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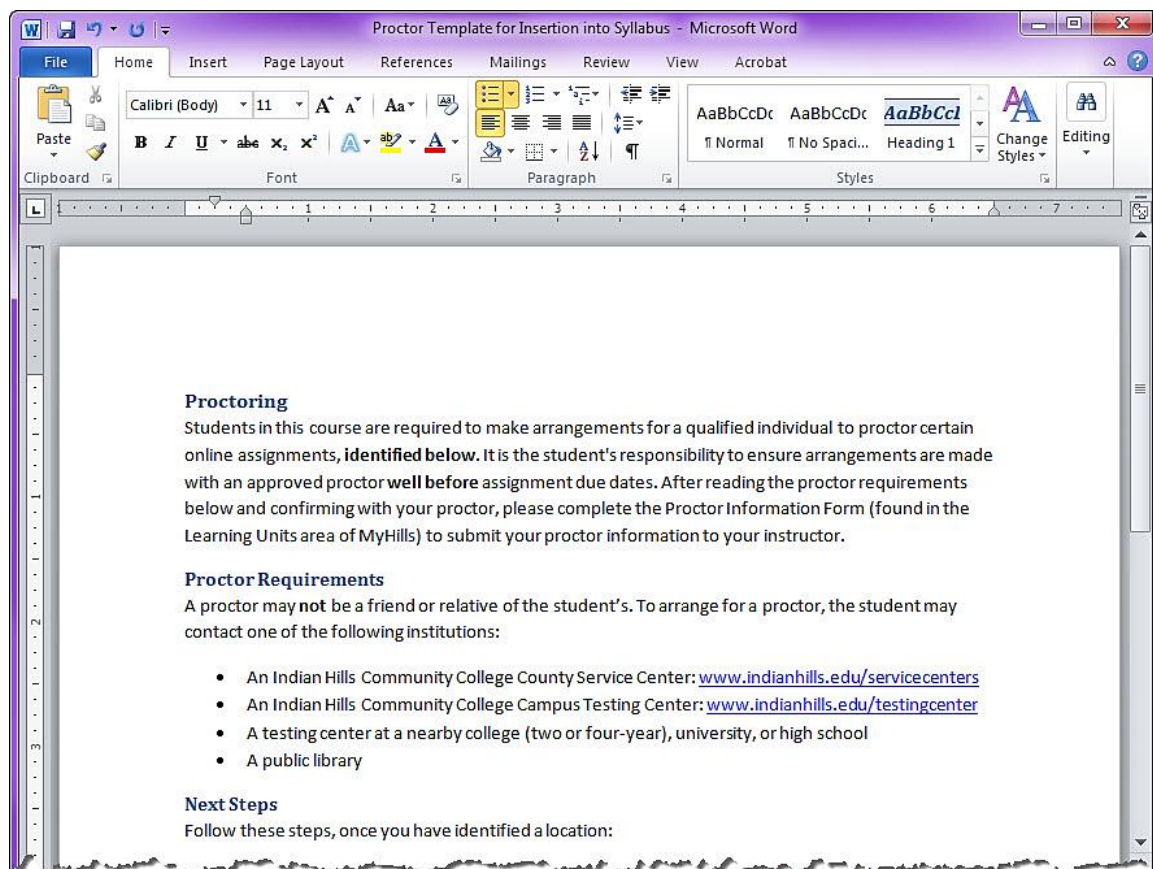
Once the entire document is selected, press and hold the "**Ctrl**" key on your keyboard and press the "**C**" key (or right-click your mouse and select "**Copy**" in the menu that opens).
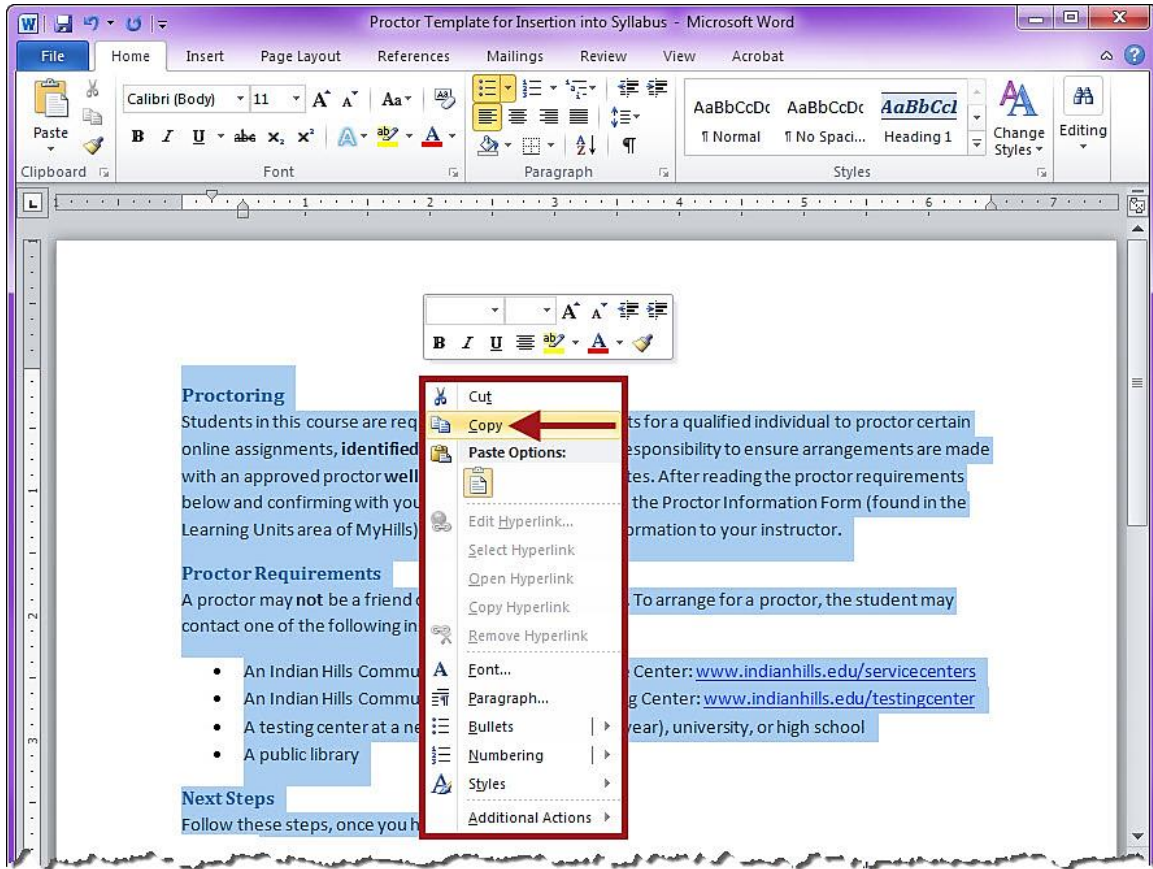

Now, open your *Syllabus* and scroll to the "Method of Evaluation" section. Place your cursor directly to the left of the first item listed under "Method of Evaluation."
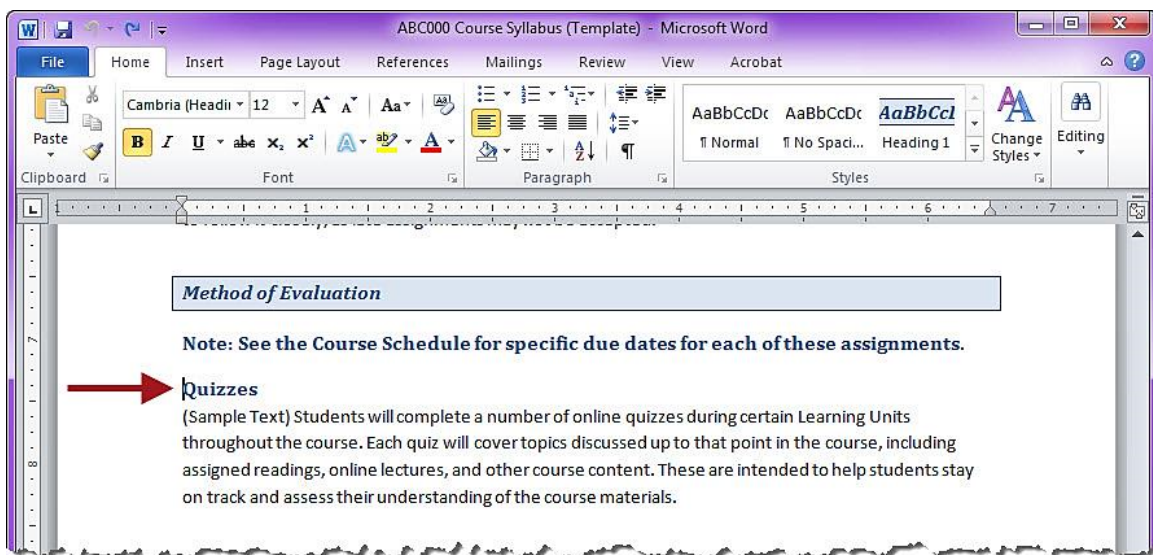
Press and hold the "**Ctrl**" key on your keyboard and press the "**V**" key (or right-click your mouse, and, from the menu that opens, select the first option , under "Paste Options," which is "**Keep Source Formatting**").
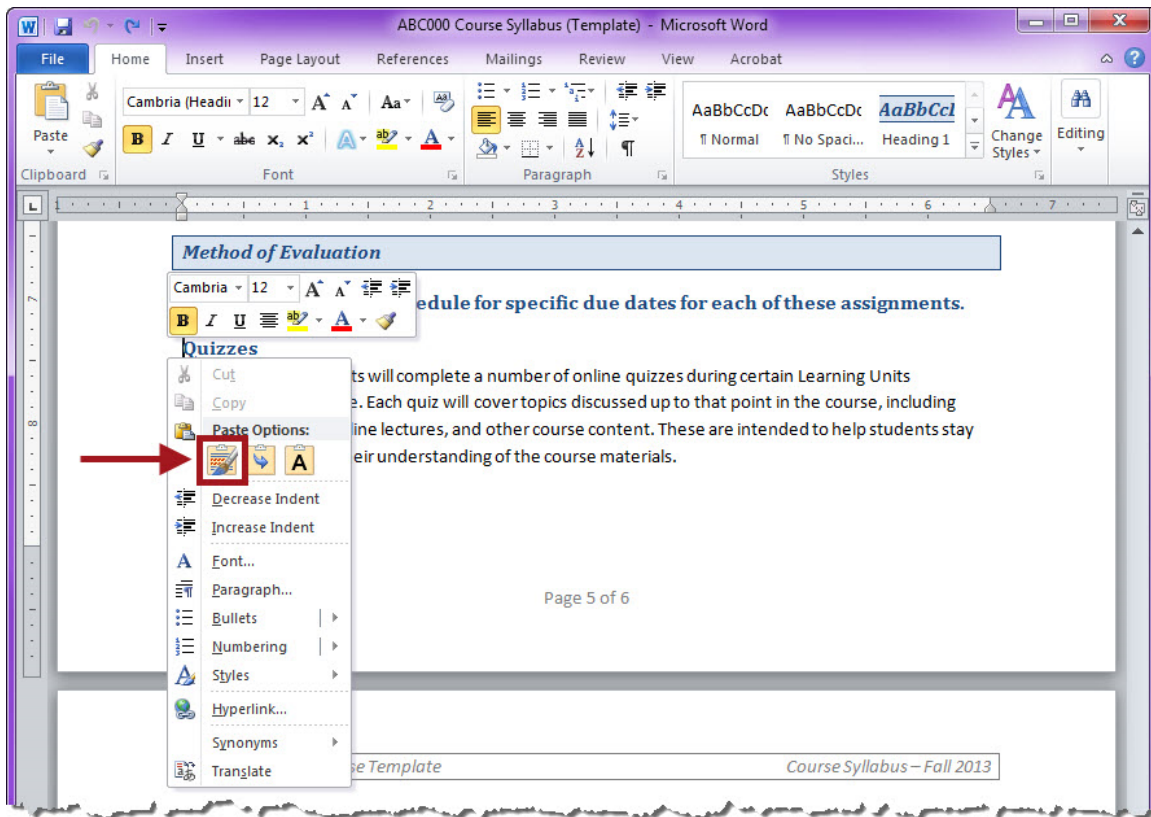

The "Proctoring" information should now be listed *first* under "Method of Evaluation." Once your Syllabus has been updated to include the required information, you may save it as a PDF and upload it to your course. Please see the tutorial "Upload a Syllabus and Course Schedule" for information on how to upload your Syllabus.
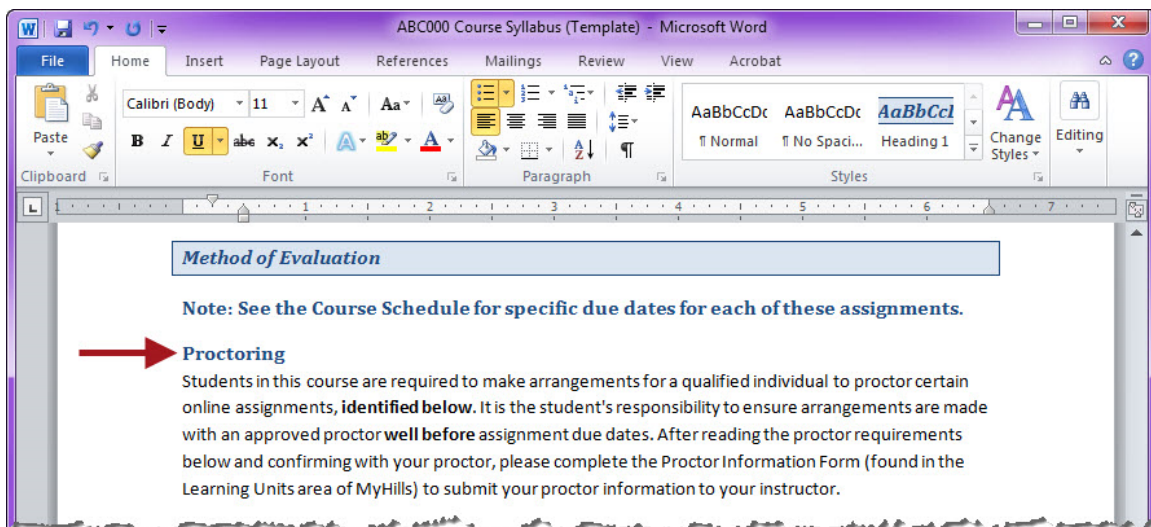
Now, open your *Course Schedule* and type "**(Proctor Required)**" next to the title of each assessment in which a proctor is required.
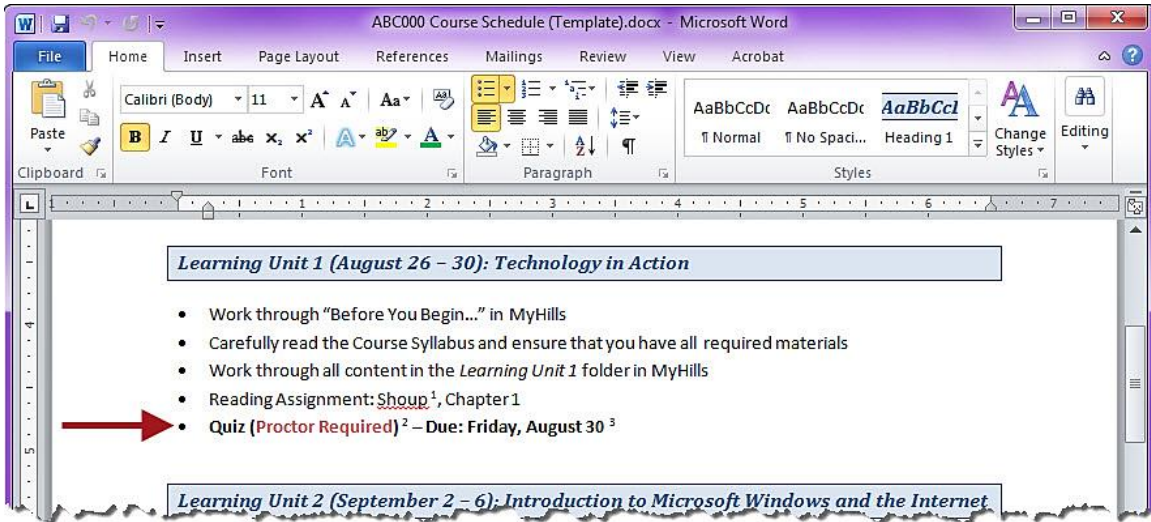
It is also recommended that you add a footnote to the Course Schedule directing students to the Syllabus for additional information related to proctored assignments.
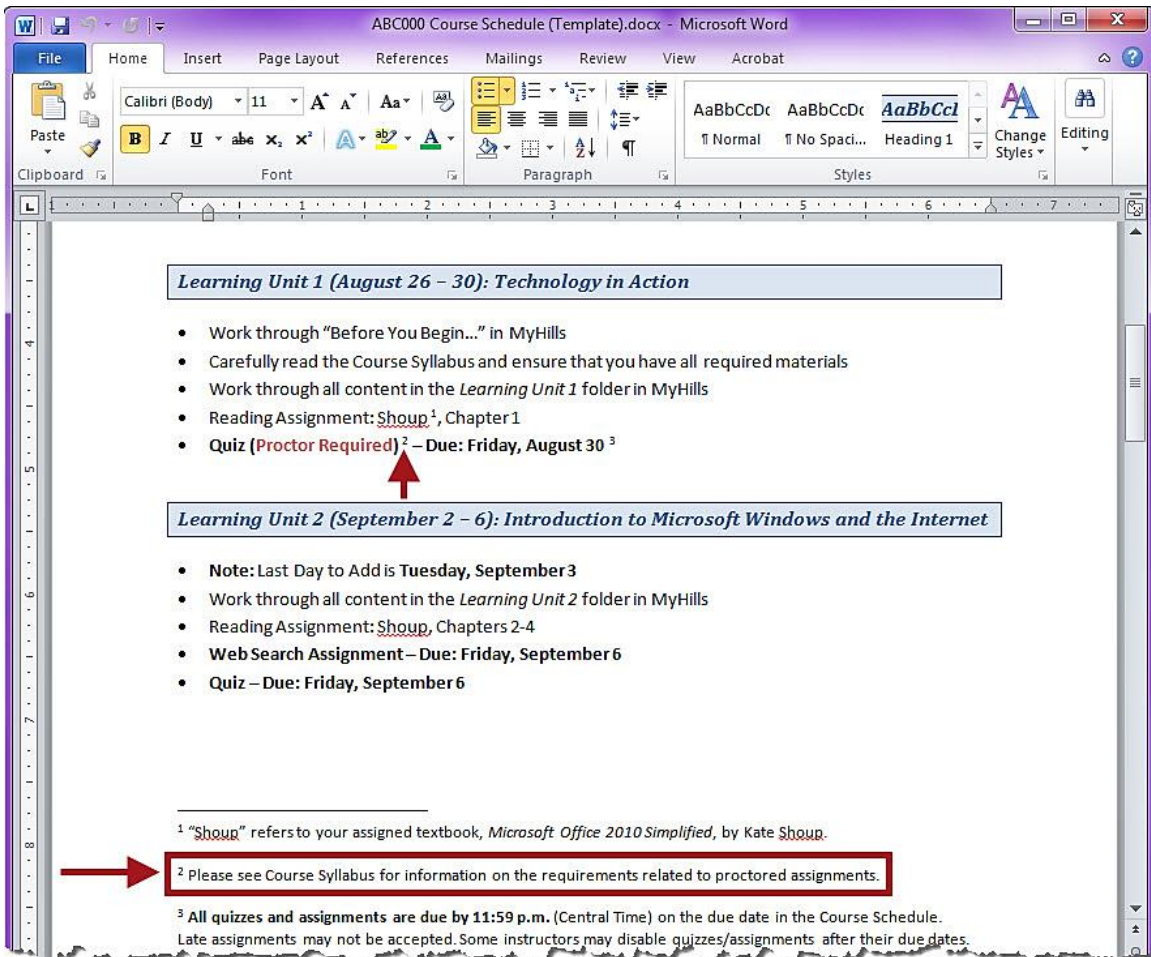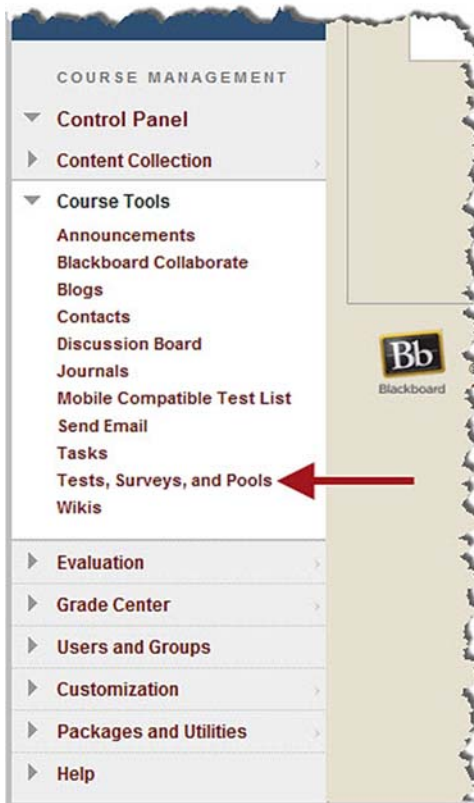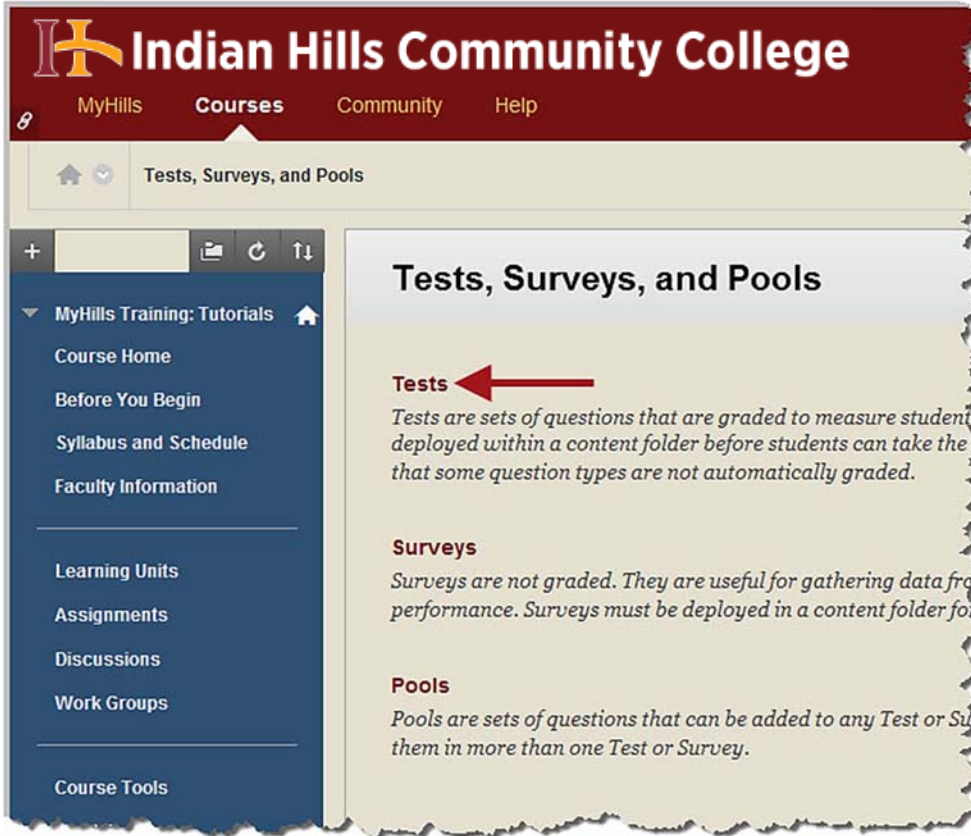
Add the "Proctor Information Form" to a Course

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

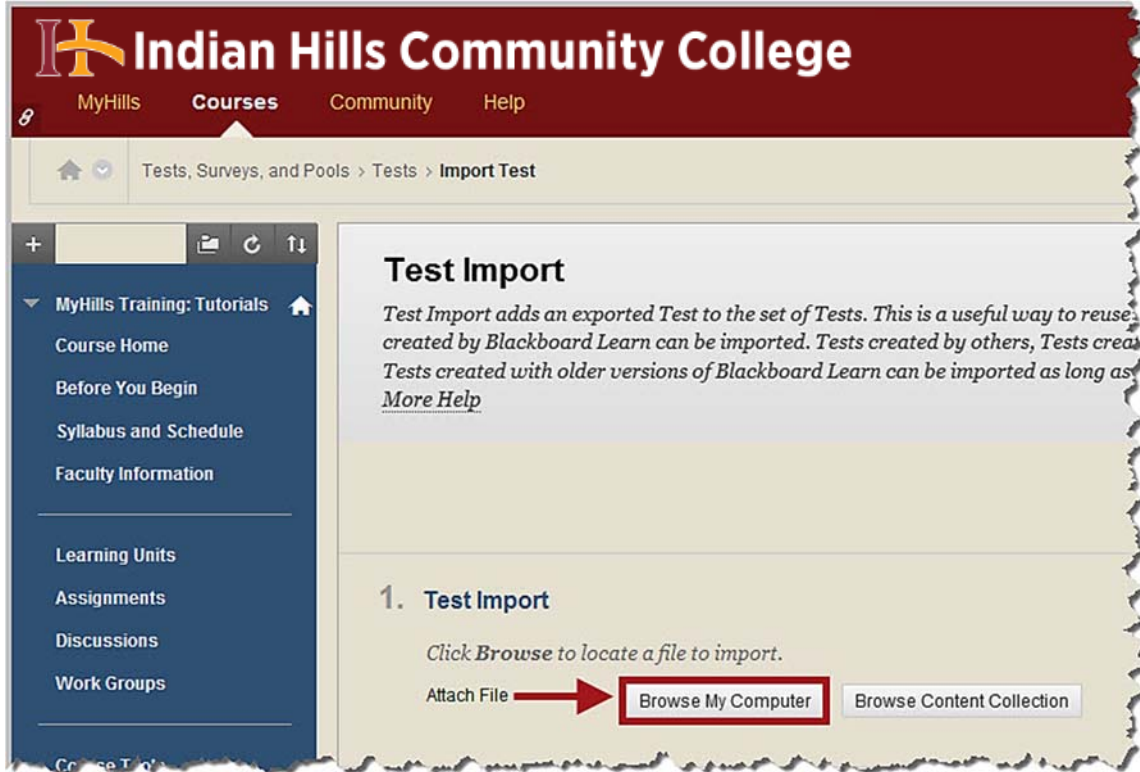Then, in the sub-menu that opens, select "**Tests, Surveys, and Pools**."

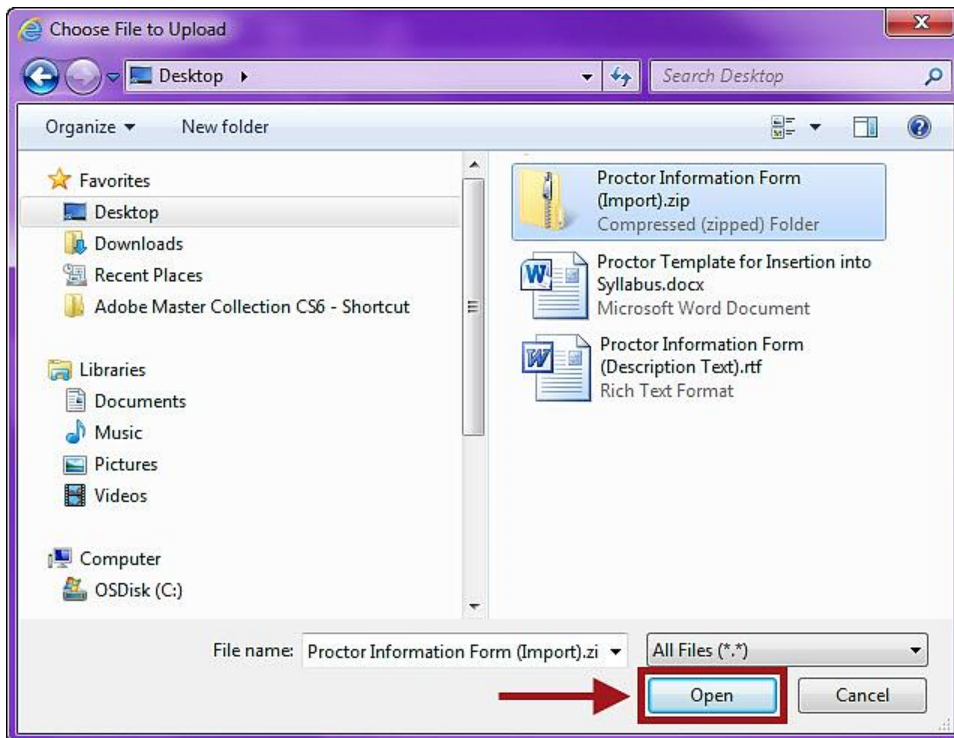On the "Tests, Surveys, and Pools" page, click "**Tests**."

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**."

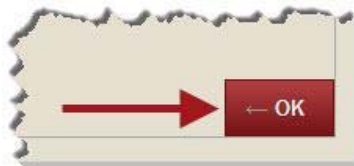The file should now appear on the "Test Import" page.
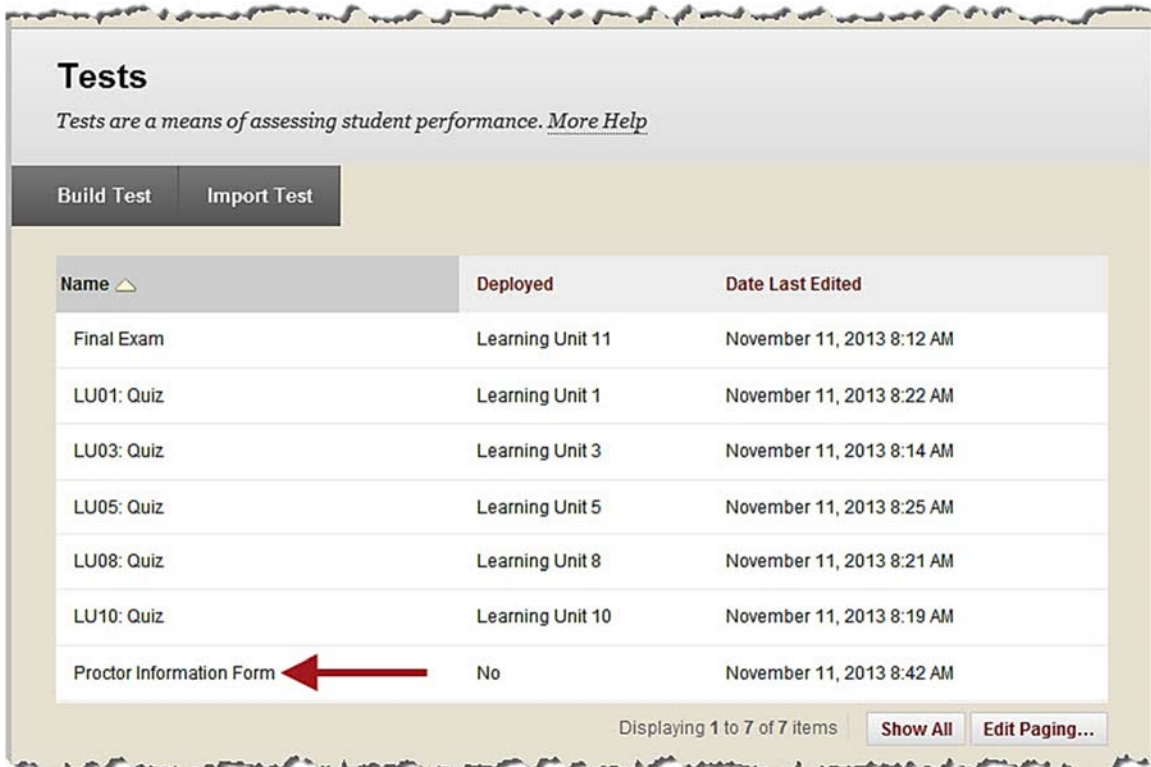

Click "**Submit**."

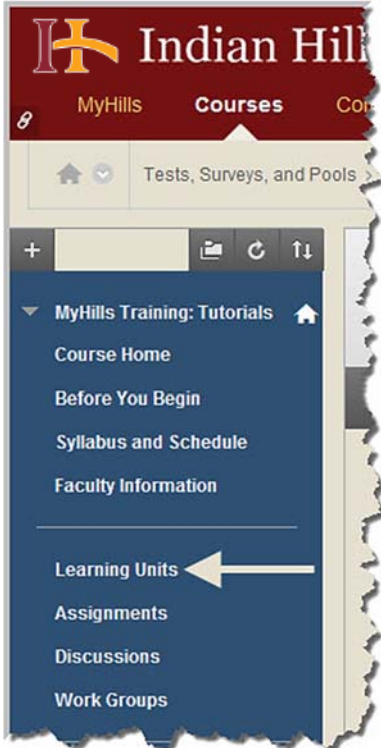The "Test Import Complete" page will appear, once the import is complete.
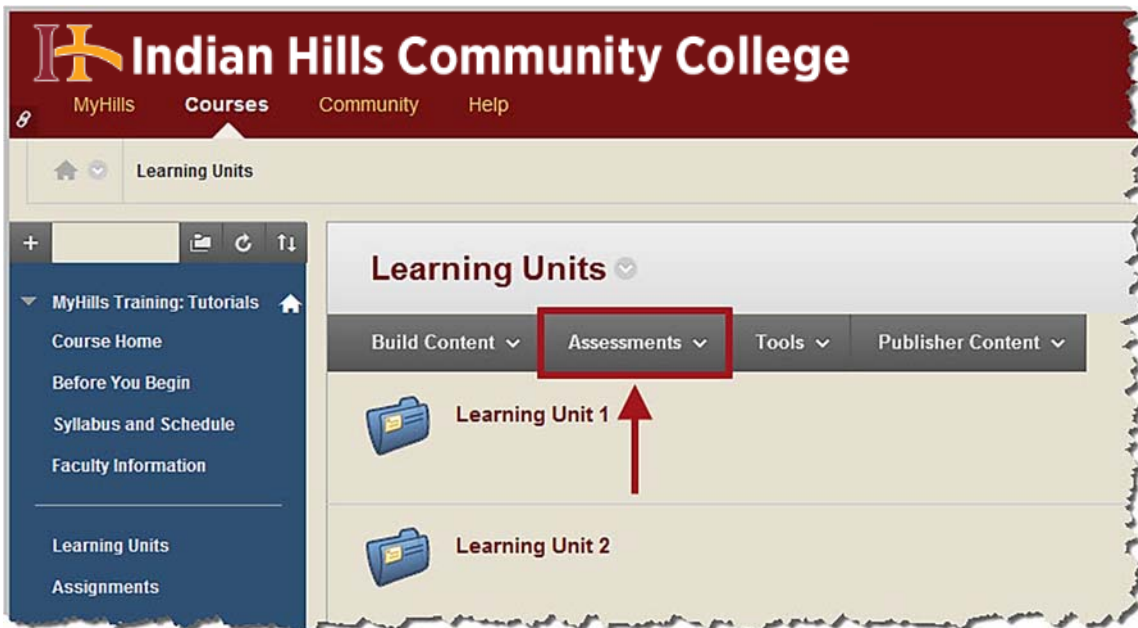

Click "**OK**."

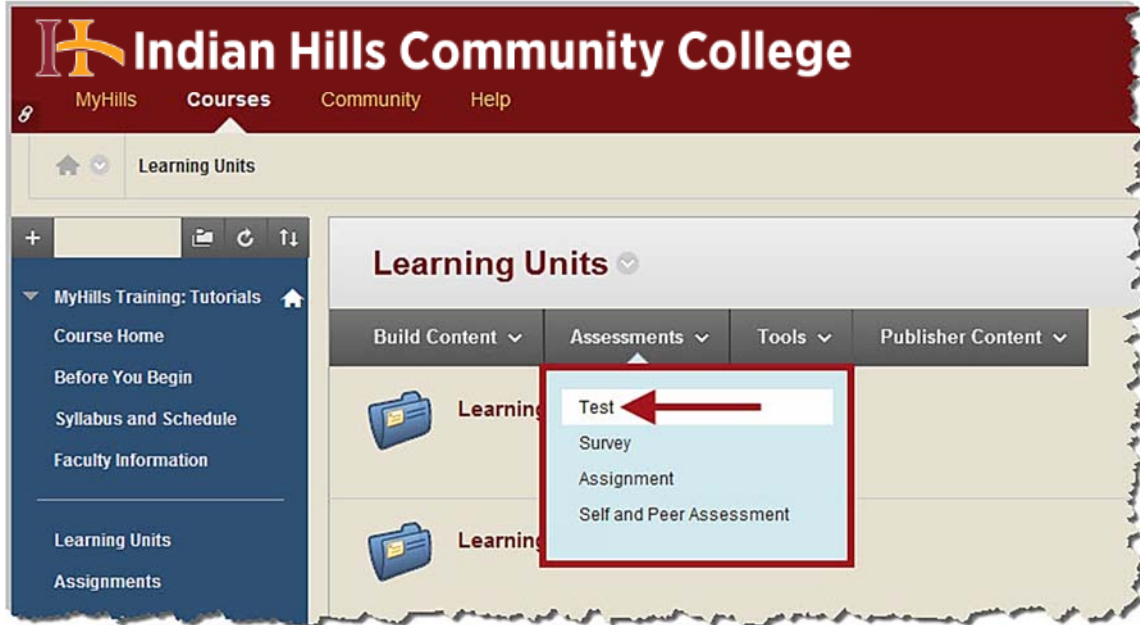The "Proctor Information Form" should now appear on the "Tests" page.

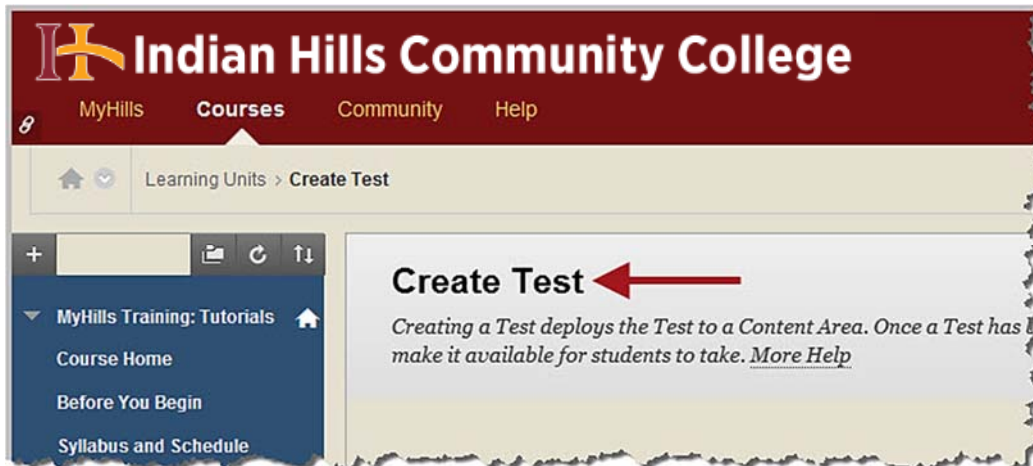Next, click "**Learning Units**" in the **blue** Course Menu.

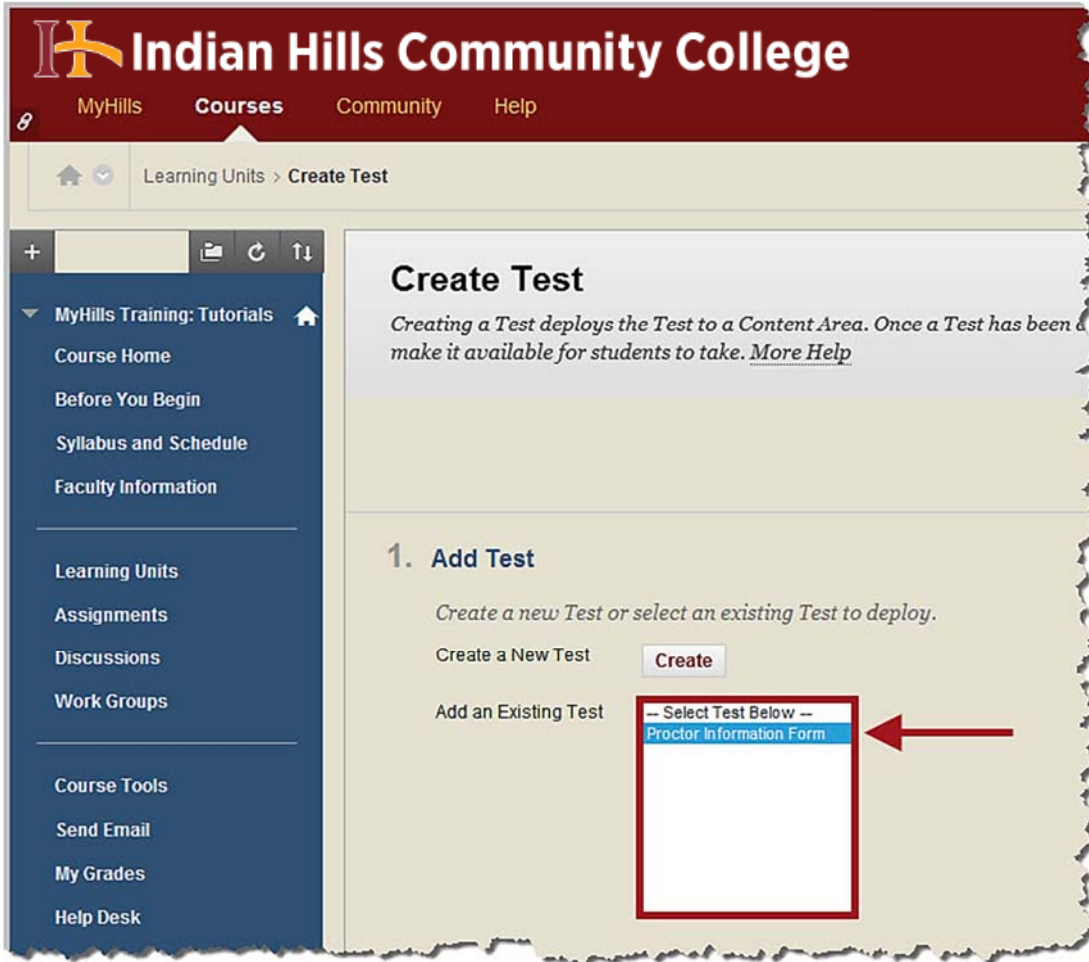Then, hover your cursor over "**Assessments**."

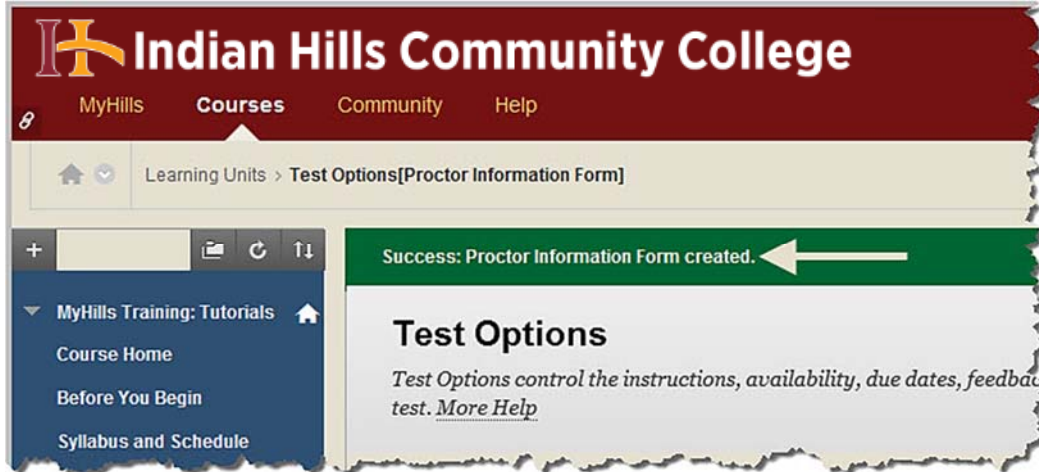In the sub-menu that appears, select "**Test**."

The "Create Test" page will open.

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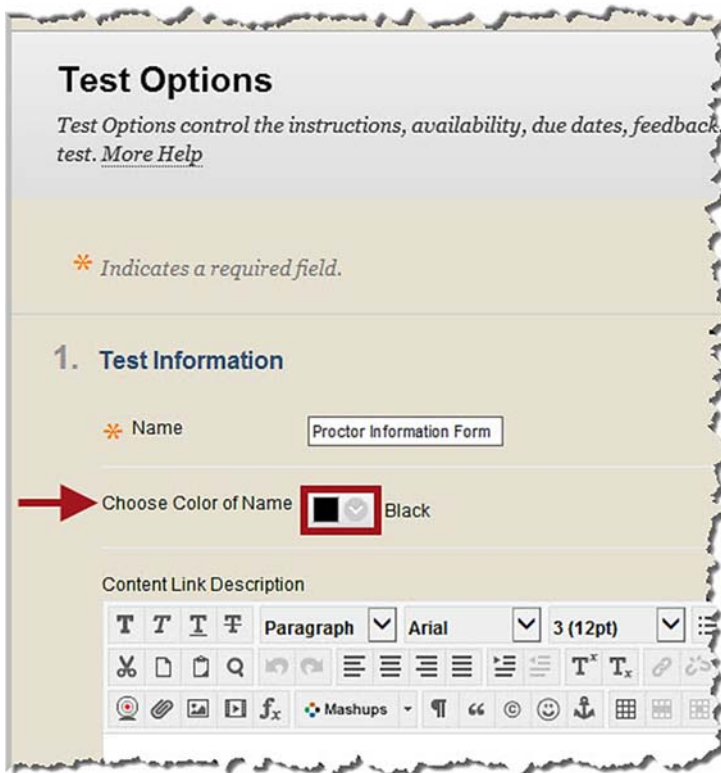

Click "**Submit**."

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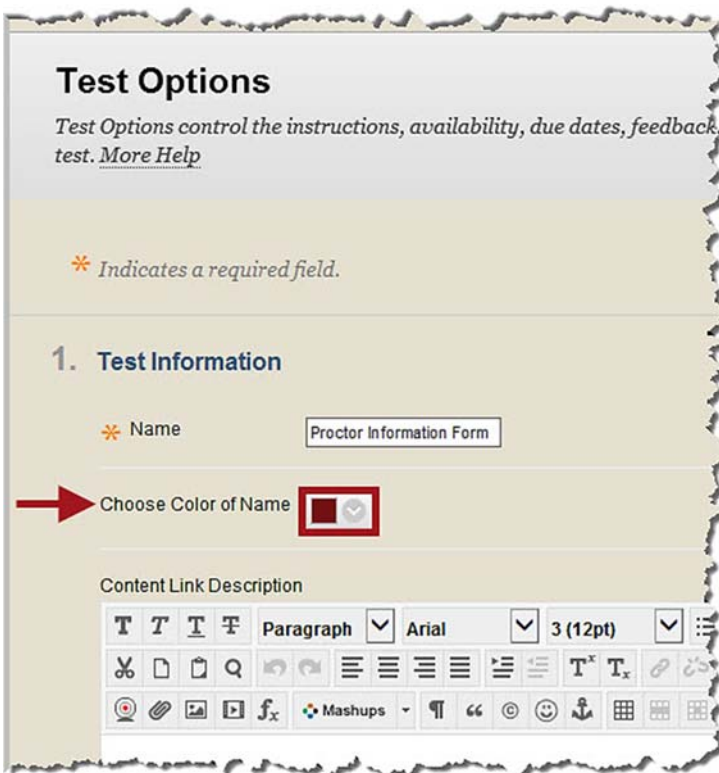
Note: Please use the Indian Hills color palette or leave the color black.

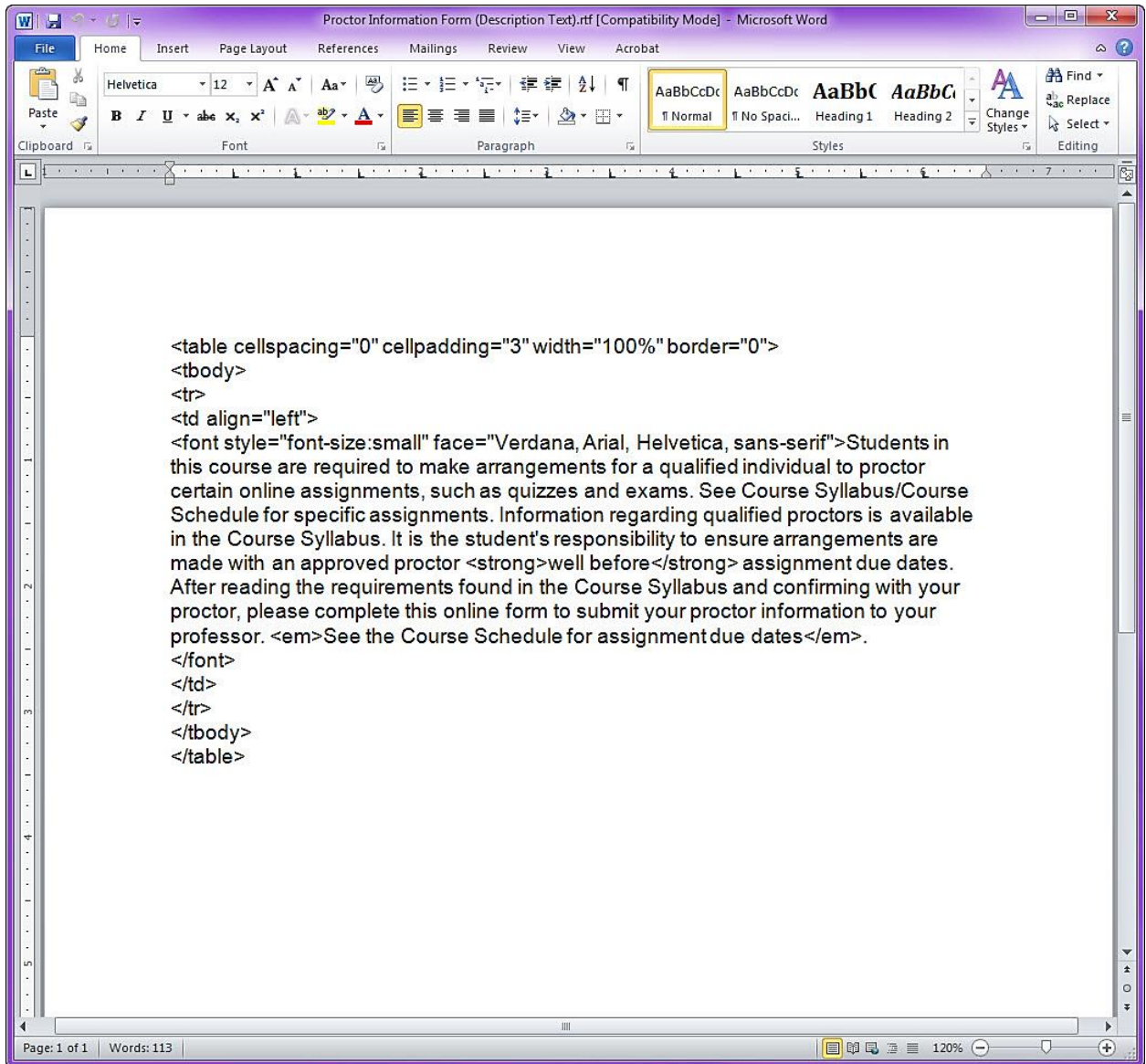In the window that opens, type "**741213**" in the "Color value" box.
Then, click "**Apply**."

Select a swatch color

Color value   # 741213   Preview   Skip

Color Preview   Aa Bb Black (#000000)

Cancel   **Apply**

The color should now be **maroon**.

Test Options

Test Options control the instructions, availability, due dates, feedback. test. More Help

✳ *Indicates a required field.*

1. **Test Information**

✳ Name   Proctor Information Form

→ Choose Color of Name

Content Link Description

T T T T̄   Paragraph ∨   Arial ∨   3 (12pt) ∨

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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).

```
<table cellspacing="0" cellpadding="3" width="100%" border="0">
<tbody>
<tr>
<td align="left">
<font style="font-size:small" face="Verdana, Arial, Helvetica, sans-serif">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 <strong>well before</strong> 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. <em>See the Course Schedule for assignment due dates</em>.
</font>
</td>
</tr>
</tbody>
</table>
```

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.
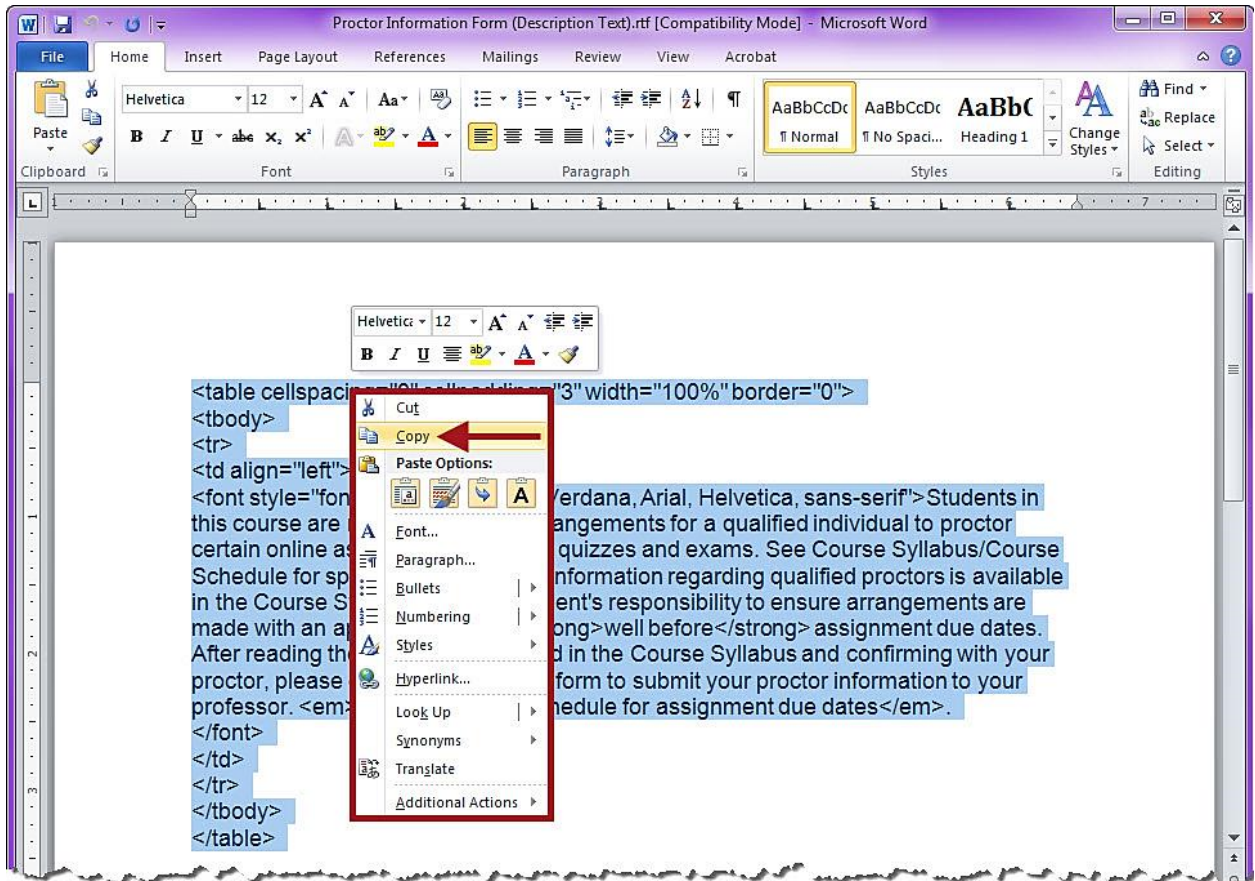

Now, back in MyHills, on the "Test Options" page, click the "HTML" button located in the WYSIWYG (what you see is what you get) editor, in the "Content Link Description" area
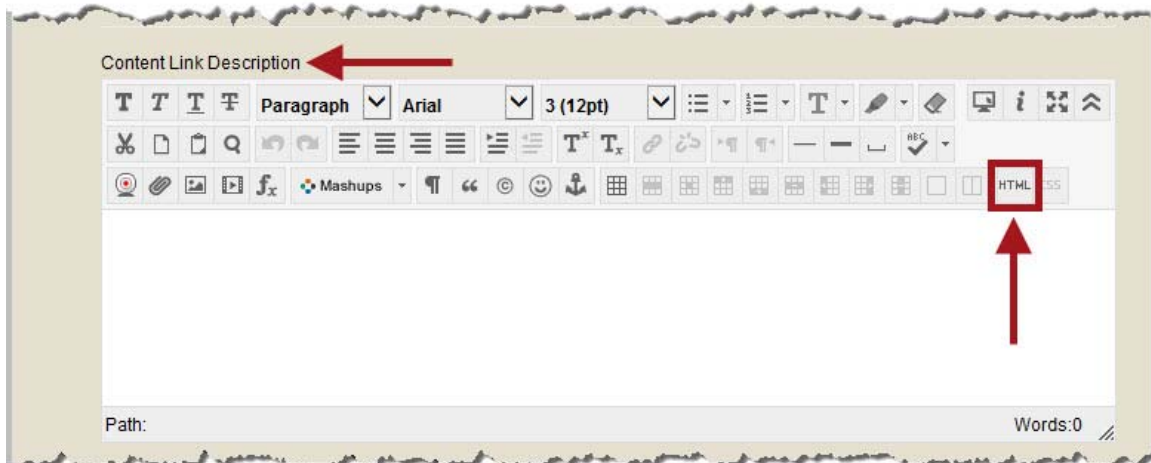
The "HTML code view" text box will open. Press and hold the "**Ctrl**" key on your keyboard and press the "**V**" key (or right-click your mouse, and, from the menu that opens, select "Paste").
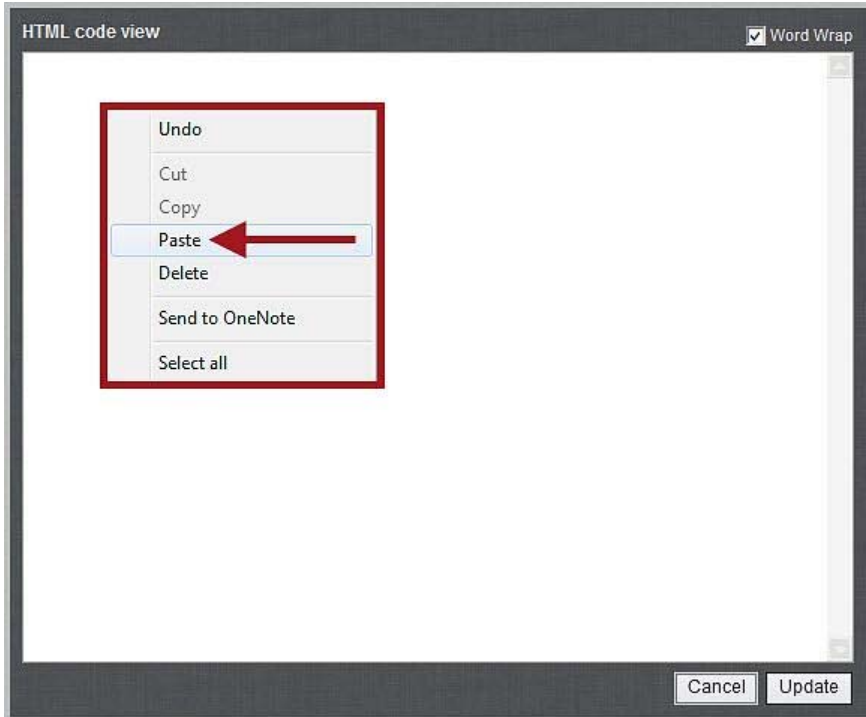
The code will appear in the box. Click "**Update**."
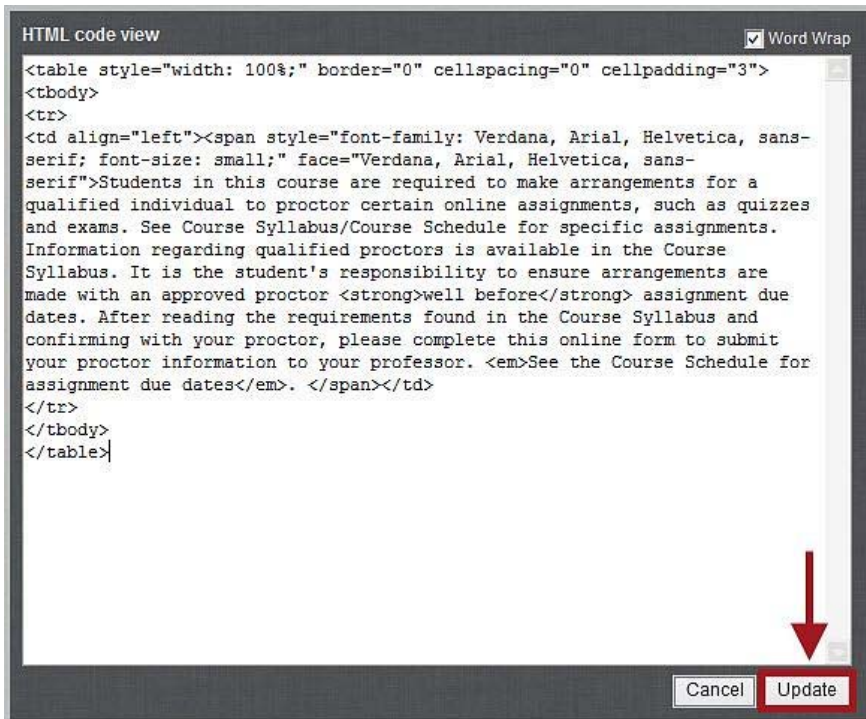
The "Proctor Information Form (Description Text)" should now appear in the "Content Link Description" text box. There should be a gray border around the text.
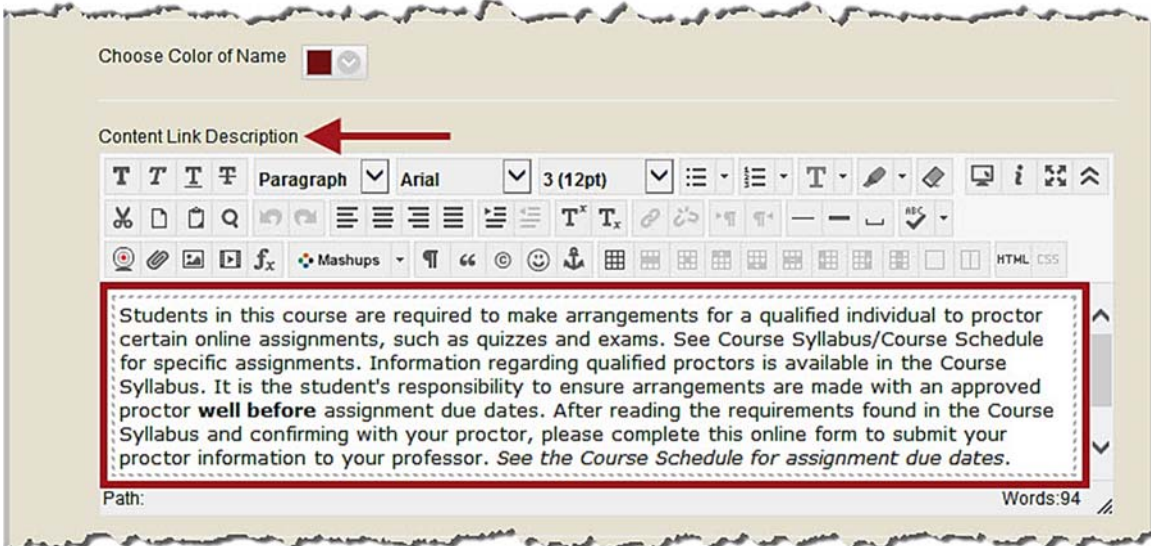
The instructions for the "Proctor Information Form" should appear automatically next to "Test Instructions."

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.

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

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.

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.

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

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.

60 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.

60 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."

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

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.

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."

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."

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

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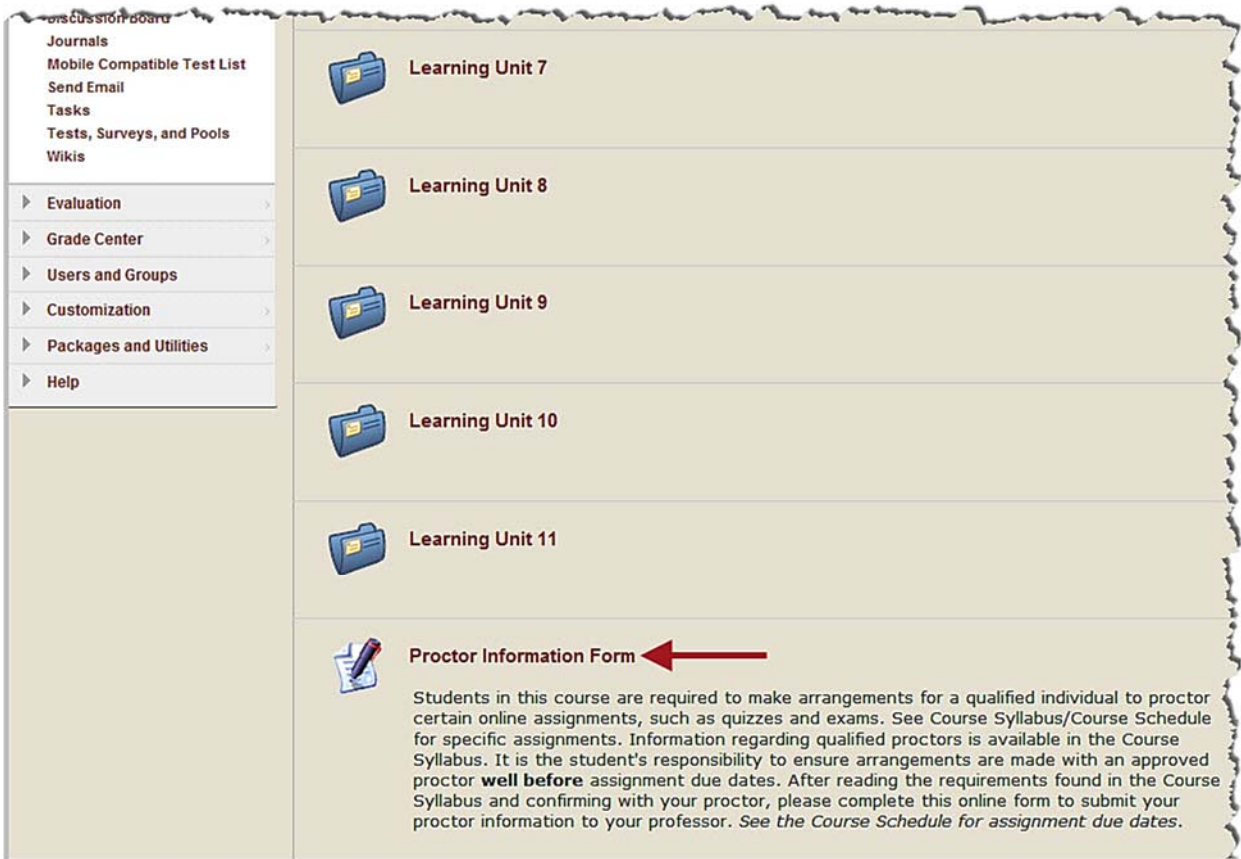


Once you have selected your options, click "**Submit**."

A **green** "Success…" message will appear at the top of the "Learning Units" page.
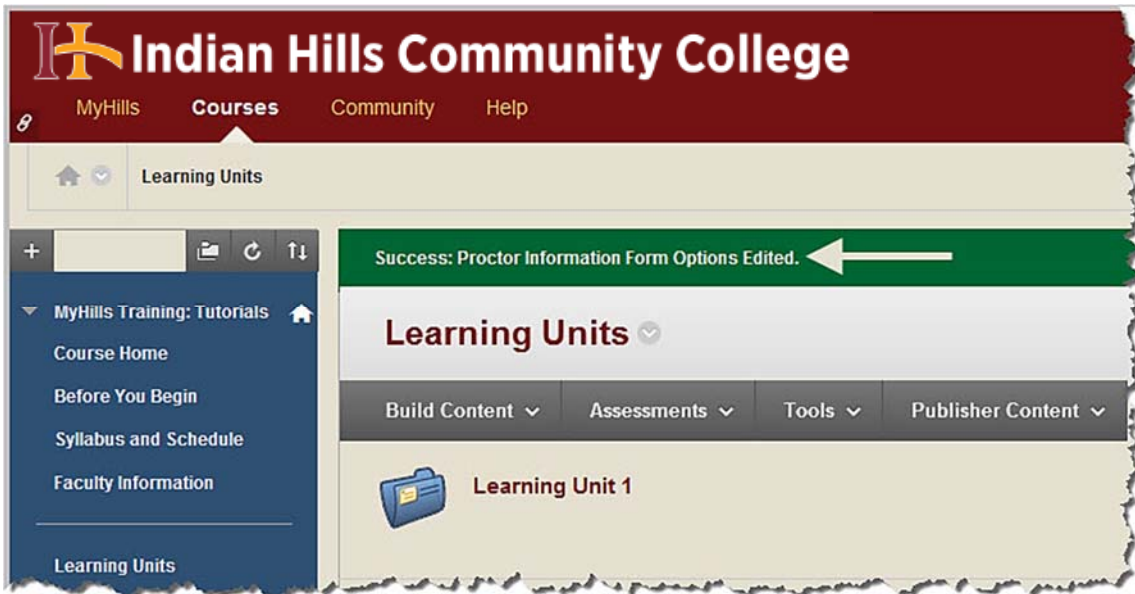
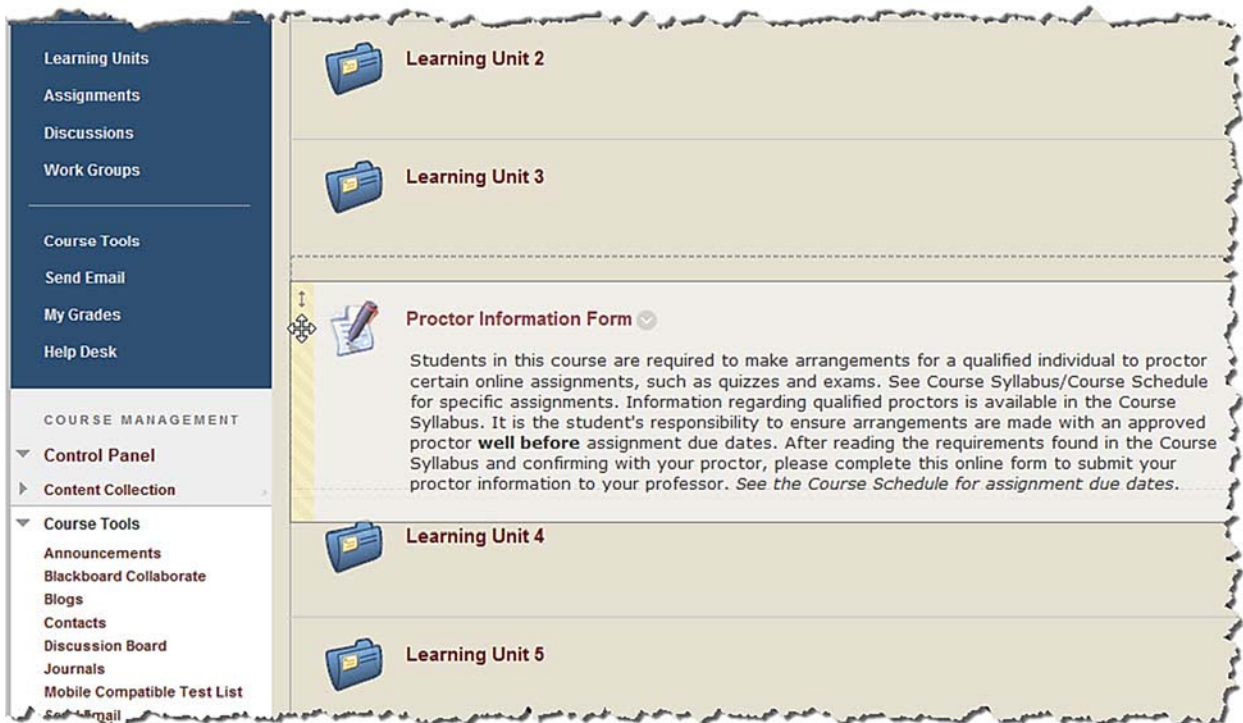The "Proctor Information Form" will appear at the bottom of the "Learning Units" page.

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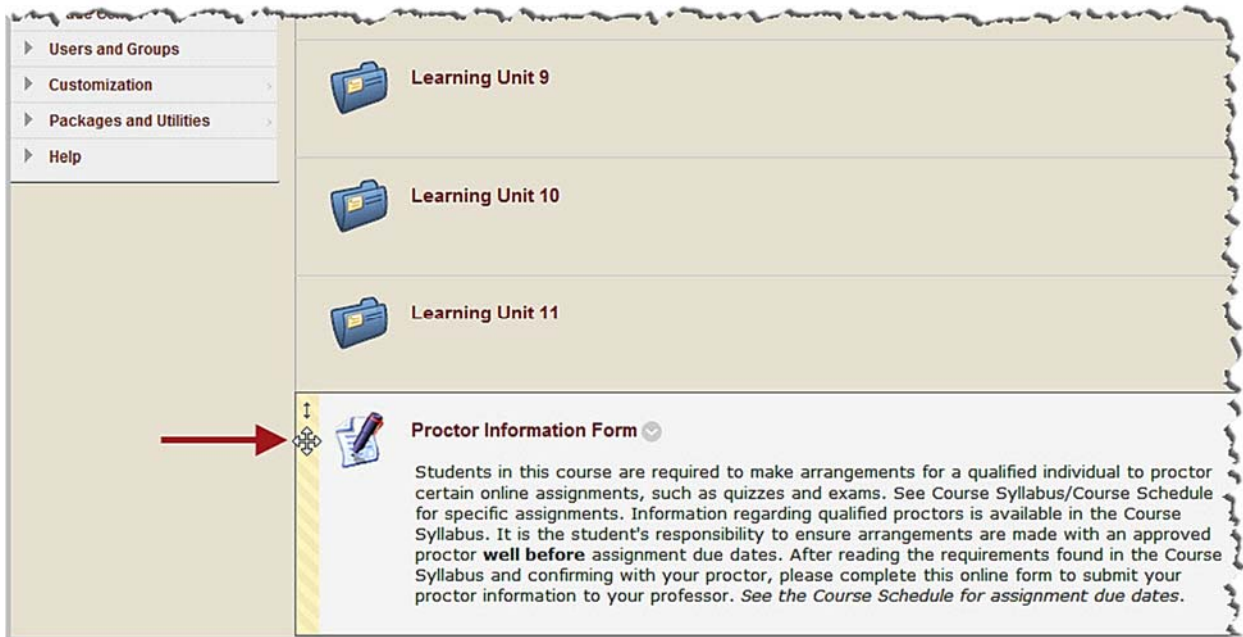
Continue to hold down your left-mouse button as you "drag" the "Proctor Information Form" to the top of the "Learning Units" page.

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.
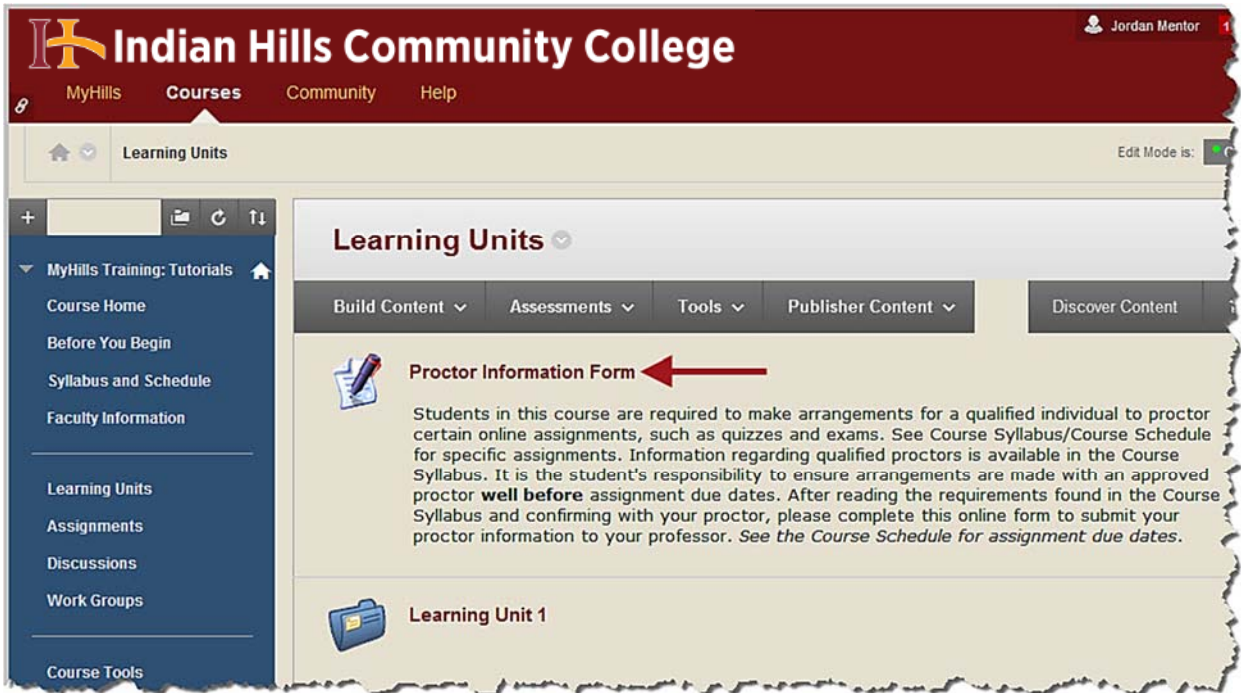
View Results of the Proctor Information Form

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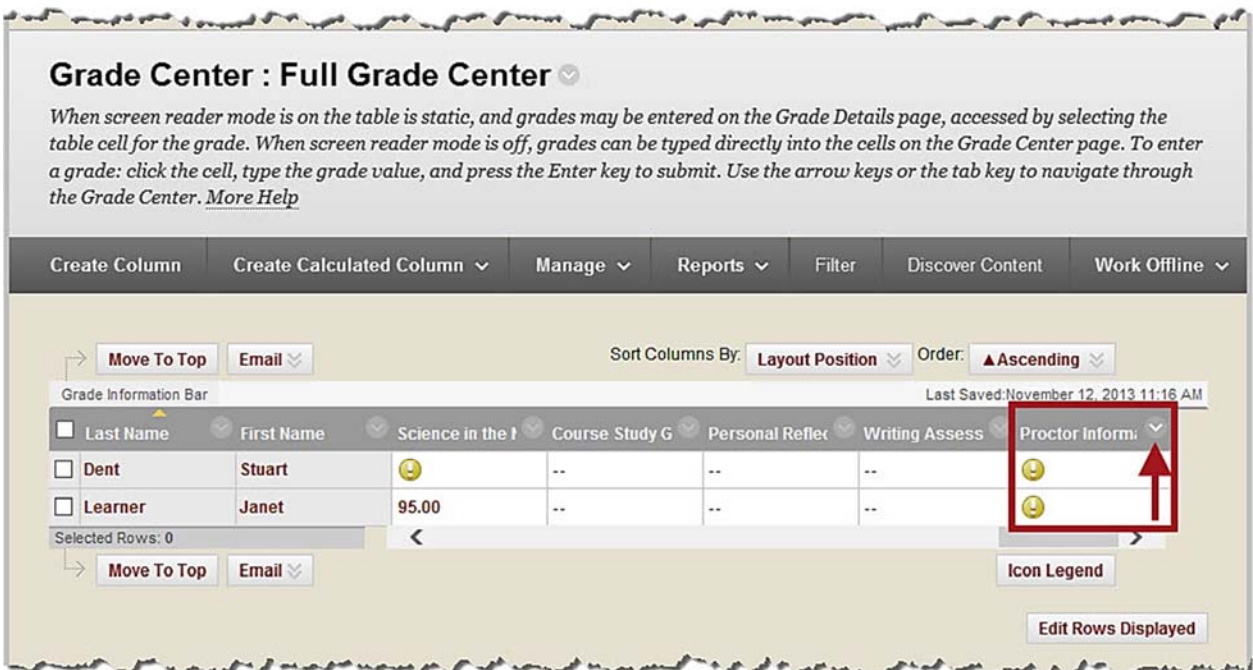
In the menu that opens, click "**Grade Attempts**."

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 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."

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."

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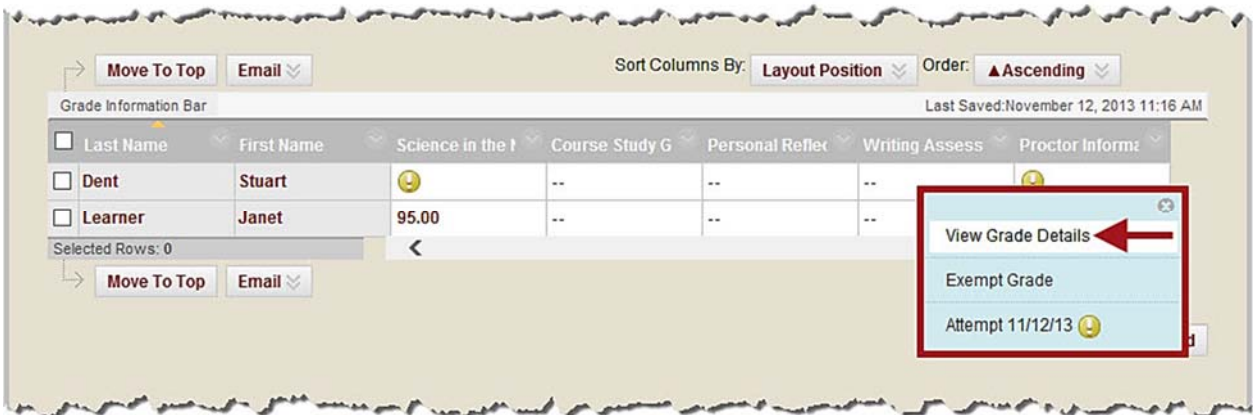
**Note: Click "Save and Exit" to return to the "Full Grade Center."**
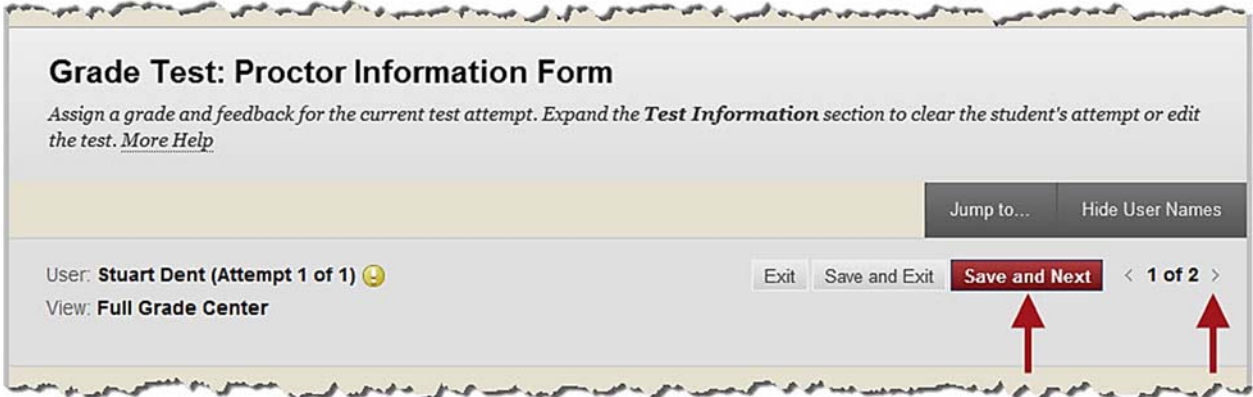
You may also choose to view an individual student's results. From within the "Full Grade Center," hover your cursor over a student's "Proctor Information Form" grade box. Then, click the drop-down arrow that appears.
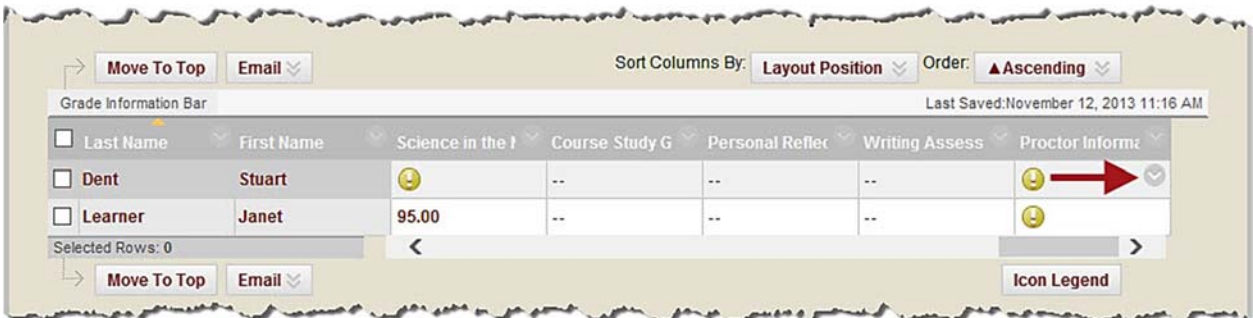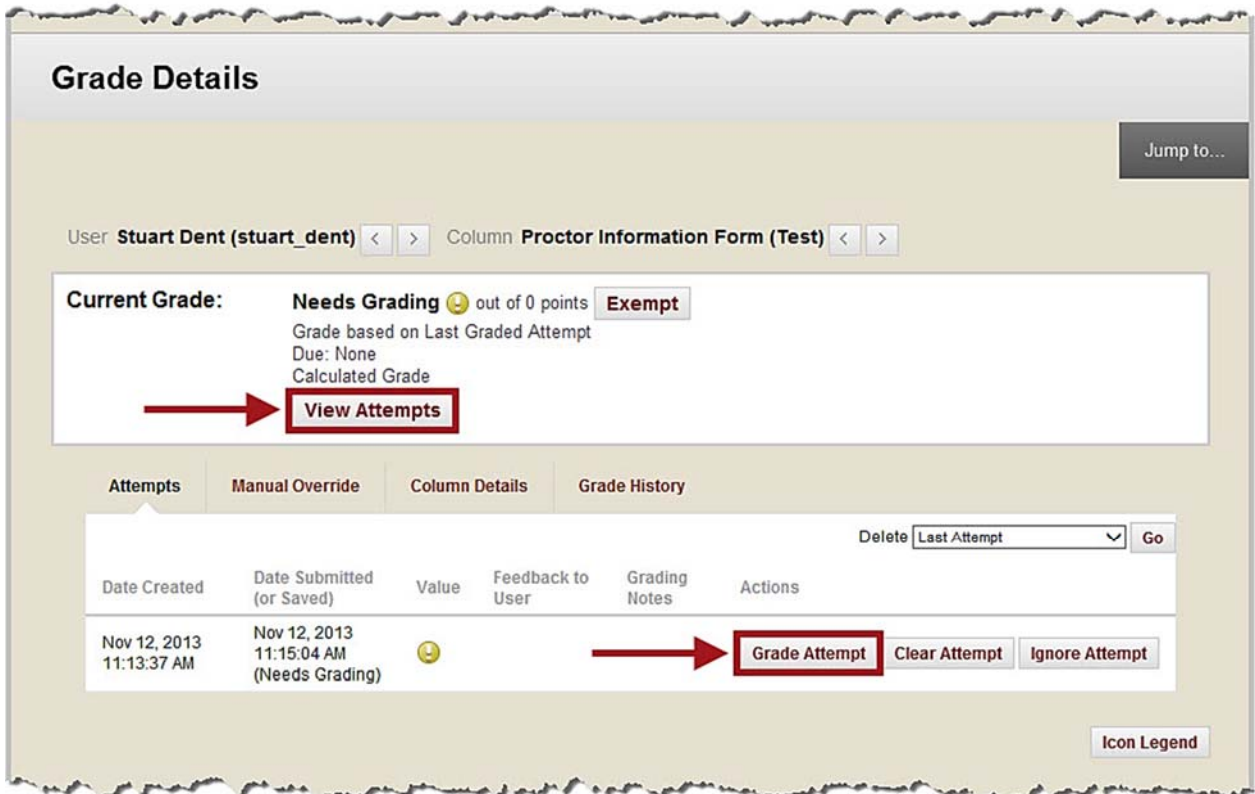

In the sub-menu that opens, click "**View Grade Details**."

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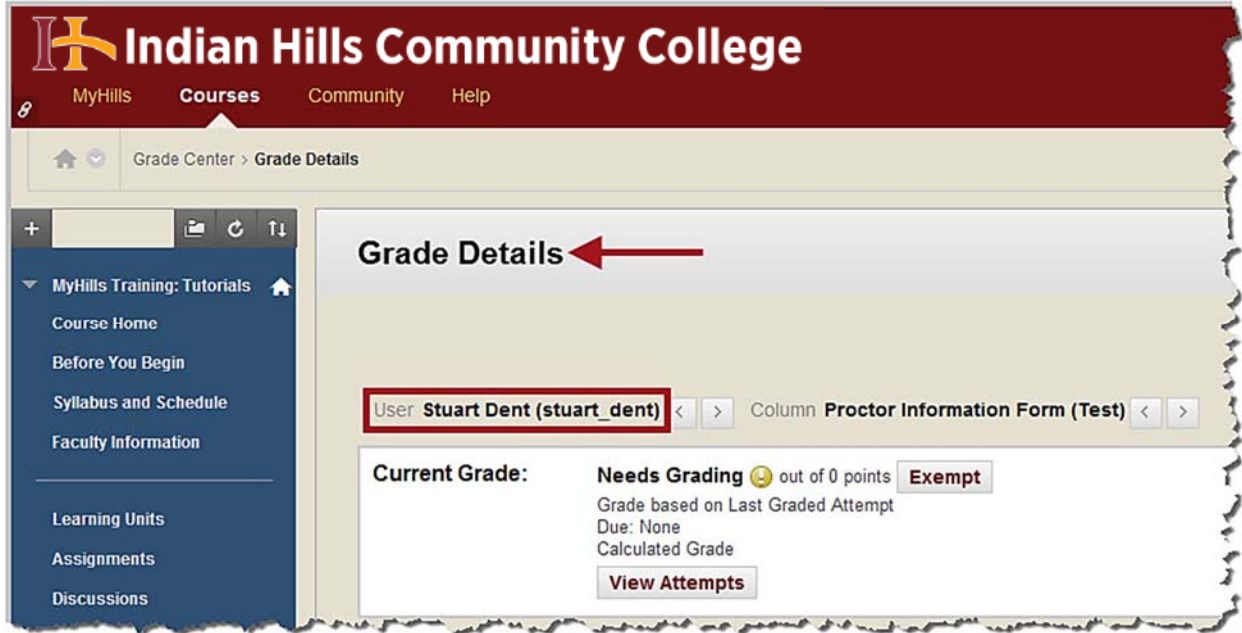
On the "Grade Details" page, select "**View Attempts**" or "**Grade Attempt**" to open the "Grade Test: Proctor Information Form" page.

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.

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