Recommended Canvas Quiz Settings

1. **Quiz Name:** Exams are to include semester, course number, and exam number. Make the exam name and posting name are the same in Canvas and ProctorU
2. **Quiz Type:** Graded Quiz
3. **Shuffle Answers:** Chose this to ensure that multiple students do not have the questions on their quizzes in the same order
4. **Time Limit:** Make sure to check the indicator box and place the exam limit.
5. **Allow Multiple Attempts:** *Never.* Do not check this box on an official exam.

6. **Let Student see Their Quiz Response:** Do not select. Off campus testers do not receive feedback.
7. **Show One Question At A Time:** Check this option box.
8. **Lock questions after answering:** Optional (This mean no backward navigation)
9. **Require Access Code:** Enter an exam password (The password must be different from ExamSoft)
10. **Filter IP Address:** Do not select this option
11. **Assign to Everyone:** Optional (Only the ProctorU proctors will have the password)
12. **Due:** Enter the last date and time the exam can be submitted.
13. **Available From:** Enter the time the exam will assessable to exam takers.
14. **Until:** Enter the last date/time the exam will be assessable for exam takers. (If there is not a due date placed, the Until time automatically become the Due date and time).

**About Canvas Quiz Availability Window:** Provide an adequate availability window for exams in Canvas that will be given via ProctorU. You need to consider the time it will take for setup of the proctoring session and for resolution of technical issues that may arise. You will also need to consider the ProctorU scheduling window. See ProctorU Exam Windows later in this document for more details. **Canvas differs ExamSoft. The end of the availability time is also the upload time. This means that the exam taker must have completed the exam by the Available Until or Due time.**

After you have created the posting for the Canvas exam that will be given via ProctorU, take note of the ExamSoft Posting Name, Password, and Availability Times. This will be needed for scheduling the ProctorU proctoring session.
1. Go to www.proctoru.com and sign in. From the home page, click the Add New button and select the Exam option.

2. Complete the fields as indicated:
   - **Exam Title**: The exam name from Canvas goes here
   - **Department**: Nursing
   - **Incident Users**: Your name goes here. Select your name as an incident user so you will receive reports of any suspicious activity that occurs during the exam.
   - **Term**: Select the current term from the dropdown list
   - **Instructor (other)**: Select your name from the dropdown list
   - **Duration (other)**: This is the time limit of the exam given in Canvas
   - **Exam URL**: https://www.uth.edu/canvas
   - **Exam Password**: Copy and paste the exam passcode from Canvas here
   - **Exam Password Confirmation**: Copy and paste the exam passcode from Canvas here, again
How to Setup an Exam in Canvas and Schedule the Exam Session in ProctorU

- **Template**: Select you existing template (if applicable)
- **Permitted Resources**: Select any resources that the test takers are allowed to have.
  - **Web**: Keep in mind that since off-campus exam are now given via Canvas, remember to select Course Website as an option.
- **Permitted Browsers**: Exam takers can use any browser of choice
- **Other Resources**: List any permitted resource that is not included in the above section

- **Expected No. of Test Takers**: This is number of students interested in using ProctorU for the exam, or your best estimate. ProctorU uses this number to help schedule resources
- **Additional Exam Notes & Accommodations**: Enter any additional information for proctoring the exam (special accommodation students, etc.)
- **Notify on Schedule Emails**: If you would like to be notified of a student registering to take this exam on ProctorU, enter your email here

*Last Updated: December 18, 2018*
How to Setup an Exam in Canvas and Schedule the Exam Session in ProctorU

- **Name:** Write your name and **ExamSoft Hotline** as contacts
- **Email:** Write your email and **CEIRhelp@uth.tmc.edu** as email addresses
- **Phone Number:** Enter your phone number and the hotline number **713-500-2150**
- **Notes and Times Available:** Enter the availability for ProctorU to contact you.

⚠️ **We recommend that you give your exams at times when you and the ExamSoft Hotline personnel are available to support them. Even though every effort is made to help prepare students, students sometimes have difficulties during their first exams using the technologies.**

- **First Appointment:** The first time a student can schedule an exam with ProctorU
- **Last Appointment:** The latest time a student can schedule an exam with ProctorU
- **Submit for Review:** Once you have completed entering the desired settings, click this button to the exam to the ProctorU administrators for further review

⚠️ **About ProctorU Exam Windows:** While it may seem like the Canvas exam Availability window and the ProctorU exam scheduling window should be the same, you must take into consideration the time that it takes to setup the proctoring session. It can take 10 to 15+ minutes for a proctor to verify the student ID, review the exam rules with the student, allow the student to go to the restroom, secure the environment, etc. If there are technical issues, it may take even more time. Also, Canvas differs from ExamSoft. With ExamSoft the timer begins when the exam taker starts the exam. With Canvas, the exam must be completed within the **Availability time.** (This means that the exam must be completed at the Until or Due time regardless of when it was started.)

To ensure there is adequate setup time and exam taking time, the Canvas exam Availability time should exceed the ProctorU **Last Appointment** time by the duration of the exam plus 60 minutes. For example, the exam is 60 minutes, the ProctorU scheduling window is 1 pm to 2 pm, and the Canvas Availability window should be 1pm to 4pm. This helps to ensure that a student that signs up for a 2 pm appointment has adequate time to deal with technical difficulties and meet the Availability Until or Due time.

**Last Updated: December 18, 2018**
Helpful Tips

1. At the beginning of the semester, make a list of the students who expressed interest in using ProctorU.
2. Direct the students to the ProctorU link in your course or the following web page: http://go.uth.edu/proctoru.
   Inform students that they will be using Canvas and should perform the steps outlined in the student guide under ‘Pre-Testing’ with ProctorU Exam’ at least 24 hours prior to taking their first exam through ProctorU. In fact it is best to perform the steps several days in advance of the first exam to reduce the potential for technical difficulties, ensure proctor availability, and avoid additional proctoring fees.”

3. When entering the name and password for the exam during ProctorU registration, copy and paste it into ProctorU. (Try to avoid typing the information because one letter off and the exam cannot be started).
4. Have faculty input all exam information into ProctorU for all semester exams one week before their first exam. CEIR staff will go in and check to make sure information is where it should be.
5. Faculty can create a Mock exam for students to take using the computer they will be using to take an exam via ProctorU. Confirm student has taken this exam before allowing student to sign up for ProctorU.
6. Request students take a screen shot of the computer check analysis provided in the student ProctorU documents. Send screen shot to faculty or designated person. Thus, before a student uses ProctorU for an exam, there will be confirmation the student’s computer meets the required specifications to take an exam.
7. Faculty penalize students if they either fail to do the above or if they are unable to complete an exam delivered via ProctorU at no fault of the faculty or ProctorU staff but because they did not follow the guidelines.

Last Updated: December 18, 2018