

Setting Up Remote Proctoring with ProctorU

1. CREATE PROCTORU FACULTY ACCOUNT



- Create an account. Go to the [LSU Campus portal](#) and select “Sign Up.”
Note: Your institution will be pre-populated as “Louisiana State University Baton Rouge”
- Select “Instructor” and complete the account profile information
- After your ProctorU faculty account has been created and approved, you will need to complete step number two below

2. ENTER REMOTE PROCTORING INSTANCE AT PROCTORU.COM

- Enter your remote proctoring instance into the ProctorU system
- For help with creating an exam proctoring instance within the ProctorU system:
 - Refer to the [LSU GROK ProctorU Article](#)

3. INFORM STUDENTS TO SIGN UP FOR PROCTORING TIME

- Email students in your class to sign-up for a proctoring time
- Faculty can email a direct link to the exam by:
 1. Open exam record within ProctorU
 2. Under the top section called “Profile” click the “Open Invite” icon
 3. Copy the URL, paste URL into Moodle course or send to students in a direct email communication

Created	03/12/2020
Updated	03/16/2020
Exam Uuid	
Iteration Uuid	
Status	Active
Imported	No
Open Invite	