Adjust Proctorio Settings

Instructors have full control of the **exam settings** (i.e., what Proctorio enables or disables when students take the exam) and **behavior settings** (i.e., what behavior is to be flagged).

For exam settings, there are three main sets of options:

- Recording options
- Lock down options
- Verification options

Exam settings need to be decided before students take the exam and cannot be changed after exam attempts. For behavior settings, you can either customize the configuration or choose from the pre-sets. Behavior settings can be changed at any time.

To make Proctorio work for them, faculty are recommended to learn more about different options for exam settings and behavior settings.

Proctorio has detailed instructions on how each option works on their support website. However, the instructions are only available when you are logged into Canvas in the Chrome browser. The best place to learn the granular details is in a quiz in your course.

Under **Proctorio Settings** (within Canvas quiz settings), each tile represents an option you can choose. When you mouse over a tile, the tile highlights with a brief description appearing below and a question mark in the upper right-hand corner. A click on the question mark will take you to the instructions (or video tutorial) on that option. Please take some time to familiarize yourself with different options.