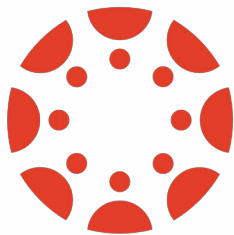


TEST-TAKER WALKTHROUGH

# HOW IT WORKS



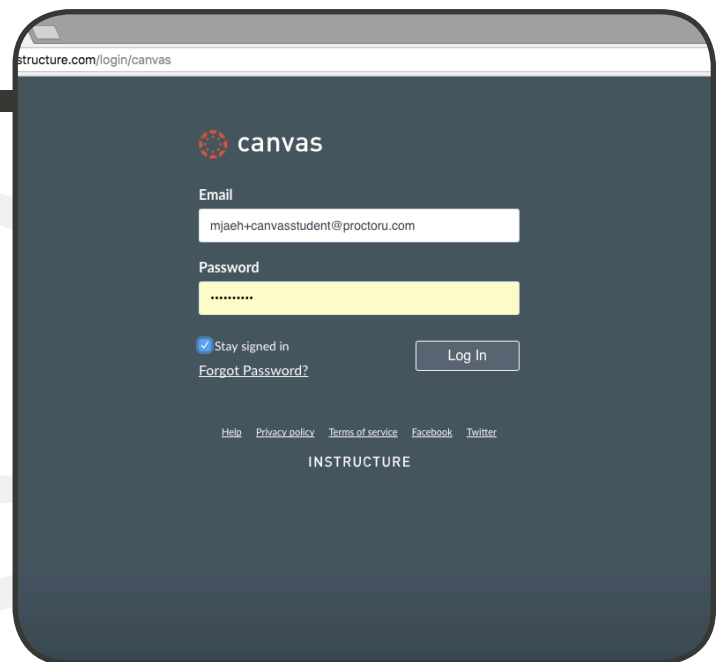
canvas

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>

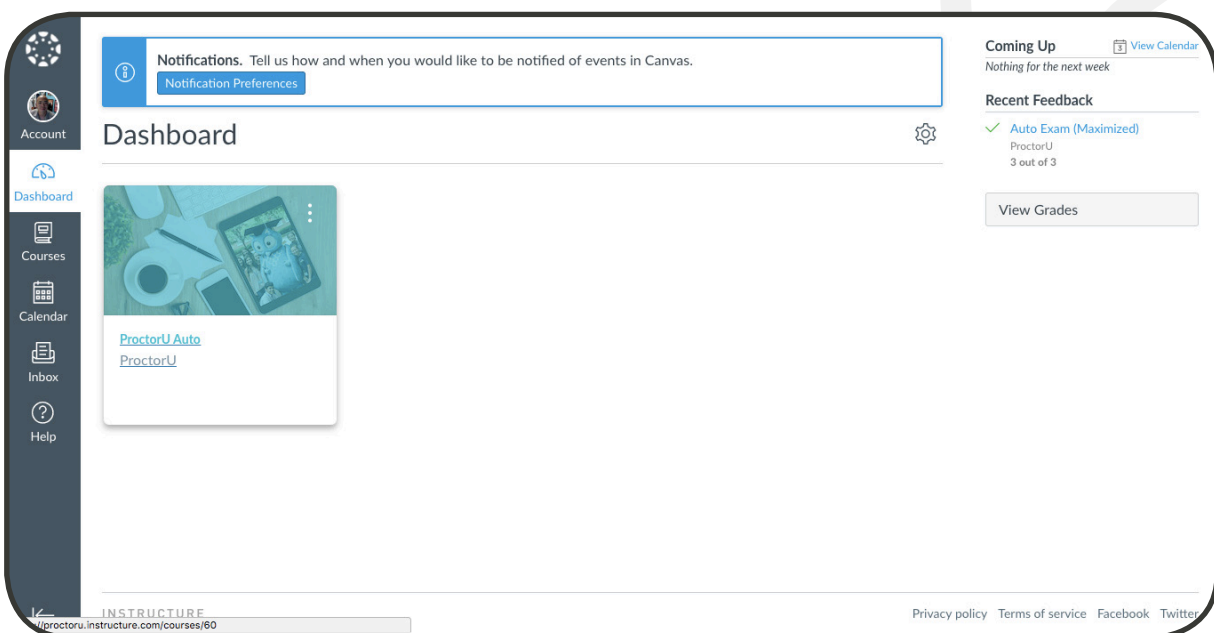
## ① SIGN INTO CANVAS

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

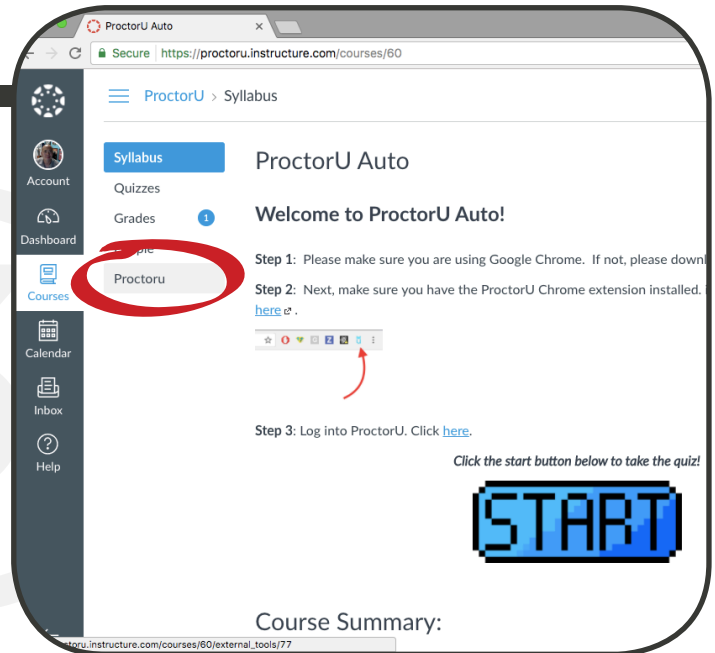
Navigate to the course where you are going to take your exam within Canvas.





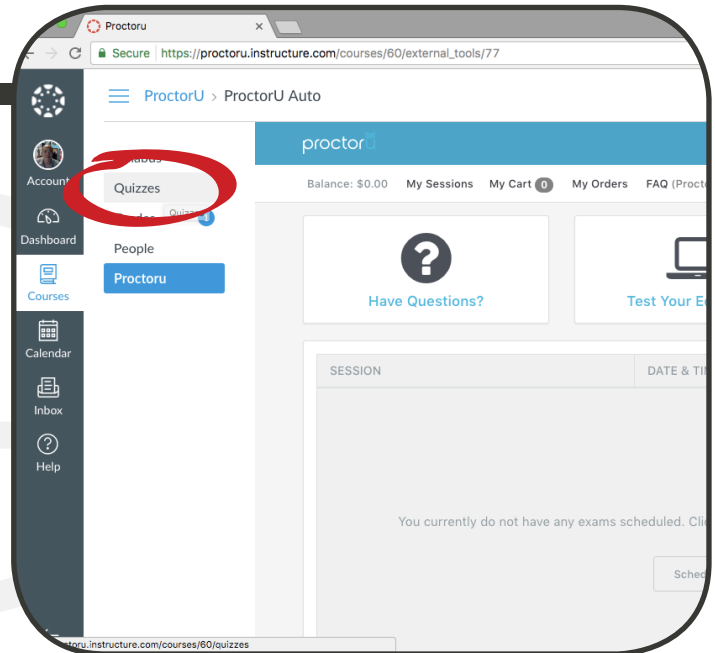
## ③ LTI TOOLS

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.



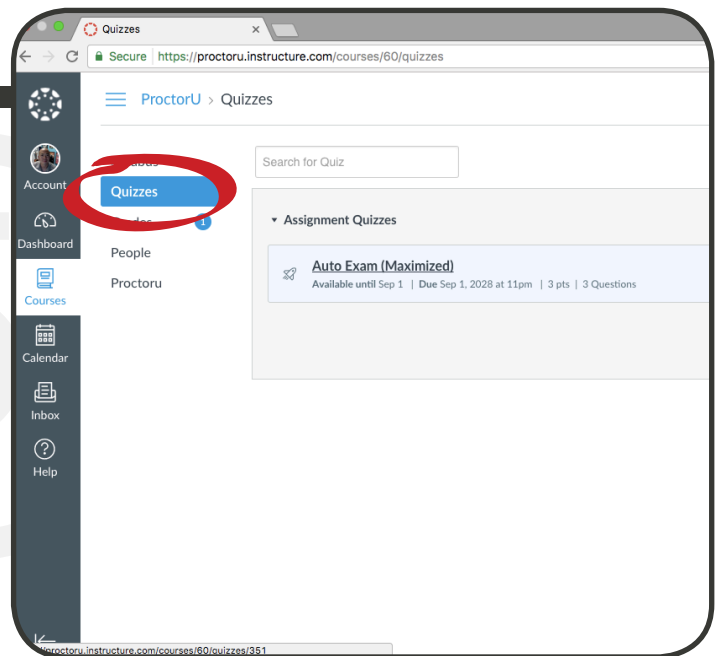
## ④ CHROME EXTENSION

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.



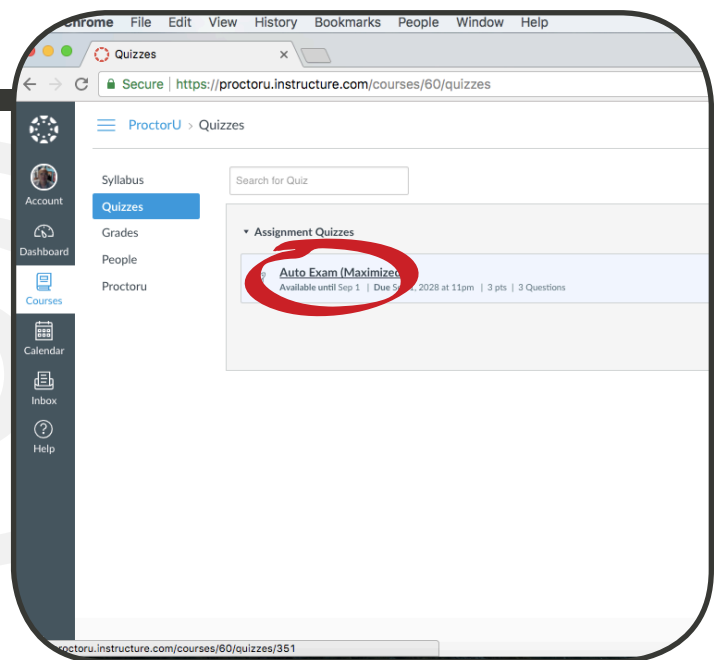
## ⑤ QUIZZES/EXAMS

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



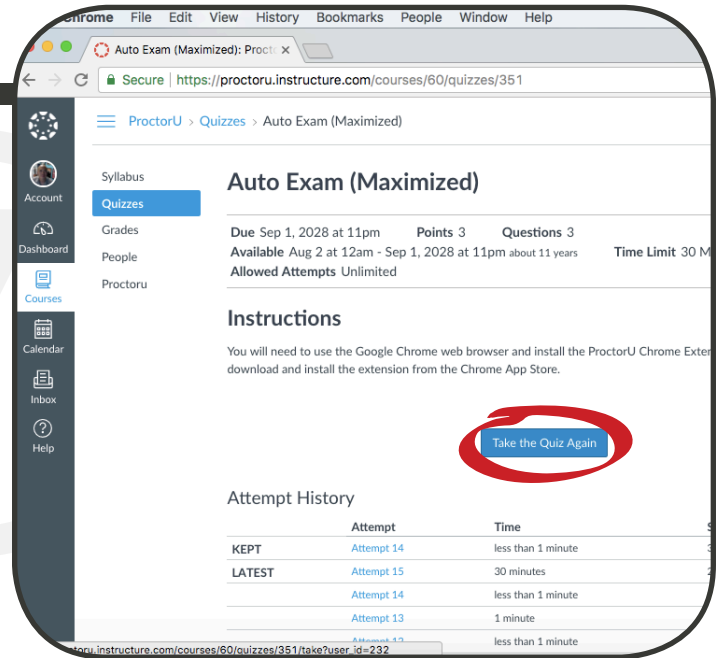
## ⑥ EXAM SELECTION

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



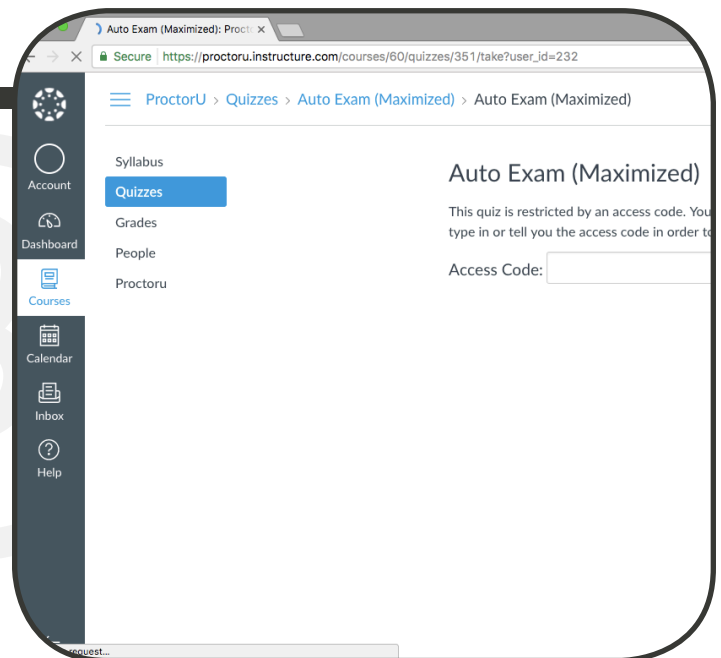
## ⑦ BEGIN EXAM

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



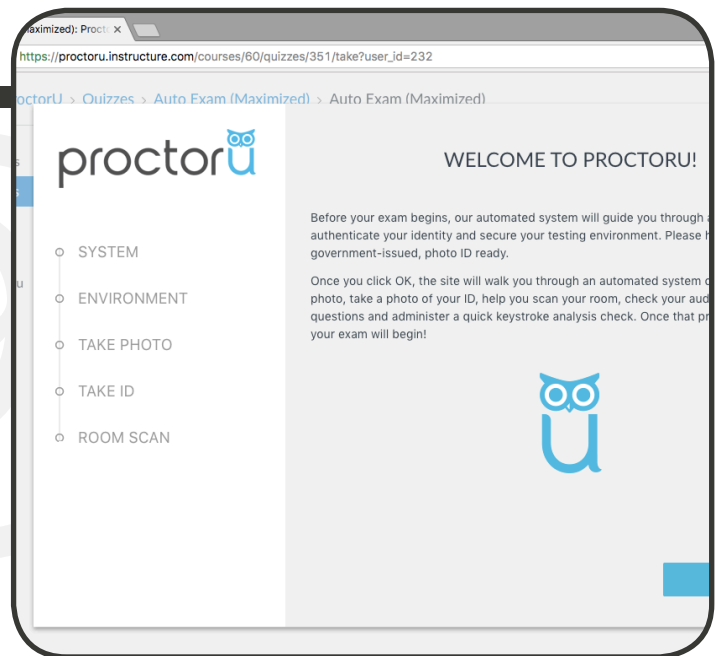
## ⑧ CHROME PASSWORD

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.



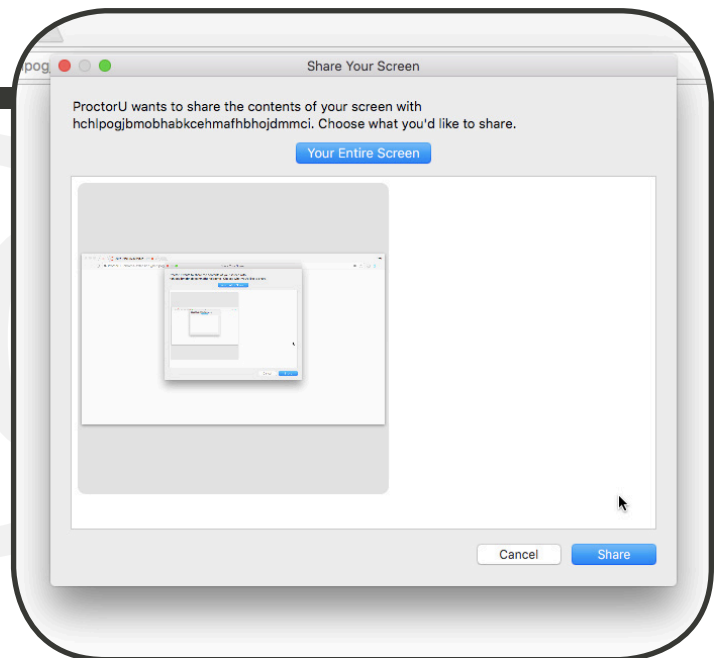
## ⑨ INSTRUCTIONS

Please read the instructions carefully before proceeding to the next step.



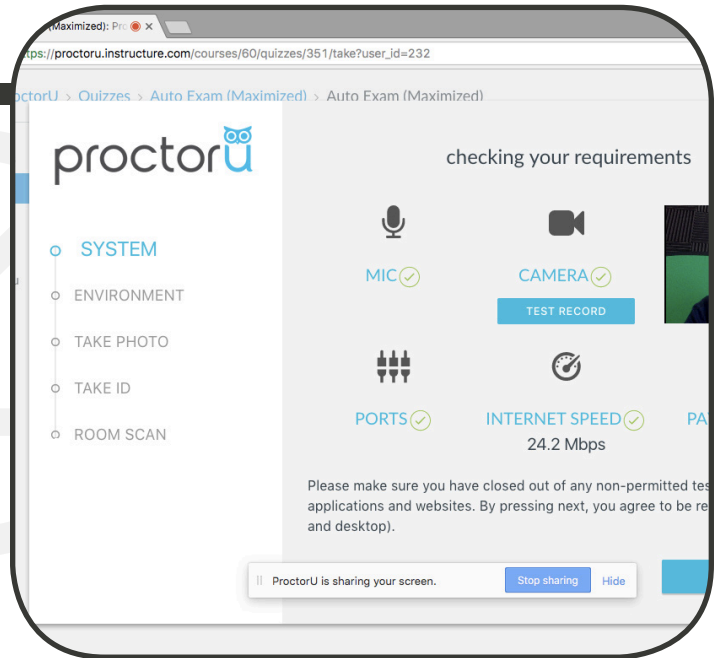
## ⑩ SCREEN SHARE

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.



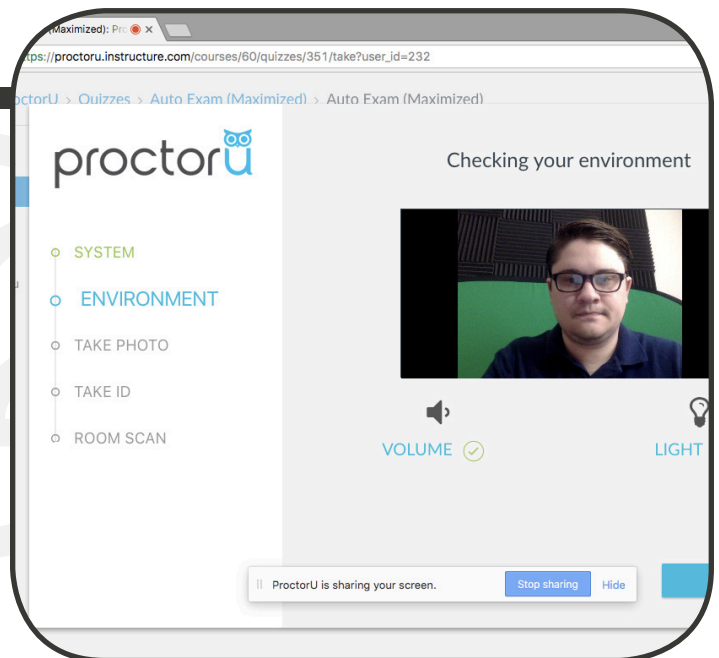
## ⑪ SYSTEM CHECK

The process will automatically do a system check to make sure that your equipment is running prior to your exam. Once it is complete, click on "Next" to proceed. If, for any reason, you are not able to complete this step, you may click on the ProctorU Google Chrome extension and chat with a live person for assistance.



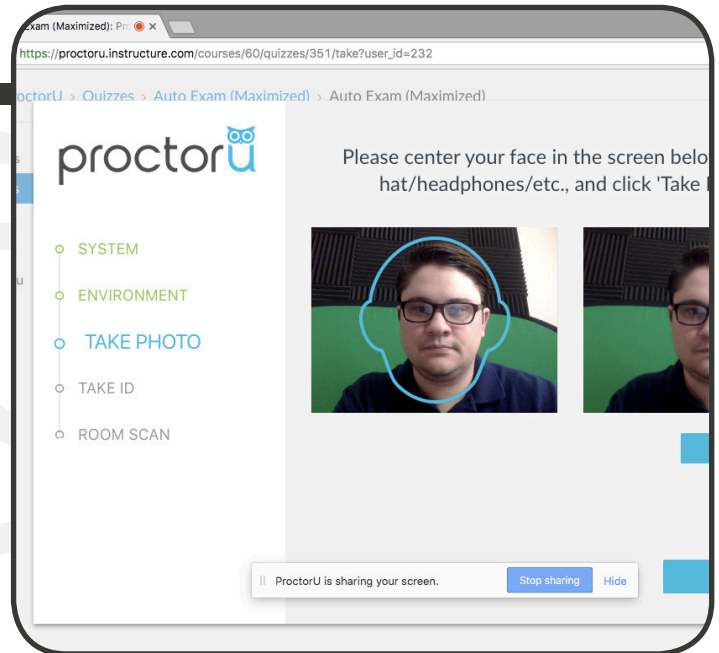
## ⑫ ENVIRONMENT CHECK

There will also be an environmental check of your surroundings prior to the exam. Please make sure you are in a location with proper lighting that is not too bright or too dark. Also, be sure to pick a quiet testing area without background noise.



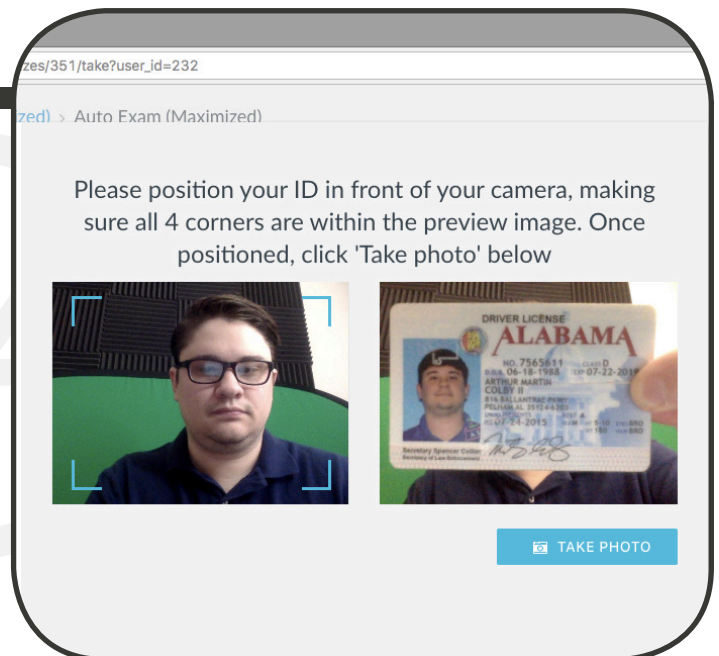
## 13 PHOTO

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



## 14 VALID ID

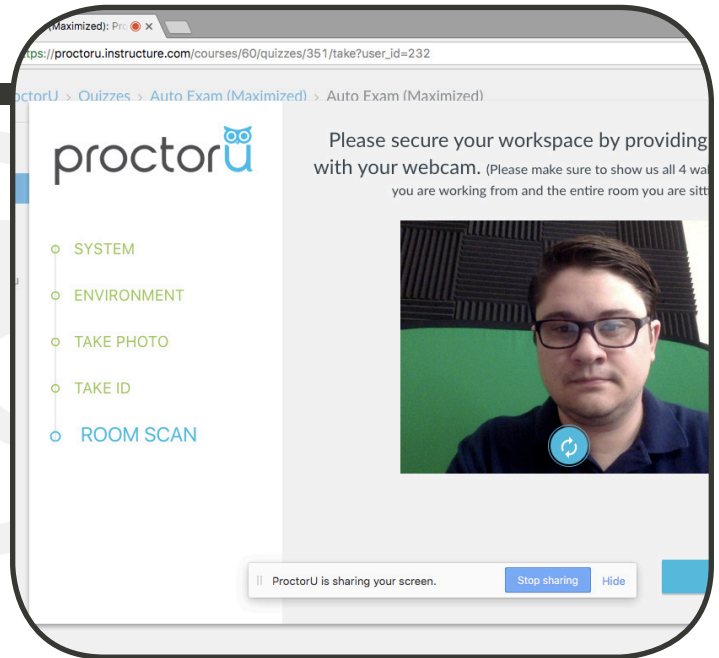
Make sure you provide a valid government-issued ID in order to proceed to the next step. Make sure that the ID is lined up properly within the lines as indicated in the photo below.





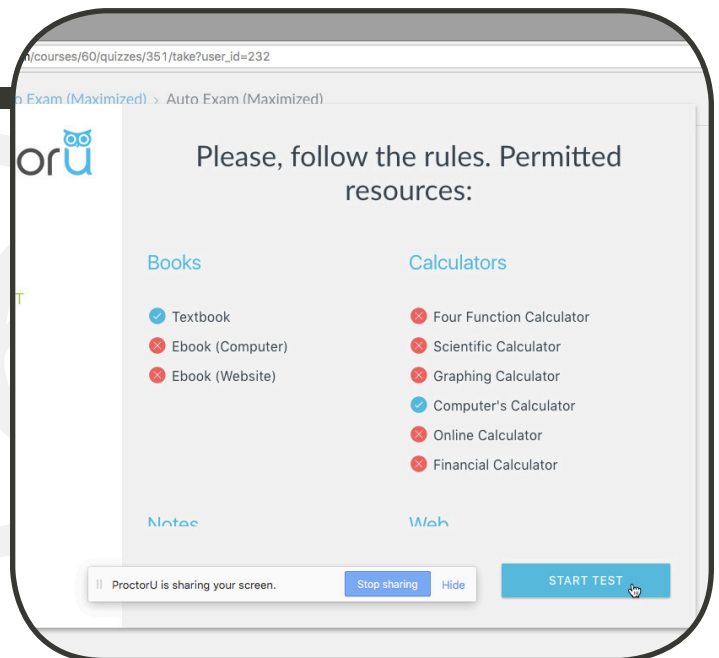
## 15 ROOM PAN

Pan your webcam around the room in a full 360 degree rotation. Be sure to show all four walls and the desk you are sitting at before you proceed. This will be reviewed by your instructor at the end of the session.



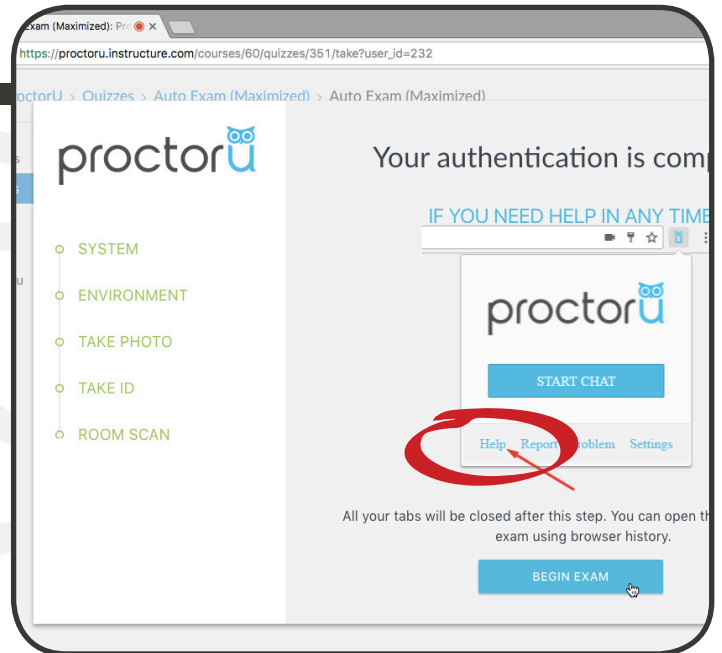
## 16 RESOURCE CHECK

This will notify you as to what resources you can and cannot use during your exam. The red "X" indicates a resource that cannot be used during your exam. Blue check marks indicate resources you can use during your exam.



## 17 TECH SUPPORT

If you need technical assistance during your exam, please click on your Google Chrome extension to start a chat with a ProctorU representative. Once you click "Begin Exam" on this page, your exam timer will begin counting down and your exam will start.



## 18 EXAM TECH SUPPORT

Once your exam has started you may also chat with a ProctorU representative if you need any technical assistance.

