a student, **click** on the Click here to access Proctortrack link.

✓ **Select** the Onboarding Quiz:
✔ You’ll see a page describing the Proctortrack process. At the bottom of the page, **click Go to Next Step**:

![Launch the test](image)

✔ Next, you’ll see a page describing the environment guidelines. At the bottom, check the box to indicate that you understand the environment guidelines. **Click Go to Next Step**:

![Environment guidelines](image)

✔ The Proctortrack software will now download to your computer. **Click** on the download to run the software:

![Download](image)
As the application starts, it will first do a system check:

Next, Proctortrack will ask you to complete a face scan:
 ✓ An ID scan is the next step, if you’ve required it for your test:

![Proctortrack ID Scan](image1.png)

 ✓ And if you’ve required a knuckle scan:

![Proctortrack Knuckle Scan](image2.png)
Finally, Proctortrack will ask you to agree to allow it to collect the identity verification data it has just recorded:

Click Begin Proctoring:

Once proctoring has begun, you will be automatically taken to the test in Blackboard. You can copy the test access code from the upper right of the screen.
When done with the test, **click End** to end proctoring:

Check the boxes to confirm that you’ve completed and submitted your exam. Then, **click End Proctoring**:
Proctortrack will then upload your proctoring data, and you can close or uninstall the application:

More information about Proctortrack can be found at:

- **Proctortrack™** [https://www.proctortrack.com](https://www.proctortrack.com)

Specific information for **instructors** can be found at:

- **How It Works** [https://www.proctortrack.com/instructors/howitworks/](https://www.proctortrack.com/instructors/howitworks/)

Proctortrack customer support is available around the clock, via live-chat, phone, and email, where students and instructors can instantly connect with a trained support technician.

- **Support** [https://www.proctortrack.com/support/](https://www.proctortrack.com/support/)