

## **Removing Proctorio from a Course**

Proctorio has been replaced with Honorlock and will no longer function. All Proctorio settings should be removed from tests. You can then replace the settings with Honorlock.

## **Remove Proctorio Tool Link**

If you still have the Secure Exam Proctor Tool in your course, follow these steps to remove it:

- 1. Locate the Secure Exam Proctor Tool in your course menu.
- 2. Click the grey arrow next to the tool (Figure 1).
- 3. Click **Delete** on the menu that appears (Figure 2).
- 4. Make sure to click **Delete this menu item** on the confirmation that appears (Figure 3). Then, click **Delete**.

Collaborate 🛛 💮	Rename Link	Are you sure you want to delete, or would you prefer to hide the link to this item?
Email 😔	Hide Link	Delete this menu item
Secure Exam Proctor Tool 💽	Delete	Cancel Hide the link
FIGURE 1	FIGURE 2	FIGURE 3

## **Remove Proctorio Settings from Tests**

- 1. From the Course Menu, scroll down to the **Course Management** section. Expand **Control Panel**, then expand **Course Tools**. Click **Tests**, **Surveys**, **and Pools** (Figure 4).
- 2. Click **Tests** to view all your tests. Any test which used Proctorio will have **(Remotely Proctored)** in the title.
- 3. Hover over the test's title to show a **grey arrow** next to it (Figure 5). From the menu that appears, click **Edit** (Figure 6).

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	Edit
Proctorio Test (Remotely Proctored) 💟	Export to Local Computer Export to Content Collection
FIGURE 5	Сору
	Delete
	FIGURE 6

4. Click on the grey arrow next to the title at the top of the page, then click Edit (Figure 7).



	Course Management
E	Control Panel
►	Content Collection
~	Course Tools
	Achievements
	Announcements
	Attendance
	Blogs
	Cengage Learning MindLinks™
	Class Collaborate Ultra
	Content Market Tools
	Course Calendar
	Course Messages
	Course Portfolios
	Date Management
	Discussion Board
	Glossary
	Goals
	Journals
	McGraw-Hill Higher Education
	Media Gallery
	My Media(CT)
	Rubrics
	SafeAssign
	Self and Peer Assessment
	Send Email
	Tasks
	Tests, Surveys, and Pools
	Wikis

**FIGURE 4** 



- 5. Delete "(Remotely Proctored)" from the test title.
- 6. In the test instructions, delete the **large red image** saying an extension is required, as well as any other spaces in the description box so it is completely empty (Figure 8).



Next, you will need to remove the Proctorio settings from the link in the Content Area where the test has been deployed to.

1. Locate where the test is in your course. You can see the name of the folder or Content Area the test is deployed to on the **Tests** page (Figure 9).

Example Test	Week 1
Evenue la Tant	West 4
NAME	DEPLOYED

2. Click on the **grey arrow** next to the test's name (Figure 10). On the menu that appears, click Edit the Test Options (Figure 11).



- 3. In the test description, delete the **large red image** saying an extension is required, as well as any other spaces in the description box so it is completely empty (Figure 8).
- 4. Click Submit.