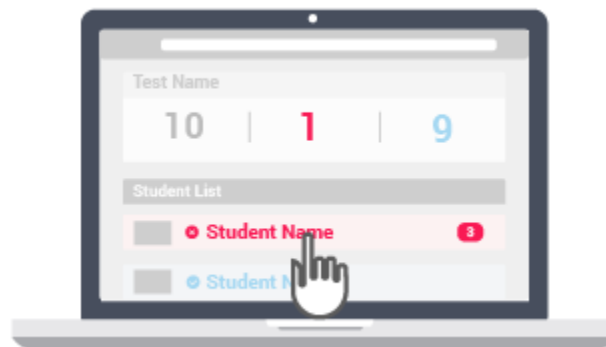


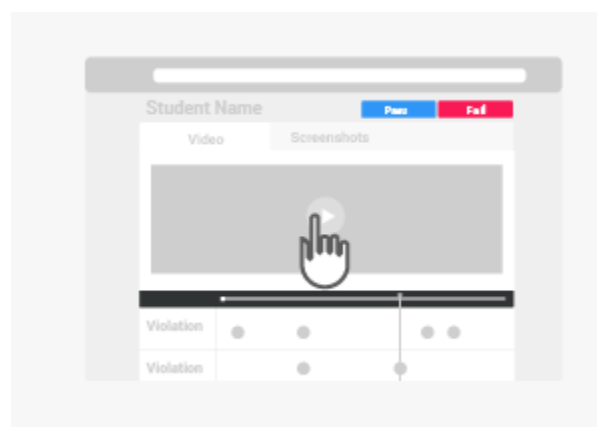
## How do I create an exam in Blackboard with Proctortrack?

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.

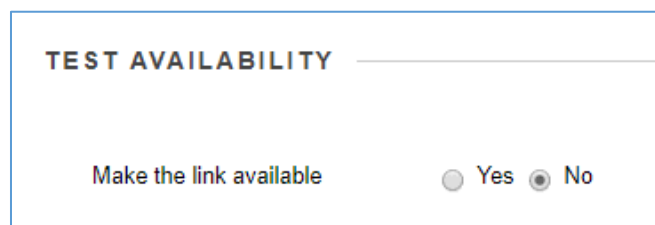


## Create an Onboarding Quiz

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.

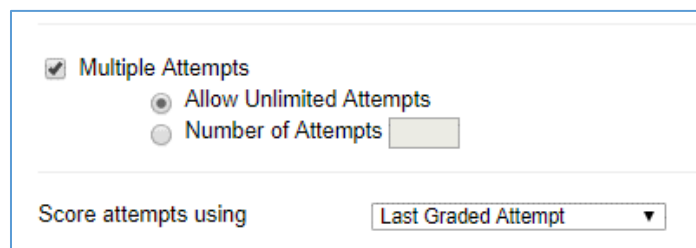
- ✓ When you get to the test options screen, leave the test unavailable for now:



TEST AVAILABILITY

Make the link available  Yes  No

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

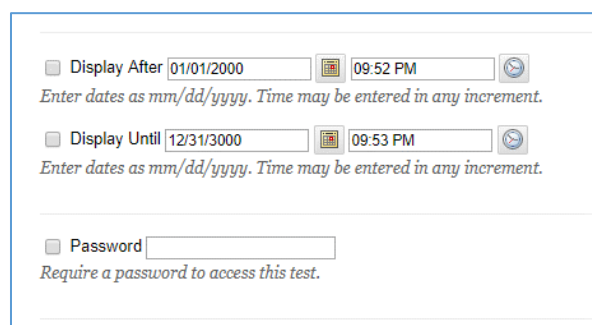


Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Score attempts using

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



Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Password

*Require a password to access this test.*

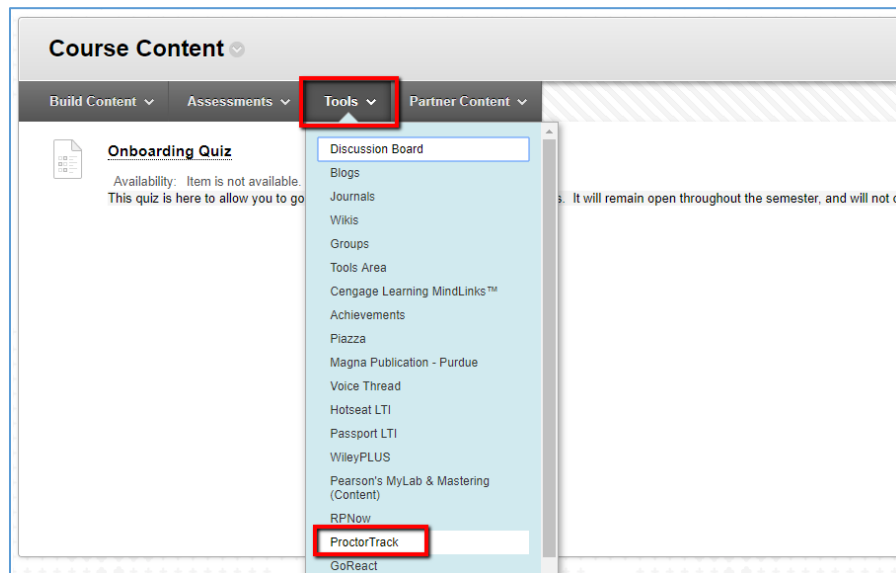
- ✓ When done with the settings, **click Submit** at the bottom of the screen.

Submit

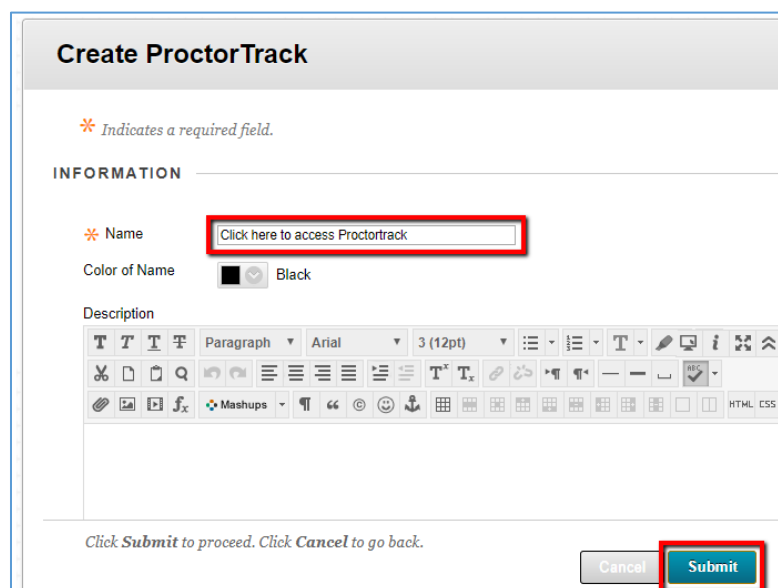
## Add a link to Proctortrack:

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**:



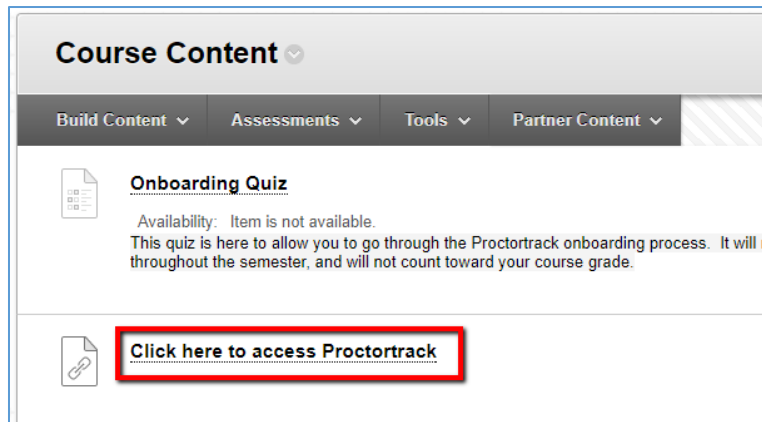
- ✓ On the **Create Proctortrack** screen, name the link “Click here to access Proctortrack” and **click Submit**:

A screenshot of the 'Create ProctorTrack' form. The form has a title 'Create ProctorTrack' and a sub-header 'INFORMATION'. There is a note: '\* Indicates a required field.' The 'Name' field is required and contains the text 'Click here to access Proctortrack', which is highlighted with a red box. The 'Color of Name' is set to 'Black'. The 'Description' field is empty and has a rich text editor toolbar above it. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted with a red box. A note at the bottom says: 'Click Submit to proceed. Click Cancel to go back.'

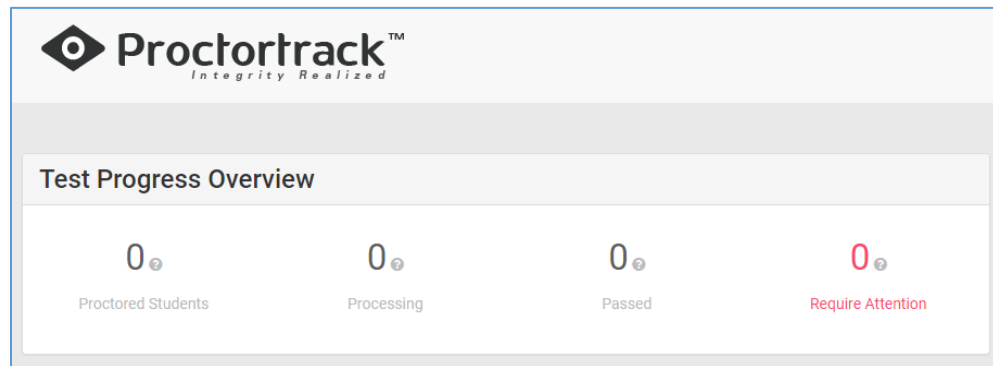
## Configure the settings for your Onboarding Quiz

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

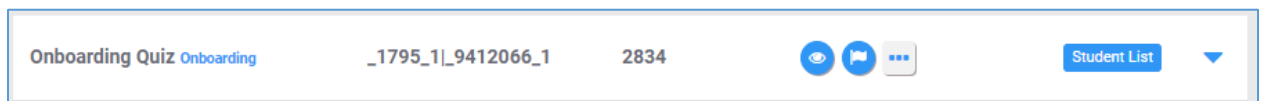
- ✓ **Click** on the link you just created:





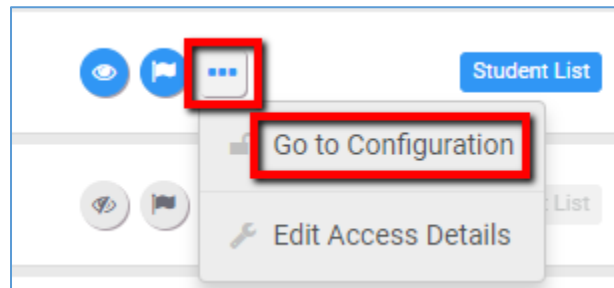
- ✓ The Proctortrack dashboard will appear:



- ✓ Find your onboarding quiz:

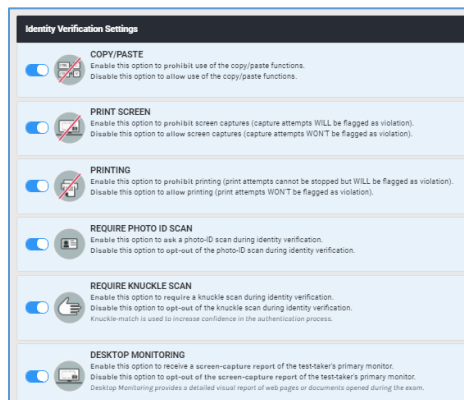


- ✓ Make sure the eye symbol is toggled on. This indicates that proctoring is enabled for the quiz. 
- ✓ Make sure the flag symbol is toggled on. This indicates that this is an onboarding test. 
- ✓ **Click** the ellipsis, and **select Go to Configuration**:

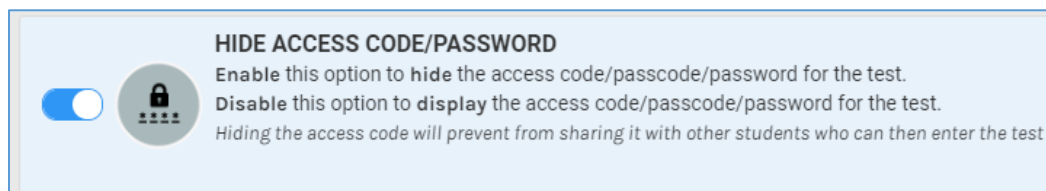


- ✓ On the Configuration page, you can use the toggle buttons on the left to select which features are turned on for your exam. There are options to prevent the copying of your exam, options to verify the identity of the test taker, options to prevent cheating, and options to allow students to use resources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

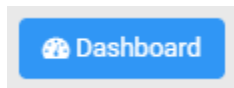
We recommend setting the onboarding quiz settings just as you would for an actual test.






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



- ✓ The settings are saved automatically. When you are done, **click** the **Dashboard** button at the top of the screen:



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

Test Name	ID	Access Code	Settings
Onboarding Quiz Onboarding	_331145_1_ _9649622_1	3888	  

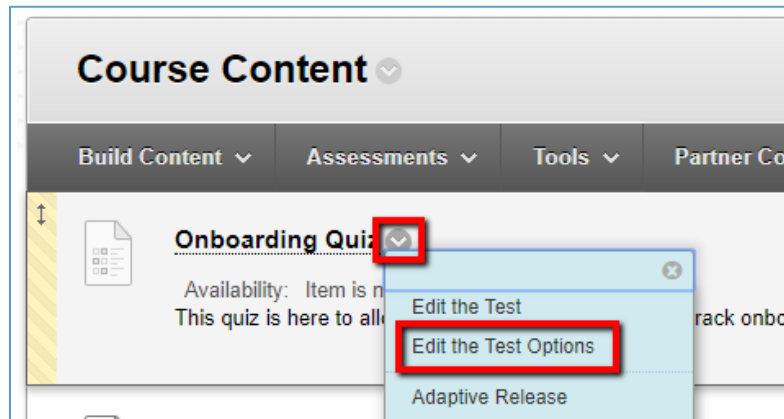
- ✓ Return to Blackboard by clicking the link to your content area at the top left:



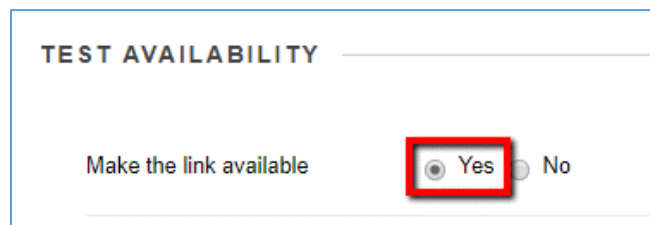
## Make your quiz available

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

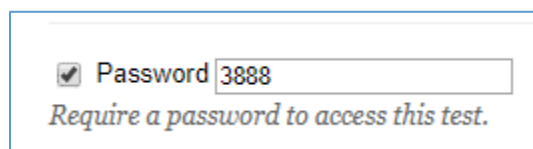
- ✓ **Click** the drop-down arrow to the right of your Onboarding Test, and **select Edit the Test Options**:



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

A screenshot of the 'TEST AVAILABILITY' section. It features a heading 'TEST AVAILABILITY' and a sub-heading 'Make the link available'. Below this, there are two radio buttons: 'Yes' (selected and highlighted with a red box) and 'No'.

- ✓ 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:

A screenshot of the Password field. It shows a checked checkbox next to the text 'Password' and a text input field containing '3888'. Below the input field, there is a note: 'Require a password to access this test.'

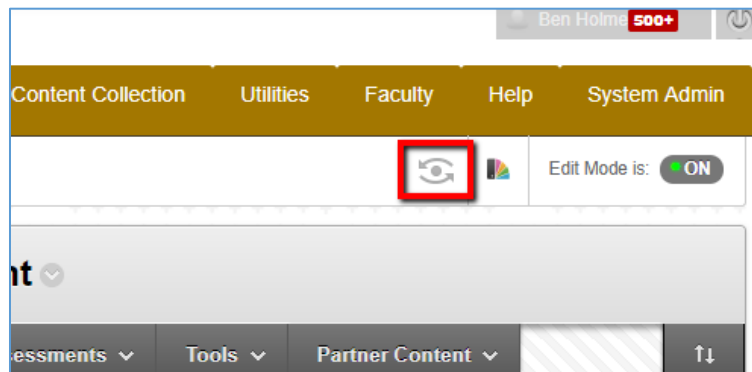
- ✓ **Click Submit** at the bottom of the page.

Submit

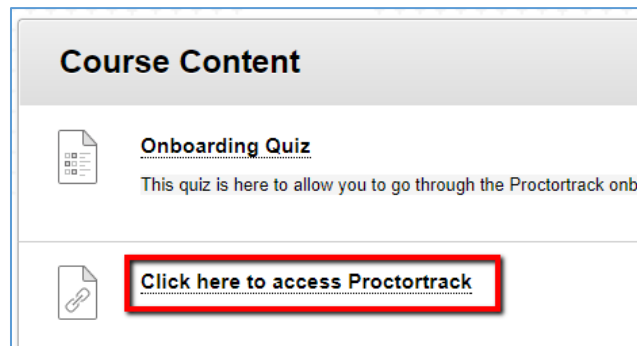
## Check what your students see

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

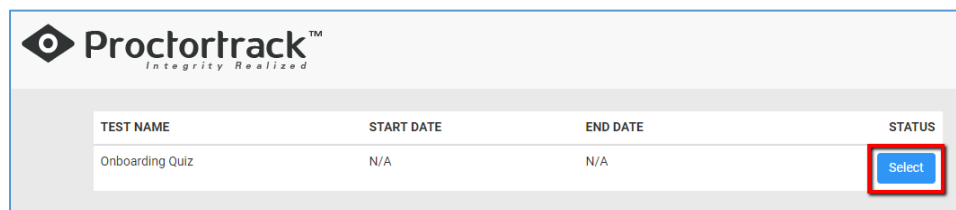
- ✓ **Click** the **student preview button** at the top right of your course:



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

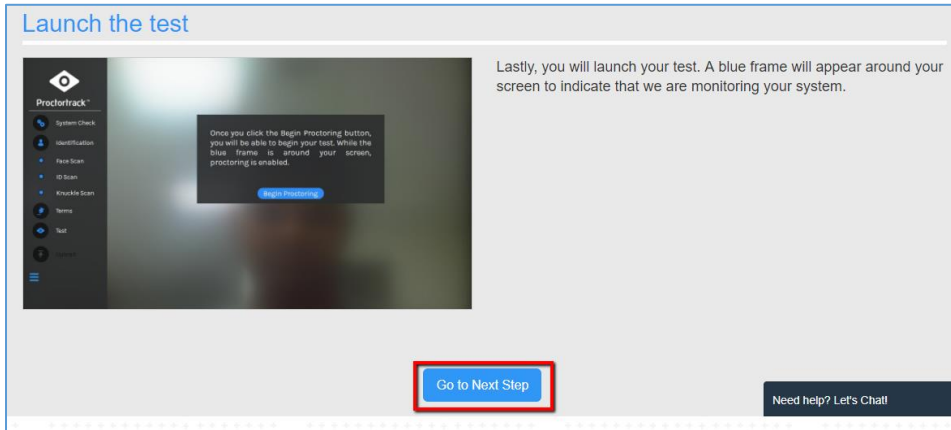


- ✓ **Select** the **Onbaording Quiz**:

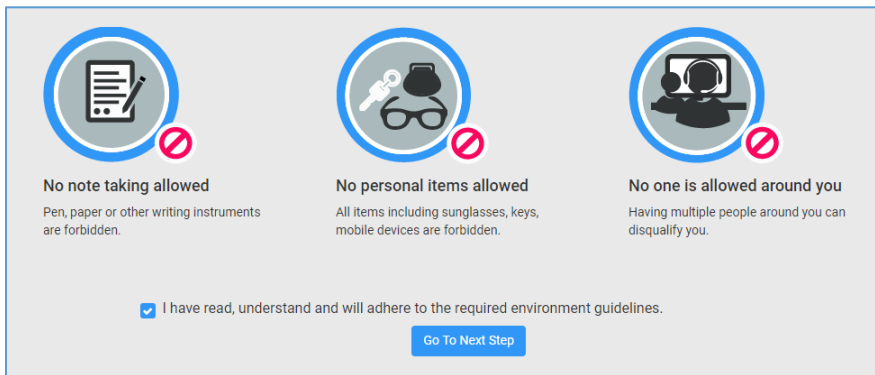




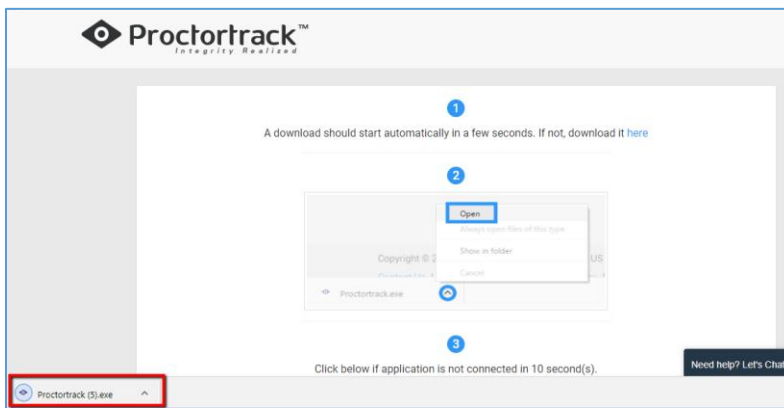
- ✓ You'll see a page describing the Proctortrack process. At the bottom of the page, **click Go to Next Step**:



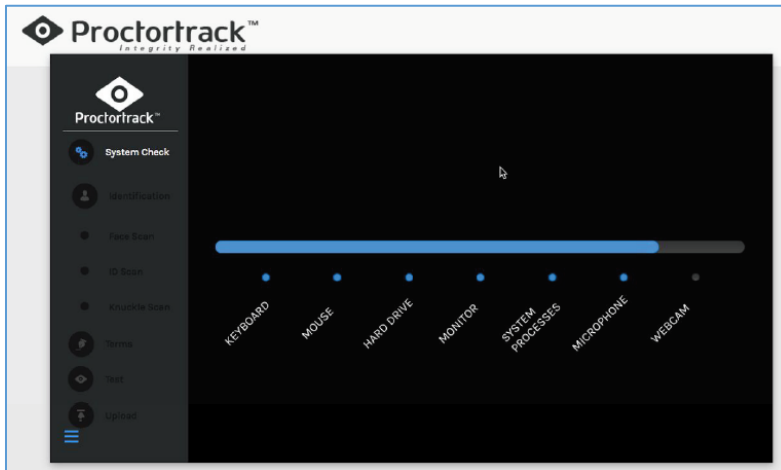
- ✓ Next, you'll see a page describing the environment guidelines. At the bottom, check the box to indicate that you understand the environment guidelines. **Click Go to Next Step**:



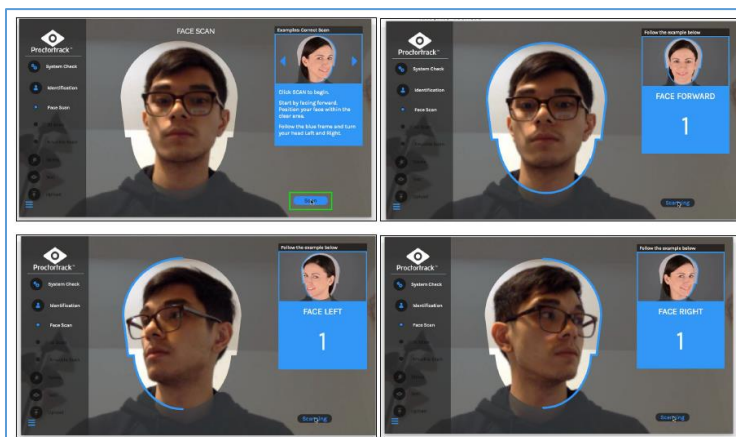
- ✓ The Proctortrack software will now download to your computer. **Click** on the download to run the software:



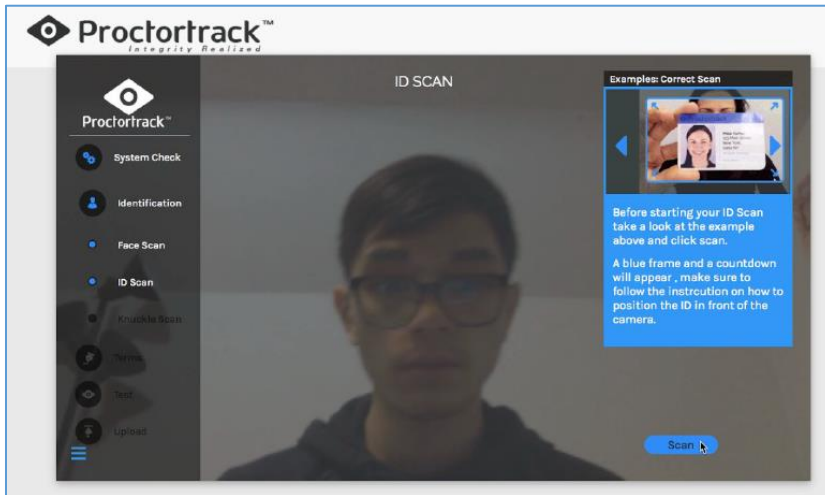
- ✓ As the application starts, it will first do a system check:



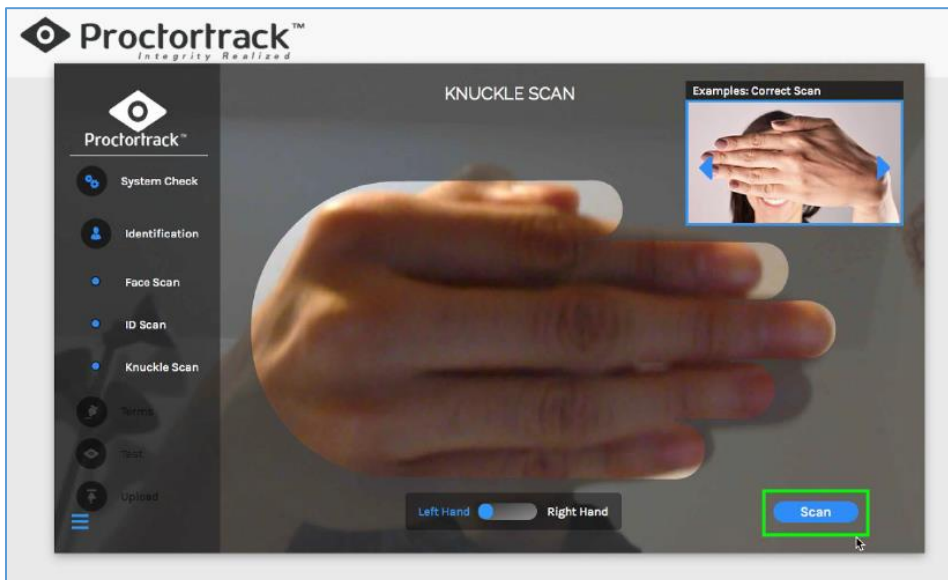
- ✓ Next, Proctortrack will ask you to complete a face scan:



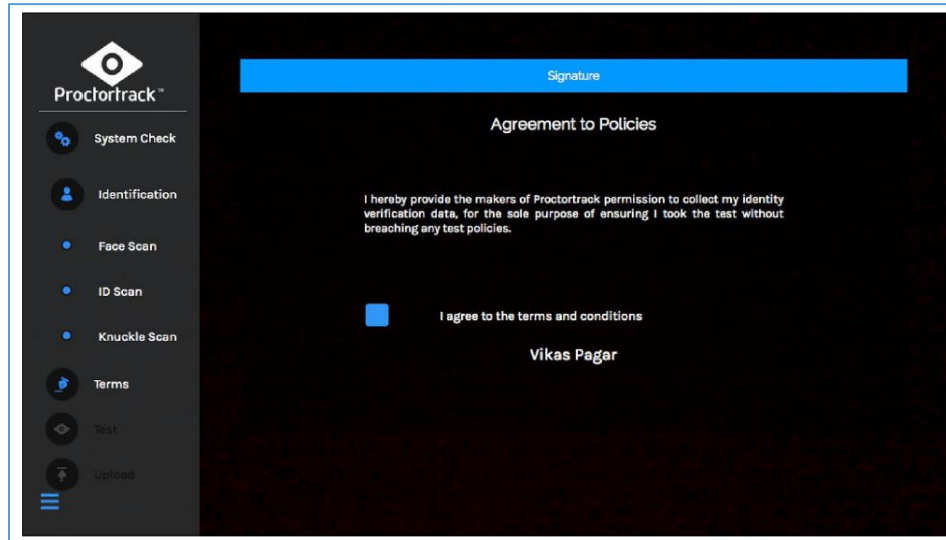
- ✓ An ID scan is the next step, if you've required it for your test:



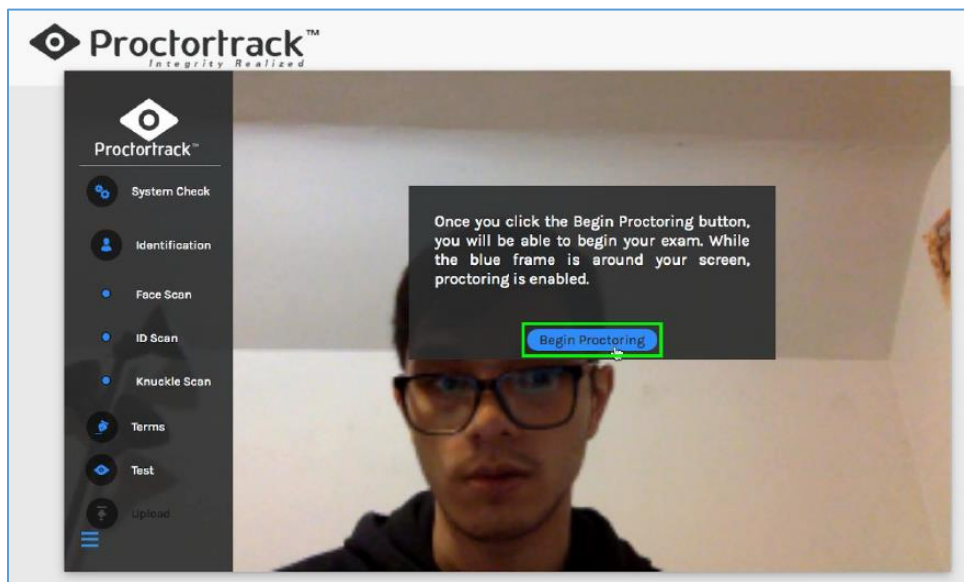
- ✓ And if you've required a knuckle scan:



- ✓ Finally, Proctortrack will ask you to agree to allow it to collect the identity verification data it has just recorded:

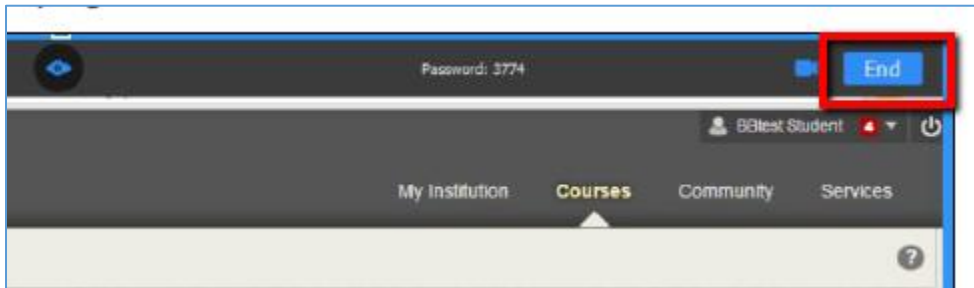


- ✓ **Click Begin Proctoring:**

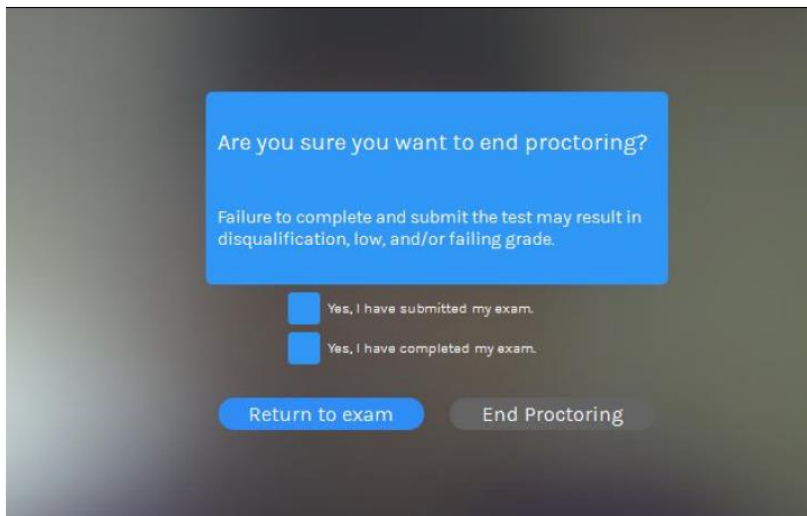


- ✓ Once proctoring has begun, you will be automatically taken to the test in Blackboard. You can copy the test access code from the upper right of the screen.

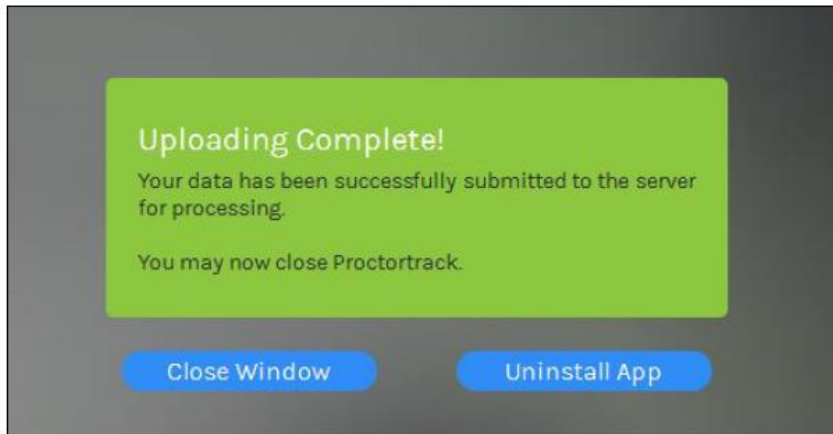
- ✓ When done with the test, **click End** to end proctoring:



- ✓ **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>

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

- ✓ **How It Works** <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/>