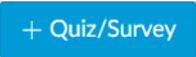


Setting Up a Proctored Quiz/Exam in Canvas Using ProctorU

1: Create your Quiz in Canvas


1. Log in to Canvas.
2. Go into the course you want to create the quiz in.
3. Select **Quizzes** from the course navigation menu, on the left.
4. Either:
 - Select  - (in the top/right) to create a new quiz, or
 - Select an existing quiz to edit.

Best Practice for Online Exams and Quizzes

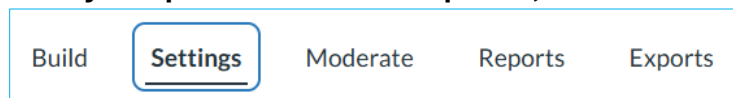
As a student-success best practice, proctored activities are encouraged to remain open for at least five days and include a weekend when possible. This flexibility supports online learners managing multiple responsibilities and helps mitigate challenges related to technology or internet access.

2: Configure Quiz Settings:

Recommended Quiz Settings

- Set a clear **Quiz Title** – (Consider adding the word “PROCTORED”).
- **Quiz Type:** You can choose between quiz/graded survey/ungraded survey.
- **Points:** Set the points value.
- **Assignment Group:** choose Quizzes or Create group.
- **Assign Access:** Set the Available from/Until Dates and Times.
- Select **Save**
- Select  to begin creating the quiz.

After your quiz is built in the top tabs, select Settings.



Suggested settings:

- Shuffle questions and answers.
- Display one question at a time.
- ProctorU requires a password in the setting: **Require a student access code.**
- Set the **Time limit.**
- **Detect multiple settings.**
 - Alerts faculty to potential academic integrity concerns when students access a quiz from multiple devices; these instances are flagged in the activity log.
- Configure the additional settings based on your preferences.
- After settings are complete you can now enable ProctorU for the Quiz.

Assignment Name *
Mid-Term Exam - PROCTORED

Quiz Type: Graded Quiz ⓘ

Points: 100

Assignment Group: Quizzes

Display Grade as: Points

Do not count this assignment towards the final grade

Submission Type: External Tool

External Tool Options

Enter or find an External Tool URL

Anonymous Grading

Graders cannot view student names

Anonymous Instructor Annotations Anonymize all annotations made by instructors on submissions for this assignment in DocViewer

Quizzes

Assignments

Weekly Discussions

Quizzes

[Create Group]

Points

Percentage

Complete/Incomplete

Points

Letter Grade

GPA Scale

Assign Access

Assign To

Everyone × Start typing to search... ⌵

Due Date **Time**

⌵

Available from **Time**

May 21, 2026 11:30 PM ⌵

Until **Time**

May 26, 2026 11:30 PM ⌵

Best Practice for Online Exam Time Limit

As student-success-focused best practice, faculty are encouraged to provide generous time limits for major online exams, such as up to 120 minutes when appropriate. Flexible testing times help support the diverse needs of online learners, reduce unnecessary test anxiety, and allow assessments to better measure student learning and content mastery rather than speed alone.

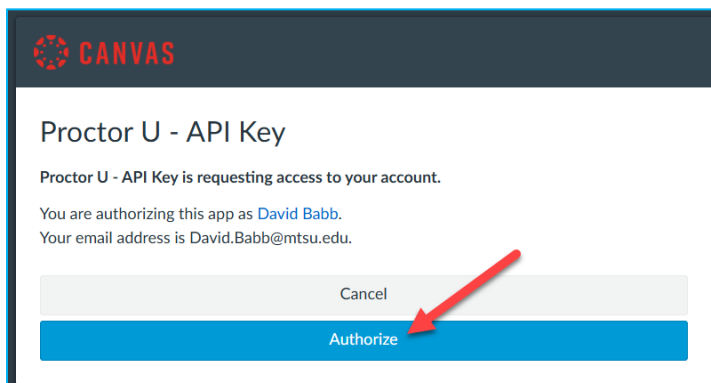
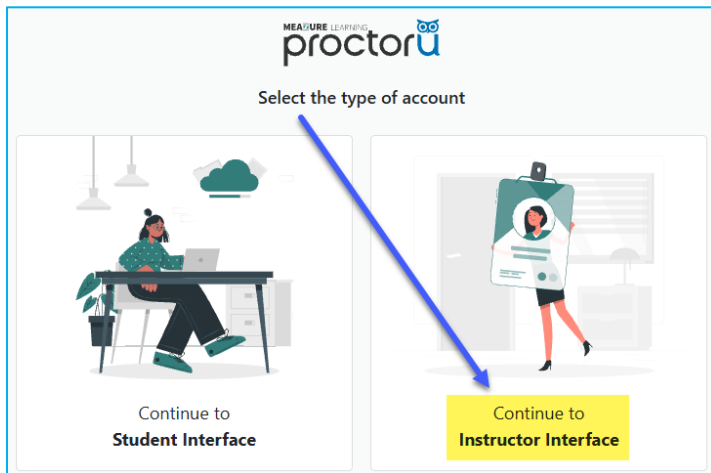
How to add the ProctorU button to your course navigation in Canvas

1. Open your Canvas course.
2. Select **Settings** from the course navigation menu.
3. Click the **Navigation** tab at the top.
4. Locate **ProctorU** in the list of hidden navigation items at the bottom of the page.
5. Drag **ProctorU** into the upper visible navigation area *or* click the three dots next to it and select **Enable**.
6. Click **Save** at the bottom of the page.

The ProctorU link will now appear in your course navigation menu for instructors and, depending on settings, students.

3: Enable ProctorU for the Quiz

1. Locate the **ProctorU** button in the navigation bar to the left.
2. Select Continue to **Instructor Interface**.
3. Select **Authorize**.
4. In the new window there are two tabs – **Unproctored Exams and Proctored Exams**.
5. Located the exam you want to proctor in the **Unproctored Exams** tab.
6. On the right of the title of the exam select **Configure Exam to be proctored**.



4: Configure Proctoring Settings

Within the ProctorU configuration area, select the desired proctoring options.

Configure Exam to be proctored

Mid-Term Exam - PROCTORED

Proctoring Settings | Department | Exam Windows | Allowances | Notifications | Summary

1/6 steps

* Expected No. of Test-Takers

1

Imported from LMS

* Duration

120

Imported from LMS

Editors

Select users

An editor has access to this proctoring configuration and can make changes to it.

David Babb David.Babb@mtsu.edu

Next



Mid-Term Exam - PROCTORED

Proctoring Settings

Department

Exam Windows

Allowances

Notifications

Summary

2/6 steps

* Department

Record+

MTSU uses Record+.



* Term

S3A

Choose the appropriate term.



* Service Line

record_plus

Back

Next



Mid-Term Exam - PROCTORED

Proctoring Settings Department **Exam Windows** Allowances Notifications Summary

3/6 steps

Exam Duration

120

Imported from LMS

Exam Window #1

Can be modified only at LMS settings

* Exam Start Date

05/21/2026

* Exam Start Time

11:30 PM

CDT

* Exam End Date

05/26/2026

* Exam End Time

11:30 PM

CDT

* Last appointment time (calculated)

May 26, 2026 @ 9:00 PM CDT

Imported from LMS

Back

Next

Mid-Term Exam - PROCTORED

Proctoring Settings

Department

Exam Windows

Allowances

Notifications

Summary

4/6 steps

No Tools, Resources, or Behaviors Allowed in Exam

Allow Selected Options

Info The selection of permitted resources is defined by Exam Security Settings defined above

Tools



Info Tools do not appear at the start of the exam, but can be used during the exam to solve problems.

Calculators

Four function

Scientific

Online

Graphing

Computers

Financial

Sketching / Writing

Scratch sheet

1 scratch sheet

2 scratch sheets

3+ scratch sheets

Whiteboard



Mid-Term Exam - PROCTORED

Proctoring Settings

Department

Exam Windows

Allowances

Notifications

Summary

5/6 steps

Primary Contact



Input any details for the person we should contact if there are any issues with the exam or the time's available

David Babb
david.babb@mtsu.edu
5753222252

Notes and Times Available

(default autofill to Exam Window + 2h for support)

Change primary contact

David Babb



Change contact

Incident Contact



This field is for sending notifications to additional users, outside of the institutional administrators, when an incident occurs during a test-taker session. Only institutional users, who are not institutional administrators and who are also listed as contactable within the incident report center, will be selectable.

Select users



Scheduled Appointments Contact



These Institutional Users will be emailed whenever a test-taker schedules an exam.

Select users

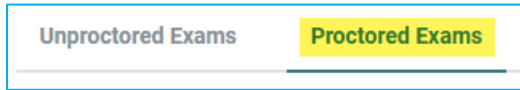


Back

Next

Summary:

Review the configuration summary and click **Save Configuration**. It now appears in the **Proctored Exam** Tab.



5: Publish the Quiz

Ensure the quiz is published and available to students. Students will access the exam directly through Canvas and will be guided through the ProctorU authentication and proctoring process automatically.

If You Edit Your Exam:

If you update your exam or settings, go back to the ProctorU tab and select the gear icon next to the exam that was updated and **Sync Exam Data**.

