

Configuring Courses for ProctorU 1.3

Quick Summary

ProctorU has undergone a significant update that involves some changes to existing courses and quizzes, as well as some workflow changes for new quizzes. This guide will walk you through the basic steps of configuring your courses for use with ProctorU 1.3.

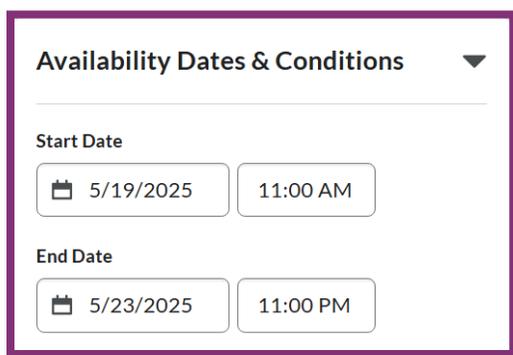
Creating a Quiz in Brightspace

Before you can integrate ProctorU 1.3, you will need to have at least one quiz in your course. Any Brightspace quiz can be used, but they will need to adhere to some specific standards.

Add Availability Dates & Conditions

The quiz must include a start and end date. Additionally, the quiz must have start and end times that fall into increments of 15 minutes.

- Please note that the default timings of 12:01am and 11:59pm do not fall into 15 minute increments.



Availability Dates & Conditions ▼

Start Date

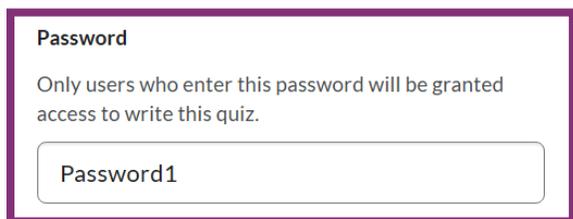
5/19/2025 11:00 AM

End Date

5/23/2025 11:00 PM

Set a Password

The quiz must include a password.



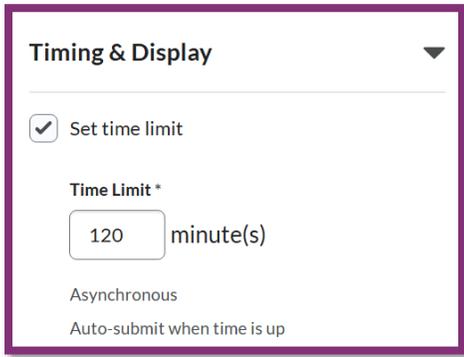
Password

Only users who enter this password will be granted access to write this quiz.

Password1

Create a Time Limit

All quizzes must include a time limit that can be divided into 15 minute increments.



Timing & Display

Set time limit

Time Limit *

120 minute(s)

Asynchronous

Auto-submit when time is up

Add Some Questions

ProctorU requires all quizzes to have at least one question at the time they are added to their system. You can continue to modify quizzes after adding them to ProctorU, but add at least one question to begin setting things up.

Make Sure You've Got Students

All courses that include a ProctorU link must have at least one student. If you are testing in a sandbox, consider enrolling a colleague as a Demo_Student.

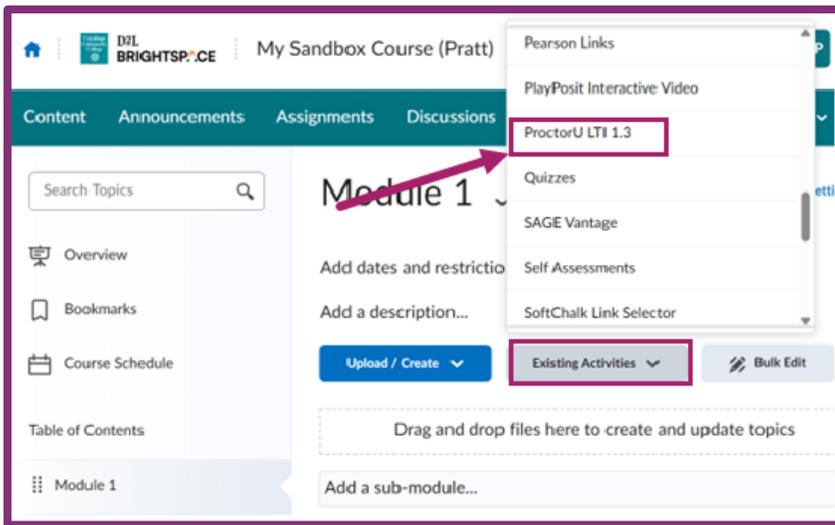
Add a ProctorU Link to Your Course Content

Once you have at least one quiz created to the specifications above, you can implement the ProctorU links within your course content.

- Please note that any previously-existing ProctorU links have disappeared from your courses as part of this update. This includes any sandboxes.

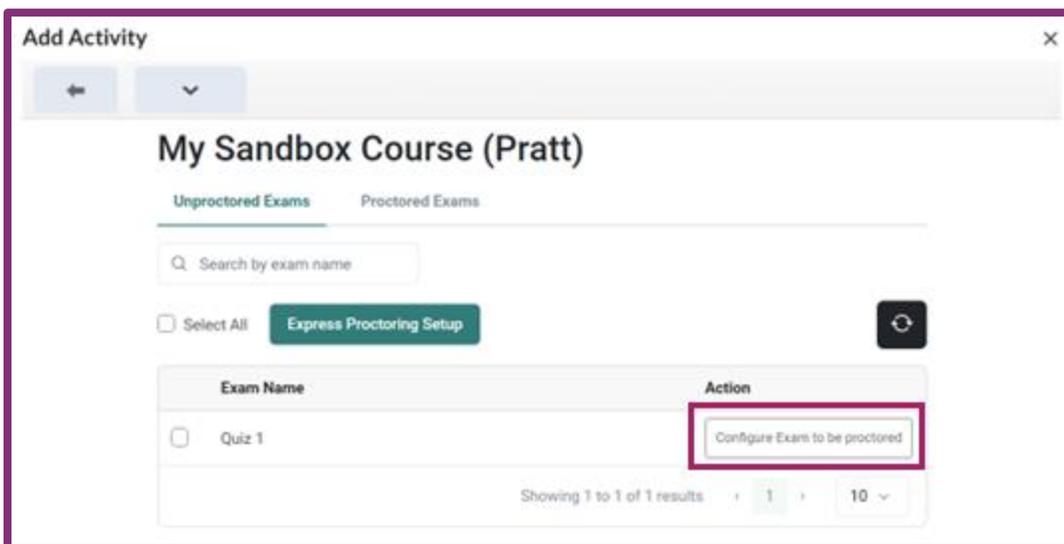
Add the Initial Link to Your Course Content

Navigate to the module in which you want your quizzes to be linked. Select “Existing Activities,” scroll down on the list, and choose “ProctorU LTI 1.3” from the menu.



Configure Your First Exam

You should see a list of all quizzes in your Brightspace course. Choose the “Configure Exam to be proctored” button to begin that process.



Choose the settings that you would like for your exams and select “Save changes” to confirm them. Then, choose “Proctored Exams” to view the list of exams that have been set up for proctoring.

Common Errors

Sometimes, you may see an error instead of “Configure Exam to be Proctored.” Here is a list of common errors and their resolutions.

- Invalid Data: Windows.
 - Add a start and end date to the quiz in Brightspace
- Invalid Data: Exam Window dates must be in 15-minute increments.
 - Make sure that the timing of the exam availability window is in 15 minute increments (for example, 12:00am instead of 12:01am)
- Invalid Data: Iteration exam password.
 - Add a password to the quiz in Brightspace
- Invalid Data: Iteration duration.

- Set a time limit for the quiz in Brightspace.
- Invalid Data: Exam duration must be in 15-minute increments.
 - Make sure that the time limit is set for a multiple of 15 minutes (for example, 60 minutes instead of 55)

Access Point Option 1: Quicklink Directly To the Quiz

In this option, students will be able to click on a link in Brightspace and be taken directly to an individual quiz.

Click the ProctorU LTI 1.3 Link

You should see a list of all quizzes that have been configured for proctoring.

The screenshot shows the 'My Sandbox Course (Pratt)' interface. At the top, there are two tabs: 'Unproctored Exams' and 'Proctored Exams', with the latter being selected and highlighted by a red box. Below the tabs is a search bar with the placeholder text 'Search by exam name'. Underneath is a table with two columns: 'Exam Name' and 'Actions'. The table contains one row with 'Quiz 1' in the 'Exam Name' column and a gear icon in the 'Actions' column. At the bottom of the table, there is a pagination control showing 'Showing 1 to 1 of 1 results' and a dropdown menu set to '10'.

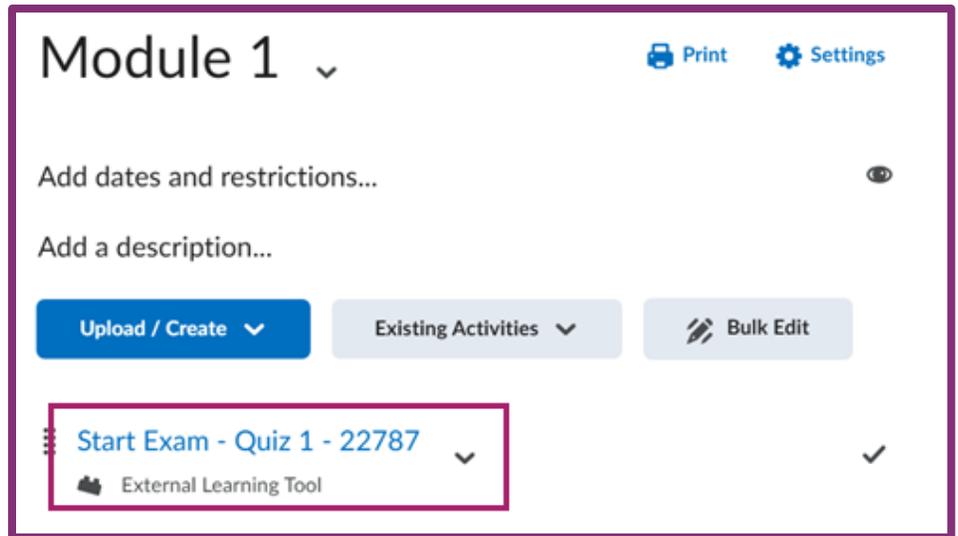
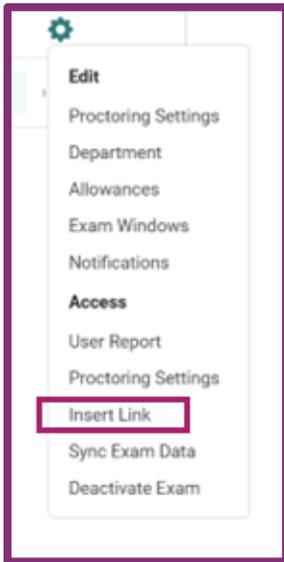
Open the Actions Menu

Select the gear button next to the quiz name.

This screenshot is identical to the one above, but with a red box highlighting the gear icon in the 'Actions' column of the table row for 'Quiz 1'.

Choose the “Insert Link” Option

Once this has been selected, the page will close within a few seconds. A link will have been created within the module.

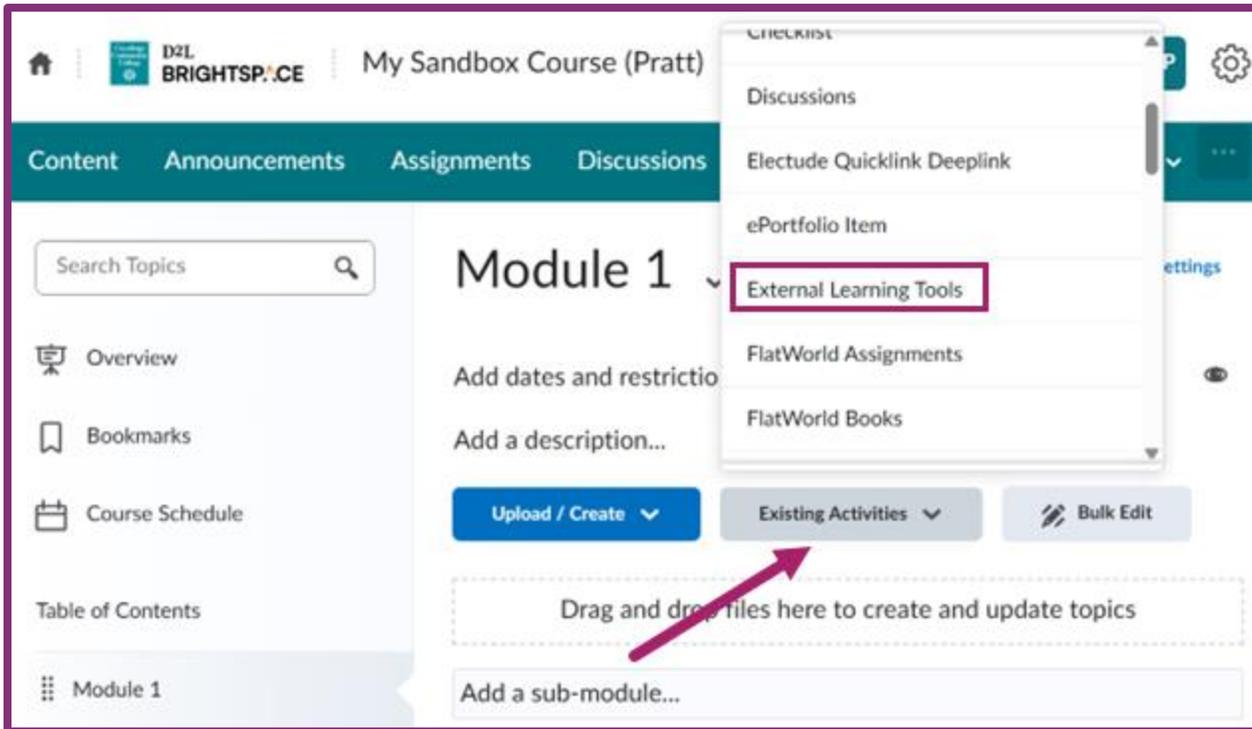


Access Point Option 2: Create a Static Link to All Proctored Exams

In this option, students will be able to click on a link in Brightspace and be taken to a list of all available proctored quizzes.

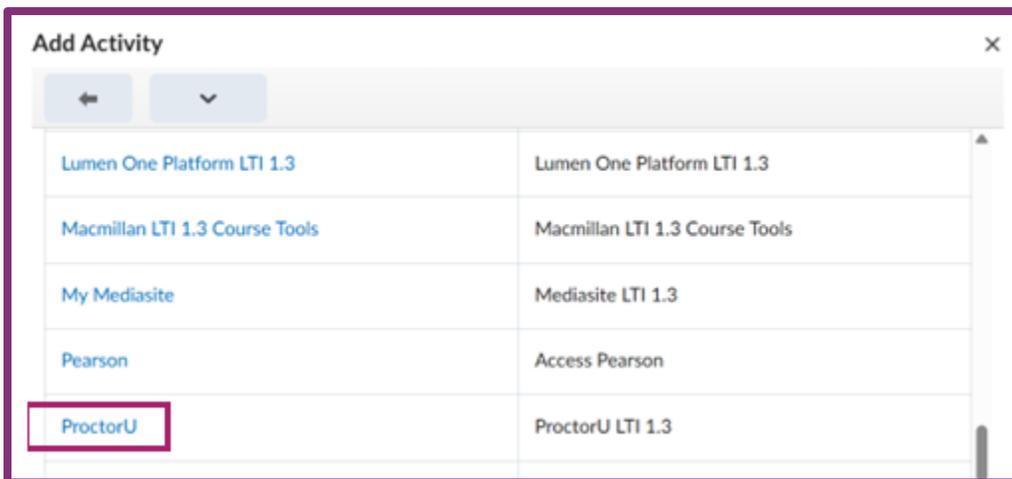
Find the External Learning Tool

Select “Existing Activities” and choose “External Learning Tools” from the menu.



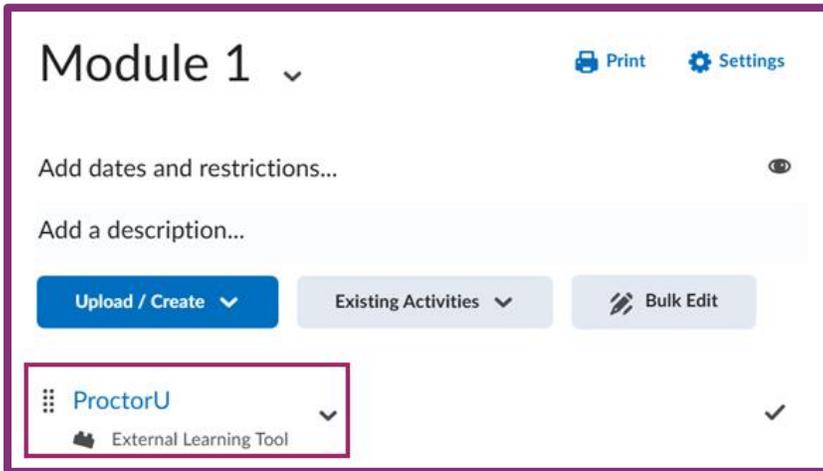
Select “ProctorU”

Scroll down on the list of tools and choose “ProctorU.”



Verify that the Link is Created

A link labeled "ProctorU" should show up within the course module.



Need Help?

Feel free to email OLAT@tri-c.edu for assistance in implementing the new ProctorU 1.3 LTI.