



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) if you have questions.

## Setting a ReggieNet Assessment for use in Proctortrack

This guide will cover how to 1) add Proctortrack to your ReggieNet site, 2) set up a ReggieNet assessment to be used with Proctortrack, and 3) link that assessment to Proctortrack.

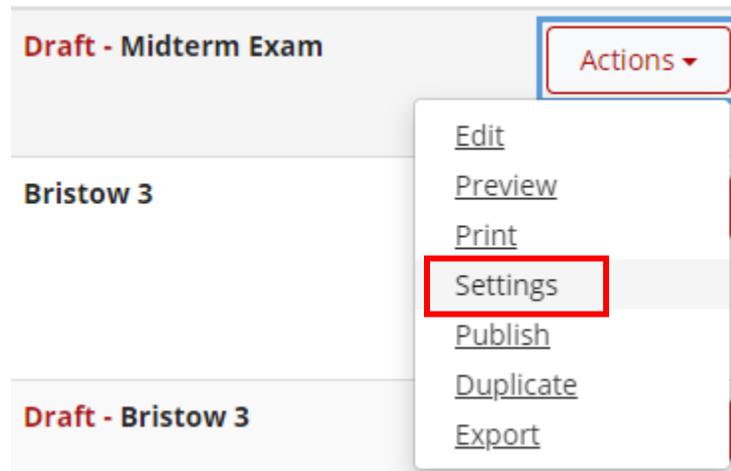
### Adding Proctortrack to ReggieNet

1. To add Proctortrack to your ReggieNet toolbar, navigate to **Site Info > Manage Tools**.
2. Scroll down and select **External Tools**, then check the box for **Proctortrack**.
3. Hit **Continue**, then **Finish**. Proctortrack will appear as a web link in your toolbar.

**Note.** Adding Proctortrack to your site will allow Proctortrack to automatically fill in your course ID when you add an assessment.

### Configuring the Assessment Settings

4. For the desired assessment, select Settings in the Actions menu.



5. Select **Availability and Submissions**. Make sure the availability, due dates, and time limits are finalized. You will enter the availability and due date into Proctortrack later.

▼ Availability and Submissions

Assessment released to:

The number of submissions allowed:  Unlimited  
 Only  submissions allowed

It is available:

It is due:  and has a time limit of  hrs.  min.

Late submissions accepted?  No, not after due date  
 Yes, until

Students get one chance to submit after due date if they haven't already submitted.

Email Notification:  Yes - send me an email for every submission  
 Yes - send me one email digest each day  
 No - I do not want to receive any emails

Would you like to receive notifications when students submit this assessment?

Question Scores:  Show question point value during assessment  
 Hide question point value during assessment

6. Under “Ensure students take exams from specific location,” enter a password into the “Secondary Password” box. Save this password as you will enter it into Proctortrack later.

Question Scores  Show question point value during assessment  
 Hide question point value during assessment

▼ Ensure students take exams from specific location

Allow only specified IP Addresses

Use one IP address per line. An asterisk(\*) can stand for any single subnet. Examples: 171.64.139.\* or 171.64.\*.\*

Secondary Password: **Assessment Password**

Require Locked Browser:  None  
 Respondus LockDown Browser

Exit password (optional)

**Note:** Setting a password for the assessment will prevent students from accessing it outside of Proctortrack. Proctortrack will automatically feed the password and students will never need to see it. **You should never share this password with students.**

- Once all test settings are final, select **Save Settings and Publish**.

## Linking Assessment to Proctortrack

- To link the assessment to Proctortrack, you will need the “Callback URL” for the assessment. Your assessment must be published before this URL is available. Find the URL by going to the assessment **Settings > About this Assessment > Published Assessment URL**. Copy this URL.

### Settings - Midterm Exam

[Expand All](#)

▼ About this Assessment

Title	Midterm Exam
Published Assessment URL:	<a href="https://reggienet.illinoisstate.edu/samigo-app/servlet/Login?id=f1527614-c394-47e2-b96c-ddcb3f55e9011601491735202">https://reggienet.illinoisstate.edu/samigo-app/servlet/Login?id=f1527614-c394-47e2-b96c-ddcb3f55e9011601491735202</a>

- Select the Proctortrack tab in your ReggieNet toolbar that you added in [step 1](#).
- In Proctortrack, select “**Manually Add Tests**” in the upper right menu



Dashboard

[Data Export List](#) [Manually Add Tests](#) [View as student](#)

<b>Quizzes</b> 4	Sessions: 2 Flagged: 2 Onboarding: 3 Completed: 75%	<b>Students</b> 3	Failed: 0 Passed: 2 Pending: 0 Onboarded: 66%
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Quiz List    Onboarding Status

- In the next menu, enter the name of the assessment as it appears in ReggieNet. The **Course id** will already be automatically filled in.



Dashboard

Manually Add Test

<b>Name</b> ⓘ Midterm Exam	<b>Course Id</b> ⓘ 046e79d1-3aa1-488b-87fa-3193d2fa2b92
<b>Callback URL</b> ⓘ	<b>Start At</b> ⓘ
<b>End At</b> ⓘ	<b>Username</b> ⓘ
<b>Password</b> ⓘ	<input type="checkbox"/> <b>Onboarding</b> ⓘ

[Create Test](#) [Cancel](#)

12. Paste the callback URL from step 8 into the **Callback URL** box and enter the password from step 6 in the **Password** box.

Manually Add Test

Name  Midterm Exam

Course Id  360fe7e1-45e9-45a3-b11a-1961bfd93eb7

Callback URL  `https://reggienet.illinoisstate.edu/samigo-app/servlet/Login?id=f15`

Start At 

End At 

Username 

Password  psy600!

Onboarding 

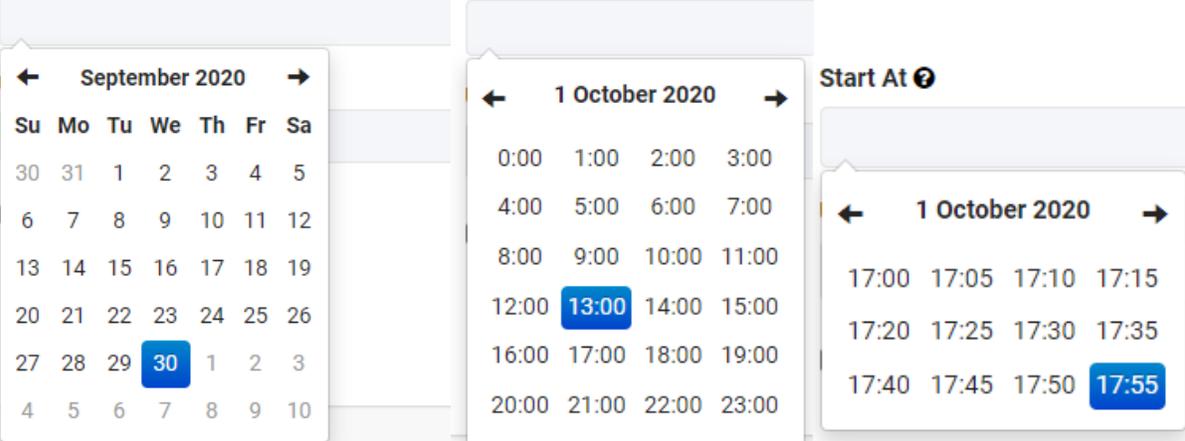
Create Test Cancel

13. Set the **Start At** date and time so it matches with the availability date in the ReggieNet settings. If you plan to accept late submissions, set the **End At** box to match the date and time of late submissions. Otherwise, set **End At** to the date and time it is due. Click into the boxes to use the calendars for exact formatting.

Start At 

Start At 

Start At 



Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

0:00	1:00	2:00	3:00
4:00	5:00	6:00	7:00
8:00	9:00	10:00	11:00
12:00	13:00	14:00	15:00
16:00	17:00	18:00	19:00
20:00	21:00	22:00	23:00

17:00	17:05	17:10	17:15
17:20	17:25	17:30	17:35
17:40	17:45	17:50	17:55

14. Enter **n/a** as the **Username**. Your resulting menu will look similar to this:

**Manually Add Test**

<b>Name</b> ⓘ	Midterm Exam	<b>Course Id</b> ⓘ	360fe7e1-45e9-45a3-b11a-1961bfd93eb7
<b>Callback URL</b> ⓘ	https://reggienet.illinoisstate.edu/samigo-app/servlet/Login?id=f1E	<b>Start At</b> ⓘ	10-01-2020 17:00
<b>End At</b> ⓘ	10-02-2020 00:00	<b>Username</b> ⓘ	n/a
<b>Password</b> ⓘ	psy600!	<input type="checkbox"/> <b>Onboarding</b> ⓘ	

[Create Test](#) [Cancel](#)

**Note:** The **Onboarding** setting should be assigned to a low stakes/no stakes assessment that is used for adding required student information into the Proctortrack system. Onboarding prepares students ahead of time for taking a proctored assessment that will be included in their course grade.

15. Select **Create Test**.
16. Once you create the test you get redirected to the ProctorTrack dashboard where you can see the status of your newly created test.

Midterm Exam	046e79d1-3aa1-488b-87fa-3193d2fa2b92-midterm-exam	n/a##psy600	2	<div style="border: 1px solid red; padding: 2px;">           Select Status ▾  <input checked="" type="radio"/> Proctoring ON  <input type="radio"/> Onboarding ON         </div>	View Sessions ⓘ ▾
Travers Midterm	046e79d1-3aa1-488b-87fa-3193d2fa2b92-travers-midterm	n/a##Gojo	2		View Sessions ⓘ ▾

**Note:** The **Proctoring ON** setting is assigned to assessments that will be proctored using Proctortrack. This setting is used for assessments that will be included in the student course grade.

## Exceptions to Delivery Date

Proctortrack can accommodate exceptions to delivery dates and times.

17. Create the exception in the ReggieNet assessment through Settings > Exceptions to Time Limit and Delivery Date.
18. In Proctortrack, you will have the option to extend the date and time of the assessment. Only the student with the exception will be able to access the assessment.