

Using ProctorTrack from China

These steps assume that a student studying in China has to use a VPN to connect to Isidore. If that is not the case, please ignore. ProctorTrack will not work with an active VPN connection so students will have to turn their VPN connection on and off at different points during the testing process for everything to work. Those different points are listed below.

Connect to VPN

1. Log into Isidore
2. Click on the 'ProctorTrack' tool in the Isidore course site.
3. In the Test List section of the page, click on the 'Go To Test' button next to the 'ProctorTrack Onboarding'
4. Read through the ProctorTrack settings for this assessment. This page will explain what you are allowed and not allowed to do while taking your test through ProctorTrack.
 1. NOTE: The settings for this test may be different than the settings for other tests. For example, in other tests, you may be permitted to use digital resources. It is important that you thoroughly review the settings for any exam you take through ProctorTrack so you know what rules are in place.

Disconnect from VPN

5. Check the box at the bottom of the page, and click on the 'Go To Next Step' button.
6. Following the onscreen prompts to download, install, and run the ProctorTrack application on your computer.
7. The ProctorTrack application will automatically launch on your computer. You will be guided through the following steps:
 1. Agree to the privacy policy by checking the box.
 2. Begin the system check by pressing the 'Start System Check' button
 1. Select the microphone and webcam that you will use and press the 'Confirm' button.
 2. During the system check, you may be prompted to:
 1. Unplug devices in your room or house
 2. Unplug external devices such as flash drives, mice, monitors, etc.
 3. Close applications on your computer that are not permitted. **Make sure you save any open documents or files you want to preserve** before pressing the 'Close' button.
 3. Scan your face by following the on-screen instructions. Press 'no' to re-scan. Press 'yes' if the scan is satisfactory.
 4. Scan your Student ID by following the on-screen instructions. Press 'no' to re-scan. Press 'yes' if the scan is satisfactory.

Connect to VPN

8. The Exam Guidelines will again be available to review. Review the guidelines as necessary, then click the 'I Agree, Let's Begin' button. This will launch a new tab in your browser.
9. Click the 'Copy' button to copy the exam password and then use the Ctrl+V or Cmd+V keys on your keyboard to paste the password in the box provided.
10. Click the 'Begin Assessment' button.
11. Complete and submit the exam in Isidore.
12. End the Proctoring Session by clicking on the 'End' button in the top right corner.

Disconnect from VPN

13. Confirm that you want to end the proctoring session by checking the box next to 'Yes, I have completed and submitted my test.' Click 'End' again.
14. Your proctoring session will be uploaded. **Do not close ProctorTrack until it says "Uploading Complete."**
15. Click on the 'Quit App' button to finish. [You may uninstall the application at this time if you'd like.]