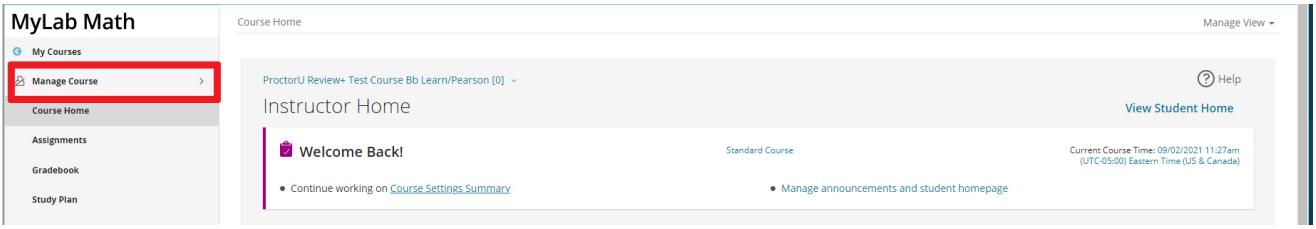
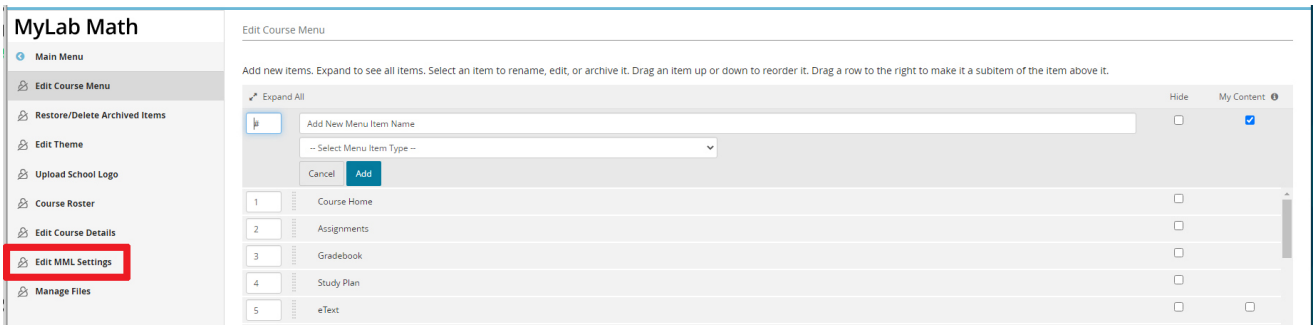
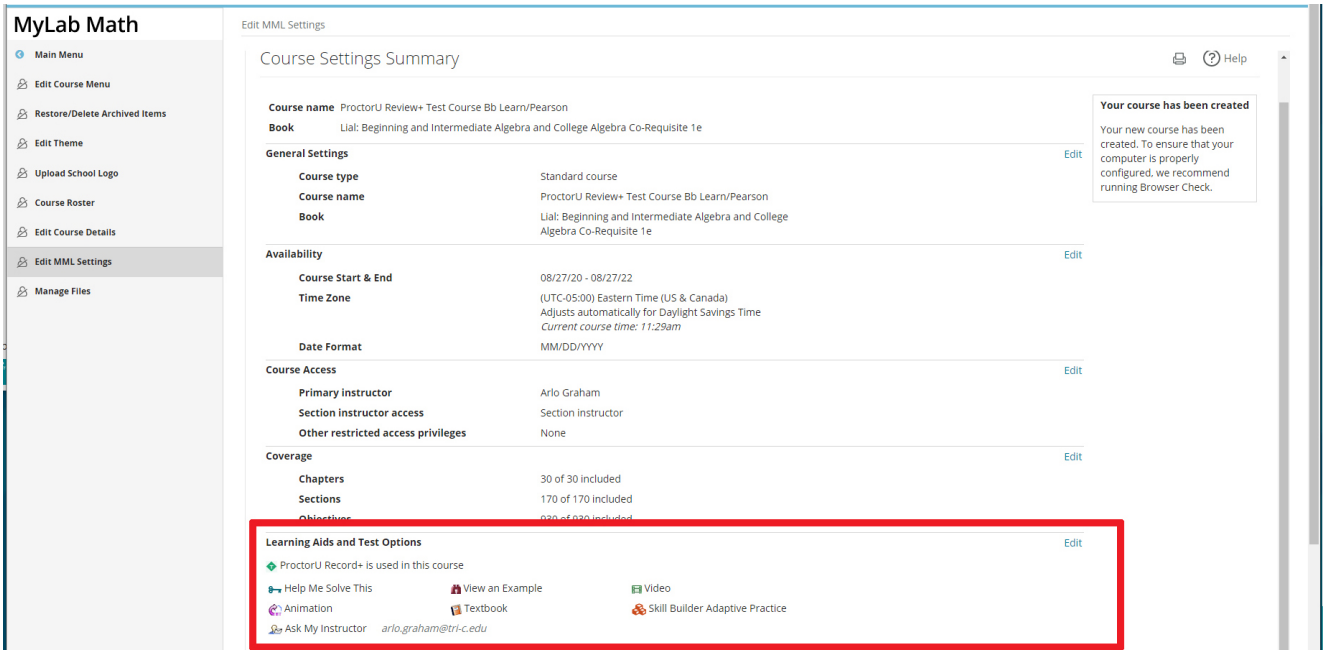
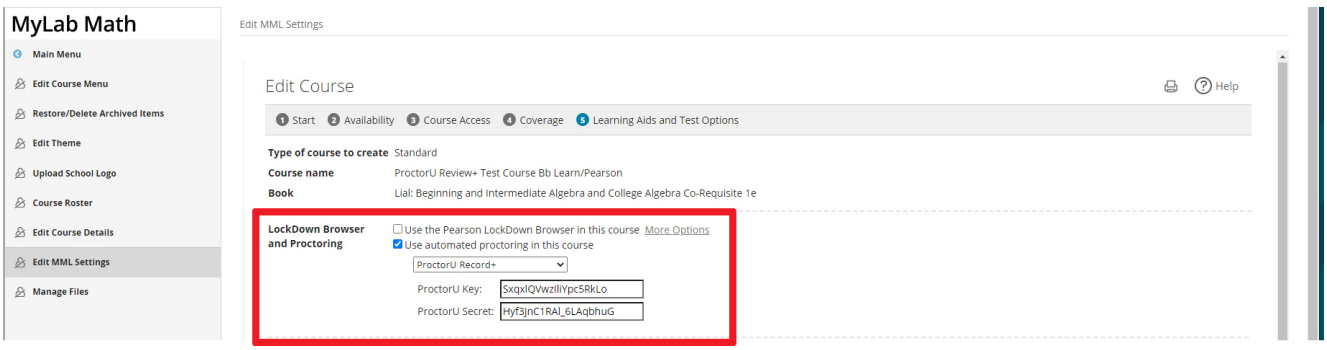
If you have never set up ProctorU in your MyLab course before, you will need to add the Key and Secret to enable automatic proctoring. The codes remain the same if you wish to add it to each course you teach.

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!







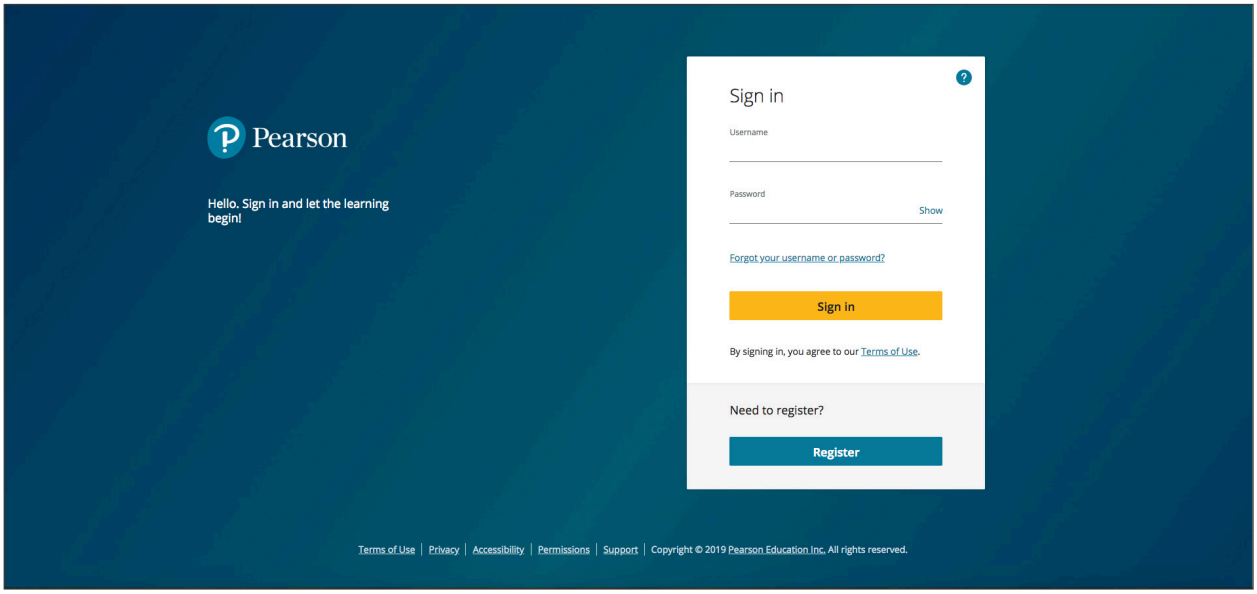


Auto Integration Instructor Walkthrough

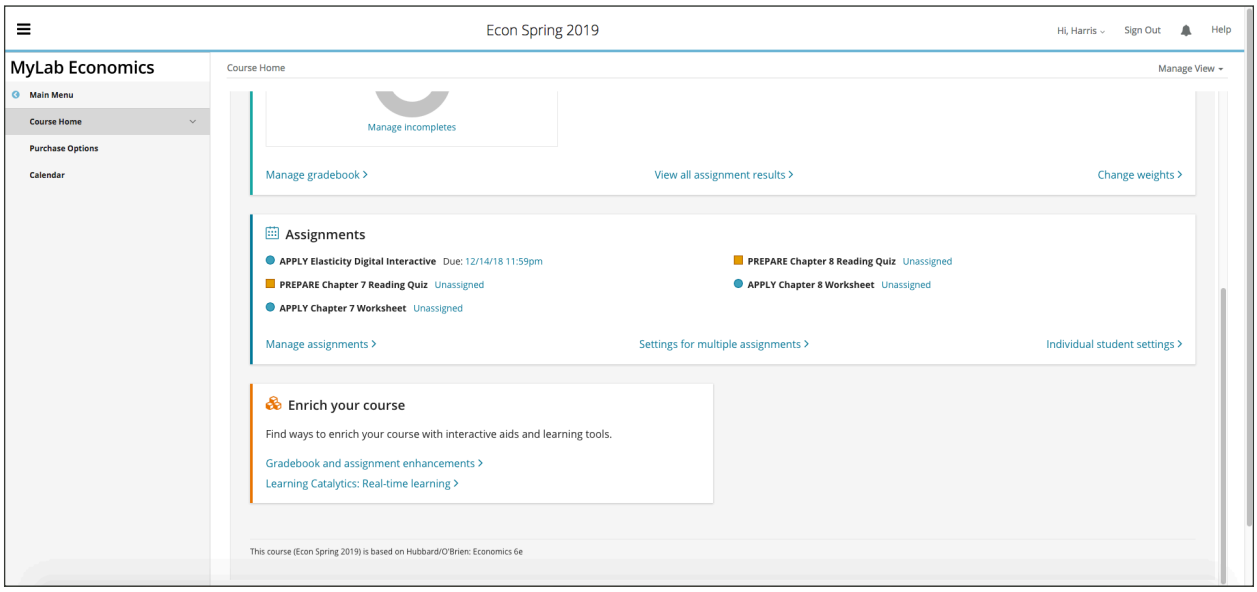
Creating An Exam and Enabling ProctorU

Log into MyLab and navigate to your list of assignments.

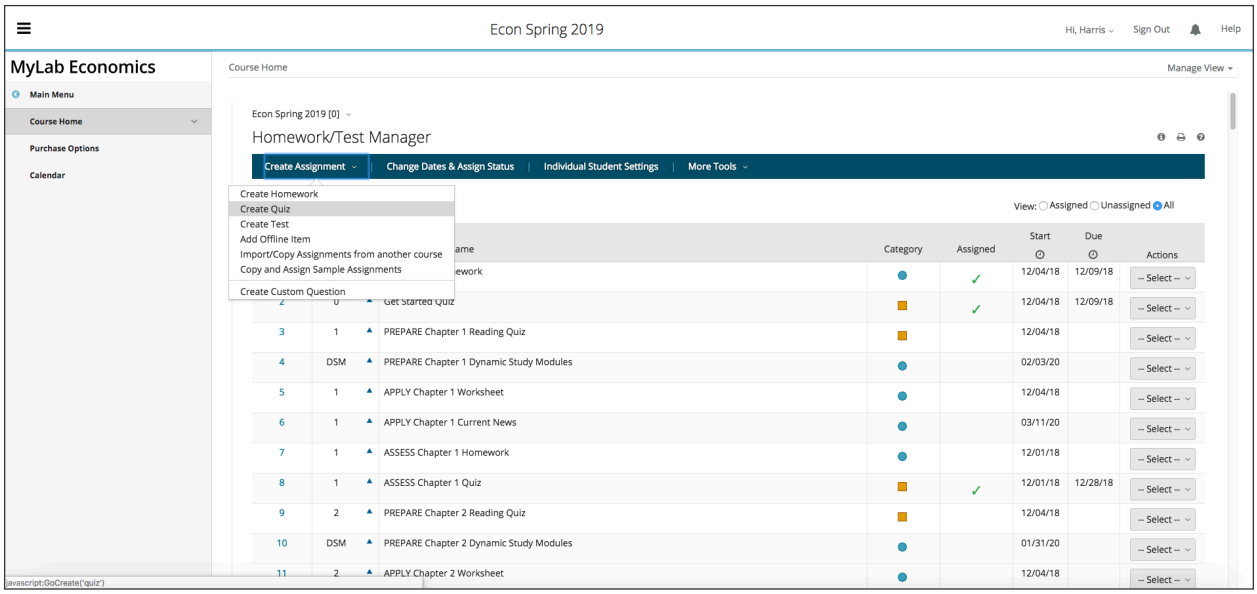
Step 1: Login to Pearson MyLab.



Step 2: Navigate to the assignment manager.



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



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

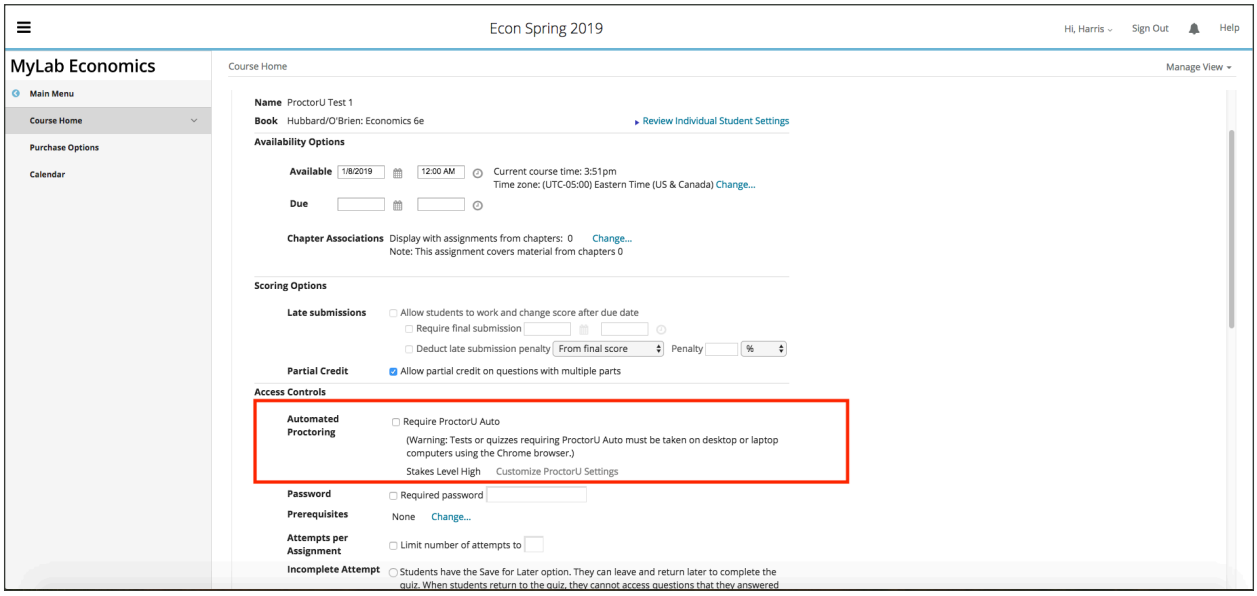
a. Give your assignment or test a name, click 'Next'.

b. Add/Remove Content, click 'Next'.

c. Choose Settings

- To enable Proctoru on your assignment or test, see Step 5.

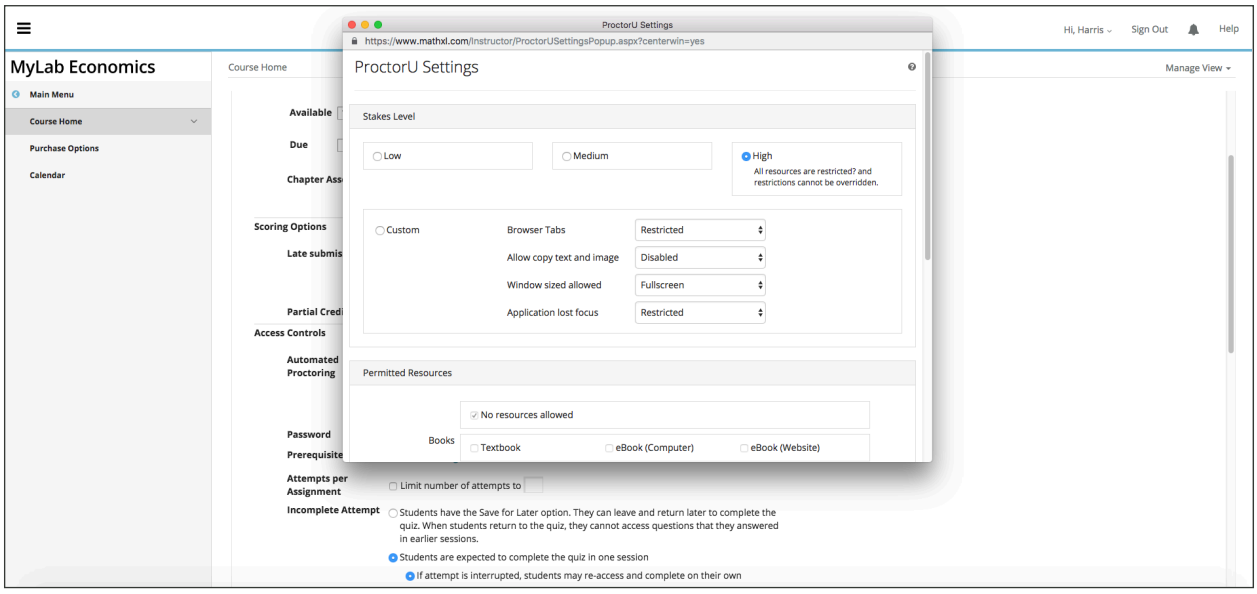
Step 5: Check the **Automated Proctoring** box to enable ProctorU on the assignment. You can customize the proctoring settings by clicking on the **Customize ProctorU Settings** link.



IMPORTANT:

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

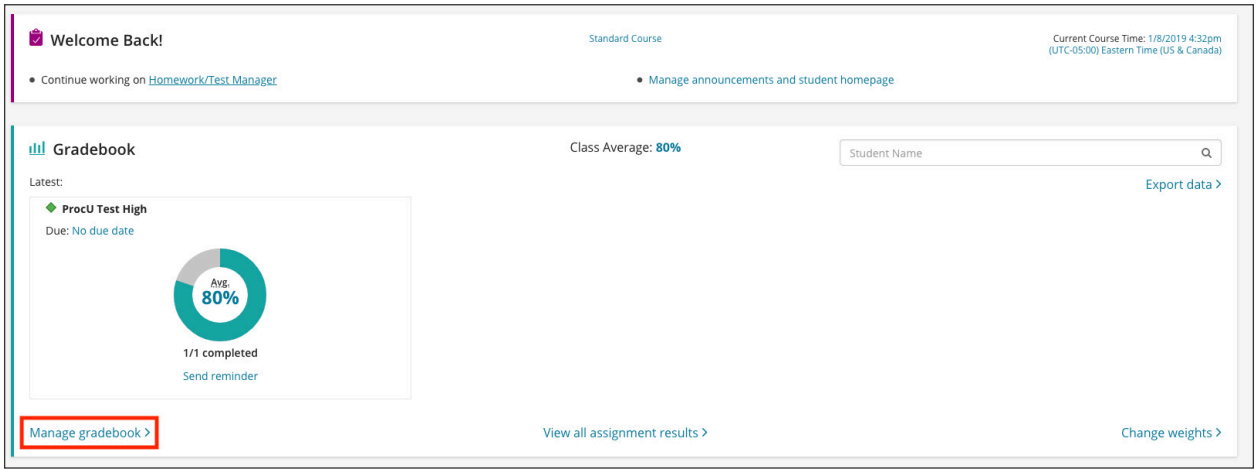
ProctorU security settings default to the "High Stakes" settings which restricts the use of any external resources. This level is most commonly used for the MyLab quizzes and tests.



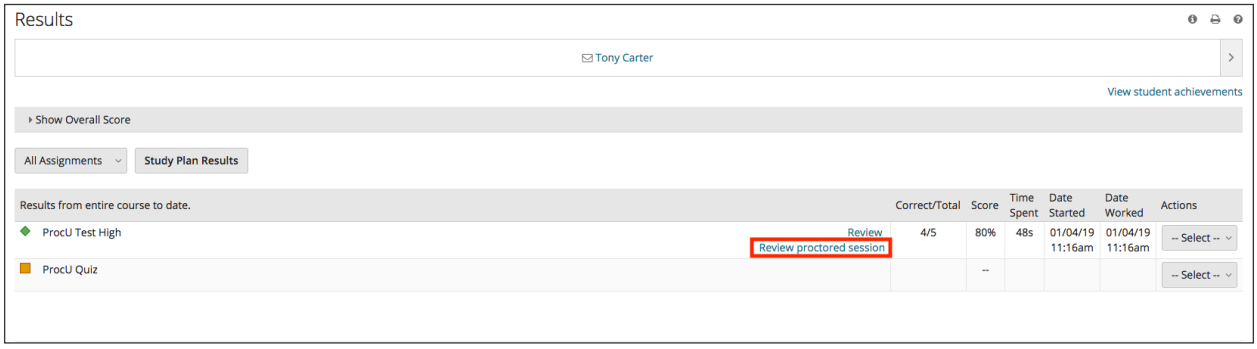
Step 6: Click **Save** or **Save & Assign**

Reviewing an Exam

Step 1: Navigate to the gradebook

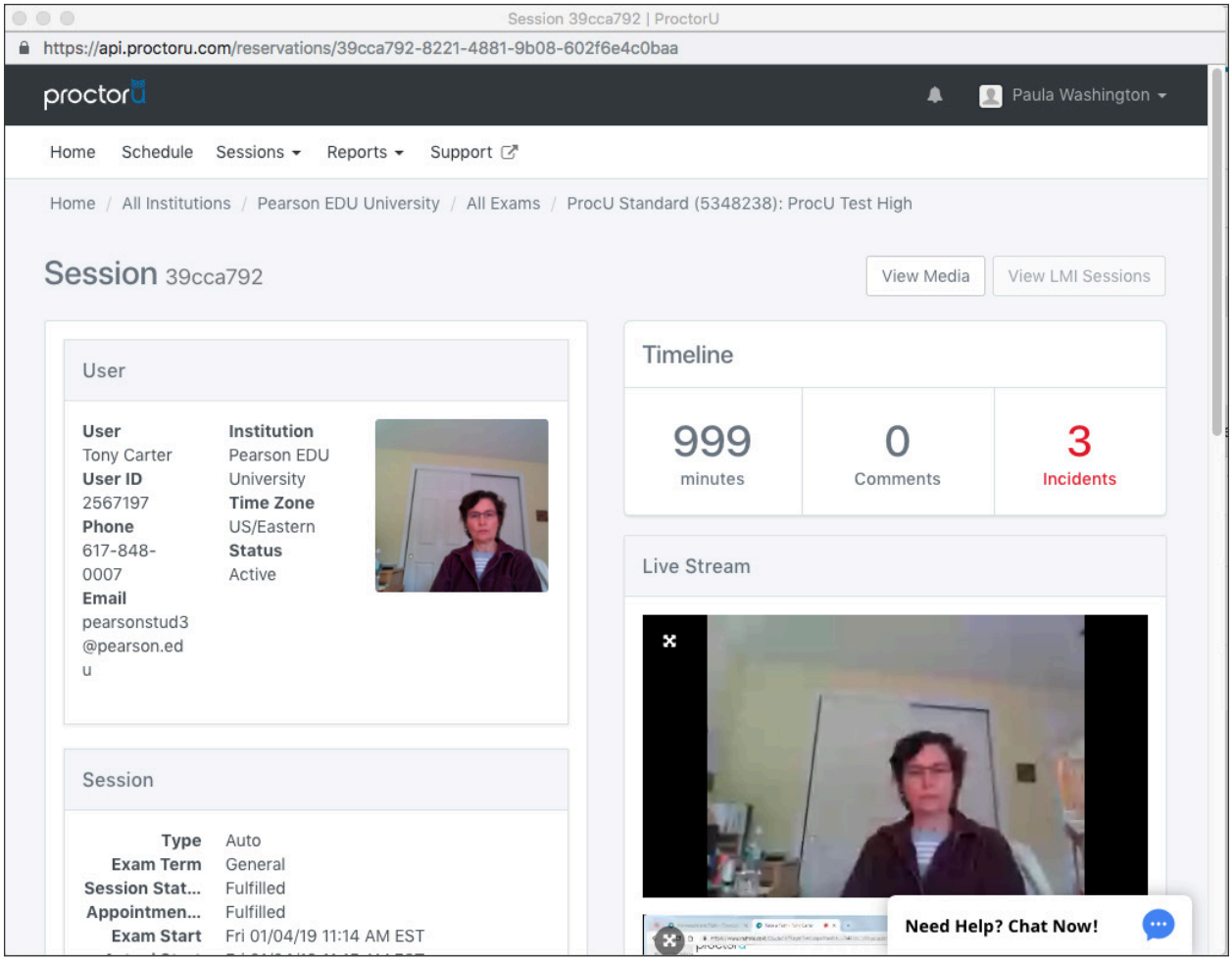


Step 2: Click on the test-taker's name that you would like to review.



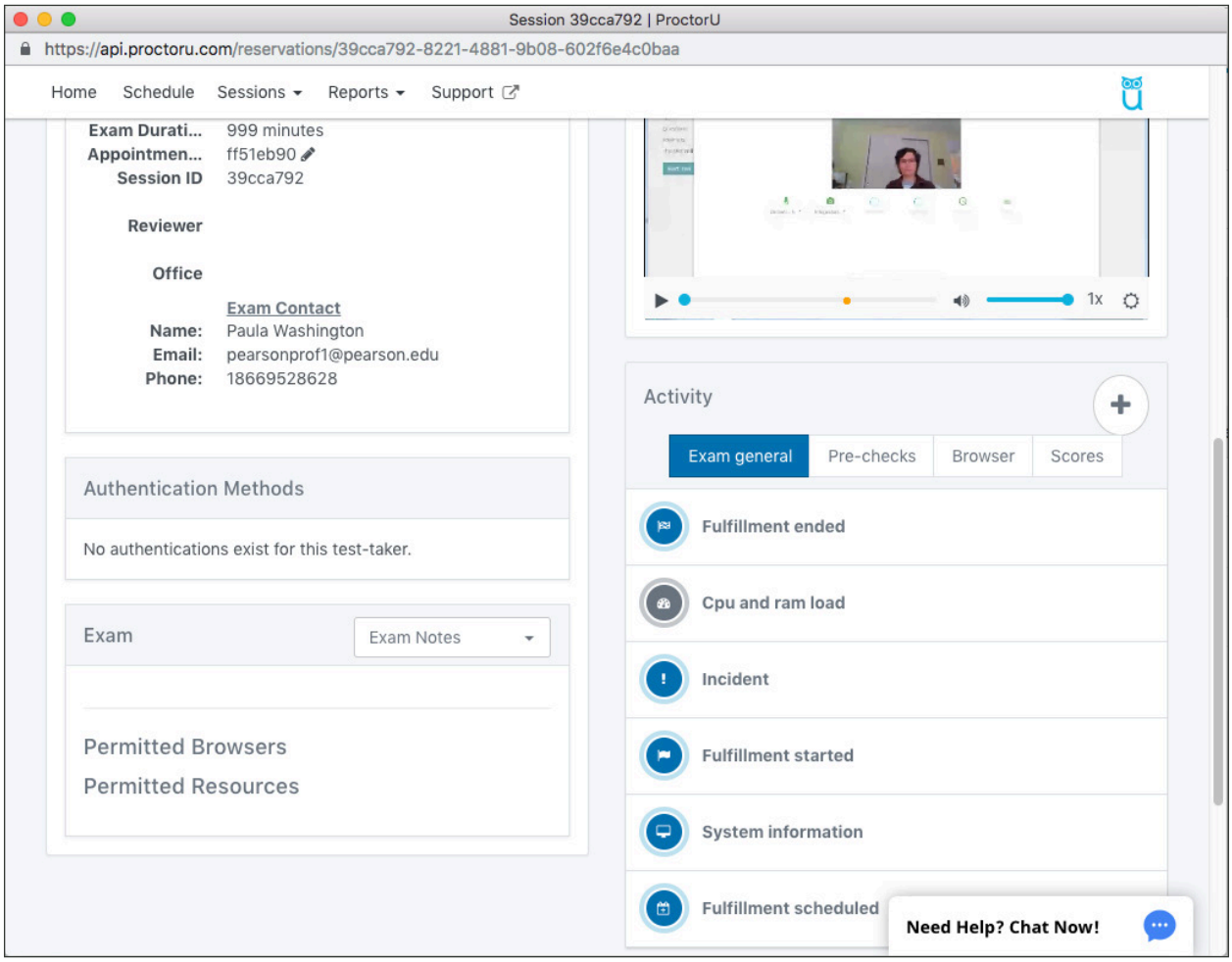
Step 3: Click **Review proctored session**

- 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 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/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,*
- *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)

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.