Creating a ProctorU Instructor Account & Exam Setup Instructions
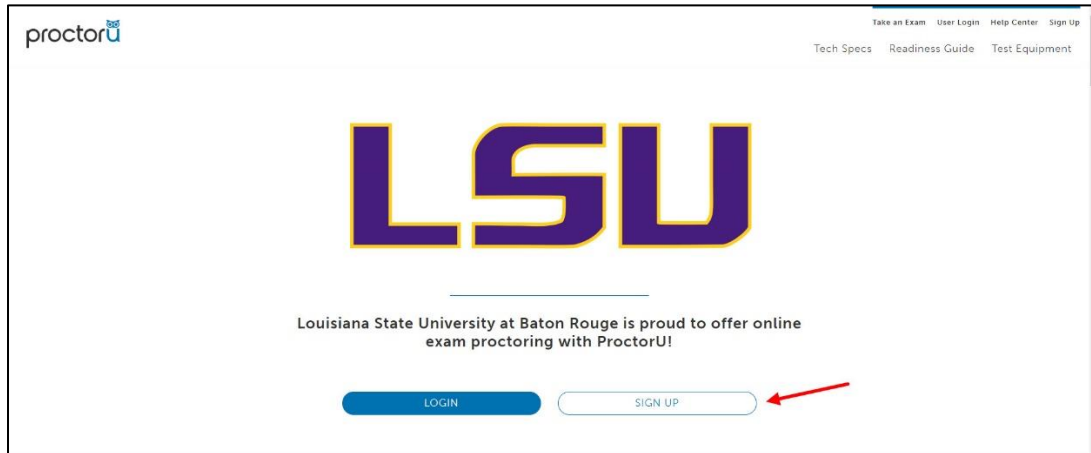
1. To create an instructor account with ProctorU, visit the LSU Online, LSU Campus, or LSU Continuing Education portal. Click the "Sign Up" button and fill in the required information to create an instructor account. (If you have an active account in one portal, it does not mean you will have an account in the other portals.)

2. If you have an exam to add to ProctorU immediately, be sure to select "Yes" when asked at the top of the account creation page. If you select "No," you will wait up to 48-hours for your account to be created. You will receive confirmation and verification emails when your account is ready for use.
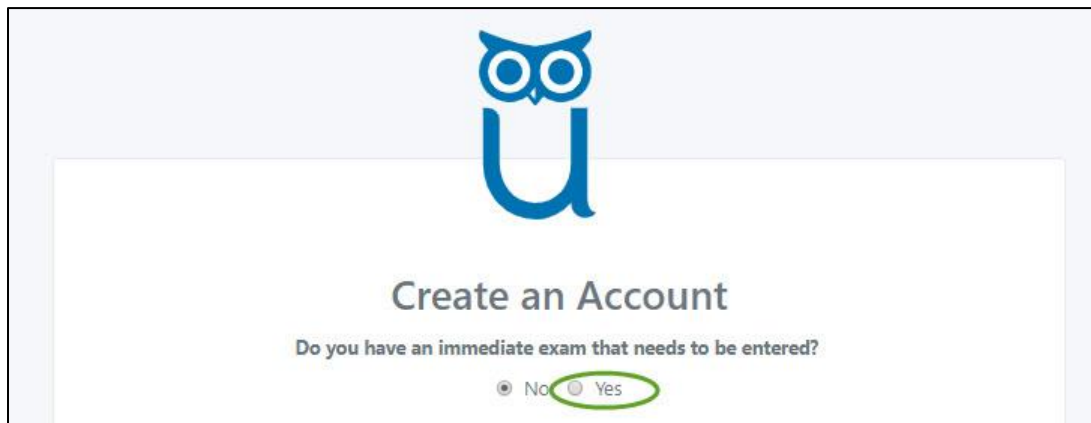
3. Once your account is created and you are able to login to ProctorU, click the "Add New" button located at the top right corner of the screen and select "Exam" from the list. This will bring you to the exam creation page where you will enter the relevant information and instructions needed to schedule an exam for your course.
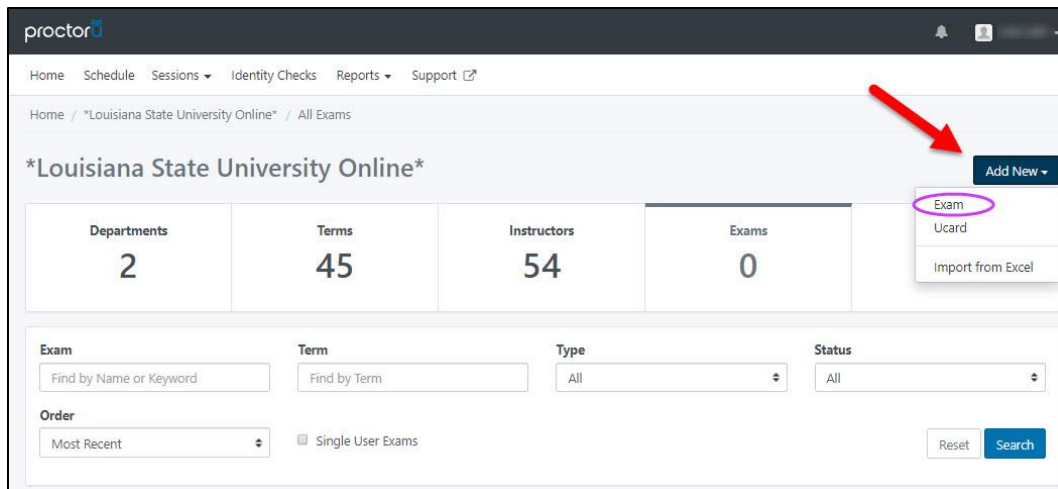
1. **Exam Settings**

    a. Enter the title of the exam. Your exam should have the same title as the one listed in Moodle and the syllabus (e.g., Course Name_Exam Name_Term).

    b. Select your department from the list provided. If your department is not listed, you may need to add it.

2. **Incident Users/Instructor:** Add yourself as both the 'Incident User' and 'Instructor,' unless an incident user already exists for your department. If one does, list them as the 'Incident User' and yourself as the 'Instructor.'

3. **Configuration**

    a. Select the term that your course is scheduled to launch, enter the duration (i.e., time given to complete the exam), and enter a password (we recommend using randomly generated passwords from a source like [Norton Password Generator](#)). You can also add a link to Moodle or the third-party site where the exam will be located in the Exam URL area, but this field is not required.

    b. **Permitted resources:** Select any resources from the list that your students are allowed to use during the exam. For specific resources like instructor-created fact sheets or select assigned texts that will be allowed at the time of the exam, be sure to list these items by name in the "Other resources" field below the "Permitted resources" area.

    c. **Permitted browsers:** Moodle performs best in Chrome, Safari, and Firefox. These are the recommended selections.

    d. **Expected No. of Test-Takers:** If you know how many students will be enrolled in your course, list that number in the field provided. If you unsure, we suggest entering '50,' or your best estimate.

    e. **Additional Exam Notes:** In this field, enter any exam specific instructions (i.e. where the exam will be taken, whether or not students are allowed the leave the test area, if a specific document needs to be opened on the student's computer before the exam begins, etc.) you would like the proctor to enforce. Make sure each item appears

correctly and that the items are easy to read as these are instructions for the proctor to follow as they instruct the student on how to begin and/or end their exam.

    f.   **Notify on Schedule Emails:** This field is optional. Only list your email if you would like to be notified when your students schedule their exams.

    g.   **Contact Info for Exam Issue:** You, or your department's assigned Incident user, will be the main contact for any exam issues, which includes error reports for technical issues that may have occurred during the exam as well as reports on possible academic integrity violations. Complete all required fields in this section.

4.   **Windows:** Enter the date and time in which the exam should be available to students. This should be the same time and date as the one listed in the course syllabus and Moodle. Then, re-enter the title of the exam (*Course Name_Exam Name_Term*).

5.   Review all of the information you have entered and make sure all required fields have been filled. If you are satisfied that all of the entered information is correct, click the "Submit for review" button and complete any prompted verification tasks. Once these are complete, return to the ProctorU homepage and search for your exam by name to ensure it appears correctly. If your exam appears, you're done. If any changes need to be made, you should be able to edit the exam entry within 15 minutes of submission.

For further assistance with ProctorU please contact:

FTC: ftc@lsu.edu

ProctorU: support.proctoru.com