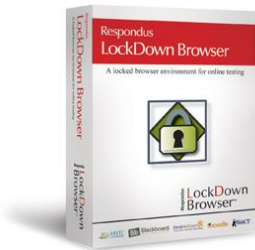


# Tegrity:

## *How to Take a Proctored Test*



### Recommended Preliminary Steps:



If your instructor requires that you complete your assessment inside the Respondus Lockdown Browser, then it is recommended that you download and install this software before beginning the recording process in Tegrity. You may download this browser at the following URL:  
<http://www.respondus.com/lockdown/download.php?id=932712521>.

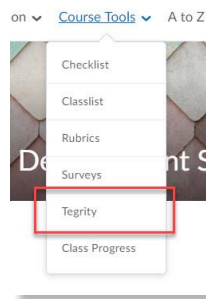
- I. Login to D2L (<http://elearn.etsu.edu/>) and then navigate to the course for which you are taking a proctored test

Once you arrive at your course you should see the default course navbar pictured below in Figure 1. If you do not see these options then you may need to contact your instructor to locate the appropriate link to the Tegrity system.

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.



*Figure 2*

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 *Start a Test*.

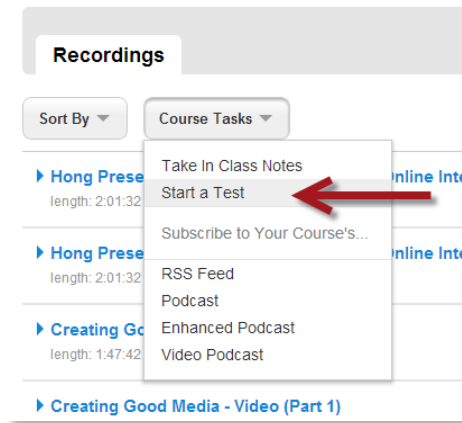


Figure 5

## 5. Read and accept the testing policy or policies.

Your instructor may optionally choose to include policies relating to examination for either or both ETSU and your specific course. Read each policy and ensure that you understand it before clicking on the *Accept* button. You may have to do this twice if there are multiple policies in effect for your test.

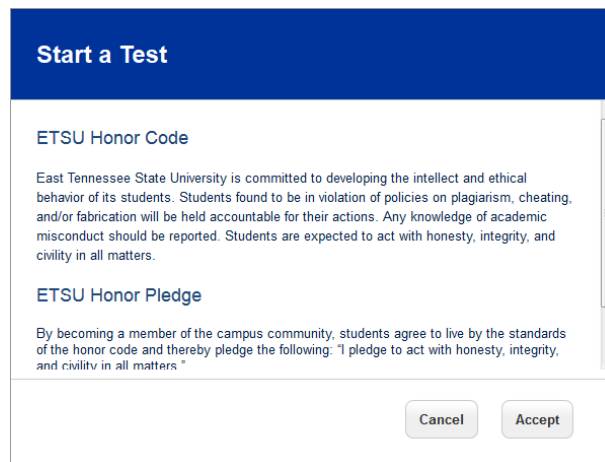


Figure 6

## 6. Download and run the Tegrity Recorder application (if application is not already installed)

You will be required to run the Tegrity recording application, which will record your computer screen and your webcam. Locate the file once it is finished downloading and run it.

If your computer already has the recorder, it will simply open on its own.



Tegridy is preparing to start your recording...



TegRunner.exe should start downloading shortly.

When the download is complete, run it to start recording automatically.

Figure 7

## 7. Make sure your camera is selected and working, then click Next

See Figure 8 below. (1) First make sure that your camera is connected and on. This will be a requirement to create a recording. You can select from the detected camera devices using the dropdown menu below the camera preview window. If you have a camera and it is not operating correctly then you may need to consult the documentation for your device. (2) Once your camera is connected and working, click on the *Next* button.

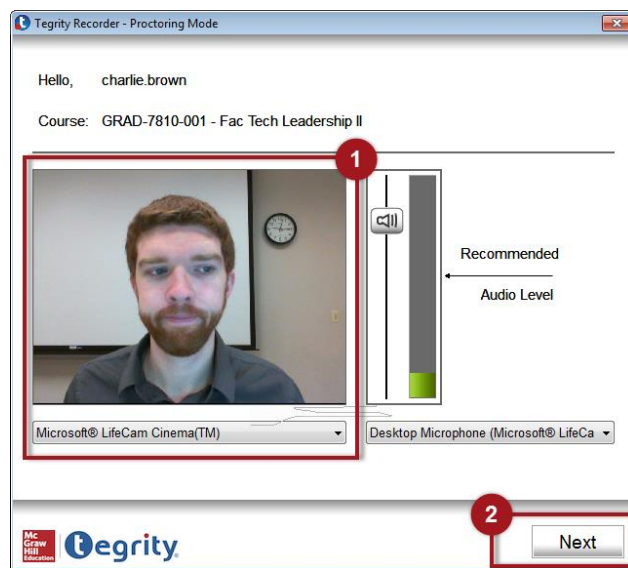


Figure 8

8. Take a picture of yourself while holding your ETSU student ID card in front of the camera, then click *Next* (Windows) or *Start* (Mac)

We recommend that you include both your face and your student ID in the photo. Make sure that the name on the card is clearly visible in the photo.



Figure 9

## 9. (Windows) Acknowledge the message regarding the recording toolbar and click *Start*

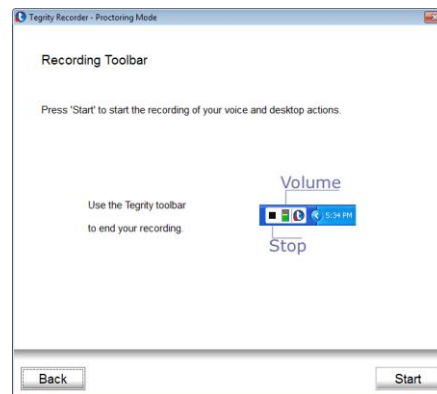


Figure 10

## 10. Take your test

At this point you may navigate to your test and complete it as you normally would. If your instructor requires that you use the Respondus Lockdown Browser (and we imagine that in a proctoring scenario most instructors *will* require this) then you will need to open the Lockdown Browser and then login to D2L and navigate to the assessment.

## 11. Upon completing your assessment, stop the Tegrity recorder

Windows:



Upon closing the Lockdown Browser, your Tegrity recorder options will appear in the bottom toolbar. Click on the black square *Stop* button. Your recording should then automatically begin uploading to the Tegrity server.



Figure 11

Mac:

- (1) Upon closing the Lockdown Browser you will likely have to click on the Tegrity icon in the dock to bring up the Tegrity Recorder options. (2) Click the *Stop* button to finish your recording.



Figure 12

Upon stopping your recording, you will be prompted with a message box to either *Save and Upload* your recording or to *Cancel*. If you cancel then the recording will continue. Click on the *Save and Upload* button. Your recording will then begin uploading to the Tegrity server.

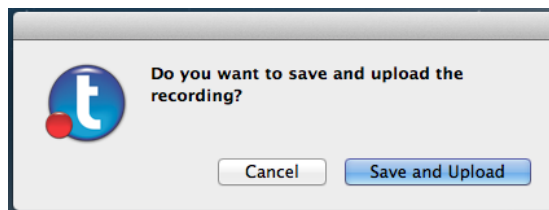


Figure 13