

Tegrity:

How to Setup Remote Proctoring



Overview:

Tegrity Lecture Capture has a built-in feature to provide course instructors with a form of remote digital proctoring for students while they complete an assessment. Tegrity will not prevent students from cheating, but it can record audio, video, and screen input from the student's computer, which can provide insight as to what occurred when they took a test. There are also other tools available, like the Respondus Lockdown Browser, which you can use in conjunction with Tegrity proctoring as a further means to prevent students from receiving assistance during assessment completion.

If you have questions then please contact either Daniel Gibson (gibsondv@etsu.edu | 439-8244) or Barbara Chamberlain (knightb@etsu.edu | 439-8615)

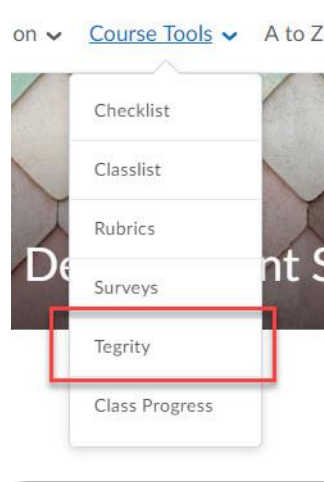
I. Login to D2L (<http://elearn.etsu.edu/>) and then navigate to the course for which you are requiring test proctoring with Tegrity

If your course is using the course default navbar and theme then you should see navigation options that look like Figure 1 below. (If your course is not displaying the default navbar shown below then you can find instructions on how to set your navbar to the default in the appendix of another Tegrity guide—[*Tegrity: Getting Started with Lecture Capture*](#).)

Course Home Content Communication ▾ Evaluation ▾ Course Tools ▾ A to Z ▾ Edit Course

Figure 1

2. Within either the *Course Tools* or *A to Z* link groups you will find a *Tegrity* link. (See *Figure 2*) Click on this link.



After clicking on this link you may see a message stating that the Tegrity web site has been blocked by a pop-up blocker. If this happens, you should also see a link that says 'Click here to open your Tegrity sessions list'. (See [Figure 3](#)).

3. If you see the screen below (*Figure 3*), click on the blue link.

Your Tegrity sessions list could not open a new window. This may happen because a popup blocker application is used.

[Click here to open your Tegrity sessions list](#)

Figure 3

Upon reaching the page you should now see your course inside the Tegrity system. (See *Figure 4* for an example of what it should look like).



Figure 4

4. Click on the *Course Tasks* menu and select *Course Settings*

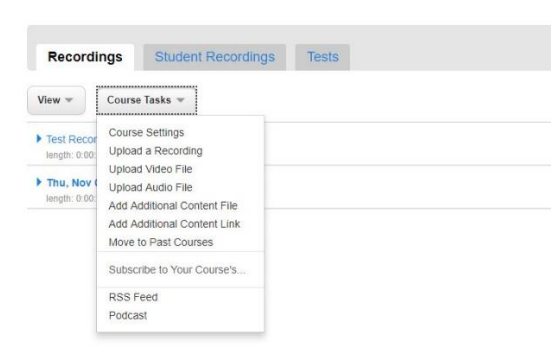


Figure 5

5. Enable testing options

(1-a) Check the box next to the 'Enable student testing (Remote Proctoring mode)' option. This will give students the ability to record themselves while completing assessments in D2L.

(1-b) Check the box next to the 'Show course testing policy when students start tests' option. This will show students the official ETSU testing policy and require that students accept this policy before moving forward with their proctored test.

(2) You also have the option to add any additional policies for your course or program inside the editor window. This is not a required step. If you leave this area blank then only the ETSU policy will be displayed to students.

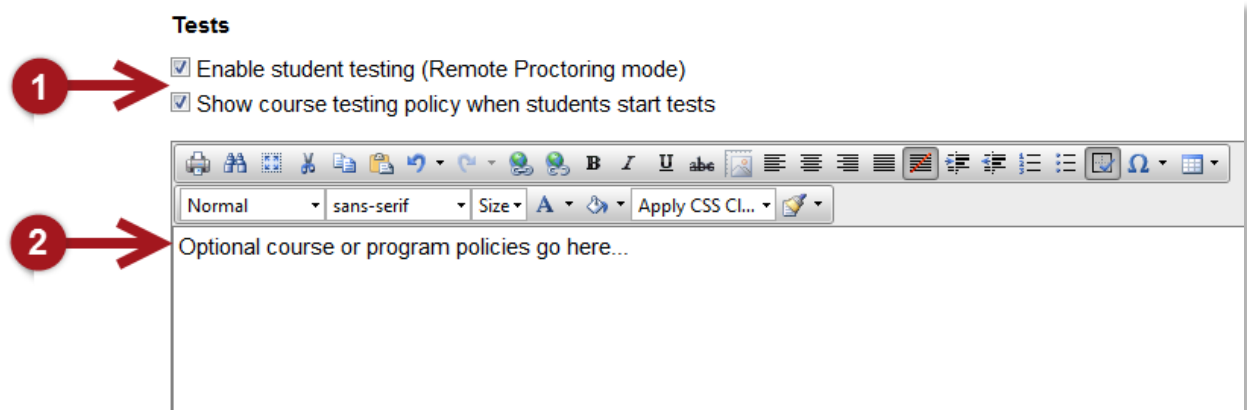


Figure 6

(3) Click OK



6. Train your students to use Tegrity for remote proctoring

We have developed a separate guide which leads students through the process of using Tegrity for remote proctoring. It may be wise for you to also look at this guide so that you know what the student process is. You can share this guide with your students as well.

Taking Proctored Tests Using Tegrity:

https://www.etsu.edu/helpdesk/documents/tegrity_taking_proctored_tests.pdf