



Using Proctortrack in Canvas

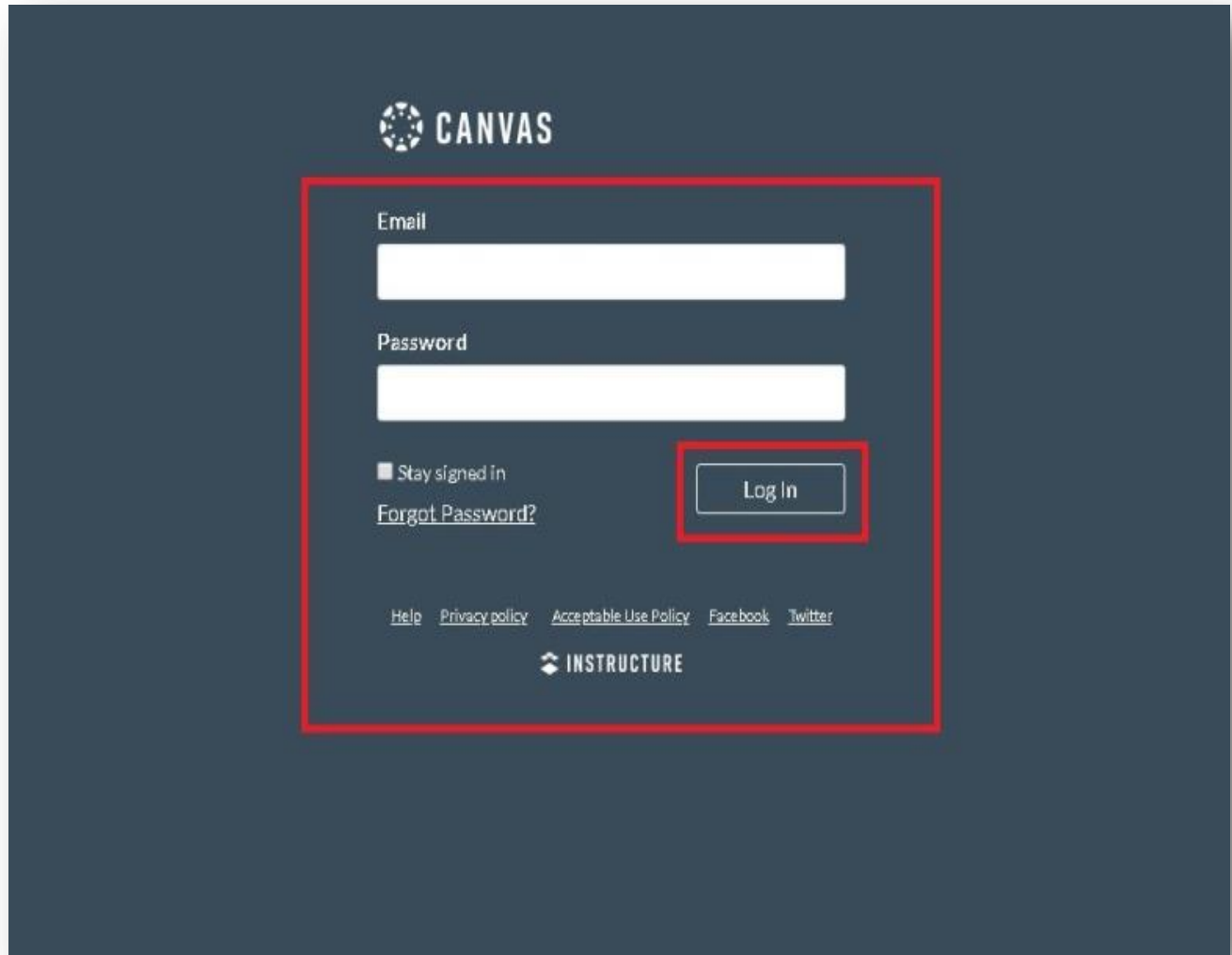
[User manual for Instructors](#)

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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**”.

The image shows the Canvas login page. At the top center is the Canvas logo, which consists of a circular icon with a grid pattern followed by the word "CANVAS". Below the logo is a red rectangular box that encloses the login form. Inside this box, there are two white input fields: the first is labeled "Email" and the second is labeled "Password". Below the "Password" field, there is a checkbox labeled "Stay signed in" and a link labeled "Forgot Password?". To the right of these options is a "Log In" button, which is also highlighted by a red rectangular box. At the bottom of the red box, there are several links: "Help", "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter". Below the red box, at the bottom center of the page, is the "INSTRUCTURE" logo, which features a small icon of three stacked squares followed by the word "INSTRUCTURE".

CANVAS

Email

Password

☐ Stay signed in

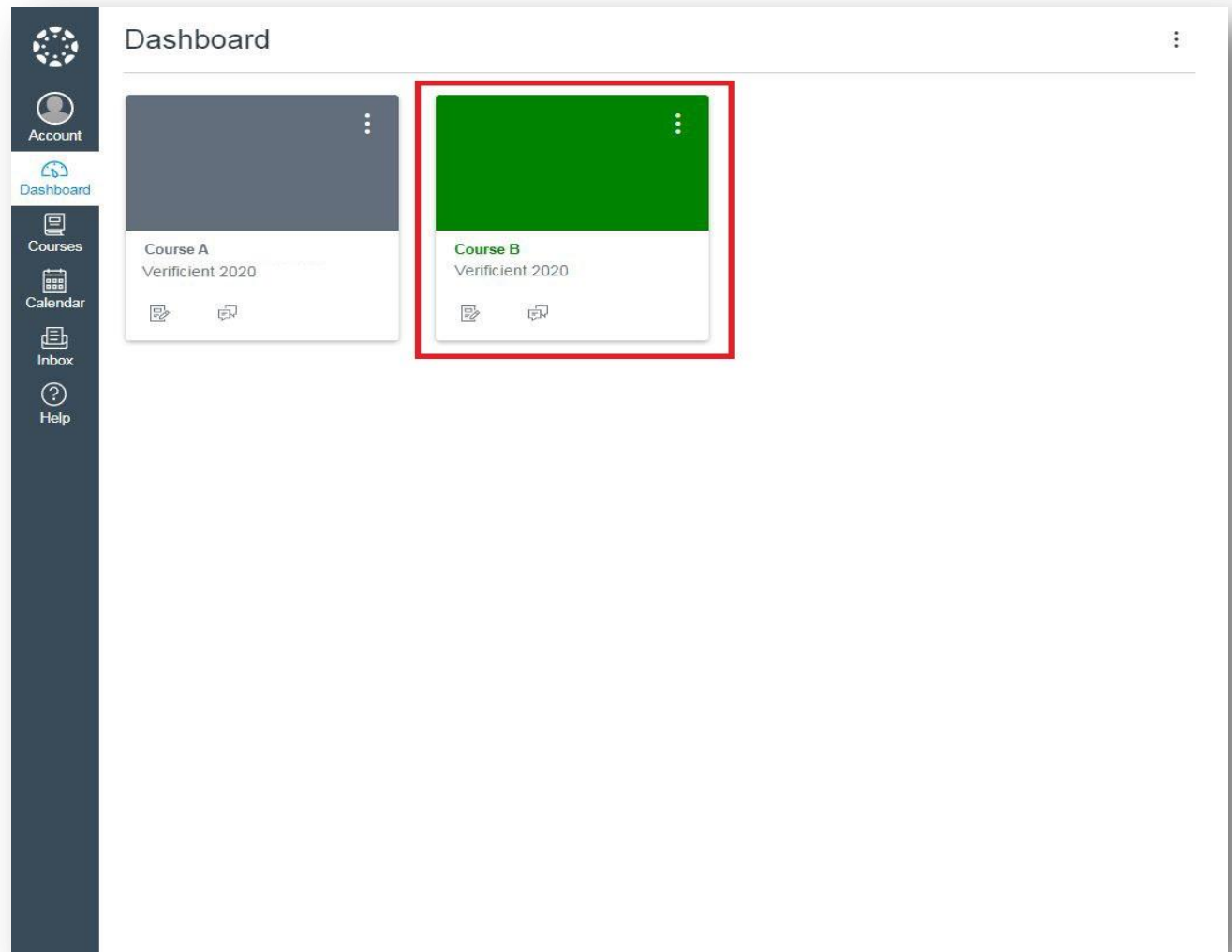
[Forgot Password?](#)

Log In

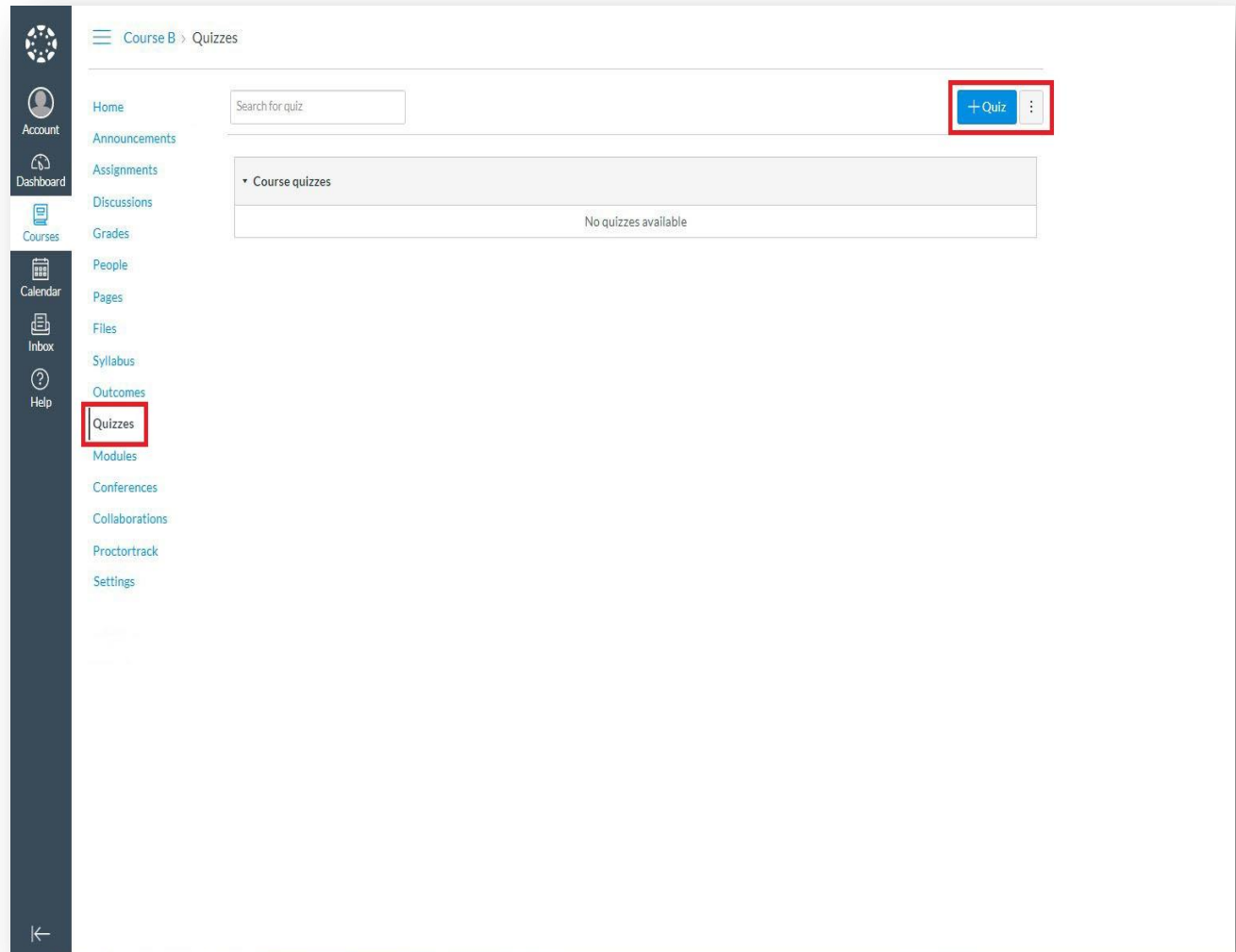
[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

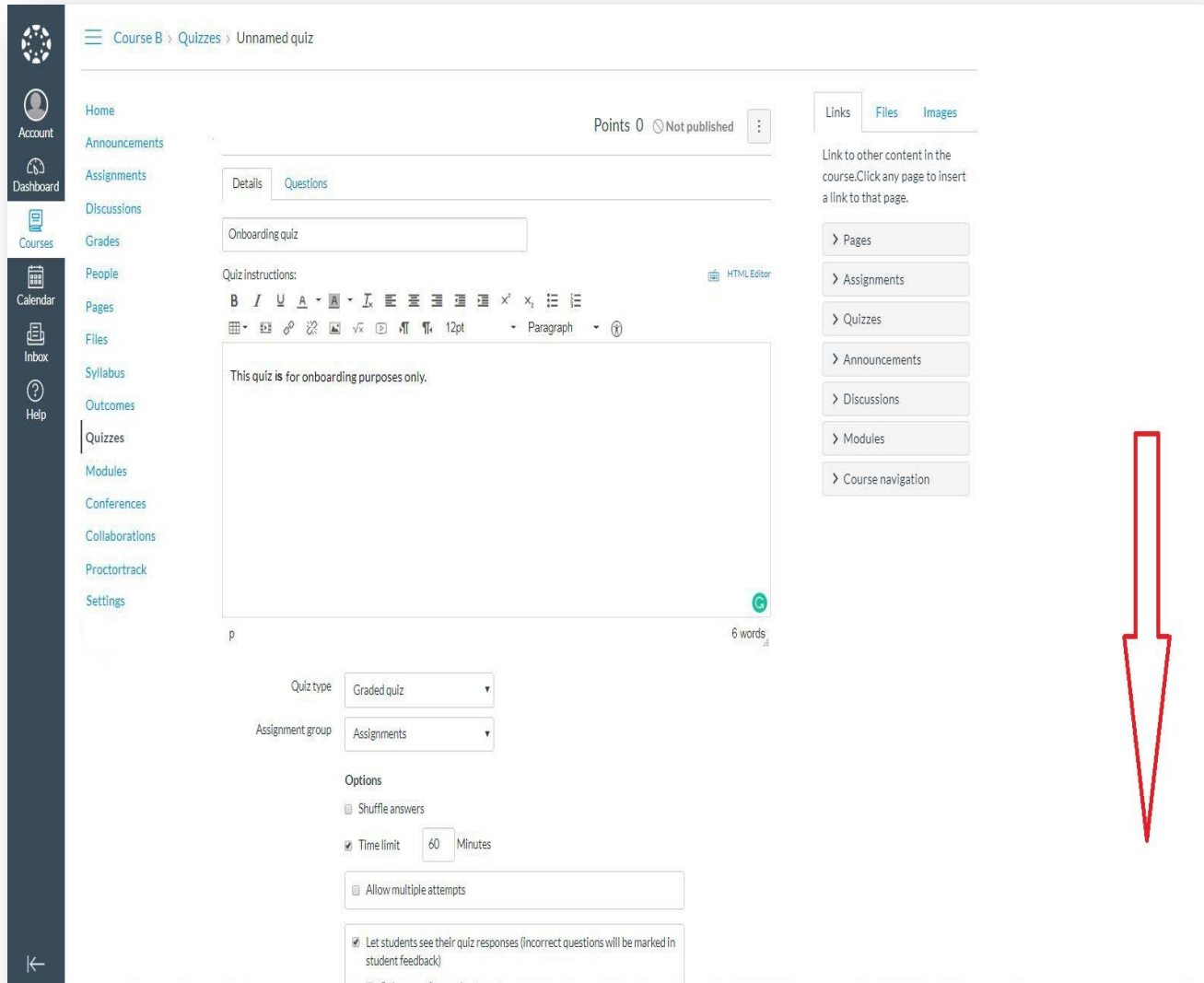
2. Select the desired **course** by clicking on the corresponding colour tile.



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.



The screenshot shows the 'Course B > Quizzes > Unnamed quiz' page in the Verificient LMS. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, Help, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes (selected), Modules, Conferences, Collaborations, Proctortrack, and Settings. The main content area has tabs for 'Details' and 'Questions'. The 'Details' tab is active, showing a form for 'Onboarding quiz'. The form includes a 'Quiz instructions' text area with the text 'This quiz is for onboarding purposes only.' and a '6 words' character count. Below the text area are dropdown menus for 'Quiz type' (Graded quiz) and 'Assignment group' (Assignments). The 'Options' section includes checkboxes for 'Shuffle answers', 'Time limit' (60 Minutes), 'Allow multiple attempts', and 'Let students see their quiz responses (Incorrect questions will be marked in student feedback)'. A red arrow points downwards on the right side of the page.

Course B > Quizzes > Unnamed quiz

Home Account Dashboard Courses Calendar Inbox Help

Announcements Assignments Discussions Grades People Pages Files Syllabus Outcomes Quizzes Modules Conferences Collaborations Proctortrack Settings

Points 0 Not published

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

> Pages
> Assignments
> Quizzes
> Announcements
> Discussions
> Modules
> Course navigation

Details Questions

Onboarding quiz

Quiz instructions: HTML Editor

B *I* U **A** **U** **L** **12pt** **Paragraph**

This quiz is for onboarding purposes only.

6 words

Quiz type: Graded quiz

Assignment group: Assignments

Options

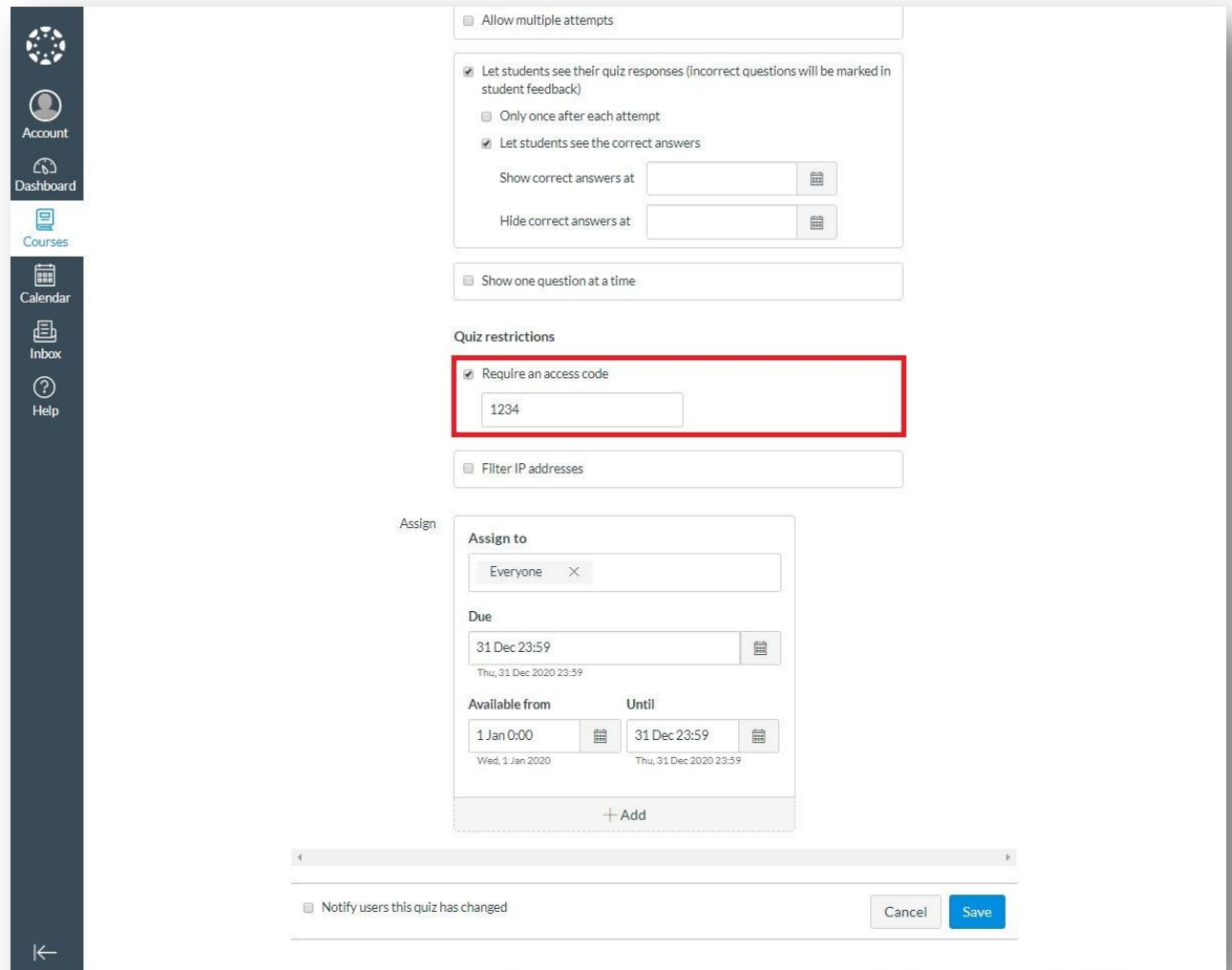
☐ Shuffle answers

☒ Time limit: 60 Minutes

☐ Allow multiple attempts

☒ Let students see their quiz responses (Incorrect questions will be marked in student feedback)

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

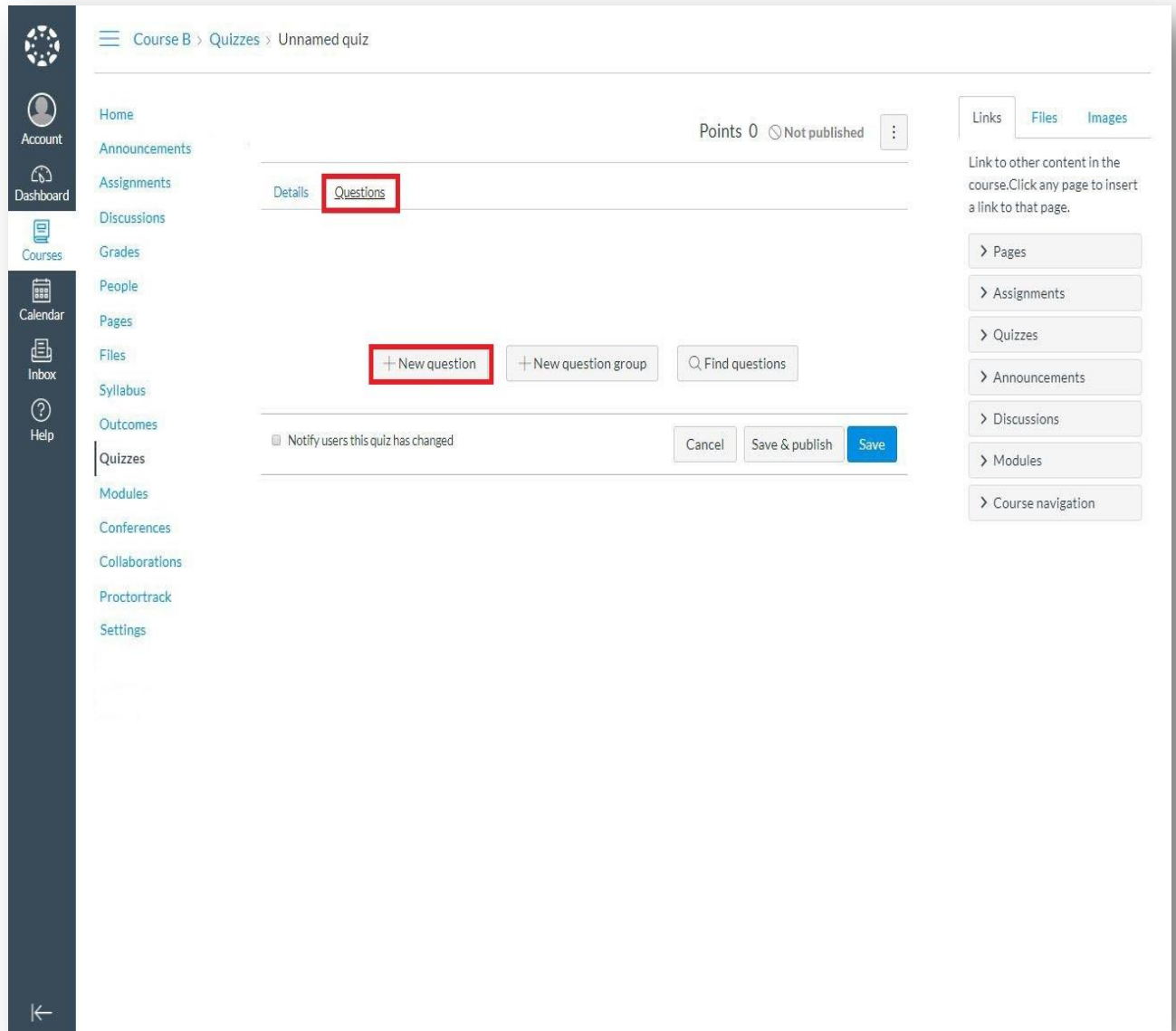


The screenshot shows the Verificient quiz configuration interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is white and contains several settings sections:

- Allow multiple attempts:** A checkbox that is currently unchecked.
- Let students see their quiz responses (incorrect questions will be marked in student feedback):** A checked checkbox.
- Only once after each attempt:** An unchecked checkbox.
- Let students see the correct answers:** A checked checkbox.
- Show correct answers at:** A date/time picker.
- Hide correct answers at:** A date/time picker.
- Show one question at a time:** A checked checkbox.
- Quiz restrictions:**
 - Require an access code:** A checked checkbox. Below it is a text input field containing "1234", which is highlighted with a red border.
 - Filter IP addresses:** An unchecked checkbox.
- Assign:** A section with the following fields:
 - Assign to:** A dropdown menu showing "Everyone".
 - Due:** A date/time picker showing "31 Dec 23:59" with the full date "Thu, 31 Dec 2020 23:59" below it.
 - Available from:** A date/time picker showing "1 Jan 0:00" with the full date "Wed, 1 Jan 2020" below it.
 - Until:** A date/time picker showing "31 Dec 23:59" with the full date "Thu, 31 Dec 2020 23:59" below it.
 - + Add:** A button to add more assignments.

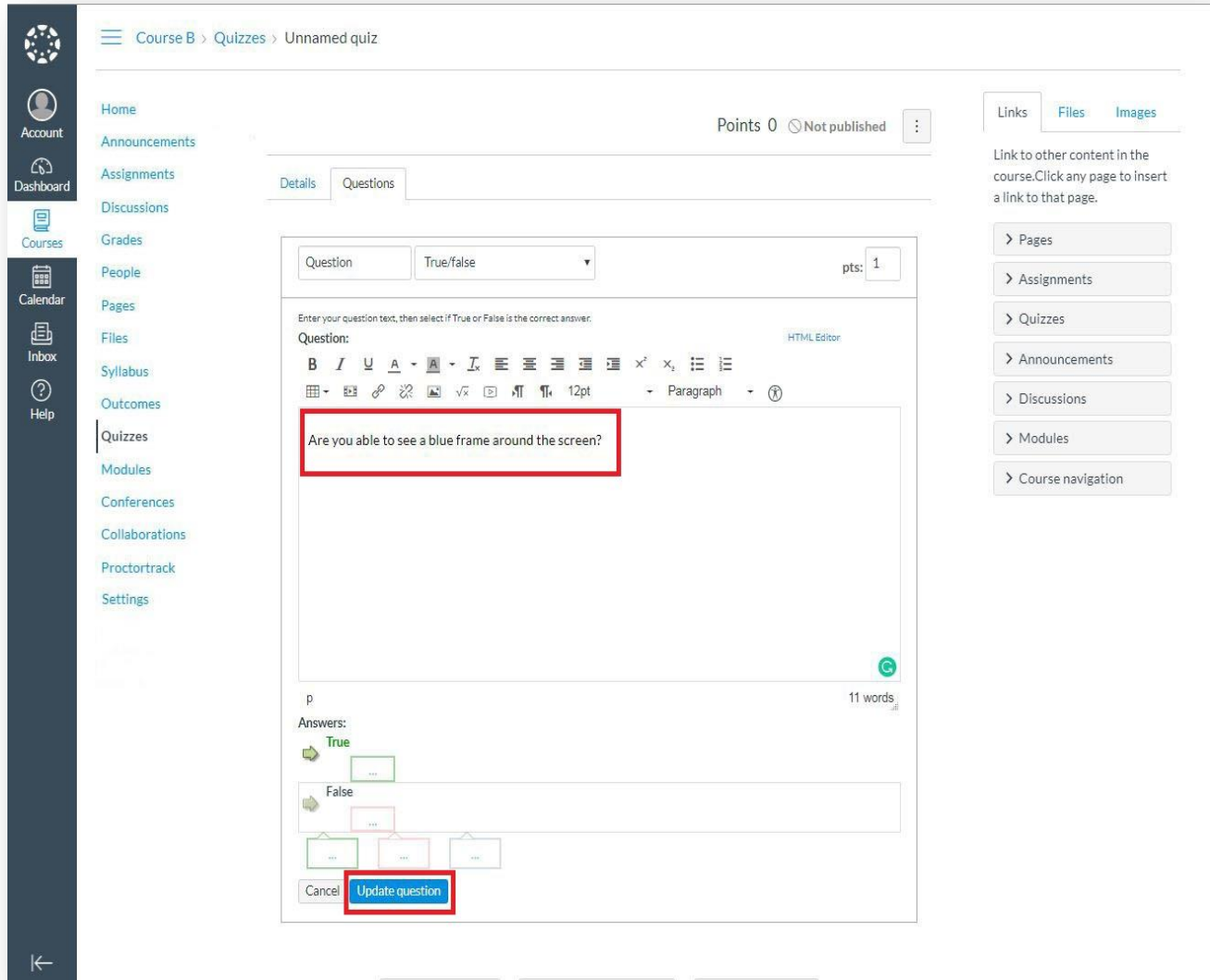
At the bottom of the interface, there is a checkbox for "Notify users this quiz has changed" (unchecked), and two buttons: "Cancel" and "Save".

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



The screenshot displays the Verificient interface for editing a quiz. The breadcrumb trail at the top reads 'Course B > Quizzes > Unnamed quiz'. On the left sidebar, the 'Questions' tab is highlighted. The main content area shows a 'Details' tab and a 'Questions' tab, with the latter being the active view. Below the tabs, there are three buttons: '+ New question' (highlighted with a red box), '+ New question group', and 'Find questions'. At the bottom of the main content area, there is a checkbox labeled 'Notify users this quiz has changed' and three buttons: 'Cancel', 'Save & publish', and 'Save'. On the right side, there is a 'Links' section with tabs for 'Links', 'Files', and 'Images'. Below these tabs, there is a text prompt: 'Link to other content in the course. Click any page to insert a link to that page.' followed by a list of links: 'Pages', 'Assignments', 'Quizzes', 'Announcements', 'Discussions', 'Modules', and 'Course navigation'.

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



The screenshot displays the 'Unnamed quiz' editing interface in the Verificient LMS. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area shows the quiz details, including the question type (True/false), points (1), and a status of 'Not published'. The question text is 'Are you able to see a blue frame around the screen?'. The 'Answers' section shows 'True' as the correct answer and 'False' as an incorrect answer. The 'Update question' button is highlighted with a red box. The right sidebar contains links to other content in the course, including Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course navigation.

Course B > Quizzes > Unnamed quiz

Points 0 Not published

Details Questions

Question True/false pts: 1

Enter your question text, then select if True or False is the correct answer.

Question:

Are you able to see a blue frame around the screen?

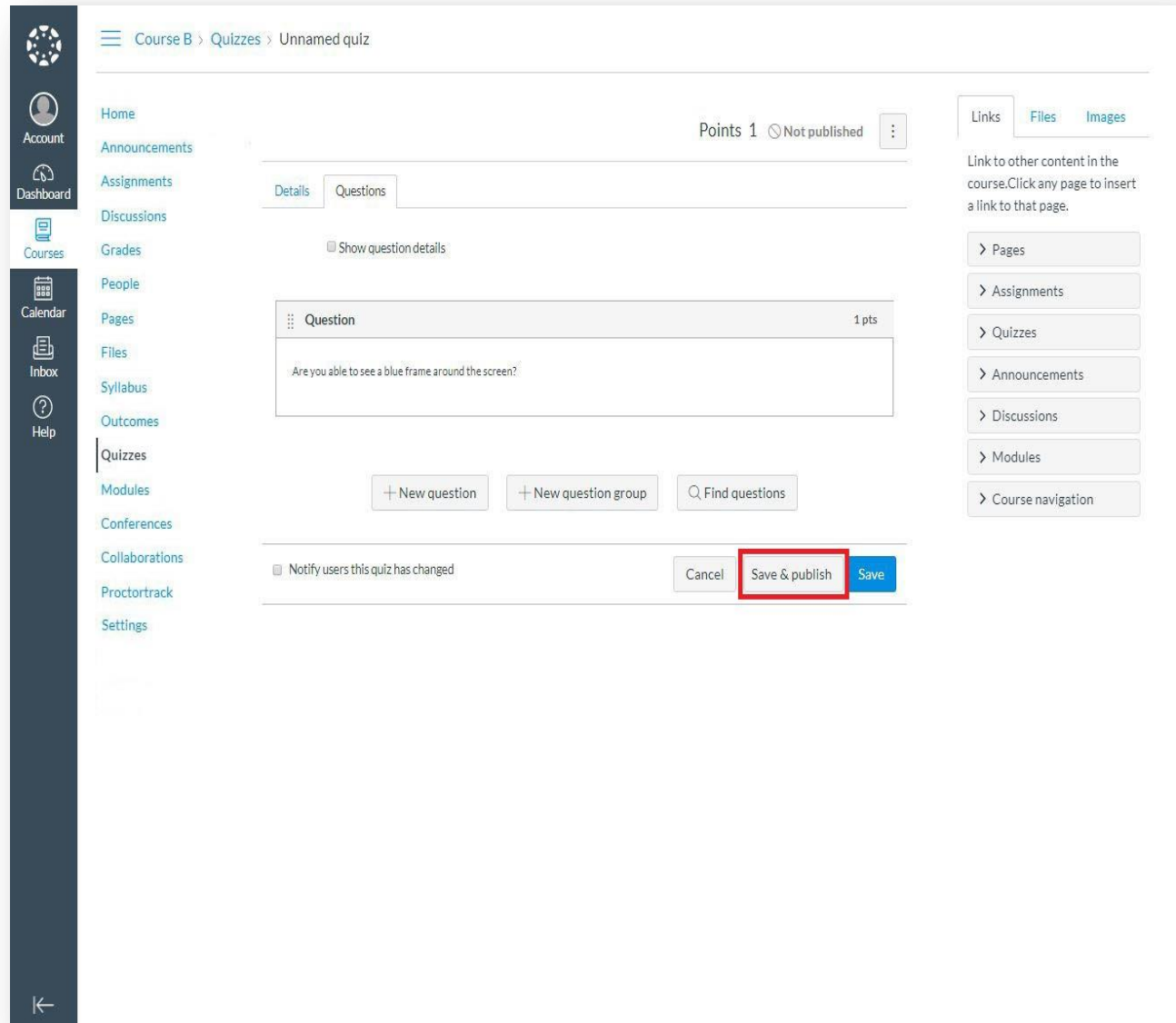
Answers:

True

False

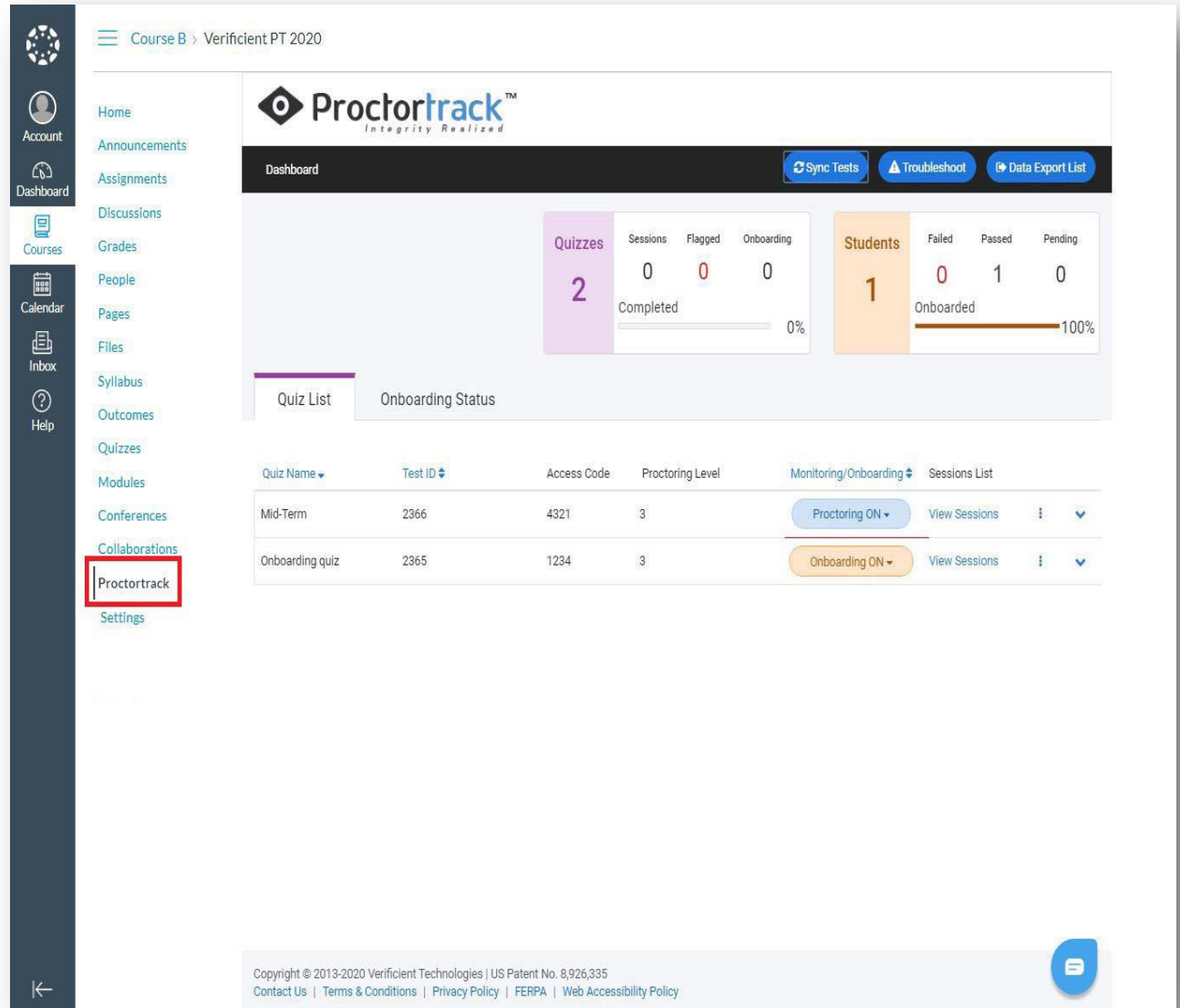
Update question

8. Save and Publish your quiz.

A screenshot of the Verificient Quiz Editor interface. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, Help, Quizzes, Modules, Conferences, Collaborations, Proctortrack, and Settings. The main content area shows the quiz configuration for 'Course B > Quizzes > Unnamed quiz'. It includes tabs for 'Details' and 'Questions', a 'Points 1' indicator, and a 'Not published' status. A 'Show question details' checkbox is visible. A question is listed with the text 'Are you able to see a blue frame around the screen?' and a value of '1 pts'. Below the question list are buttons for '+ New question', '+ New question group', and 'Find questions'. At the bottom, there is a checkbox for 'Notify users this quiz has changed' and three buttons: 'Cancel', 'Save & publish' (highlighted with a red box), and 'Save'. On the right side, there are tabs for 'Links', 'Files', and 'Images', and a section for linking to other content in the course, including links to Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course navigation.

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

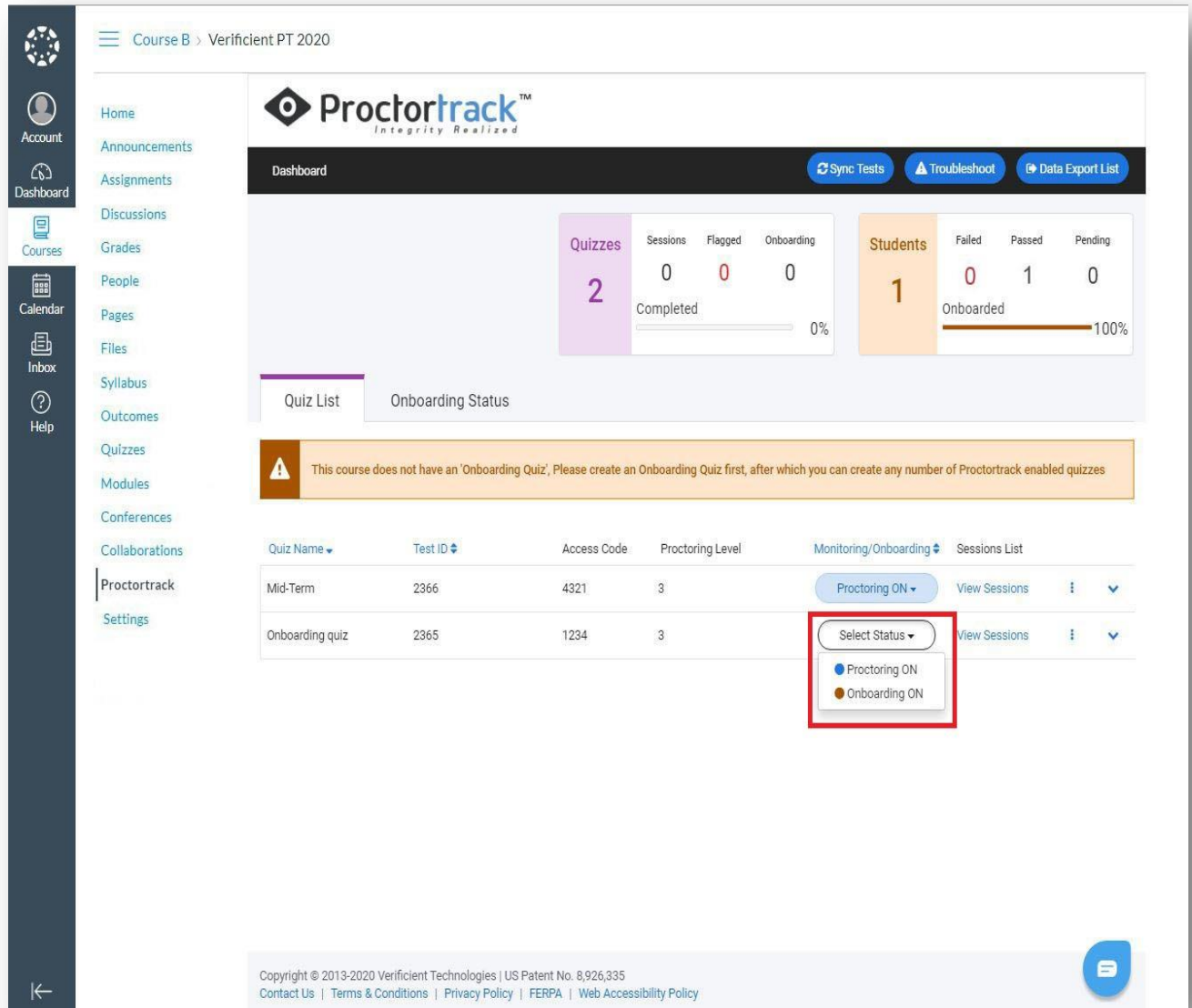


The screenshot displays the Proctortrack dashboard within a Canvas LMS interface. The left sidebar contains a navigation menu with the following items: Home, Account, Dashboard, Courses, Calendar, Inbox, Help, Quizzes, Modules, Conferences, Collaborations, **Proctortrack** (highlighted with a red box), and Settings. The main content area is titled "Course B > Verificient PT 2020" and features the Proctortrack logo with the tagline "Integrity Realized". Below the logo, there are three buttons: "Sync Tests", "Troubleshoot", and "Data Export List". The dashboard is divided into two main sections: "Quizzes" and "Students". The "Quizzes" section shows 2 quizzes, with 0 sessions, 0 flagged, and 0 onboarding. The "Students" section shows 1 student, with 0 failed, 1 passed, and 0 pending. Below these sections, there are two tabs: "Quiz List" and "Onboarding Status". The "Quiz List" tab is active, displaying a table with the following data:

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Mid-Term	2366	4321	3	Proctoring ON	View Sessions
Onboarding quiz	2365	1234	3	Onboarding ON	View Sessions

At the bottom of the dashboard, there is a footer with the following text: "Copyright © 2013-2020 Verificient Technologies | US Patent No. 8,926,335", "Contact Us", "Terms & Conditions", "Privacy Policy", "FERPA", and "Web Accessibility Policy".

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”.



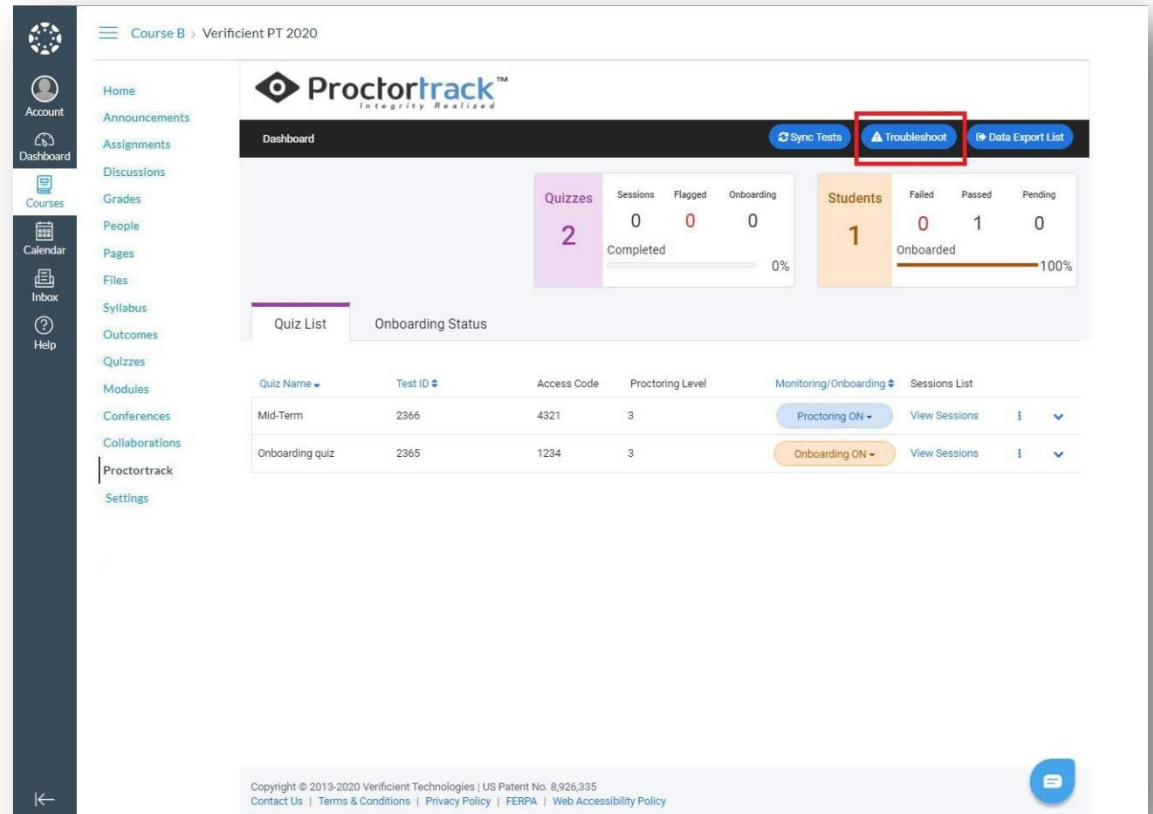
The screenshot shows the Proctortrack dashboard for 'Course B > Verificient PT 2020'. The dashboard includes a sidebar with navigation options like Home, Account, Dashboard, Courses, Calendar, Inbox, Help, and various course-related links. The main content area displays metrics for Quizzes (2) and Students (1). Below these metrics, a message states: 'This course does not have an 'Onboarding Quiz', Please create an Onboarding Quiz first, after which you can create any number of Proctortrack enabled quizzes'. A table lists quizzes with columns for Quiz Name, Test ID, Access Code, Proctoring Level, Monitoring/Onboarding, and Sessions List. The 'Onboarding quiz' row is highlighted, and a dropdown menu is open next to it, showing options for 'Proctoring ON' and 'Onboarding ON'.

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Mid-Term	2366	4321	3	Proctoring ON	View Sessions
Onboarding quiz	2365	1234	3	Select Status	View Sessions

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

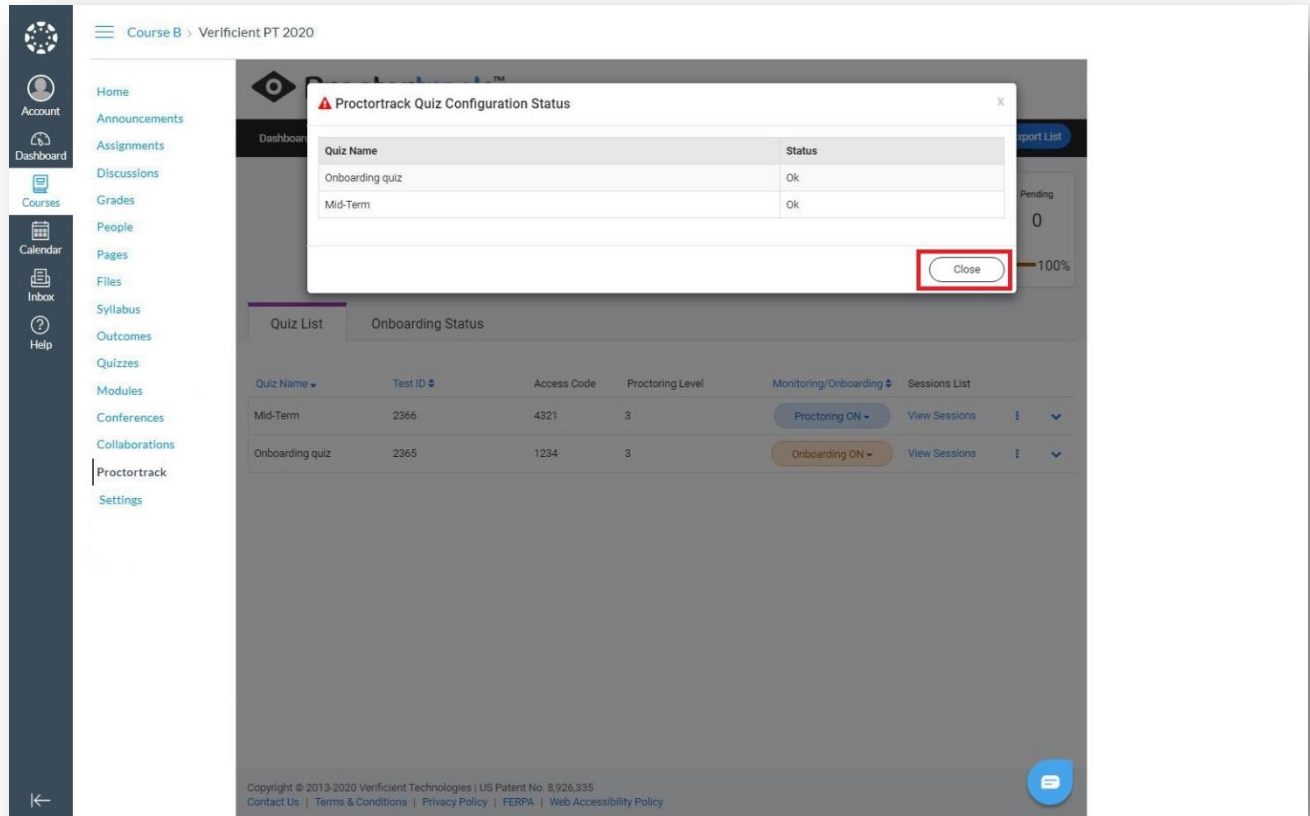
Onboarding quiz is only a sample quiz and only 1 quiz in the course should be marked as Onboarding.

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

A screenshot of the Proctortrack dashboard for 'Course B > Verificient PT 2020'. The dashboard includes a sidebar with navigation links like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Proctortrack, and Settings. The main content area shows a 'Dashboard' header with buttons for 'Sync Tests', 'Troubleshoot' (highlighted with a red box), and 'Data Export List'. Below this, there are two summary cards: 'Quizzes' with 2 quizzes and 0 sessions, and 'Students' with 1 student and 0 failed attempts. A table at the bottom lists quizzes with columns for Quiz Name, Test ID, Access Code, Proctoring Level, Monitoring/Onboarding status, and Sessions List. The footer contains copyright information and links to Contact Us, Terms & Conditions, Privacy Policy, FERPA, and Web Accessibility Policy.

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Mid-Term	2366	4321	3	Proctoring ON	View Sessions
Onboarding quiz	2365	1234	3	Onboarding ON	View Sessions

4. Click **'Close'** after checking the status.

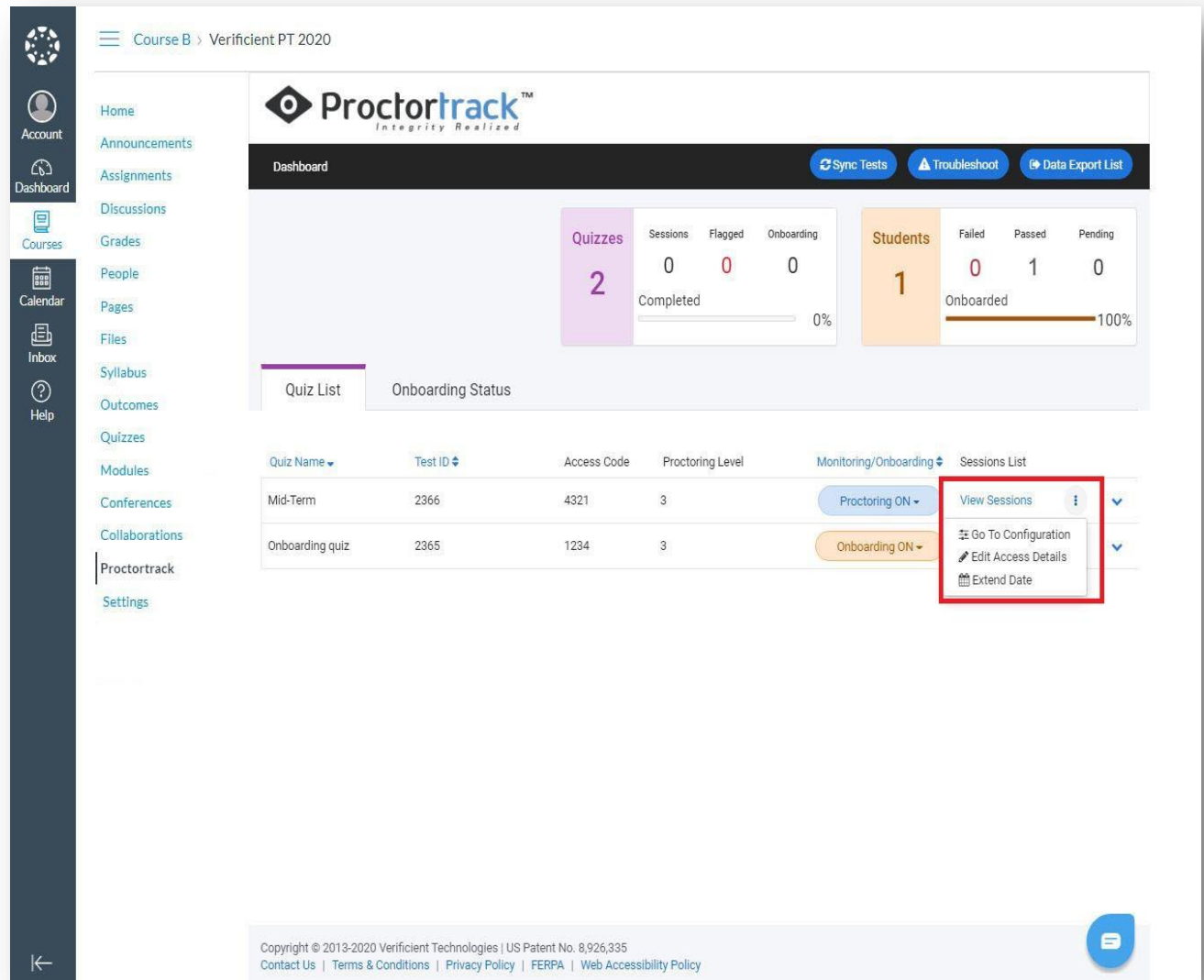
The screenshot shows the Verificient PT 2020 interface. A modal dialog box titled "Proctortrack Quiz Configuration Status" is open, displaying a table with quiz names and their statuses. The "Close" button in the bottom right corner of the dialog is highlighted with a red rectangle. The background interface shows a sidebar with navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Proctortrack, and Settings. The main content area shows a "Quiz List" and "Onboarding Status" section with a table of quiz details.

Quiz Name	Status
Onboarding quiz	Ok
Mid-Term	Ok

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Mid-Term	2366	4321	3	Proctoring ON	View Sessions
Onboarding quiz	2365	1234	3	Onboarding ON	View Sessions

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”**.

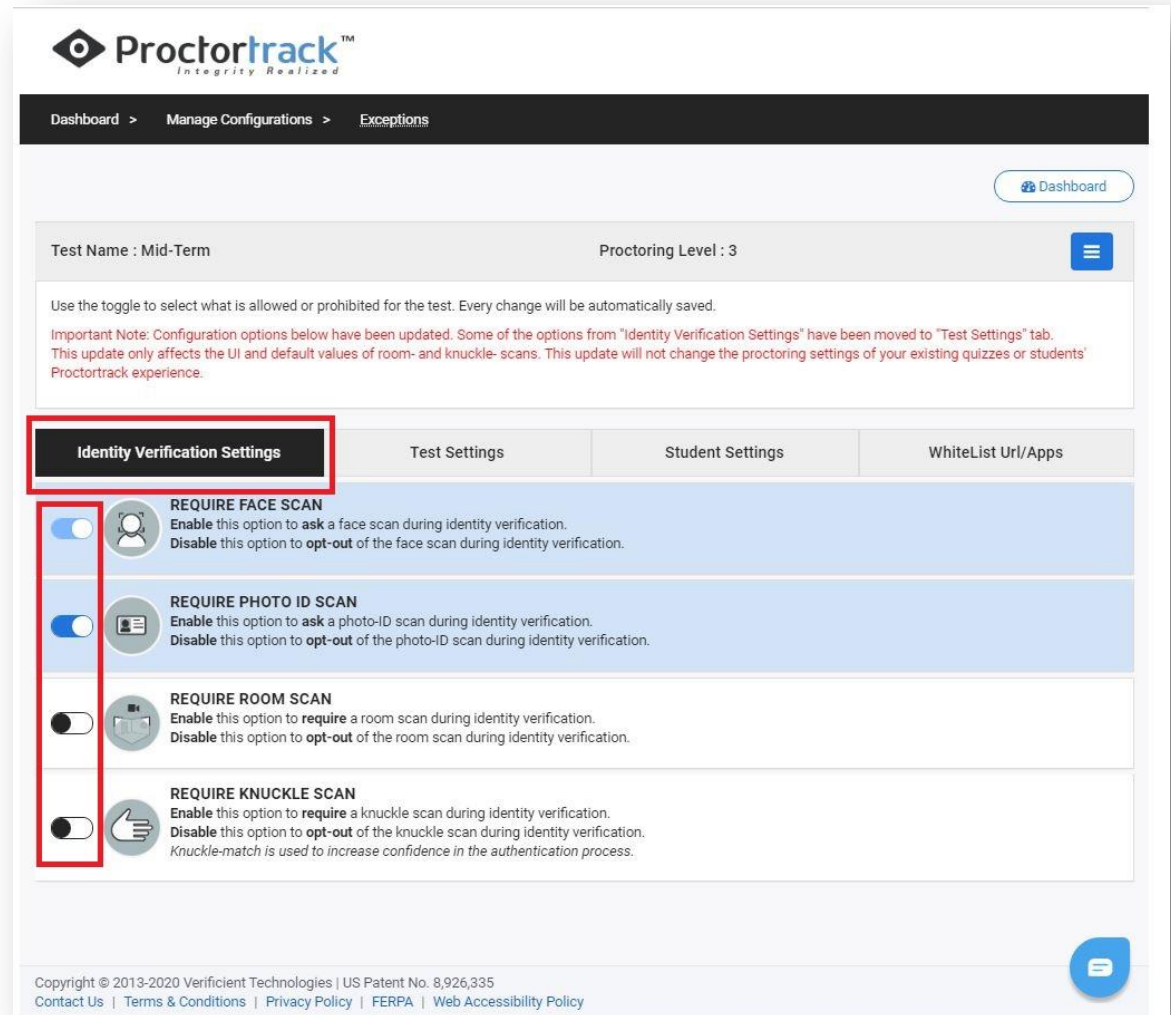


The screenshot shows the Proctortrack dashboard for 'Course B' and 'Verificient PT 2020'. The dashboard includes a sidebar with navigation links (Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Proctortrack, Settings) and a main content area. The main content area displays a 'Quiz List' table with columns: Quiz Name, Test ID, Access Code, Proctoring Level, Monitoring/Onboarding, and Sessions List. The table lists two quizzes: 'Mid-Term' and 'Onboarding quiz'. The 'Onboarding quiz' row is highlighted, and a dropdown menu is open for its 'Sessions List' column, showing options: 'View Sessions', 'Go To Configuration', 'Edit Access Details', and 'Extend Date'. The 'Go To Configuration' option is highlighted.

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Mid-Term	2366	4321	3	Proctoring ON	View Sessions
Onboarding quiz	2365	1234	3	Onboarding ON	Go To Configuration Edit Access Details Extend Date

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.



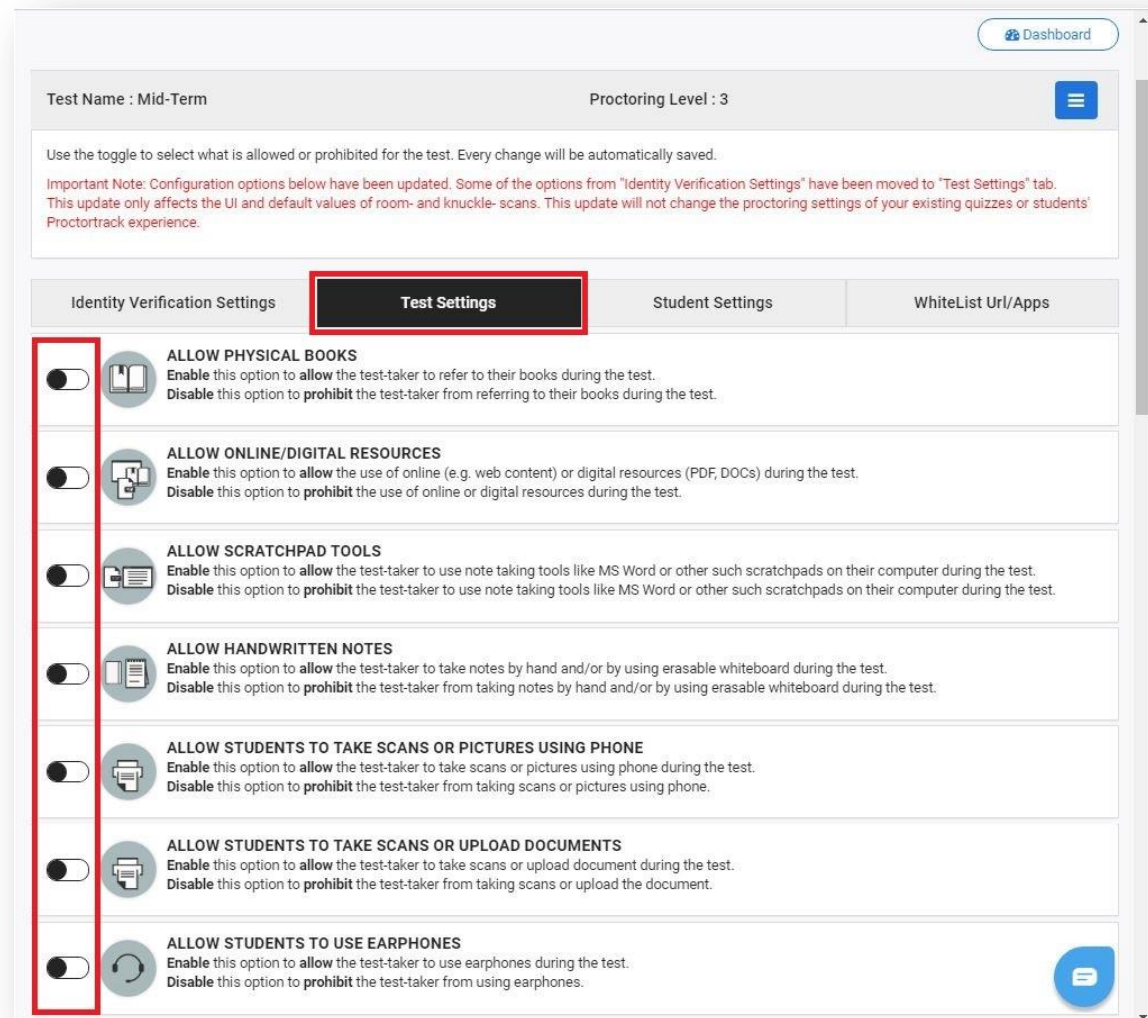
The screenshot displays the Proctortrack web interface, specifically the 'Exceptions' page under 'Manage Configurations'. The page shows settings for a 'Mid-Term' test with a 'Proctoring Level : 3'. A red box highlights the 'Identity Verification Settings' tab, which is active. Below this tab, four settings are listed, each with a toggle switch and a description:

- REQUIRE FACE SCAN**
Enable this option to **ask** a face scan during identity verification.
Disable this option to **opt-out** of the face scan during identity verification.
- REQUIRE PHOTO ID SCAN**
Enable this option to **ask** a photo-ID scan during identity verification.
Disable this option to **opt-out** of the photo-ID scan during identity verification.
- REQUIRE ROOM SCAN**
Enable this option to **require** a room scan during identity verification.
Disable this option to **opt-out** of the room scan during identity verification.
- REQUIRE KNUCKLE SCAN**
Enable this option to **require** a knuckle scan during identity verification.
Disable this option to **opt-out** of the knuckle scan during identity verification.
Knuckle-match is used to increase confidence in the authentication process.

The bottom of the page includes copyright information: Copyright © 2013-2020 Verificient Technologies | US Patent No. 8,926,335, and links to Contact Us, Terms & Conditions, Privacy Policy, FERPA, and Web Accessibility Policy.

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)



Dashboard

Test Name : Mid-Term Proctoring Level : 3

Use the toggle to select what is allowed or prohibited for the test. Every change will be automatically saved.

Important Note: Configuration options below have been updated. Some of the options from "Identity Verification Settings" have been moved to "Test Settings" tab. This update only affects the UI and default values of room- and knuckle- scans. This update will not change the proctoring settings of your existing quizzes or students' Proctortrack experience.

Identity Verification Settings **Test Settings** Student Settings WhiteList Url/Apps

- ☐ **ALLOW PHYSICAL BOOKS**
Enable this option to **allow** the test-taker to refer to their books during the test.
Disable this option to **prohibit** the test-taker from referring to their books during the test.
- ☐ **ALLOW ONLINE/DIGITAL RESOURCES**
Enable this option to **allow** the use of online (e.g. web content) or digital resources (PDF, DOCs) during the test.
Disable this option to **prohibit** the use of online or digital resources during the test.
- ☐ **ALLOW SCRATCHPAD TOOLS**
Enable this option to **allow** the test-taker to use note taking tools like MS Word or other such scratchpads on their computer during the test.
Disable this option to **prohibit** the test-taker to use note taking tools like MS Word or other such scratchpads on their computer during the test.
- ☐ **ALLOW HANDWRITTEN NOTES**
Enable this option to **allow** the test-taker to take notes by hand and/or by using erasable whiteboard during the test.
Disable this option to **prohibit** the test-taker from taking notes by hand and/or by using erasable whiteboard during the test.
- ☐ **ALLOW STUDENTS TO TAKE SCANS OR PICTURES USING PHONE**
Enable this option to **allow** the test-taker to take scans or pictures using phone during the test.
Disable this option to **prohibit** the test-taker from taking scans or pictures using phone.
- ☐ **ALLOW STUDENTS TO TAKE SCANS OR UPLOAD DOCUMENTS**
Enable this option to **allow** the test-taker to take scans or upload document during the test.
Disable this option to **prohibit** the test-taker from taking scans or upload the document.
- ☐ **ALLOW STUDENTS TO USE EARPHONES**
Enable this option to **allow** the test-taker to use earphones during the test.
Disable this option to **prohibit** the test-taker from using earphones.

Image (2)











<input type="checkbox"/>		ALLOW SHORT BREAKS Enable this option to allow short breaks during the test. Disable this option to prohibit the test-taker from taking short breaks during the test.
<input type="checkbox"/>		ALLOW FOOD AND DRINKS Enable this option to allow consuming food and drinks during the test. Disable this option to prohibit the test-taker from consuming food and drinks during the test.
<input checked="" type="checkbox"/>		PROHIBIT COPY/PASTE Enable this option to prohibit use of the copy/paste functions. Disable this option to allow use of the copy/paste functions.
<input checked="" type="checkbox"/>		PROHIBIT PRINT SCREEN Enable this option to prohibit screen captures (capture attempts WILL be flagged as violation). Disable this option to allow screen captures (capture attempts WON'T be flagged as violation).
<input checked="" type="checkbox"/>		PROHIBIT PRINTING Enable this option to prohibit printing (print attempts cannot be stopped but WILL be flagged as violation). Disable this option to allow printing (print attempts WON'T be flagged as violation).
<input checked="" type="checkbox"/>		DESKTOP MONITORING Enable this option to receive a screen-capture report of the test-taker's primary monitor. Disable this option to opt-out of the screen-capture report of the test-taker's primary monitor. <i>Desktop Monitoring provides a detailed visual report of web pages or documents opened during the exam.</i>
<input checked="" type="checkbox"/>		PROHIBIT MULTIPLE MONITORS Enable this option to prohibit the test-taker from using multiple monitors. Disable this option to allow the test-taker to use multiple monitors.
<input type="checkbox"/>		ALLOW PHYSICAL CALCULATOR Enable this option to allow the test-taker to use a physical calculator in their testing environment. Disable this option to prohibit the test-taker from using a physical calculator in their testing environment.
<input type="checkbox"/>		ALLOW SCREEN CALCULATOR Enable this option to allow the test-taker to use screen calculator. Disable this option to prohibit the test-taker to use screen calculator.
<input type="checkbox"/>		MOBILE APP REQUIRED Enable this option to activate the use of Proctortrack Mobile app for Scans. Disable this option to deactivate the use of Proctortrack Mobile app.

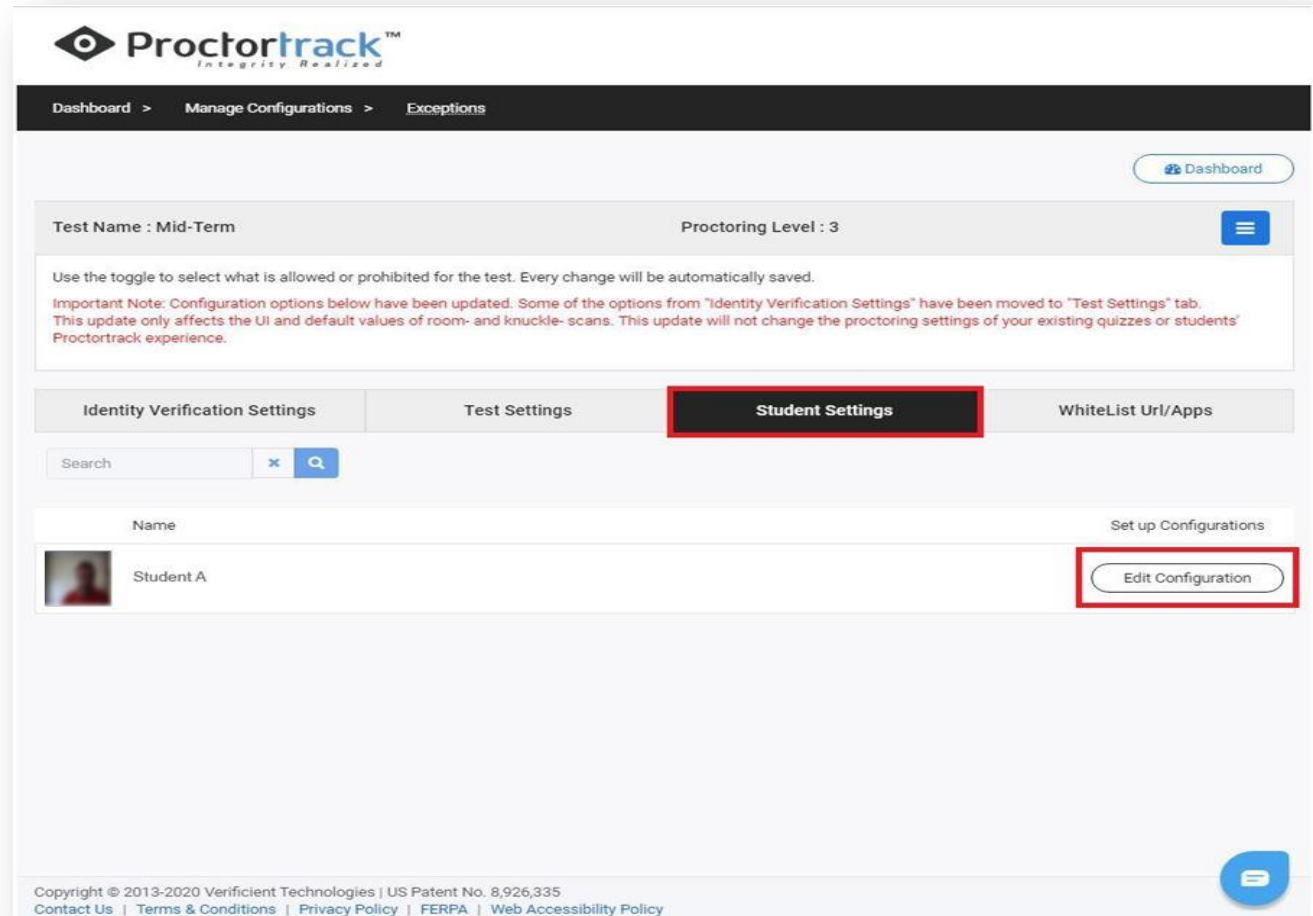
Image (3)



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

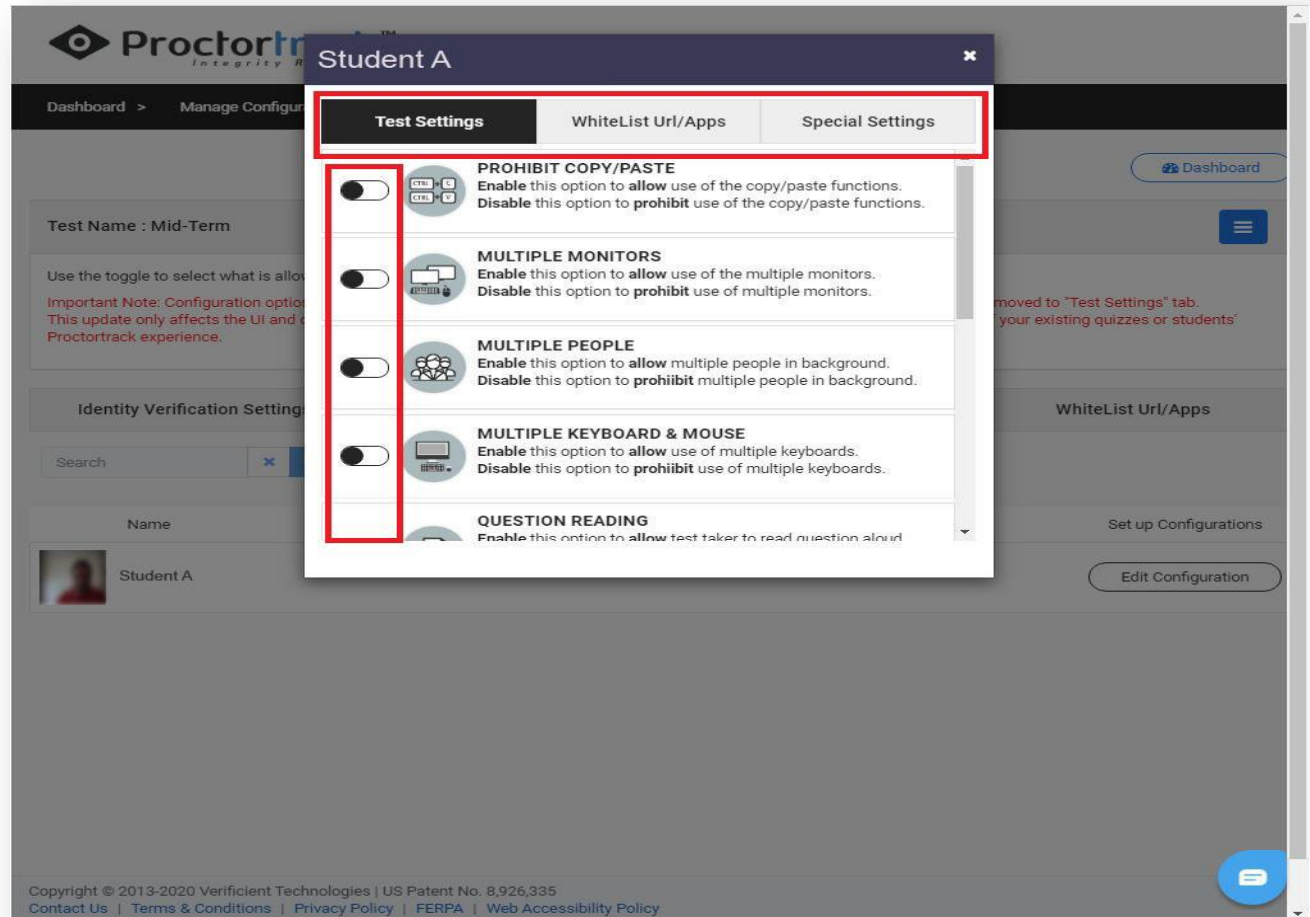
Note: The instructor can only see the student details who have onboarded with Proctortrack.

(Image 1)



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

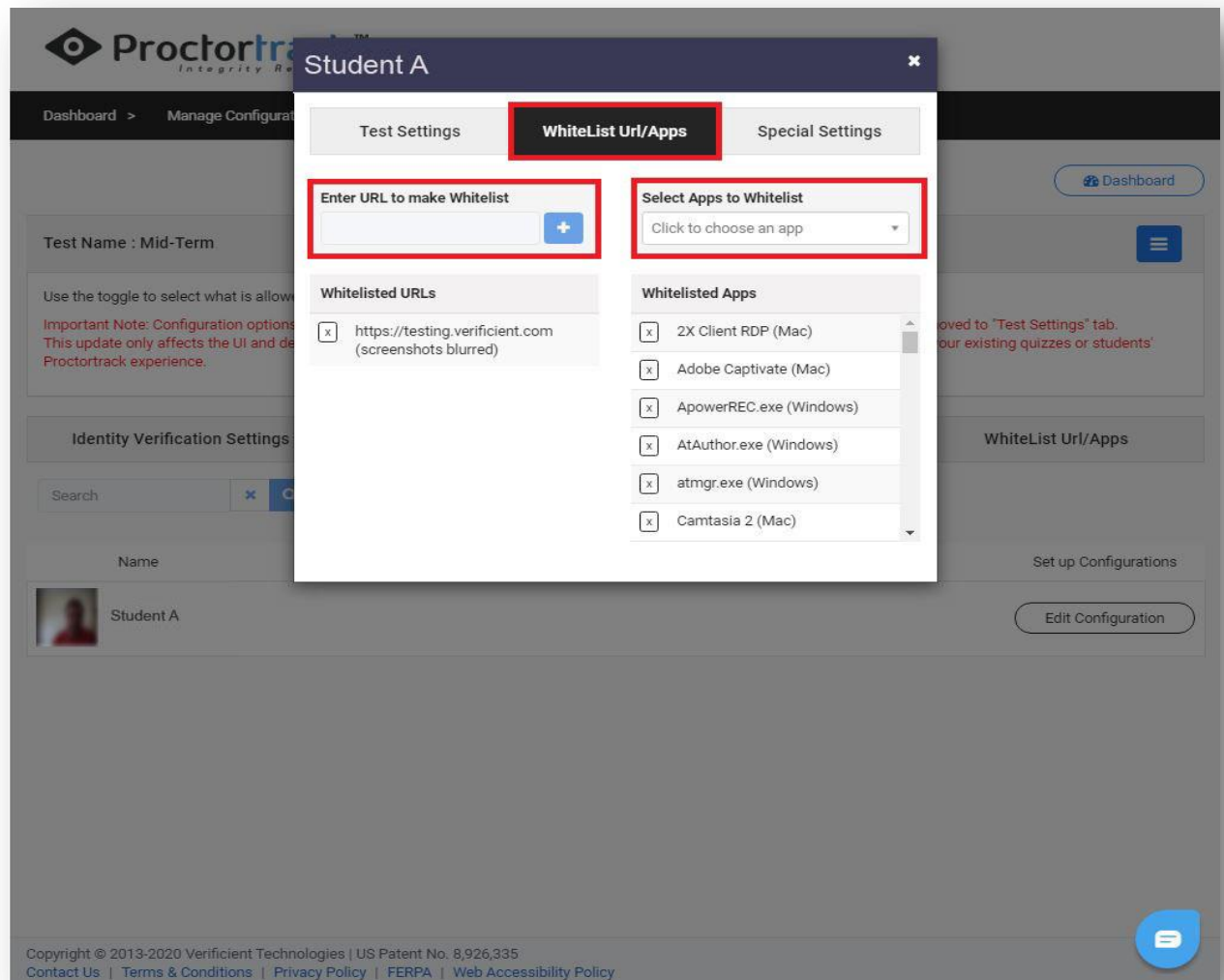
Image (2)



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.

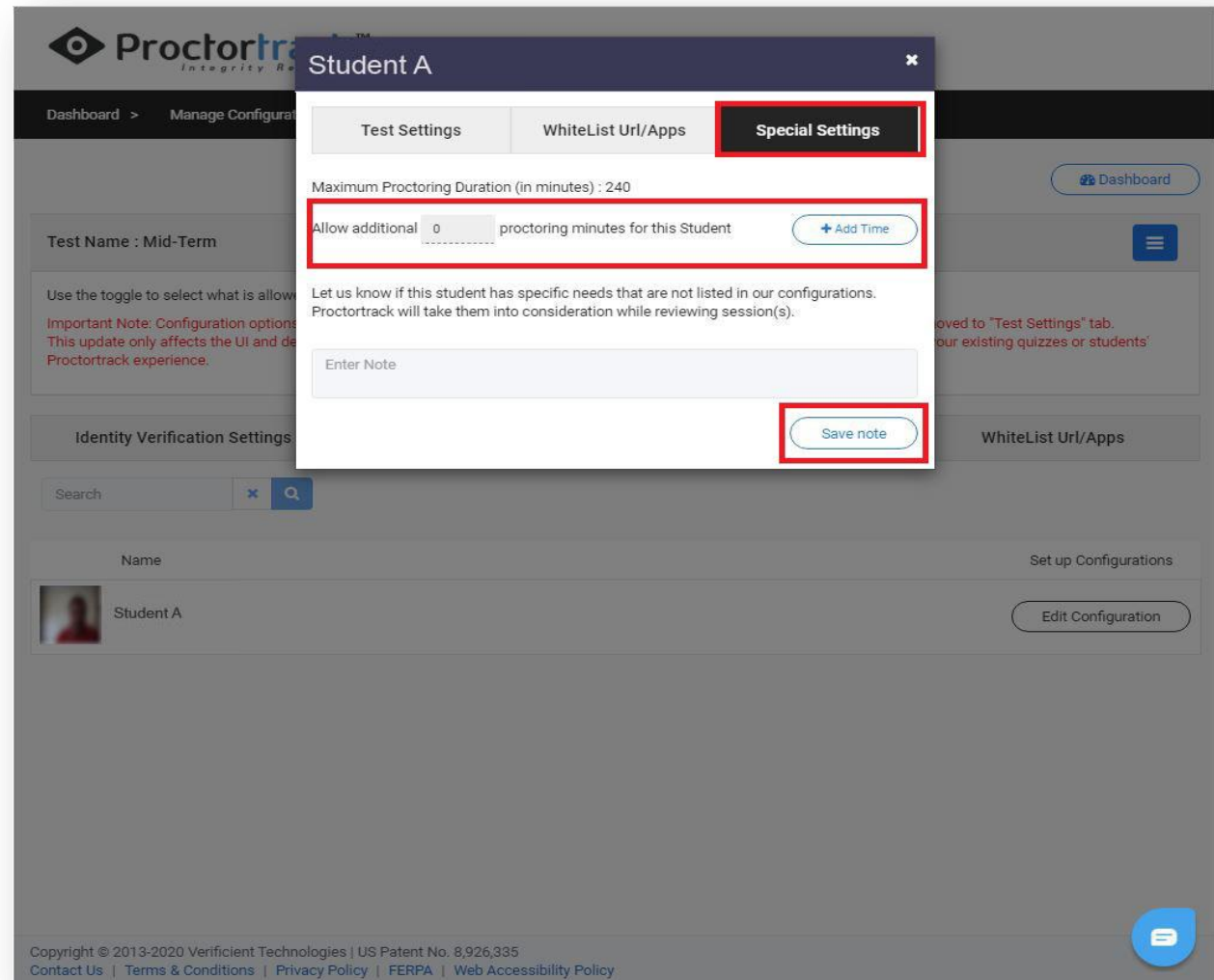
Image (3)



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

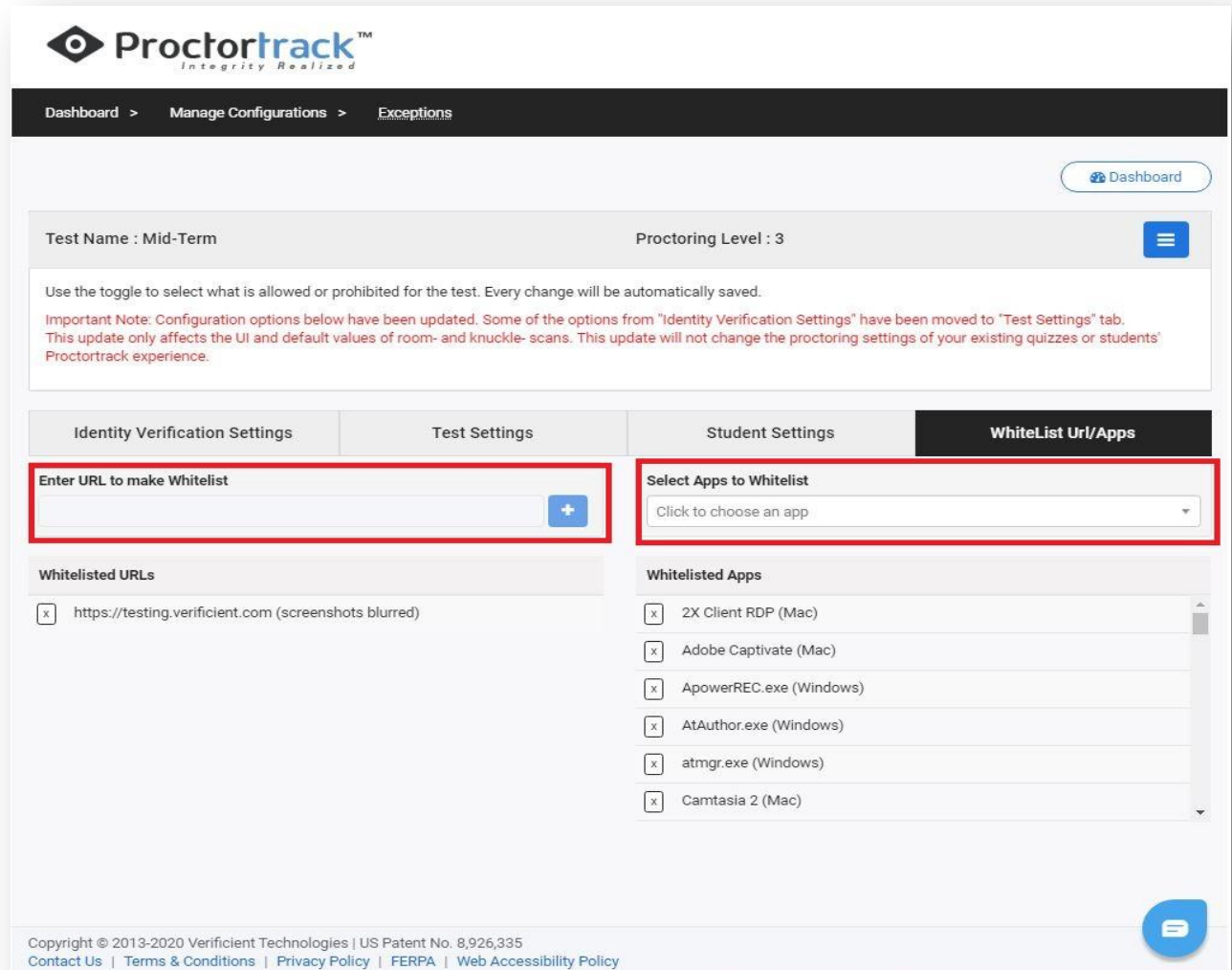
- Type the duration (minutes) in the **blank box** and click on '**Add Time**', add a note and click on **save note** to save the settings.

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.



The screenshot shows the Proctortrack web interface for managing test configurations. The breadcrumb trail is Dashboard > Manage Configurations > Exceptions. The page title is 'Proctortrack™ Integrity Realized'. The current configuration is for 'Test Name : Mid-Term' with 'Proctoring Level : 3'. A note states: 'Use the toggle to select what is allowed or prohibited for the test. Every change will be automatically saved. Important Note: Configuration options below have been updated. Some of the options from "Identity Verification Settings" have been moved to "Test Settings" tab. This update only affects the UI and default values of room- and knuckle- scans. This update will not change the proctoring settings of your existing quizzes or students' Proctortrack experience.

The interface has four tabs: Identity Verification Settings, Test Settings, Student Settings, and **WhiteList Url/Apps**. The 'WhiteList Url/Apps' tab is active and contains two main sections:

- Enter URL to make Whitelist:** A text input field with a blue '+' button to add a new URL.
- Select Apps to Whitelist:** A dropdown menu with the text 'Click to choose an app'.

Below these sections are two lists of whitelisted items:

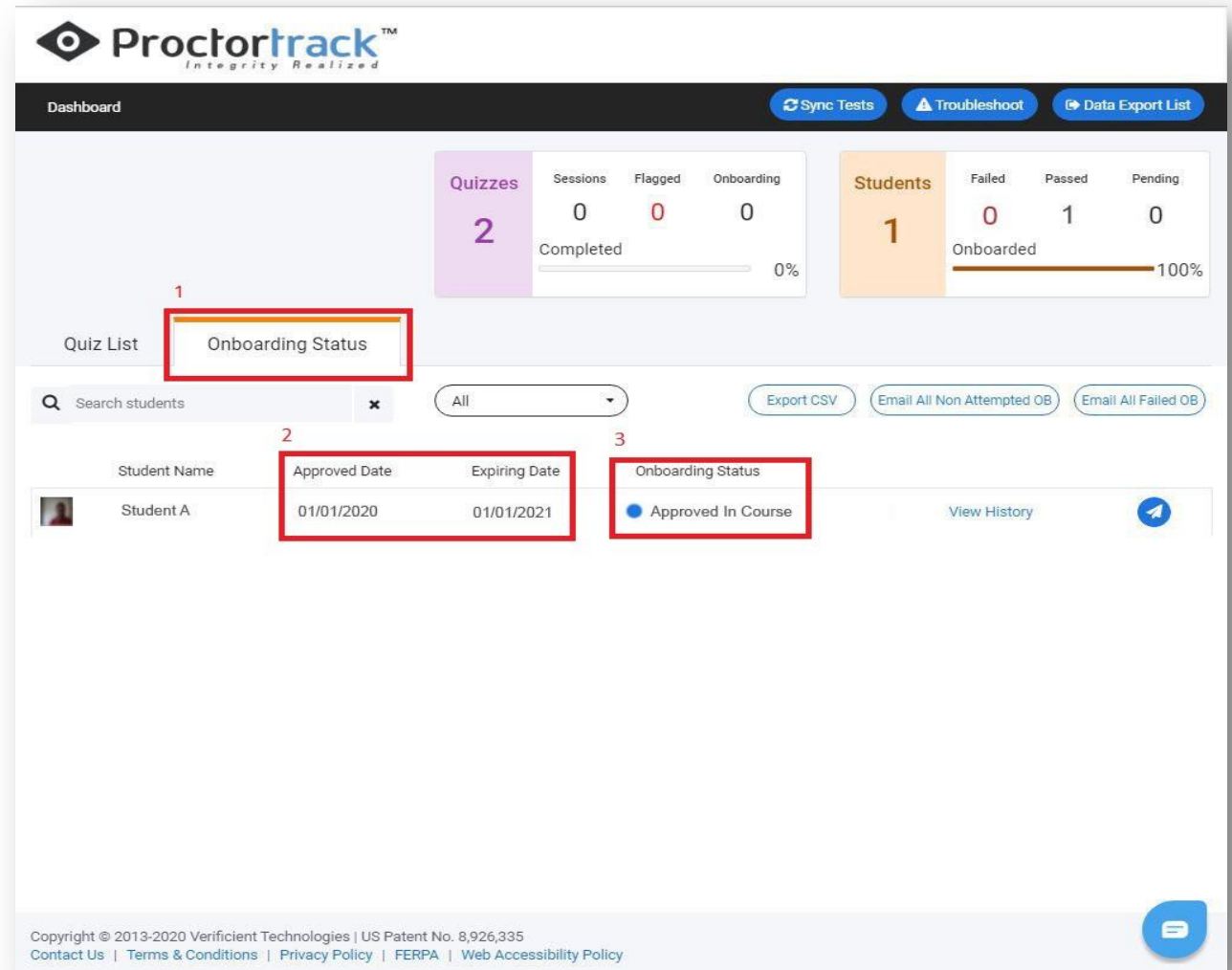
- Whitelisted URLs:** A list with one entry: ☒ https://testing.verificient.com (screenshots blurred).
- Whitelisted Apps:** A list with six entries, each with a checkbox: ☒ 2X Client RDP (Mac), ☒ Adobe Captivate (Mac), ☒ ApowerREC.exe (Windows), ☒ AtAuthor.exe (Windows), ☒ atmgr.exe (Windows), and ☒ Camtasia 2 (Mac).

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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)**.

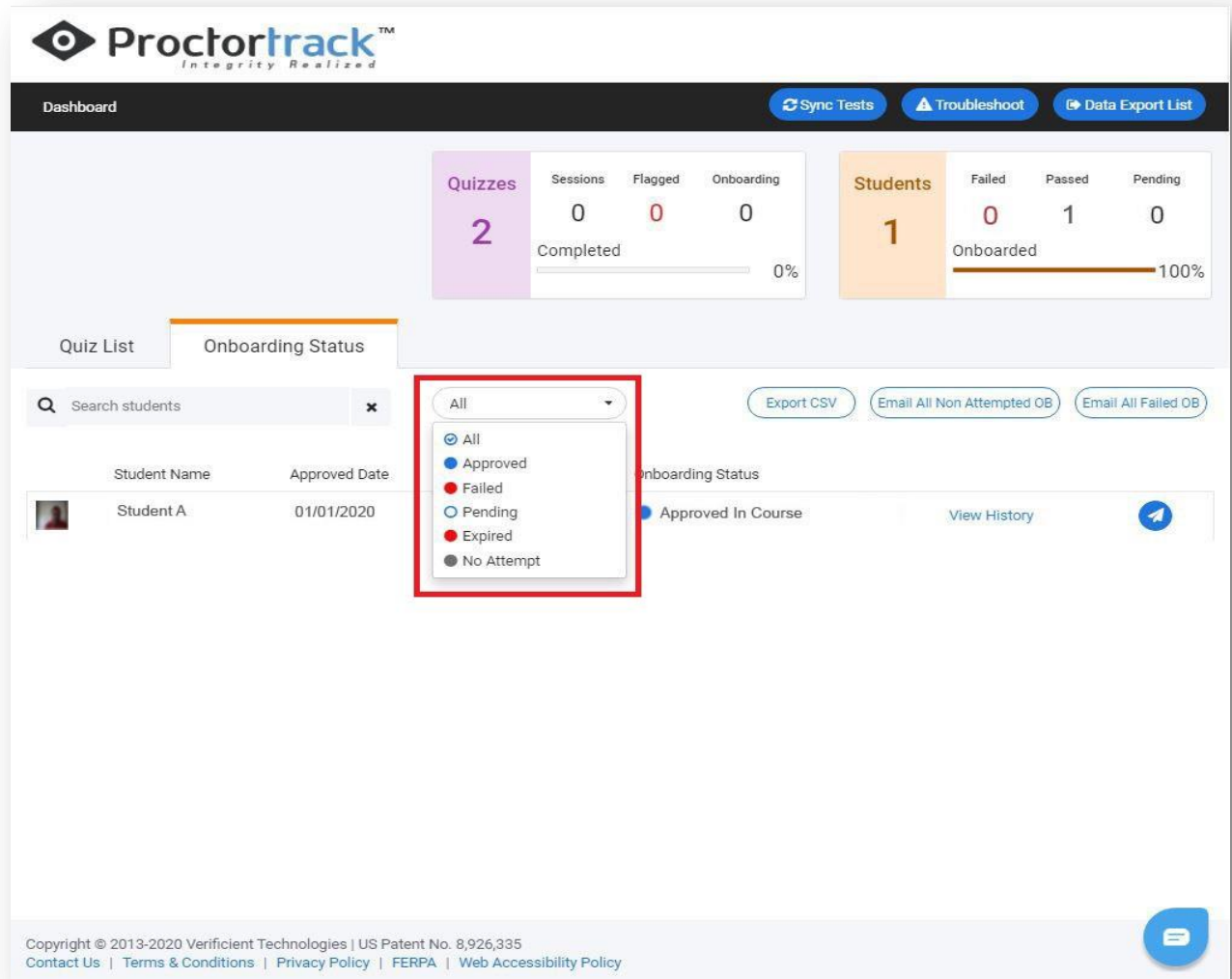


The screenshot displays the Proctortrack dashboard with the 'Onboarding Status' tab selected. The dashboard includes a header with the Proctortrack logo and navigation links for 'Sync Tests', 'Troubleshoot', and 'Data Export List'. The main content area shows a 'Quiz List' with a search bar and a dropdown menu. The 'Onboarding Status' tab is highlighted, showing a table of student onboarding information. The table has columns for 'Student Name', 'Approved Date', 'Expiring Date', and 'Onboarding Status'. A student named 'Student A' is listed with an approved date of 01/01/2020, an expiring date of 01/01/2021, and an onboarding status of 'Approved In Course'. The dashboard also features summary cards for 'Quizzes' and 'Students' with various metrics and progress bars.

Student Name	Approved Date	Expiring Date	Onboarding Status
Student A	01/01/2020	01/01/2021	Approved In Course

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



The screenshot displays the Proctortrack dashboard with the 'Onboarding Status' tab selected. A dropdown menu is open, showing various filters for student status. The dashboard includes summary cards for Quizzes and Students, a search bar, and a table of student records.

Proctortrack™
Integrity Realized

Dashboard [Sync Tests](#) [Troubleshoot](#) [Data Export List](#)


Quizzes
2
Sessions: 0, Flagged: 0, Onboarding: 0
Completed: 0%

Students
1
Failed: 0, Passed: 1, Pending: 0
Onboarded: 100%

Quiz List **Onboarding Status**

Search students

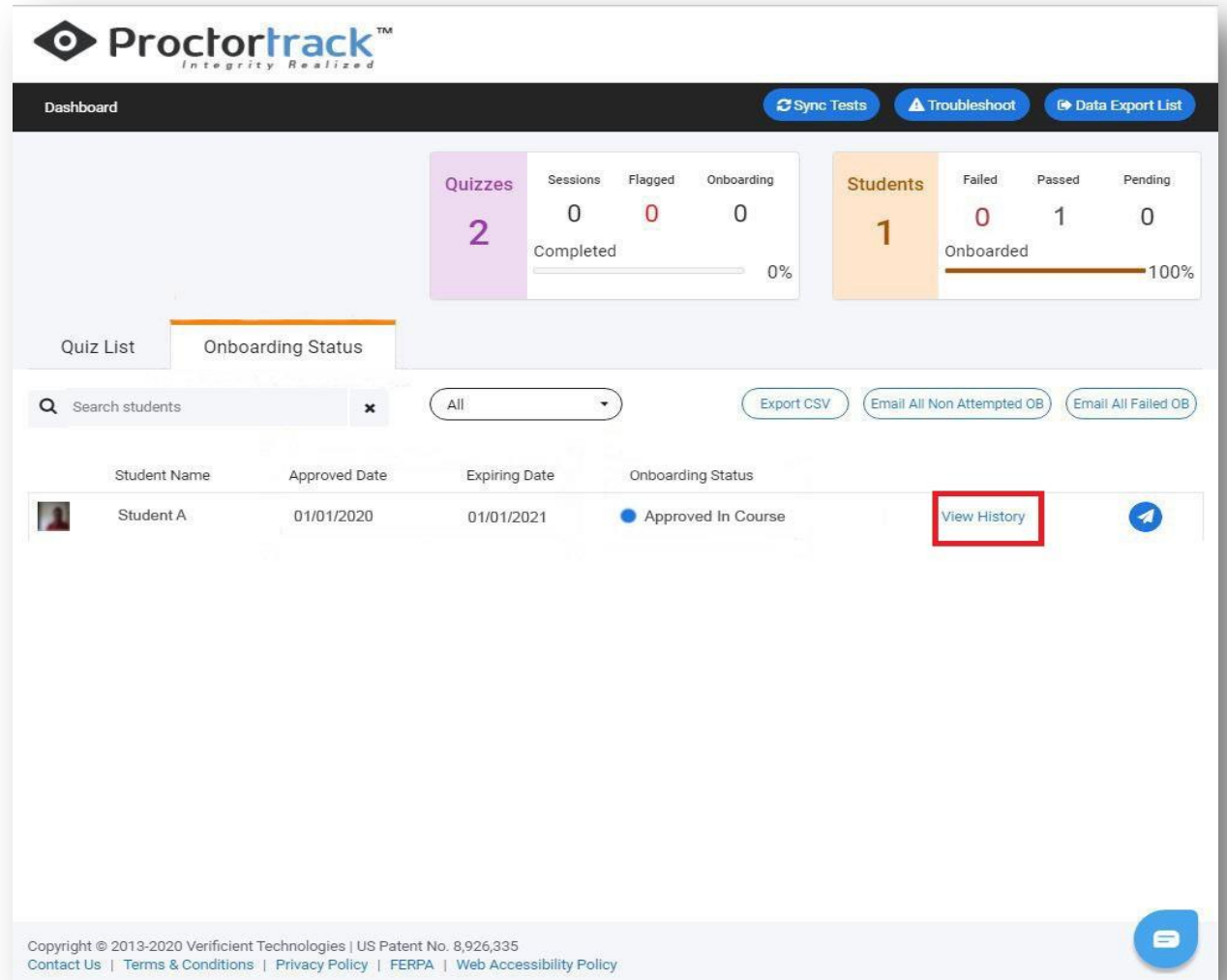
Export CSV Email All Non Attempted OB Email All Failed OB

Student Name	Approved Date	Onboarding Status
 Student A	01/01/2020	Approved In Course View History

Filter dropdown options:
All
Approved
Failed
Pending
Expired
No Attempt

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



The screenshot shows the Proctortrack dashboard with the 'Onboarding Status' tab selected. The dashboard includes a header with the Proctortrack logo and navigation links for Sync Tests, Troubleshoot, and Data Export List. The main content area displays a table of student onboarding status, with a 'View History' button highlighted for 'Student A'.

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Dashboard [Sync Tests](#) [Troubleshoot](#) [Data Export List](#)

Quizzes Sessions: 0, Flagged: 0, Onboarding: 0, Completed: 0%

Students Failed: 0, Passed: 1, Pending: 0, Onboarded: 100%

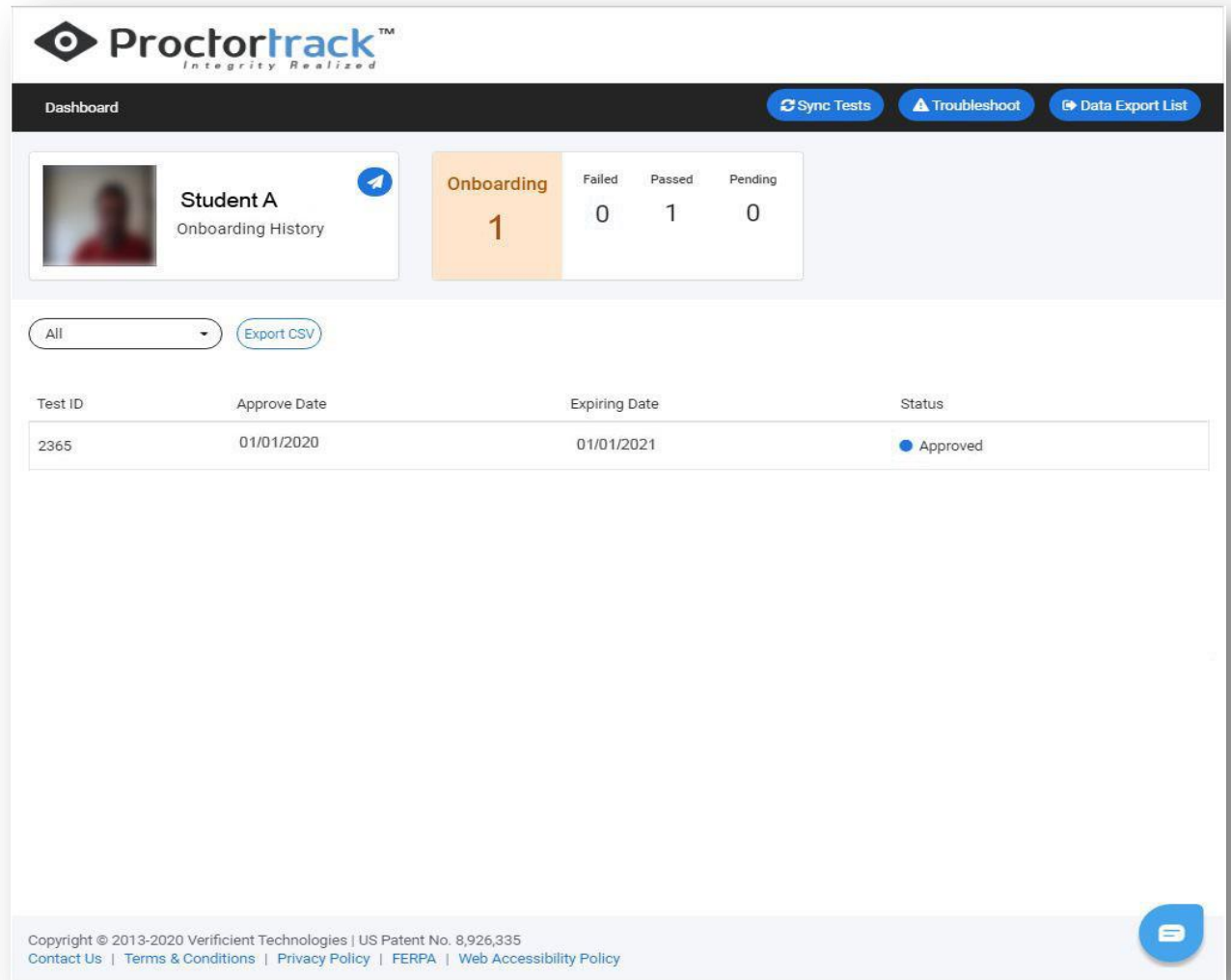
Quiz List **Onboarding Status**

Search students All [Export CSV](#) [Email All Non Attempted OB](#) [Email All Failed OB](#)

Student Name	Approved Date	Expiring Date	Onboarding Status	
 Student A	01/01/2020	01/01/2021	Approved In Course	View History 


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

The screenshot shows the Proctortrack dashboard for 'Student A'. It includes a header with the Proctortrack logo and navigation links for Sync Tests, Troubleshoot, and Data Export List. The main content area displays a student profile, onboarding statistics (Onboarding: 1, Failed: 0, Passed: 1, Pending: 0), and a table of test history. The footer contains copyright information and links to Terms & Conditions, Privacy Policy, FERPA, and Web Accessibility Policy.

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Dashboard [Sync Tests](#) [Troubleshoot](#) [Data Export List](#)

 **Student A** [View History](#)
Onboarding History

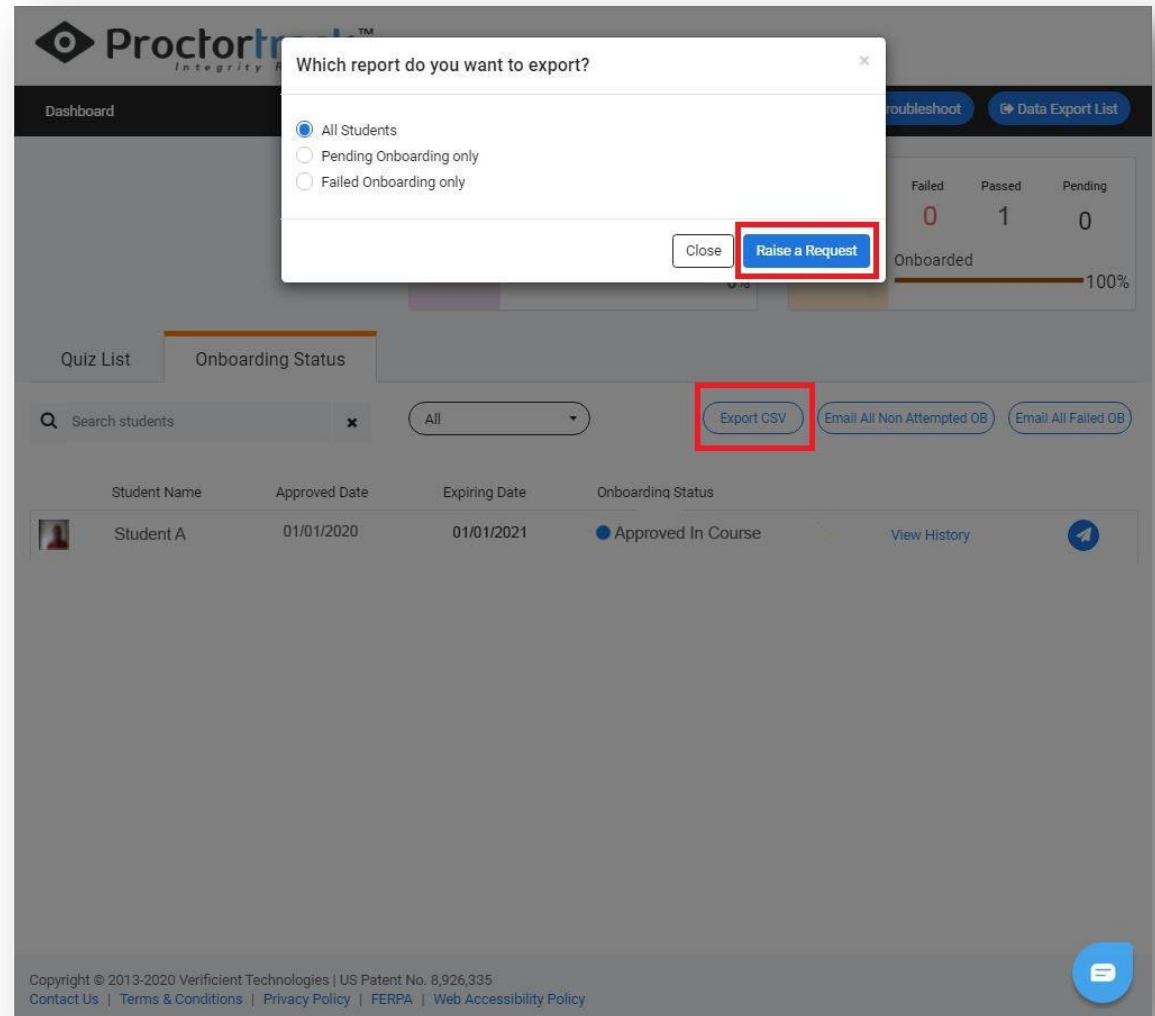
Onboarding	Failed	Passed	Pending
1	0	1	0

[All](#) [Export CSV](#)

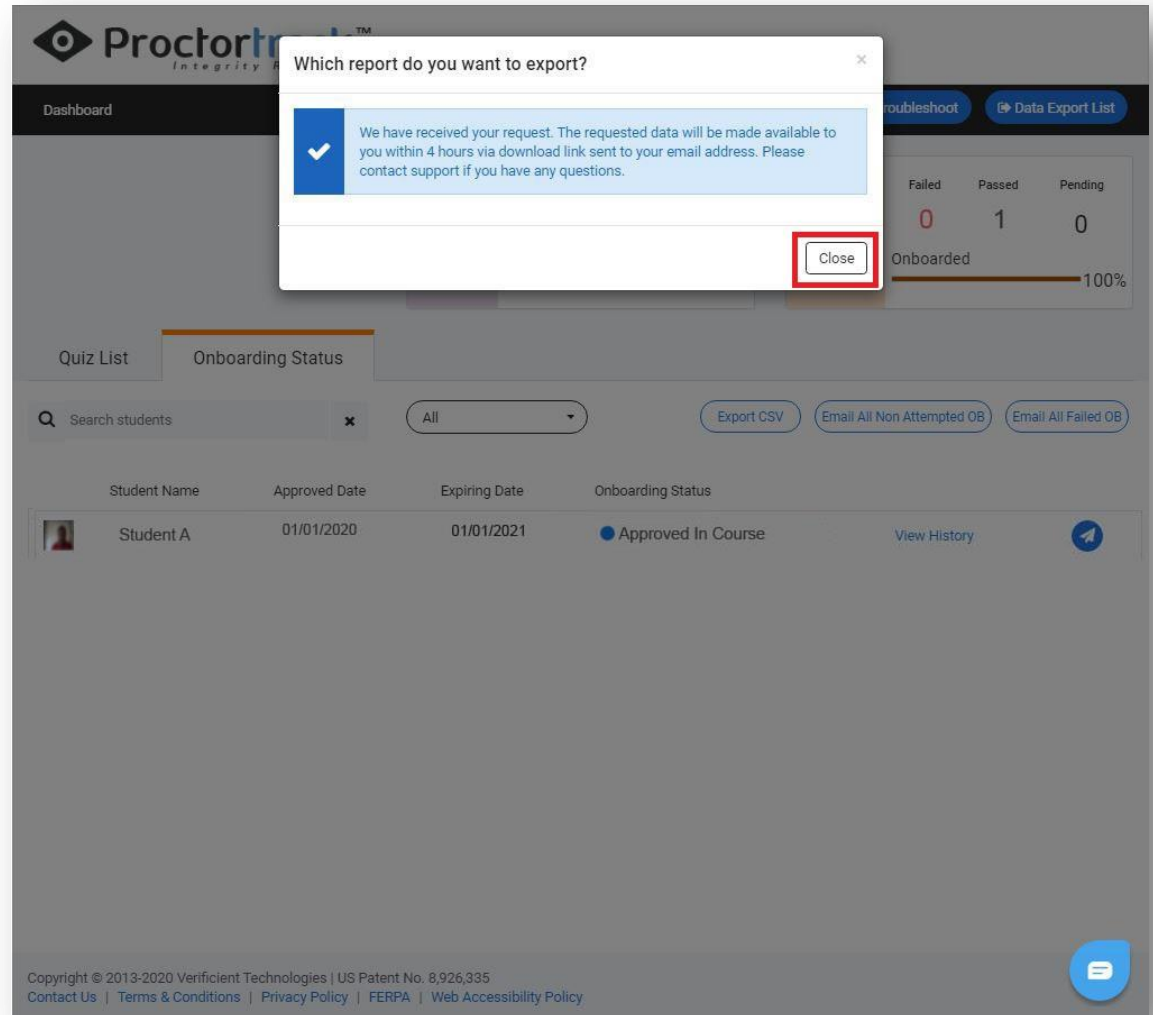
Test ID	Approve Date	Expiring Date	Status
2365	01/01/2020	01/01/2021	● Approved

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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’**.

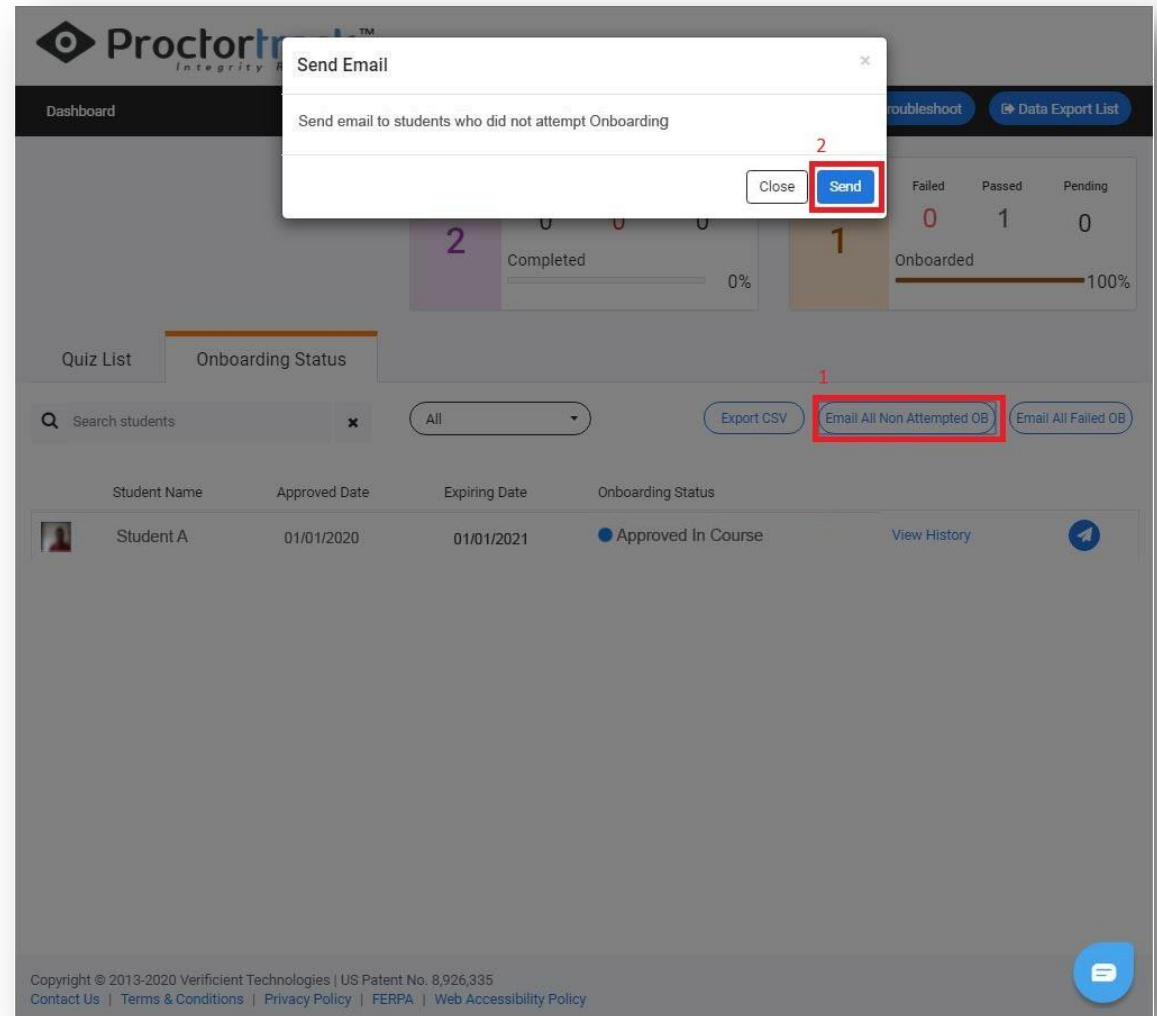


6. You will now get a message confirming that the data will be made available via download link sent to your email.

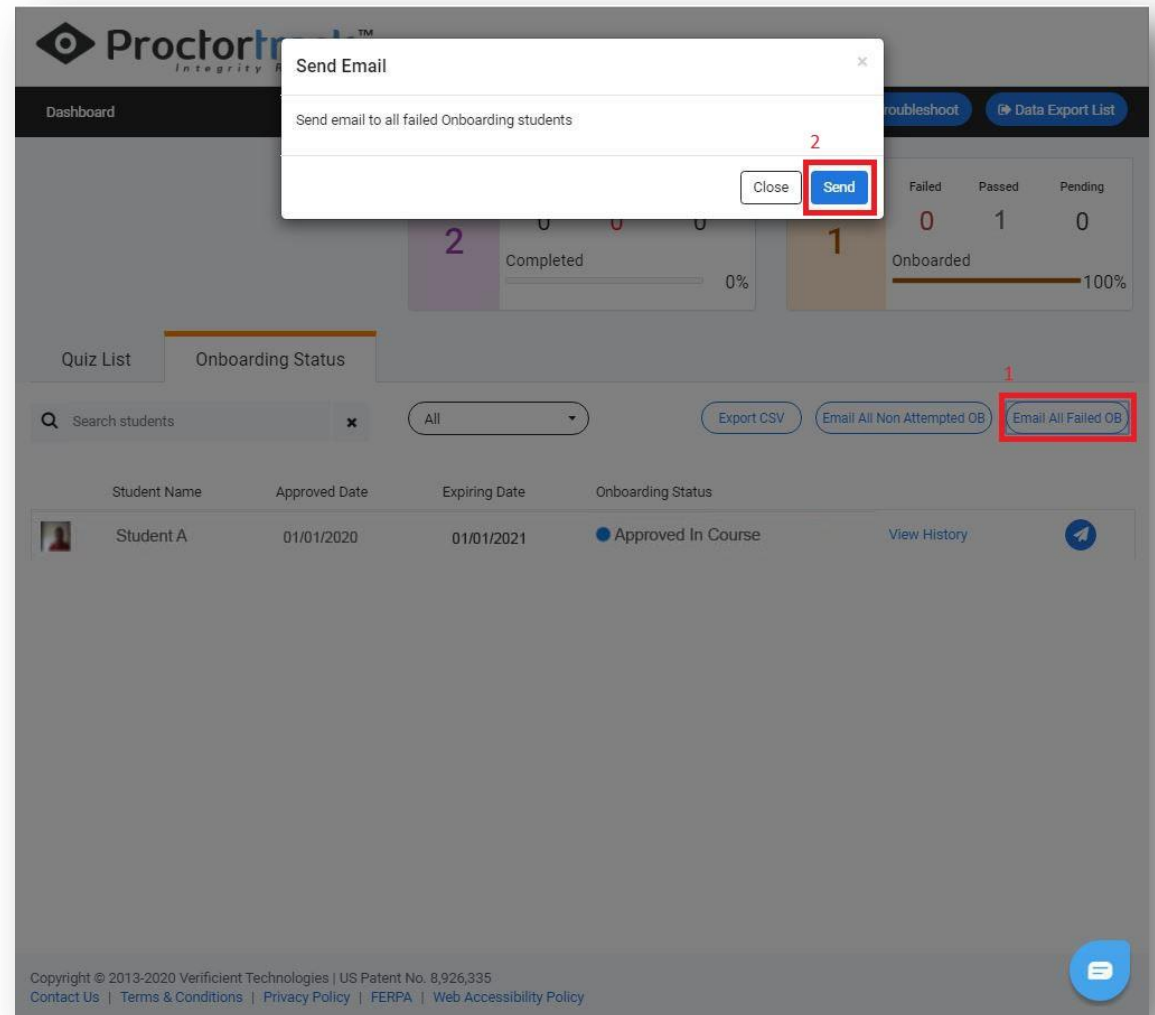
A screenshot of the Proctorio web application interface. A modal window is open in the center, titled "Which report do you want to export?". The modal contains a blue checkmark icon and the text: "We have received your request. The requested data will be made available to you within 4 hours via download link sent to your email address. Please contact support if you have any questions." A "Close" button is located at the bottom right of the modal, highlighted with a red rectangle. The background shows the "Onboarding Status" tab selected. It includes a search bar, a dropdown menu set to "All", and buttons for "Export CSV", "Email All Non Attempted OB", and "Email All Failed OB". Below these is a table with columns: Student Name, Approved Date, Expiring Date, and Onboarding Status. The table has one row for "Student A" with an "Approved In Course" status. To the right of the table is a "View History" link. At the top right, there are buttons for "Troubleshoot" and "Data Export List". A progress bar shows "Onboarded" at 100%. The footer contains copyright information and links to "Contact Us", "Terms & Conditions", "Privacy Policy", "FERPA", and "Web Accessibility Policy".

Student Name	Approved Date	Expiring Date	Onboarding Status
Student A	01/01/2020	01/01/2021	Approved In Course

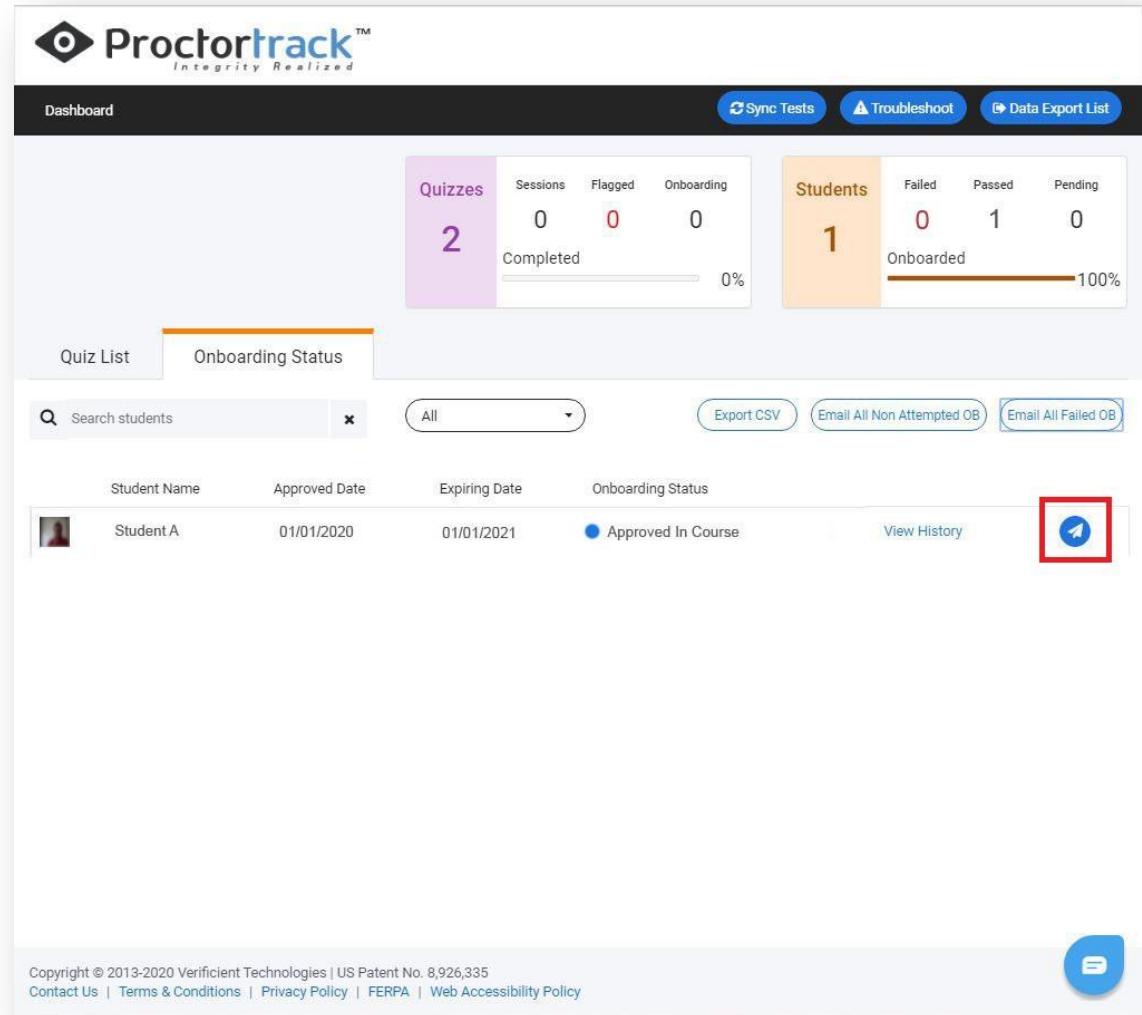
7. Instructors also have an option to email the students who have not attempted the onboarding yet by clicking on the **‘Email All Non Attempted OB’** (1) button and then click **‘Send’** (2).





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.



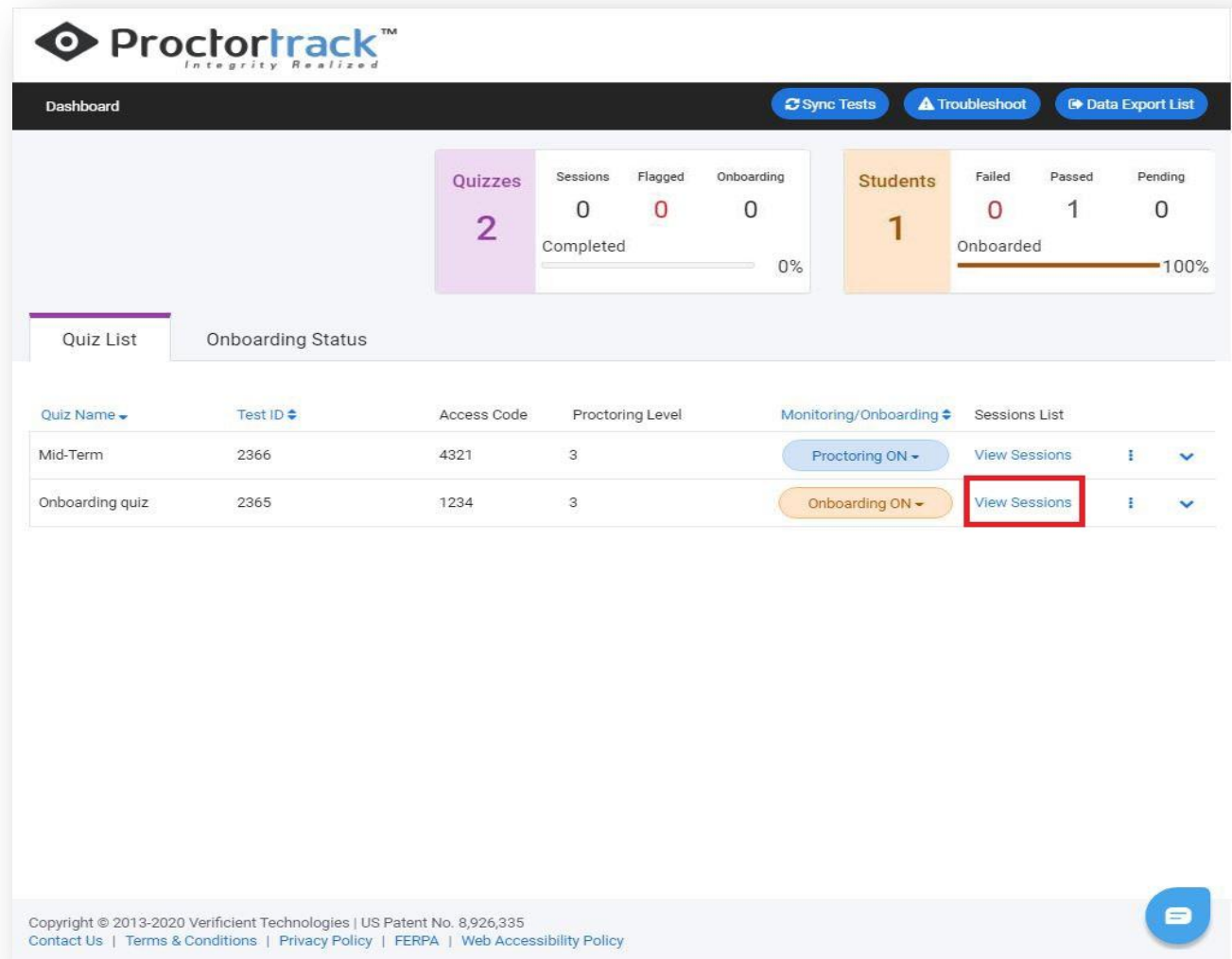
The screenshot shows the Proctortrack dashboard with the 'Onboarding Status' tab selected. The dashboard includes a search bar, a filter dropdown set to 'All', and buttons for 'Export CSV', 'Email All Non Attempted OB', and 'Email All Failed OB'. A table lists student onboarding information, with a red box highlighting an arrow icon in the final column for 'Student A'.

Student Name	Approved Date	Expiring Date	Onboarding Status	
 Student A	01/01/2020	01/01/2021	Approved In Course	View History 

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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.

A screenshot of the Proctortrack dashboard. The header includes the Proctortrack logo and navigation links: Sync Tests, Troubleshoot, and Data Export List. The main content area shows a summary for Quizzes (2) and Students (1). Below this, there are tabs for Quiz List and Onboarding Status. A table lists quizzes with columns for Quiz Name, Test ID, Access Code, Proctoring Level, Monitoring/Onboarding status, and Sessions List. The 'Onboarding quiz' row is highlighted, and its 'View Sessions' link is enclosed in a red box. The footer contains copyright information and links to Terms & Conditions, Privacy Policy, FERPA, and Web Accessibility Policy.

Proctortrack™
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Dashboard [Sync Tests](#) [Troubleshoot](#) [Data Export List](#)

Quizzes 2
Sessions: 0, Flagged: 0, Onboarding: 0
Completed: 0%

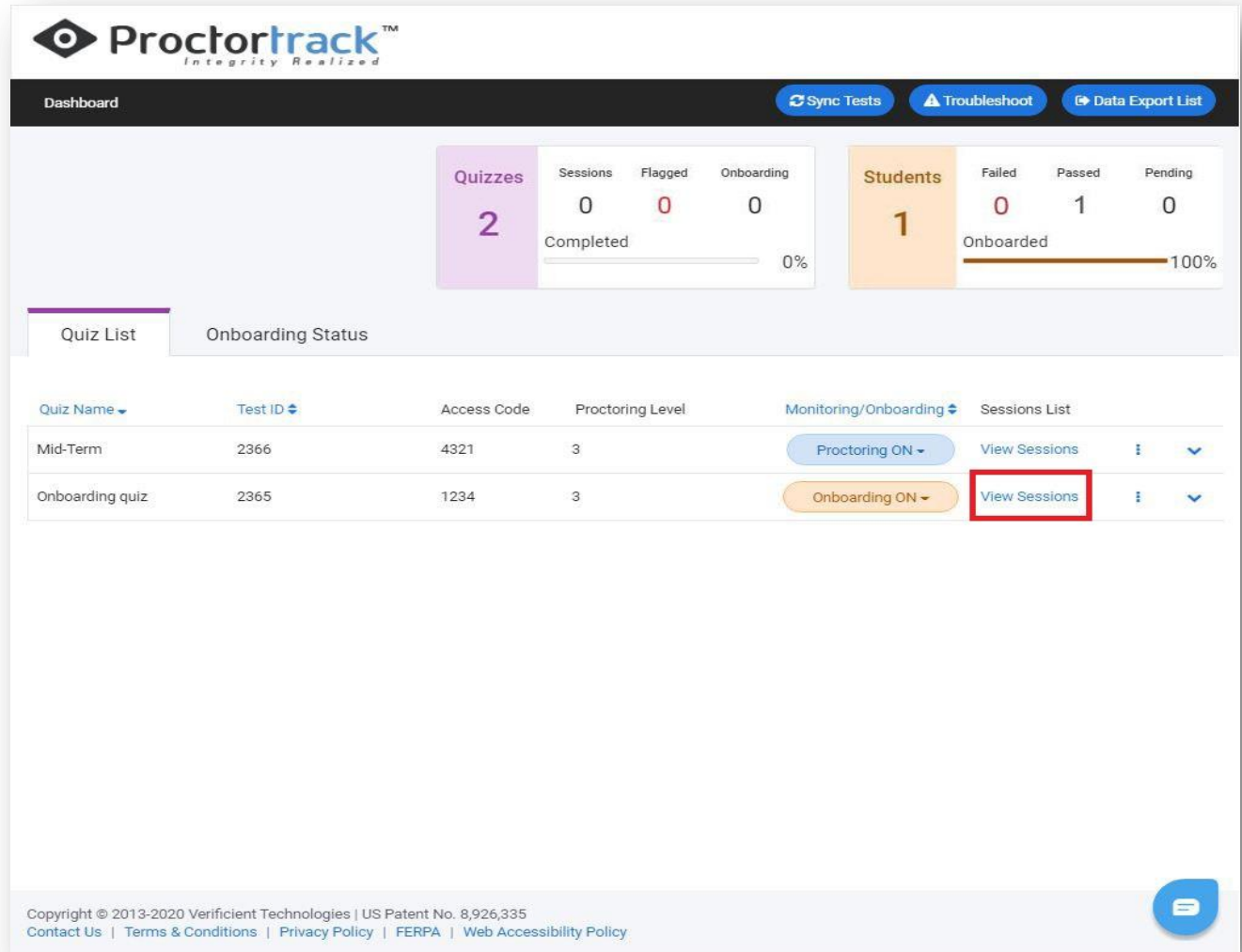
Students 1
Failed: 0, Passed: 1, Pending: 0
Onboarded: 100%

Quiz List | Onboarding Status

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Mid-Term	2366	4321	3	Proctoring ON	View Sessions
Onboarding quiz	2365	1234	3	Onboarding ON	View Sessions

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



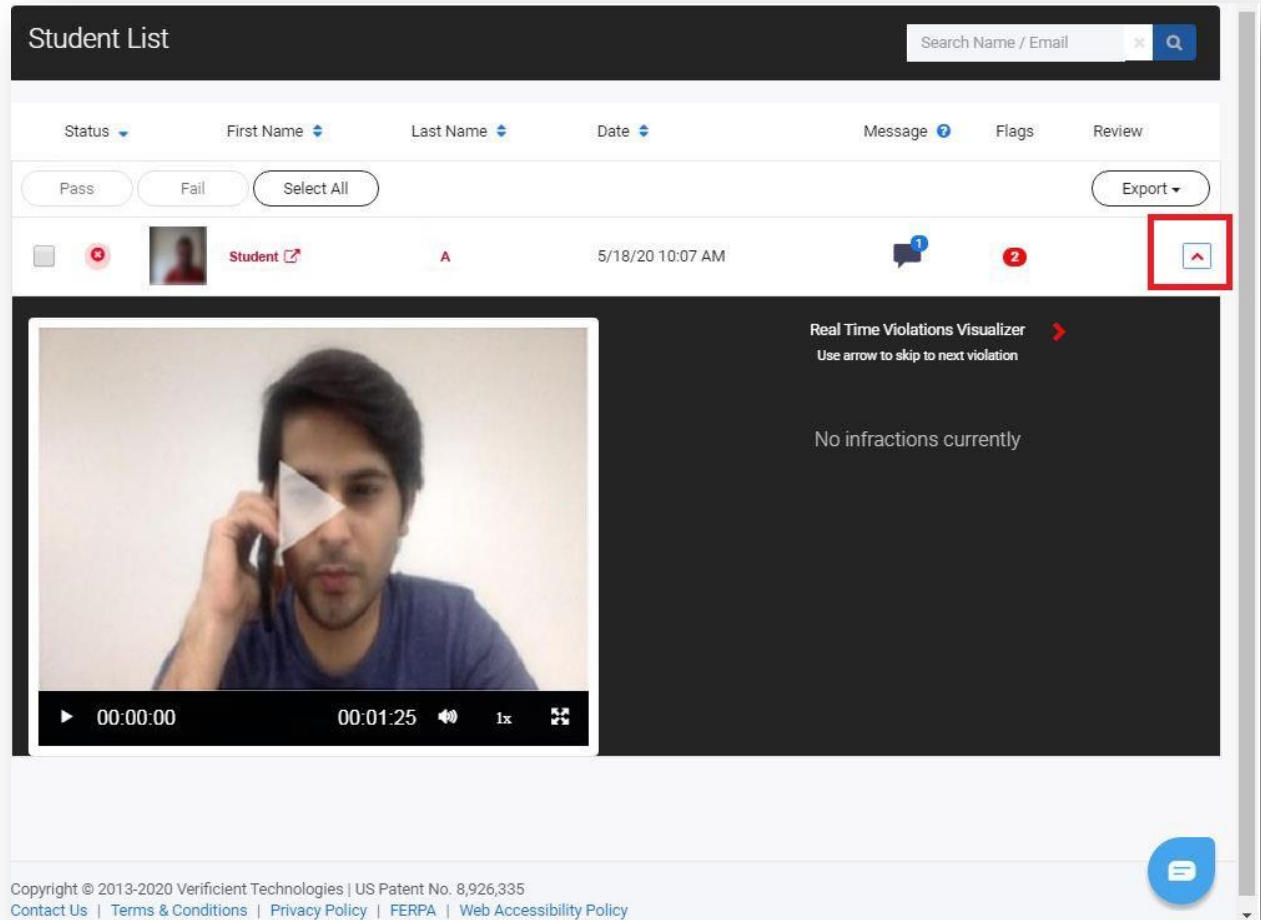
The screenshot shows the Proctortrack dashboard with the following components:

- Header:** Proctortrack logo with the tagline "Integrity Realized". Navigation buttons include "Sync Tests", "Troubleshoot", and "Data Export List".
- Summary Cards:**
 - Quizzes:** 2 quizzes. Sessions: 0, Flagged: 0, Onboarding: 0. Completed progress bar at 0%.
 - Students:** 1 student. Failed: 0, Passed: 1, Pending: 0. Onboarded progress bar at 100%.
- Quiz List / Onboarding Status:**

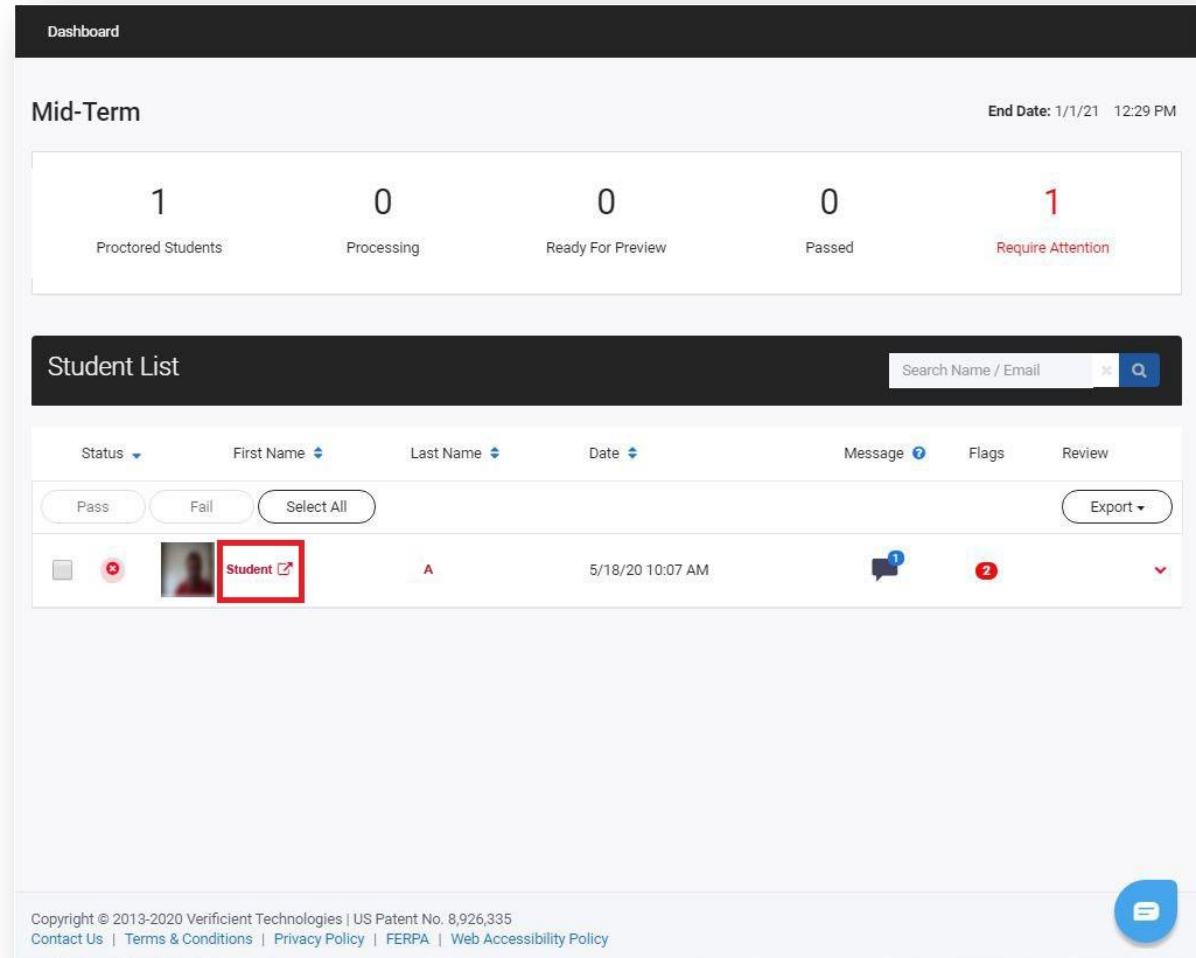
Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Mid-Term	2366	4321	3	Proctoring ON	View Sessions
Onboarding quiz	2365	1234	3	Onboarding ON	View Sessions

The "View Sessions" link for the "Onboarding quiz" is highlighted with a red box. The footer contains copyright information for 2013-2020 Verificient Technologies and links to contact, terms, privacy, FERPA, and accessibility policies.

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.

A screenshot of the 'Student List' web application interface. At the top, there's a search bar labeled 'Search Name / Email'. Below it are columns for 'Status', 'First Name', 'Last Name', 'Date', 'Message', 'Flags', and 'Review'. A row of buttons includes 'Pass', 'Fail', 'Select All', and 'Export'. A red box highlights an upward-pointing arrow icon in the 'Flags' column of the first student row. Below the table, a video player shows a student holding a white card. To the right of the video is a 'Real Time Violations Visualizer' section with the text 'No infractions currently'. The footer contains copyright information and links to 'Contact Us', 'Terms & Conditions', 'Privacy Policy', 'FERPA', and 'Web Accessibility Policy'.

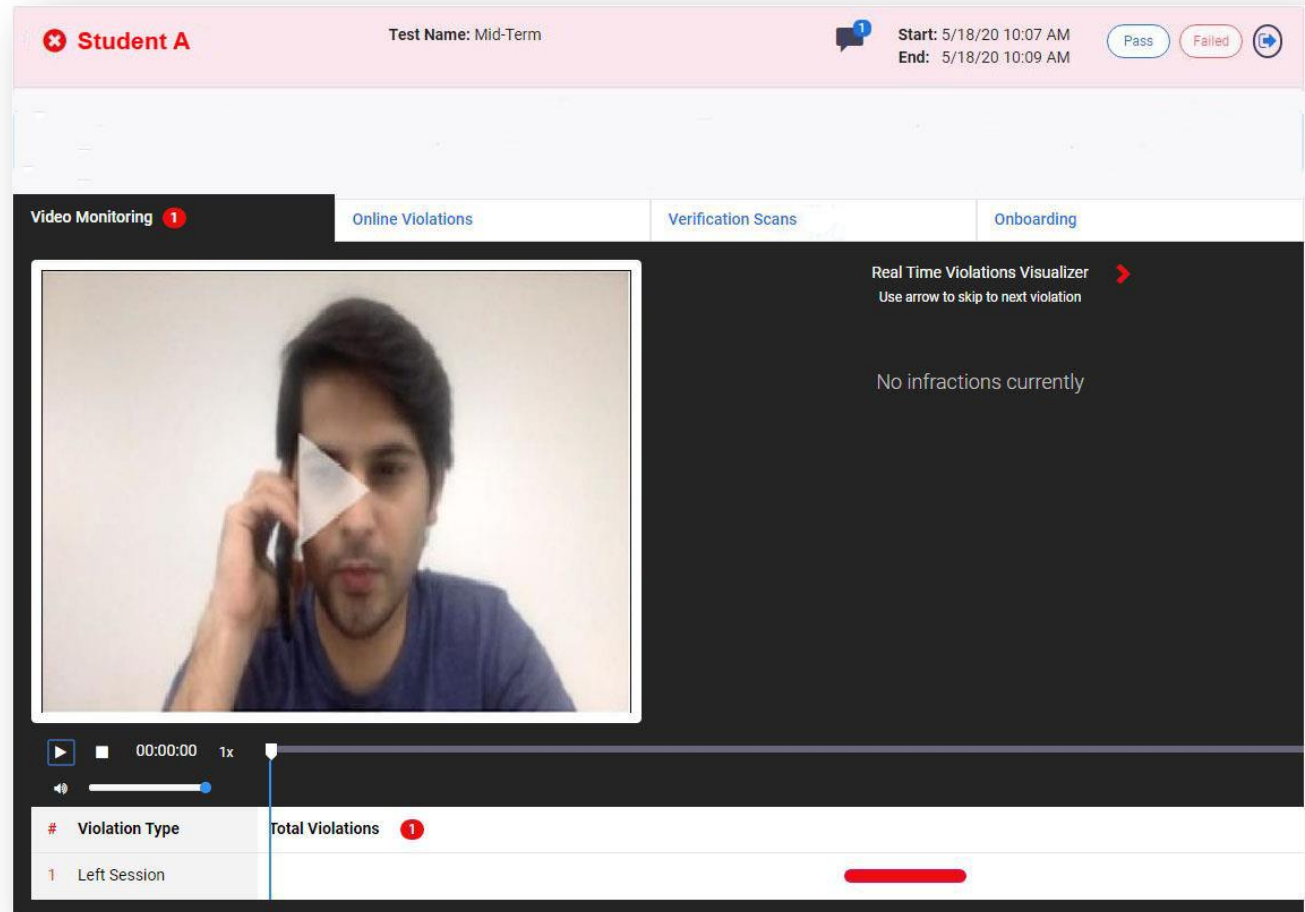
4. For the detailed review, hover your mouse pointer over the student's first name whose session you would like to review and click on the first name to open the session in a new tab.

A screenshot of the Verificient Mid-Term dashboard. The top section shows a summary of student status: 1 Proctored Student, 0 Processing, 0 Ready For Preview, 0 Passed, and 1 Require Attention. Below this is a 'Student List' table with columns for Status, First Name, Last Name, Date, Message, Flags, and Review. The first row shows a student with a red 'X' icon, a profile picture, the name 'Student', a grade 'A', a date '5/18/20 10:07 AM', a message icon with a '1', a flag icon with a '2', and a dropdown arrow. The footer contains copyright information and links to Terms & Conditions, Privacy Policy, FERPA, and Web Accessibility Policy.

Status	First Name	Last Name	Date	Message	Flags	Review
Pass	Student	A	5/18/20 10:07 AM	1	2	

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.

The screenshot shows the Verificient Video Monitoring interface for a student named 'Student A'. The top header includes the student's name, test name 'Mid-Term', start/end times (5/18/20 10:07 AM to 10:09 AM), and 'Pass'/'Failed' buttons. Below the header, there are four tabs: 'Video Monitoring' (active, with a red notification bubble), 'Online Violations', 'Verification Scans', and 'Onboarding'. The main area features a video player showing a student holding a white card to their face. To the right of the video is the 'Real Time Violations Visualizer' with a red arrow and the text 'No infractions currently'. Below the video player is a timeline with a play button, a progress bar at 00:00:00, and a volume icon. At the bottom, a table lists violations: one violation of type 'Left Session'. A red progress bar is visible at the bottom right of the table.

Student A Test Name: Mid-Term Start: 5/18/20 10:07 AM End: 5/18/20 10:09 AM Pass Failed


Video Monitoring **1** Online Violations Verification Scans Onboarding

Real Time Violations Visualizer > Use arrow to skip to next violation

No infractions currently

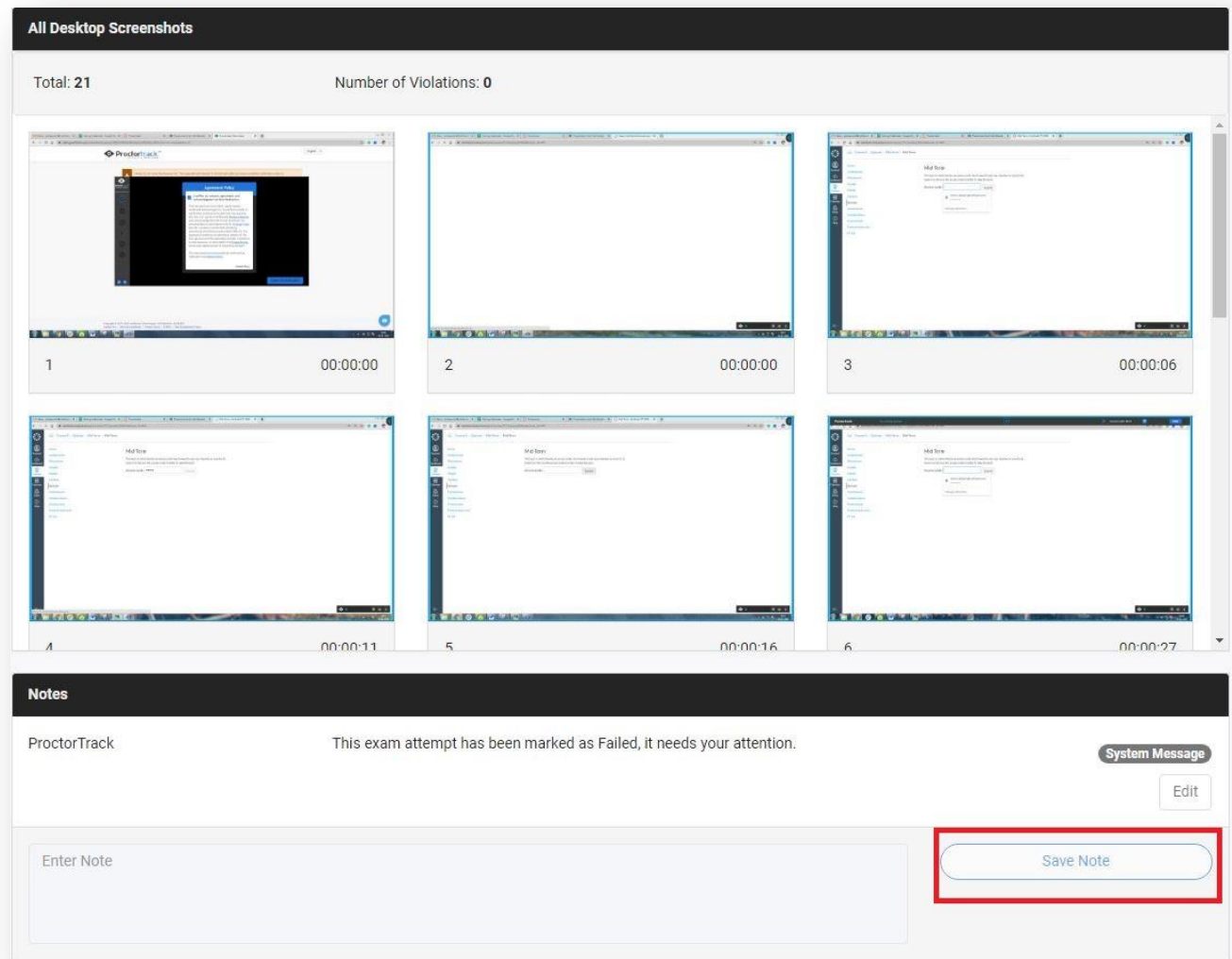
00:00:00 1x

#	Violation Type	Total Violations
1	Left Session	1

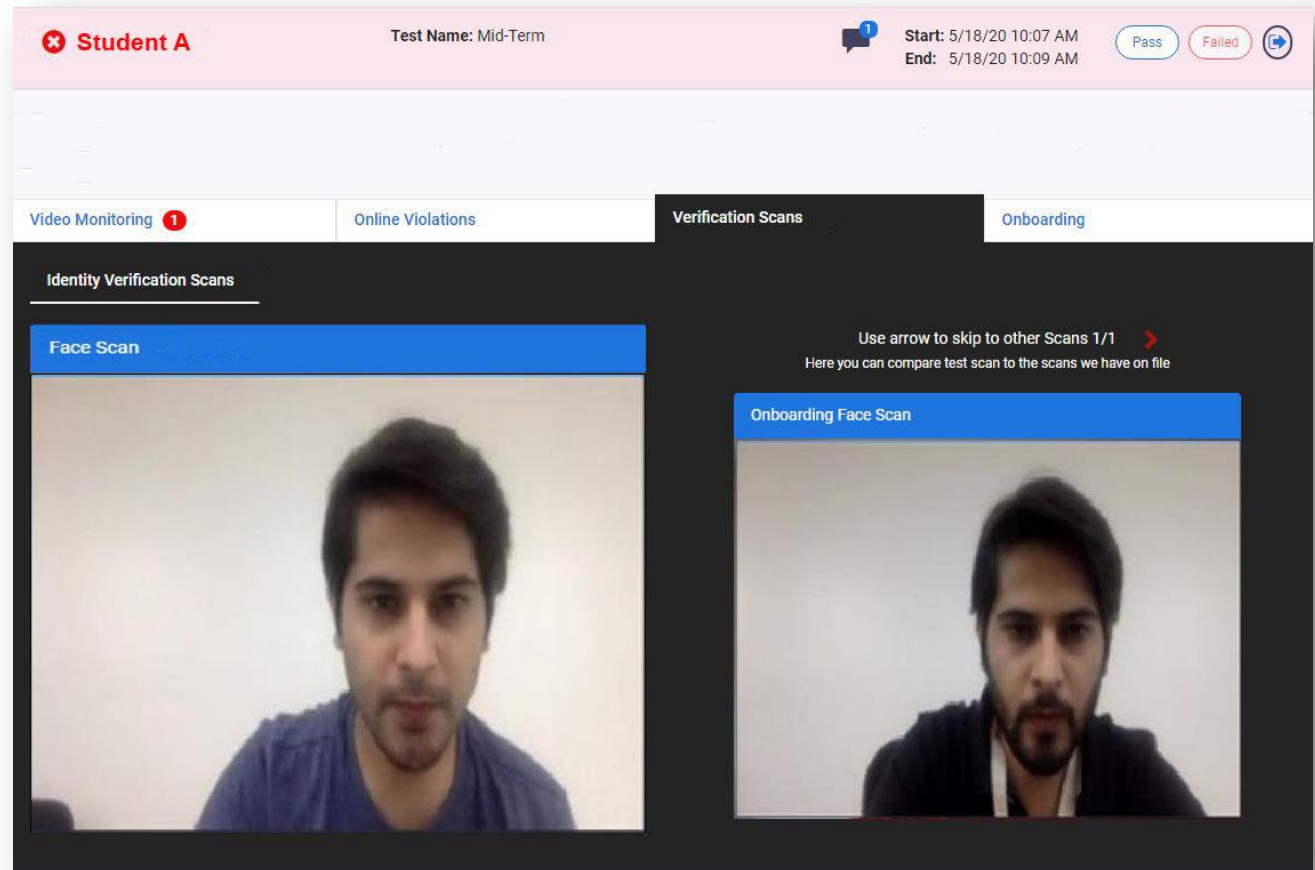
6. Navigate to the “**Online Violations**” tab to view the online aid incidents detected by Proctortrack. You will need use the arrow  to view the snapshots of each of the incidents



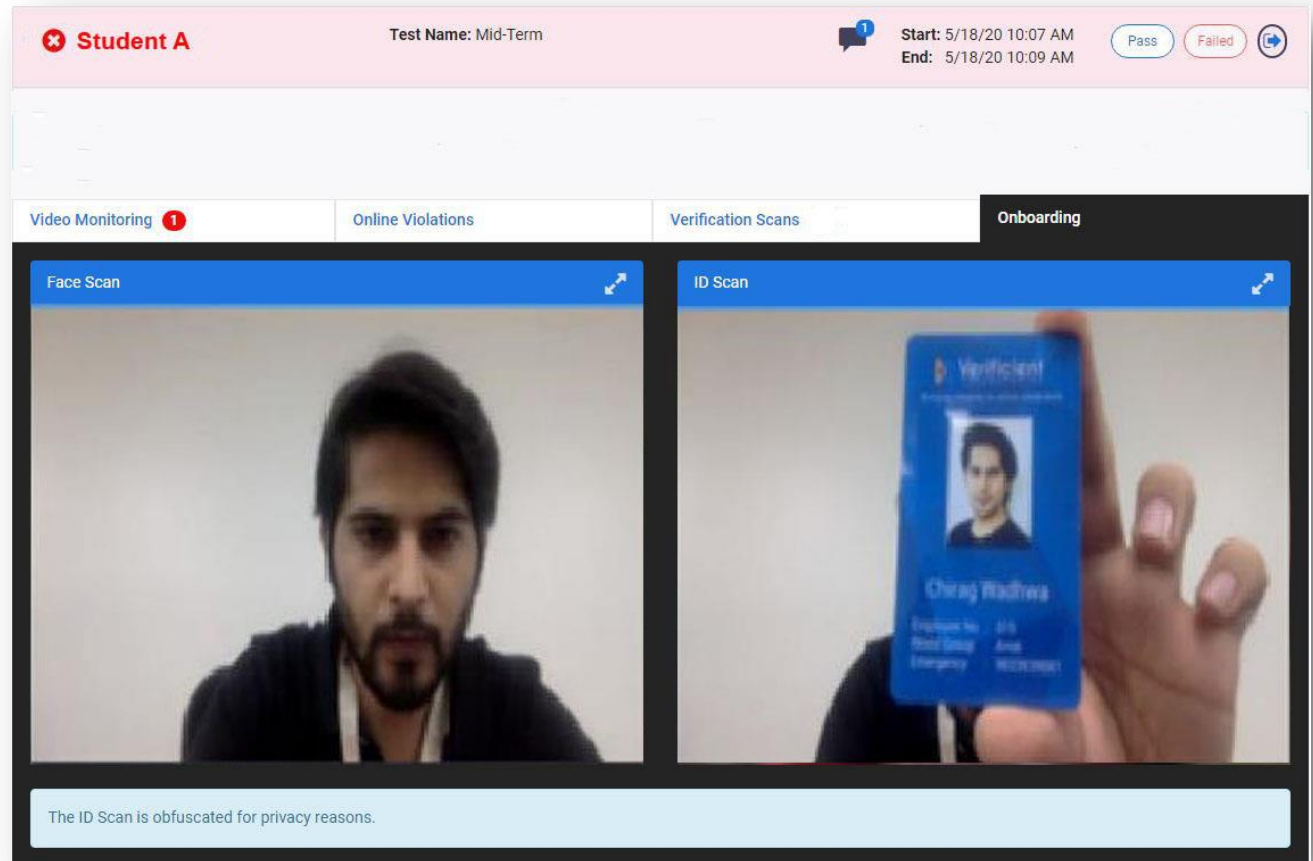
7. Scroll down the “**Online Violations**” tab page to view all the desktop snapshots generated for the exam. You also have the option to add any notes related to the session and click “**Save Note**”.

The screenshot shows a web interface titled 'All Desktop Screenshots'. At the top, it displays 'Total: 21' and 'Number of Violations: 0'. Below this is a grid of six desktop snapshots, each with a number (1-6) and a timestamp. Snapshot 1 shows a ProctorTrack window. Snapshot 2 is blank. Snapshot 3 shows a 'Mid flow' window. Snapshot 4 shows a 'Mid flow' window. Snapshot 5 shows a 'Mid flow' window. Snapshot 6 shows a 'Mid flow' window. Below the grid is a 'Notes' section. It contains a 'ProctorTrack' label, a message 'This exam attempt has been marked as Failed, it needs your attention.', a 'System Message' button, an 'Edit' button, a text input field labeled 'Enter Note', and a 'Save Note' button which is highlighted with a red rectangle.

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.

The screenshot shows the Verificient web interface. At the top, a pink header bar contains the text 'Student A' with a red 'x' icon, 'Test Name: Mid-Term', and a chat icon. To the right of the header, it shows the start and end times: 'Start: 5/18/20 10:07 AM' and 'End: 5/18/20 10:09 AM', along with 'Pass' and 'Failed' buttons. Below the header is a navigation bar with four tabs: 'Video Monitoring' (with a red notification badge), 'Online Violations', 'Verification Scans', and 'Onboarding' (which is currently selected). The main content area is split into two panels. The left panel, titled 'Face Scan', shows a live video feed of a man with dark hair and a beard. The right panel, titled 'ID Scan', shows a hand holding a blue Verificient ID card. The card displays the man's photo, name 'Chirag Wadhwa', and other details. At the bottom of the interface, a light blue banner contains the text: 'The ID Scan is obfuscated for privacy reasons.'

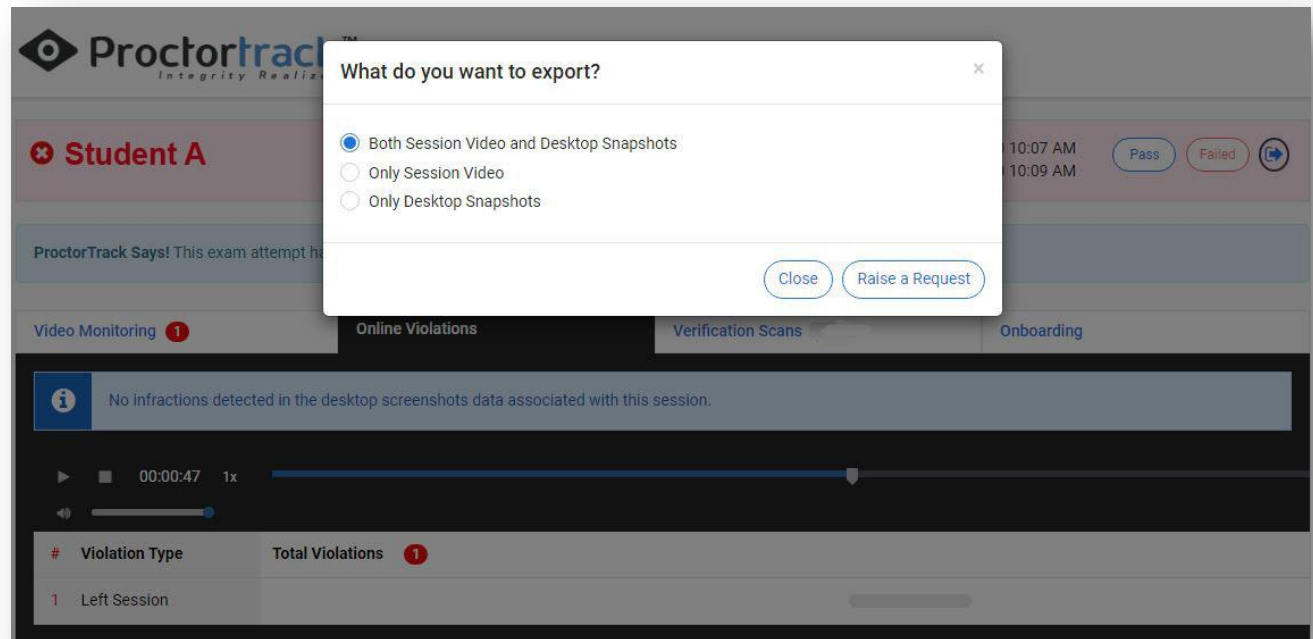
10(a). Finally, you can override the proctoring results by clicking “**Pass**” or “**Fail**” on the top right



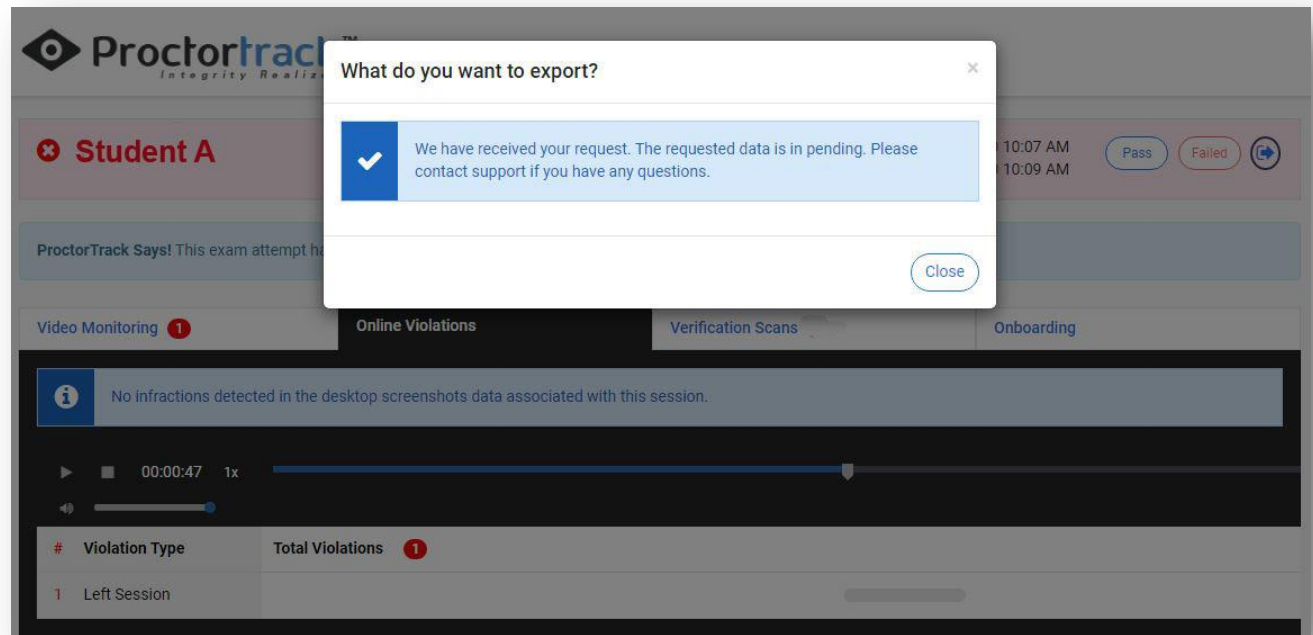
10(b). You can also export data for the session by clicking on the [↗] icon next to the “Failed” button.

✖ Student A	Test Name: Mid-Term		Start: 5/18/20 10:07 AM End: 5/18/20 10:09 AM	Pass	Failed	
-------------	---------------------	---	--	------	--------	---

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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Need help? Let's Chat!



We can't wait to talk to you. But first, please take a couple of moments to tell us a bit about yourself.

Institution *

Name *

Email *

Phone *

Start Chat

Thank You.