

## Getting Started with ProctorU Review+

### IMPORTANT!

If you are teaching one or more College of Business (BUS) classes **that began the semester as fully online, these instructions do not apply to you.** Follow the college's long-standing instructions for using the ProctorU Live+ proctoring system.

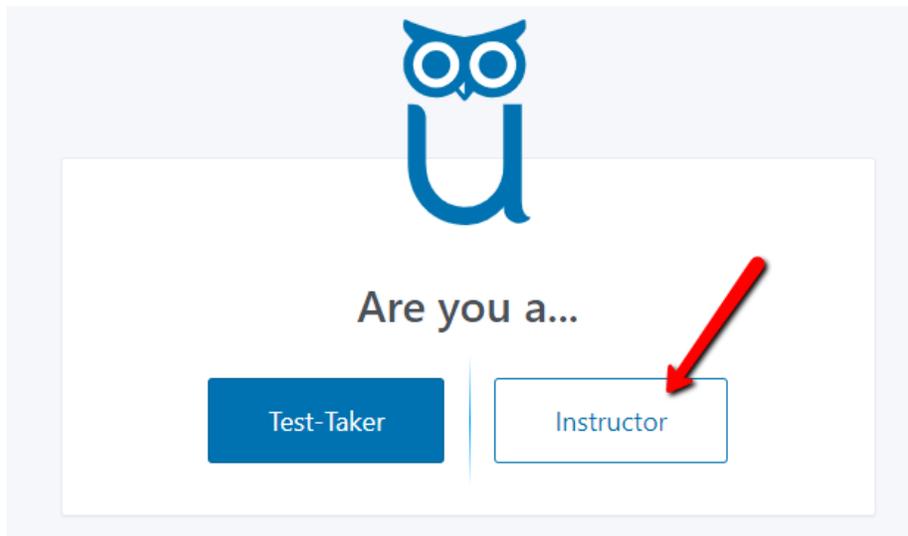
If you are teaching any class that is **NOT in the College of Business**, or you are teaching a **BUS class that did not begin the semester as fully online**, please read through and carefully follow the steps below.

**Warning! Do not try to use ProctorU's document on the Blackboard - Exam Entry Process. This tutorial has been created by UHCL staff to replace that document.**

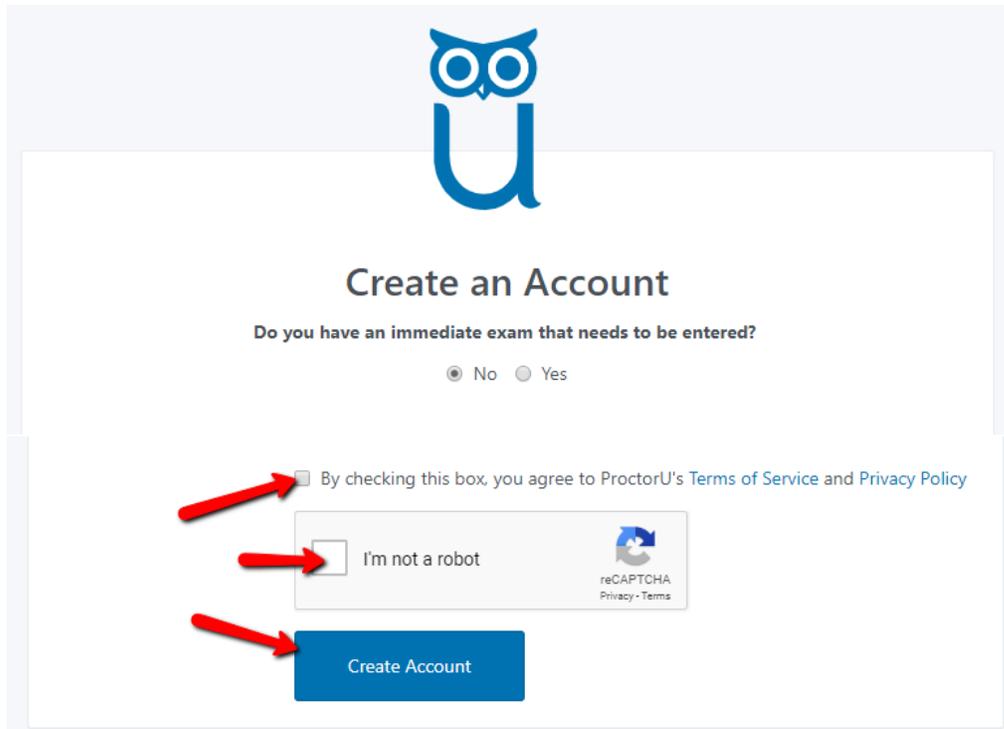
Before you can begin setting up a new or existing Blackboard test, exam, or quiz for ProctorU Review+, you will need to register/create an account with ProctorU and download an extension to your web browser (either Chrome or Firefox) to enable to use the ProctorU tool in your Blackboard course(s).

### Registering with ProctorU

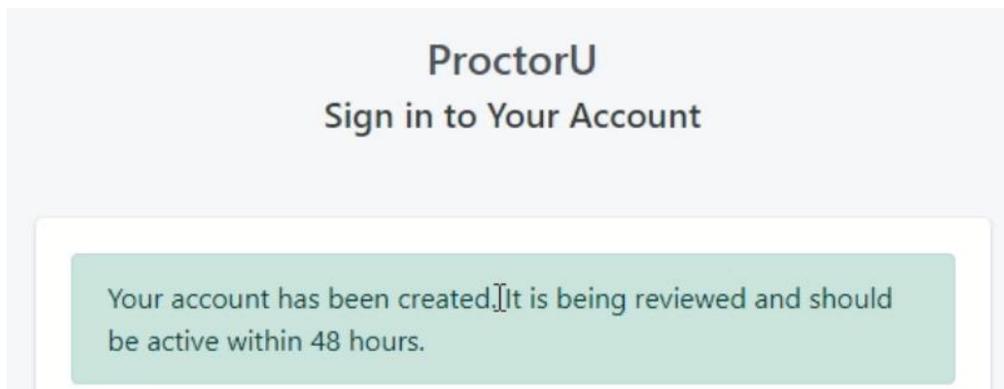
1. Open your web browser and navigate to the [ProctorU registration page](#).
2. At the registration landing page, click the Instructor button.



3. Complete the entire online registration form, making sure that you check both boxes at the bottom of the form and then click the Create Account button. **NOTE: We recommend that faculty use their UHCL email address when completing the account request form.**



4. You will then see the following confirmation message. NOTE: Although it indicates up to a 48 hour wait for the account to be activated, this typically only takes 1-2 hours.



5. Exit the page and wait to receive an email from ProctorU that states your account has been activated.

Getting the Browser Extension (complete this step AFTER your ProctorU account has been activated)

1. ProctorU is compatible with both Chrome and Firefox. Our team's experience is that Blackboard and related tools perform better in Chrome, but you are free to use whichever you prefer. **ProctorU also recommends that instructors use Chrome, if possible.** Use the appropriate to access and download the ProctorU extension for your preferred browser.

[Google Chrome Extension](#)

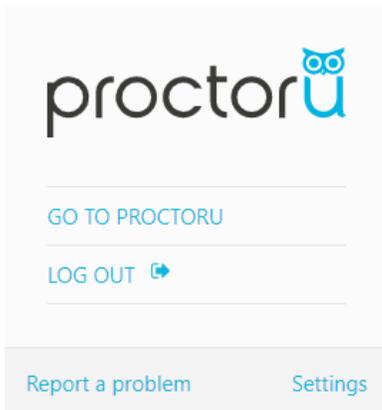
## [Firefox Extension](#)

### Setting Up Your Blackboard Exam, Test, or Quiz

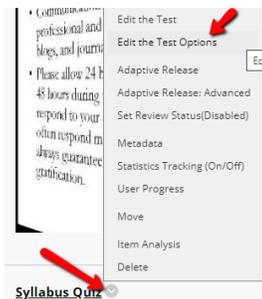
1. Make sure that you are logged into Blackboard and have entered the course in which you need to set up an online test.
2. Locate and click the small owl icon (ProctorU extension icon), located in the upper right of your browser.



3. If the resulting screen looks like the one below, you are already logged into ProctorU and may proceed to edit your test settings. If not, you will see a Login link that you will need to use to first log into ProctorU.



4. Locate an exam, test, or quiz for which you want to use ProctorU. Go to the Edit the Test Options link for that test.



5. At the Test Options screen, scroll down the page. You should see an area called ProctorU Settings, located just above the Test Availability Settings. Move the ProctorU slider/switch right to change its status from OFF to ON.

Show Instructions to students before they begin the test.

Open test in new window  Yes  No

**PROCTORU SETTINGS**

ProctorU  OFF

**TEST AVAILABILITY**

6. You will then see the available proctoring options/settings. Adjust those to suit your needs. Then scroll to the bottom of the screen and click the Submit button to save your changes. **NOTE: The system requires that a test use a password, even though students will never need to enter it.**

**PROCTORU SETTINGS**

ProctorU  ON

Session Type  ?

Low  Medium  High  
All Resources Will Be Restricted With No Ability To Be Changed.

Custom

Browser Tabs	<input style="border: 1px solid #ccc;" type="text" value="Restricted"/>
Allow copy text and image	<input style="border: 1px solid #ccc;" type="text" value="Restricted"/>
Window sized allowed	<input style="border: 1px solid #ccc;" type="text" value="Maximized"/>
Application lost focus	<input style="border: 1px solid #ccc;" type="text" value="Restricted"/>

### Communicating with Students About ProctorU

Once you decide to use ProctorU, you'll need to provide your students with information about its use. [ProctorU provides sample text](#) to add to your syllabus or to post in your Blackboard course. You may access that information online, and then copy, edit, and distribute it to students as best suits your needs.

UHCL has also created a document, [Getting Started with ProctorU Review+ - Students](#), that you may also want to reference in your communication to your students.