How to use Proctor Tools?

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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
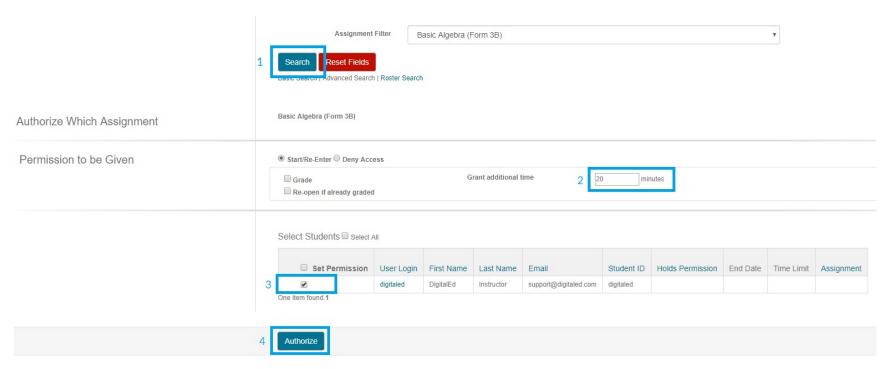

* Students need to **submit** their previous attempt/The previous attempt needs to be **force graded** by the instructor before they can get another attempt.

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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
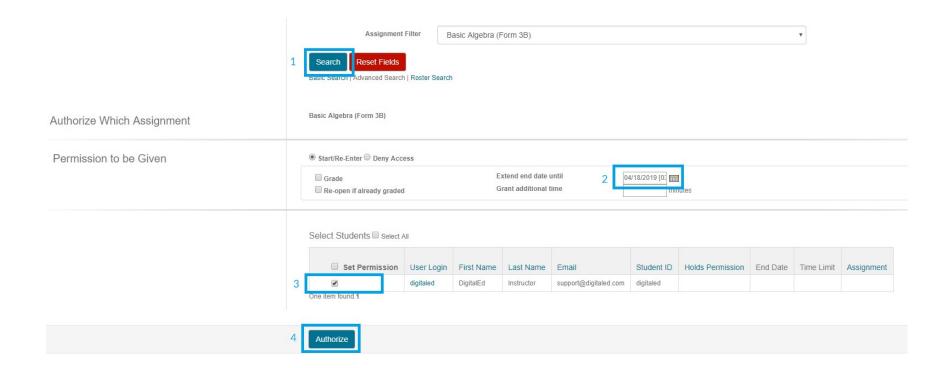

* The additional time will start counting down immediately for an ongoing test, so the student should take the test as soon as possible.

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

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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
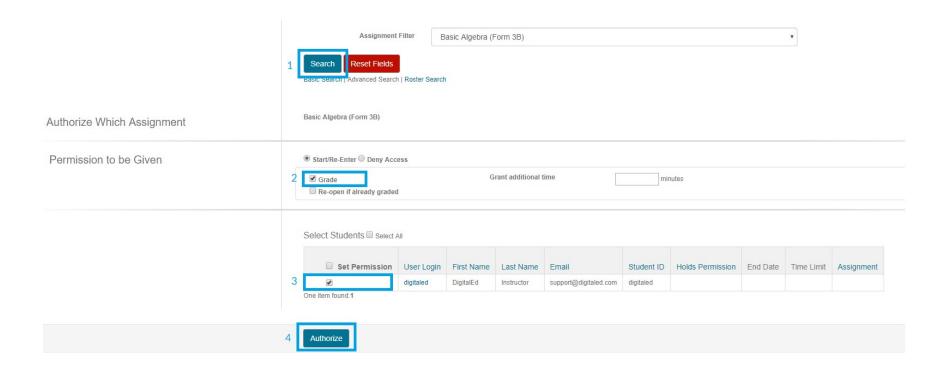
	Assignment Filter	Basic Algebra (Form 3B)	▾

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

☐ Grade   Extend end date until   2   04/18/2019 [0: 🗓

☐ 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
3 ☑	digitaled	DigitalEd	Instructor	support@digitaled.com	digitaled				

One item found.1

4   **Authorize**

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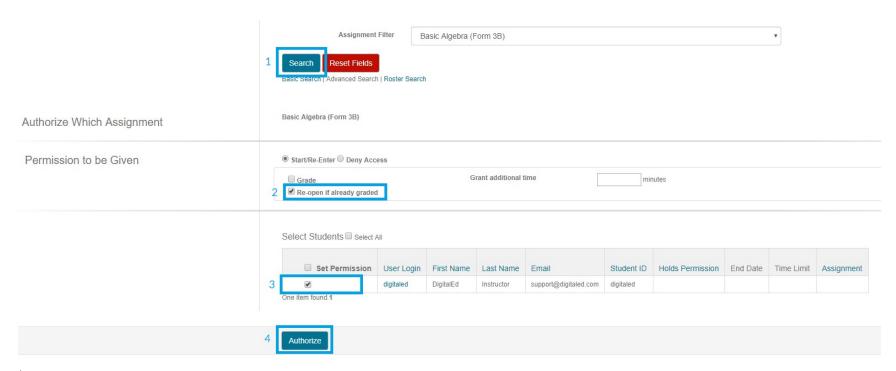
Choose Start/Re-Enter under Permission to be Given (By default) >> Add the due date in Permission to be Given section>> Select student name from the bottom list >> Authorize

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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

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

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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

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