

# How to use Proctor Tools?

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DigitalEd

# What can you do with the Proctor Tools?

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## How to give student an extra attempt for a test?

Go to [Class Homepage](#) >> [Proctor Tools](#) >> [Advanced Search](#) >> Search by student's information and choose the assignment name from [Assignment Filter](#)

Choose **Start/Re-Enter** under **Permission to be Given** (By default) >> Select student name from the bottom list >> **Authorize**

1

Assignment Filter

Basic Algebra (Form 3B)

Search

Reset Fields

[Basic Search](#) | [Advanced Search](#) | [Roster Search](#)

Basic Algebra (Form 3B)

Authorize Which Assignment

Permission to be Given

☒ Start/Re-Enter ☐ Deny Access

☐ Grade

☐ Re-open if already graded

Grant additional time

minutes

Select Students ☐ Select All

☐ Set Permission

User Login

First Name

Last Name

Email

Student ID

Holds Permission

End Date

Time Limit

Assignment

☒

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One item found. 1

3

Authorize

\* Students need to **submit** their previous attempt/The previous attempt needs to be **force graded** by the instructor before they can get another attempt.

# How to give student extra time for a test?

Go to [Class Homepage](#) >> [Proctor Tools](#) >> [Advanced Search](#) >> Search by student's information and choose the assignment name from [Assignment Filter](#)

Choose [Start/Re-Enter](#) under [Permission to be Given](#) (By default) >> Put the extra time in [Grant additional time](#) section>> Select student name from the bottom list >> [Authorize](#)

1

Assignment Filter

Basic Algebra (Form 3B)

Search

Reset Fields

Basic Search | Advanced Search | Roster Search

Authorize Which Assignment

Basic Algebra (Form 3B)

Permission to be Given

☒ Start/Re-Enter ☐ Deny Access

☐ Grade

☐ Re-open if already graded

Grant additional time

2

20 minutes

Select Students ☐ Select All

☐ Set Permission

☒

User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment
digitaled	DigitalEd	Instructor	support@digitaled.com	digitaled				

One item found. 1

4

Authorize

\* The additional time will start counting down immediately for an ongoing test, so the student should take the test as soon as possible.

\* If the student hasn't started the test, they could start it with the additional time at any time before the due date.

# How to extend the due date for a test?

Go to [Class Homepage](#) >> [Proctor Tools](#) >> [Advanced Search](#) >> Search by student's information and choose the assignment name from [Assignment Filter](#)

If a test has a due date, you will find there is another section called [Extend end date until](#) under [Permission to be Given](#)

Choose [Start/Re-Enter](#) under [Permission to be Given](#) (By default) >> Add the due date in [Permission to be Given](#) section>> Select student name from the bottom list >> [Authorize](#)

1	<div>Assignment Filter</div> <div>Basic Algebra (Form 3B)</div> <div>Search</div> <div>Reset Fields</div> <div>Basic Search   Advanced Search   Roster Search</div>																		
Authorize Which Assignment	Basic Algebra (Form 3B)																		
Permission to be Given	<div><div><div><div><input checked="" type="radio"/> Start/Re-Enter</div><div><input type="radio"/> Deny Access</div></div><div><div><input type="checkbox"/> Grade</div><div><input type="checkbox"/> Re-open if already graded</div></div><div><div>Extend end date until</div><div>Grant additional time</div></div></div><div>2<div>04/18/2019 00:00</div><div>minutes</div></div></div>																		
3	<div>Select Students <input type="checkbox"/> Select All</div> <div><div><input type="checkbox"/> Set Permission</div><div><input checked="" type="checkbox"/></div></div> <table><thead><tr><th>User Login</th><th>First Name</th><th>Last Name</th><th>Email</th><th>Student ID</th><th>Holds Permission</th><th>End Date</th><th>Time Limit</th><th>Assignment</th></tr></thead><tbody><tr><td>digitaled</td><td>DigitalEd</td><td>Instructor</td><td>support@digitaled.com</td><td>digitaled</td><td></td><td></td><td></td><td></td></tr></tbody></table> <div>One item found.1</div>	User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment	digitaled	DigitalEd	Instructor	support@digitaled.com	digitaled				
User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment											
digitaled	DigitalEd	Instructor	support@digitaled.com	digitaled															
4	<div>Authorize</div>																		

## How to release a proctored exam?

Proctored Exams are similar to regular tests or assignments, but with an additional security measure to confirm the identity of the student taking the test. If students don't have the permission to start the test, they will see the [Request Exception](#) button instead of the [Start/Resume](#) button when they are trying to start/resume the test.

Go to [Class Homepage](#) >> [Proctor Tools](#) >> [Advanced Search](#) >> Search by student's information and choose the assignment name from [Assignment Filter](#)

Choose [Start/Re-Enter](#) under [Permission to be Given](#) (By default) >> Add the due date in [Permission to be Given](#) section>> Select student name from the bottom list >> [Authorize](#)

1

Assignment Filter

Basic Algebra (Form 3B) ▼

Search

Reset Fields

[Basic Search](#) | [Advanced Search](#) | [Roster Search](#)

Basic Algebra (Form 3B)

Authorize Which Assignment

Permission to be Given

☒ Start/Re-Enter ☐ Deny Access

2

☒ Grade

Grant additional time  minutes

☐ Re-open if already graded

Select Students ☐ Select All

3

☐ Set Permission

User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment
digitaled	DigitalEd	Instructor	support@digitaled.com	digitaled				

One item found.1

4

Authorize

# How to re-open a test that has already been graded?

Go to [Class Homepage](#) >> [Proctor Tools](#) >> [Advanced Search](#) >> Search by student's information and choose the assignment name from [Assignment Filter](#)

Choose [Start/Re-Enter](#) under [Permission to be Given](#) (By default) >> Choose [Re-open if already graded](#) section>> Select student name from the bottom list >> [Authorize](#)

Authorize Which Assignment

Assignment Filter Basic Algebra (Form 3B)  
1 Search Reset Fields  
Basic Search | Advanced Search | Roster Search

Permission to be Given

Basic Algebra (Form 3B)  
Start/Re-Enter Deny Access  
2 Grade Grant additional time minutes  
Re-open if already graded

Select Students Select All

3 Set Permission  
One item found: 1

User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment
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4 Authorize

\* The instructor can only re-open the most recent attempt that student did.

# How to deny a student from accessing a test?

Go to [Class Homepage](#) >> [Proctor Tools](#) >> [Advanced Search](#) >> Search by student's information and choose the assignment name from [Assignment Filter](#)

Choose [Deny Access](#) under [Permission to be Given](#) >> Select student name from the bottom list >> [Authorize](#)

The screenshot shows the DigitalEd Proctor Tools interface with four numbered steps indicating the process to deny a student access to a test:

- Step 1:** The "Assignment Filter" dropdown menu is set to "Basic Algebra (Form 3B)". The "Search" button is highlighted with a blue box.
- Step 2:** Under the "Permission to be Given" section, the "Deny Access" radio button is selected and highlighted with a blue box.
- Step 3:** In the "Select Students" table, the checkbox for the first student is checked and highlighted with a blue box.
- Step 4:** The "Authorize" button at the bottom of the page is highlighted with a blue box.

Assignment Filter: Basic Algebra (Form 3B)

1 Search Reset Fields

Basic Search | Advanced Search | Roster Search

Authorize Which Assignment: Basic Algebra (Form 3B)

Permission to be Given: ☐ Start/Re-Enter ☒ Deny Access

Select Students ☐ Select All

<input type="checkbox"/> Set Permission	User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment
<input checked="" type="checkbox"/>	digitaled	DigitalEd	Instructor	support@digitaled.com	digitaled				

One item found. 1

4 Authorize