Administrator Guide

Overview

This guide is for Administrators utilizing the ProctorU tool for the G Suite Certification.

Roles and Responsibilities

Although this guide is specifically for Exam Administrators, it is helpful to understand the other key roles and their responsibilities when registering for the G Suite Certification:

- **Administrator** - a faculty member of the school or district who is responsible for:
    - Adding purchase order(s)
    - Clicking to accept the host agreement with Google
    - Loading the exam location(s) where test-takers will take the exam
- **Exam Facilitator** - a faculty member of the school or district or a contractor who has required licenses and meets other applicable legal requirements to teach and supervise students taking the exam who is responsible for:
    - Accepting the Facilitator Oath
    - Creating and loading test-taker group(s)
    - Confirming their test-taker group(s) have downloaded the ProctorU chrome extension prior to exam day
    - Printing and distributing test-taker tokens to students
    - Launching the exam
- **Test-Taker** - any student attending a secondary school (middle or high school) that meets the age requirements for Google accounts for their region. If a country is not listed in this article, the student must be 13+ years to participate.
    - Logging into the exam with their test-taker token
    - Downloading the ProctorU chrome extension (if not already done)
    - Completing exam pre-checks
    - Copying and pasting the assigned temporary username and password
    - Completing the exam
    - Submitting a feedback survey

Step by Step Instructions for the Administrator

![proctorU logo]

1) Login with Auto Registration

1. Go to groups.proctoru.com/registration/new
2. Enter the following information and then click submit
   a. First Name
   b. Last Name
   c. Email Address
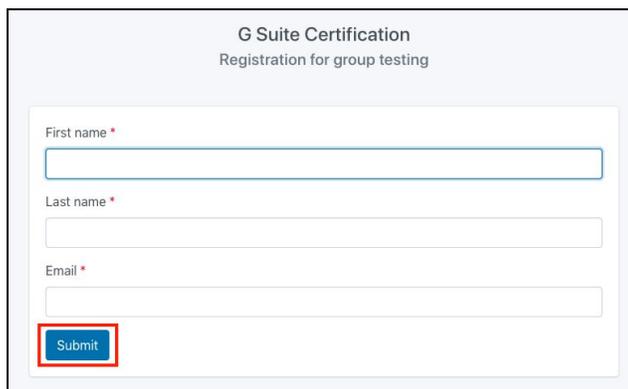
   i. Note: You must register with your school domain email address
3. Once submitted, you can receive one of three statuses:
   a. **We couldn't find your domain. "Your email domain (DOMAIN.com) is not eligible for group test taking at this time. To request eligibility, please complete the G Suite Certification Academic Pricing Request Form."**
      i. This means that your domain has not been pre-approved to use ProctorU Groups and is not eligible to receive the academic discount of 50% off the list price. To become eligible, submit the Google form linked in the error message and Google will notify you of acceptance within 3 - 5 business days. If approved, proceed to step 2.

   b. **"SCHOOL DOMAIN" is already associated with an existing site, "SITE NAME". Please contact the Site Administrator for access to group testing."**
      i. This means that someone has already registered your school domain with ProctorU Groups. If this is the case, click the hyperlinked "contact the site administrator" and you will be able to send an email to the site administrator to request access to the system. Once the administrator grants access, proceed to step 2.

    c. **"Congratulations! You are now eligible for group test taking. Please enter the name of your testing site to join ProctorU Groups"**

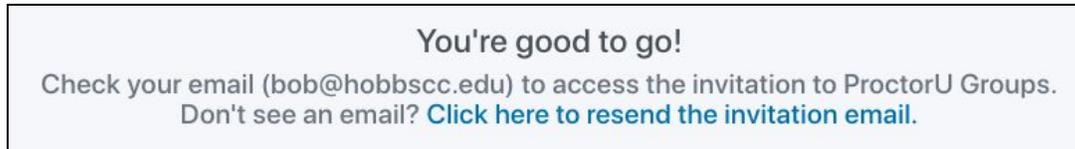   i. This means that you have been pre-approved to enter ProctorU Groups and receive the 50% academic discount. To continue, enter the name of your site. The site name is the name of your school or district.

    d. Once the site name has been entered, click **"Join ProctorU Groups".**

Congratulations!
You are now eligible for group test taking. Please enter the name of your testing site to join ProctorU Groups.

Site name *

The Site name is the name of your organization.

Join ProctorU Groups

2) Accept ProctorU Invitation

1. In order to confirm your account, please check your email for an email from no-reply@proctoru.com..

You're good to go!

Check your email (bob@hobbscc.edu) to access the invitation to ProctorU Groups.
Don't see an email? **Click here to resend the invitation email.**

2. To setup your account with ProctorU, click "**Accept Invitation**" in the email you receive titled [ProctorU Groups Invitation Instructions].

proctorU

Hey bob@hobbscc.edu,

ProctorU Groups has invited you to facilitate a G Suite Certification. To accept the invitation, you may click the link below and log into the gmail account this invitation was sent to.

Accept Invitation
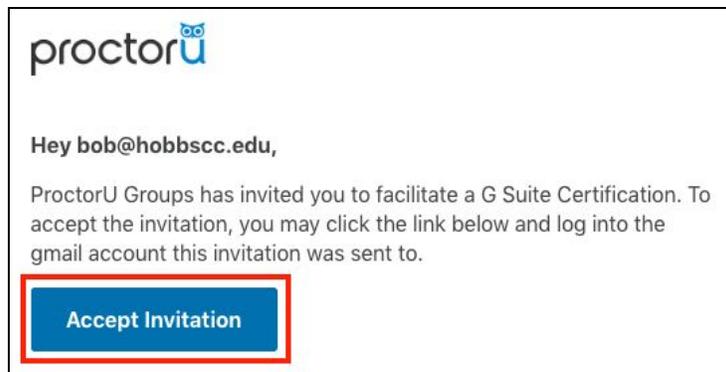
3. To finish your account setup, click "**Sign in with Google**".
    a. You will be asked to choose an email account to sign in with. Be sure to use the **same email account** that you registered with.

ProctorU Groups
Welcome back

Sign in with Google

Sign in
to continue to **ProctorU**

Email or phone
bob@hobbscc.edu
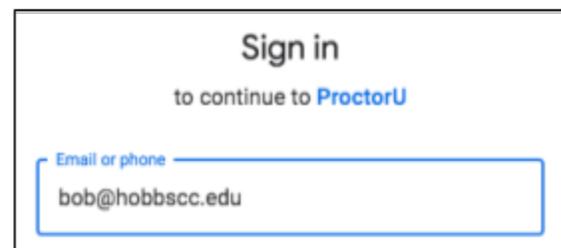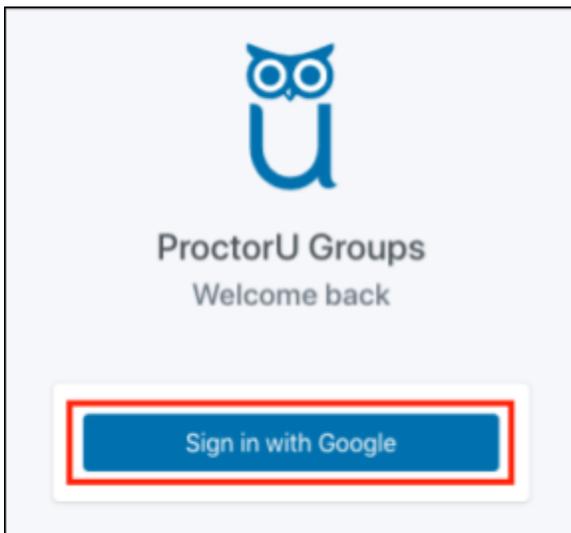
3) Click to Accept Host Agreement

In order to host the G Suite certification for a group of test-takers, you must read and agree to the Host Agreement terms and conditions. These terms and conditions cover the Google Cloud Certified Program's policies in addition to the host's (e.g. school or districts) obligations regarding exam delivery, parental consent, and confidentiality.

1. To accept the School Agreement, check the box at the bottom of the agreement and click **"Accept"**.

4) Click to Accept Facilitator Oath

In order to facilitate the G Suite Certification for a group of students, you must read and agree to the Facilitator Oath. The Facilitator Oath is a "click to accept" document containing guidelines that the facilitator agrees to in order to ensure a secure and fair testing environment.

1. To accept the Facilitator Oath, check the box at the bottom of the Oath and click **"Accept"**.

Note: All G Suite certification administrators are required to accept the Facilitator Oath. The administrator can add additional facilitators (see section 7) if they so choose.

5) Add Purchase Order

After accepting the School Agreement and Facilitator Oath, you will be prompted to add a PO.

Note: *Although this step can be deferred to be completed at a later time, it is necessary to add an approved PO prior to scheduling a test-taker group. All testing will be restricted until this step occurs.*

Note: *To request a copy of ProctorU's W-9 or a proforma invoice, submit a request to ProctorU Support.*

1. Add the purchase order number that correlates with the approved PO
2. Name the purchase order with a name that is easily identifiable
3. Enter the purchase order amount
4. Testing Sessions - This will auto populate based on the amount entered above
5. Add the start date (the date you are adding the PO to ProctorU) and end date for PO use (optional)
6. Add the billing contact name and email
   a. This information should be the responsible party for the payment of the PO
7. Enter the full business address for the billing contact
8. Attach a PDF version of your PO
   a. Note: PDF is the only acceptable file version
9. Once all required fields are completed, click **"Next Step"**

Once the PO has been correctly uploaded an administrator will receive 1 of 2 statuses:

1. **Your purchase order is under review and is currently pending.**
   a. This message means the PO dollar amount is above the maximum allowed threshold ($200,000). *The PO now must be approved by Google in order to move forward in the onboarding process and create test-taker groups.* Approval can take up to 7 business days.
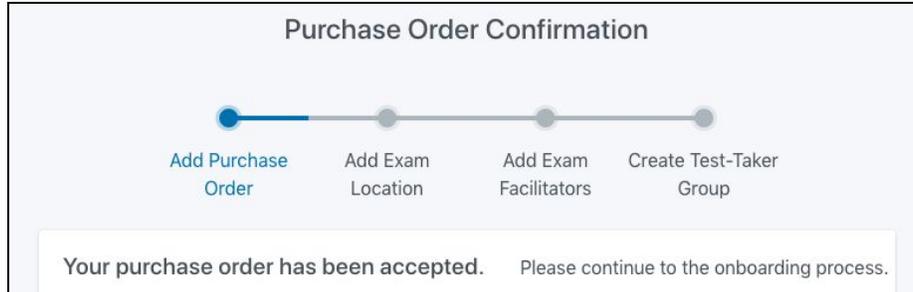
2. Your purchase order has been accepted.

    a. This message means the PO has been fully approved and you can move forward in the onboarding process.

6) Create Exam Location(s)

After adding the PO, you will be prompted to create exam location(s). An exam location is the physical location where students will take the exam. This can be a classroom, auditorium, school testing center, etc.

1. Name your Exam Location with a name that is easily identifiable
2. Enter the exam location's capacity
    a. The capacity is the total number of students that can sit at the exam location at one time for the duration of the exam
3. Select the time zone this location is associated with
4. Once completed, click **"Next Step"**

7) Invite Facilitators (Optional)

Once you create your exam location(s), you will be prompted to invite exam facilitators. Facilitators are faculty of the school or contractors who have required licenses and meet other applicable legal requirements to teach and supervise students taking the exam. These individuals will act as the exam facilitator on exam day, and oversee the launch of the exam. Facilitators are also responsible for maintaining the security of the exam location on exam day. To add facilitators:

1. Type the email address(es) of the facilitator(s) you would like to add in the space provided. If you would like to add more than one additional facilitator, separate each email address with a comma.

    Note: *This step can be skipped for now and completed at a later date by clicking "***Skip For Now***". However, it must be completed in order to create test-taker groups(s).*

## 8) Create Test-Taker Group(s) (Optional)

Creating test-taker group(s) is a function that is the responsibility of the facilitator. To learn more about creating a test-taker group(s), please refer to the section titled, *"Create Test-Taker Groups and Register for the Exam"* in our Exam Facilitator Guide located in the [Administrator and Facilitator Resource Center](#)..

The responsibility of the administrator is now complete. If the administrator would like to add additional facilitators,,exam locations, or POs, , she/he can do so by logging into [groups.proctoru.com](#) and following the below steps.

9) Inviting Facilitators after Onboarding

Per step 5, facilitators can be added at a later date and do not have to be added during initial onboarding. To add facilitators:

1. Log into groups.proctoru.com
2. In the top right hand corner, click **"Users"**
3. Click the blue **"Send Invite"** button
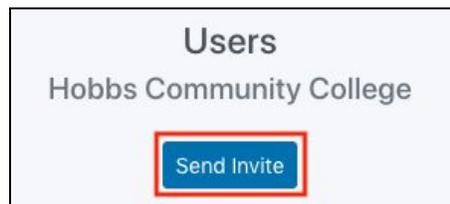
4. Complete all required fields:
   a. Email - Email of facilitator
   b. Role - Select "Facilitator"
   c. Organization - Select your site
   d. Click **"Send Invite"**
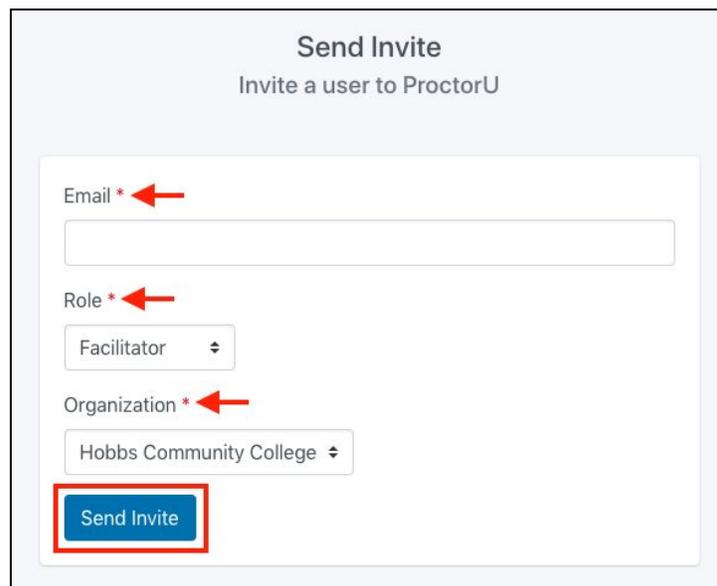
The facilitator will automatically receive an email invitation inviting them to facilitate your testing group.

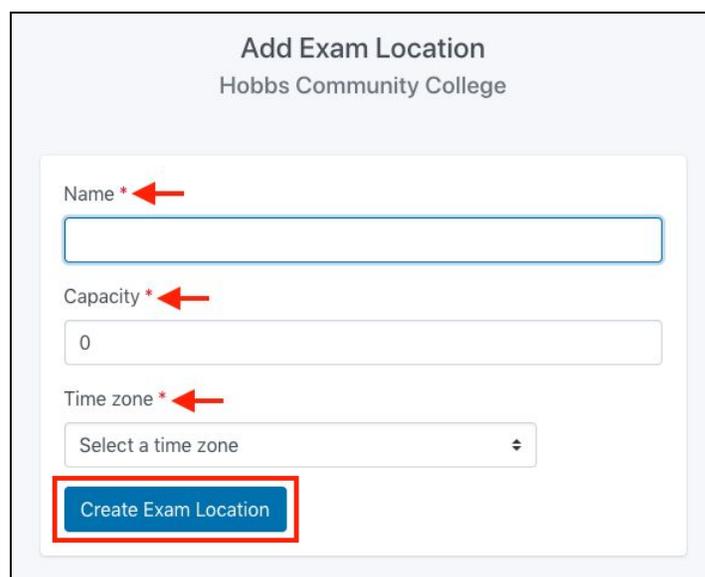*Note:* They must accept the invitation in order to facilitate the test-taker group.

10) Adding Additional Exam Locations:

To add additional exam locations:

1. Log into groups.proctoru.com
2. Select the test-taker group for which you would like to add an additional location to administer the exam
3. Click the **"Exam Locations"** button in the upper righthand corner of the screen
4. Click the blue **"Add Exam Location"** button
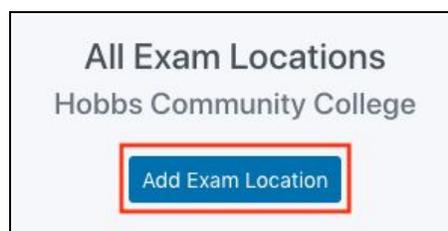
5. Complete all required fields:
    a. Name your Exam Location with a name that is easily identifiable
    b. Enter the exam location's capacity
        i. The capacity is the total number of students that can sit at the exam location at one time for the duration of the exam
    c. Select the time zone this location is associated with
6. Click **"Create Exam Location"**

A new exam location has been successfully created.

11) Adding Additional POs:

To add additional POs:

1. Log into groups.proctoru.com
2. Click **"Purchase Orders"**
3. Click the blue **"Add new"** button

Purchase Orders
Hobbs Community College

Add new
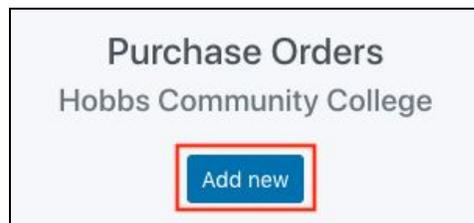
4. Complete all required fields:
   a. Add the purchase order number that correlates with the approved PO
   b. Name the purchase order with a name that is easily identifiable
   c. Enter the purchase order amount
   d. Testing Sessions - This will auto populate based on the amount entered above
   e. Add the start date (date you are adding the PO to ProctorU) and end date for PO use (optional)
   f. Add the billing contact name and email
      i. This information should be the responsible party for the payment of the PO
   g. Enter the full billing address for the school/district that is responsible for payment
   h. Attach a PDF version of your PO
      i. Note: PDF is the only acceptable file version
   i. Once all required fields are completed

Once the PO has been correctly uploaded an administrator will receive 1 of 2 statuses:

3. **Your purchase order is under review and is currently pending**
   a. This message means the PO dollar amount is above the maximum threshold ($200,000). **The PO now must be approved by Google in order to move forward in the onboarding process and create test-taker groups.** Approval can take up to 7 days.

4. **Your purchase order has been accepted**
   a. This message means the PO has been fully approved and you can move forward in the onboarding process.

11) View all POs:

To view all POs associated with your site:

1. Log into groups.proctoru.com
2. Click **"Purchase Orders"**
3. You will then see a list of all approved and pending POs.
4. You can view the details of each PO by clicking the grey **"View"** button in the action column for each PO

5. To easily navigate the PO list, you can search for POs by name and status