

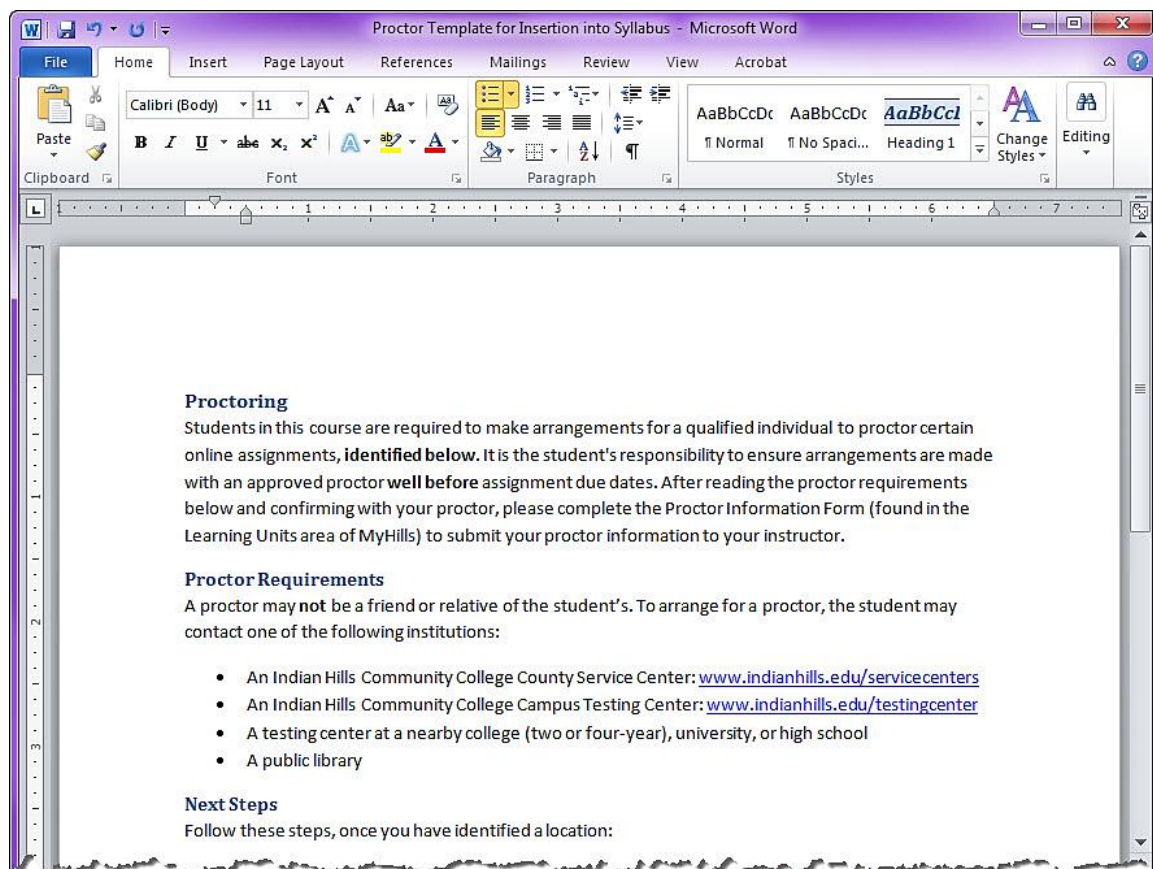
Faculty Tutorial: Add Proctoring to a Course

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

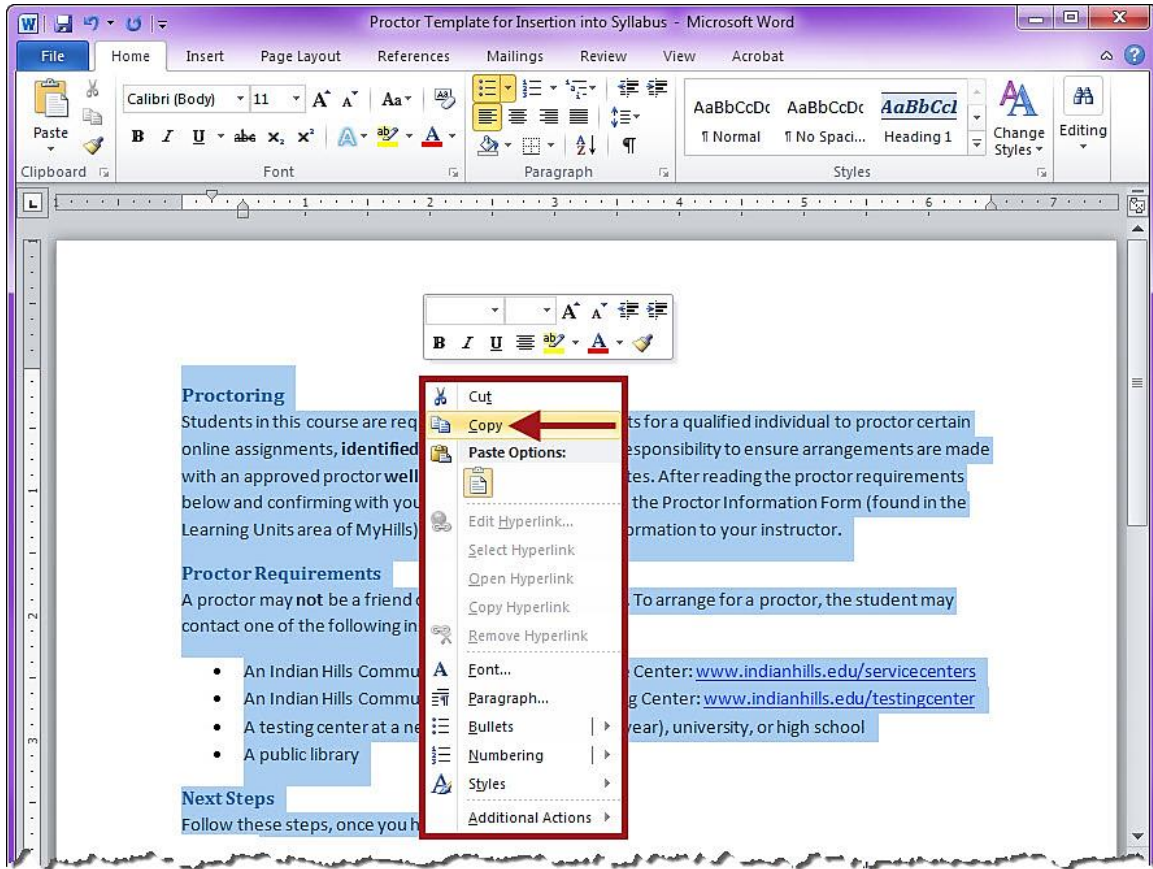
The following **three** files are required to add proctoring to a course: the “Proctor Template for Insertion into Syllabus.docx,” the “Proctor Information Form (Import).zip,” and the “Proctor Information Form (Description Text).rtf.” These files can be downloaded from the Faculty Tutorials area of the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

Add Proctoring Information to a Syllabus

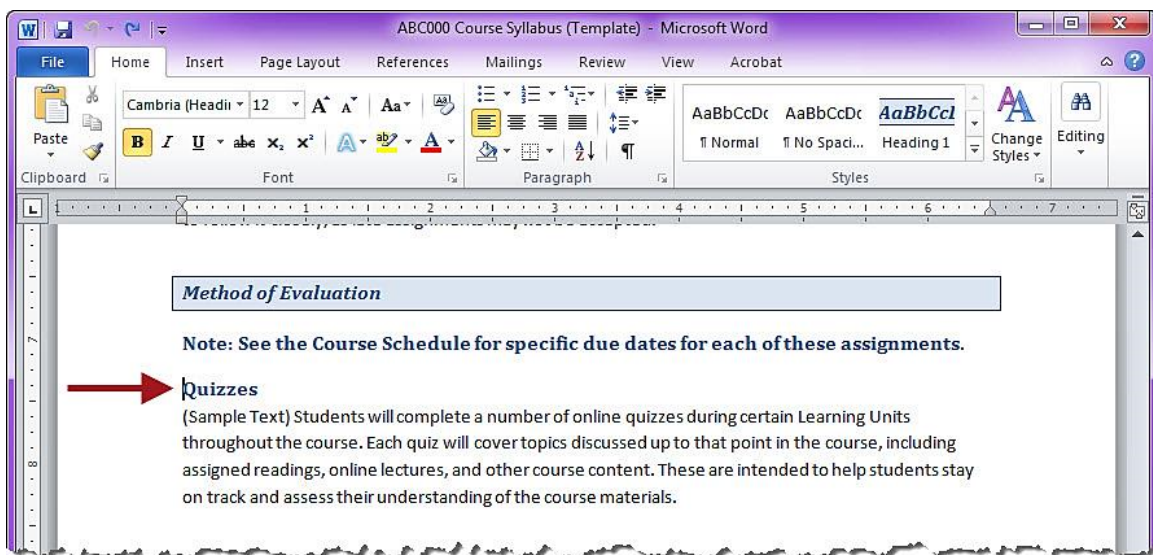
First, open the “**Proctor Template for Insertion into Syllabus**” in MS Word. Then, use your cursor to highlight/select the *entire* document (or, press and hold the “**Ctrl**” key on your keyboard, while you press the “**A**” key).



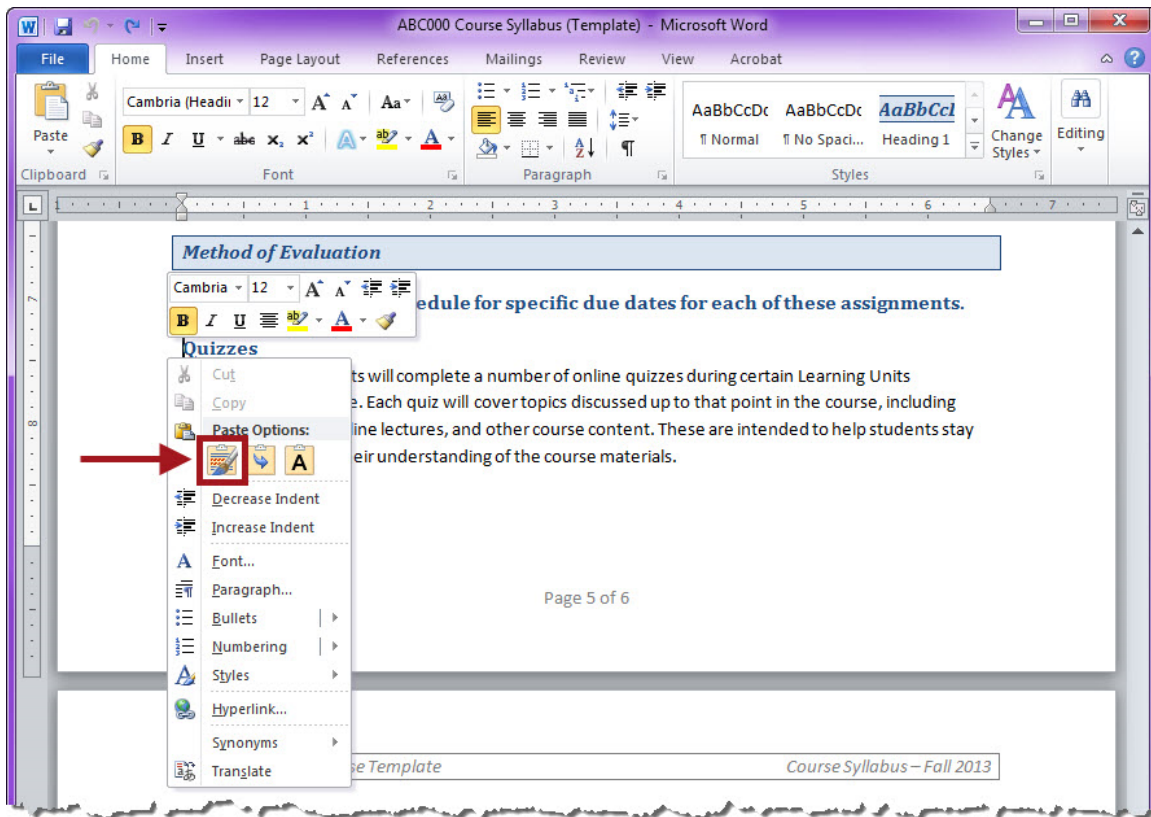
Once the entire document is selected, press and hold the “Ctrl” key on your keyboard and press the “C” key (or right-click your mouse and select “Copy” in the menu that opens).



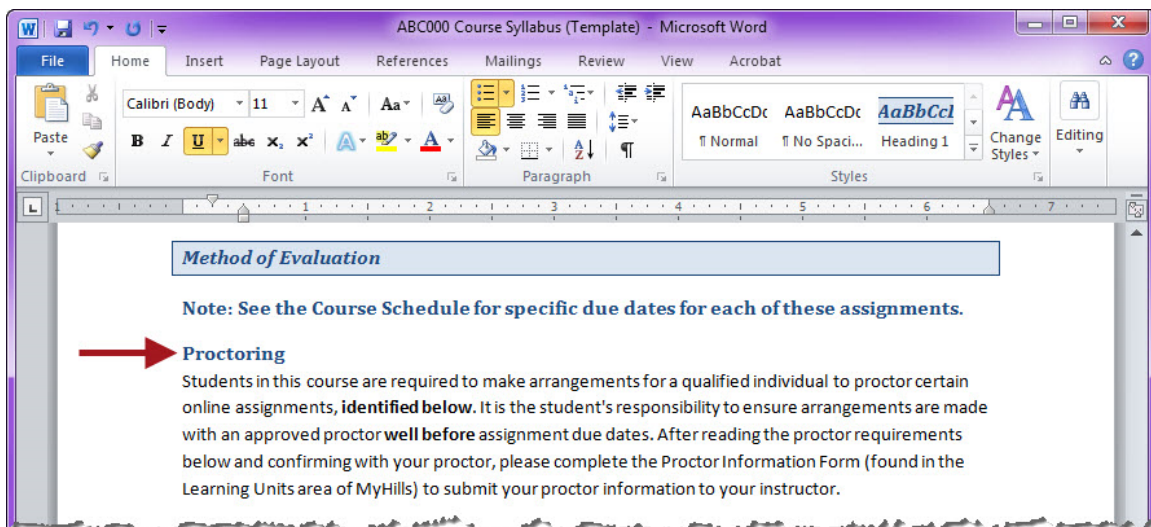
Now, open your *Syllabus* and scroll to the “Method of Evaluation” section. Place your cursor directly to the left of the first item listed under “Method of Evaluation.”



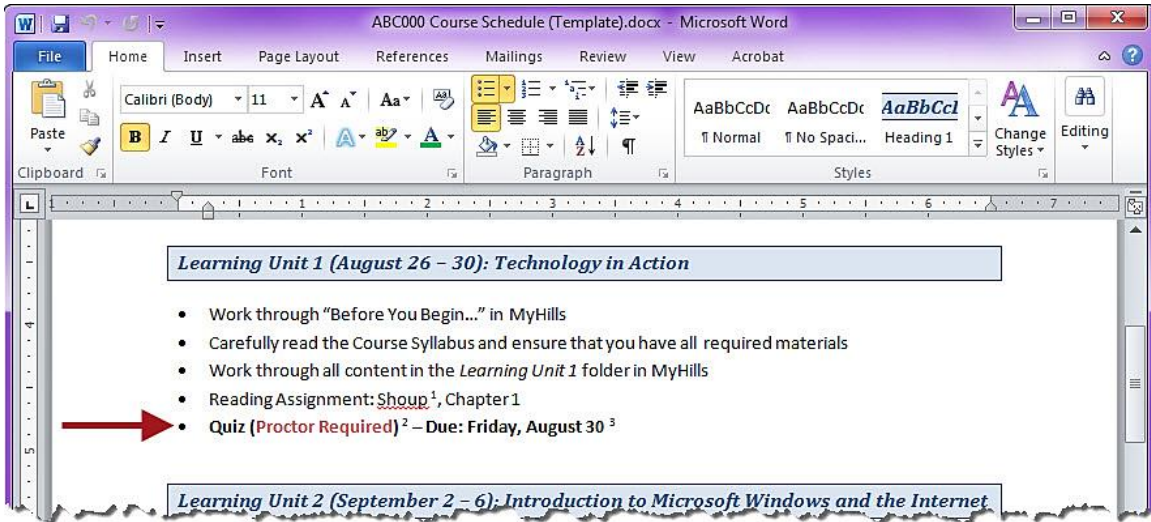
Press and hold the “Ctrl” key on your keyboard and press the “V” key (or right-click your mouse, and, from the menu that opens, select the first option , under “Paste Options,” which is “Keep Source Formatting”).



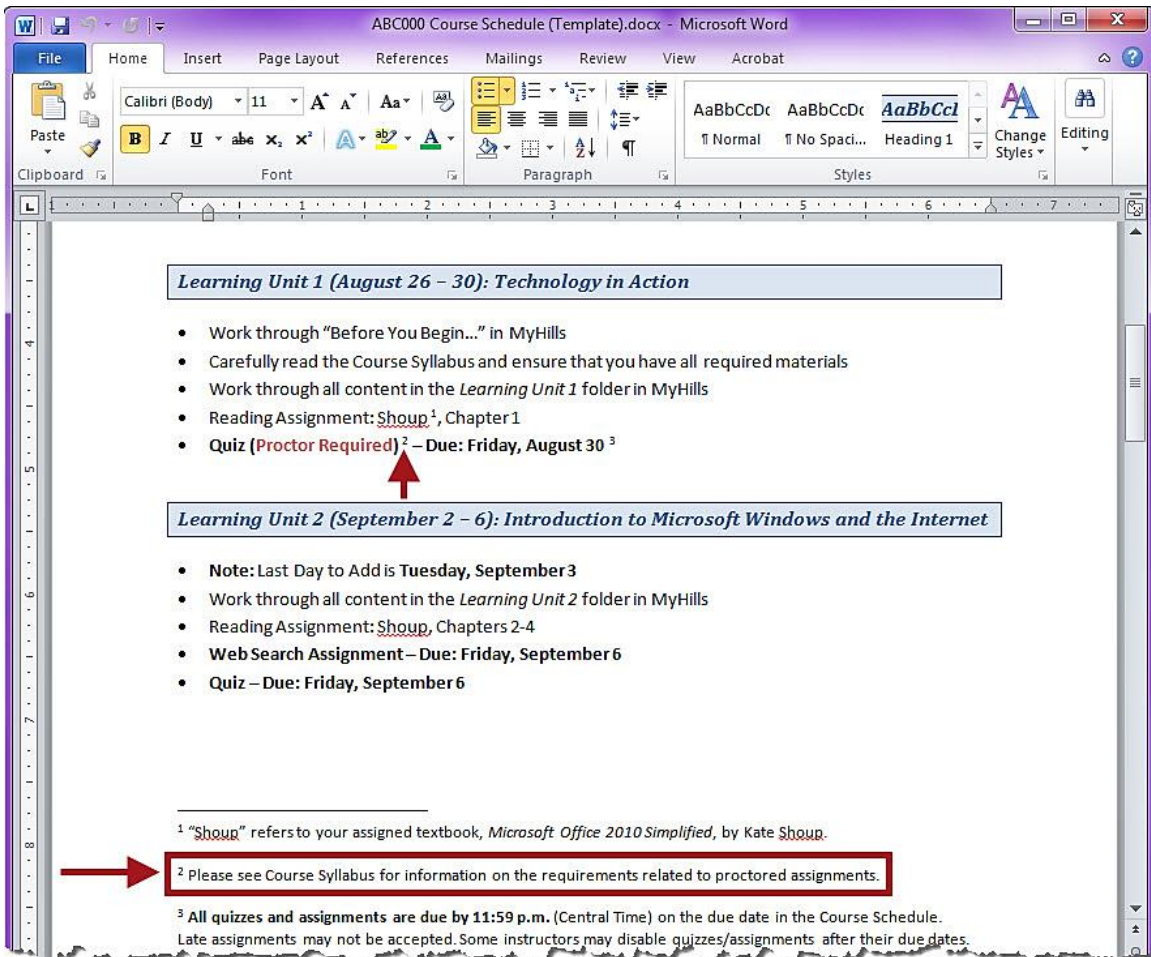
The “Proctoring” information should now be listed *first* under “Method of Evaluation.” Once your Syllabus has been updated to include the required information, you may save it as a PDF and upload it to your course. Please see the tutorial “Upload a Syllabus and Course Schedule” for information on how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

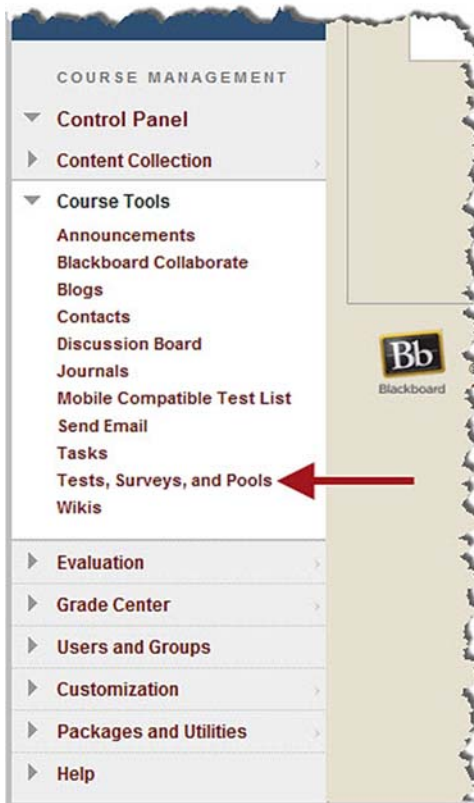


Add the “Proctor Information Form” to a Course

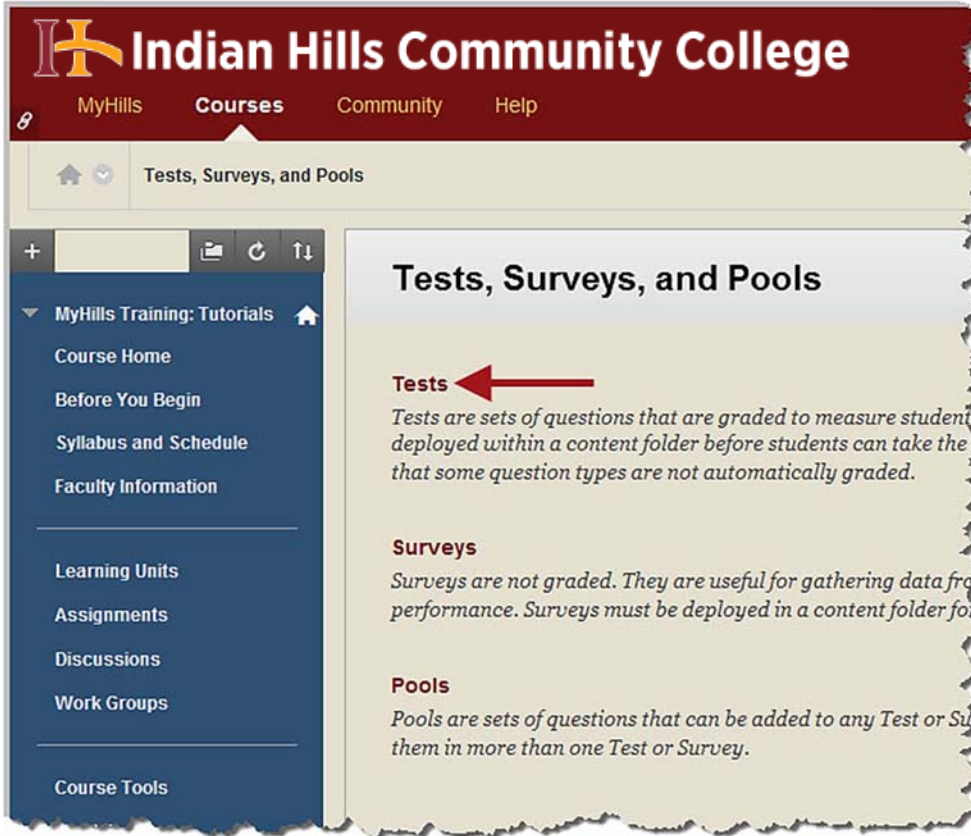
From within a course in MyHills, click “**Course Tools**,” which is located in the gray “Course Management” menu.



Then, in the sub-menu that opens, select “**Tests, Surveys, and Pools.**”



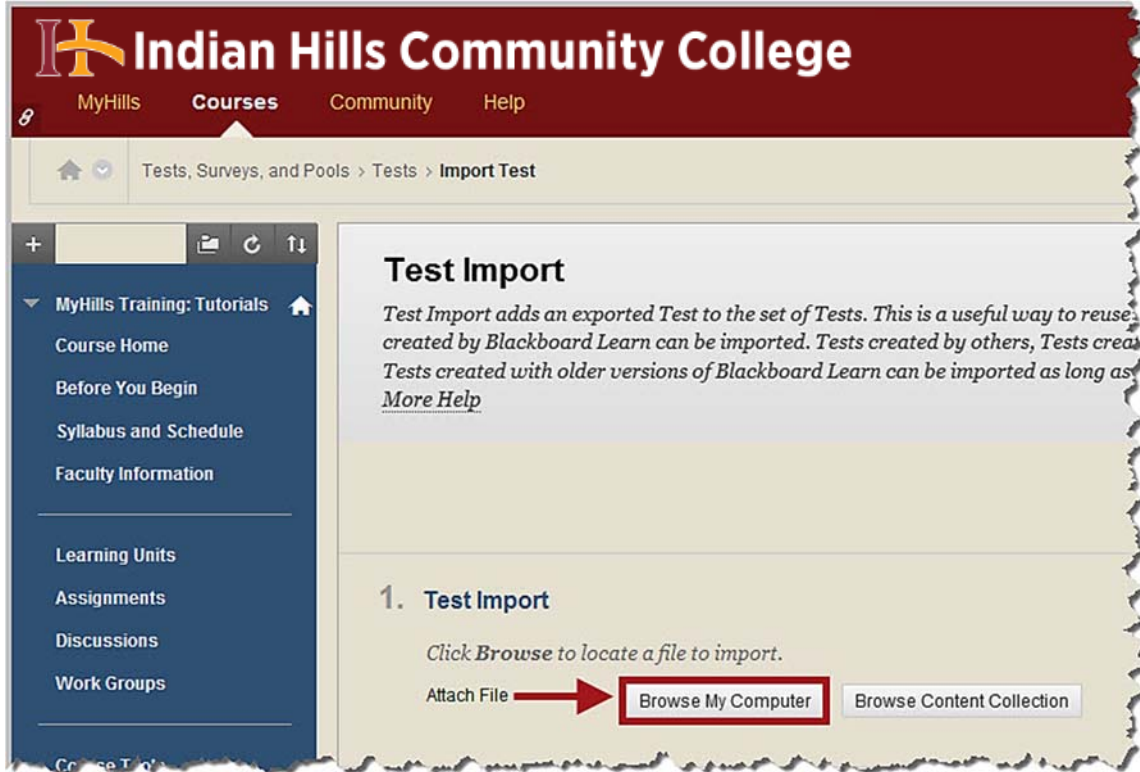
On the “Tests, Surveys, and Pools” page, click “Tests.”



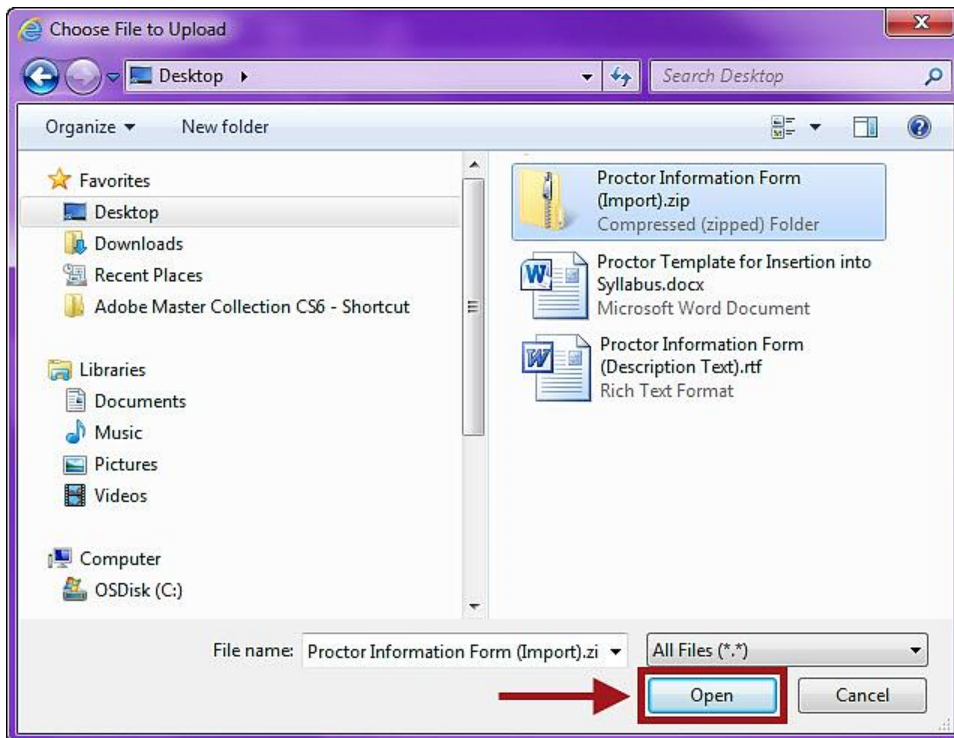
Then, on the “Tests” page, select “Import Test.”



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.

Indian Hills Community College

MyHills Courses Community Help

Tests, Surveys, and Pools > Tests > Import Test

Test Import

Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test created by Blackboard Learn can be imported. Tests created by others, Tests created at Tests created with older versions of Blackboard Learn can be imported as long as they a [More Help](#)

1. Test Import

*Click **Browse** to locate a file to import.*

Attach File

Selected File File Name **Proctor Information Form (Import).zip**

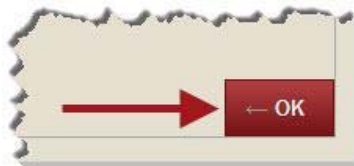
Click “**Submit.**”



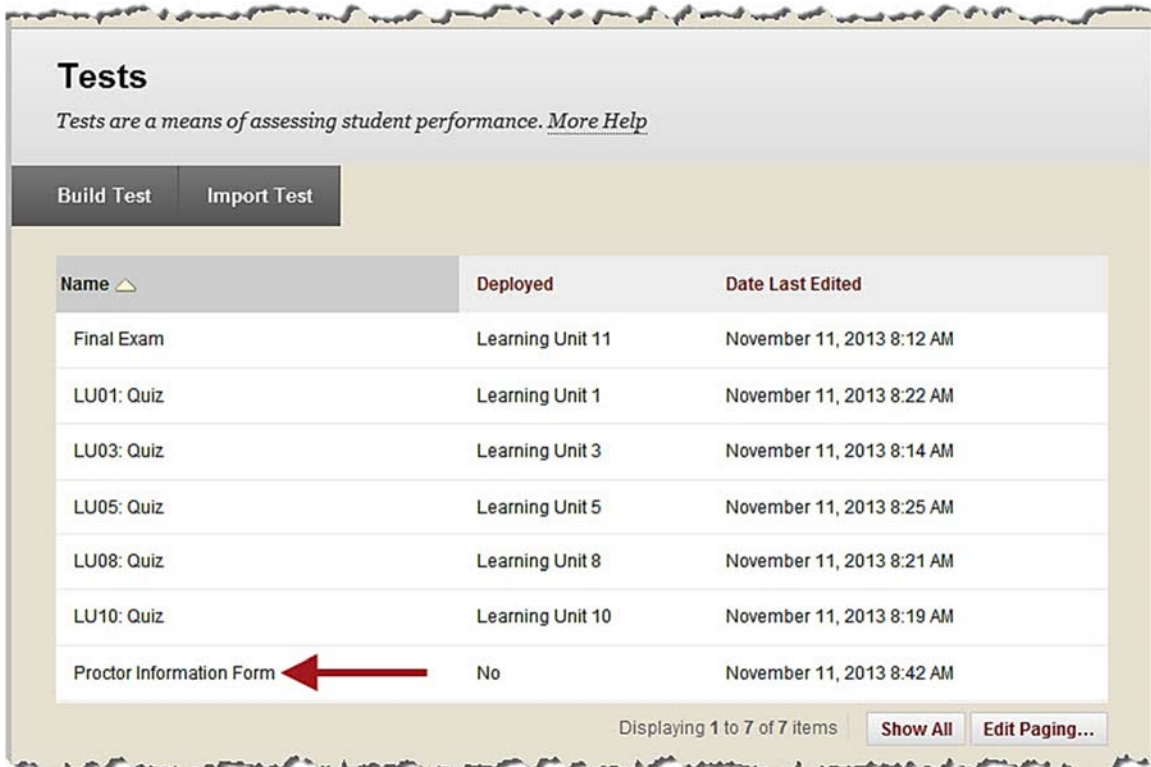
The “Test Import Complete” page will appear, once the import is complete.



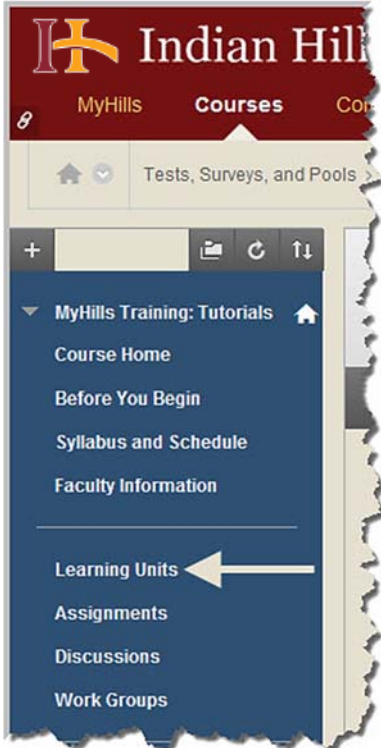
Click “OK.”



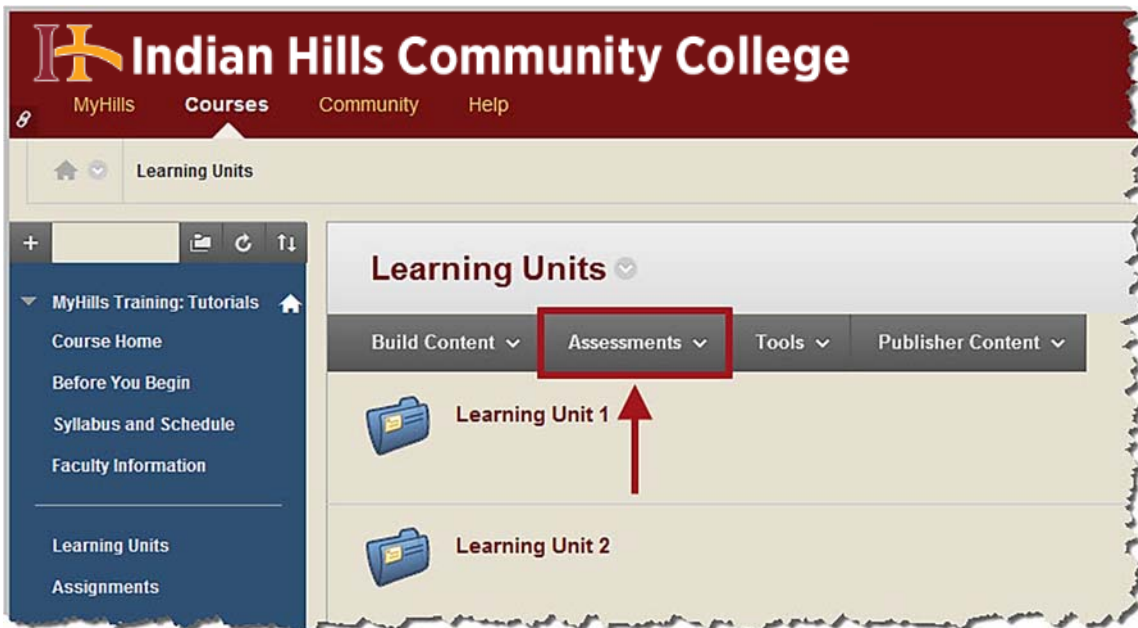
The “Proctor Information Form” should now appear on the “Tests” page.



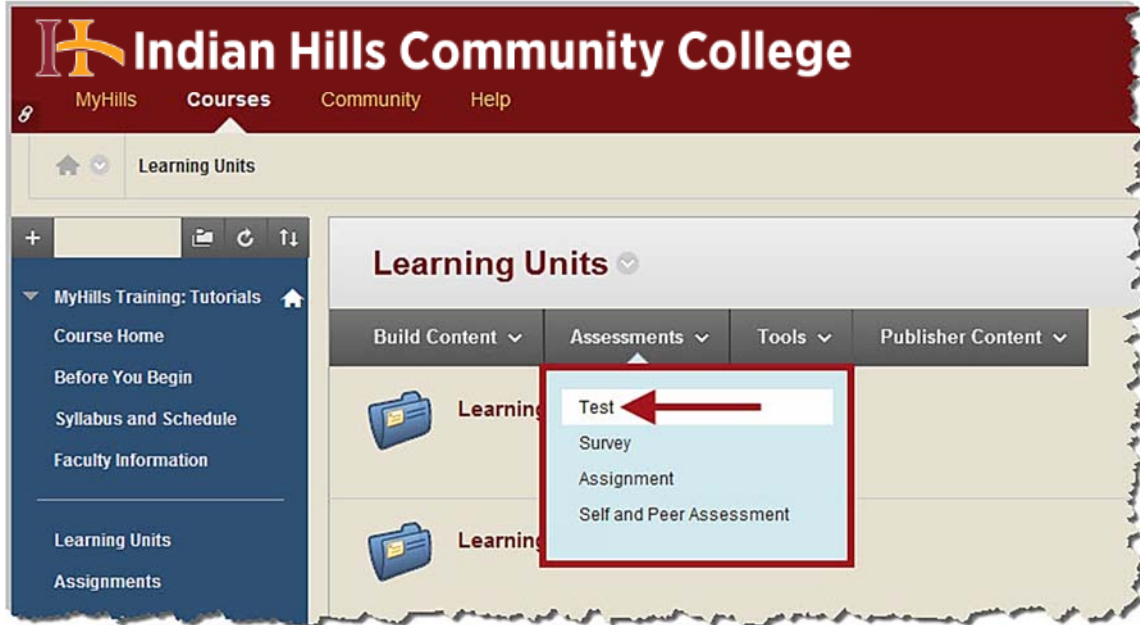
Next, click “Learning Units” in the blue Course Menu.



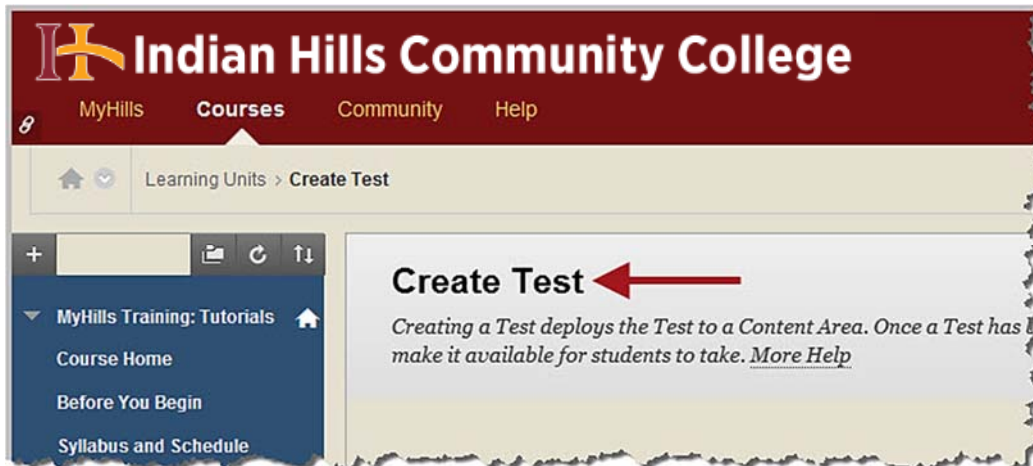
Then, hover your cursor over “Assessments.”



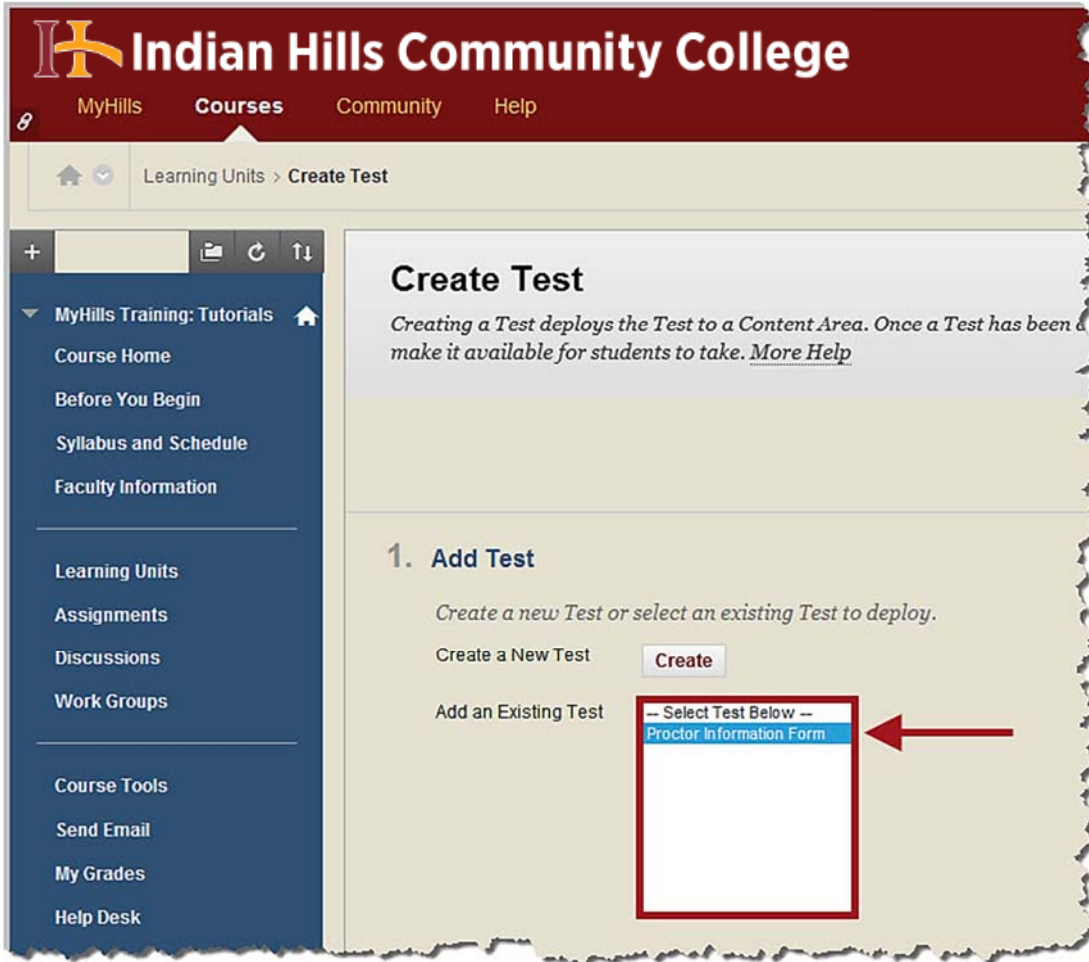
In the sub-menu that appears, select “Test.”



The “Create Test” page will open.



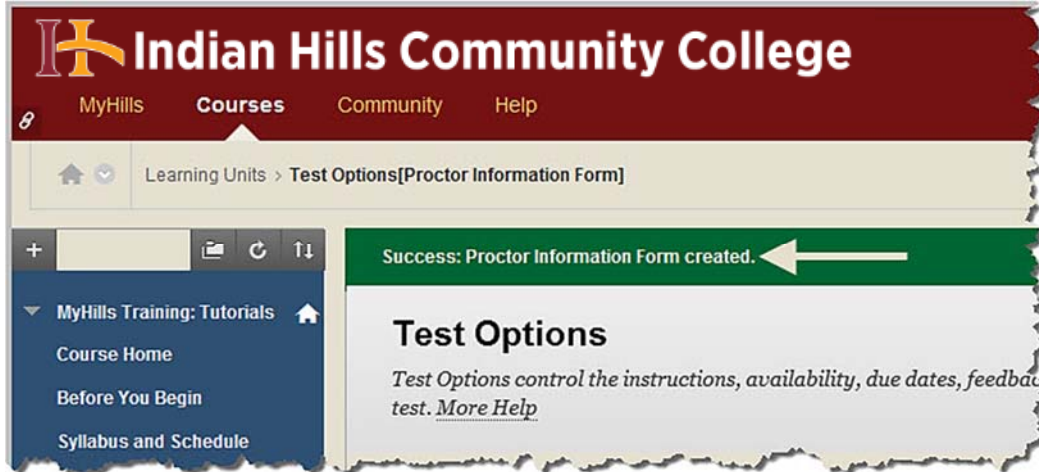
Select **“Proctor Information Form,”** which should appear in the **“Add an Existing Test”** box, under **“Add Test.”**



Click **“Submit.”**

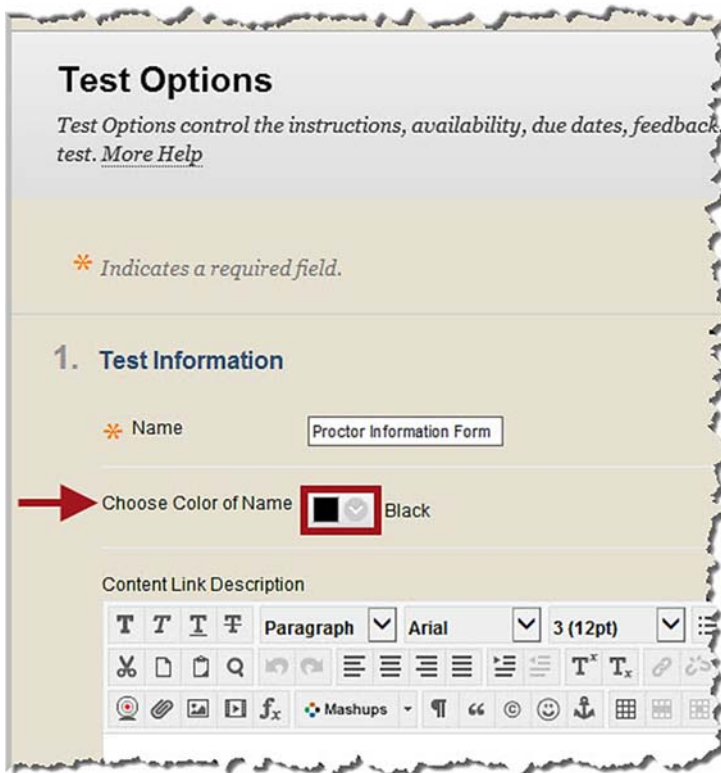


The “Test Options” page will open. A green “Success...” message will be at the top of the page.



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 drop-down arrow next to “Choose Color of Name.”

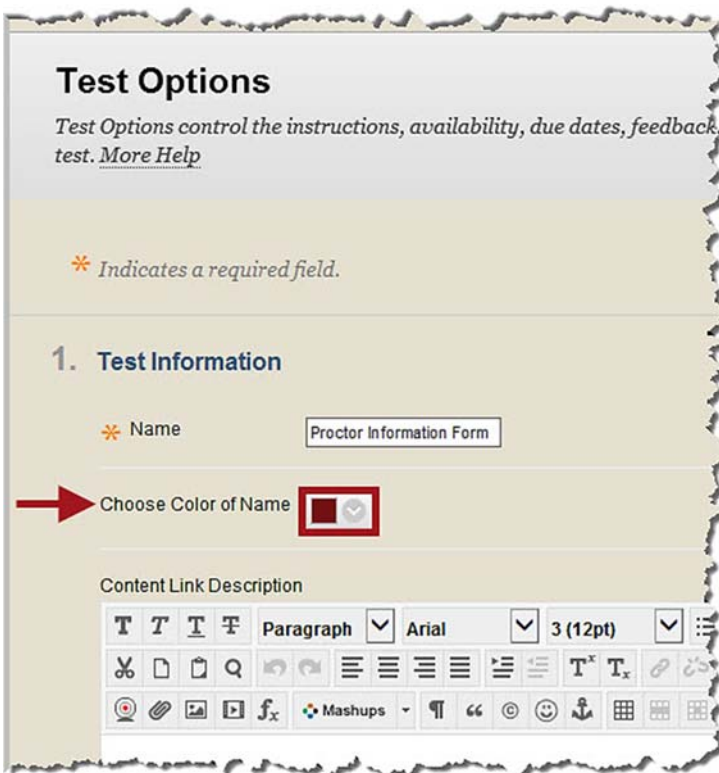
Note: Please use the Indian Hills color palette or leave the color black.



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

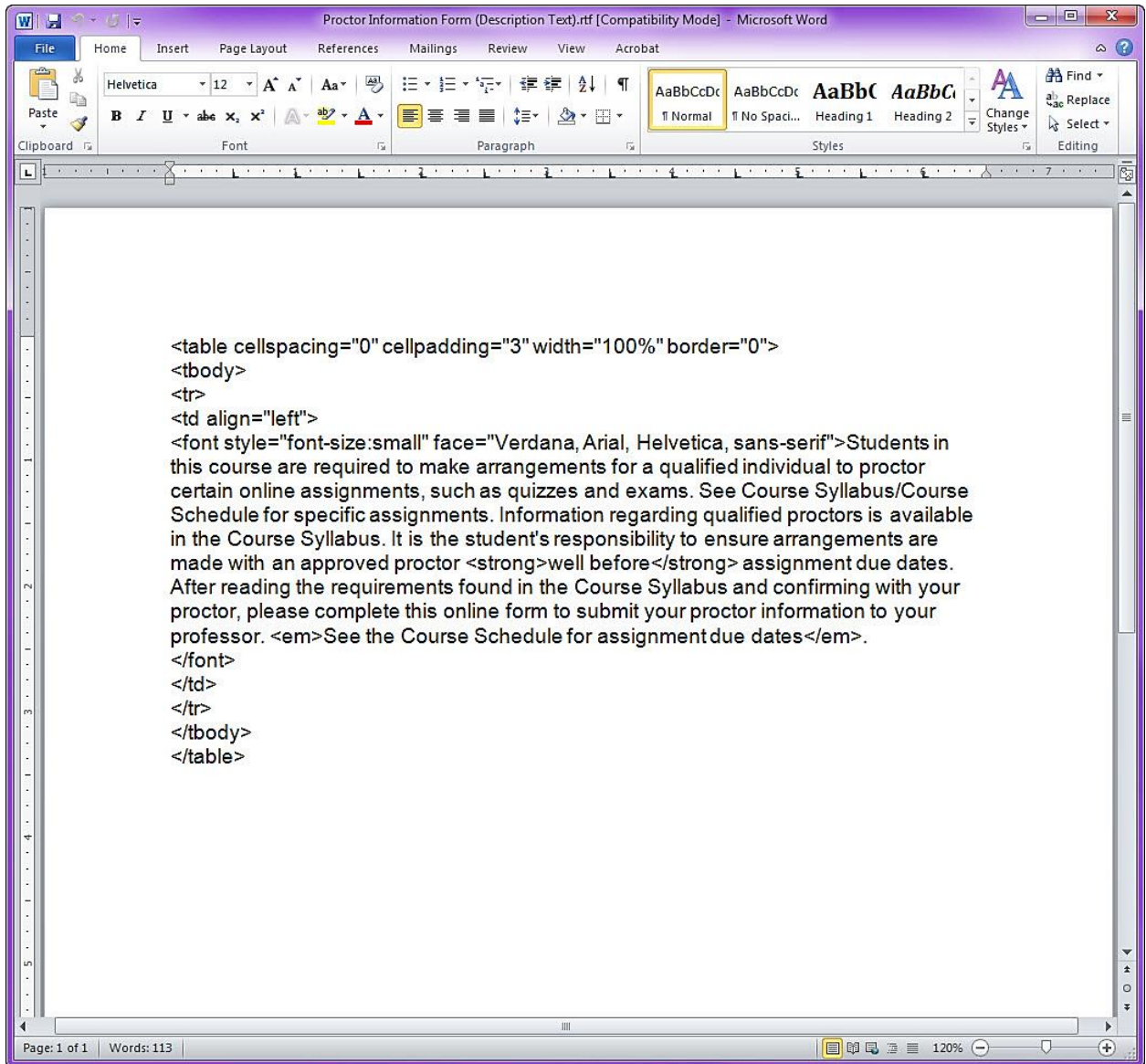


The color should now be **maroon**.



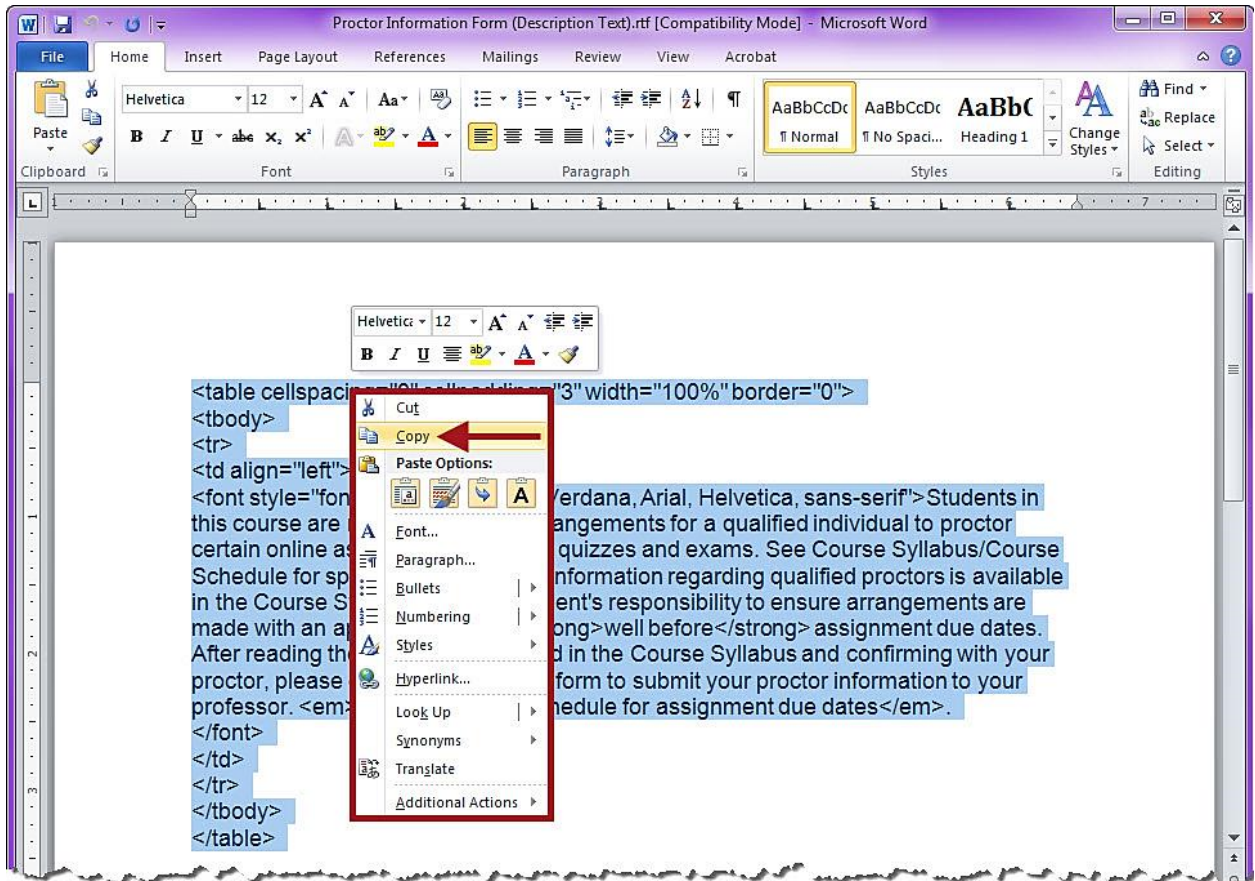
Proctor Information Form Description Text

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).

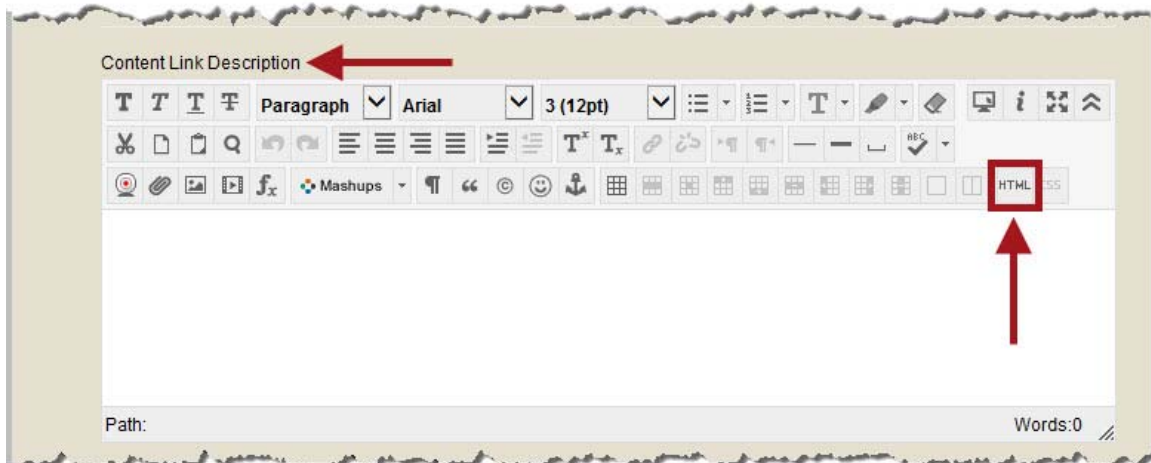


Once the entire document is selected, press and hold the “Ctrl” key on your keyboard and press the “C” key (or right-click your mouse and select “Copy” in the menu that opens).

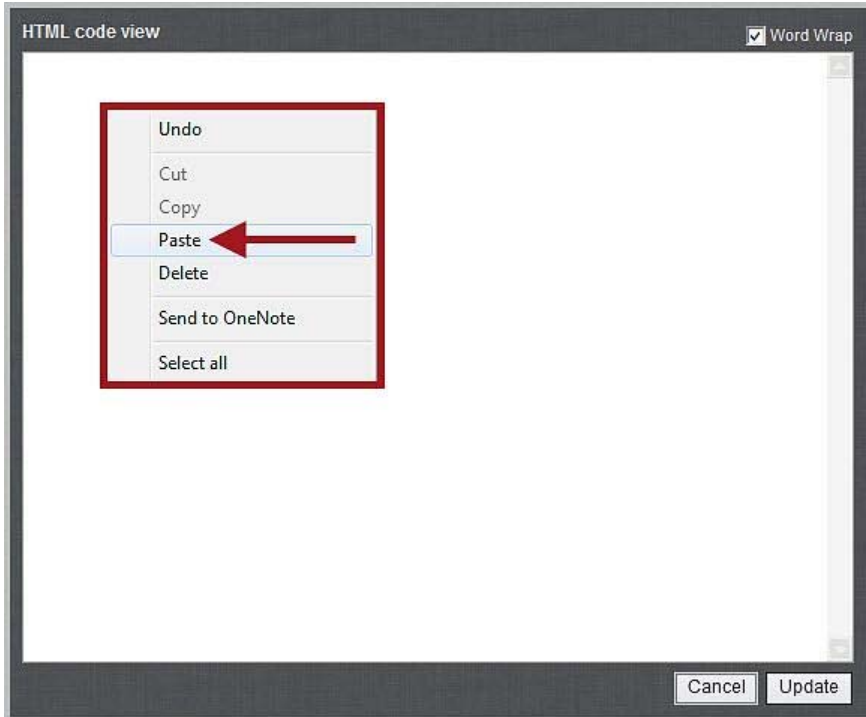
IMPORTANT: Be sure to select the entire document and do not change anything! This is HTML code and is needed in its entirety, and exactly as written, in order to work correctly in MyHills.



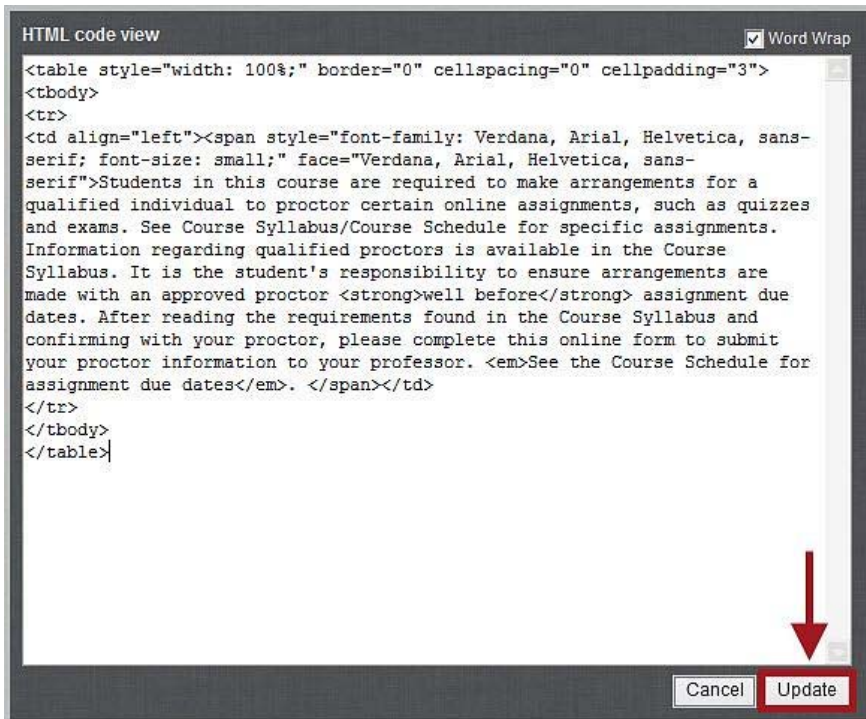
Now, back in MyHills, on the “Test Options” page, click the “HTML” button located in the WYSIWYG (what you see is what you get) editor, in the “Content Link Description” area



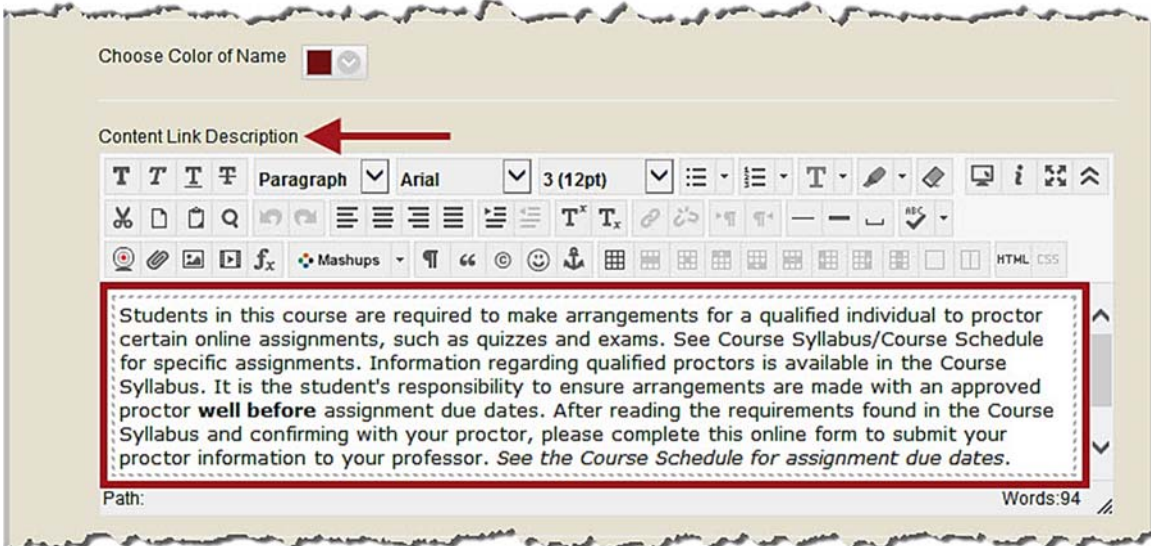
The “HTML code view” text box will open. Press and hold the “Ctrl” key on your keyboard and press the “V” key (or right-click your mouse, and, from the menu that opens, select “Paste”).



The code will appear in the box. Click “Update.”

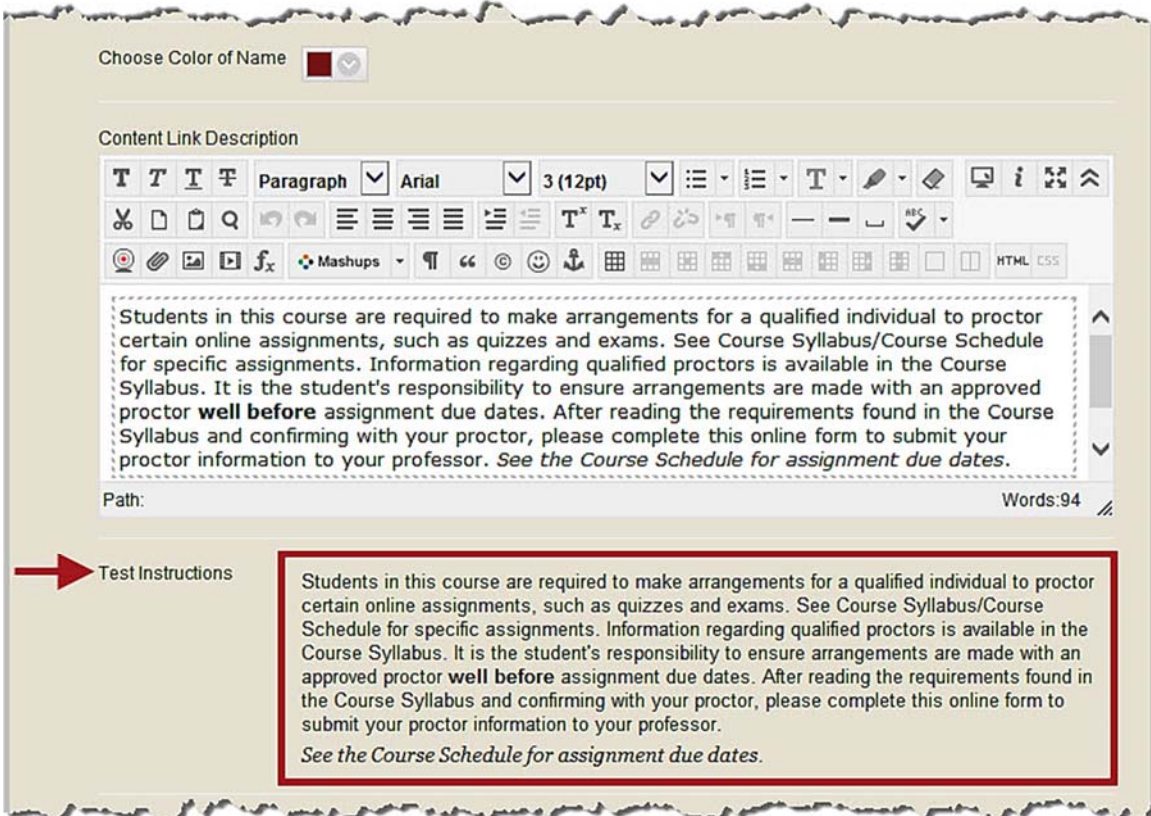


The “Proctor Information Form (Description Text)” should now appear in the “Content Link Description” text box. There should be a gray border around the text.



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

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



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 Window Yes No

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

Show Instructions to students before they begin the test.

Open Test in New Window Yes No

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.

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

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” is not actually a test.

2. Test Availability

Make the Link Available Yes No

→ Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

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 Announcement for this Test Yes No

→ Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion
Once started, this test must be completed in one sitting.

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

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

→ Force Completion
Once started, this test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for option before they begin the Test.

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

Force Completion
Once started, this test must be completed in one sitting.

→ Set Timer
Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.

Minutes

Auto-Submit
 OFF ON

*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

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.

Set Timer
Set expected completion time. Selecting this option also records completion time for option before they begin the Test.

Minutes

Auto-Submit
 OFF ON

*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

→ 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.

Password

Require a password to access this Test.

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

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.

Password
Require a password to access this Test.

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.*

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.

4. Due Date

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is checked.

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 instructor 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 **not** want students to see a score for their “Proctor Information Form.”

6. Show Test Results and Feedback to Students

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When (i)	Score (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers Submitted <input type="checkbox"/> Correct	<input type="checkbox"/>	<input type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers Submitted <input type="checkbox"/> Correct	<input type="checkbox"/>	<input type="checkbox"/>

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

6. Show Test Results and Feedback to Students

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When (i)	Score (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Submission	<input type="checkbox"/>	<input checked="" type="checkbox"/> All Answers Submitted	<input type="checkbox"/> Correct	<input type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers Submitted	<input type="checkbox"/> Correct	<input type="checkbox"/>

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

7. Test Presentation

All at Once
Present the entire Test on one screen.

One at a Time
Present one question at a time.

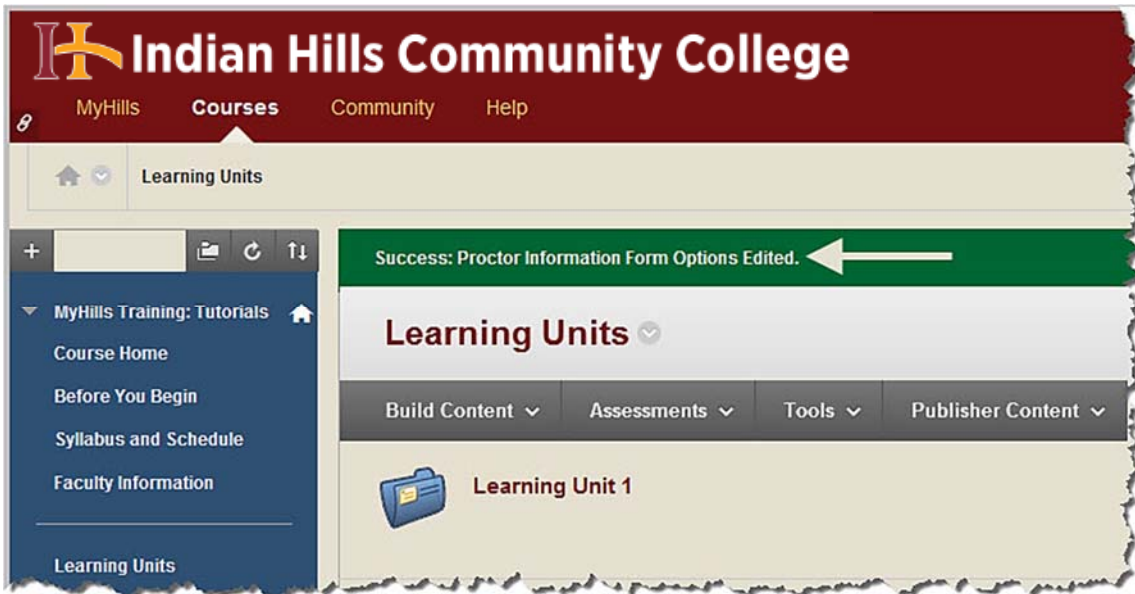
Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each Test attempt.

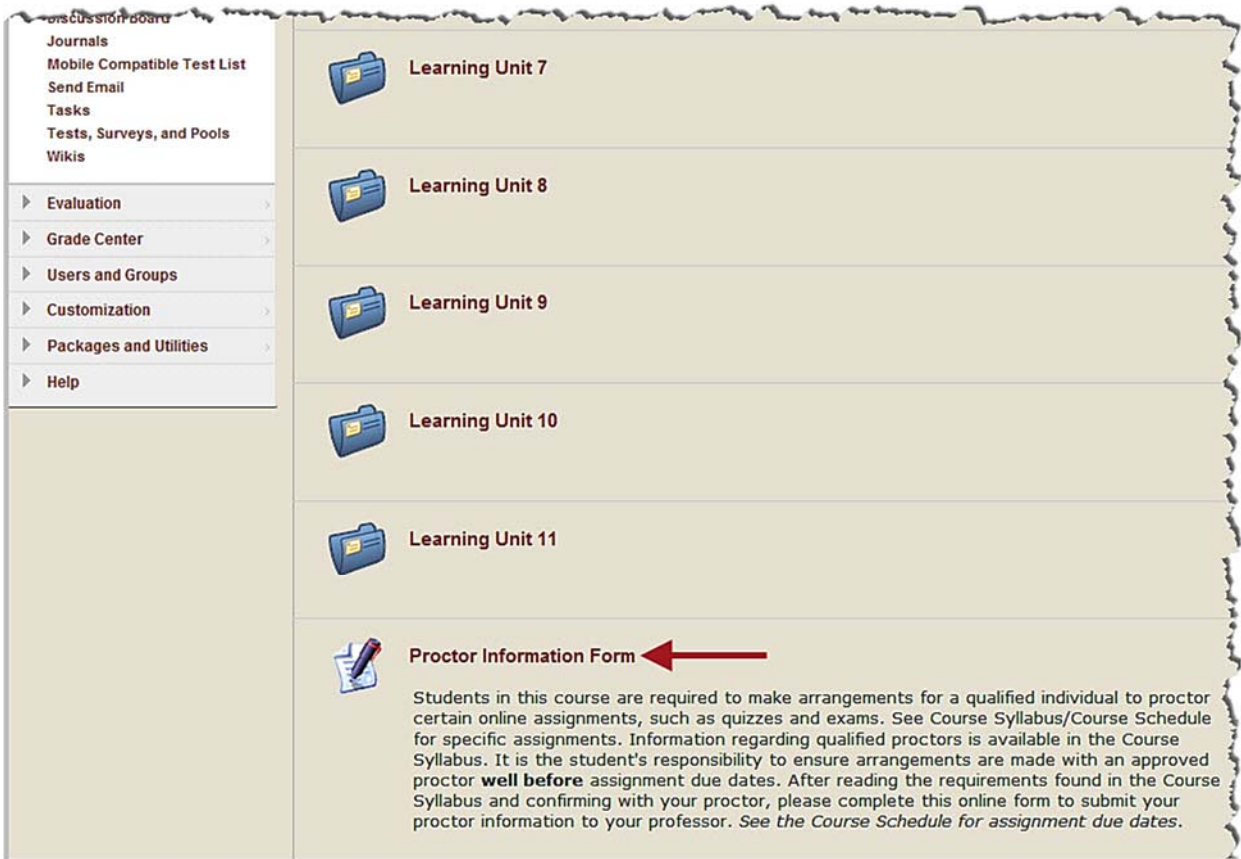
Once you have selected your options, click “**Submit.**”

Cancel Submit

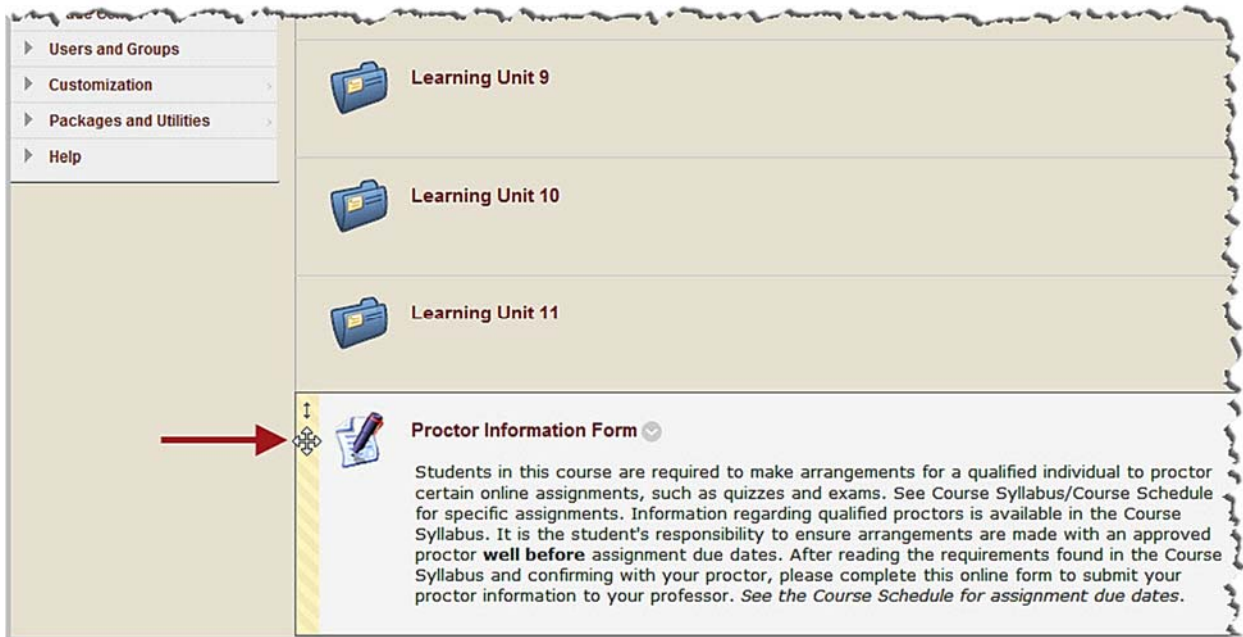
A **green** “Success...” message will appear at the top of the “Learning Units” page.



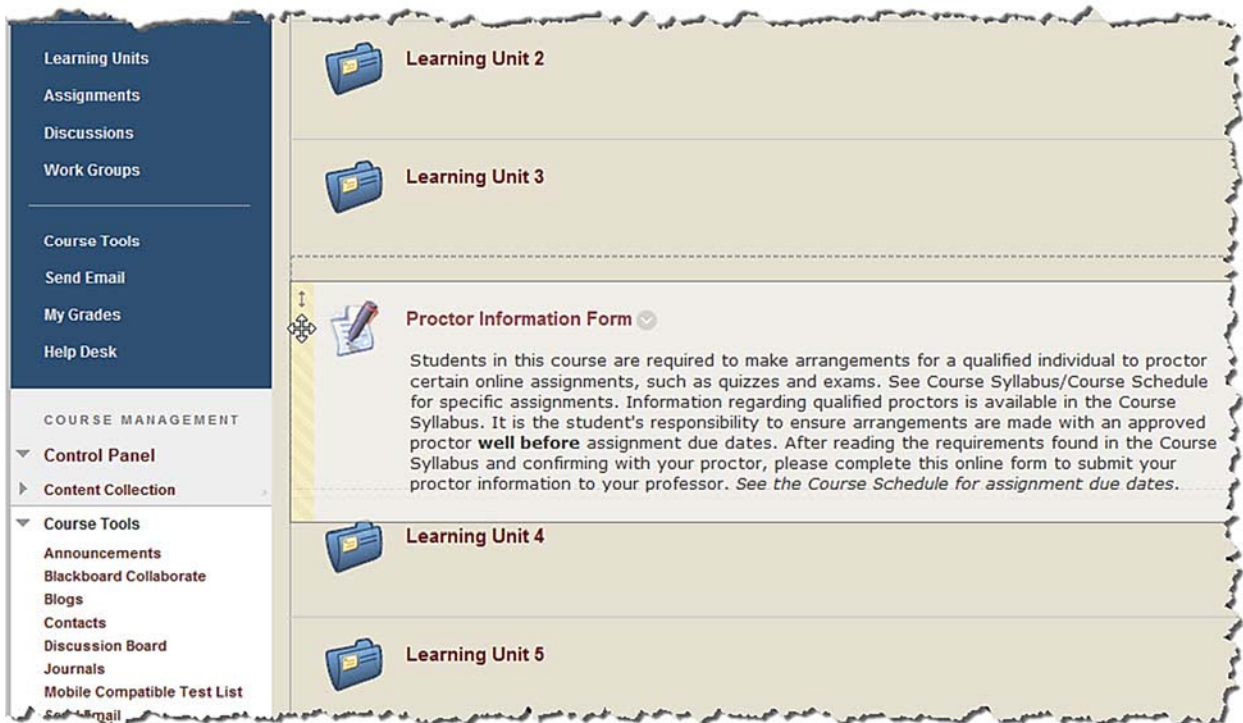
The “Proctor Information Form” will appear at the bottom of the “Learning Units” page.



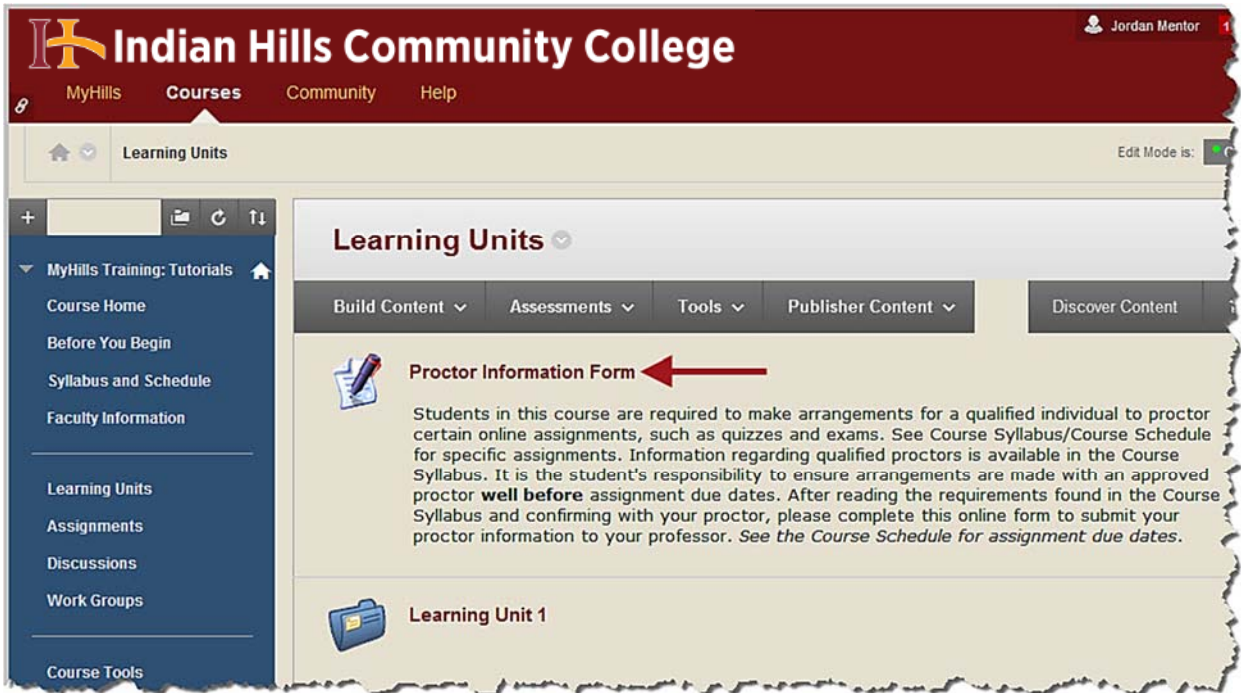
Hover your cursor over the “Proctor Information Form,” which will highlight it. Then, move your cursor to the yellow bar on the left side of the form. Once the four-arrow plus sign appears, click and hold your left-mouse button.



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



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.

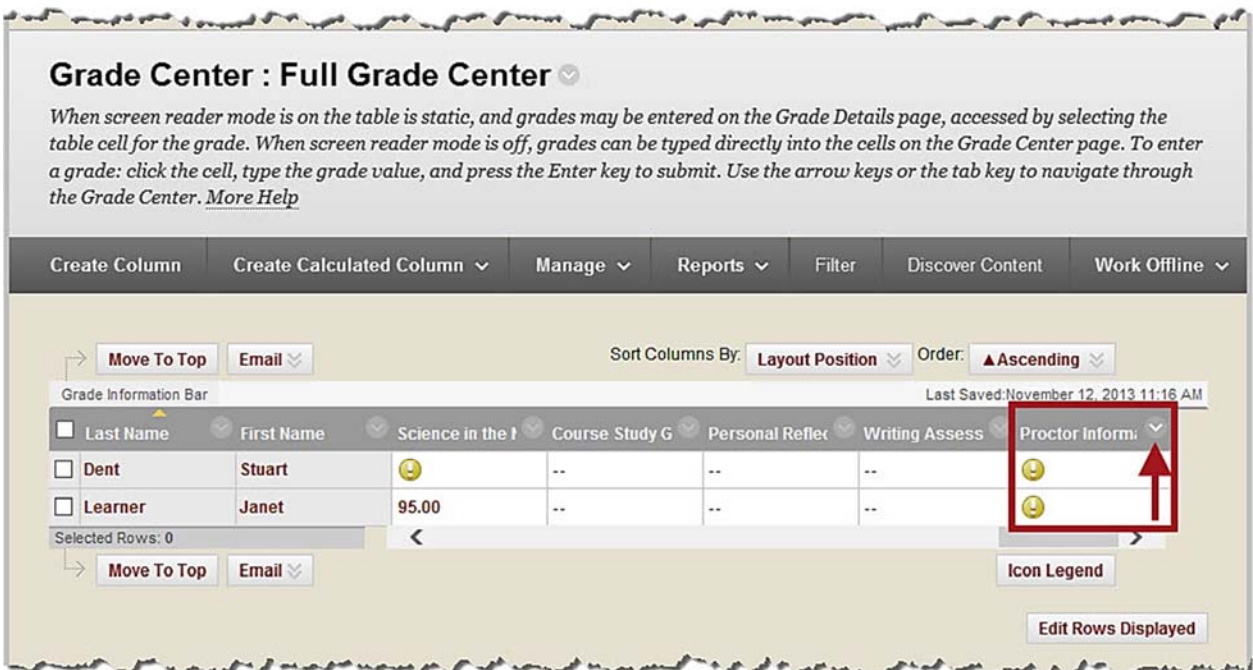


In the sub-menu that opens, select “Full Grade Center.”



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.



In the menu that opens, click “Grade Attempts.”

The screenshot shows a web interface for managing grades. At the top, there are controls for 'Sort Columns By: Layout Position' and 'Order: ▲ Ascending'. Below this is a 'Grade Information Bar' with a 'Last Saved' timestamp of 'November 12, 2013 11:16 AM'. A table displays student information with columns for 'Last Name', 'First Name', 'Science in the t', 'Course Study G', 'Personal Reflex', and 'Writing Assess'. Two rows are visible: 'Dent, Stuart' with a grade of 95.00 and a yellow smiley face icon, and 'Learner, Janet' with a grade of 95.00. A context menu is open over the table, listing various actions such as 'Quick Column Information', 'Edit Test', 'Grade Attempts', 'Grade Anonymously', 'Item Analysis', 'Attempts Statistics', 'Download Results', 'View All Attempts', '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', and 'Hide Column'. A red arrow points to the 'Grade Attempts' option.

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.”

The screenshot shows the 'Grade Test: Proctor Information Form' page. The title is 'Grade Test: Proctor Information Form'. Below the title is a subtitle: 'Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)'. There are two buttons: 'Jump to...' and 'Hide User Names'. Below this, the user information is displayed: 'User: Stuart Dent (Attempt 1 of 1)' with a yellow smiley face icon. There are three buttons: 'Exit', 'Save and Exit', and 'Save and Next'. Below the user information, there is a 'View: Full Grade Center' link. The 'Test Information' section is expanded, showing 'Question 1: Short Answer'. At the bottom right, there is a score indicator: '- out of 0 points'.

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."

Question 1: Short Answer 0 out of 0 points

Student Name (First and Last):

Given Answer: Stuart Dent

Correct Answer: [None]

Response Feedback:

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source Code, HTML, CSS.

Path: Words:0

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."

Question 2: Either/Or 0 out of 0 points

I will be completing my proctored assignments at an Indian Hills Community College County Service Center or Campus Testing Center. (IMPORTANT: Students must ensure center availability at time(s) during which they plan to take tests.)

Selected Answer: No

Question 3: Multiple Choice 0 out of 0 points

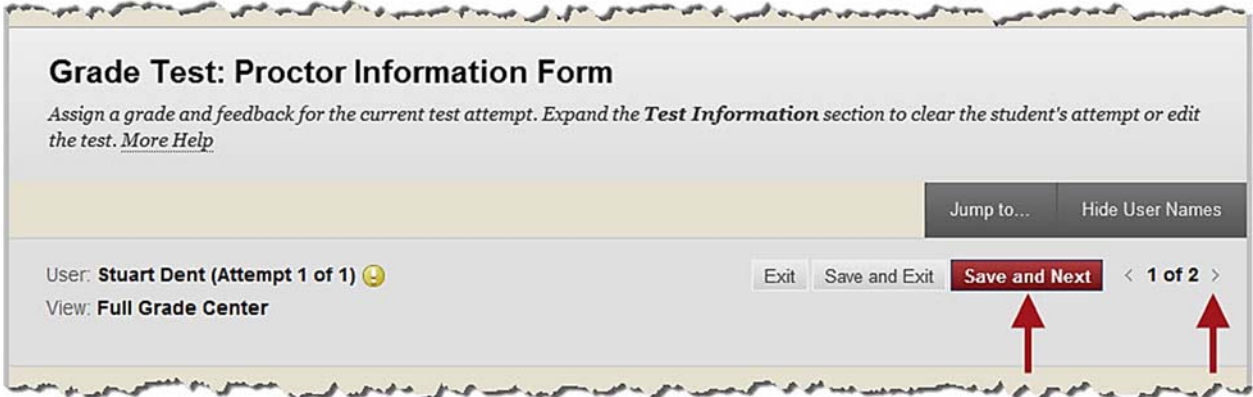
If you answered "Yes" to the question above, which Indian Hills Community College location will you use as a proctoring site? (Note: If you answered "No" choose option "None of the Above" below.)

Given Answer: None of the Above

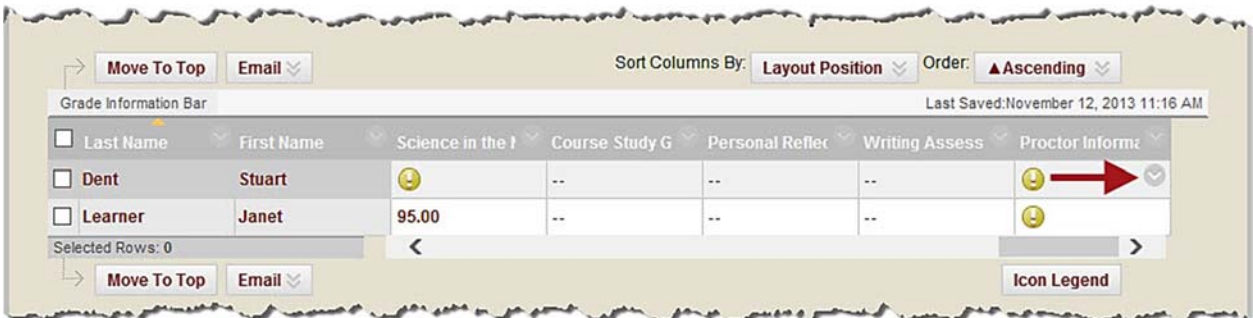
Correct Answer: Ottumwa Testing Center

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.

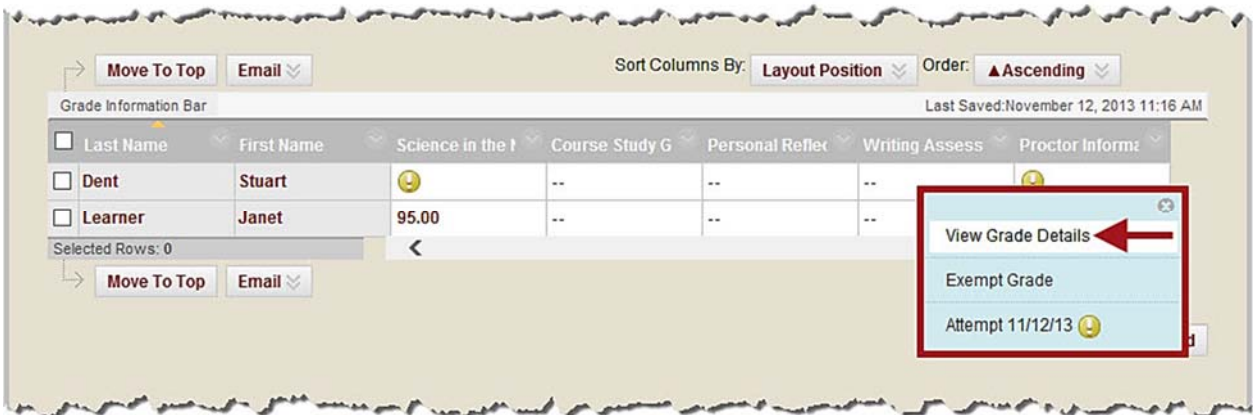
Note: Click "Save and Exit" to return to the "Full Grade Center."



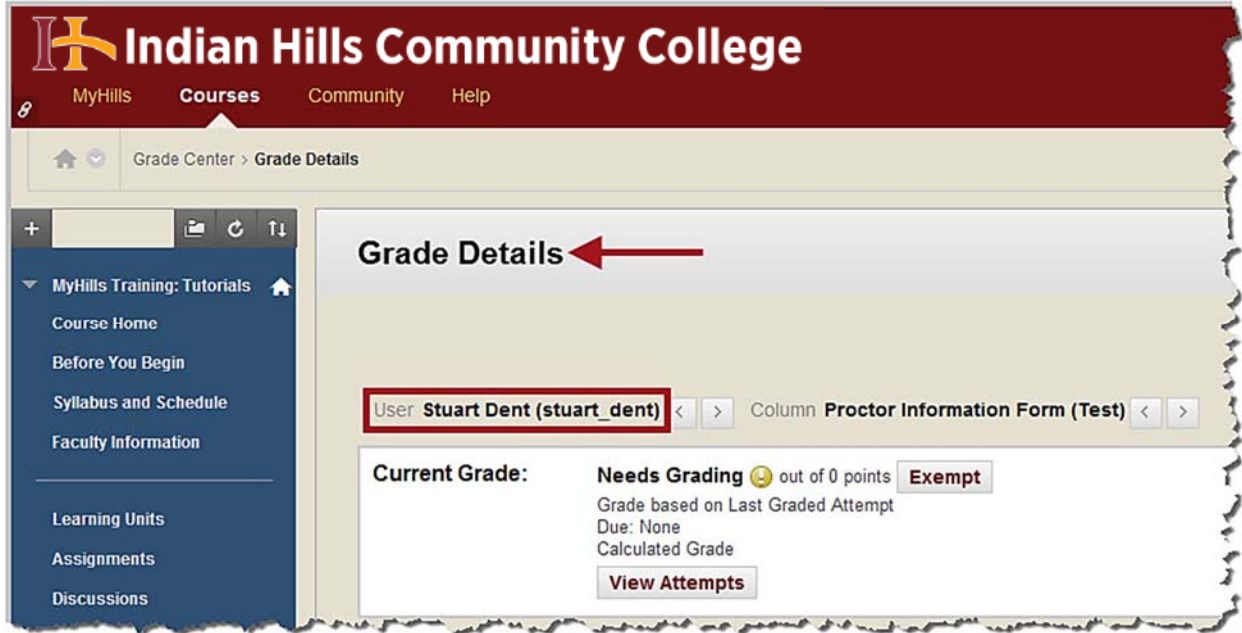
You may also choose to view an individual student's results. From within the "Full Grade Center," hover your cursor over a student's "Proctor Information Form" grade box. Then, click the drop-down arrow that appears.



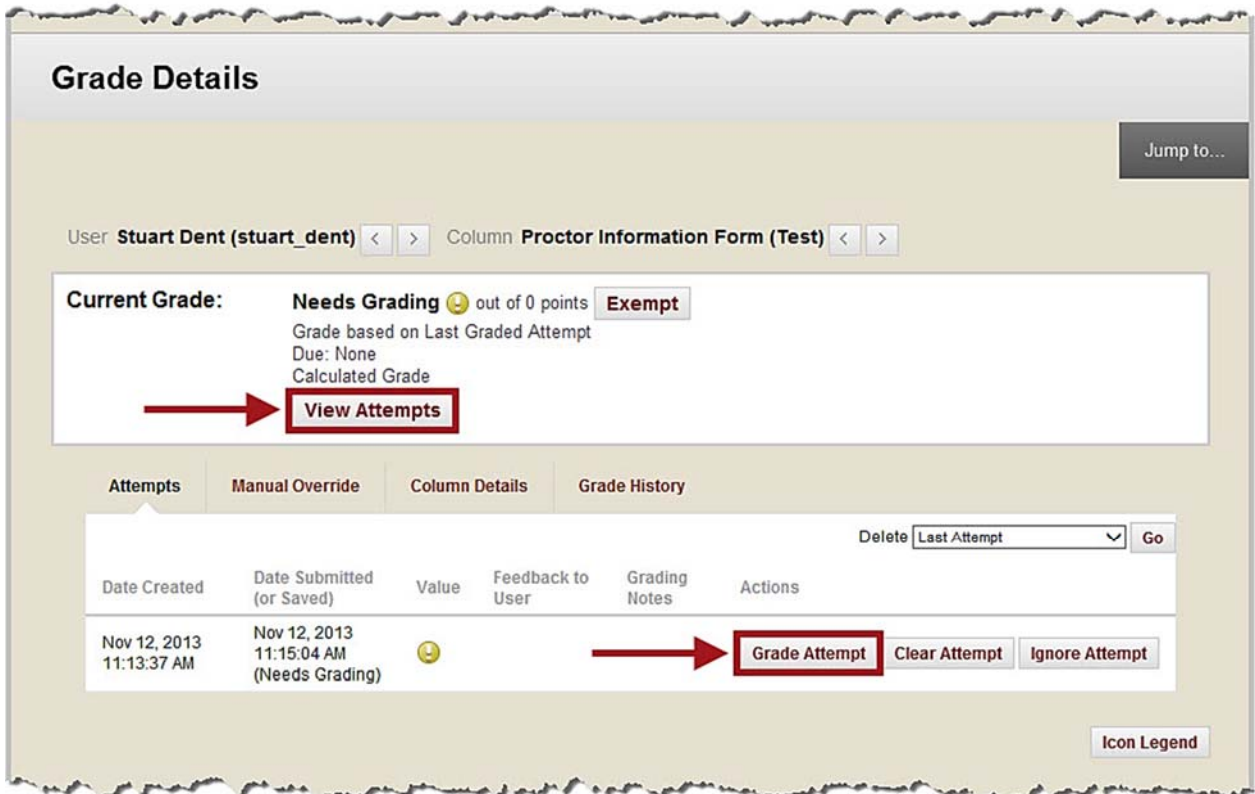
In the sub-menu that opens, click **"View Grade Details."**



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



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



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.

Grade Test: Proctor Information Form
*Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)*

Jump to... Hide User Names

User: **Stuart Dent (Attempt 1 of 1)** 😊
View: **Full Grade Center**

Exit Save and Exit **Save and Next** < 1 of 2 >

▼ **Test Information**

Question 1: Short Answer out of 0 points

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: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
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