Verificient TECHNOLOGIES

Proctortrack

Using Proctortrack in Canvas

User manual for Instructors

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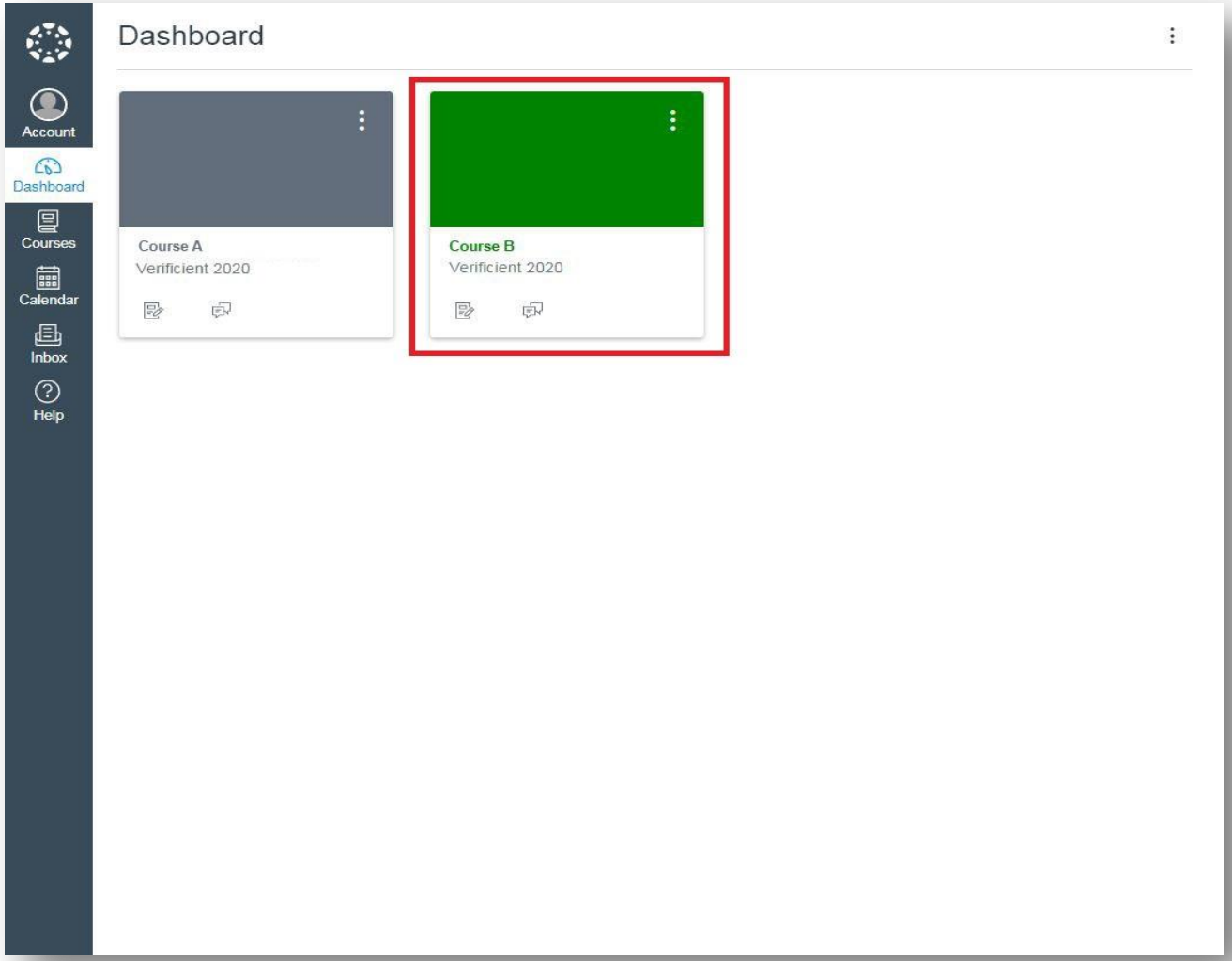
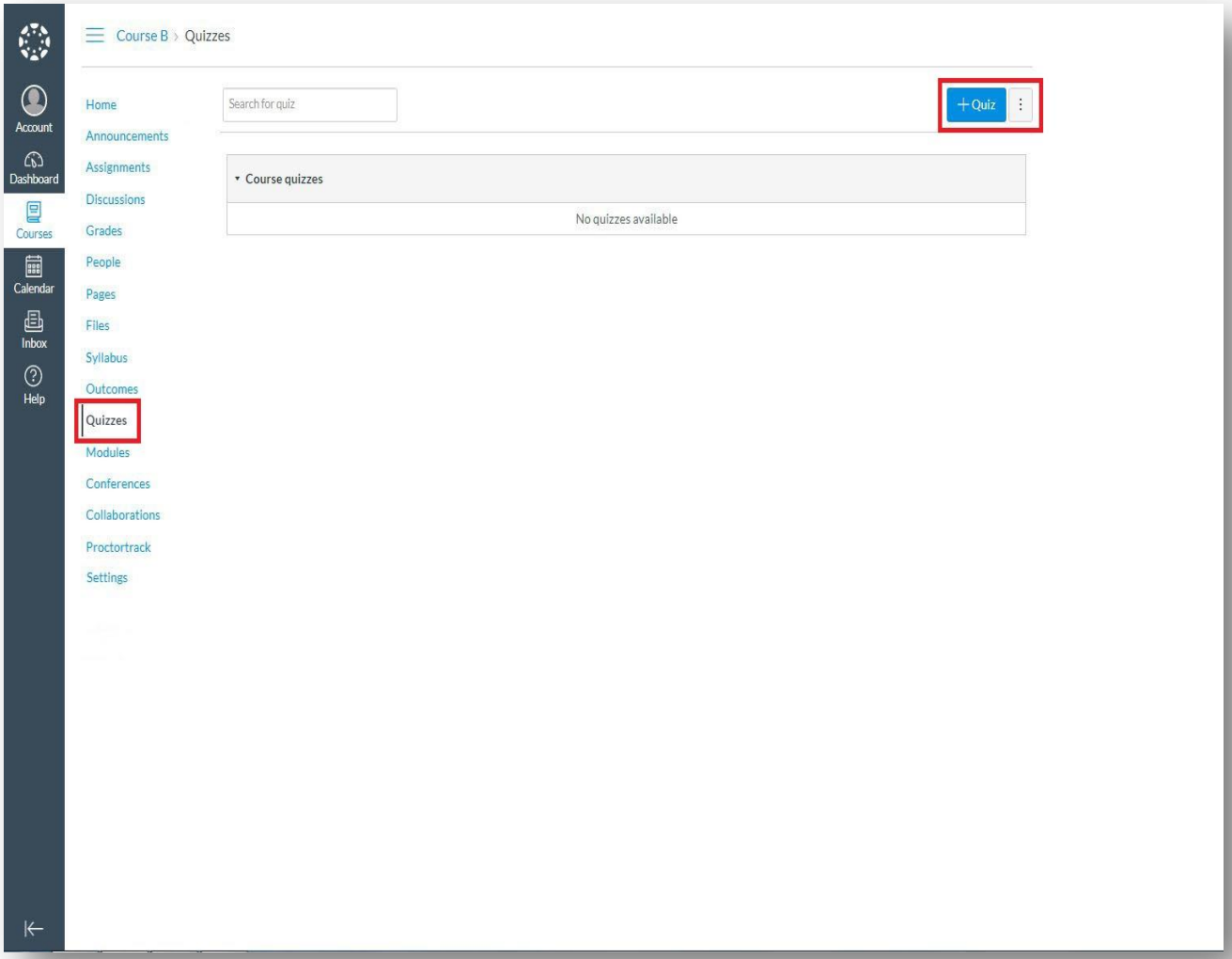
Creating a Quiz

1. Log in to your Canvas account by entering the registered “**Email address**” and “**password**” and click on “**Log In**”.

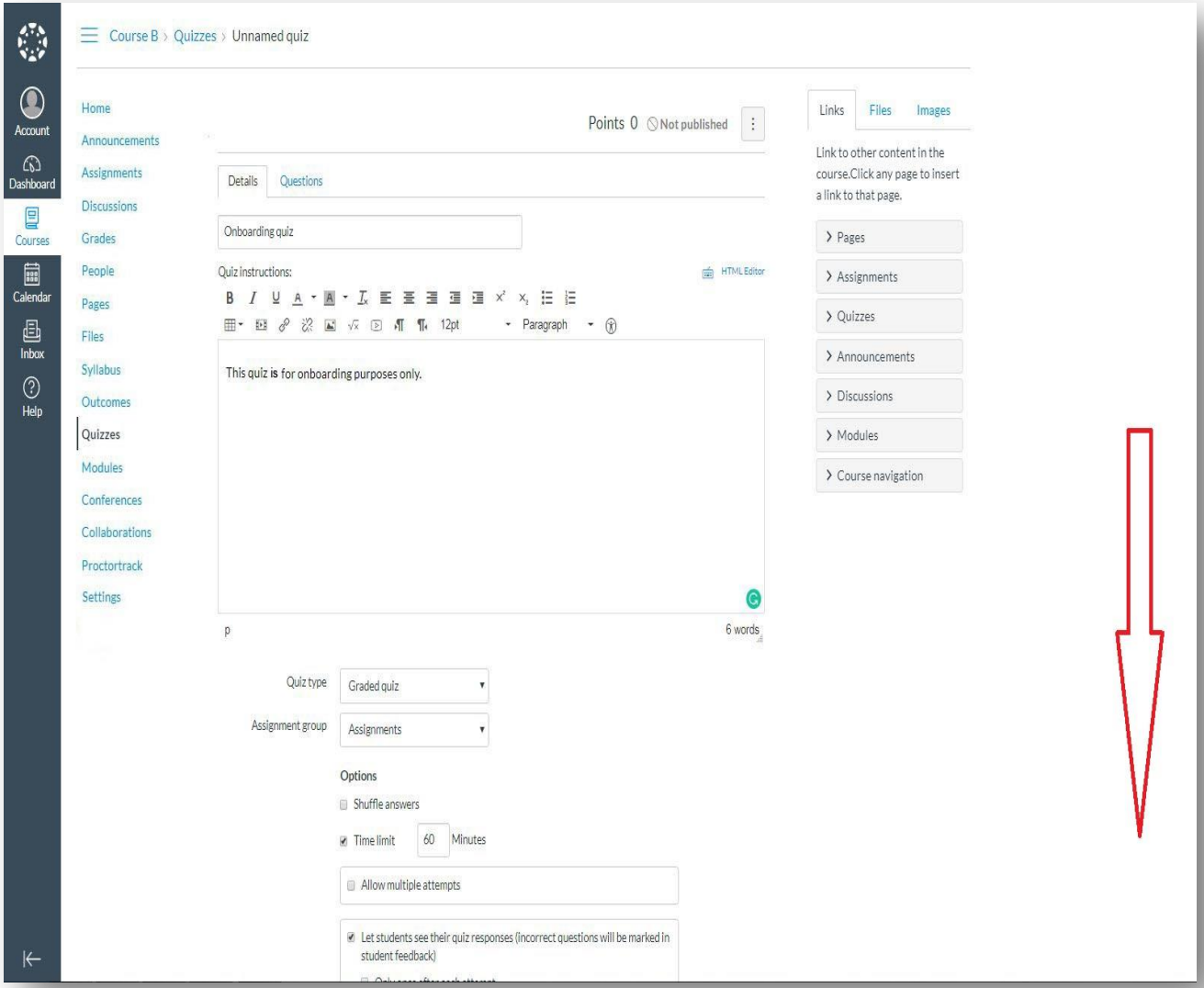
2. Select the desired **course** by clicking on the corresponding colour tile.



3. Select “**Quizzes**” from the course navigation and Click on the “**+ Quiz**” button to start creating a new quiz.



4. Enter the quiz name and other details and scroll down.



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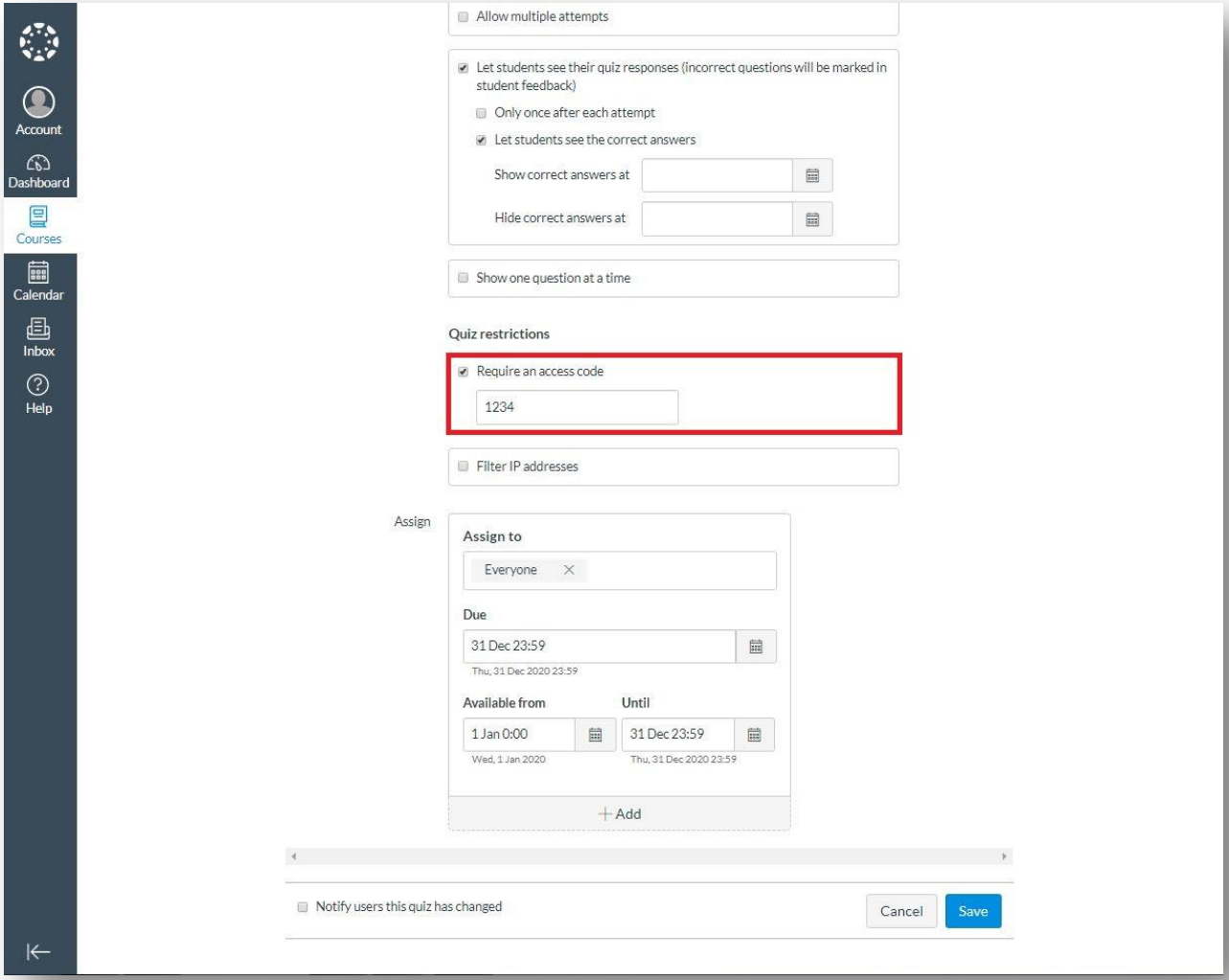
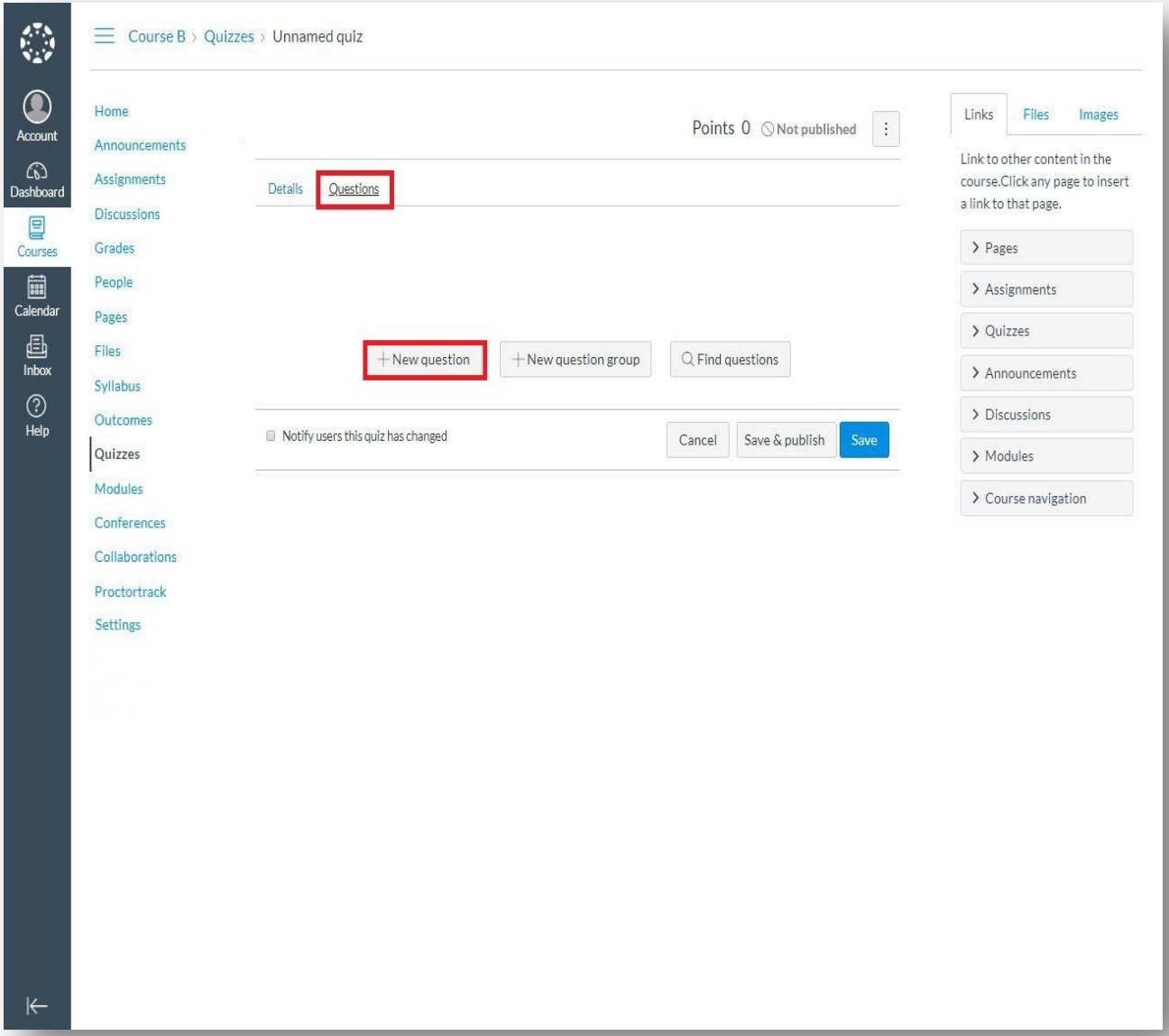
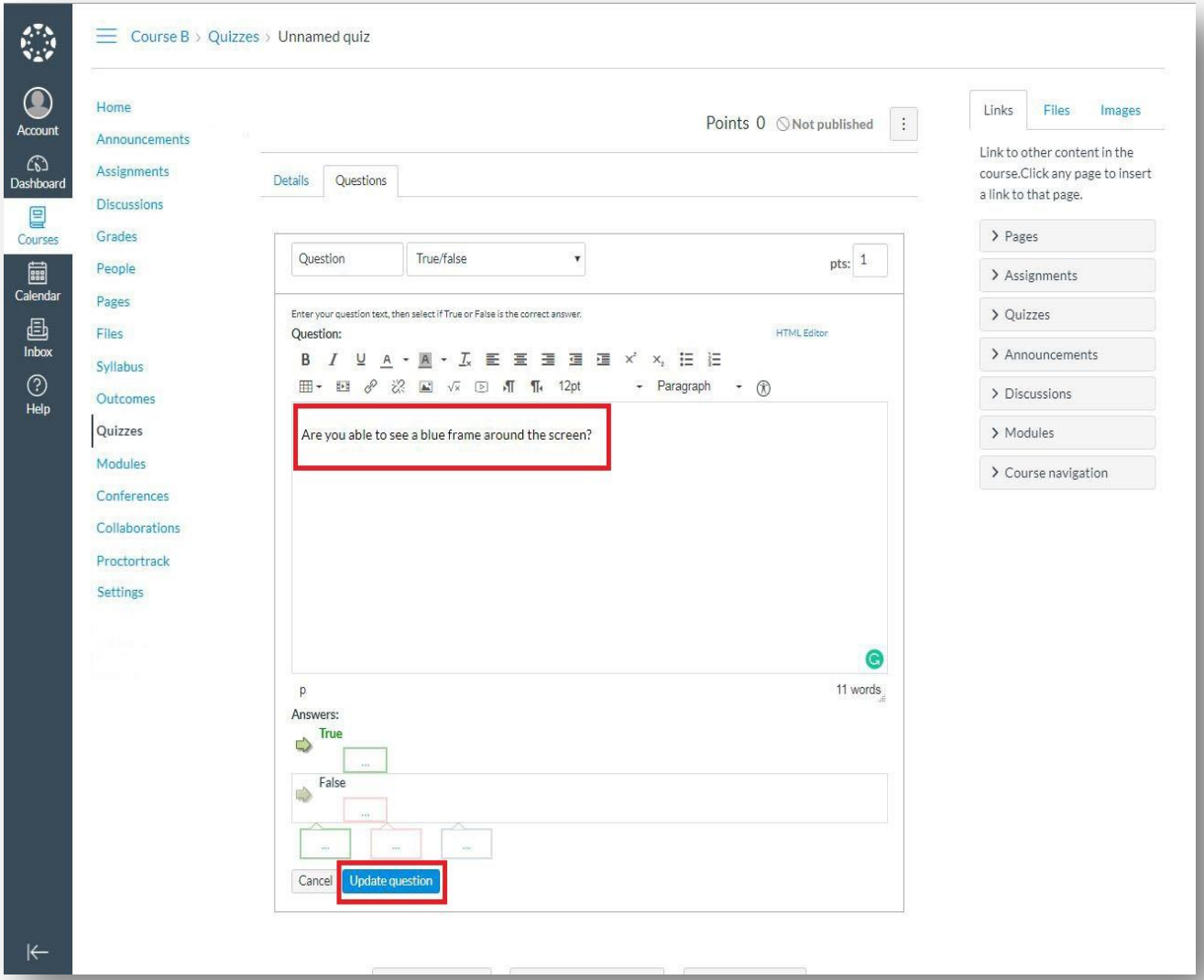
5. Add an access code. It should be under 8 digits- alphanumeric characters.



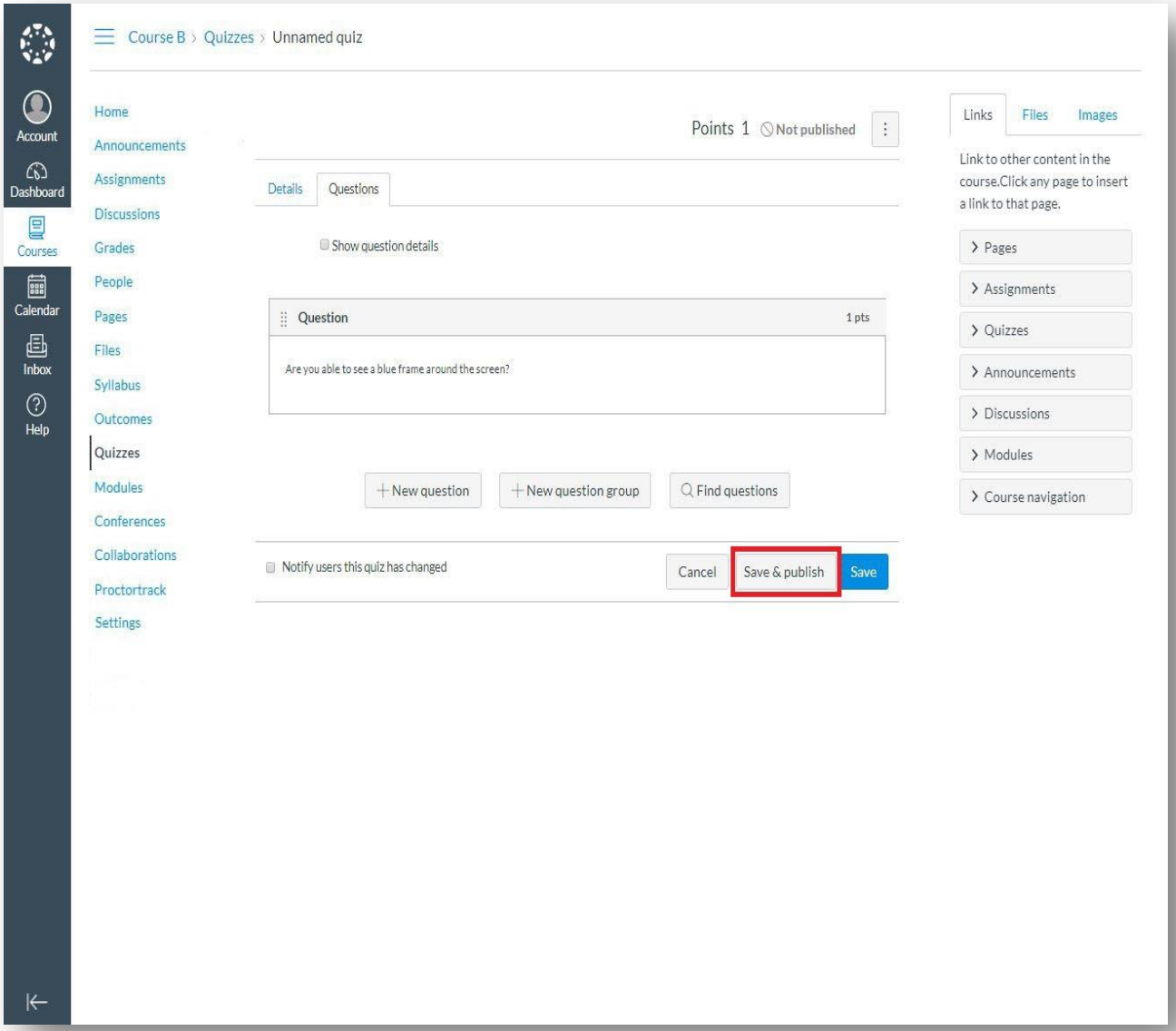
6. Add Questions by clicking on the “**Questions**” tab and then click on the “**New Questions**” button.



7. Enter the question as per your requirement and click “**Update Question**



8. Save and Publish your quiz.



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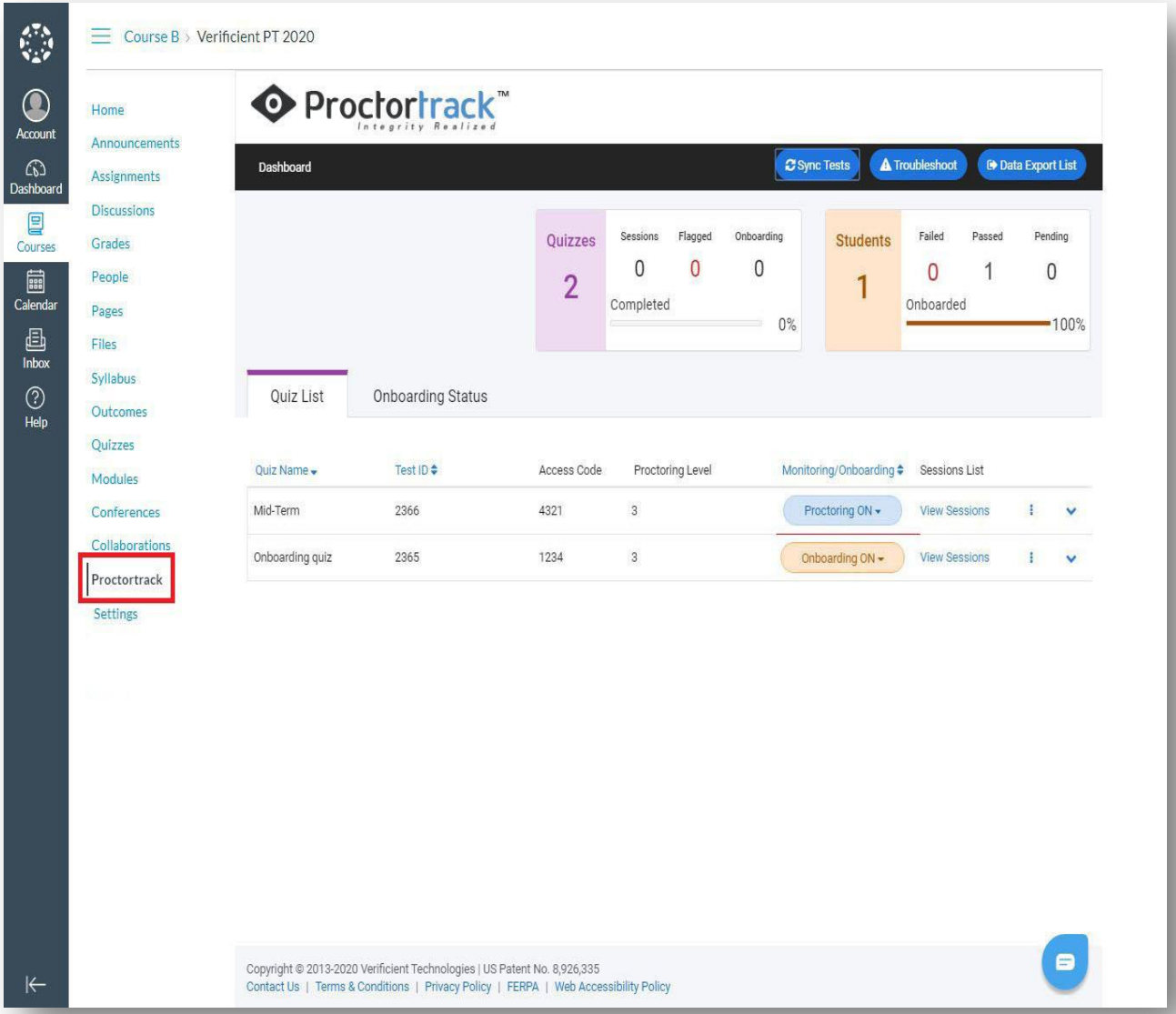
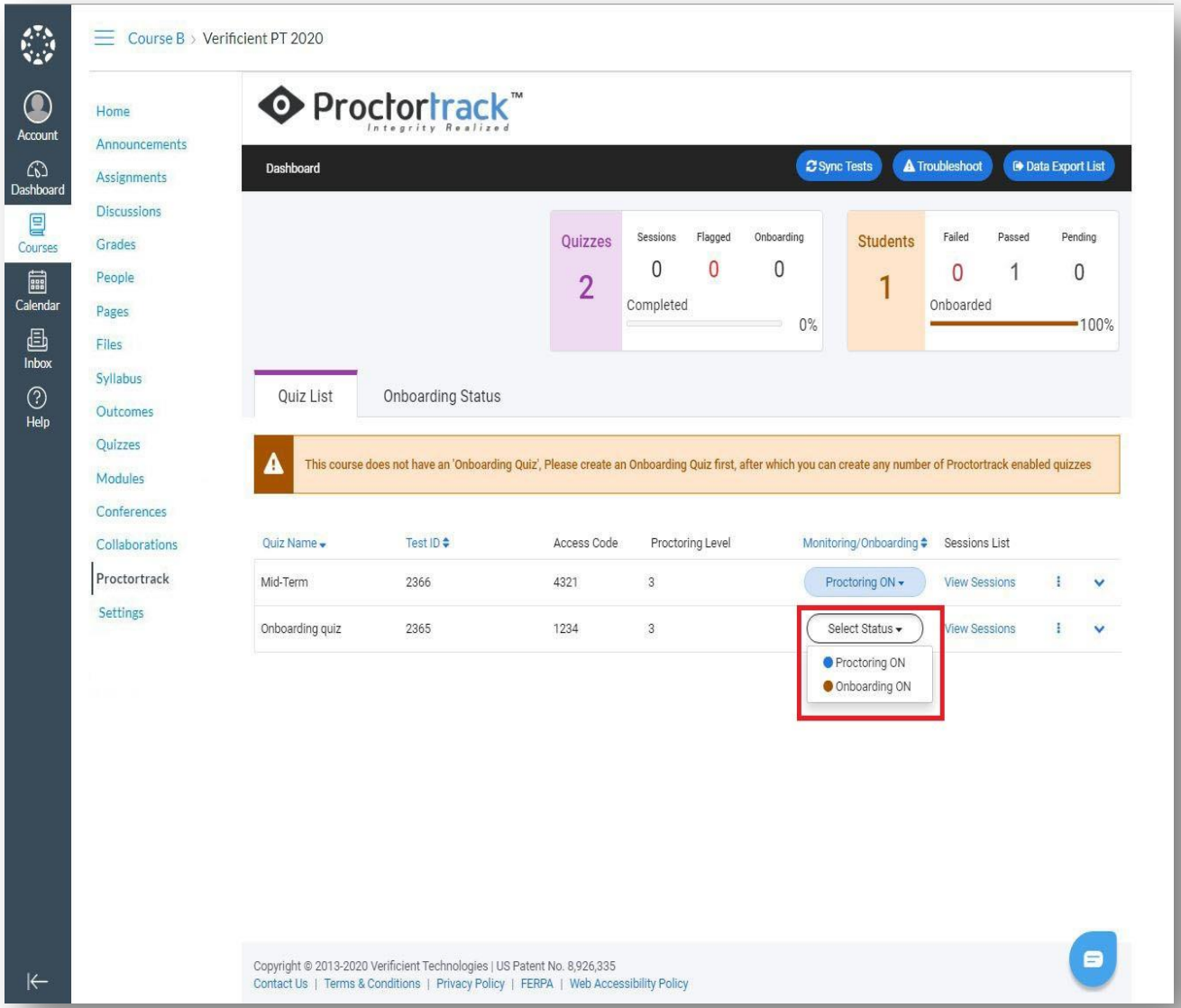
Enabling the Test for Proctortrack

1. Select “**Proctortrack**” link from the left course navigation and locate your quiz from the list. All the quizzes created within Canvas are automatically imported here on the dashboard



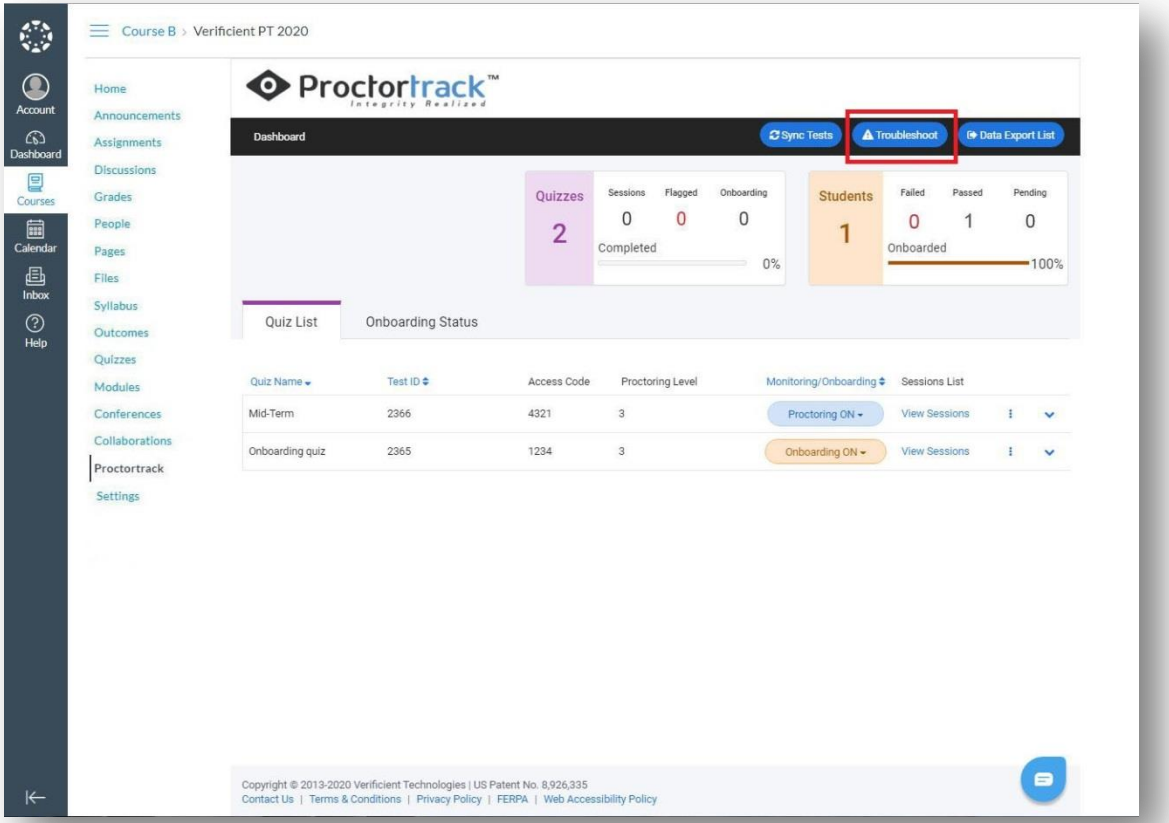
2. On the Proctortrack Dashboard, at the top you have the metrics for the Onboarding and all Quizzes. To enable any quiz for Proctoring, simply use the drop down menu option on the right of the Quiz name as shown in the image and click on "**Proctoring ON**".



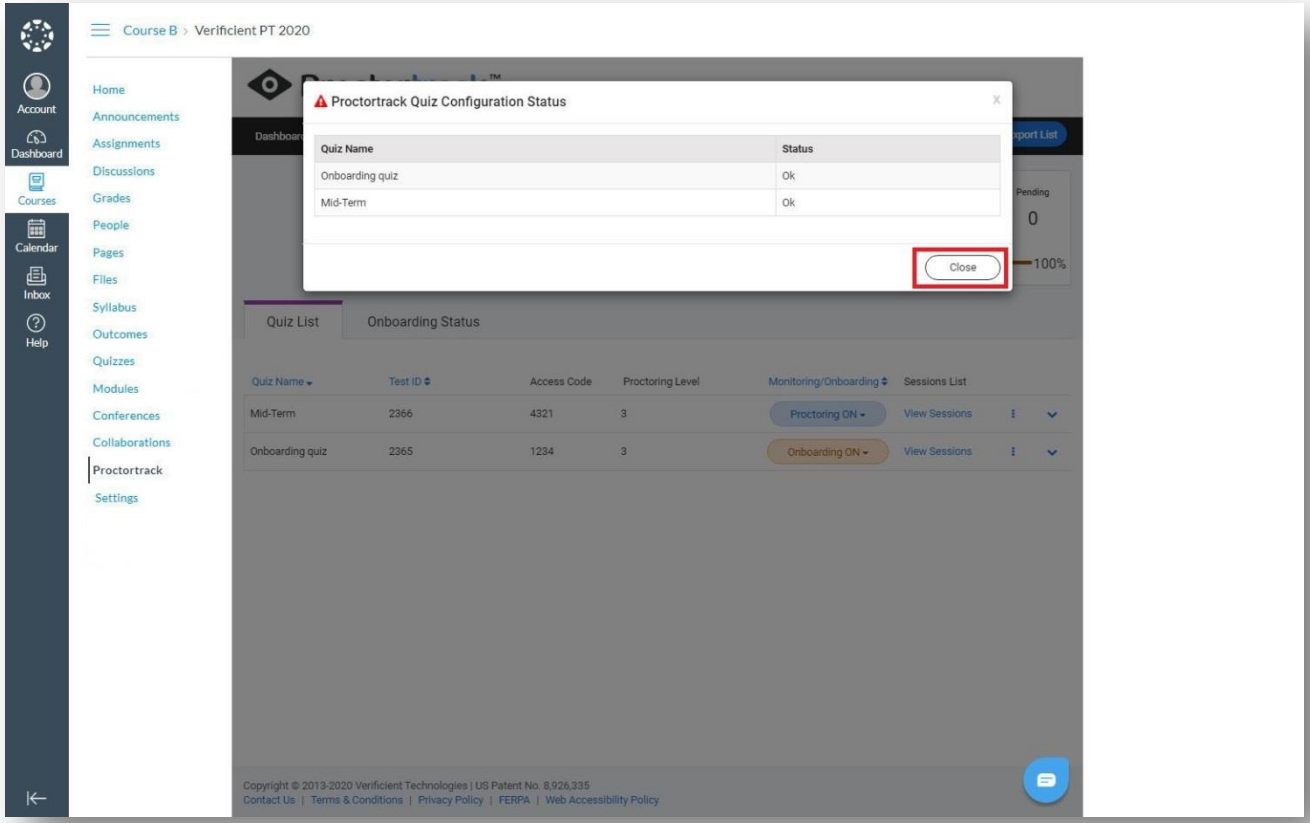
Use the same drop down menu to mark any Quiz as the Onboarding quiz, as shown below and click on "Onboarding ON".

Onboarding quiz is only a sample quiz and only 1 quiz in the course should be marked as Onboarding.

3. You can click on the **‘Troubleshoot’** button on the top right corner to check if the test configurations are correct.



4. Click **‘Close’** after checking the status.



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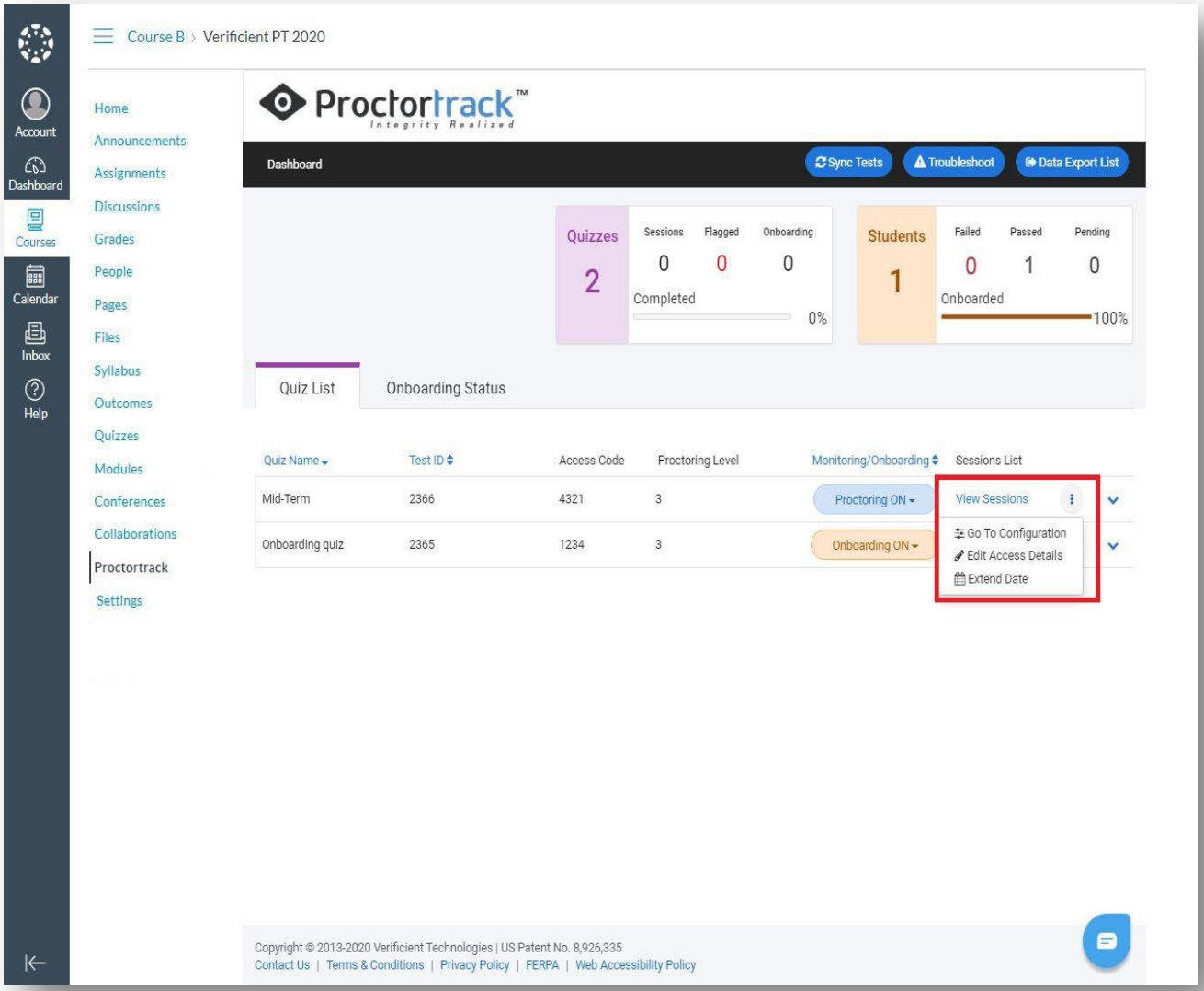
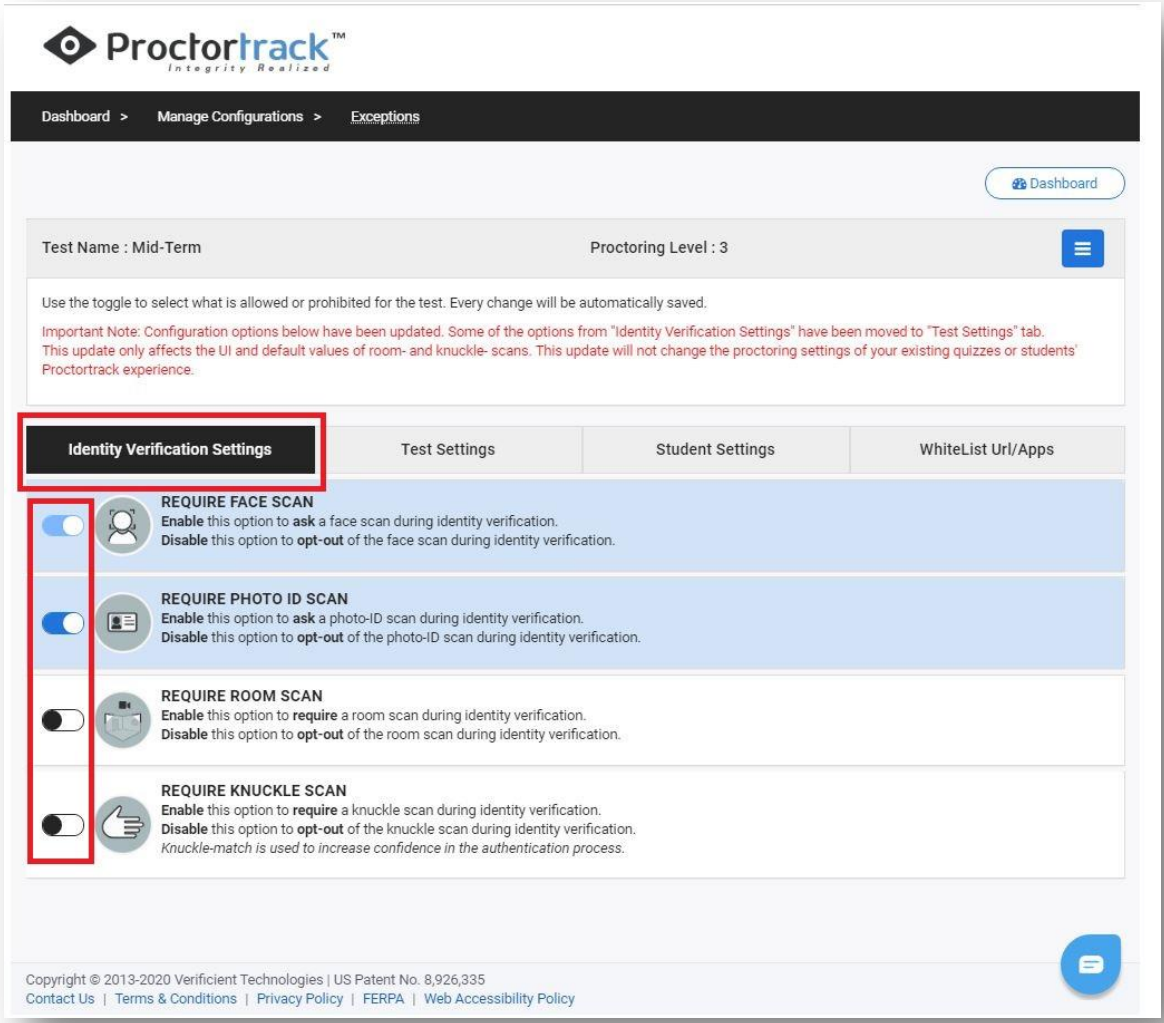
Test Configuration using Proctortrack.

1. On the Proctortrack Dashboard, click on the **3 dots** at the right side of the quiz name for which the configuration needs to be set and select "**Go to Configuration.**



Default configuration of all the quiz/exam is set to closed book quizzes/exams. Each quiz/exam can have different configuration.

2. Enable the **Identity Verification Settings** as desired, using the **toggle** button.



3(a). Click on the **Test Settings** to view and edit all the options to want to enable or disable for the test.

(Image 1)

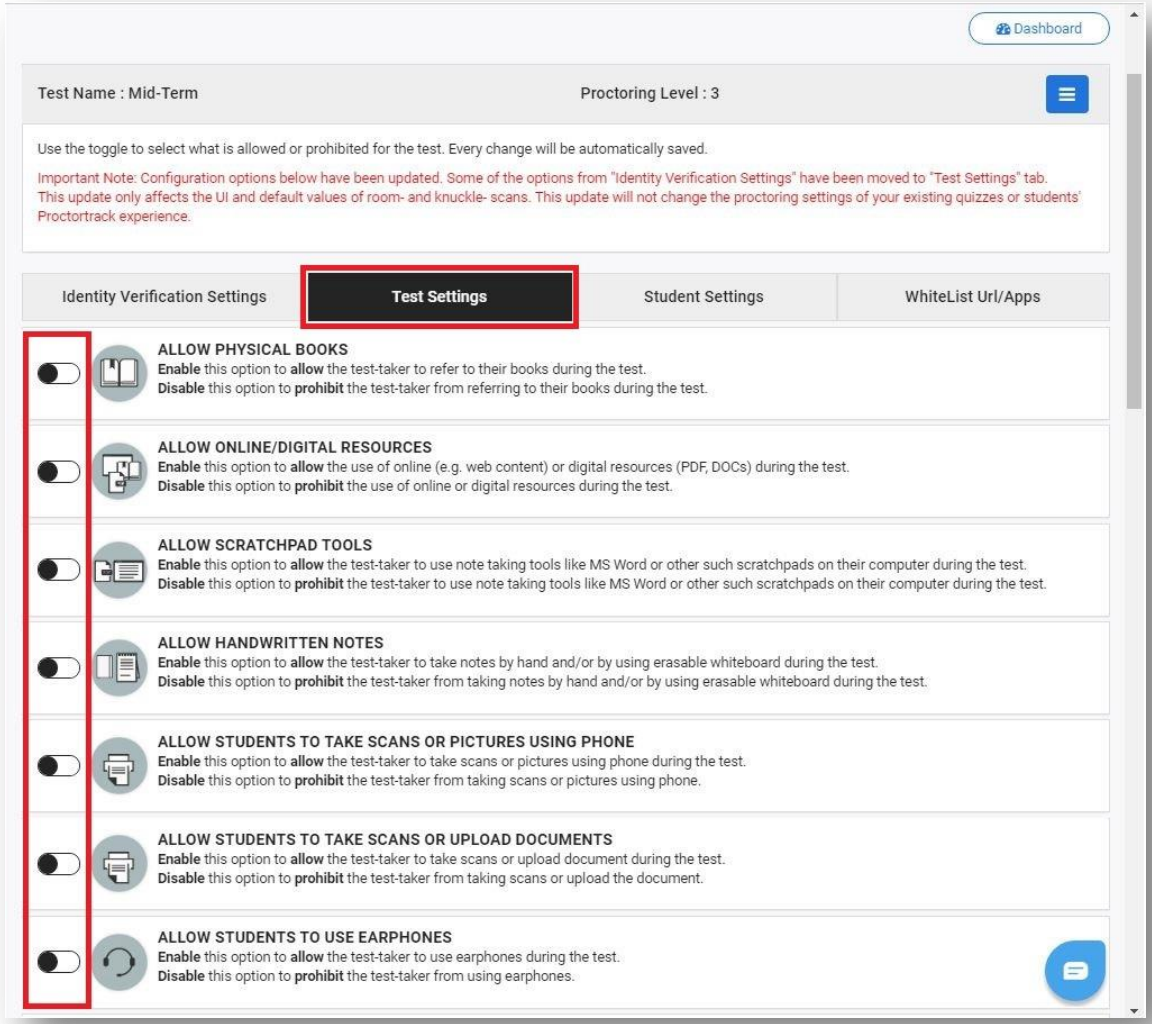


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Image (2)

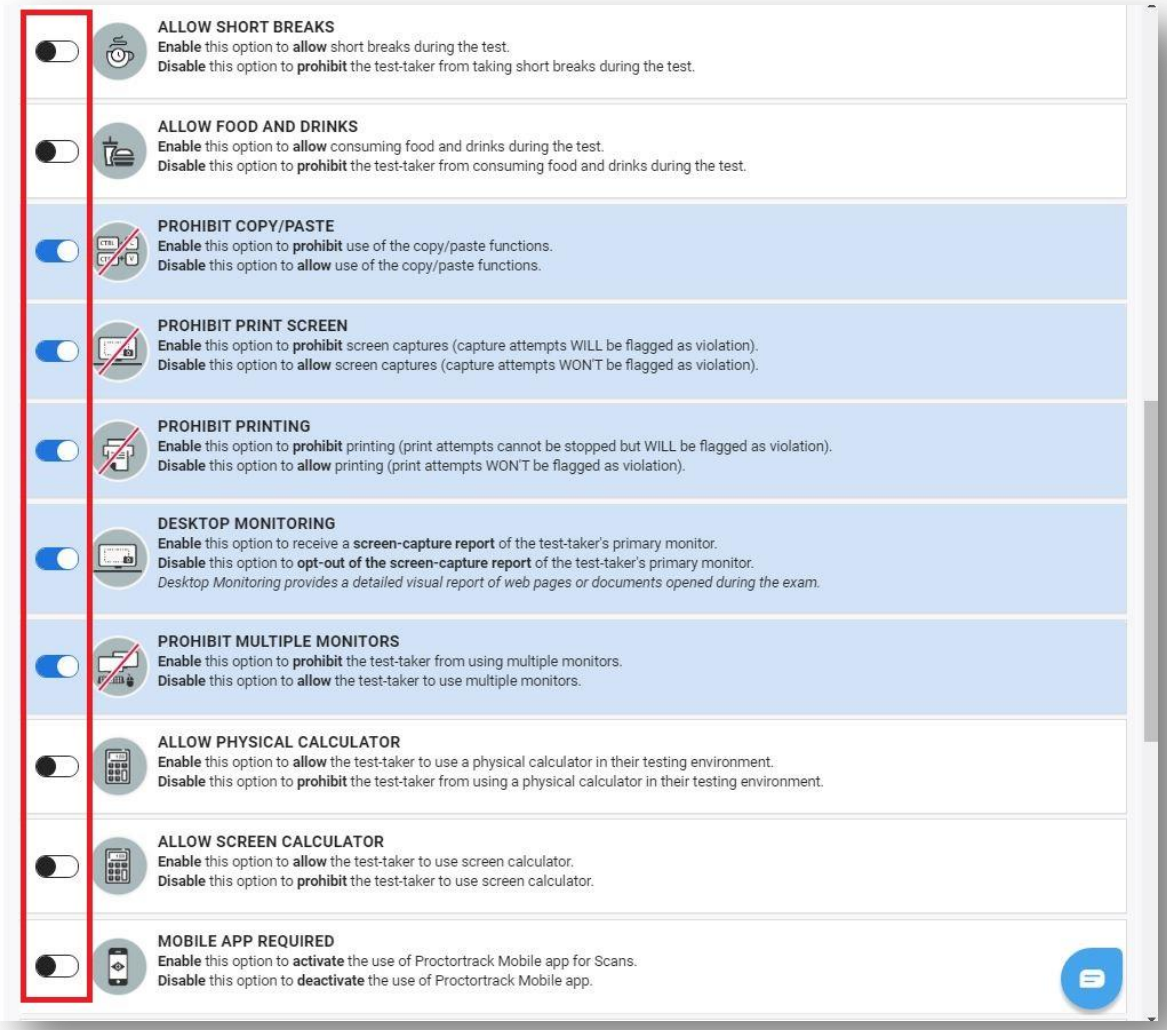

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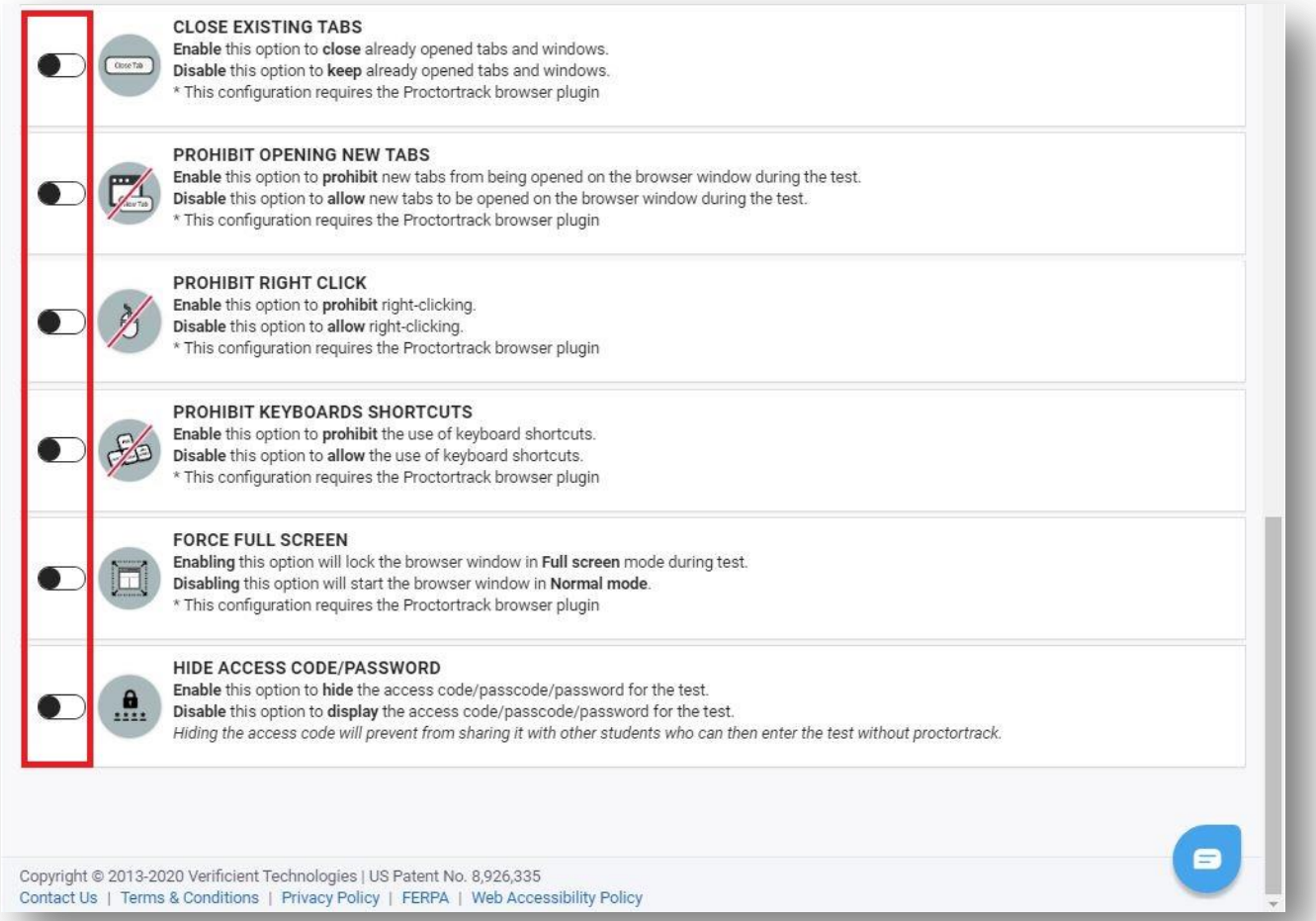
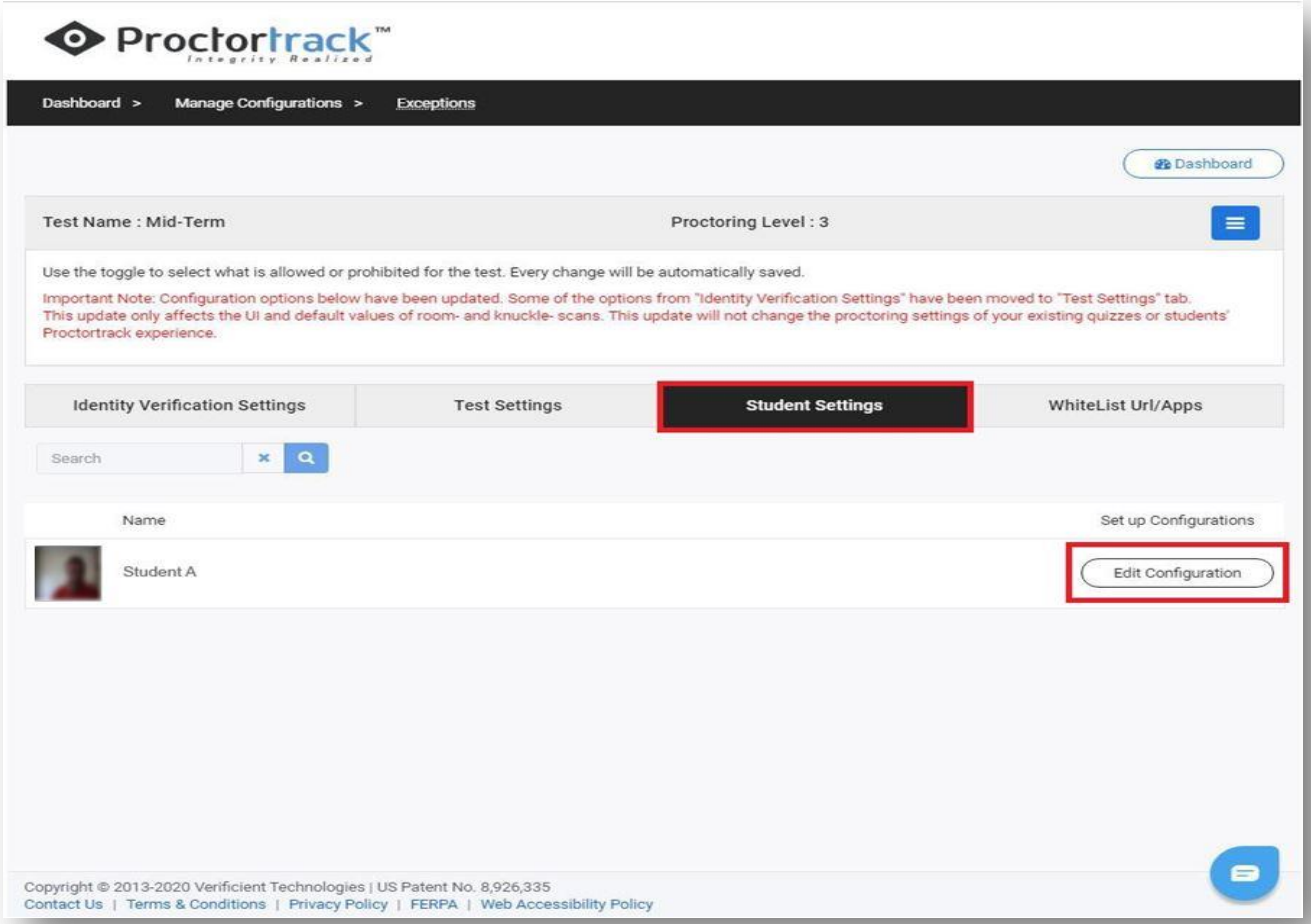
Image (3)



4(a). Click on the student settings tab to configure the student - specific settings.

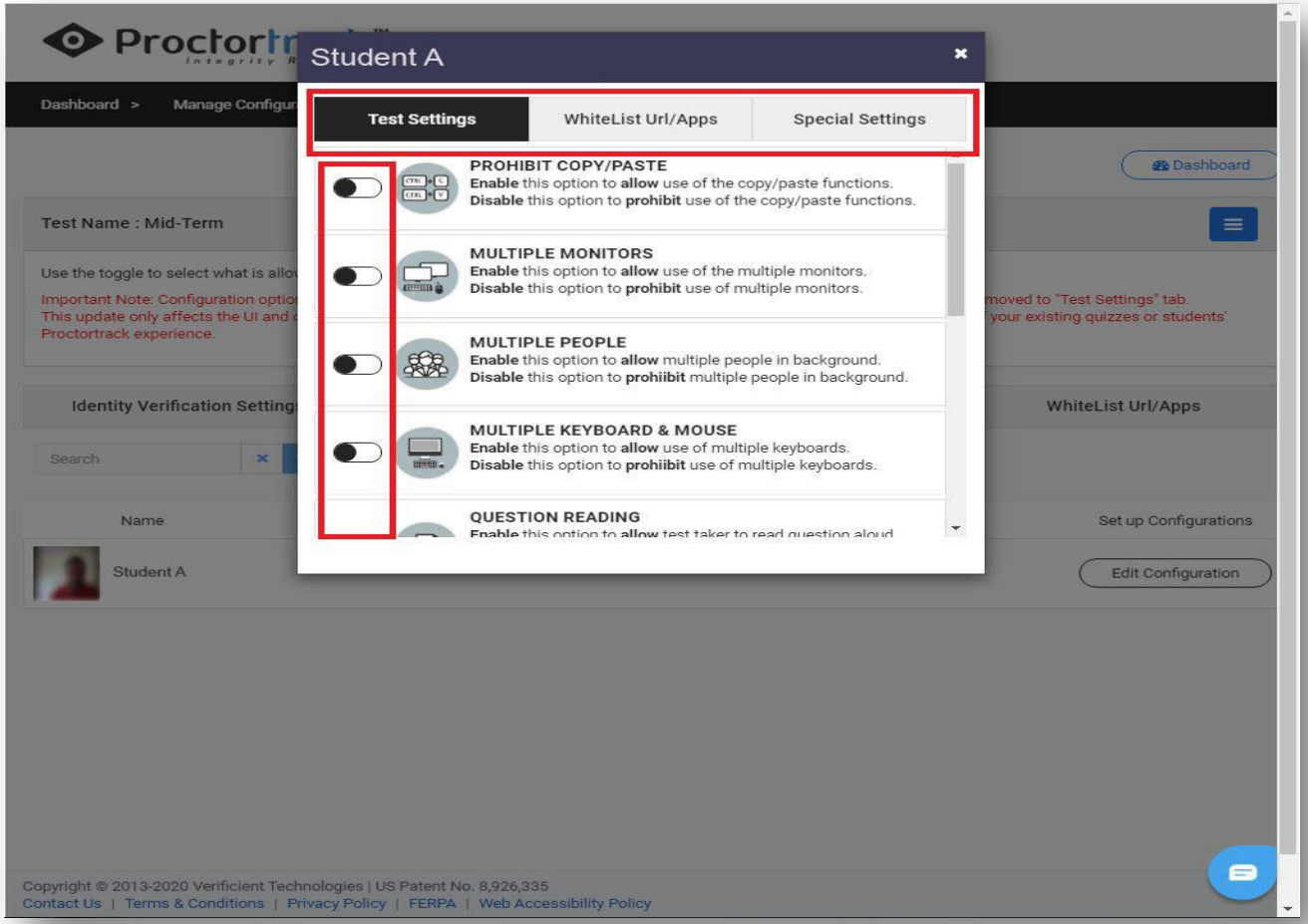
Note: The instructor can only see the student details who have onboarded with Proctortrack.

(Image 1)



4(b). Use the toggle button to enable or disable the Test settings for a particular student.

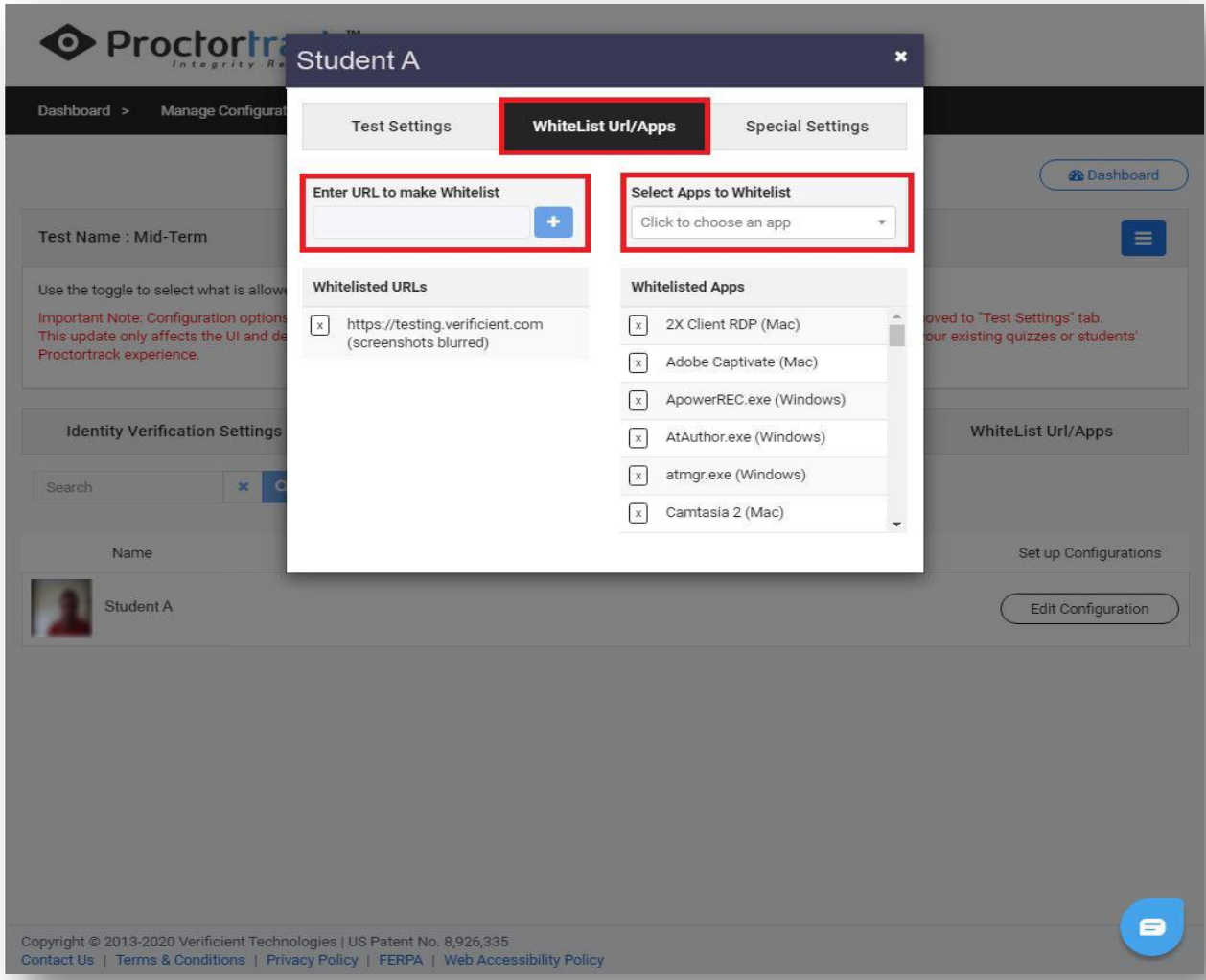
Image (2)



4(c). Click on the **Whitelist URL/Apps** to enable use of the desired applications or websites during the text/quiz.

- Type or copy/paste the URL of the website you want the student to use in the **Enter URL to make whitelist**
- Select the application from the dropdown menu of **Select Apps to whitelist.** You can also search by typing the name of the application.
- If you wish to black list the application, tick on the 'X' mark next to the Whitelist Apps.

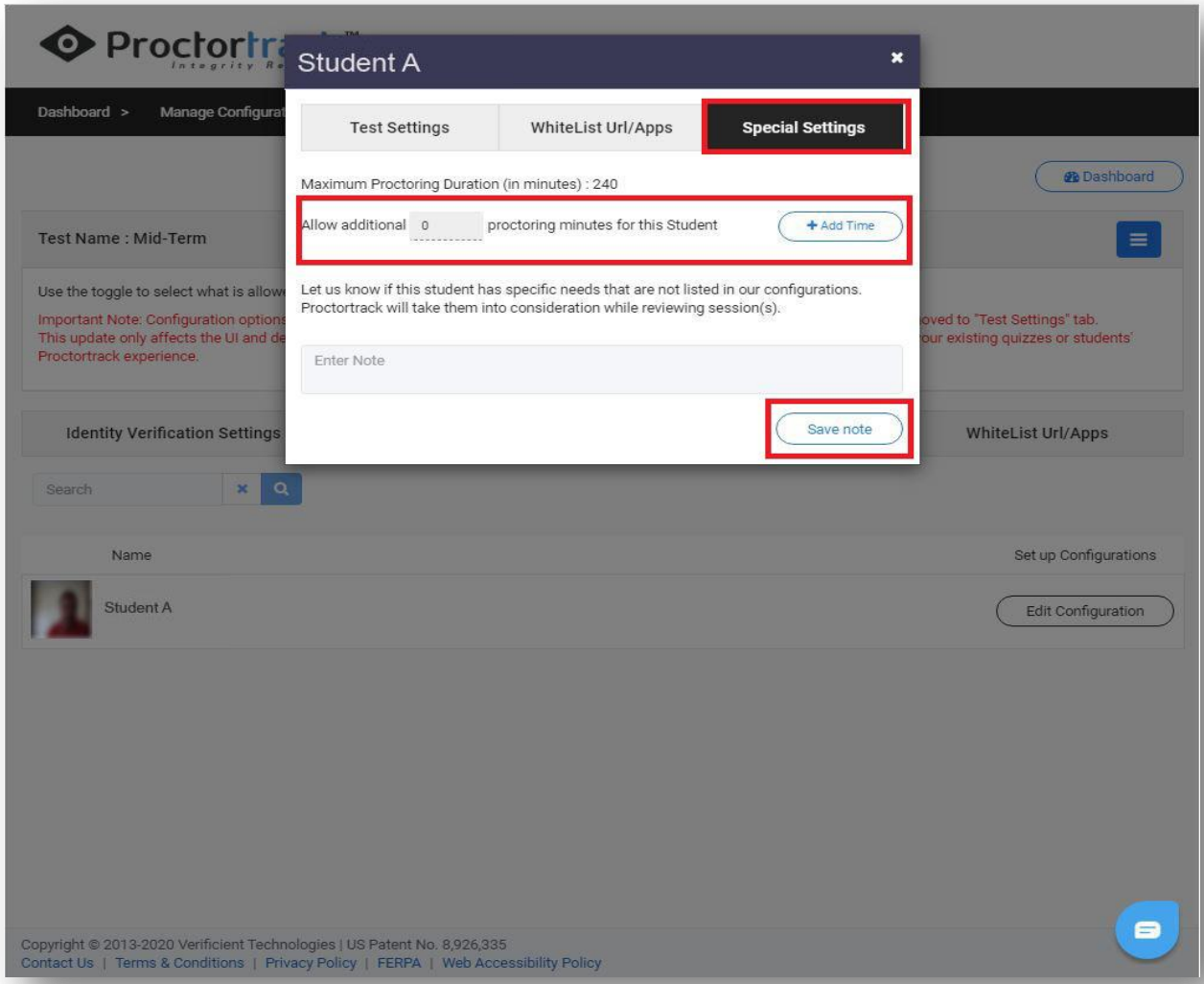
Image (3)



4(d) Click on **Special Settings** and you will be able to provide additional proctoring minutes to a particular student.

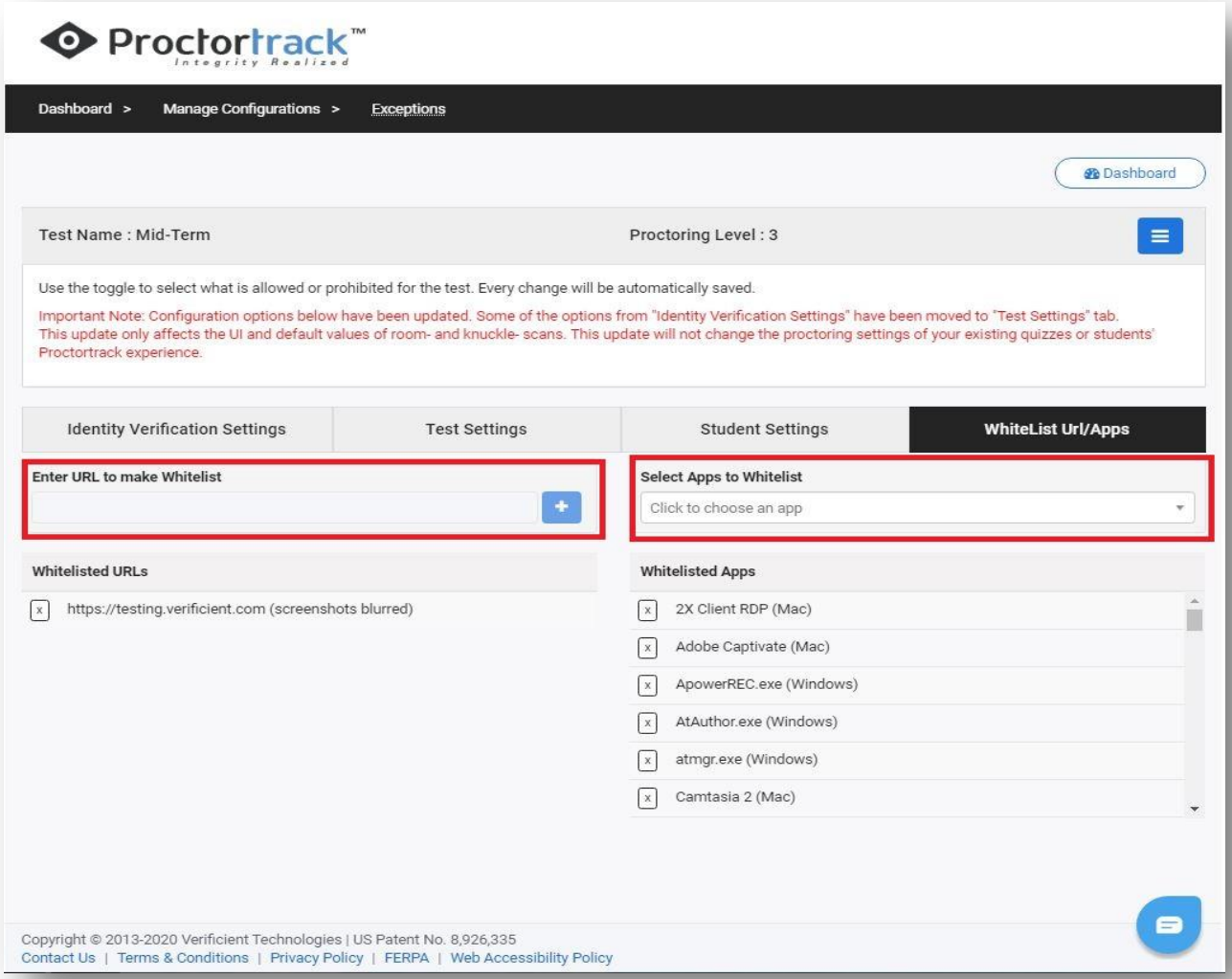
- Type the duration (minutes) **in the blank box** and click on **'Add Time'**, add a note and click on **save note** to save the settings.

Image (4)



5. Click on the **Whitelist URL/Apps** to enable use of the desired application(s) or websites during the text/quiz.

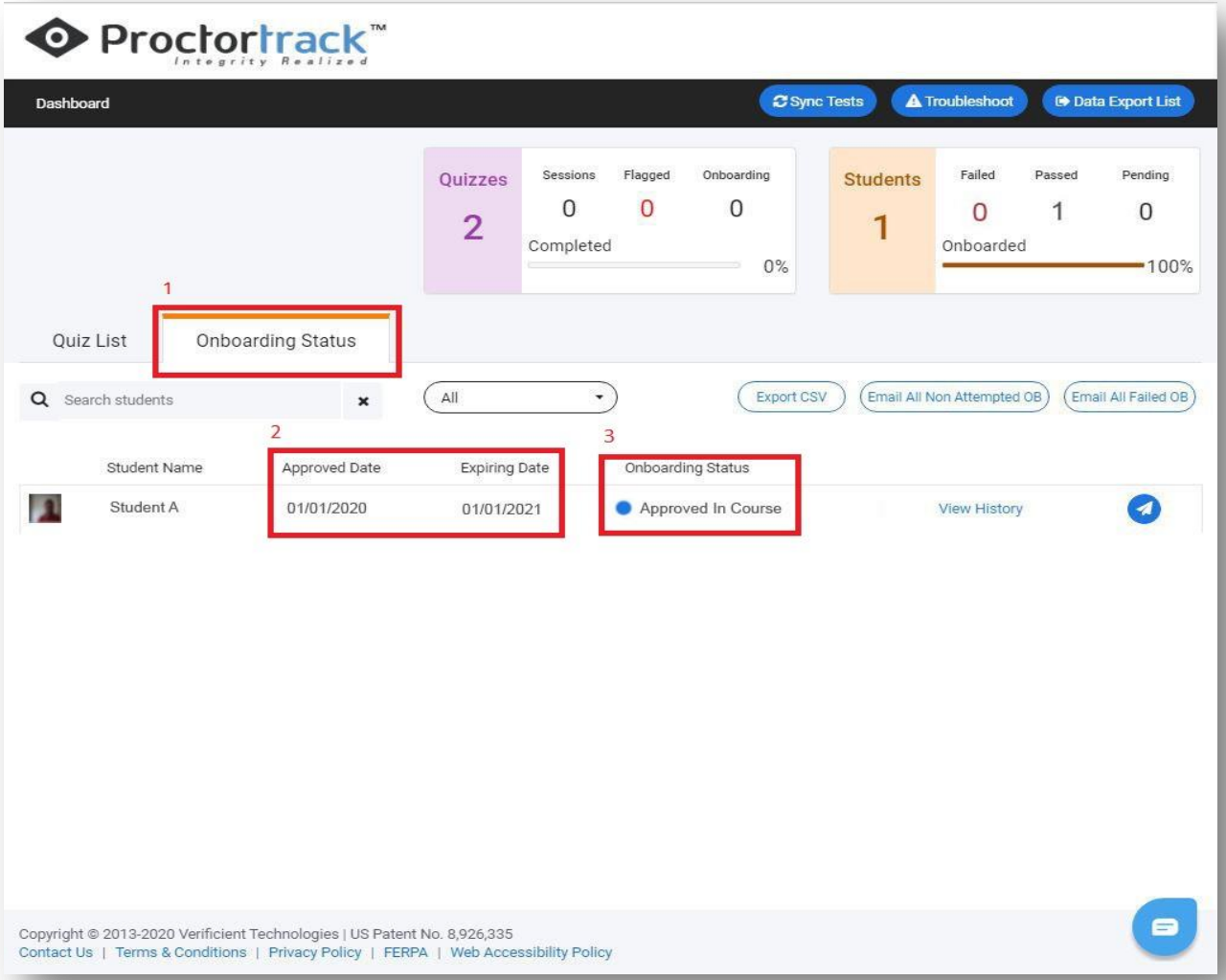
- Type or copy/paste the URL of the website you want all the student to use in the **Enter URL to make whitelist**
- Select the application from the dropdown menu of **Select Apps to whitelist.** You can also search by typing the name of the application.
- If you wish to blacklist the application, tick on the 'X' mark next to the Whitelist Apps.



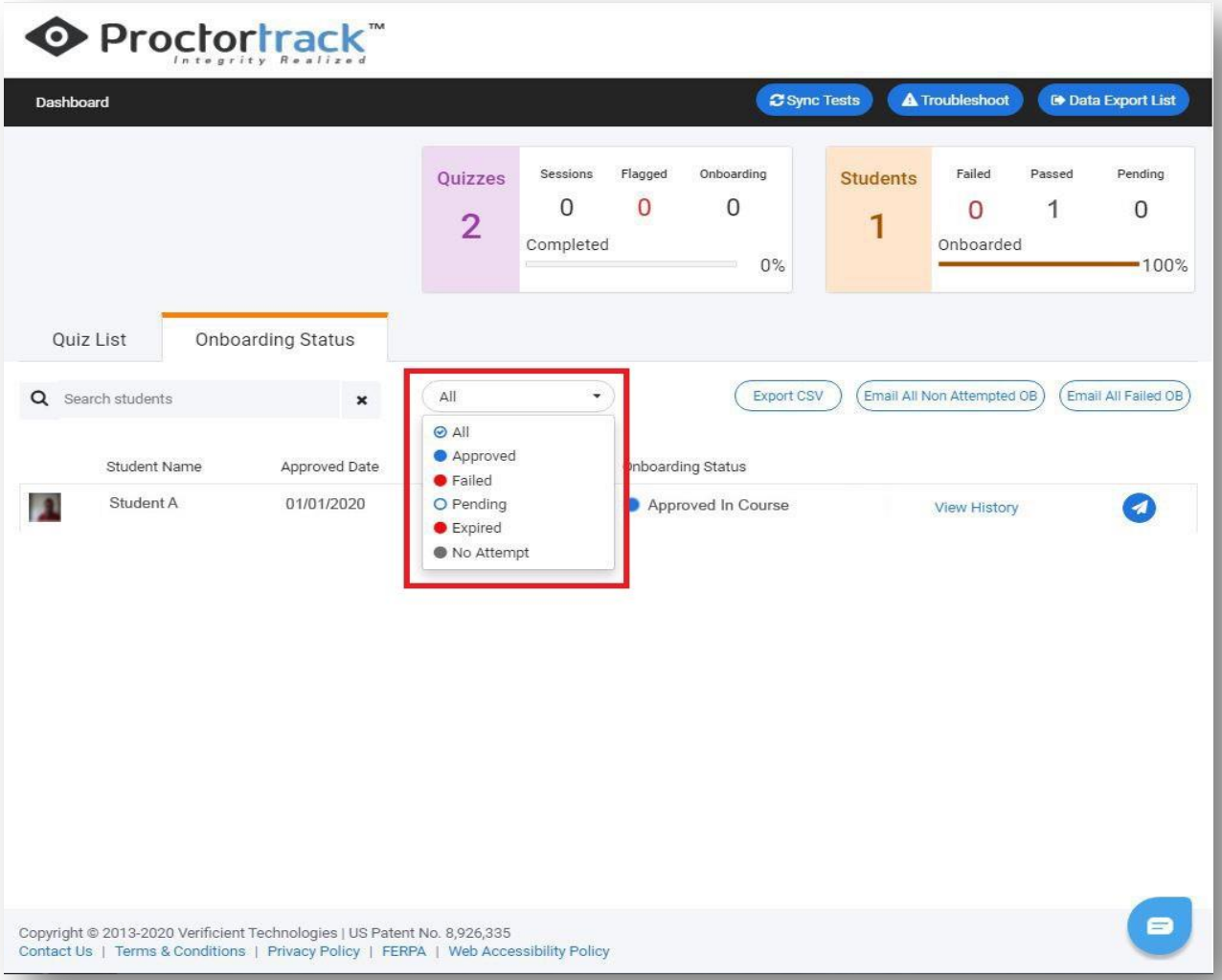
Viewing the Onboarding Status

1. To view the Onboarding status of the registered students, click on the **'Onboarding Status' tab (1)**.

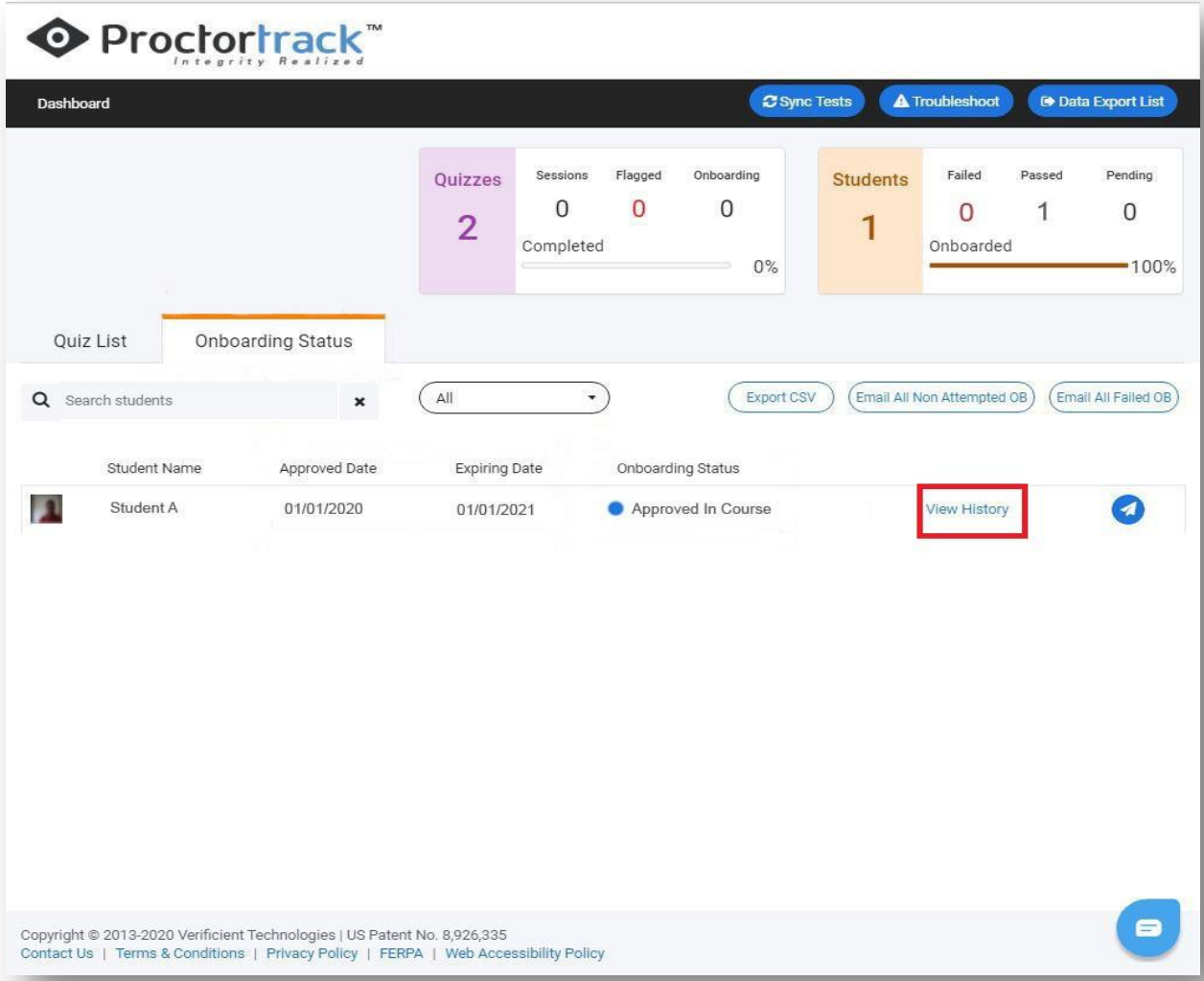
Here you can view the **'Approved Date** and **Expiring Date' (2)** and the **Onboarding Status (3).**



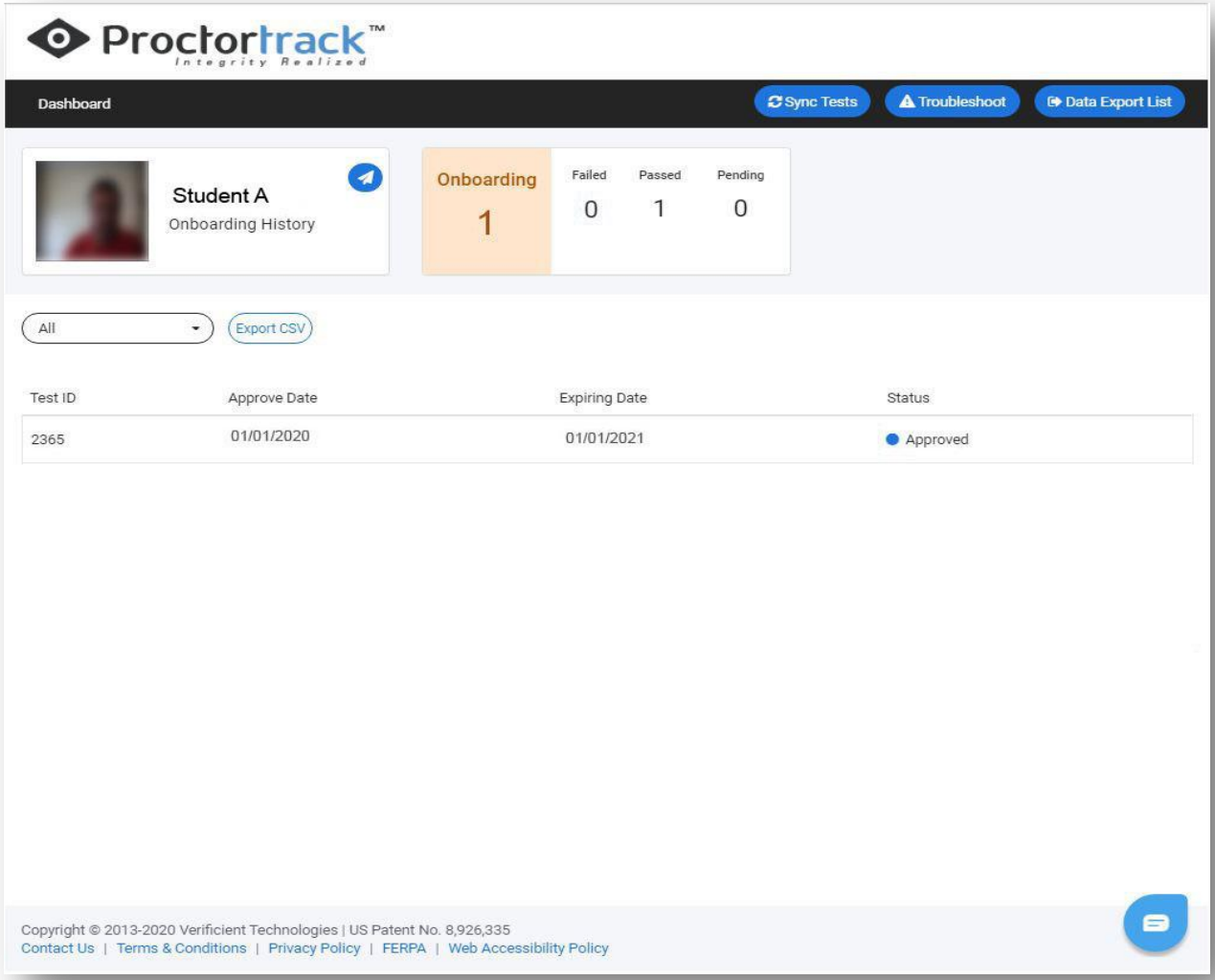
2. You can also apply filter and view the student list based on their onboarding status.



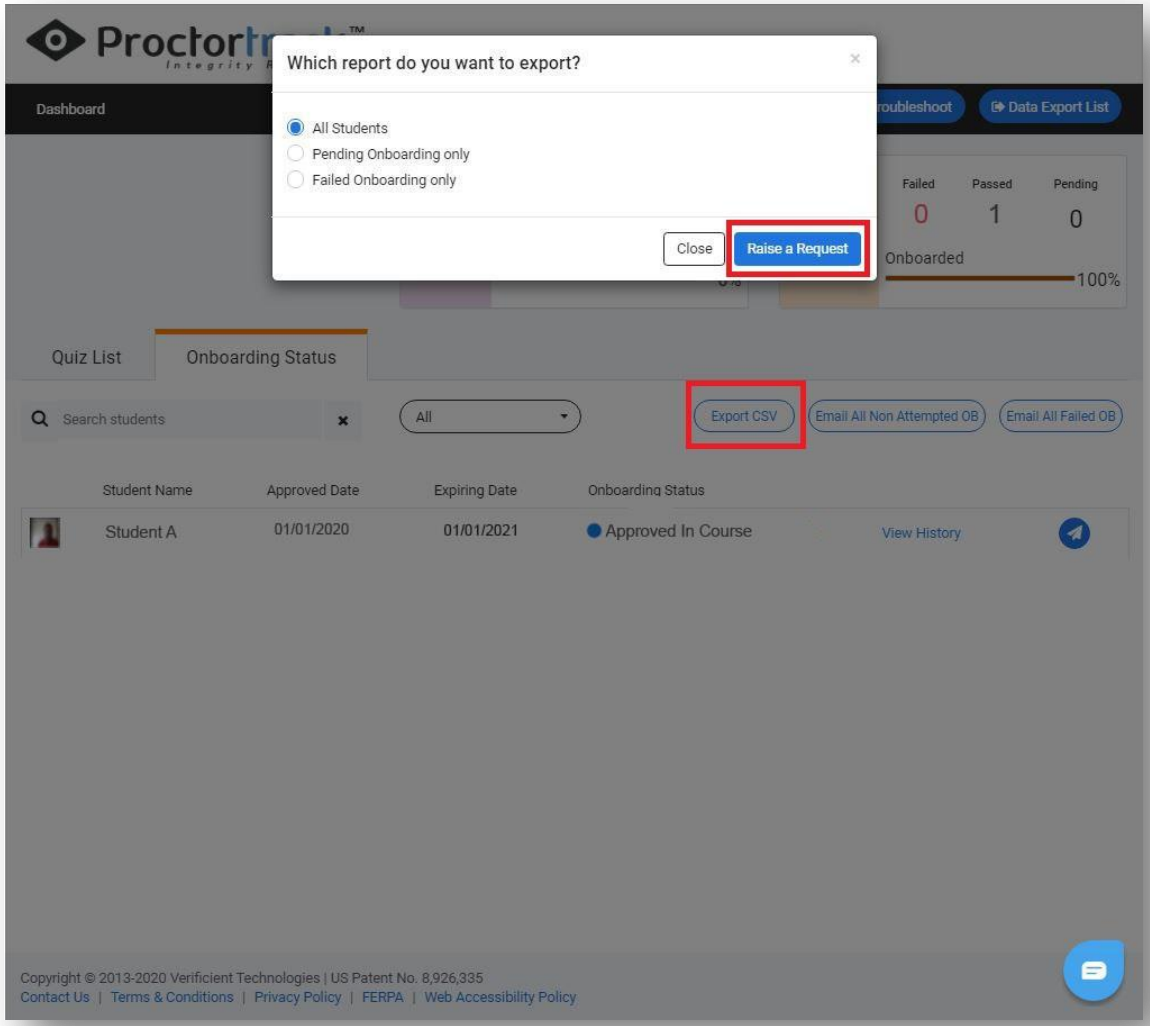
3. Click on the **'View History'** button, for any particular student to view their onboarding attempt history.



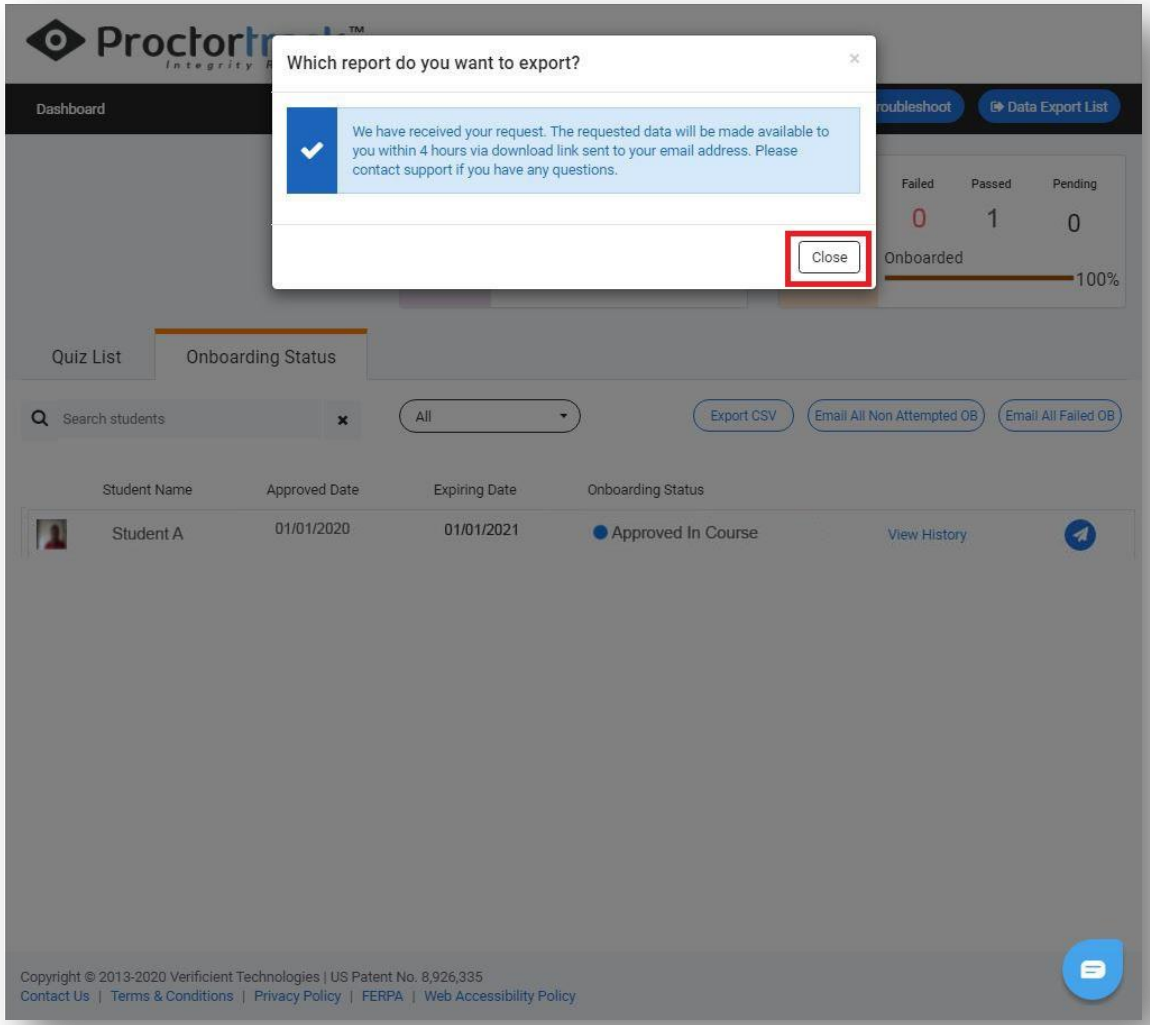
4. Once you click on the **'View History'** button you get the below page with more details.



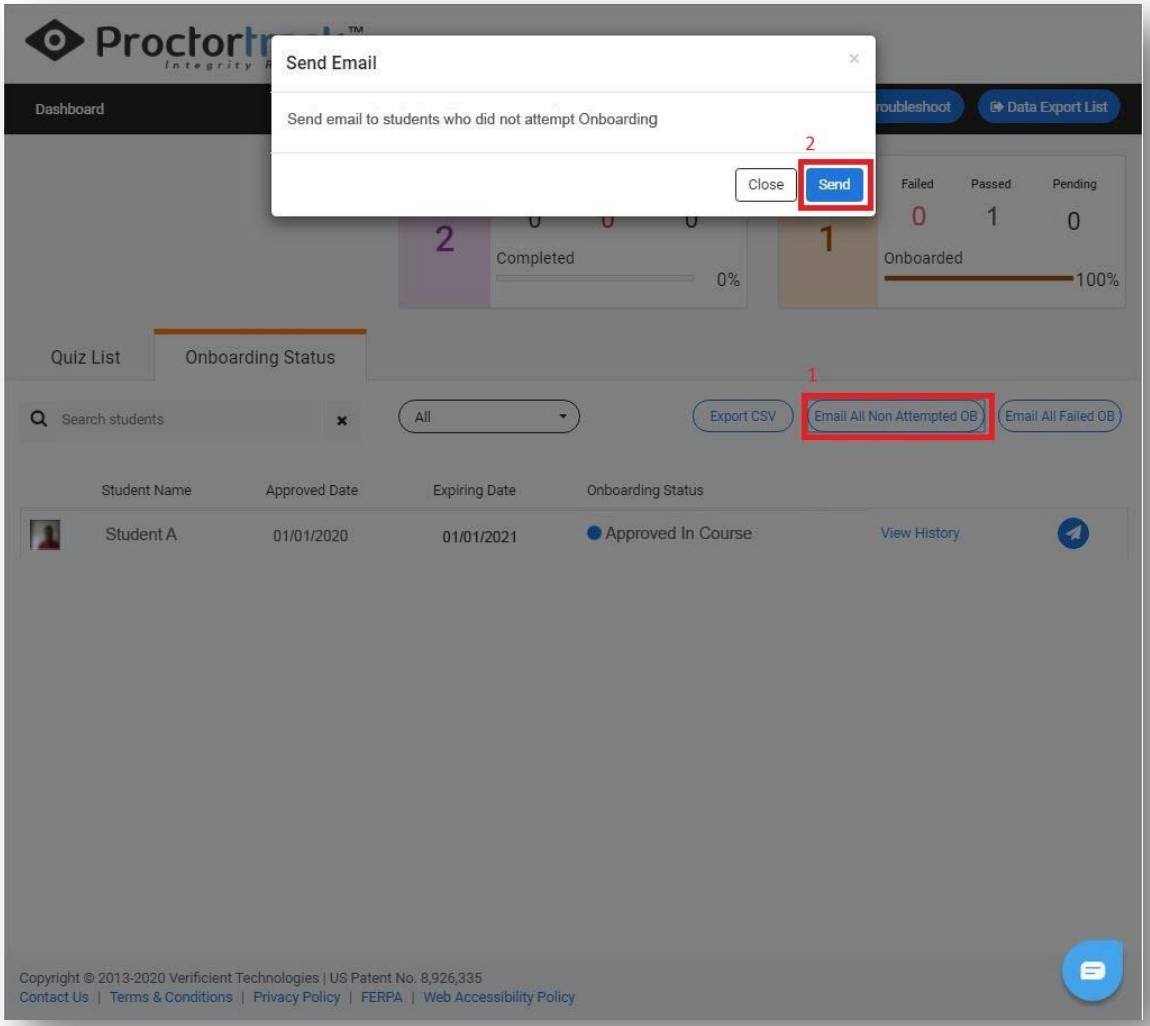
5. Once you go back to the onboarding status tab, you also have the option to **‘Export CSV’.** Once you click on it you get a pop up asking to choose the report you want to export. Select the option of your choice and click **‘Raise a Request’.**



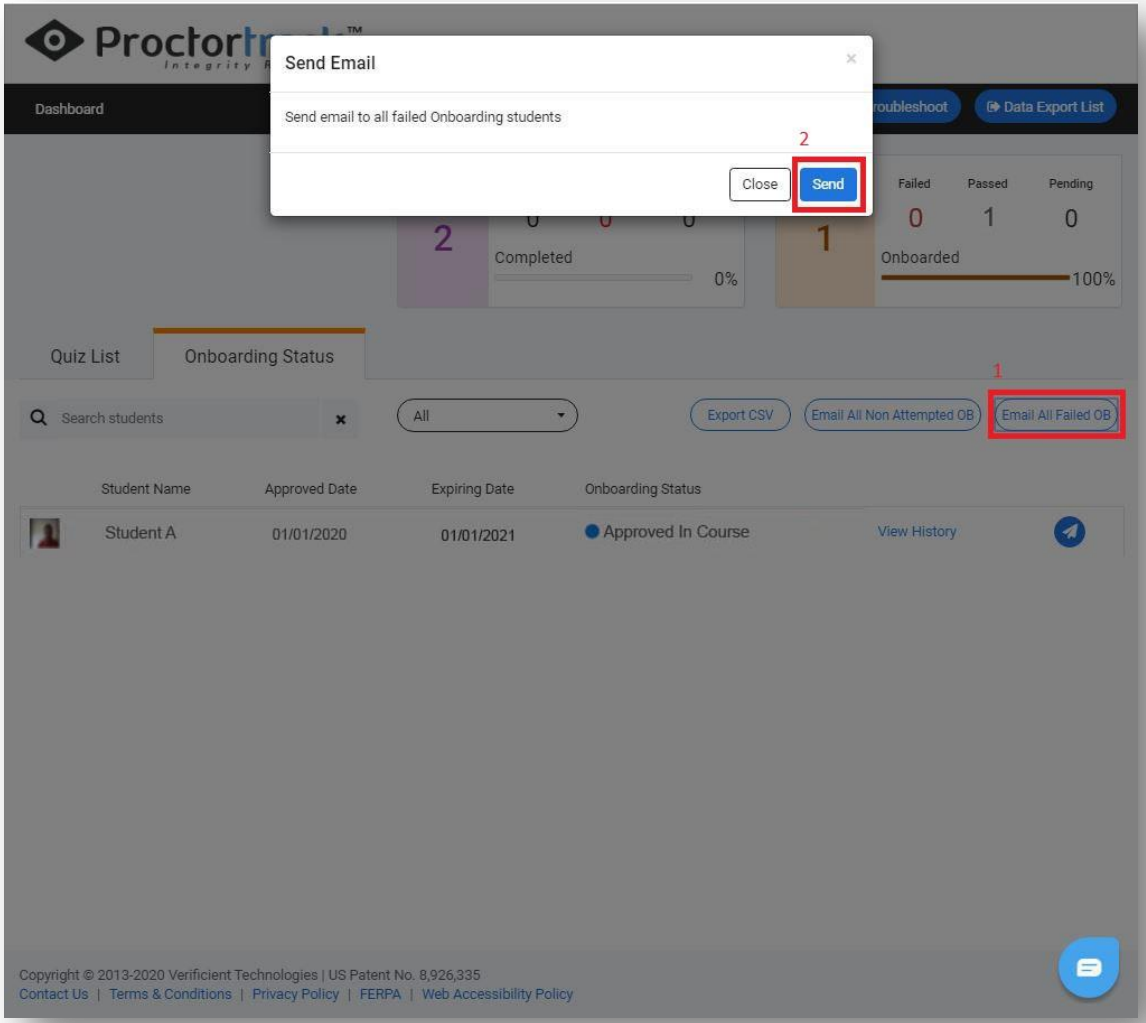
6. You will now get a message confirming that the data will be made available via download link sent to your email.



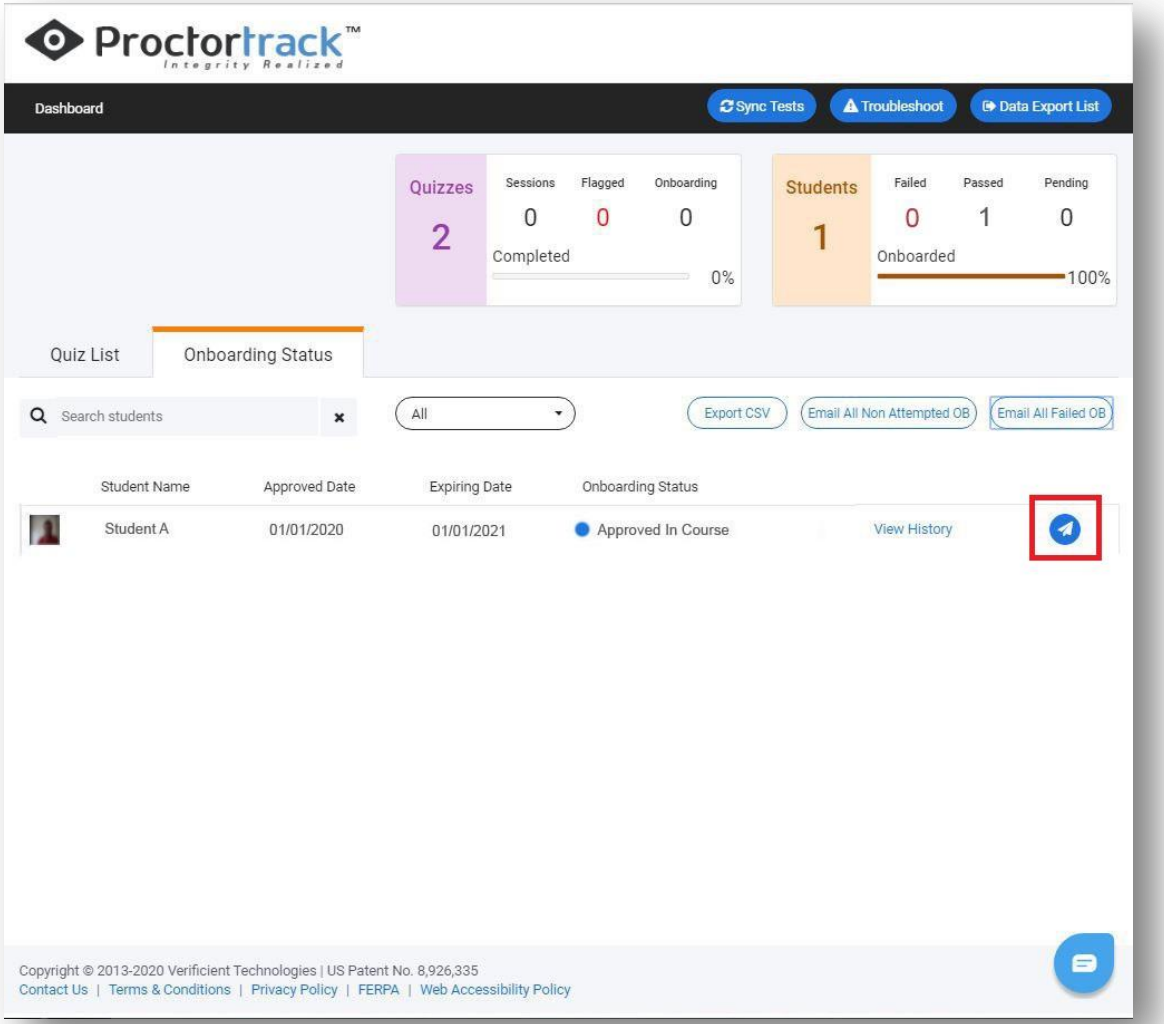
7. Instructors also have an option to email the students who have not attempted the onboarding yet by clicking on the **'Email All Non Attempted OB' (1)** button and then click **'Send' (2).**



8. Similarly you can also send an email to the students who have failed the onboarding by clicking the **'Email All Failed OB' (1)** and then click **'Send' (2).**



9. If you want to send an email to a particular student click on the ‘Arrow’ icon corresponding to the students name as shown below.



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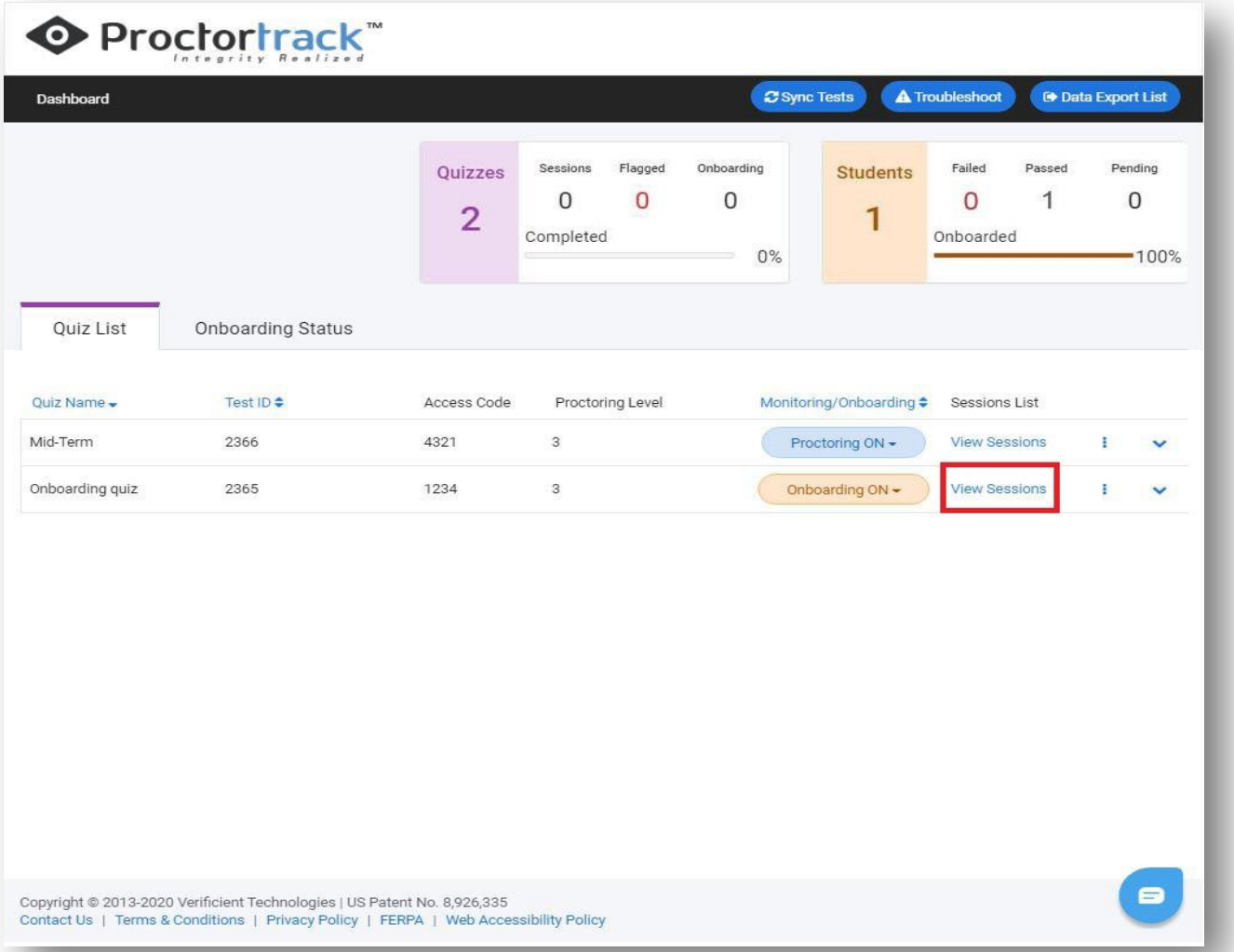
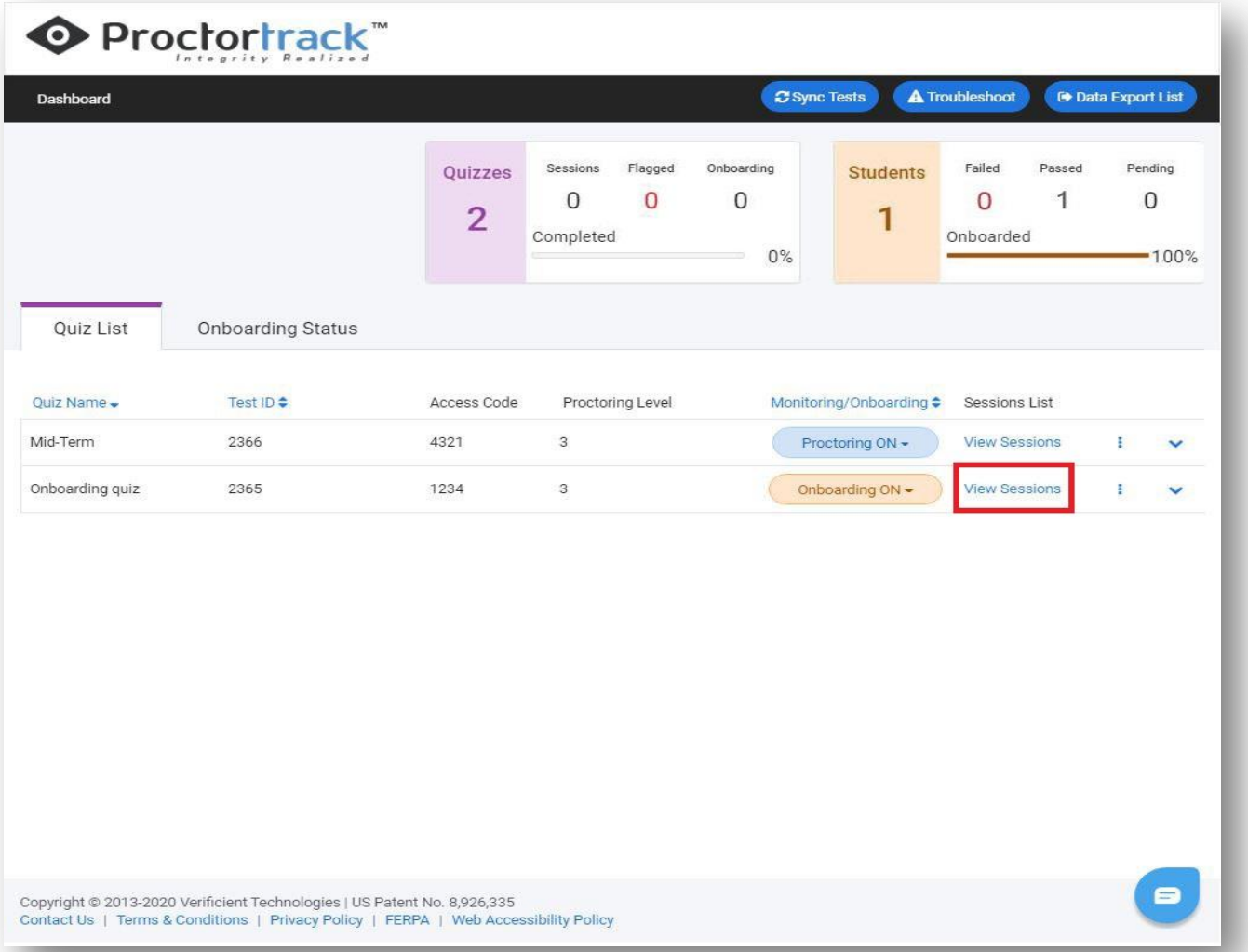
Reviewing the Results of a Quiz

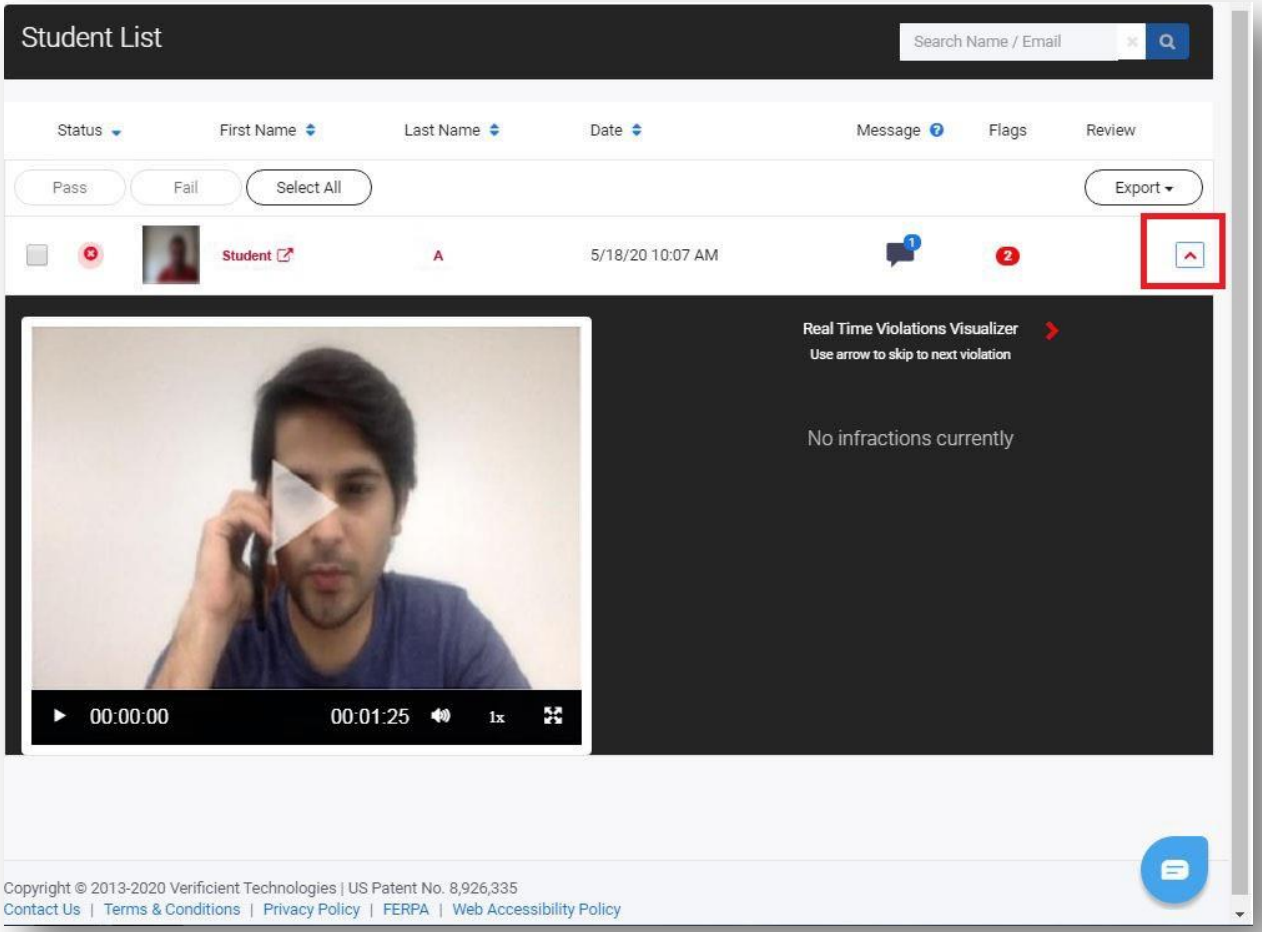
1. Once logged in as an instructor, select “**Proctortrack**” from the course navigation bar, to view the quiz list.



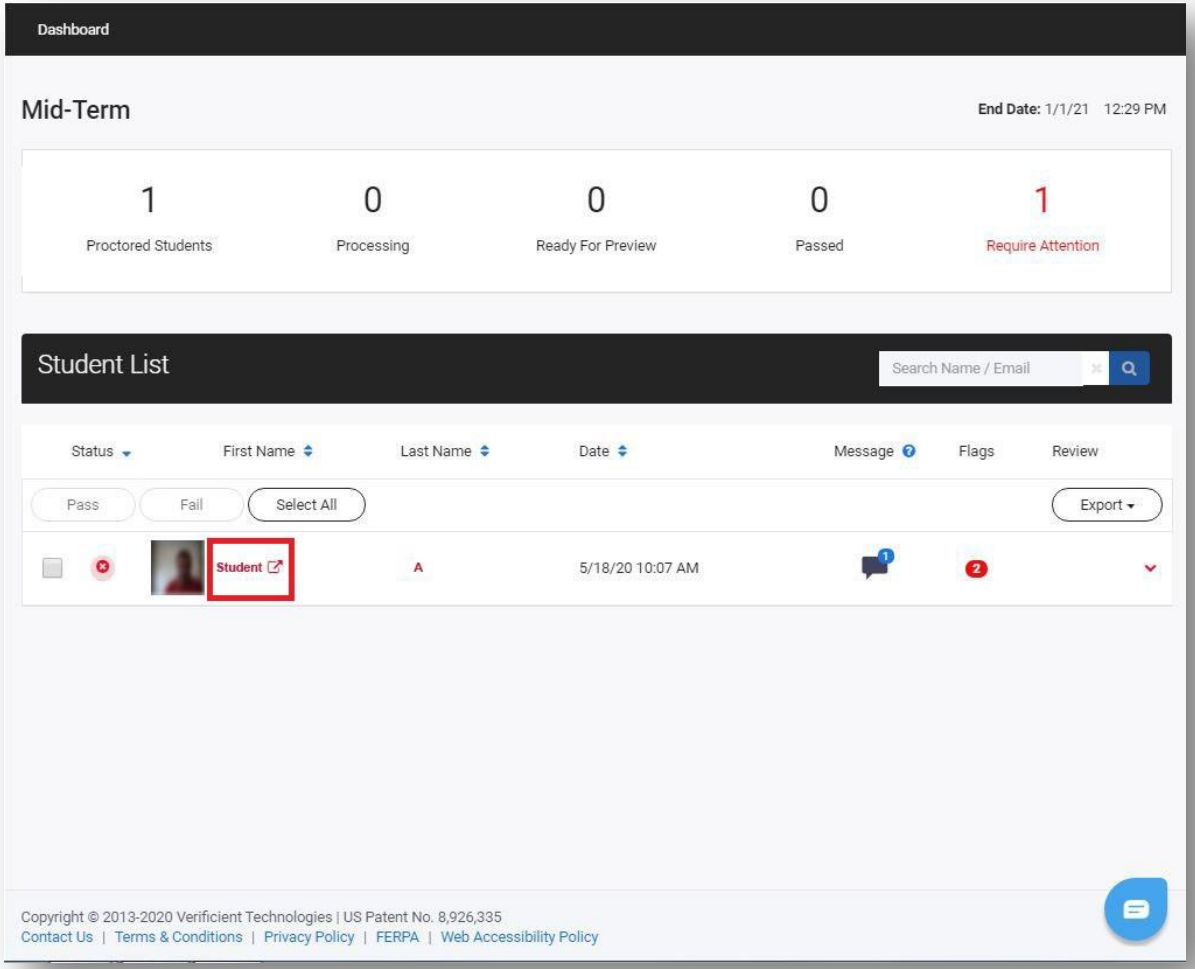
2. Click on “**View Sessions**” under “**Sessions List**” column to the right of the quiz name, whose sessions you need to review.



3. On the “**Student List**” page, click on the Arrow on the right side-below export tab, and it will open the video pane of the proctoring session and will show the video preview of the session.

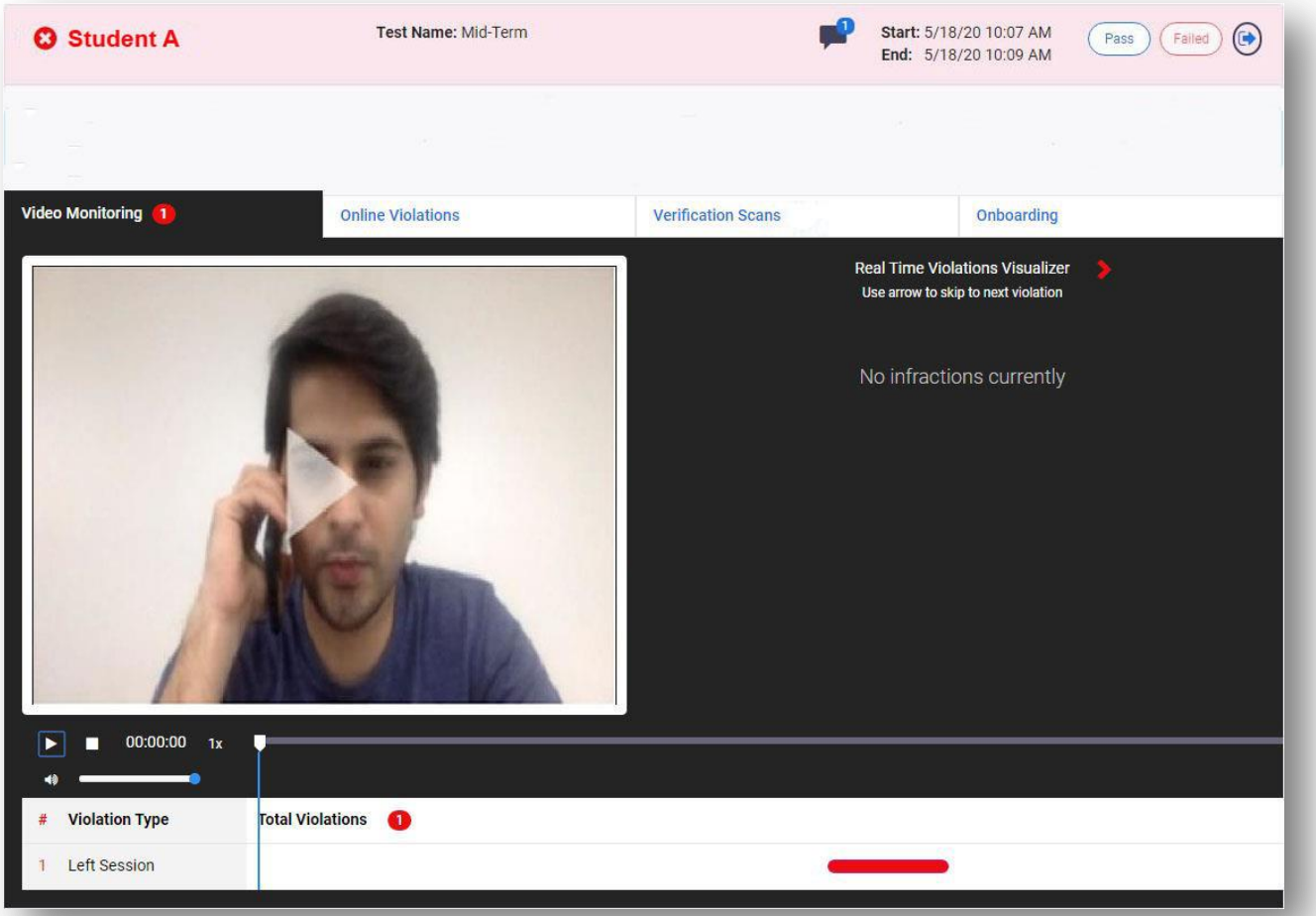


4. For the detailed review, hover your mouse pointer over the student's first name whose session you would like to review and click on the first name to open the session in a new tab.

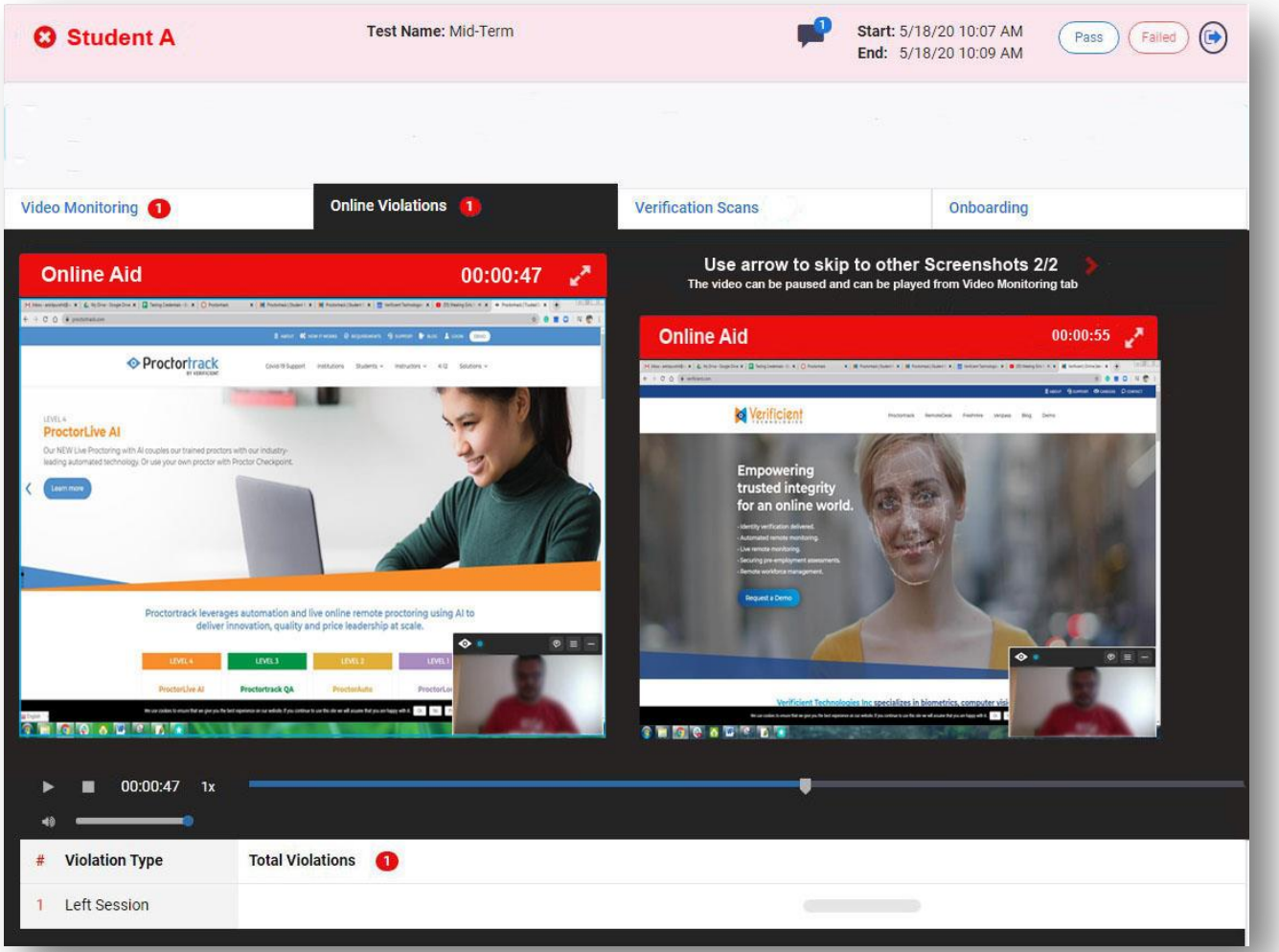


Note: **It may take 24-48 hours after the quiz is attempted before proctoring results are available for review. Student list will be sorted by integrity-level i.e. Students with low/medium integrity will be displayed at the top. You can override fail from the proctoring review page.**

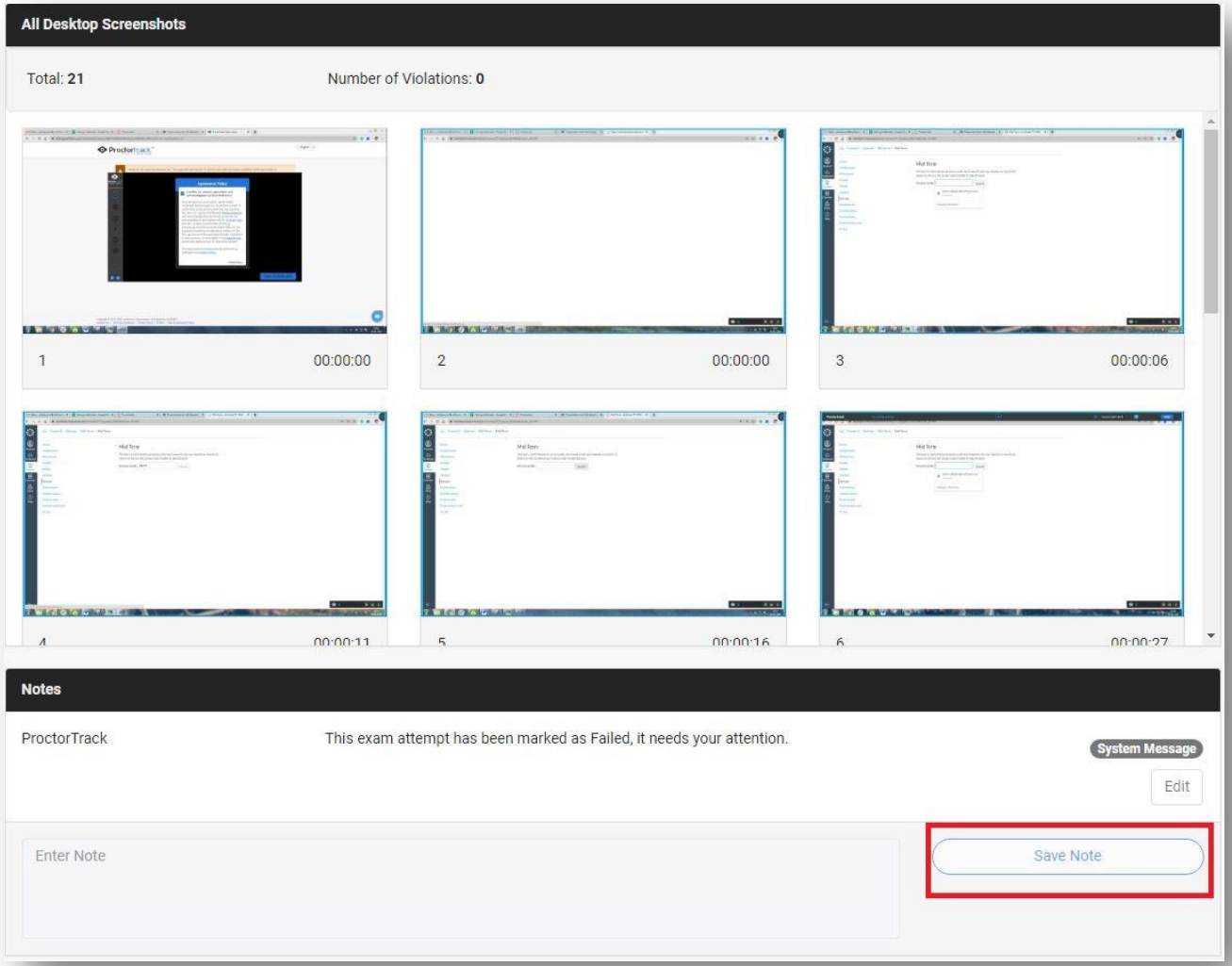
5. Once you click on the name of the student, you will be shown the "**Video Monitoring**" tab. To view video-related incidents, click on the arrow '>' next to the real time violations visualizer. You may directly click on the bubble below the video to review the session one violation at a time. The bubbles will directly jump to the violation/incident part on the video.



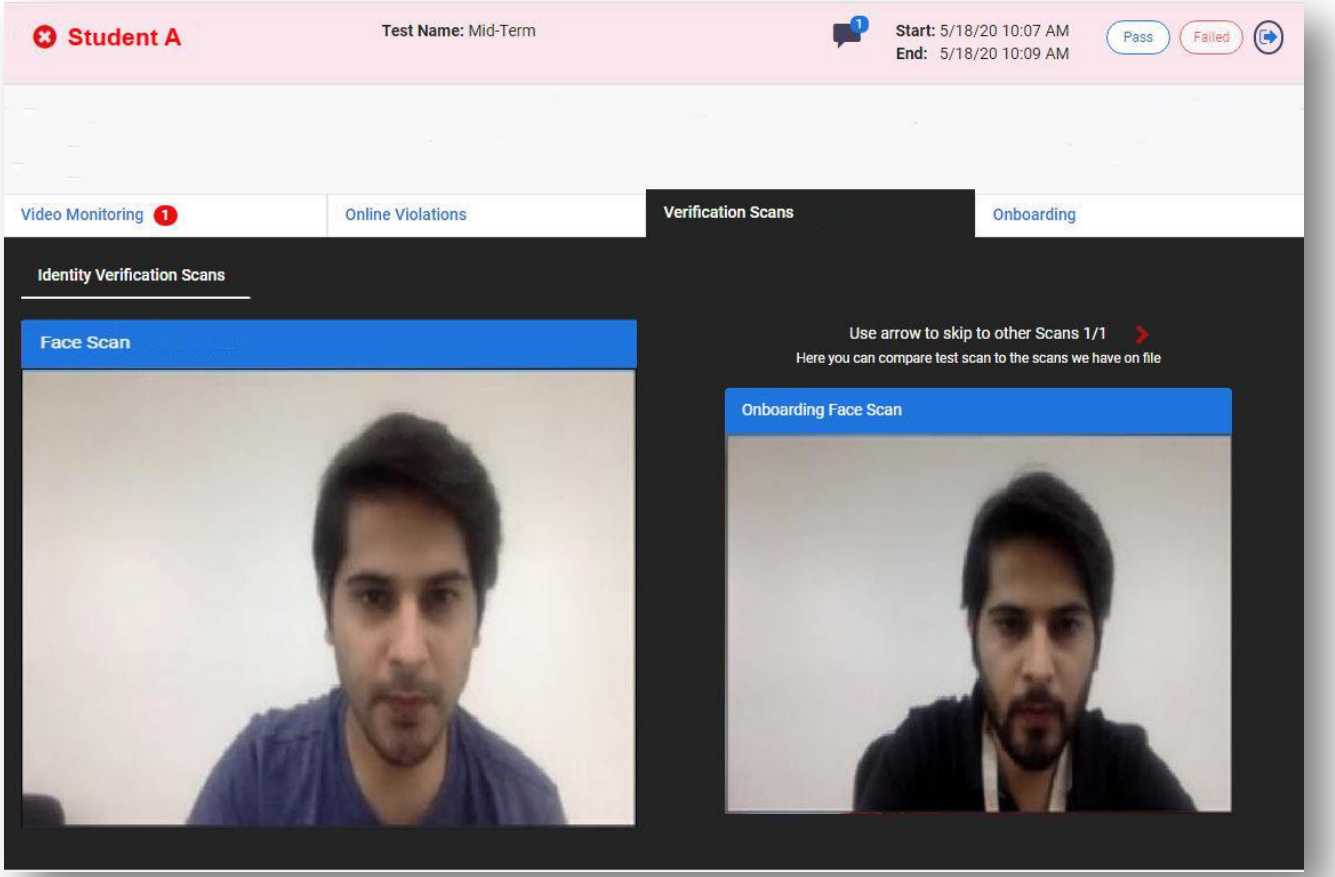
6. Navigate to the “**Online Violations**” tab to view the online aid incidents detected by Proctortrack. You will need use the arrow ‘>’ to view the snapshots of each of the incidents



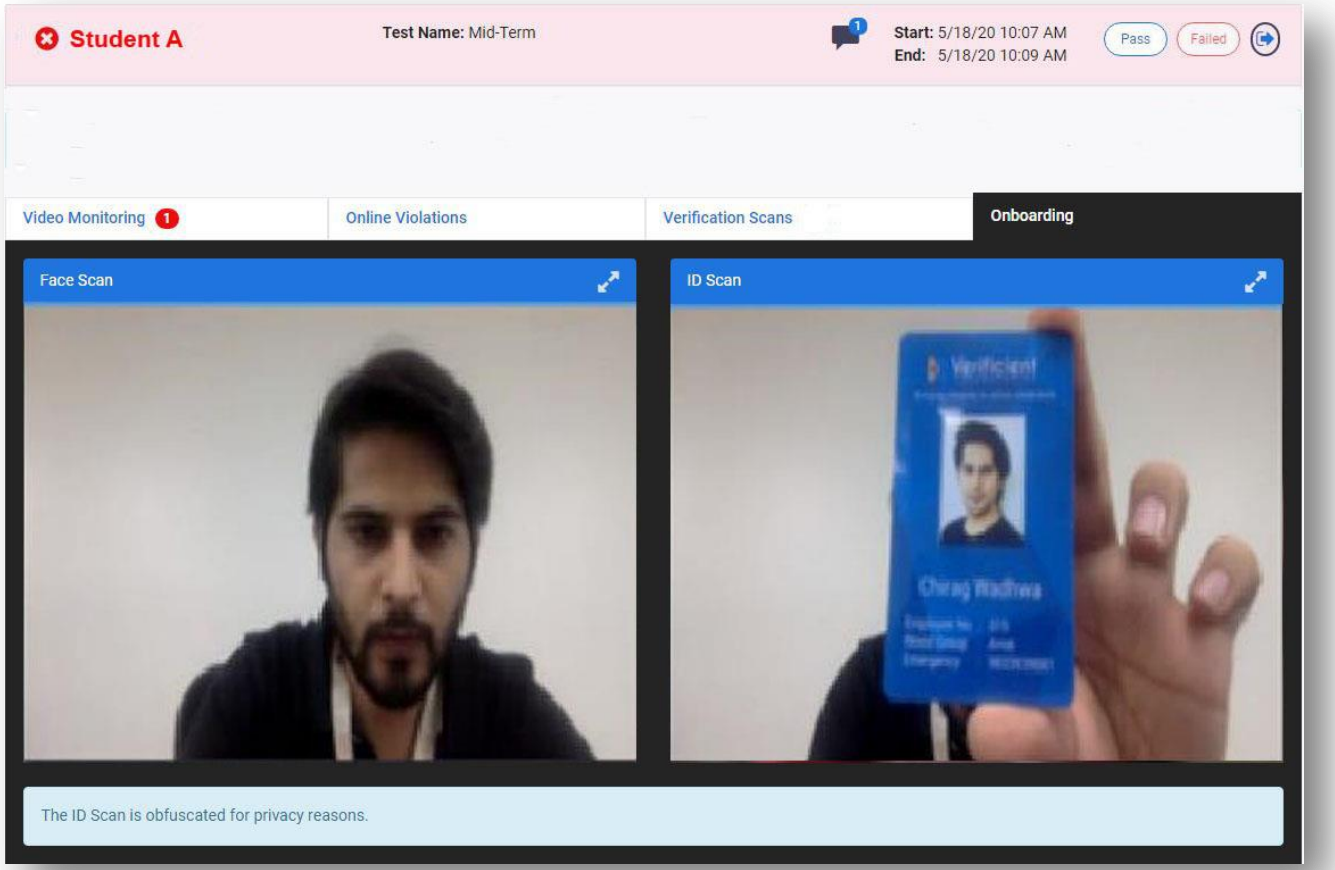
7. Scroll down the “**Online Violations**” tab page to view all the desktop snapshots generated for the exam. You also have the option to add any notes related to the session and click “**Save Note**”.



8. Switch to the “**Identity Verification Scans**” tab to view the scans for the current session. Use the ‘>’ arrow to navigate through scans.



9. Switch to the “**Onboarding**” tab to view the onboarding profile of the student.



10(a). Finally, you can override the proctoring results by clicking “**Pass**” or “**Fail**” on the top right

10(b). You can also export data for the session by clicking on the [➥ icon next to the “Failed” button.

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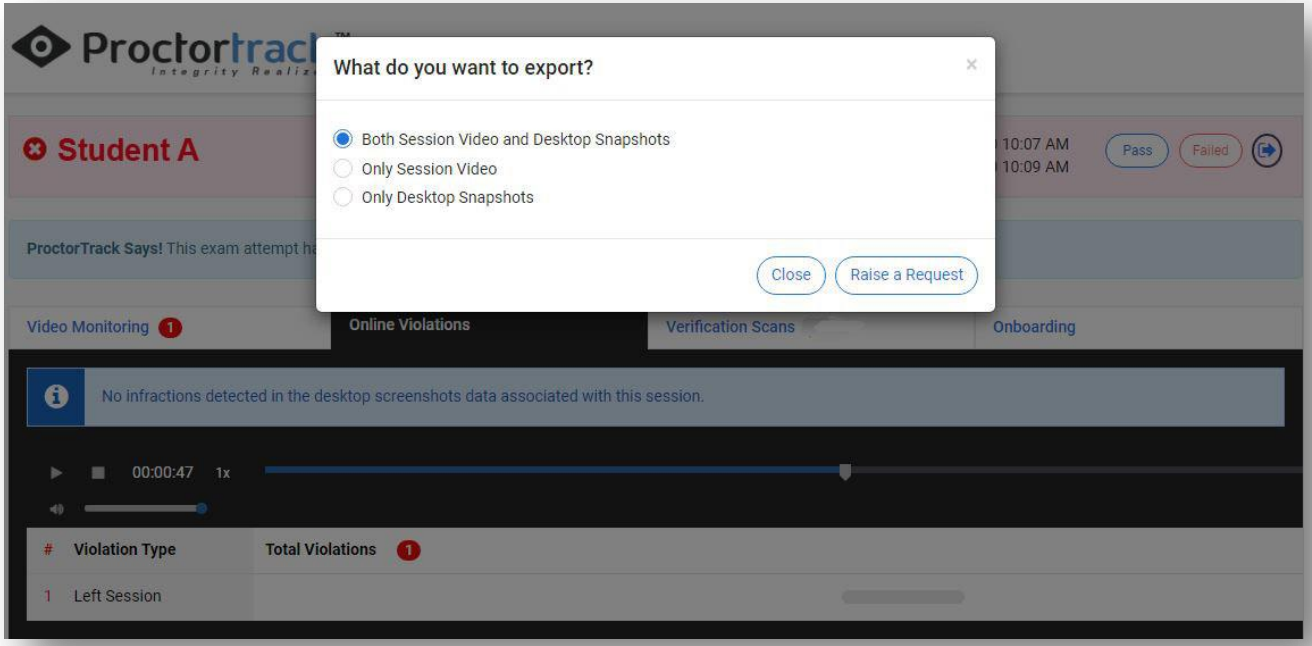
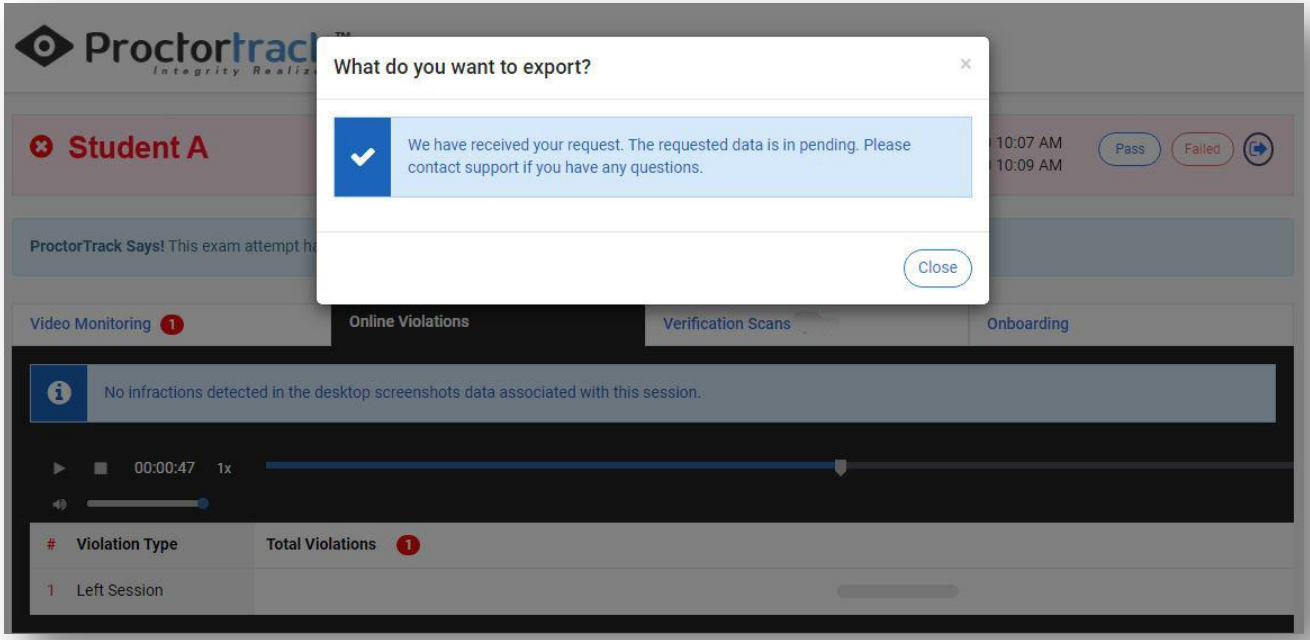
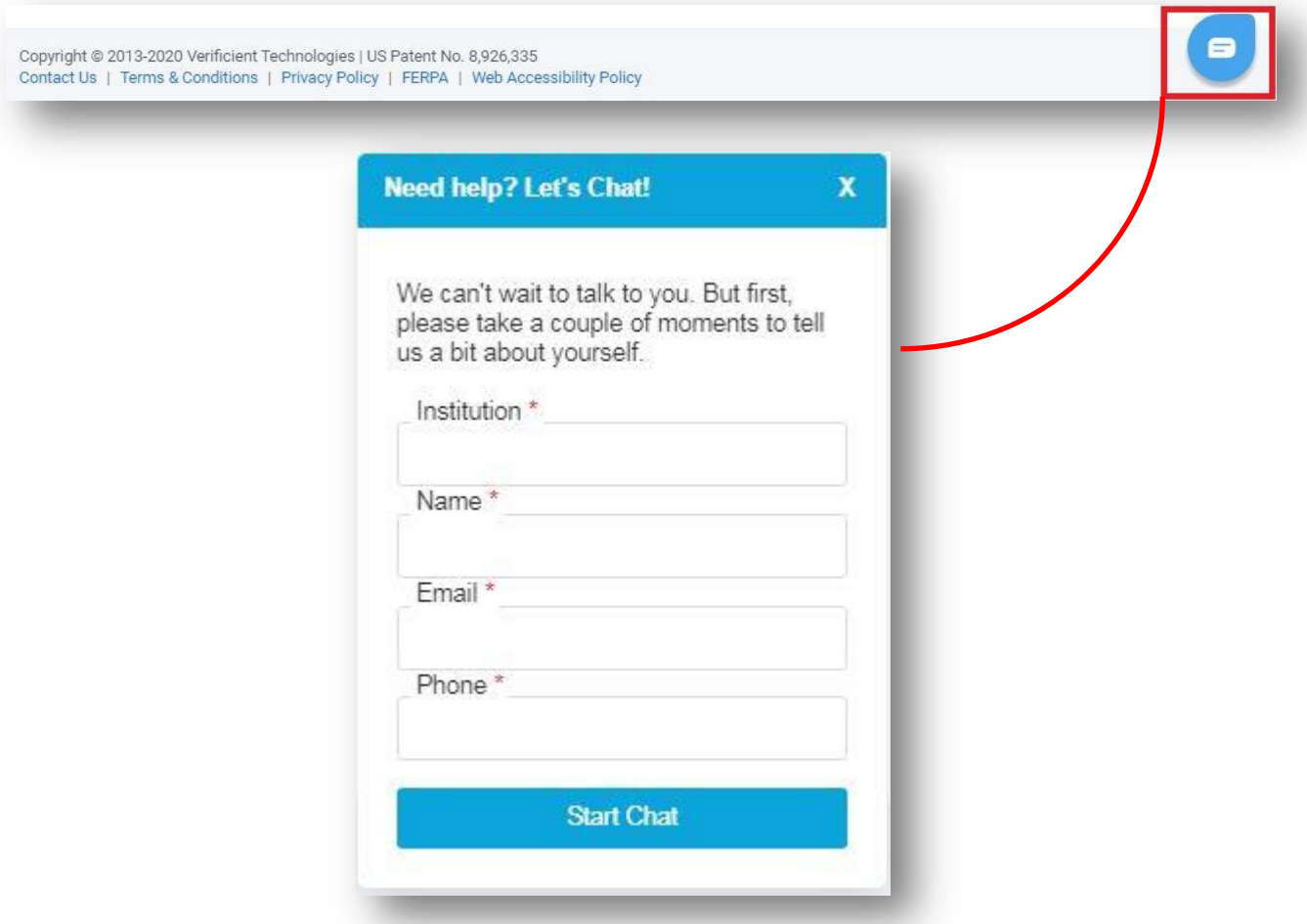
11. You'll get the dialogue box seen below. Choose which data you wish to export and click "Raise a Request".



12. You will get a notification letting you know which email ID the export will be sent to.



13. While using Proctortrack, if you face any technical issues or difficulties in using it, click on the chat icon on the bottom right of the page, fill up the basic details and hit “Start Chat’. Our 24/7 live chat support agents will be ready to assist you.



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Thank You.