



ProctorU



**Blackboard
Instructor
Handout**

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Instructor Tools



ProctorU

In a course's management panel, instructors will find ProctorU instructor tools. Clicking on this brings up a menu where the instructor can choose to send an exam to ProctorU or view an activity report. In order to view this tool on the list, it must be available by default or selected using the customization/tool availability feature on the course management panel (Figure 1).

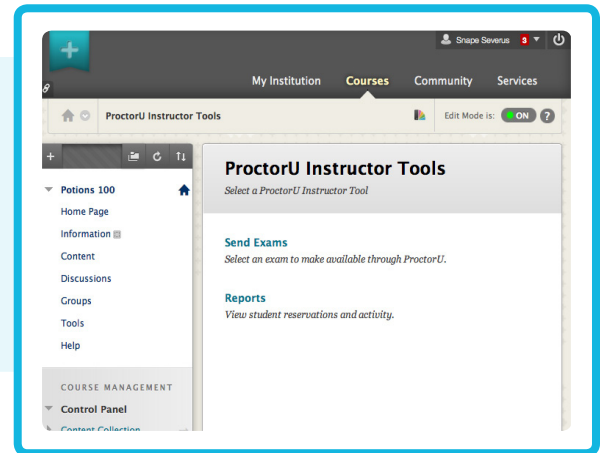


Figure 1

Send Exam to ProctorU

The building block will send information to ProctorU about an available course assessment. Instructors create and configure assessments using whichever Blackboard process they choose.

The tool will show each exam. If the exam has never been sent to ProctorU the button will say "Send Exam." If the exam has already been sent and instructors want to view and edit settings and resend, the button will read "View Sent Exam" (Figure 2).

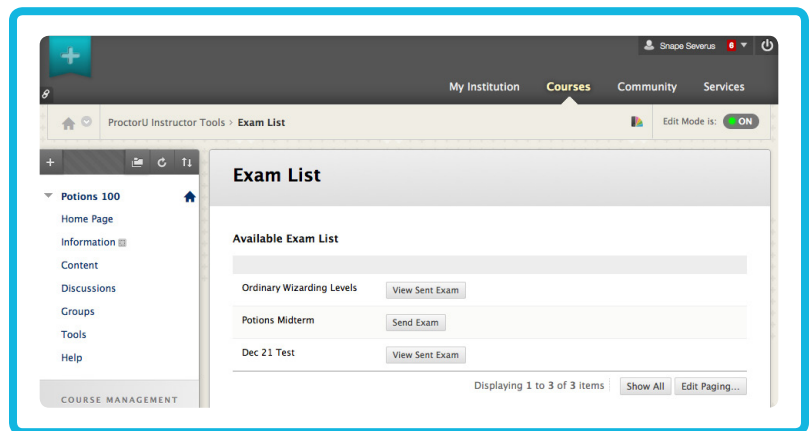


Figure 2

Clicking on the button shows details for the exam. The content is slightly different for exams that have never been sent when compared to exams that can be edited and re-sent. The instructor can select which activities are allowed, provide a phone number, enter notes, and use other options. The instructor then submits the form, which will send the information to ProctorU (Figure 3 on next page).

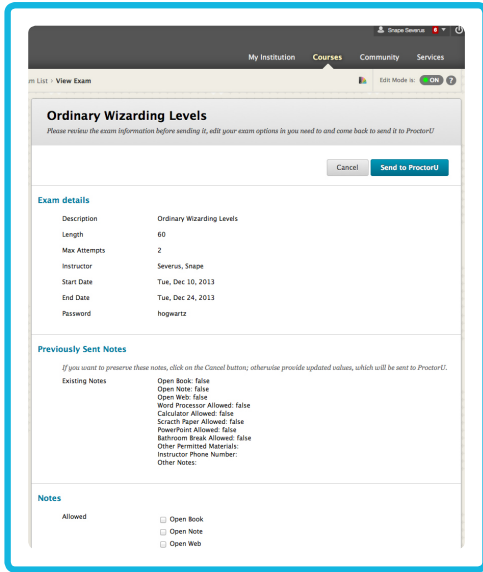


Figure 3

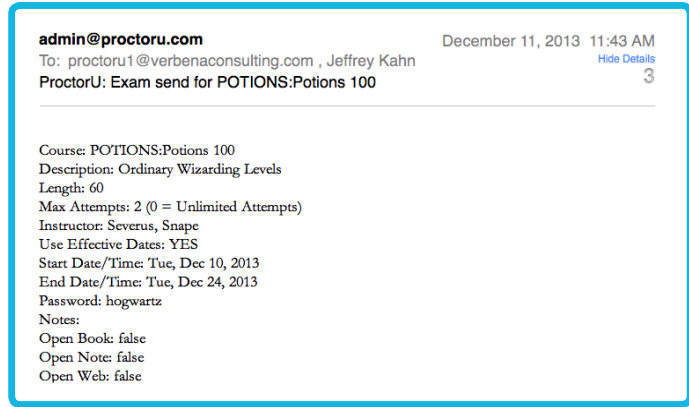


Figure 4

A copy of the form data will be emailed to anyone who is designated as a Blackboard System Administrator in the Building Block settings (Figure 4).



Activity Report Course Tool

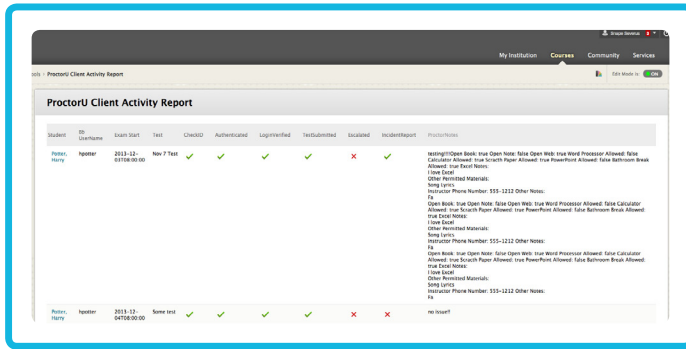


Figure 5

This instructor course tool can generate an activity report. The report will include information for the testing period from the previous 30 days and the next 30 days (Figure 5). Instructors can view scheduled reservations, exams with proctor notes which have been taken properly, and if an exam has been flagged for an incident.

Each test-taker name is a link that can be clicked to show the test-taker profile (Figure 6).

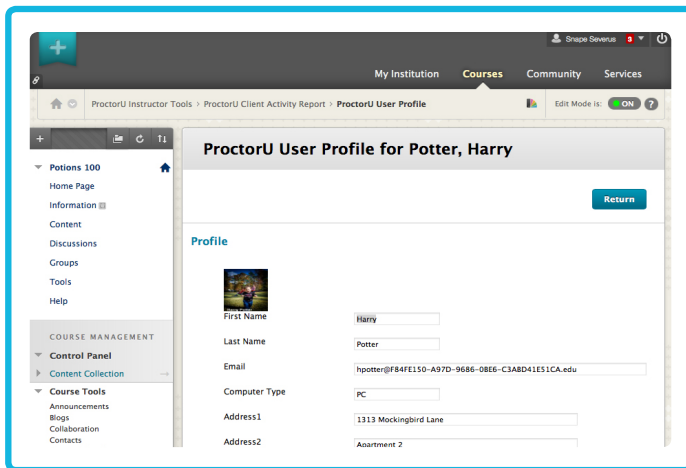


Figure 6

