

TEST-TAKER WALKTHROUGH

HOW IT WORKS



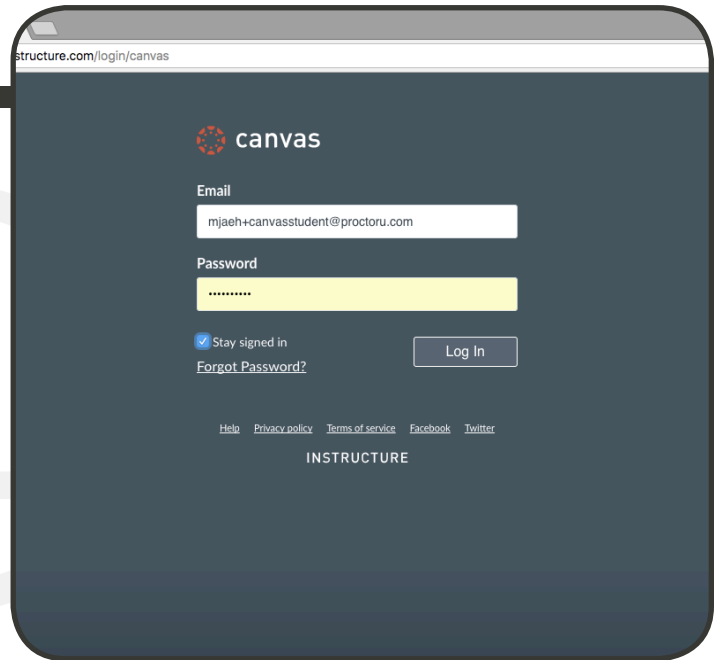
canvas

In order to use **ProctorU Auto**, you will need the **Google Chrome Extension**.
Click this link to install the extension in your **Google Chrome** web browser.

<https://chrome.google.com/webstore/detail/proctoru/goobgennebinldhonaajgafidboenlkl>

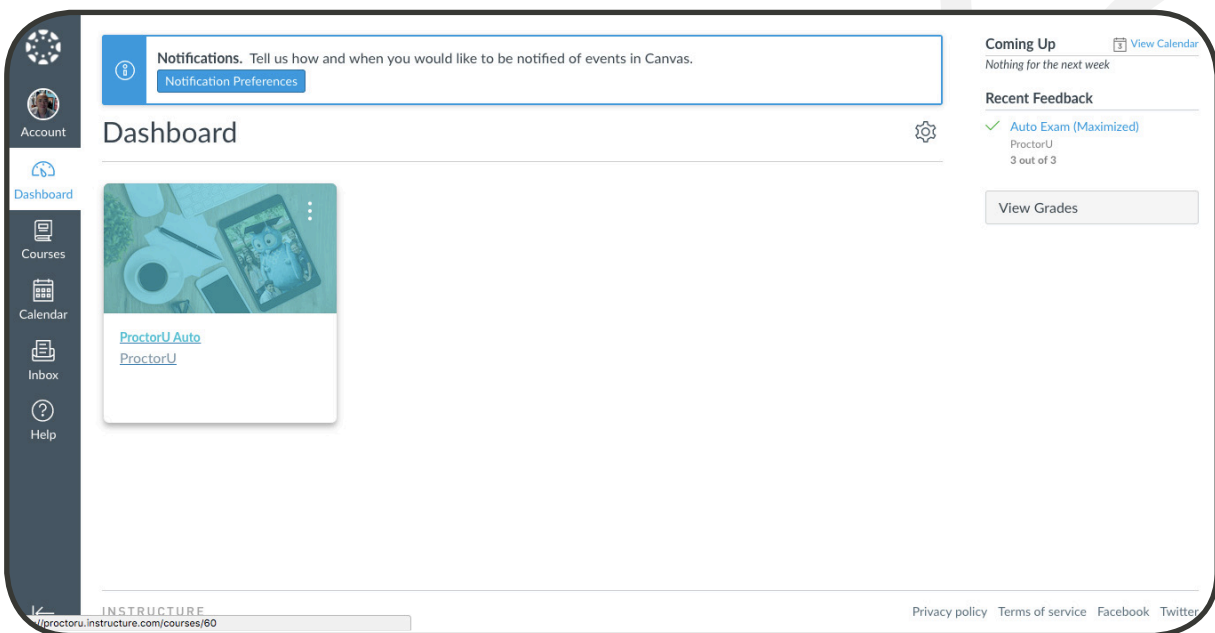
① SIGN INTO CANVAS

Start off by signing in to your Canvas account. You must be using Google Chrome as your web browser. You must have already downloaded and installed the ProctorU Auto Google Chrome extension.



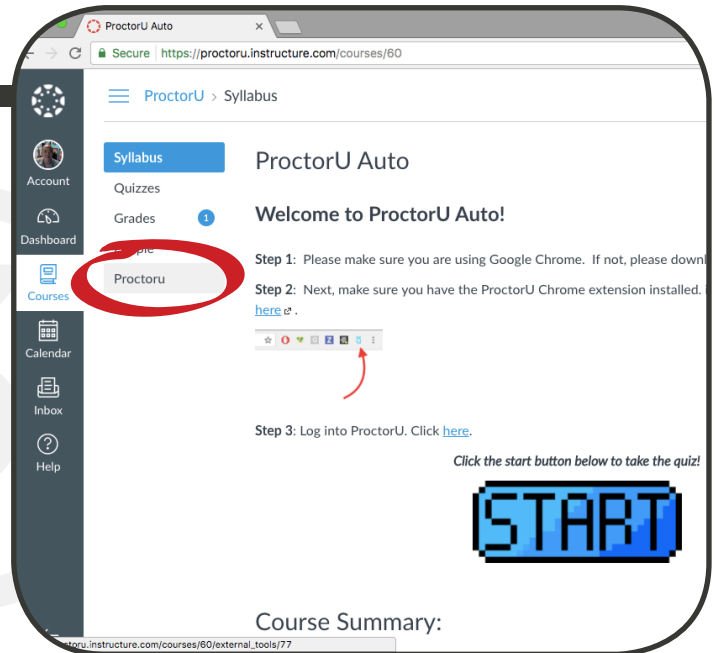
② COURSE LOG IN

Navigate to the course where you are going to take your exam within Canvas.



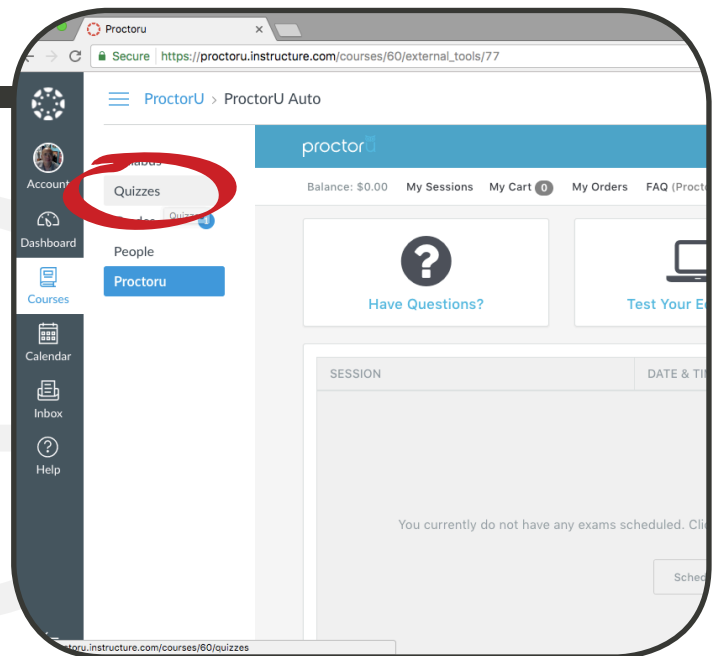
③ LTI TOOLS

Click on the ProctorU LTI tool on the left-hand side of the page. If this tool is not visible, please notify your instructor. An LTI tool must be enabled for a course before you can log in to the ProctorU Auto Google Chrome extension.



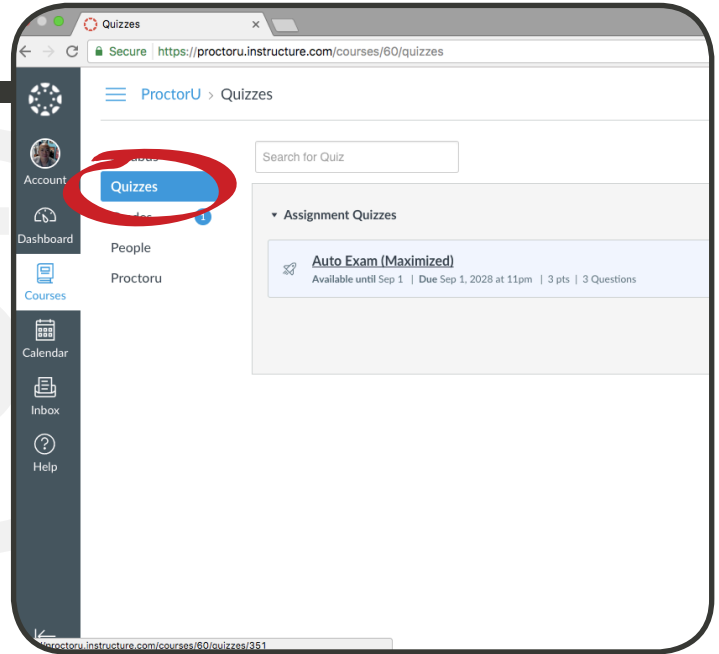
④ CHROME EXTENSION

Once you click on the LTI tool for your course, you will be automatically signed in to the ProctorU Auto Google Chrome extension. You will also land on the page shown. Since ProctorU Auto does not require scheduling, you do not have to schedule a time for your exam. You can simply just click on the "Home" icon to proceed.



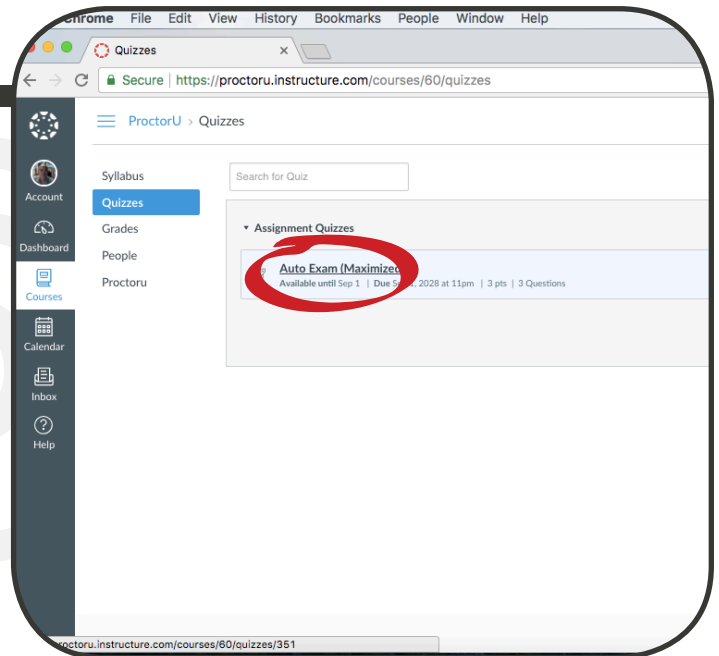
⑤ QUIZZES/EXAMS

Navigate to the Quizzes/Exams section of your course within Canvas.



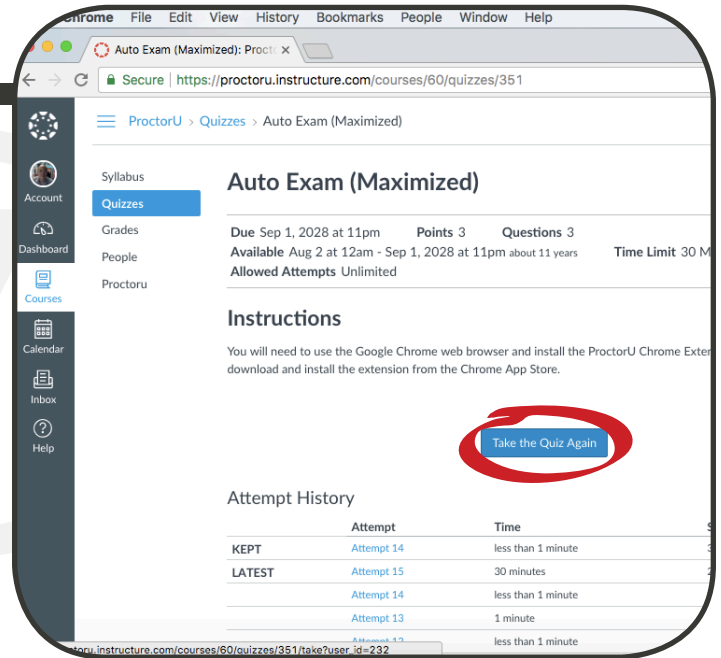
⑥ EXAM SELECTION

Select the quiz/exam that you are going to take.



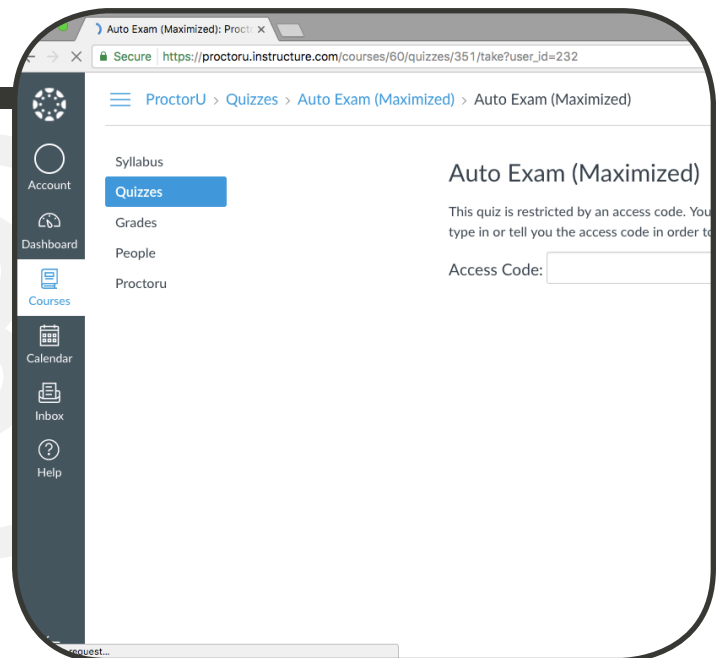
7 BEGIN EXAM

Click on "Begin" when you are ready to start with your exam.



8 CHROME PASSWORD

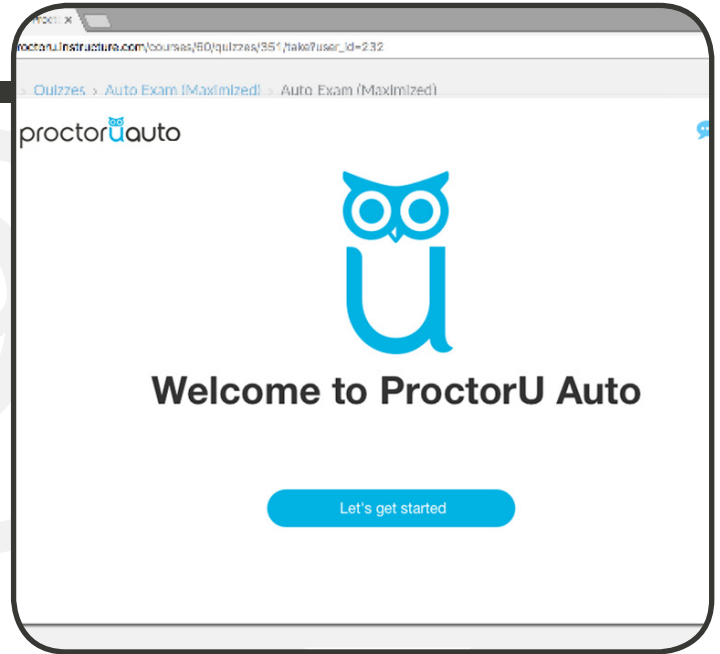
Before beginning, you will land on a page that ask for a password. You do not need to enter a password. If you are in Google Chrome as your web browser and are also signed in to the Google Chrome extension, the password will be automatically entered for you.





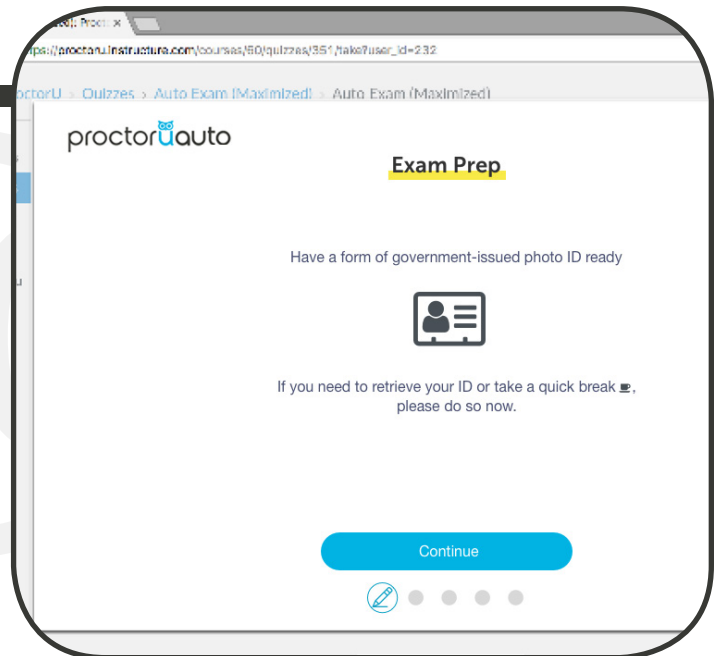
9 WELCOME

The ProctorU Auto modal window will appear over your LMS page. Welcome! Click the 'Let's Get Started' button to continue.



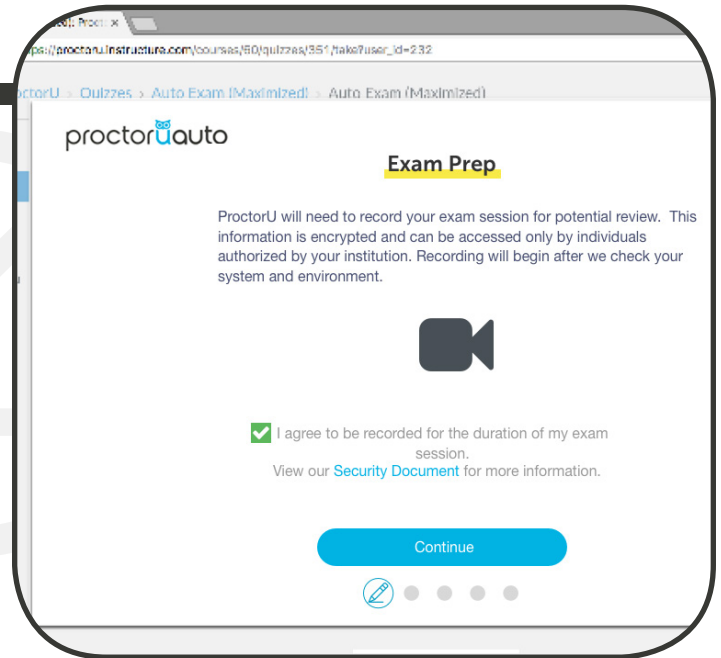
10 EXAM PREP

We want to make sure you're well equipped for the exam, so we ask that you have your government-issued photo ID ready. We also recommend taking a quick break before the exam session begins.



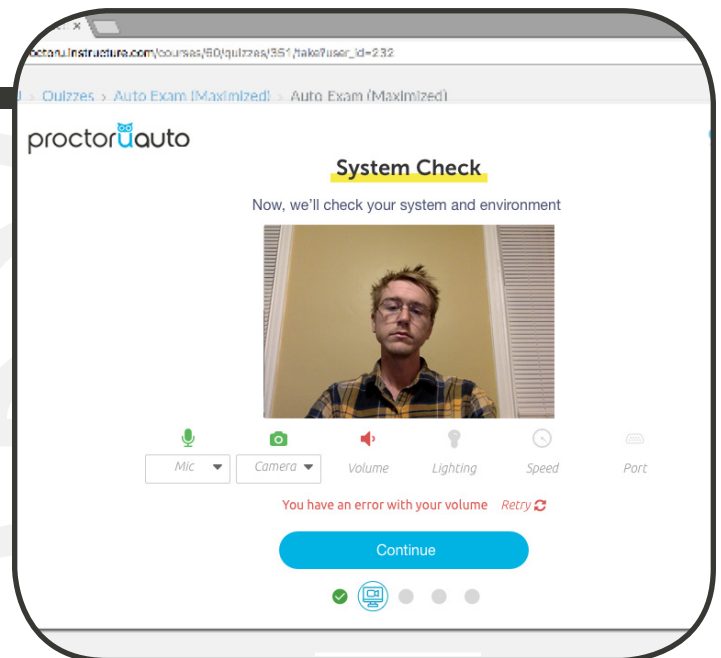
11 SYSTEM RECORD

You will be asked to share your screen throughout the exam. This is so that your institution can review both your video recording and your desktop recording of your exam. If you decline to screen share you will not be able to proceed to the next step.



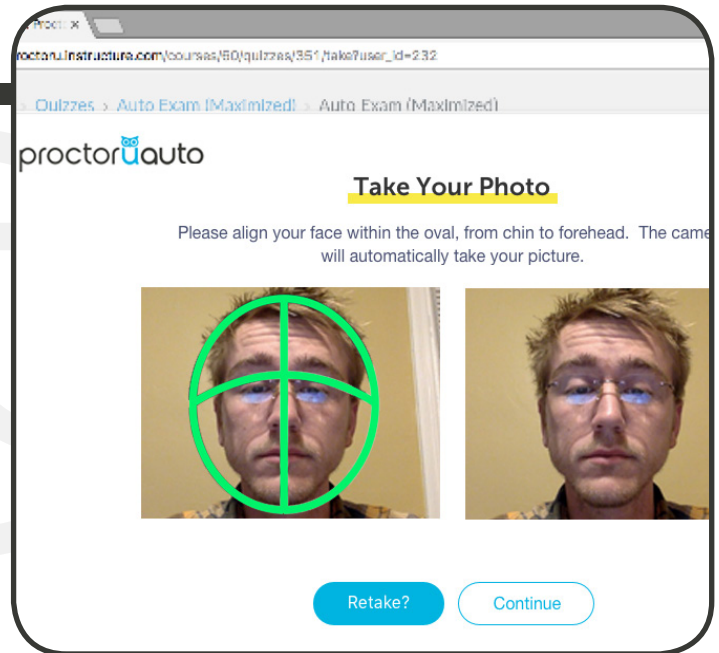
12 SYSTEM CHECK

The process will automatically do a system and environment check to make sure that your equipment is running prior to your exam. It will also ensure you are in a quiet, well-lit testing space. Once it is complete, click 'Continue' to proceed.



13 TAKE PHOTO

Take a photo of yourself for your session. Make sure to align your face within the lines as shown in the photo here.



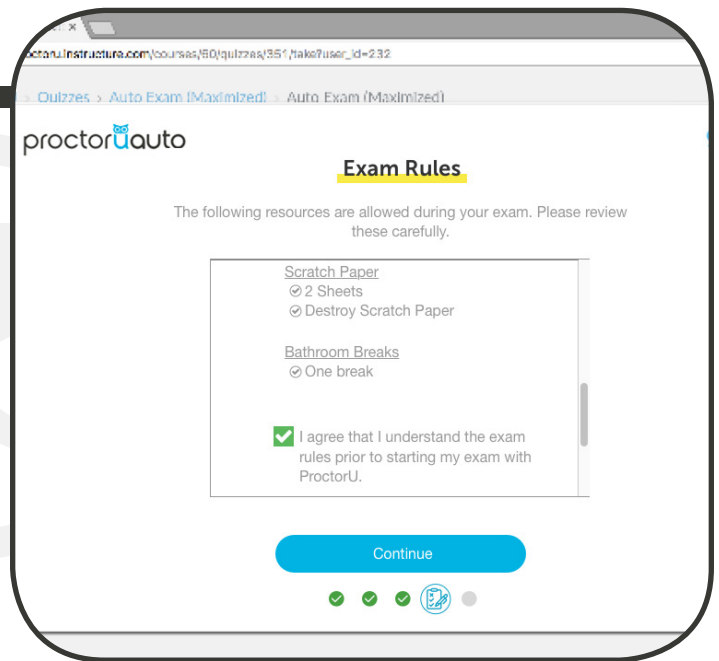
14 PHOTO ID

Make sure you provide a valid government-issued ID in order to proceed to the next step. The ID must be aligned properly within the lines as indicated in the photo below.



15 EXAM RULES

This will notify you as to what resources are available to you during your exam. You will be asked to read these carefully and must acknowledge the rules before continuing.



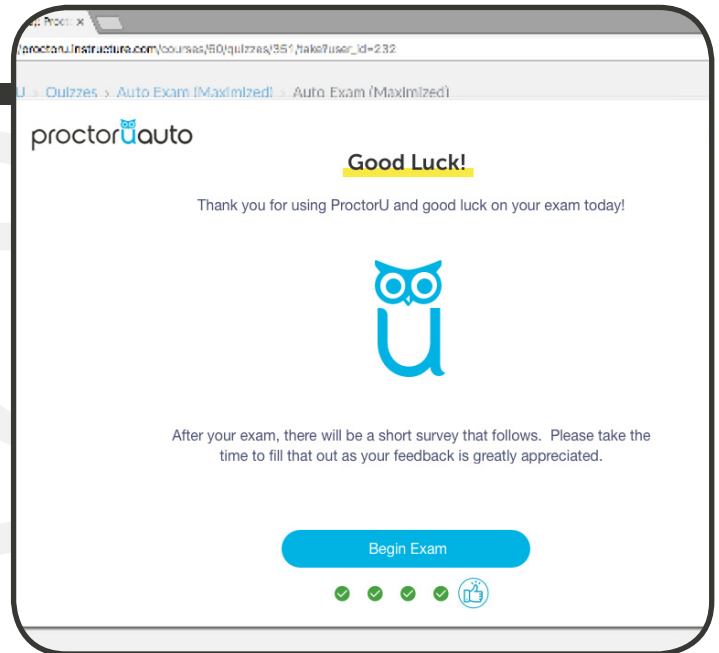
16 EXAM ASSISTANCE

If you need assistance at any time during your exam, please click on your Google Chrome extension to start a chat with a ProctorU representative. As shown in the image, the Chrome extension can be located to the right of your browser's search bar.



17 GOOD LUCK!

Once you click 'Begin Exam,' the exam and timer will start, and the ProctorU Auto modal window will disappear. Thanks for your patience and good luck!



18 EXAM

If you need any assistance during your exam, use the ProctorU Chrome extension. Please take the time to fill out a quick survey following your exam- your feedback is greatly appreciated!

