



If you have never set up ProctorU in your MyLab course before, you will need to add the Key and Secret to enable automatic proctoring. The codes remain the same if you wish to add it to each course you teach.

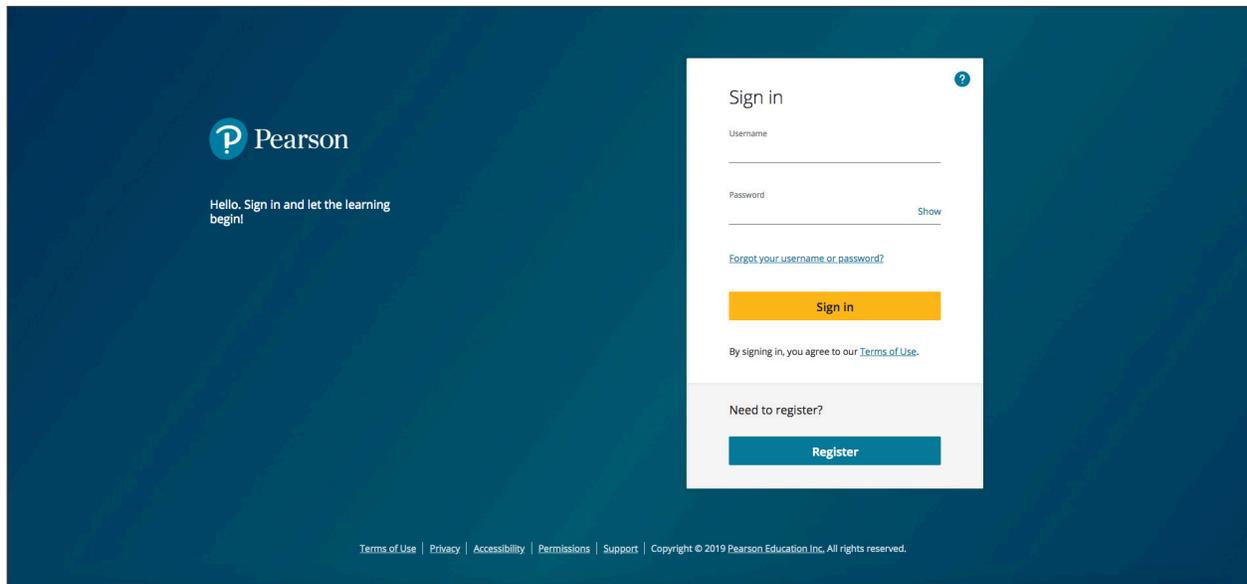
1. Navigate to “Manage Course” from the left side bar, and click “Edit MML settings”
2. From there, select "Edit" under “Learning Aids and Test Options”
3. Check box for “Use automated proctoring in this course”, select ProctorU Record+, enter the Key and Secret.
4. Make sure you save when you are done!

## Auto Integration Instructor Walkthrough

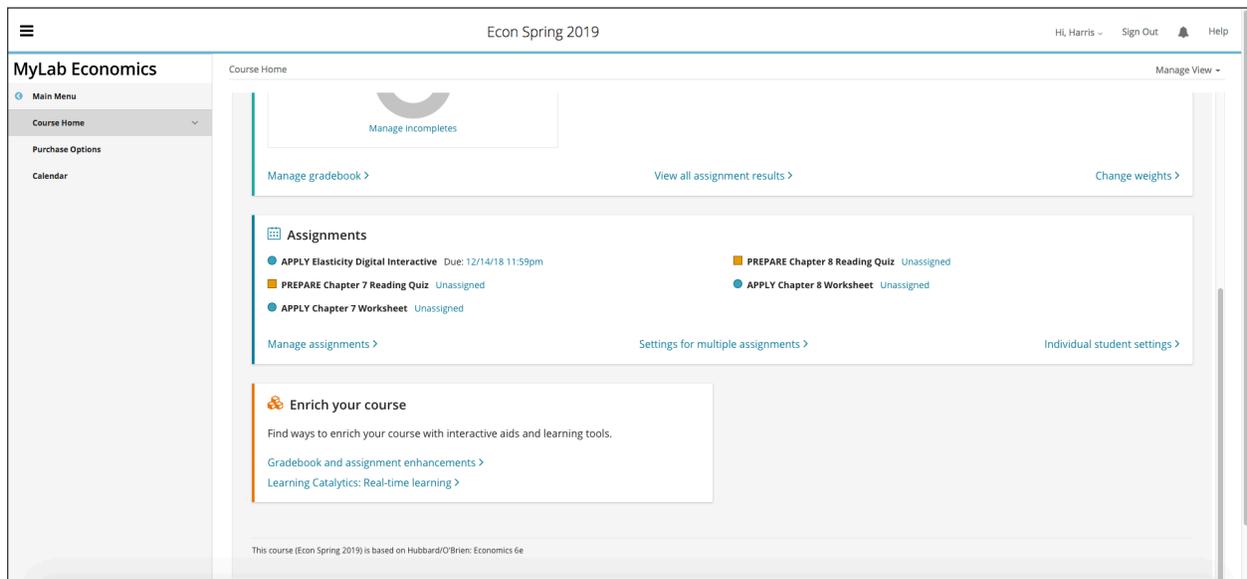
### Creating An Exam and Enabling ProctorU

Log into MyLab and navigate to your list of assignments.

**Step 1:** Login to Pearson MyLab.



**Step 2:** Navigate to the assignment manager.



**Step 3:** Click on **Create Assignment** drop down menu and select **Create Quiz** or **Create Test**

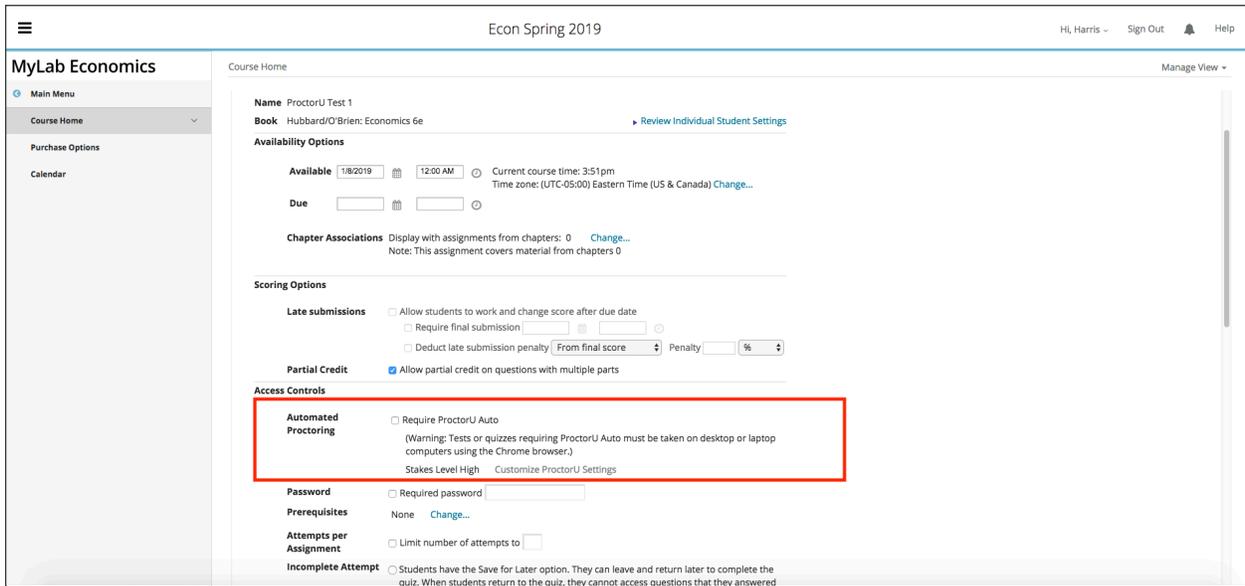
The screenshot shows the MyLab Economics interface for the course 'Econ Spring 2019'. The 'Homework/Test Manager' page is active, with the 'Create Assignment' dropdown menu open. The menu options include 'Create Homework', 'Create Quiz', 'Create Test', 'Add Offline Item', 'Import/Copy Assignments from another course', 'Copy and Assign Sample Assignments', and 'Create Custom Question'. The main table displays a list of assignments with the following columns: Name, Category, Assigned, Start, Due, and Actions.

Name	Category	Assigned	Start	Due	Actions
homework	●	✓	12/04/18	12/09/18	-- Select --
work	■	✓	12/04/18	12/09/18	-- Select --
3 1 ▲ PREPARE Chapter 1 Reading Quiz	■		12/04/18		-- Select --
4 DSM ▲ PREPARE Chapter 1 Dynamic Study Modules	●		02/03/20		-- Select --
5 1 ▲ APPLY Chapter 1 Worksheet	●		12/04/18		-- Select --
6 1 ▲ APPLY Chapter 1 Current News	●		03/11/20		-- Select --
7 1 ▲ ASSESS Chapter 1 Homework	●		12/01/18		-- Select --
8 1 ▲ ASSESS Chapter 1 Quiz	■	✓	12/01/18	12/28/18	-- Select --
9 2 ▲ PREPARE Chapter 2 Reading Quiz	■		12/04/18		-- Select --
10 DSM ▲ PREPARE Chapter 2 Dynamic Study Modules	●		01/31/20		-- Select --
11 2 ▲ APPLY Chapter 2 Worksheet	●		12/04/18		-- Select --

**Step 4:** Create your quiz or test as you usually would utilizing the MyLab interface.

- a. Give your assignment or test a name, click 'Next'.
- b. Add/Remove Content, click 'Next'.
- c. Choose Settings
  - To enable Proctoru on your assignment or test, see Step 5.

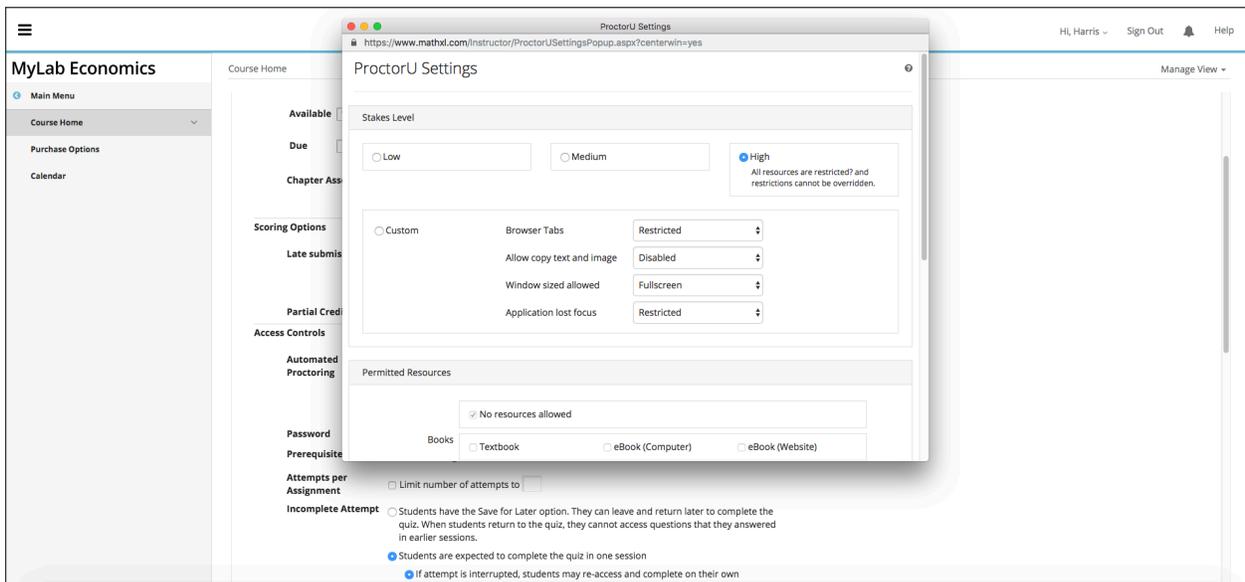
**Step 5:** Check the **Automated Proctoring** box to enable ProctorU on the assignment. You can customize the proctoring settings by clicking on the **Customize ProctorU Settings** link.



**IMPORTANT:**

Do **NOT** utilize the require password feature for ProctorU enabled exams.

ProctorU security settings default to the "High Stakes" settings which restricts the use of any external resources. This level is most commonly used for the MyLab quizzes and tests.



**Step 6:** Click **Save** or **Save & Assign**

## Reviewing an Exam

**Step 1:** Navigate to the gradebook

Welcome Back! Standard Course Current Course Time: 1/8/2019 4:32pm (UTC-05:00) Eastern Time (US & Canada)

- Continue working on [Homework/Test Manager](#)
- Manage announcements and student homepage

**Gradebook** Class Average: **80%** Student Name   [Export data >](#)

Latest:

- ProCU Test High**  
Due: No due date

**Avg. 80%**  
1/1 completed  
[Send reminder](#)

[Manage gradebook >](#) [View all assignment results >](#) [Change weights >](#)

**Step 2:** Click on the test-taker's name that you would like to review.

Results Tony Carter    [View student achievements](#)

[Show Overall Score](#)

All Assignments  Study Plan Results

Results from entire course to date.

	Correct/Total	Score	Time Spent	Date Started	Date Worked	Actions
<b>ProCU Test High</b>	4/5	80%	48s	01/04/19 11:16am	01/04/19 11:16am	<a href="#">Review</a> <a href="#">Review proctored session</a> <input type="button" value="-- Select --"/>
<b>ProCU Quiz</b>		--				<input type="button" value="-- Select --"/>

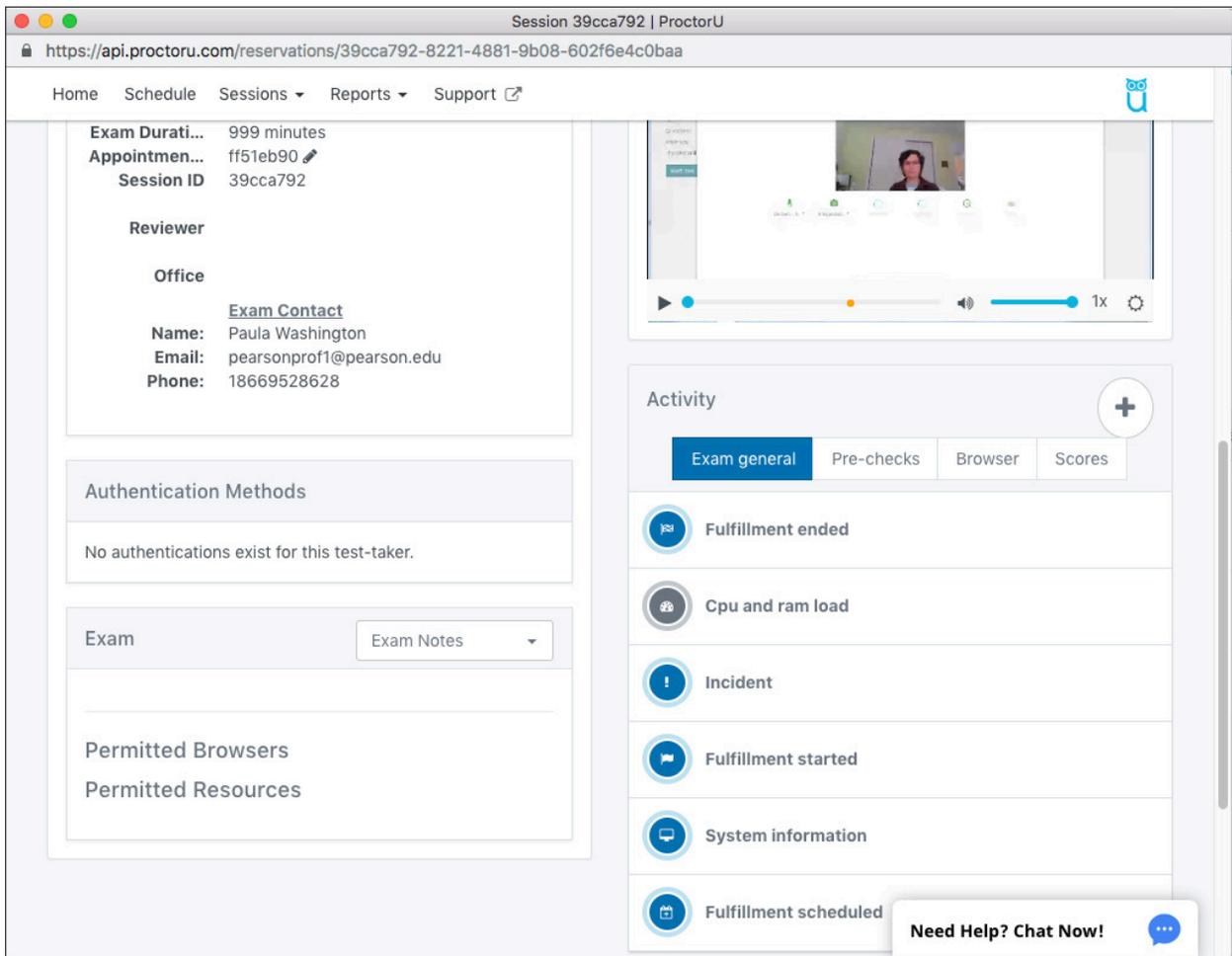
**Step 3: Click Review proctored session**

- A new window will open with the test-takers recorded ProctorU session. The test-takers session details included the recordings from both the camera and screen share, progress bar, and table with incident notes can be viewed from this window.

The screenshot displays the ProctorU interface for Session 39cca792. The page includes a navigation menu with Home, Schedule, Sessions, Reports, and Support. The breadcrumb trail is Home / All Institutions / Pearson EDU University / All Exams / ProcU Standard (5348238): ProcU Test High. The session title is Session 39cca792, with buttons for View Media and View LMI Sessions. The user details section lists: User Tony Carter, Institution Pearson EDU University, User ID 2567197, Time Zone US/Eastern, Phone 617-848-0007, Status Active, and Email pearsonstud3@pearson.edu. The session details section lists: Type Auto, Exam Term General, Session Stat... Fulfilled, Appointmen... Fulfilled, and Exam Start Fri 01/04/19 11:14 AM EST. The timeline section shows 999 minutes, 0 Comments, and 3 Incidents. The live stream section shows a video of the user. A chat button is visible at the bottom right with the text 'Need Help? Chat Now!'.

The most commonly accessed areas for review are **Prechecks** and **Incidents**.

- By viewing the **Prechecks**, you will be able view a snapshot of the Test-Taker's initial photograph and their photo ID. Please note that the ID will disappear from the system within 7 days for security purposes.
- The **Incidents** section hosts all instances in which the system noted something out of the ordinary during a testing session.



The screenshot displays the ProctorU interface for session 39cca792. The top navigation bar includes links for Home, Schedule, Sessions, Reports, and Support. The main content area is divided into several sections:

- Session Details:** Exam Duration (999 minutes), Appointment ID (ff51eb90), and Session ID (39cca792).
- Reviewer Information:** Office, Exam Contact Name (Paula Washington), Email (pearsonprof1@pearson.edu), and Phone (18669528628).
- Authentication Methods:** A section indicating that no authentications exist for this test-taker.
- Exam Section:** A dropdown menu for 'Exam' with 'Exam Notes' selected.
- Permitted Browsers and Resources:** A section for listing allowed applications and websites.
- Activity Log:** A list of events including 'Fulfillment ended', 'Cpu and ram load', 'Incident', 'Fulfillment started', 'System information', and 'Fulfillment scheduled'. The 'Incident' entry is highlighted with a red exclamation mark icon.
- Video Player:** A video player showing a test-taker's initial photograph and photo ID.
- Need Help? Chat Now!:** A chat button in the bottom right corner.



## Optional Syllabus Verbiage for Pearson MyLab Courses utilizing ProctorU Review+

*ProctorU is an online proctoring service that allows you to take your exam from the comfort of your home. ProctorU's Automated service is available 24/7 and does not require scheduling. You will need a ProctorU account and the ProctorU Chrome extension installed for the program to work properly. Creating a ProctorU account is easy. Simply visit [go.proctoru.com](https://go.proctoru.com) to create your account. Additionally, you may install the extension by visiting the link below:*

<https://chrome.google.com/webstore/detail/proctoru/goobgennebinldhonaajgafidboenkl/related>

Pearson/Proctoru Auto support: <https://lc.chat/nw/5534391/18>

*In order to use ProctorU you will need the following:*

- *high-speed internet connection,*
- *webcam (internal or external),*
- *Windows or Mac Operating System,*
- *Chrome browser and extension installed,*
- *government issued photo ID.*

Visit the [test taker resource](#) center to learn more!



# FAQ's for Pearson MyLab Courses utilizing ProctorU Review+

I just created a ProctorU account but can't login. What needs to be done for this?

It normally takes less than 24 hours for accounts to be activated. If this needs to be expedited, please contact our Account Services team to do so. ([accountservices@proctoru.com](mailto:accountservices@proctoru.com))

To schedule the exam for myself with ProctorU, what do I need to do other than set up the exam in MyLab? Yes, you can do that. Be aware that scheduling is not required for Pearson Auto since the service is for on demand testing 24/7. You would need to set up your own student account in ProctorU and be a student in Pearson in order for the session to initiate.

If I want the students to do a practice exam, is there a cost for this?

Since the exams are paid by the institution, students would not be charged for testing. At this time, we would not be able to waive the cost or fees for a practice test under the institution since those would still be reviewed afterward by the proctoring team.

Do instructors need to include the Lock Down Browser with each test or will the student be flagged anyway if they navigate away from the testing page?

You don't need the Lockdown Browser checked during the set up since the Pearson Auto has a feature you can select from to include in the exam. It would also be flagged if they did navigate to other sites.