



Creating assignments with Proctorio

If your institution has a Proctorio license, you can enable Proctorio’s exam security measures on timed online assignments in Gradescope. With the Proctorio integration, you can choose to track students’ web traffic, prohibit them from opening additional windows, record them and their screens, etc. while they work. This guide explains students’ privacy protection and tech requirements (Page 1), how to create the assignment (Page 2), what each Proctorio setting does (Page 3), and how to view students’ tracked data (Page 4). Instructors, teaching assistants (TAs), and readers have the same permissions in Gradescope. This guide only uses the term “instructor,” but note that the info also applies to Gradescope TAs and readers.



Proctorio & your students’ privacy

Gradescope and Proctorio want to protect your students’ data and their work, so below is some important information about their privacy while they use the Proctorio integration on Gradescope. Additionally, see the **ZERO-KNOWLEDGE ENCRYPTION** note for more info.

- Proctorio will shut down for each student after they submit.
- Students can uninstall and install the Proctorio extension.
- Only you as the instructor can set assignment settings.
- You as the instructor can choose to record students as they work.
- No recording will begin without students being alerted first.
- No one will be watching students in real-time while they work.
- No one but approved individuals can access students’ exam data.

ZERO-KNOWLEDGE ENCRYPTION:

This Gradescope and Proctorio integration uses zero-knowledge encryption, meaning we know nothing about the encrypted data on our servers.

Nothing leaves your students’ computers until after it is encrypted, and it is never unencrypted until it is unlocked by an authorized school official.

This means only you as the instructor, approved individuals at your institution, and Gradescope administrators have access to exam recordings and data.

System requirements for students

The first time students open a Proctorio-enabled assignment, they will see instructions on screen for how to install the Proctorio Chrome extension. To do that, all students must meet the following system requirements. These requirements and how to check for them are also listed in the student version of this guide.

	BROWSER	OPERATING SYSTEM	PROCESSOR	DISK SPACE & RAM
Windows	Chrome (latest version)	Windows 7+	Intel Pentium or better	250 MB & 2 GB
Mac	Chrome (latest version)	macOS 10.11+	Intel	250 MB & 2 GB
Linux	Chrome (latest version)	Ubuntu 18.04+	Intel Pentium or better	250 MB & 2 GB
Chrome	Chrome (latest version)	Chrome OS 58+	Intel or ARM	250 MB & 2 GB

Microphone & webcam requirements for students

Depending on the settings you choose for the assignment, students may also need a working webcam and microphone. Proctorio will run system pre-checks to make sure webcams and microphones are working before students can start an assignment that requires them. You can also ask your students to follow the instructions below (which are also in the student guide) to test their tools ahead of time.

- **Camera check:** Go to webcamtests.com in Chrome. Click “Test my cam.” Wait for the tests to complete.
- **Microphone check:** Go to onlinemictest.com in Chrome. Click the **play button**. When the test is ready, speak a few words. Your microphone is working if the line on your screen moves while you speak.

Setting up a timed online assignment

1. Before you can enable Proctorio, you first will need to create a timed online assignment on Gradescope. To do that, go to your Gradescope course's homepage and click **Create Assignment** (bottom right).
2. Select "Online Assignment" from the list of assignment types.
3. Add an assignment title, set a release date, due date, and (Optional) late due date.
4. Next, select "Enforce Time Limit." Then, use the **Maximum Time Permitted** field to set your time limit.
5. Click **Create Assignment**. This will take you to the **Assignment Outline** where you add your questions.

Assignment Settings

ASSIGNMENT TYPE

Online Assignment **BETA**

ASSIGNMENT NAME

Timed Online Assignment

RELEASE DATE (PDT) **DUE DATE (PDT)**

Aug 31 2020 09:00 AM Sep 4 2020 05:00 PM

Allow late submissions **LATE DUE DATE (PDT)**

Sep 7 2020 05:00 PM

Enforce time limit **MAXIMUM TIME PERMITTED (MINUTES)**

90

GROUP SUBMISSION

Enable Group Submission Limit Group Size: No Max

Cancel Create Assignment

Adding your questions

1. On the left side of your **Assignment Outline**, enter your first question title (optional) and point value. You can preview your assignment on the right side of your screen as you add questions.
2. Next, add your question text in the **Problem Field**. You can format with LaTeX and Markdown if needed.
3. In the **Problem Field**, put your cursor below your question text. Click the **Insert Field** dropdown.
4. From the dropdown, select the way you'd like students to answer this question: short answer, free response, multiple-choice, select all, or file upload. You can add multiple answer fields to a question if you'd like, but be sure each answer field is on a line by itself.
5. Repeat this process for each question in your assignment. Then, click **Save**.

For more info, see the [Answer input fields](#) section in the [Online Assignments](#) article in Gradescope's Help Center.

Edit Assignment

QUESTION 1 **POINTS** **Delete Question**

Short Answer 1 & Instructor Image 1

PROBLEM **Insert Images** **Insert Field**

What state and capital city is the red arrow pointing to?

QUESTION 2 **POINTS** **Delete Question**

Short Answer 2 & Student Upload 2


PROBLEM **Insert Images** **Insert Field**

Name the first state to ratify the Constitution in the box below. Then, draw that state's flag and upload it below.

Q1 Short Answer 1 & Instructor Image

1 Point

What state and capital city is the red arrow pointing to?



Q2 Short Answer 2 & Student Upload

2 Points

Name the first state to ratify the Constitution in the box below. Then, draw that state's flag and upload it below.

No files uploaded

Enabling Proctorio

1. Once you've created your timed Online Assignment, click on the assignment **Settings** link in your left side panel. This will take you to the **Settings** page for the assignment.
2. (Optional) **Under Questions and Student Work Visibility** select "Show after grades are published" to hide questions and students' responses after they end the Proctorio session. Students will regain access once you publish grades.
3. Next, select "Enable Proctorio." If you don't see this option and you know your institution has a Proctorio license, email help@gradescope.com.
4. Choose your settings. See the section below for what each setting means. Then, click the **Save** button.

Understanding Proctorio's settings

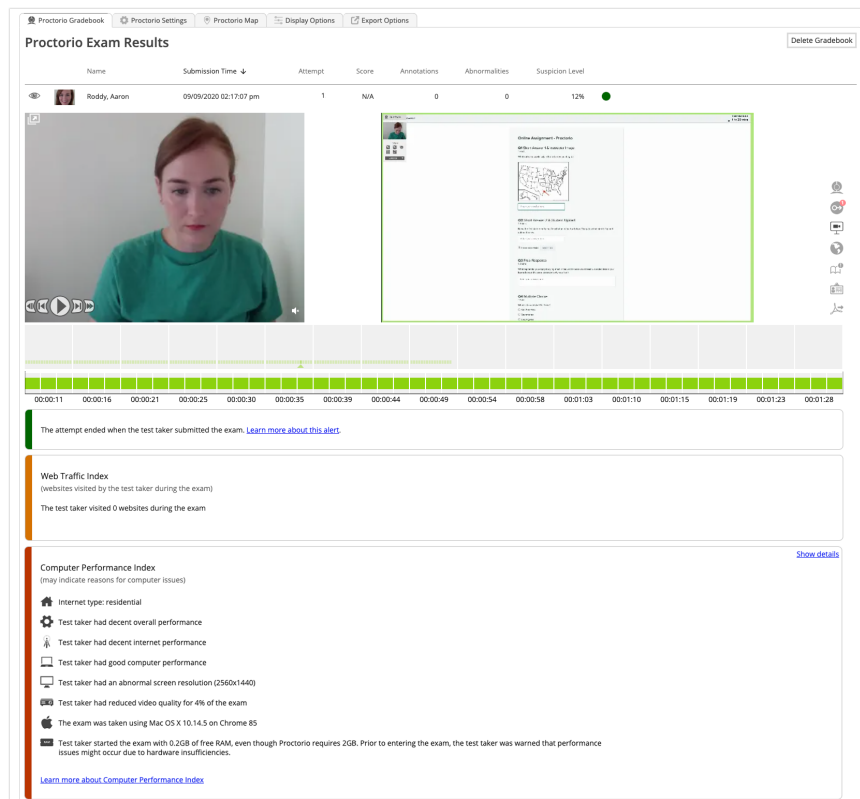
SETTING	PURPOSE	STUDENTS NEED...
Record Video	Records students while they work	Webcam
Record Audio	Records students' audio while they work	Microphone
Record Screen	Captures and records the full desktop screen	
Record Web Traffic	Captures screenshots and URLs of websites visited	
Record Room on Start	Requires students to video scan the room before working	Webcam
Verify Video	Ensures webcam works and is not virtualized or broken	Webcam
Verify Audio	Ensures mic works and is not virtualized or muted	Microphone
Verify Desktop	Ensures the desktop screen recording works properly	
Verify ID	Requires students to show the camera photo ID before working	Webcam, photo ID
Verify Signature	Requires students to sign an agreement before working	
Full Screen Lenient*	Forces fullscreen mode; prevents access to other applications and sites; navigating away from the assignment for more than 30 seconds submits and closes the assignment	
Full Screen Moderate*	Forces fullscreen mode; prevents access to other applications and sites; navigating away from the assignment for more than 15 seconds submits and closes the assignment	
Full Screen Severe*	Forces fullscreen mode; prevents access to other applications and sites; navigating away from the assignment instantly submits and closes the assignment	
Disable Clipboard	Disables copy and paste functionality	
Disable new tabs...*	Prevents students from opening new tabs/windows	
Disable new tabs...except links...	[“] unless opened via embedded links in assignment	
Close Tabs	Force-closes all tabs/windows before the assignment starts	
Disable all but one monitor	Forces students to disable all but one monitor before starting	
Disable print	Disables printing assignment content	
Disable file downloads	Prevents students from downloading files via the browser	
Empty cache	Empties system temporary files after assignment is submitted	
Disable right click	Disables right-click functionalities	
Basic calculator	Gives students a basic calculator to use on-screen	
Scientific calculator	Gives students a scientific calculator to use on-screen	
Whiteboard	Gives students a scratch pad and drawing tools on-screen	

* Choosing these settings is **not recommended** if your students need to upload files to an assignment question.

Reviewing Proctorio assignment data

To view recordings, web traffic, or other data collected while students were working, click the **Assignment > Review Grade > Review Proctorio Exam**. This brings you to a set of five tabs. Based on the Proctorio settings you chose, below is what you'll find under each tab.

TABS	DATA
Proctorio Gradebook	This tab shows students' names, submission time, number of attempts, detected abnormalities and color-coded levels of suspicious behaviors, any exam closure details, screen and audio recordings, web traffic, and computer performance. Scores can only be viewed in Gradescope.
Proctorio Settings	This tab lets you adjust the levels and types of suspicious behaviors and abnormalities that you want to appear in the Proctorio Gradebook tab.
Proctorio Map	This tab shows where your students' IP addresses were located during the assignment.
Display Options	This tab lets you adjust what information about the students will be shown in the Proctorio Gradebook tab (e.g., you can choose to hide students' names and videos).
Export Options	This tab lets you download various data Proctorio gathered during the assignment.



Grading and publishing grades

Multiple-choice, select all, and short answer fields are auto-graded per the correct answer you provided. Free-response and file upload fields must be graded manually. If your assignment only had auto-graded fields, start on **Step 4**.

1. To grade free-response and file upload fields, open the assignment, and click **Grade Submissions**.
2. On the **Grade Submissions** page, click the question you'd like to start scoring. This will bring up the first student's ungraded response to this question. Click the **rubric item** (numbered box, right panel) or press the **number** on your keyboard corresponding to the rubric item to add/subtract points for the first student's answer.
3. Click **Next Ungraded** to go to the next student's ungraded response to the same question. Repeat until completed.
4. If you chose to allow students to see their grades immediately, then you're finished. If not, go to **Review Grades > Publish Grades** so your students can see how they did.