Recommended Canvas Quiz Settings

1. **Quiz Name**: Include semester, course number, and exam number. Make sure the exam names are the same in Canvas and ProctorU.
2. **Quiz Type**: Graded Quiz
3. **Shuffle Answers**: Check the box to randomize answer options presented to students
4. **Time Limit**: Check the box and enter the quiz time limit in minutes. See the [Once I publish a timed quiz, how can I give my students extra time?](#) guide for info on granting extra time for special accommodation students.
5. **Allow Multiple Attempts**: *Never*. Do not check this box on an official exam.

6. **Let Students See Their Quiz Responses**: Do not select. Off campus quiz takers should not receive feedback.
7. **Show One Question At A Time**: Check this option box.
   **Lock Questions After Answering**: Optional (This means no backward navigation)
8. **Require An Access Code**: Check the box and enter a quiz password (The password must be different from ExamSoft if you are posting the exam there as well)
9. **Filter IP Address**: Do not select this option
10. **Assign to Everyone**: Optional (Only the ProctorU proctors will have the password)
11. **Due**: Enter the date and time the quiz is due. Quizzes submitted after this date and time will be marked late.
12. **Available From**: Enter the date and time the quiz will become available to quiz takers.
13. **Available Until**: CEIR recommends you leave this blank so that extra time can be added to an active quiz if necessary (in case of connectivity issues, for example). Your access code and time limit will help to ensure exam security in the absence of an available until time.

**Tip**: After you have created the posting for the Canvas exam that will be given via ProctorU, take note of the **Quiz Name, Password, and Availability Times**. This information will be needed for scheduling the ProctorU proctoring session.
ProctorU Exam Session Registration

1. Go to [www.proctoru.com](http://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**: Click Add User and select your name as an incident user so you will receive reports of any suspicious activity that occurs during the exam.
   - **Instructors**: Click Add Instructor and select your name from the dropdown list
   - **Term**: Select the current term from the dropdown list
   - **Duration (minutes)**: This is the time limit of the exam given in Canvas
   - **Exam URL**: [https://uth.instructure.com/login/26](https://uth.instructure.com/login/26)
   - **Exam Password**: Copy and paste the quiz password from Canvas here
   - **Exam Password Confirmation**: Copy and paste the quiz password from Canvas here, again

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• **Template:** Select your existing template (if applicable)
• **Permitted Resources:** Select any resources that the test takers are allowed to have.
• **Permitted Browsers:** Exam takers can use any browser of choice, except **Internet Explorer as of summer 2019**
• **Other Resources:** If applicable, list any permitted resource that is not included in the above section.

- **Expected No. of Test Takers:** This is the 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 and extra time, etc.)**
- **Notify on Schedule Emails:** If you would like to be notified of a student registering to take this exam using ProctorU, enter your email address
How to Setup an Exam in Canvas and Schedule the Exam Session in ProctorU

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

⚠️ We recommend that you give your exams at times when you and the exam support 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 finished entering the desired settings, click this button to submit the exam settings for ProctorU administrators to 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. With Canvas, the exam must be completed within the Availability time (This means that the exam must be completed at the Canvas Available Until date and 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 an exam that is 60 minutes with a ProctorU scheduling window of 1 pm to 2 pm, the Canvas Availability window should be 1 pm to 4 pm. 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 Canvas Available Until date and time.

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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 that they should review the web page as well as perform the steps outlined under ‘Pre-Testing’ 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. Input all exam information into ProctorU for all semester exams one week before the first exam. If requested, 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 Guide. 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. Consider penalizing 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.