

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!

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	ProctorU Review+ Test Course Bb Learn/Pearson [0] ~		(?) Help	ip 🕴
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Study Plan	Continue working on <u>Course Settings Summary</u>	Manage announcements and student homepage		1
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1				
MyLab Math	Edit Course Menu			'
3 Main Menu	Add new items. Expand to see all items. Select an item to rer	name edit or archive it. Drag an item up or down to reorder it. Drag a row to the right to make it a subitem of th	he item above it.	)
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A Restore/Delete Archived Items	Book Lial: Beginning and Intermediate Algebra	/Pearson ra and College Algebra Co-Requisite 1e	Your new course has been	
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A Upload School Logo	Course type	Standard course	configured, we recommend running Browser Check.	
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	Time Zone	UB/2/120 - UD/2/122 (UTC-05:00) Eastern Time (US & Canada)		
		Adjusts automatically for Daylight Savings Time Current course time: 11:29am		
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	Course Access Primary instructor	Arlo Graham	Edit	
	Section instructor access	Section instructor		
	Other restricted access privileges	None		
	Coverage	nn = f 3N included	Edit	
	Sections	30 of 30 included		
	Objectives	020 of 020 included		
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	Ask My Instructor arlo.graham@tri-c.edu			- I.I
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MyLab Math	Edit MML Settings			
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🖉 Edit Course Details	LockDown Browser	vn Browser in this course <u>More Options</u>		
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Manage Files	ProctorU Key: SxqxJ	dQVwztliYpc5RkLo		
	ProctorU Secret: Hyf3)	JnC1RAl_6LAqbhuG		



### 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.

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	Sign in
P Pearson	Liventame.
Hello. Sign in and let the learning begint	Password Show
	Eargot your username or password?
	Sign in
	By signing in, you agree to our <u>Terms of Use</u> .
	Need to register?
	Register
Terms af Use   Privacy   Accessibility   Permissions   Support   Copyrig	pht © 2019 Rearson Education Inc. All rights reserved.

Step 2: Navigate to the assignment manager.

≡	Econ Spring 2	019	Hi, Harris 🗸 🛛 Sign Out 🔺 Help
MyLab Economics	Course Home		Manage View 🗸
3 Main Menu			
Course Home V	Manage incompletes		
Purchase Options			
Calendar	Manage gradebook >	View all assignment results >	Change weights >
	🖽 Assignments		
	APPLY Elasticity Digital Interactive Due: 12/14/18 11:59pm	PREPARE Chapter 8 Reading Quiz Unassigned	
	PREPARE Chapter 7 Reading Quiz Unassigned	APPLY Chapter 8 Worksheet Unassigned	
	APPLY Chapter 7 Worksheet Unassigned		
	Manage assignments >	Settings for multiple assignments >	Individual student settings >
	Enrich your course Find ways to enrich your course with interactive aids and learnin Gradebook and assignment enhancements > Learning Catalytics: Real-time learning > This course (Econ Spring 2019) is based on Hubbard/O'Brien: Economics 6e	ig tools.	



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

≡	Econ Spring 2019				Hi, Harris ~	Sign Out 🌲 Hel
MyLab Economics	Course Home					Manage View 👻
O Main Menu						1
Course Home V	Econ Spring 2019 [0] V					
Purchase Options	Homework/Test Manager					0 0
Calendar	Create Assignment v   Change Dates & Assign Status   Individual Student Settings   More Tools v					
	Create Homework Create Quiz Create Test			View: OAssi	gned 🔾 Unas	signed 💿 All
	Add Offline Item	Category	Assigned	Start	Due	
	Copy and Assign Sample Assignments ework	•		12/04/18	12/09/18	Solort
	Create Custom Question		~	12/04/18	12/09/18	- Select - +
		-	1	12/04/10	1203/10	Select ~
	3 1 A PREPARE Chapter 1 Reading Quiz	-		12/04/18		- Select - ~
	4 DSM A PREPARE Chapter 1 Dynamic Study Modules	•		02/03/20		- Select ~
	5 1 APPLY Chapter 1 Worksheet	٠		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		1	12/01/18	12/28/18	Select ~
	9 2 A PREPARE Chapter 2 Reading Quiz	•		12/04/18		Select ~
	10 DSM A PREPARE Chapter 2 Dynamic Study Modules	•		01/31/20		Select ~
avascript:GoCreate('guiz')	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.

≡	Econ Spring 2019	Hi, Harris 🧹 Sign Out 🌲 Help				
MyLab Economics	Course Home	Manage View 👻				
O Main Menu	Name ProctorU Test 1					
Course Home $\vee$	Book Hubbard/O'Brien: Economics 6e   Review Individual Student Settings					
Purchase Options	Availability Options					
Calendar	Available       1/8/2019               1/2:00 AM             O             Current course time: 3:51 pm             Time zone: (UTC-05:00) Eastern Time (US & Canada) Change             Due					
	Chapter Associations Display with assignments from chapters: 0 Change Note: This assignment covers material from chapters 0					
	Due       Image: Chapter Associations       Display with assignments from chapters: 0       Change         Note: This assignment covers material from chapters 0       Note: This assignment covers material from chapters 0         Scoring Options					
	Late submissions       Allow students to work and change score after due date         Require final submission       Image: Control of the submission penalty         Deduct late submission penalty       From final score         Penalty       % \$					
	Partial Credit 2 Allow partial credit on questions with multiple parts					
	Course Home     Manage View       Name ProtorU Tet 1     Book Hubbard/0 Shien: Economics 6e     • Review Individual Student Stettings       Availability Options     Availability Options     Image View       Availability Options     Current course time: 351pm Time zone: (UTC 05:00) Eastern Time (US & Canada) Change Due     October 2000 (Eastern Time (US & Canada) Change Note: This assignment covers material from chapters 0     Change Note: This assignment covers material from chapters 0       Scoring Options     Late submission equive final submission relative of the dates 					
	Automated Proctor/ing (Warning: Tests or quizes requiring: Proctor/U Auto must be taken on desktop or laptop computers using the Chrome browser.) Stakes Level High Customize Proctor/U Settings					
	Password Required password					
	Prerequisites None Change					
	Attempts per Assignment Limit number of attempts to					
	Incomplete Attempt Students have the Save for Later option. They can leave and return later to complete the quiz. When students return to the quiz, they cannot access questions that they answered					

### **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.

=		•••		Procto	rU Settings		Hi Harris - Sign Out 🛕 Help
-		https://www.mathxl.co	m/Instructor/Proctor	USettingsPopup.as	px?centerwin=yes		n, nana v synoac 🖕
MyLab Economics	Course Home	ProctorU Settin	gs			0	Manage View 👻
3 Main Menu							
Course Home V	Available	Stakes Level					
Purchase Options	Due [	O Low		OMedium		<ul> <li>High</li> </ul>	
Calendar	Chapter Ass	P				All resources are restricted? and restrictions cannot be overridden.	
	Scoring Options	Custom	Browser	Tabs	Restricted	\$	
	Late submis		Allow cop	y text and image	Disabled	\$	
			Windows	sized allowed	Fullscreen	\$	
	Partial Cred	0	Applicatio	on lost focus	Restricted	\$	
	Access Controls						
	Automated Proctoring	Permitted Resources					
			⊘ No resources a	llowed			
	Password Prerequisite	Books	Textbook	🗆 eB	ook (Computer)	eBook (Website)	
	Attempts pe Assignment	er 🛛 Limit number	of attempts to				
	Incomplete	Attempt O Students have quiz. When stu in earlier sessi	the Save for Later o dents return to the ons.	ption. They can lea quiz, they cannot a	ve and return later t ccess questions that	to complete the t they answered	
		<ul> <li>Students are e</li> </ul>	xpected to complete	e the quiz in one se	ssion		
		<ul> <li>If attempt</li> </ul>	is interrupted, stude	ents may re-access	and complete on the	eir own	

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 <u>Homework/Test Manager</u>	Manage announcements a	Manage announcements and student homepage		
네 Gradebook	Class Average: 80%	Student Name	٩	
Lates: ProcU Test High Due: No due date Avr. 80% 1/1 completed Send reminder			Export data >	
Manage gradebook >	View all assignment results ≻		Change weights ≻	

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

Results								0 0 0
	⊠ Tony Carter							>
							View stud	ent achievements
Show Overall Score								
All Assignments V Study Plan Results								
Results from entire course to date.			Correct/Total	Score	Time Spent	Date Started	Date Worked	Actions
ProcU Test High		Review Review proctored session	4/5	80%	48s	01/04/19 11:16am	01/04/19 11:16am	- Select >
ProcU Quiz								– Select – $\vee$



#### 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 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.





# 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 <u>go.proctoru.com</u> to create your account. Additionally, you may install the extension by visiting the link below:

https://chrome.google.com/webstore/detail/proctoru/goobgennebinldhonaajgafidboenlkl/related

#### Pearson/Proctoru Auto support: https://lc.chat/now/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,
- o Chrome browser and extension installed,
- o 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)

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.