Using Proctortrack in Canvas

For instructor use only.
Table of Contents

- Creating a Quiz
- Enabling the Test for Proctortrack
- Test Configuration using Proctortrack
- Viewing the Onboarding Status
- Reviewing the Results of a Quiz
Creating a Quiz

1. Log in to your Canvas account by entering the registered "email address" and "password" and click on "Log In".
2. Select the desired **course** by clicking on the corresponding colored tile.
3. Select "Quizzes" from the course navigation and Click on the "+ Quiz" button to start creating a new quiz.
4. Enter the quiz name and other details and scroll down.
5. Add an access code. It should be under 8 alphanumeric characters.
6. Add Questions by clicking on the "Questions" tab and then click on the "New Questions" button
7. Enter the question as per your requirement and click "Update Question".
8. Save and Publish your quiz.
Enabling the Test for Proctortrack:

1. Select "Proctortrack" link from the left course navigation and locate your quiz from the list. All the quizzes created within Canvas are automatically imported here on the dashboard.
2. On the Proctortrack Dashboard, at the top you have the metrics for the Onboarding and all Quizzes. To enable any quiz for Proctoring, simply use the drop down menu option on the right of the Quiz name as shown below and click on *Proctoring ON*.

Use the same drop down menu to mark any Quiz as the Onboarding quiz, as shown below and click on *Onboarding ON*. Onboarding quiz is only a sample quiz and only 1 quiz in the course should be marked as Onboarding.

That's it! You have successfully set up the quizzes for Proctoring.
3. You can click on the ‘Troubleshoot’(1) button on the top right corner to check if the test configurations are correct. Click ‘Close’(2) after checking the status.
Test Configuration using Proctortrack.

1. On the Proctortrack Dashboard, click on the **3 dots** on the right of the quiz name for which the configuration needs to be set and select *Go to Configuration*

By default all quizzes are configured as closed book quizzes/exams. Each quiz/exam can have different configuration.
2. Enable the **Identity Verification Settings** as desired using the **toggle** option
   
a. **Snapshot 1 of Identity Verification Settings**
b. Snapshot 2 of Identity Verification settings

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DESKTOP MONITORING</strong></td>
<td>Enable this option to receive a screen-capture report of the test-taker's primary monitor. Disable this option to opt-out of the screen-capture report of the test-taker's primary monitor. Desktop Monitoring provides a detailed visual report of web pages or documents opened during the exam.</td>
</tr>
<tr>
<td><strong>PROHIBIT MULTIPLE MONITORS</strong></td>
<td>Enable this option to prohibit the test-taker from using multiple monitors. Disable this option to allow the test-taker to use multiple monitors.</td>
</tr>
<tr>
<td><strong>REQUIRE ROOM SCAN</strong></td>
<td>Enable this option to require a room scan during identity verification. Disable this option to opt-out of the room scan during identity verification.</td>
</tr>
<tr>
<td><strong>ALLOW PHYSICAL CALCULATOR</strong></td>
<td>Enable this option to allow the test-taker to use a physical calculator in their testing environment. Disable this option to prohibit the test-taker from using a physical calculator in their testing environment.</td>
</tr>
<tr>
<td><strong>ALLOW SCREEN CALCULATOR</strong></td>
<td>Enable this option to allow the test-taker to use screen calculator. Disable this option to prohibit the test-taker to use screen calculator.</td>
</tr>
<tr>
<td><strong>HIDE ACCESS CODE/PASSWORD</strong></td>
<td>Enable this option to hide the access code/passcode/password for the test. Disable this option to display the access code/passcode/password for the test. Hiding the access code will prevent it from being shared with other students who can then enter the test without ProctorTrack.</td>
</tr>
</tbody>
</table>
3. Configure the "Test settings" as desired using the toggle options.
Viewing the Onboarding Status

1. To view the Onboarding status of the registered students, click on the ‘Onboarding Status’ tab. Here you can view the ‘Approved Date and Expiring Date’ and the Onboarding Status.
2. You can also apply filter and view the student list based on their onboarding status.
3. Click on the ‘View History’ button, for any particular student to view their onboarding attempt history.
4. Once you click on the ‘View History’ button you get the below page with more details.

![Proctortrack Dashboard](image-url)

- Onboarding History:
  - Test ID: 712
  - Approve Date: 07/25/2018
  - Expiring Date: 07/25/2018
  - Status: Approved

- Onboarding Count:
  - Failed: 0
  - Passed: 1
  - Pending: 0
5. Once you go back to the onboarding status tab, you also have the option to ‘Export CSV’(1). Once you click on it you get a pop up asking to choose the report you want to export. Select the option of your choice and click ‘Raise a Request’(2).
You will now get a message confirming that the data will be made available via download link sent to your email.
7. Instructors also have an option to email the students who have not attempted the onboarding yet by clicking on the ‘Email All Non Attempted OB’ (1) button and then click ‘Send’ (2).
8. Similarly you can also send an email to the students who have failed the onboarding by clicking the ‘Email All Failed OB’ (1) and then click ‘Send’(2).
9. If you want to send an email to a particular student click on the ‘Arrow’ icon corresponding to the student's name as shown below.
Reviewing the Results of a Quiz

1. Once logged in as an instructor, select “Proctortrack” from the course navigation bar, to view the quiz list.
2. Click on "View Sessions" under "Sessions List" column to the right of the quiz name, whose sessions you need to review.
3. On the "Student List" page, hover your mouse pointer over the student's first name whose session you would like to review and click to open the session in new tab as shown below.

Note that it may take upto 24-48 hours after the quiz is attempted before proctoring results are available for review. Student list will be sorted by integrity-level i.e. Students with low/medium integrity will be displayed at the top. You can override fail from the proctoring review page.
4. By default, you will be shown the "Video Monitoring" tab. To view video-related incidents, click on the arrow ‘›’ next to the real time violations visualizer. You may directly click on the bubble below the video to review the session one violation at a time. The bubbles will directly jump to the violation/incident part on the video.
5. Navigate to the "Online Violations" tab to view the online aid incidents detected by Proctortrack. You will need use the arrow ‘>’ to view the snapshots of each of the incidents.
6. Scroll down the "Online Violations" tab page to view all the desktop snapshots generated for the exam. You also have the option to add any notes related to the session and click "Save Note".
7. Switch to the “Identity Verification Scans” tab to view the scans for the current session. Use the ‘>’ arrow to navigate through scans.
8. Switch to the “Onboarding” tab to view the onboarding profile of the student.
9a. Finally, you can override the proctoring results by clicking "Pass" or "Fail" on the top right.

![Proctoring Results Override](image)

9b. You can also export data for the session by clicking on the [▲] icon next to the “Failed” button.

![Export Data Icon](image)
10. You'll get the dialogue box seen below. Choose which data you wish to export and click "Raise a Request".
11. You will get a notification letting you know which email ID the export will be sent to.