

Faculty Tutorial: Add Proctoring to a Course

Purpose: To show faculty members how to add proctoring to their courses.

The following **three** files are required to add proctoring to a course: the "Proctor Template for Insertion into Syllabus.docx," the "Proctor Information Form (Import).zip," and the "Proctor Information Form (Description Text).rtf." These files can be downloaded from the Faculty Tutorials area of the Indian Hills website (<u>www.indianhills.edu/facultytutorials</u>).

Add Proctoring Information to a Syllabus

First, open the "**Proctor Template for Insertion into Syllabus**" in MS Word. Then, use your cursor to highlight/select the *entire* document (or, press and hold the "**Ctrl**" key on your keyboard, while you press the "**A**" key).



Once the entire document is selected, press and hold the "**Ctrl**" key on your keyboard and press the "**C**" key (or right-click your mouse and select "<u>Copy</u>" in the menu that opens).



Now, open your *Syllabus* and scroll to the "Method of Evaluation" section. Place your cursor directly to the left of the first item listed under "Method of Evaluation."



Press and hold the "**Ctrl**" key on your keyboard and press the "**V**" key (or right-click your mouse, and, from the menu that opens, select the first option, under "Paste Options," which is "**Keep Source Formatting**").



The "Proctoring" information should now be listed *first* under "Method of Evaluation." Once your Syllabus has been updated to include the required information, you may save it as a PDF and upload it to your course. Please see the tutorial "Upload a Syllabus and Course Schedule" for information on how to upload your Syllabus.



Now, open your *Course Schedule* and type "(**Proctor Required**)" next to the title of each assessment in which a proctor is required.



It is also recommended that you add a footnote to the Course Schedule directing students to the Syllabus for additional information related to proctored assignments.



Add the "Proctor Information Form" to a Course

From within a course in MyHills, click "**Course Tools**," which is located in the gray "Course Management" menu.



Then, in the sub-menu that opens, select "Tests, Surveys, and Pools."





On the "Tests, Surveys, and Pools" page, click "Tests."

Then, on the "Tests" page, select "Import Test."

B Indian Hil	Ils Community C	ollege
Tests, Surveys, and Pool	is > Tests	
+ C ↑↓ ▼ MyHills Training: Tutorials ♠ Course Home	Tests Tests are a means of assessing str	udent performance. <u>More Help</u>
Before You Begin	Build Test Import Test	←
Syllabus and Schedule	Name 🔿	Deployed
	and mand have ged and	Jephoyed



The "Test Import" page will open. Select "Browse My Computer."

Locate and select the "Proctor Information Form (Import).zip" file. Then, click "Open."



The file should now appear on the "Test Import" page.



Click "Submit."



The "Test Import Complete" page will appear, once the import is complete.



Click "OK."



The "Proctor Information Form" should now appear on the "Tests" page.

ests are a means of assessing	student performance. <u>More Help</u>	
Build Test Import Test		
lame 🛆	Deployed	Date Last Edited
Final Exam	Learning Unit 11	November 11, 2013 8:12 AM
LU01: Quiz	Learning Unit 1	November 11, 2013 8:22 AM
LU03: Quiz	Learning Unit 3	November 11, 2013 8:14 AM
LU05: Quiz	Learning Unit 5	November 11, 2013 8:25 AM
LU08: Quiz	Learning Unit 8	November 11, 2013 8:21 AM
LU10: Quiz	Learning Unit 10	November 11, 2013 8:19 AM
Proctor Information Form	No	November 11, 2013 8:42 AM

©Indian Hills Community College | <u>www.indianhills.edu</u> | Page 9 of 33

Next, click "Learning Units" in the blue Course Menu.



Then, hover your cursor over "Assessments."



©Indian Hills Community College | www.indianhills.edu | Page 10 of 33

In the sub-menu that appears, select "Test."

B Indian Hil	IIs Comm	unity Co	llege	
A O Learning Units				1
+ C †1	Learning U	nits O		5
Course Home	Build Content 🗸	Assessments 🗸	Tools 🗸	Publisher Content 🗸
Before You Begin Syllabus and Schedule Faculty Information	Learning	Test Survey Assignment	-	
Learning Units Assignments	Learning	Self and Peer Asses	ssment	

The "Create Test" page will open.

🚹 Indian Hil	ls Community College
B MyHills Courses C	ommunity Help
♠ ☉ Learning Units > Create	Test
+ 🖻 C ti	Create Test
 MyHills Training: Tutorials Course Home 	Creating a Test deploys the Test to a Content Area. Once a Test has make it available for students to take. <u>More Help</u>
Before You Begin	1
Syllabus and Schedule	که مدخور به معدور مرد مدین مسلی مسی موجود و مرجو مدین مور

Select "**Proctor Information Form**," which should appear in the "Add an Existing Test" box, under "Add Test."







The "Test Options" page will open. A green "Success..." message will be at the top of the page.



If you would like the title color of the "Proctor Information Form" to be consistent with the color palette set for Indian Hills Community College, you may change the color by clicking the dropdown arrow next to "Choose Color of Name."

Note: Please use the Indian Hills color palette or leave the color black.

rest	o		on	5										
Test Opti test. Mor	ions e He	con elp	trol	the	instr	ucti	ons	, avo	ilab	ility;	, due	e dai	tes, f	eedi
<mark>∗</mark> Indi	cate	s a 1	equ	ired	field	1.								
1. Tes	t Ini	form	nati	on										
* ^	lame	9			Pr	octor	Infor	matio	n Forn	n				
Cho	ose (Color	ofN	lame	C	0	в	ack						
Cont	ent L	.ink (Desc	riptic	n									
Т	T	T	Ŧ	Pa	ragra	ph	~	Aria	I	1	· 3	6 (12)	ot)	~
ж	۵	Û	Q	10	0	≣	≡	≣	≣	Ì	ţ.	T	\mathbf{T}_{x}	0
0	10	-		£						0	()	₽	m	000

In the window that opens, type "**741213**" in the "Color value" box. Then, click "**Apply**."



The color should now be maroon.

Test	Ор	otio	ns	;		
Test Opti test. <u>Mo</u> r	ons e He	contr lp	ol t	ne instructions, availability, due dates, f	eedb	aci
* Indi	cate.	s a re	qui	ed field.		A. 4
. Tes	t Inf	orm	atio	n		• •
<mark>*</mark> N	lame	l.		Proctor Information Form		
Choo	ose C	color o	ofNa	me		
Cont	ent L	ink De	escri	ption		1
т	Т	<u>T</u> :	Ŧ	Paragraph 🗸 Arial 💙 3 (12pt)	~	:=
ж	۵	Û	Q	$\mathbf{o} \mathbf{a} \equiv \Xi \equiv \Xi \equiv \Xi \equiv \mathbf{T}^{\mathrm{x}} \mathbf{T}_{\mathrm{x}}$	0	25
0	10	1.	ы	[• Mashups - ¶ 66 © ⊕ ♣ ⊞	-	- 660

Proctor Information Form Description Text

Now, open the "Proctor Information Form (Description Text).rtf" in MS Word. Then, use your cursor to highlight/select the *entire* document (or, press and hold the "**Ctrl**" key on your keyboard and press the "**A**" key).



Once the entire document is selected, press and hold the "**Ctrl**" key on your keyboard and press the "**C**" key (or right-click your mouse and select "<u>Copy</u>" in the menu that opens).

W 🔙 🗠 🛪 🕑 🖛 Proctor Information Form (Description Text).rtf [Compatibility Mode] - Microsoft Word Home Insert Page Layout References Mailings Review View Acrobat ۵ 😮 * 👬 Find 🔻 · 12 · A A A Aa 學 臣·臣·管· 掌律 律↓ ¶ Helvetica A AaBbCcDc AaBbCcDc AaBb(Da ab Replace Change Paste B I U * abs x₂ x² ∧ * 💁 * 🗛 * 🚍 ≣ 🗐 \$≣* 🖄 * 🖽 * 3 Select -Editing Font Paragraph Clipboard 5 Styles . . 1 L 1 · · Helvetica - 12 - A A = B I U = 💇 · A · 🟈 <table cellspaci '3" width="100%" border="0"> 🔏 Cut 🕒 🖸 Сору 🧹 Paste Options: 🖪 📝 🎙 A Students in angements for a qualified individual to proctor this course are A Font... certain online as quizzes and exams. See Course Syllabus/Course = 1 Paragraph... Schedule for sp nformation regarding qualified proctors is available Bullets := 1 🗵 in the Course S ent's responsibility to ensure arrangements are t∃ Numbering 1 1 ong>well beforeassignment due dates. made with an a A Styles After reading th d in the Course Syllabus and confirming with your 😣 <u>H</u>yperlink... form to submit your proctor information to your proctor, please professor. <em nedule for assignment due dates. Loo<u>k</u> Up 1 🗵 Synonyms 12 Tran<u>s</u>late Additional Actions

IMPORTANT: Be sure to select the entire document and do not change anything! This is HTML code and is needed in its entirety, and exactly as written, in order to work correctly in MyHills.

Now, back in MyHills, on the "Test Options" page, click the "HTML" button located in the WYSIWYG (what you see is what you get) editor, in the "Content Link Description" area



©Indian Hills Community College | www.indianhills.edu | Page 16 of 33

The "HTML code view" text box will open. Press and hold the "**Ctrl**" key on your keyboard and press the "**V**" key (or right-click your mouse, and, from the menu that opens, select "Paste").

HTML code	view		🔽 Word Wrap
			1
I I	Undo	1	
	Cut		
	Сору		
	Paste		
	Delete		
	Send to OneNote		
	Select all		
		-	
			Cancel Update

The code will appear in the box. Click "Update."



The "Proctor Information Form (Description Text)" should now appear in the "Content Link Description" text box. There should be a gray border around the text.

	V2	T 1	Ξ.	* 4	< :=	ot)	3 (12	~	Arial	h V	ragrag	ŦP	Т	T	т
			974	> 9]	25	Tx	T'		I I	EE	01	Q	Û	D	ж
						⊞	e) \$	66 ©	- 9	ashups	Ma	⊡ f	1	0	۲
to	vidual to	alified inc	a qua	for a	ents	T _x	ke ar	ed to m	F ■ F ■ F ■ F ■ F ■ F ■ F ■ F ■ F ■ F ■	ashups se are	Course signment	Q f	nts	tude	St

The instructions for the "Proctor Information Form" should appear automatically next to "Test Instructions."

aragraph ♥ Arial ♥ aragraph ♥ aragraph of the aragra	✓ 3 (12pt) T ^x T _x (↓ Ⅲ 1 make arranger zes and exam garding qualifi to operate	 ✓ III ▼ Ø Ø Ø III Ø Ø Ø III Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø	i≡ • T ••• — a qualifie ourse Syll	d individ	- 🗶	Proctor
Mashups → ¶ " © course are required to m signments, such as quizz gnments. Information reg te student's responsibility for a science of the data	T ^x T _x (T ^x T _x (T _x	nents for See Co	a qualifie	d individ	dual to	proctor
↔ Mashups → ¶ ↔ © course are required to m ssignments, such as quiz gnments. Information reg te student's responsibility	to oppure and example to oppure and example to the text of tex of tex of text of tex of text of text	ments for s. See Co	a qualifie	d individ	dual to	proctor Schedule
course are required to n signments, such as quizz gnments. Information reg le student's responsibility	make arranger zes and exam garding qualifi	ments for is. See Co	a qualifie ourse Syll	d individ	dual to ourse S	proctor
						Word
Students in this course a certain online assignment Schedule for specific assi Course Syllabus. It is the approved proctor well be the Course Syllabus and	are required to n its, such as quiz signments. Informe student's resp efore assignme confirming with mation a your.	nake arrang zzes and e mation rega onsibility to nt due date your procto professor	gements fo xams. See arding qual ensure ar es. After re- or, please	r a qualif Course fied proc rangeme ading the complete	ied indiv Syllabu tors is ents are e require e this or	idual to p s/Course available made wi ments fo nline form
	Students in this course a certain online assignmer Schedule for specific ass Course Syllabus. It is the approved proctor well be	Students in this course are required to n certain online assignments, such as qui Schedule for specific assignments. Infor Course Syllabus. It is the student's resp approved proctor well before assignment the Course Syllabus and confirming with	Students in this course are required to make arrang certain online assignments, such as quizzes and e Schedule for specific assignments. Information rega Course Syllabus. It is the student's responsibility to approved proctor well before assignment due date	Students in this course are required to make arrangements for certain online assignments, such as quizzes and exams. See Schedule for specific assignments. Information regarding quali Course Syllabus. It is the student's responsibility to ensure ar approved proctor well before assignment due dates. After rea-	Students in this course are required to make arrangements for a qualif certain online assignments, such as quizzes and exams. See Course Schedule for specific assignments. Information regarding qualified proc Course Syllabus. It is the student's responsibility to ensure arrangeme approved proctor well before assignment due dates. After reading the	Students in this course are required to make arrangements for a qualified indiv certain online assignments, such as quizzes and exams. See Course Syllabu Schedule for specific assignments. Information regarding qualified proctors is Course Syllabus. It is the student's responsibility to ensure arrangements are approved proctor well before assignment due dates. After reading the require the Course Syllabus and confirming with your protor protor before the process.

Note: The "Content Link Description" and the "Test Instructions" should be the same.

©Indian Hills Community College | www.indianhills.edu | Page 18 of 33

Select the box next to "**Show Instructions to students before they begin the test**" if you would like students to be able to view the instructions before opening the form. A checkmark will appear in the box once selected.

Test Instructions Students in this course are required to make arrangements for a qualified individual to proctor certain online assignments, such as quizzes and exams. See Course Syllabus/Course Schedule for specific assignments. Information regarding qualified proctors is available in the Course Syllabus. It is the student's responsibility to ensure arrangements are made with an approved proctor well before assignment due dates. After reading the requirements found in the Course Syllabus and confirming with your proctor, please complete this online form to submit your proctor information to your professor. See the Course Schedule for assignment due dates. Show Instructions to students before they begin the test. Open Test in New O Yes
No Window then showed

Keep "No" selected for "Open Test in New Window" to avoid issues with pop-up blockers.

	Show Instructions to student	ts before they begin the test.	
+	Open Test in New O Yes Window	s 💿 No	
2	Test Availability		

Next, be sure to make the link available by clicking "**Yes**" next to "Make the Link Available," as this will allow students to access the form. "No" will be selected by default.

. Test Availab	ility	
Make the Link Av	vailable 💽 Yes 🖸 No	
Add a New Announcement f Test	O Yes ● No for this	
Multiple Atter	mpts Jlow Unlimited Attempts	
0 N	lumber of Attempts	

©Indian Hills Community College | www.indianhills.edu | Page 19 of 33

Keep "**No**" selected for "Add a New Announcement for this Test," as you do not want a generic "test" announcement to be added to the course since the "Proctor Information Form" in not actually a test.



If you would like to allow students to fill out the "Proctor Information Form" multiple times, check the box next to "Multiple Attempts" and set the appropriate options.

Add a New O Yes No	
Test	1
Test	4
Multiple Attempts	
Multiple Attempts	
Allow Unlimited Attempts	
Number of Attempts	-
Force Completion	
Once started, this test must be completed in one sitting	1
Once startea, this test must be completed in one suting.	

The "Proctor Information Form" should not need to be completed in one sitting, so do not check the box next to "Force Completion."



©Indian Hills Community College | www.indianhills.edu | Page 20 of 33

Do not check the box next to "Set Timer," as a timer is not necessary when filling out the "Proctor Information Form."



If necessary, instructors can limit access to the "Proctor Information Form" using a "Display After" date and time, a "Display Until" date and time, or both. Students will only be able to access a form during the time period it is made available to them by instructors. If you do not want to limit access to the form, do not check the "Display After" or "Display Until" boxes.

 Or expected comparison taker backang his option also records compared option before they begin the Test. Minutes Auto-Submit OFF ON OFF: The user is given the option to continue after time exp ON: Test will save and submit automatically when time exp Display After Display After Display Until Display Until Display Until Minutes Display Until OF 	et expected comply	etion time. Selecting this option also records complet
60 Minutes Auto-Submit OFF ON OFF: The user is given the option to continue after time exp ON: Test will save and submit automatically when time exp Display After Display After Display Until Display Until Display Until Display Until Display Until Display Line may be entered in any increment. 	ption before they b	begin the Test.
60 Minutes Auto-Submit • OFF • ON OFF: The user is given the option to continue after time exponent of the option to continue after time exponent. • Display After • Display After • Enter dates as mm/dd/yyyy. Time may be entered in any increment. • Display Until • Display Until • Enter dates as mm/dd/yyyy. Time may be entered in any increment.		Tau a
Auto-Submit OFF ON OFF: The user is given the option to continue after time exp ON: Test will save and submit automatically when time exp Display After Display After Display Until Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment.	60	Minutes
 OFF ON OFF: The user is given the option to continue after time exp ON: Test will save and submit automatically when time exp Display After Display After Display Until Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. 	Auto-Sub	omit
 OFF: The user is given the option to continue after time expon: Test will save and submit automatically when time exponents Display After Display After Display Until Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. 	OFF	O ON
 ON: Test will save and submit automatically when time ex Display After Display After Display Until Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. 	OFF: The	e user is given the option to continue after time expire
 Display After Enter dates as mm/dd/yyyy. Time may be entered in any increment. Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. 	ON: Test	t will save and submit automatically when time expir
 Display After Enter dates as mm/dd/yyyy. Time may be entered in any increment. Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. 		
 Display After Display After Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment. 		
Enter dates as mm/dd/yyyy. Time may be entered in any increment. Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment.	Display After	
Display Until Display	inter dates as mm	/dd/agan. Time may be entered in any increment
Display Until Solution Display Until Display Until Display Line may be entered in any increment.	mer dutes as miny	ady gygg. Tone may be entered of any increment.
Enter dates as mm/dd/yyyy. Time may be entered in any increment.	Display Until	
	nter dates as mm/	/dd/unnul Time may be entered in any increment
	nici dalco do miny	au, ggggi zone mag de enterea ar any derententi
	Password	
Require a password to access this Test.		

A password should not be required for students to fill out the "Proctor Information Form."



Do not add anything under "Test Availability Exceptions," as an accommodation should not be needed for the "Proctor Information Form."

3.	Test Availability Exceptions
	Click Add User or Group to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click Remove all Exceptions to delete all exceptions for the test.
	Add User or Group

If you would like to assign a "Due Date" for the "Proctor Information Form," select the box next to "Due Date." Then, add the date and time for when the form is due.



©Indian Hills Community College | www.indianhills.edu | Page 22 of 33

Under "Self-assessment Options," *uncheck* the box next to "**Include this Test in Grade Center Score Calculations**."

IMPORTANT: Since this is not actually a test, but rather a form containing proctor information, you do not want a score to be added to the Grade Center. You should also change the "Category" of the "Proctor Information Form" from within your Grade Center to "No Category." Please see the tutorial "Column Organization" for details on how to change an assessment's "Category."

5.	Self-assessment Options
	If this test is a self-assessment, choose to include or hide the scores in the Grade Center. Note: If an instructo decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.
	Include this Test in Grade Center Score Calculations
	Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.
	Hide Results for this Test Completely from Instructor and the Grade Center
	If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

In the "Show Test Results and Feedback to Students" section, *uncheck* the box under "**Score**," as you do <u>not</u> want students to see a score for their "Proctor Information Form."

Test results and feed	dback are availab	le to students after they complet	te a test. Set up to	o two rules to show
results and feeabac	k. Kules occur bas	ea on the events selectea.		
When (j)	Store 🥡	Answers (j)	Feedback (i)	Show Incorrect Questions (j)
After Submission	L	All Answers Correct Submitted		
Choose	~ □	All Answers Correct		

Then, *check* the box under "**All Answers Submitted**," as you want students to be able to view the form questions and their submitted answers.

Show lest Resu	its and recuba	ick to students			
Test results and feed	lback are availab	le to students after they complet	e a test. Set up to	o two rules to show	
results and feedbac	k. Rules occur ba	sed on the events selected.			
When (i)	Score (i)	Alswers (j)	Feedback (i)	Show Incorrect Questions (j)	
After Submission	✓ □	All Answers Correct Submitted			
Choose	✓ □	All Answers Correct			

Keep the default selection of "All at Once" selected under "Test Presentation."

Test Presentation
All at Once
Present the entire Test on one screen.
O One at a Time
Present one question at a time.
Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.
Randomize Questions
Randomize guestions for each Test attempt.

Once you have selected your options, click "Submit."



A green "Success..." message will appear at the top of the "Learning Units" page. ©Indian Hills Community College | <u>www.indianhills.edu</u> | Page 24 of 33

B MyHills Courses Co	Is Community College
🚖 💿 Learning Units	
+ 👛 C ti	Success: Proctor Information Form Options Edited.
 MyHills Training: Tutorials Course Home 	Learning Units ©
Before You Begin Syllabus and Schedule	Build Content 🗸 Assessments 🗸 Tools 🗸 Publisher Content 🗸
Faculty Information	Learning Unit 1
Learning Units	for an a for the second of the

The "Proctor Information Form" will appear at the bottom of the "Learning Units" page.

worscussion doard	have the second and by my approxed and and and and a second the
Journals Mobile Compatible Test List Send Email Tasks Tests, Surveys, and Pools	Learning Unit 7
Wikis	Learning Unit 8
Evaluation	
Grade Center	
Users and Groups	
Customization	Learning Unit 9
Packages and Utilities	
▶ Help	
	Learning Unit 10
	Learning Unit 11
	Proctor Information Form Students in this course are required to make arrangements for a qualified individual to proctor certain online assignments, such as quizzes and exams. See Course Syllabus/Course Schedule for specific assignments. Information regarding qualified proctors is available in the Course
	Syllabus. It is the student's responsibility to ensure arrangements are made with an approved proctor well before assignment due dates. After reading the requirements found in the Course Syllabus and confirming with your proctor, please complete this online form to submit your proctor information to your professor. See the Course Schedule for assignment due dates.

Hover your cursor over the "Proctor Information Form," which will highlight it. Then, move your cursor to the yellow bar on the left side of the form. Once the four-arrow plus sign appears, click and hold your left-mouse button.



Continue to hold down your left-mouse button as you "drag" the "Proctor Information Form" to the top of the "Learning Units" page.

and the second states of the second states of the second states and the second states an	and the same and a second to the second of the second of the second and and and and and and and and and a
Learning Units Assignments	Learning Unit 2
Discussions	
Work Groups	Learning Unit 3
Course Tools	
Send Email	
My Grades	Proctor Information Form
Help Desk	Students in this course are required to make arrangements for a qualified individual to proctor certain online assignments, such as quizzes and exams. See Course Syllabus/Course Schedule
COURSE MANAGEMENT	for specific assignments. Information regarding qualified proctors is available in the Course Syllabus. It is the student's responsibility to ensure arrangements are made with an approved
▼ Control Panel	proctor well before assignment due dates. After reading the requirements found in the Course Syllabus and confirming with your proctor, please complete this online form to submit your
Content Collection	proctor information to your professor. See the Course Schedule for assignment due dates.
Course Tools Announcements Blackboard Collaborate	Learning Unit 4
Blogs	
Contacts	
Journals	Learning Unit 5
Mobile Compatible Test List	
Sortemail	have a series and the series and a serie the the series and the the the the series and the series and the series

©Indian Hills Community College | www.indianhills.edu | Page 26 of 33

Once at the top of the "Learning Units" page, unclick/release your left-mouse button. The "Proctor Information Form should now appear at the top of the page.



View Results of the Proctor Information Form

From within a course in MyHills, click "Grade Center," which is located in the gray "Course Management" menu.



In the sub-menu that opens, select "Full Grade Center."



Locate the "Proctor Information Form" column in the Grade Center. Click the drop-down arrow that appears to the right of the column title.

Note: The "Needs Grading" icon will appear in this column for each student who has submitted the "Proctor Information Form." Since you will not grade the form, this icon will appear for the duration of the course.

table cell for the gro a grade: click the ce the Grade Center. M	r mode is on the tab ade. When screen r ell, type the grade v Iore Help	ole is static, and g eader mode is off value, and press ti	rrades may be ente f, grades can be typ he Enter key to sub	red on the Grade D oed directly into the omit. Use the arrou	etails page, acces e cells on the Grad v keys or the tab k	ssed by selecting the de Center page. To enter æy to navigate through
Create Column	Create Calculate	d Column 🗸	Manage 🗸 🛛	Reports ∽ Filte	er Discover C	ontent Work Offline
Move To Top Grade Information Bar	Email 😸		Sort Colur	mns By: Layout Pos	ition 😸 Order: 🔺 Last Save	Ascending 😒
Move To Top Grade Information Bar	Email 😒	Science in the t	Sort Colur Course Study G	mns By: Layout Pos	ition ⊗ Order: ▲ Last Save Writing Assess	Ascending S d:November 12, 2013 11:16 AM Proctor Inform:
Move To Top Grade Information Bar Last Name	Email 😸 First Name Stuart	Science in the F	Sort Colur Course Study G	mns By: Layout Pos	ition ⊗ Order: Last Save Writing Assess	Ascending 📎 d:November 12, 2013 11:16 AM Proctor Inform: 🌱
Move To Top Grade Information Bar Last Name Dent Learner	Email 😒 First Name Stuart Janet	Science in the f	Sort Colur Course Study G 	Personal Reflec	ition Order: Last Save Writing Assess	Ascending & d:November 12, 2013 11:16 AM Proctor Inform: Y
Move To Top Grade Information Bar Last Name Dent Learner Selected Rows: 0	Email 😸 First Name Stuart Janet	Science in the F	Sort Colur Course Study G 	Personal Reflec	ition Order: Last Save Writing Assess	Ascending S d:November 12, 2013 11:16 AM Proctor Inform:

©Indian Hills Community College | www.indianhills.edu | Page 28 of 33

Grade Information Bar	r		· · · · · · · · · · · · · · · · · · ·		1	Last Saved:November 12, 2013 11:16 A
Last Name	🗧 First Name	Science in the M	Course Study G	Personal Reflec	Writing	Accese 🐣 Droctor Informs 🐣
Dent	Stuart					Ouick Column Information
Learner	Janet	95.00				Edit Test
Selected Rows: 0		<				Lairroot
Move To Top	Email 💝					Grade Attempts
						Grade Anonymously
						Item Analysis
						Attempts Statistics
						Download Results
						View All Attempts
						Grade Questions
						Grade Questions View Grade History
						Grade Questions View Grade History Edit Column Information
						Grade Questions View Grade History Edit Column Information Column Statistics
						Grade Questions View Grade History Edit Column Information Column Statistics Set as External Grade
						Grade Questions View Grade History Edit Column Information Column Statistics Set as External Grade Show/Hide to Users
						Grade Questions View Grade History Edit Column Information Column Statistics Set as External Grade Show/Hide to Users Clear Attempts for All Users
						Grade Questions View Grade History Edit Column Information Column Statistics Set as External Grade Show/Hide to Users Clear Attempts for All Users Sort Ascending
						Grade Questions View Grade History Edit Column Information Column Statistics Set as External Grade Show/Hide to Users Clear Attempts for All Users Sort Ascending Sort Descending

In the menu that opens, click "Grade Attempts."

On the "Grade Test: Proctor Information Form" page, you can view the submitted answers for the "Proctor Information Form," one student at a time. The name of the student whose results you are viewing will appear at the top of the page next to "User."

Assign a grade and feedback for the current test attempt. Exp the test. <u>More Help</u>	and the Test Information section to clear the student's attempt or edit
	Jump to Hide User Name
Jser: Stuart Dent (Attempt 1 of 1) 🕗 /iew: Full Grade Center	Exit Save and Exit Save and Next < 1 of 2
Test Information	

©Indian Hills Community College | www.indianhills.edu | Page 29 of 33

The question text, and the student's "Given Answer," will be shown for each question.

Note: Since there are no "correct" answers for the "Proctor Information Form," you may disregard the "Correct Answer."

	Given	Stua	irt De	ent																						
	Correct Answer:	[No	ne]																							
	Response Feedback	т	Т	T	Ŧ	Par	agra	ph 🔪	A	rial		~	3 (12	pt)	~] :≡	•	Ξ	-	т.	ø		æ	Ţ	i	20
100		Ж	D	Û	Q	10	(21	=	= :		ì	41	T	\mathbf{T}_x	0	2's	н¶[4 <u>1</u> -4	-		· _	**				
<u>S</u>		0	\mathbf{f}_x	٠	Mashi	ups	- 9	66	©	(i) a	î 1						田		田			HTML	CSS			

Some of the question types used on the "Proctor Information Form" *require* that a correct answer to the question be selected. Therefore, some of the questions on the form may be counted wrong automatically. Since the form is not graded, wrong answers do not count against the student.

Note: Be sure to follow the instructions, shown earlier in this tutorial, for selecting your test options, as you do not want students to receive a grade for the "Proctor Information Form."



©Indian Hills Community College | www.indianhills.edu | Page 30 of 33

Once you are finished viewing a student's results, click "**Save and Next**," or click the right-facing arrow to view the next student's "Proctor Information Form" results.

Note: Click "Save and Exit" to return to the "Full Grade Center."



You may also choose to view an individual student's results. From within the "Full Grade Center," hover your cursor over a student's "Proctor Information Form" grade box. Then, click the drop-down arrow that appears.

Move To Top	Email 💝		Sort Colu	mns By:	Layout Pos	ition 😸	Order:	Ascending	5
Grade Information Bar							Last Saved	November 12,	2013 11:16 AI
🗆 Last Name	First Name	$^{\sim}$ Science in the F $^{\sim}$	Course Study G	Perso	nal Reflec 🍣		Assess	Proctor Inf	forma 😤
Dent Dent	Stuart	e						0	
Learner	Janet	95.00						e	
Selected Rows: 0	- 4	<	1						>
> Move To Top	Email 😒							Icon Legen	d

In the sub-menu that opens, click "View Grade Details."

Move To 1	Fop Email 📎		Sort Colur	nns By: Layout Po	sition 💝	Order:	Ascending 😪
Grade Information	Bar					Last Saved	November 12, 2013 11:16 Al
Last Name	💛 First Name	$^{\sim}$ Science in the f $^{\sim}$	Course Study G	Personal Reflec		g Assess	🗇 Proctor Informa 🎽
Dent Dent	Stuart	0				-	0
Learner	Janet	95.00				16-10	0
Selected Rows: 0		<	9.5	50		View G	rade Details
Move To T	Fop Email 🛛					Exempt	Grade
						Attempt	11/12/13 🔾

©Indian Hills Community College | www.indianhills.edu | Page 31 of 33

The "Grade Details" page for the selected student will open.

B MyHills Courses Co	Is Commun mmunity Help	ity College
Grade Center > Grade Det	ails	
 + È C Î↓ ▼ MyHills Training: Tutorials ★ Course Home Before You Begin Syllabus and Schedule Faculty Information 	Grade Details	uart_dent) < > Column Proctor Information Form (Test) < >
Learning Units	Current Grade:	Needs Grading () out of 0 points Exempt Grade based on Last Graded Attempt Due: None Calculated Grade
Discussions		View Attempts

On the "Grade Details" page, select "**View Attempts**" or "**Grade Attempt**" to open the "Grade Test: Proctor Information Form" page.

							Ju
Jser Stuart Der	t (stuart_dent) <	> Colum	n Proctor I	nformation	Form (Test)	< >	
Current Grade	Needs Gra Grade based Due: None Calculated G View Atte Manual Override	ading 😔 out I on Last Grad Grade mpts Column Det	of 0 points led Attempt ails Gra	Exempt de History			
						Delete Last Attempt	∽ Go
Date Created	Date Submitted (or Saved)	Value F	eedback to Iser	Grading Notes	Actions		
	Nov 12, 2013	0			Grade Att	empt Clear Attempt	Ignore Attempt

The "Grade Test: Proctor Information Form" page will open for that student. Here, you can view the submitted answers for the "Proctor Information Form," as described earlier in this tutorial.

Assign a grade and feedback for the current test attempt. Exp the test. <u>More Help</u>	pand the Test Information section to clear the student's attempt or edit
	Jump to Hide User Name
User: Stuart Dent (Attempt 1 of 1) 🥥 View: Full Grade Center	Exit Save and Exit Save and Next < 1 of 2
 Test Information 	

Congratulations! You now know how to add proctor information to a course in MyHills!

Office of Online Learning —

Looking for more computer tutorials? Please visit: <u>www.indianhills.edu/tutorials</u>.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u>