

How to Setup Exams for ProctorU Record+/Review+

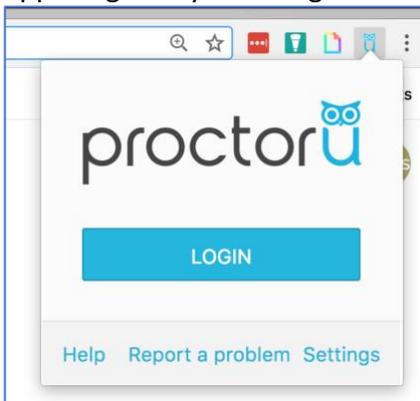
This guide is for instructors using the Record+/Review+ (without live proctoring). If you are using Live+ (with live proctoring), follow the exam scheduling options [here](#).

Step 1: Add the Google Chrome Extension

1. In order to use Record+/Review+, you will need the Google Chrome Extension. Visit [this link](#) to download the extension.

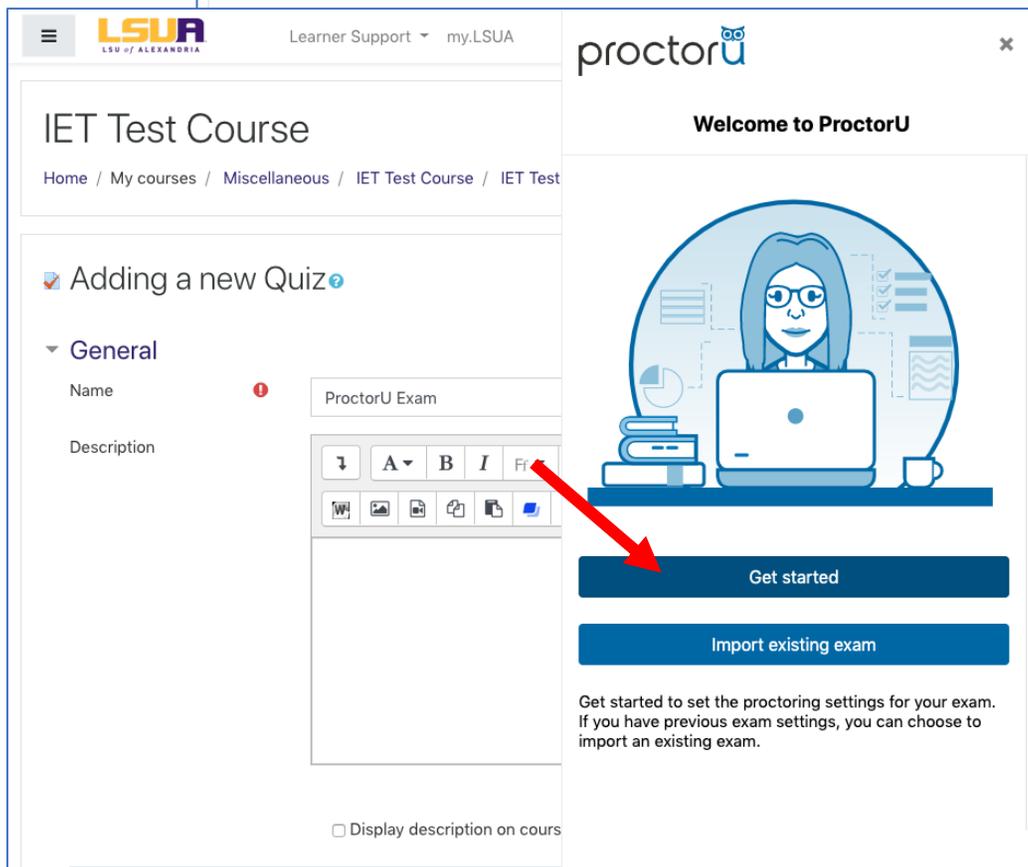
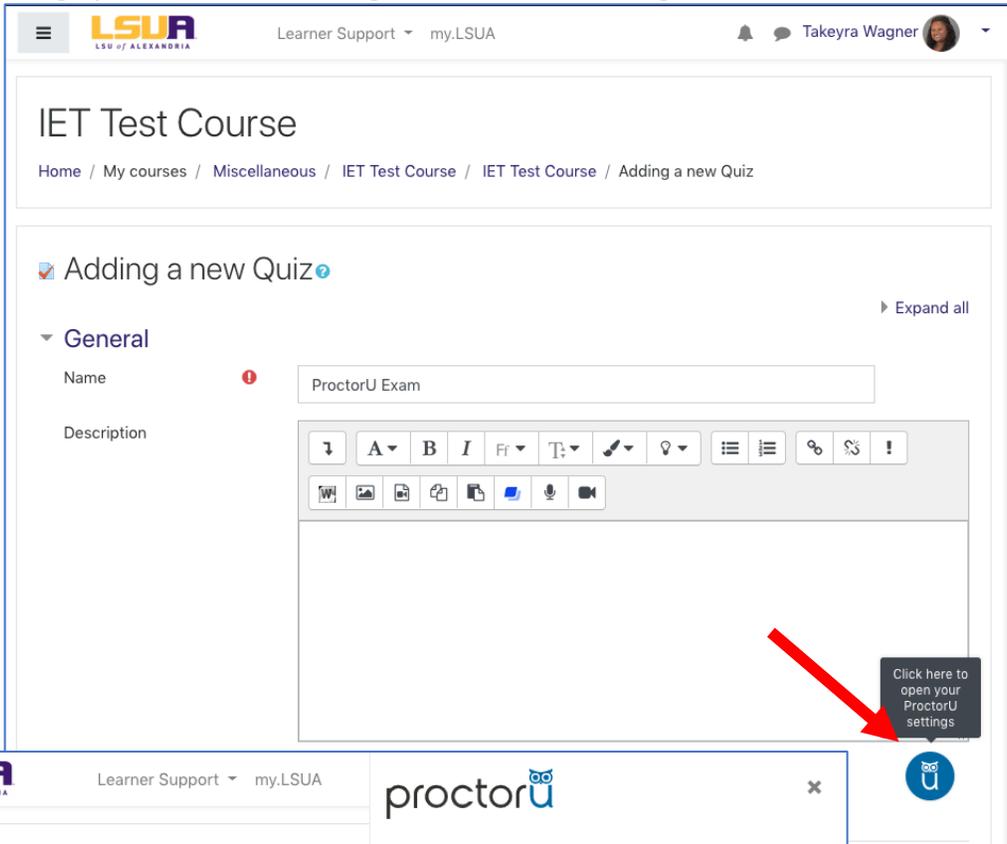
Step 2: Create Your Exam

1. Next, login to your Moodle account.
2. Navigate to the course where you would like to setup a new or pre-existing exam for use with Record+/Review+.
3. Login to the ProctorU Google Chrome extension by clicking the blue owl icon in the upper right of your Google Chrome window.

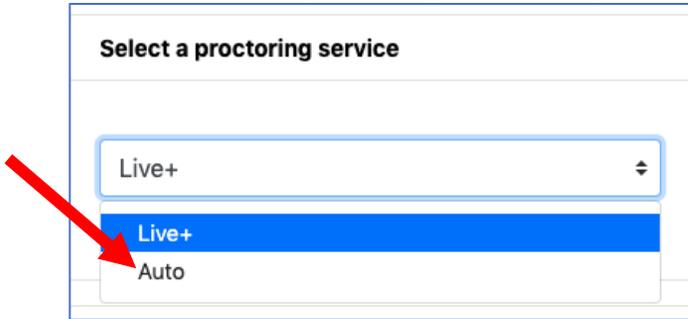


4. Once you have successfully logged in, you can close the ProctorU page.
5. Back on your Moodle page, turn editing on in your course (cogwheel in upper right, select Turn Editing On) and navigate to the section of your Moodle course where you want to add an exam.

6. Add an exam name, description, timing parameters, and other exam details. **You must add all details of your exam before adding the ProctorU Record+ details.**
7. Once you've added your exam details, click the blue owl icon in the bottom right to bring up the ProctorU Settings. Then, select **Getting Started**.



8. From the *Select a proctoring service* drop down menu, select **Auto** and click **Continue**.



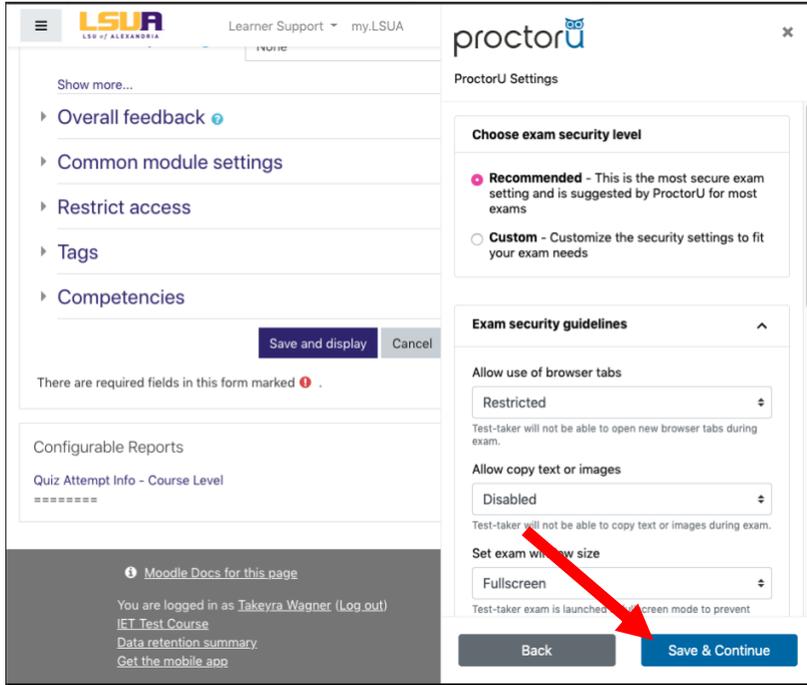
Select a proctoring service

Live+

Live+

Auto

9. Complete the rest of the settings exam settings and click **Save & Continue**.



LSUA
Learner Support my.LSUA

proctorU

ProctorU Settings

Choose exam security level

Recommended - This is the most secure exam setting and is suggested by ProctorU for most exams

Custom - Customize the security settings to fit your exam needs

Exam security guidelines

Allow use of browser tabs

Restricted

Test-taker will not be able to open new browser tabs during exam.

Allow copy text or images

Disabled

Test-taker will not be able to copy text or images during exam.

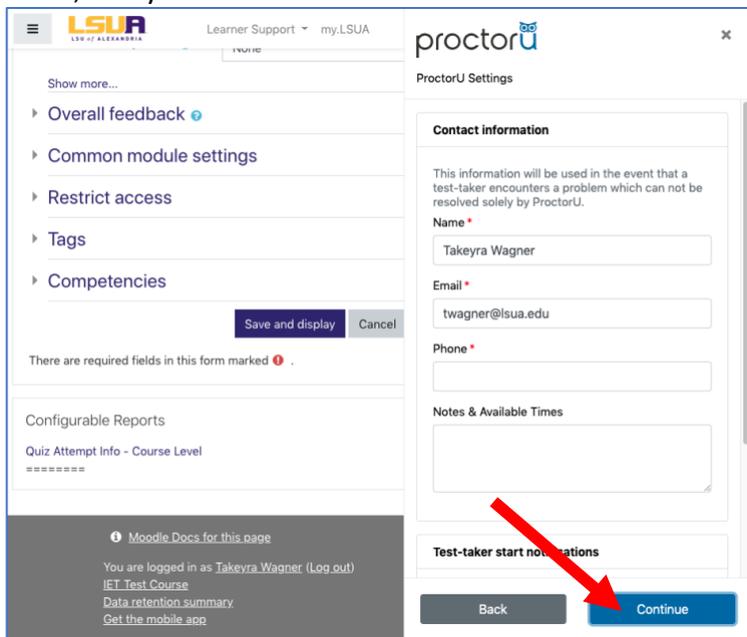
Set exam window size

Fullscreen

Test-taker exam is launched in fullscreen mode to prevent

Back Save & Continue

10. Next, add your contact information and click **Continue**.



LSUA
Learner Support my.LSUA

proctorU

ProctorU Settings

Contact information

This information will be used in the event that a test-taker encounters a problem which can not be resolved solely by ProctorU.

Name *

Takeyra Wagner

Email *

twagner@lsua.edu

Phone *

Notes & Available Times

Test-taker start notifications

Back Continue

11. Review your Moodle exam settings and your ProctorU settings. Then, click **Save & Return to LMS**. Once you click Save & Return to LMS, you will be taken to a page where you can begin entering your exam questions.

The screenshot shows the Moodle ProctorU settings interface. On the left, there is a navigation menu with options like 'Overall feedback', 'Common module settings', 'Restrict access', 'Tags', and 'Competencies'. Below the menu are 'Save and display' and 'Cancel' buttons, and a message: 'There are required fields in this form marked [red icon]'. Under 'Configurable Reports', there is a section for 'Quiz Attempt Info - Course Level' with a series of equals signs. At the bottom left, a grey footer contains links for 'Moodle Docs for this page', 'Log out', 'IET Test Course', 'Data retention summary', and 'Get the mobile app'. On the right, the 'ProctorU Settings' panel is open, showing various configuration options such as 'Service: Auto', 'Allow use of browser tabs: Restricted', 'Allow copy text and images: Disabled', 'Exam window size: Fullscreen', 'Third party application use: Restricted', 'Test-taker resources: No resources allowed', 'Allow websites: None', and 'Additional exam notes: None'. At the bottom of this panel, there is 'Contact Information' for 'Takeyra Wagner' and two prominent buttons: a blue 'Save & Return to LMS' button and a red 'Deactivate ProctorU Settings' button. A red arrow points from the 'Save & Return to LMS' button back to the 'Quiz Attempt Info' section in the left-hand menu.