The first time you use Proctorio you will go through Proctorio's integrated lesson and steps. This will walk you through the basics of Proctorio.

**Note:** Proctorio will only show you their webcam as well as the suspicion Level. To view their answers you will still need to use SpeedGrader.

There are a lot of options with Proctorio. We will cover a brief description of each.

1. You will begin by seeing a list of all the student who submitted the exam. They will be ranked by their **Suspicion Level**.

2. Under **Proctorio Settings** you can adjust settings even after your class has taken the Quiz/Exam.
   - Changing settings from **Lenient to Moderate** will increase your students Suspicion Level. Likewise decreasing from **Moderate** to Lenient will reduce your students Suspicion Level.

3. You can also **Customize** your Settings by Exam/Quiz. Scroll down to see all of the available options. Drag the bar into the red to increase the severity of the act.

4. You can also have Proctorio search for **Abnormalities**. For example Test Takers who Copy & Paste. Click on each option to get a description of each item.

5. Once you are done setting up your parameters go back into the **Proctorio Gradebook**.

6. Click into a students attempt to watch their video and see what items they were flagged for.

7. Incident descriptions will be on the right. You can scroll through this to see what was possibly flagged.

8. You can also watch the video in real time, view frame by frame, or watch in a accelerated speed.

9. When looking at the Bar items in **Red** are Suspicious, **Yellow** is Questionable, and **Green** is Good.

If you have any further question or would like assistance please call Distance Education: Click here for contact information.