

# Using Proctorio for Exams/Quizzes



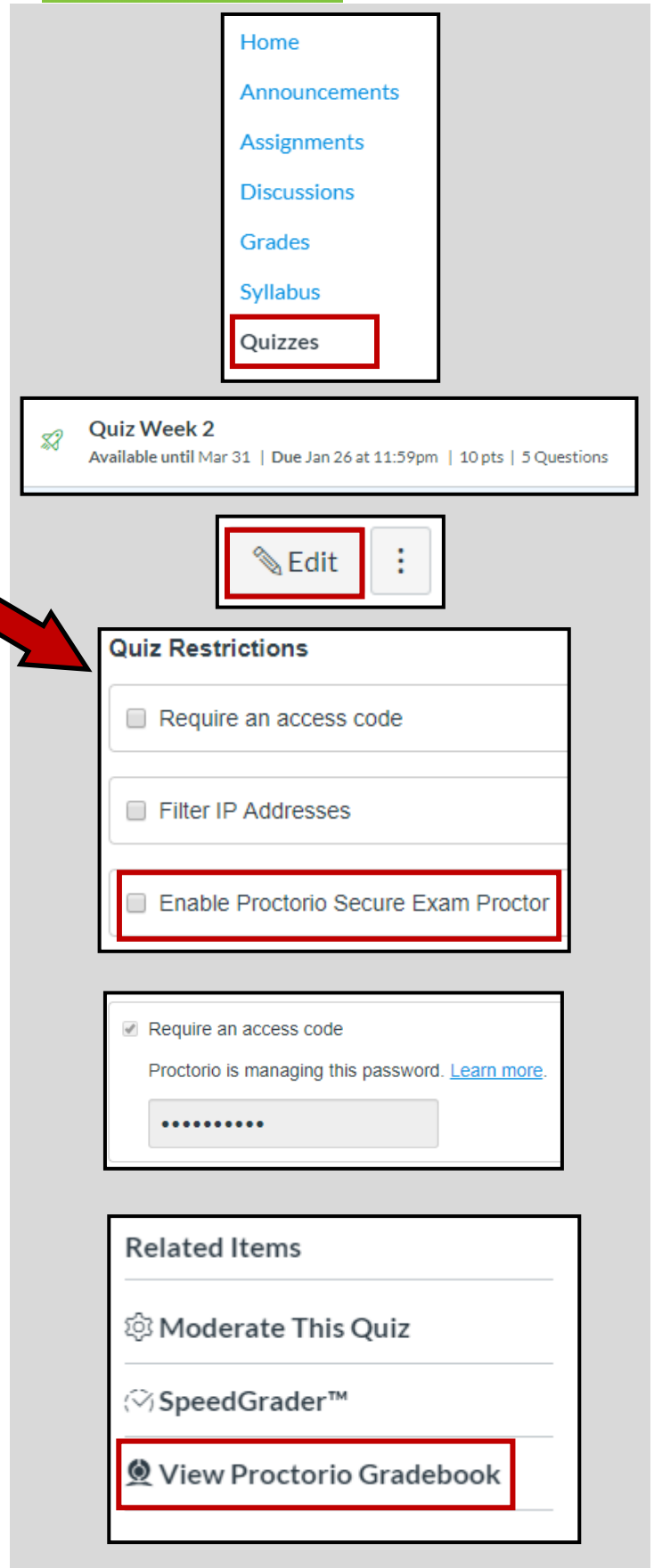
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Once you have successfully installed Proctorio you can now start using it on your Exams!

## Steps:

1. Go to the [Quiz](#) or Exam you would like to be Proctored.
2. Click on the [Edit](#) Button to go into the settings
3. Under Quiz Restrictions check the box by [Enable Proctorio](#)
4. This Quiz will automatically be given a [Access Code](#). You will not be allowed to change this. This will force students to use the Proctorio extension and prevent access prior to it being proctored. Then click [Save](#).
5. Once your students have taken your exam/quiz you can view the results in the [View Proctorio Gradebook](#) on the right hand side.

If you need assistance with setting up Proctorio, please call Distance Education  
(661) 763-7894



The screenshot shows the Proctorio interface for a quiz. A navigation menu on the left includes Home, Announcements, Assignments, Discussions, Grades, Syllabus, and Quizzes. The 'Quizzes' menu item is highlighted with a red box. Below the menu, a quiz titled 'Quiz Week 2' is shown with details: 'Available until Mar 31 | Due Jan 26 at 11:59pm | 10 pts | 5 Questions'. An 'Edit' button with a pencil icon is highlighted with a red box. A red arrow points from the 'Edit' button to the 'Quiz Restrictions' section. In the 'Quiz Restrictions' section, the 'Enable Proctorio Secure Exam Proctor' checkbox is checked and highlighted with a red box. Below this, there is a section for 'Require an access code' which is also checked. At the bottom, a 'Related Items' section contains 'Moderate This Quiz', 'SpeedGrader™', and 'View Proctorio Gradebook', with the latter highlighted by a red box.