### **Guide to Creating a Canvas Exam for Meazure/ProctorU Proctoring**

Meazure/ProctorU should only be used with the Chrome browser. At the present time (8/23/2024) Meazure/ProctorU is having an issue supporting New Quizzes, but classic quizzes work. This guide contains information on setting up an exam in Canvas and how to enable the exam in Meazure/ProctorU once the exam is setup.

Video link "Enabling an exam in Canvas":

https://fast.wistia.com/embed/channel/h9xjtzxc7k?wchannelid=h9xjtzxc7k&wmediaid=g9p92ozcs0

Steps: First create your quiz/test, (there are notes on quiz/test settings throughout this document). Then,

Click on the Meazure Learning Link in the course menu and configure the quiz for ProctorU.

### Canvas setup for Meazure/ProctorU Setup

- There is a 30 minute minimum for exams that are created in Canvas that will be proctored
- Exam times need to be in 15 minute increments: 1:00, 1:15, 1:30, 1:45. 1:59 will be rejected.
- Under Quiz Restrictions you must check, "Require an access code". Be aware that in the Meazure/proctorU setup this is called a password, but it is the same value.

Once you set up the quiz you will need to register this in Meazure. To do this:

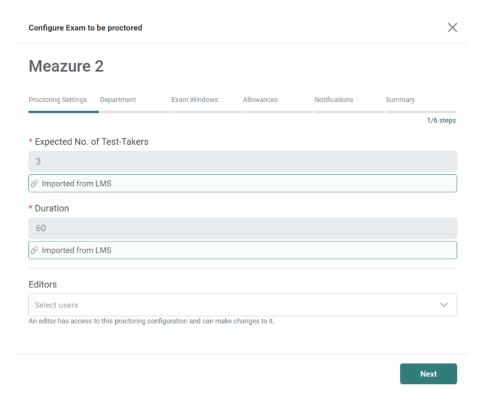
Click on the Meazure Learning link in the white Canvas course menu

The Meazure app will find your available quizzes to configure: (the name of the course is at the top)

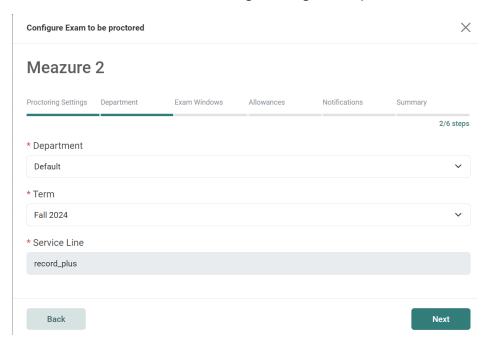


Select the exam you want to configure for Meazure/ProctorU and click on "Configure exam to be proctored"

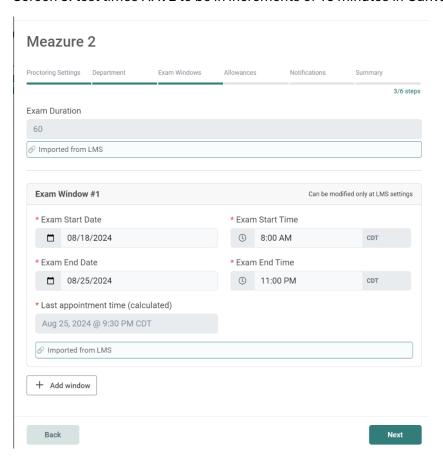
#### Screen 1:



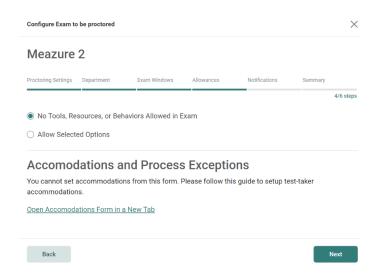
Screen 2: Default is the correct setting for using record\_plus at this time.



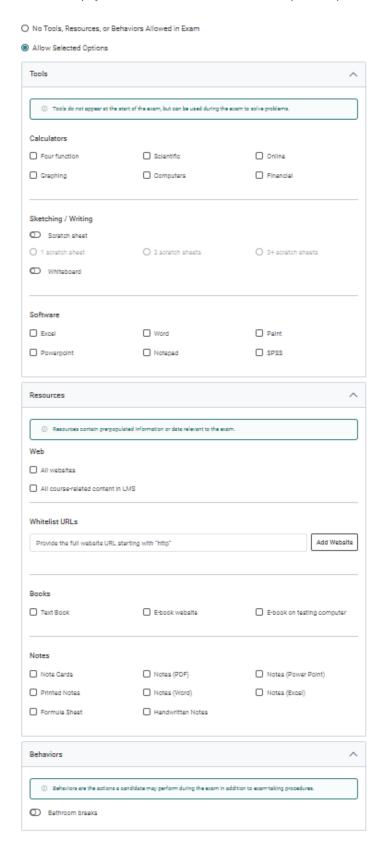
Screen 3: test times HAVE to be in increments of 15 minutes in Canvas.



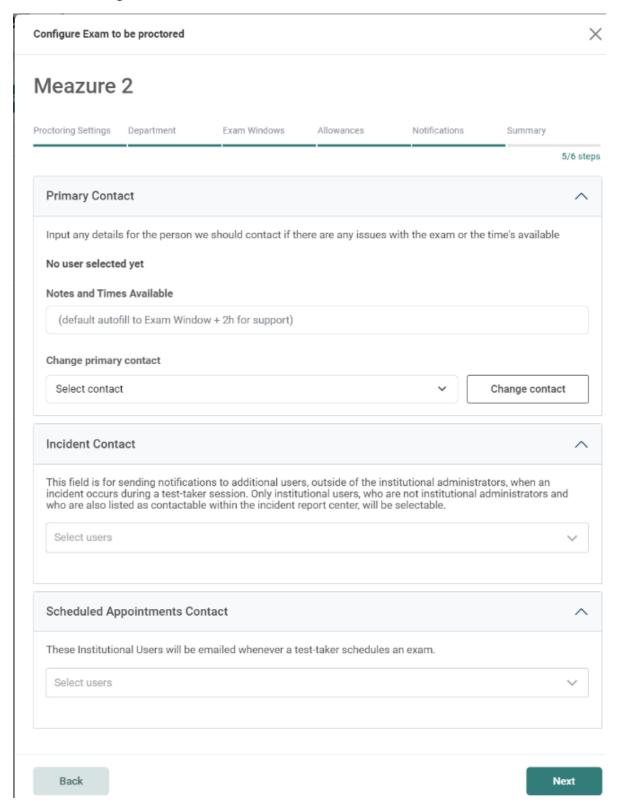
Screen 4a: note: select "Allow Selected Options, then click on the link at bottom to set tools and resources that students may use in this proctored test). This is set for "No Tools allowed" here. See Screen 4b for what the student accommodations list looks like.



Screen 4b (if you selected "Allow Selected Options"). Student Accommodations Checklist.

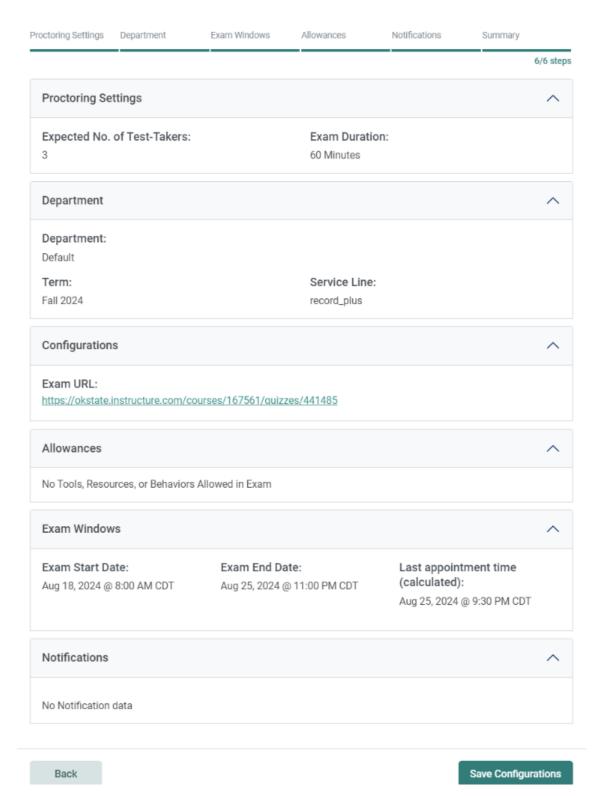


Screen 5: nothing has to be set here.



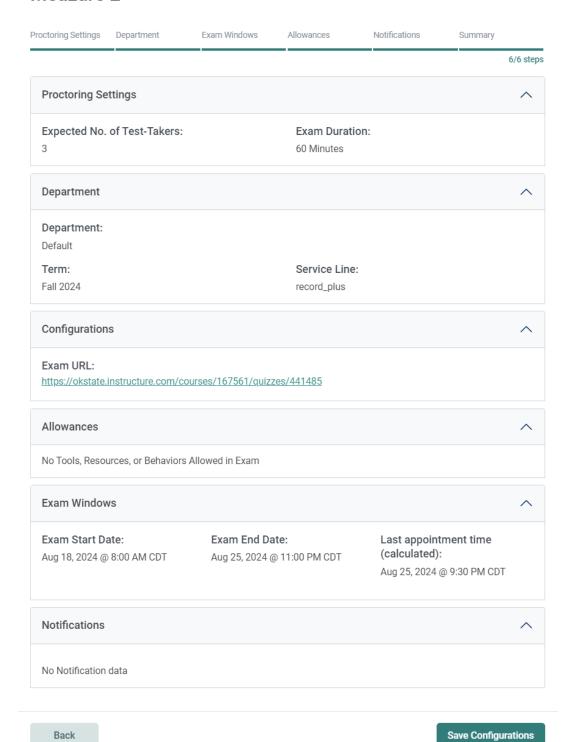
## Screen 6: (check data and select the "Save Configuration" button)

# Meazure 2

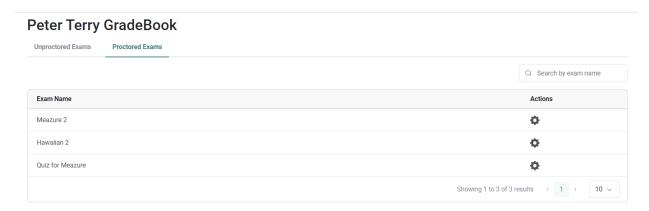


## Screen 7: Finished proctor settings

## Meazure 2



Post Configuration: Configured Quizzes in the course. You make future edits for using the quiz again here, not directly in the quiz interface.



## **Pricing Information**

OSU has two options for exam proctoring Live+ and Record+.

- Live+ provides a live proctor who manages the authentication, records, and observes the exam.
- Record+ is an automated proctor with video recording and review of the exam.

The cost of each proctoring option, which will be billed to students' Bursar accounts at the end of the month in which the exam occurs, is below.

## Live+ Fees (Per Exam)

- 60 Minutes or Less \$16.00
- 61 Minutes up to 120 Minutes \$21.00
- 121 Minutes up to 180 Minutes \$26.00
- 181 Minutes up to 240 Minutes \$31.00

## Record+ Fees - \$6.00 Per Exam

Faculty training and web resources will be available to faculty soon and information will be shared via email and ITLE's Teaching Tips.