

Proctorio is anti-cheating software that “proctors” you while you are taking an exam if your instructor has chosen to use Proctorio. All you need to add to your computer is the Proctorio Extension for Google Chrome. **Google Chrome is the only browser that can be used.**

Getting Proctorio Set Up

1. Install the **Google Chrome Extension**
2. [You can install it here](#)
3. Click on Step 2 to install the Chrome Extension (figure 1)

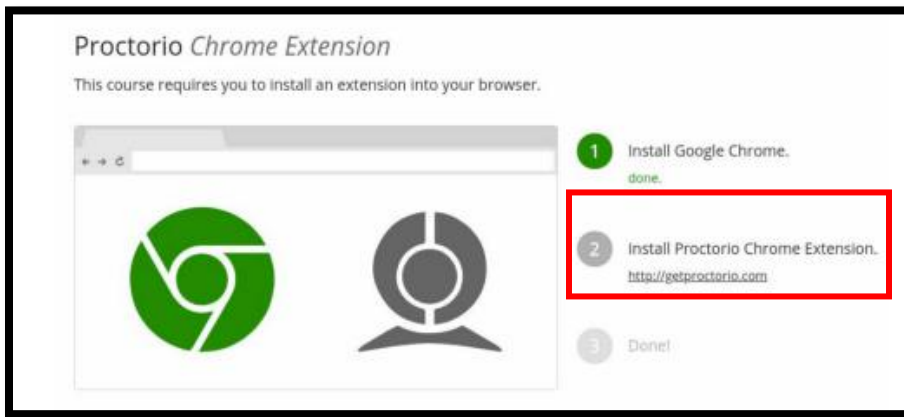
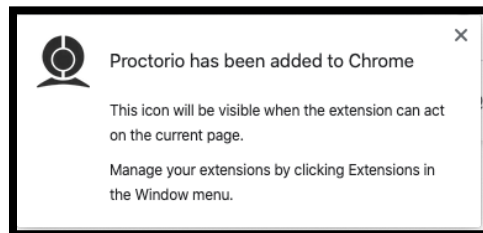
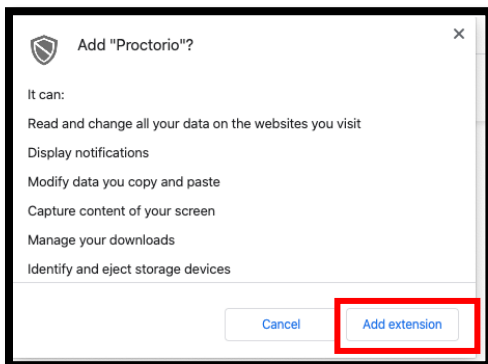
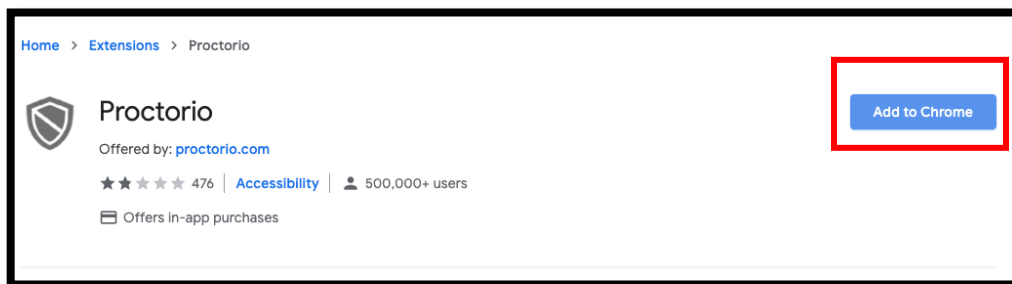


Figure 1

4. Select **Add to Chrome Button** and then **Add Extension**. You will receive confirmation the extension has been added to your browser (figure 2). **You only need to do this once.**



Confirmation

Figure 2

5. **Proctorio has support staff available 24/7** should you encounter any issues while taking an exam.
 - a. To access, live chat, **click on the gray shield icon** in the top right-hand corner of your **Chrome Browser** (figure 3).

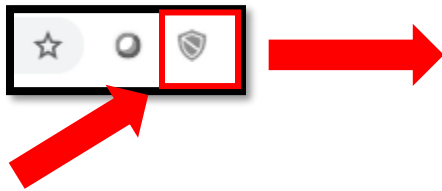
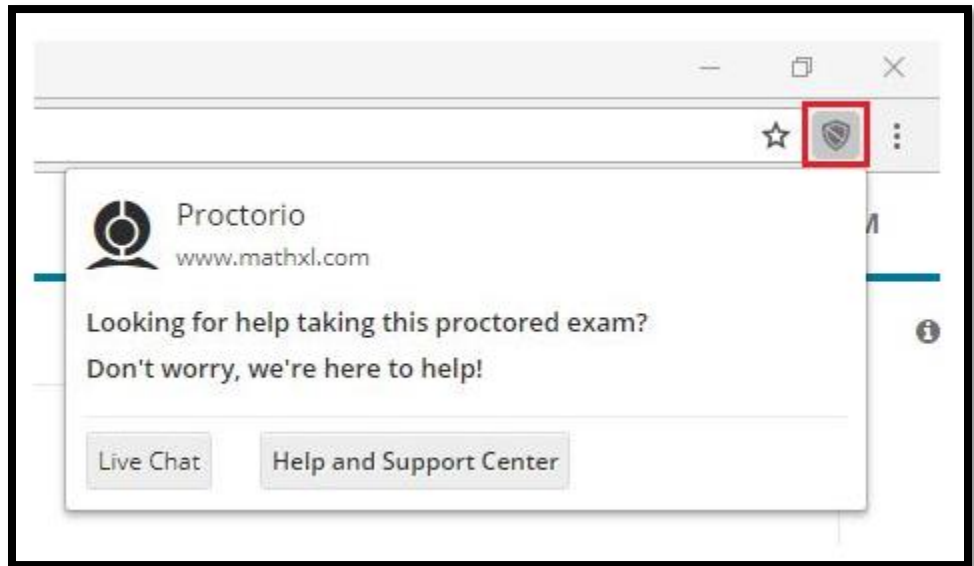


Figure 3



6. Once the Chrome Extension is installed go into Blackboard, click on your course, find the exam you are to take and click to begin.
 - a. No additional software is needed. Exam must be completed in **Google Chrome**.

****Passwords are not required to take an exam using Proctotio****

Proctorio Best Practices

1. Always use the Chrome web browser when taking a Proctorio-enabled exam.
2. Make sure you have the Proctorio Chrome extension installed
3. Make sure your computer has a working webcam & microphone
4. When you are on your course page in Blackboard, you can access 24/7 live chat for any questions that you have
 - a. To access live chat, click on the gray shield icon in the top right-hand corner of your Chrome browser

Adapted from Proctorio Instructional Manual