

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:

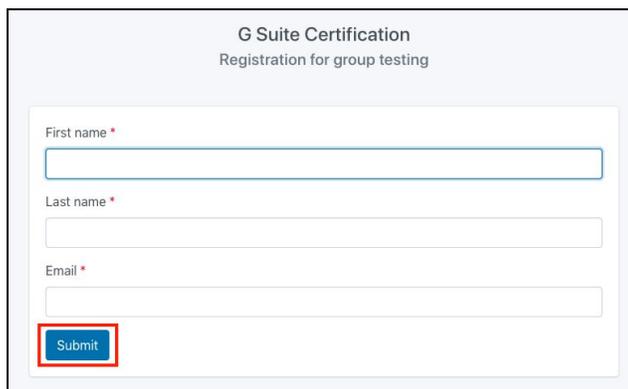
- **Administrator** - a faculty member of the school or district who is responsible for:
 - Adding purchase order(s)
 - Clicking to accept the host agreement with Google
 - Loading the exam location(s) where test-takers will take the exam
- **Exam Facilitator** - a faculty member of the school or district 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

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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.

We couldn't find your domain
 Your email domain (hobbssc.edu) is not eligible for group test taking at this time. To request eligibility, please complete the [G Suite Certification Academic Pricing Request Form](#).

- 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.

"hobbssc.edu" is already associated with an existing site, Hobbs Community College
 Please [contact the Site Administrator](#) for access to group testing.

- 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.

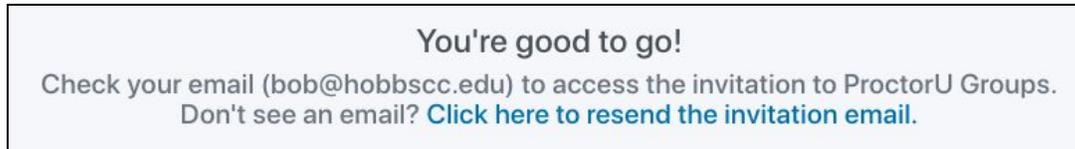
Site name *

The Site name is the name of your organization.

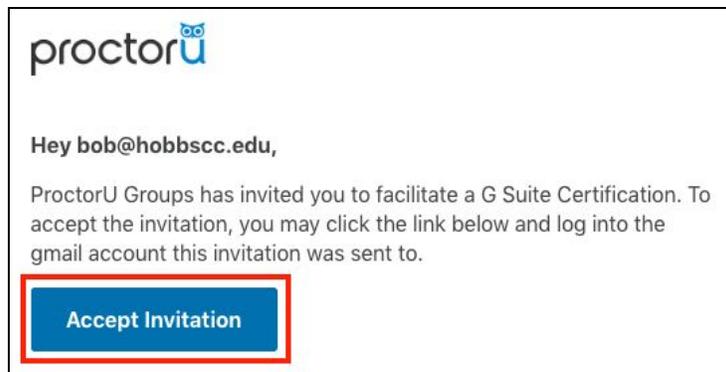
[Join ProctorU Groups](#)

2) Accept ProctorU Invitation

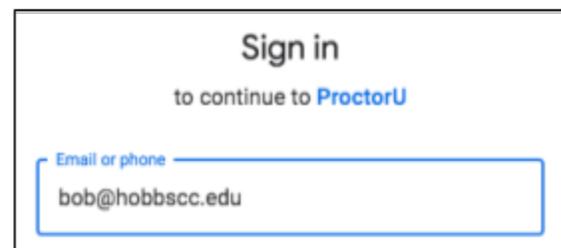
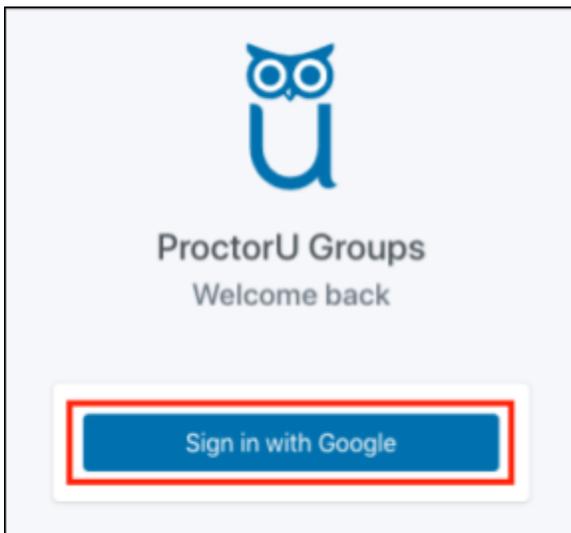
1. In order to confirm your account, please check your email for an email from no-reply@proctoru.com..



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



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.



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"**.

Please accept the Host Agreement
Read fully before accepting

This Host Agreement ("Agreement") is made effective by and between Google LLC ("Google"), a business organized under the laws of Delaware, and you ("Host" or "you" or "your") when you agree to the terms in this Agreement by:

1. Clicking to accept the Agreement; or
2. Providing your Students with access to entitlements you purchase for the Google Cloud Certified Program. In this case, you understand and agree that Google will treat your provision of access to entitlements to Students as acceptance of this Agreement; or
3. Signing this Agreement.

You represent and warrant that you have the full power and authority to enter into and fulfill your obligations under this Agreement.

I agree to the Host Agreement

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”.

Please accept our Facilitator's Oath
Read fully before accepting

As the “Facilitator,” I promise to take reasonable measures to prevent students from cheating or sharing exam content. I promise not to share or use the exam and all related materials for personal gain. I promise not to assist any students while they are taking the exam. To the best of my ability, I promise to monitor the students while they take the exam and specifically enforce the following:

- Ensure that testers use the token code that I, the Facilitator, issued to them as a unique tester identification.
- Ensure that the testers take the exam by themselves.
- Ensure that all electronic devices are stored in a secure environment away from their desk (eg. locker, backpack, purse, etc.).
- Ensure that testers do not communicate with one another during the exam, including but not limited to, talking, reading aloud, messaging, and emailing.
- Ensure that all testers take bathroom breaks prior to the start of the exam, and that after the tester starts the

I agree to the above Facilitator Oath

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"**

Create Purchase Order

● — ● — ● — ●

Add Purchase Order
Add Exam Location
Add Exam Facilitators
Create Test-Taker Group

Number *

Name *

Amount (USD) *

Testing Sessions *

Billing Contact Name *

Billing Contact Email *

Country *

Address *

City *

State/Province *

Postal Code *

Attachment *

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.*

Purchase Order Confirmation

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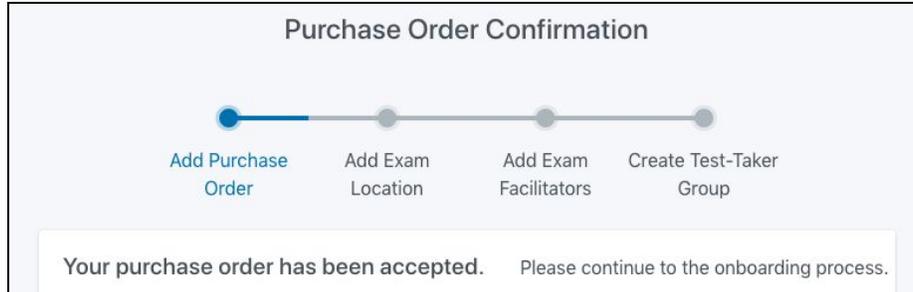
Add Purchase Order
Add Exam Location
Add Exam Facilitators
Create Test-Taker Group

Your purchase order is under review and is currently pending.

Your purchase order exceeds the designated amount and will need to be reviewed before it can be approved. This process may take up to 7 days. You will be contacted about the status of your order via email.

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"**

The screenshot shows a web interface titled "Let's get started!". At the top, there is a progress bar with four steps: "Add Purchase Order", "Add Exam Location", "Add Exam Facilitators", and "Create Test-Taker Group". The "Add Exam Location" step is currently active, indicated by a blue dot and a blue line segment. Below the progress bar, there is a form with three fields: "Name *" (a text input field), "Capacity *" (a text input field containing the number "0"), and "Time zone *" (a dropdown menu with the text "Select a time zone" and a downward arrow). At the bottom of the form, there is a blue button labeled "Next Step" which is highlighted with a red rectangular border.

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).

Add Exam Facilitators

● ————— ● ————— ● ————— ●

Add Purchase Order Add Exam Location Add Exam Facilitators Create Test-Taker Group

To invite an exam facilitator, enter their email in the box below.

one@example.com, two@example.com

Next Step Skip For Now

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

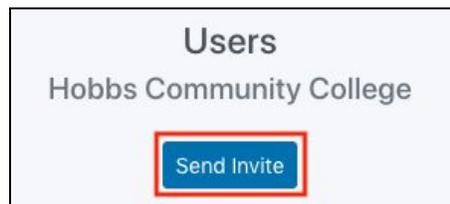
Creating test-taker group(s) is a function that is the responsibility of the facilitator. To learn more about creating a test-taker group(s), please refer to the section titled, "[Create Test-Taker Groups and Register for the Exam](#)" in our Exam Facilitator Guide located in the [Administrator and Facilitator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

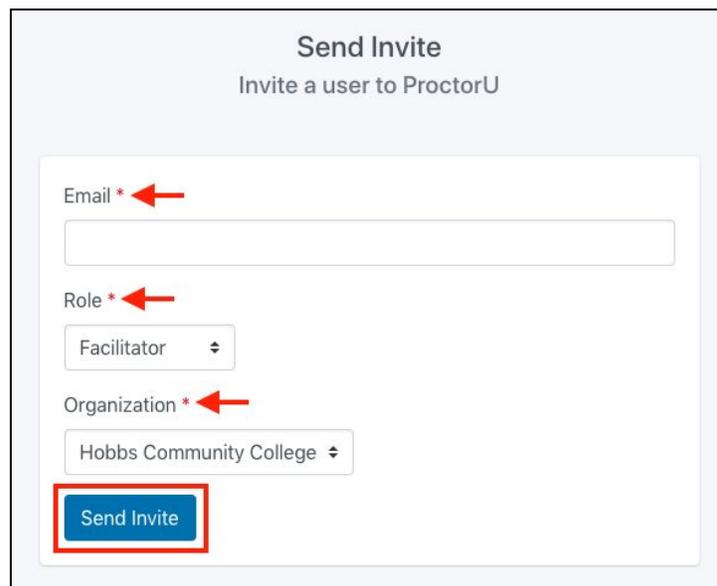
g) Inviting Facilitators after Onboarding

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 screenshot shows a form titled "Send Invite" with the subtitle "Invite a user to ProctorU". The form contains three required fields, each indicated by a red arrow pointing to the asterisk: "Email *", "Role *", and "Organization *". The "Email" field is a text input box. The "Role" field is a dropdown menu with "Facilitator" selected. The "Organization" field is a dropdown menu with "Hobbs Community College" selected. At the bottom of the form is a blue button with the text "Send Invite" in white, which is highlighted with a red rectangular border.

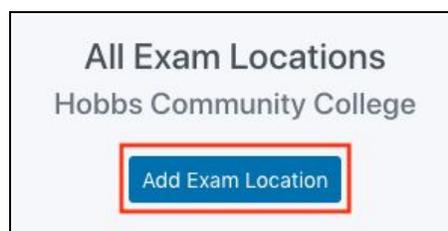
The facilitator will automatically receive an email invitation inviting them to facilitate your testing group.

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

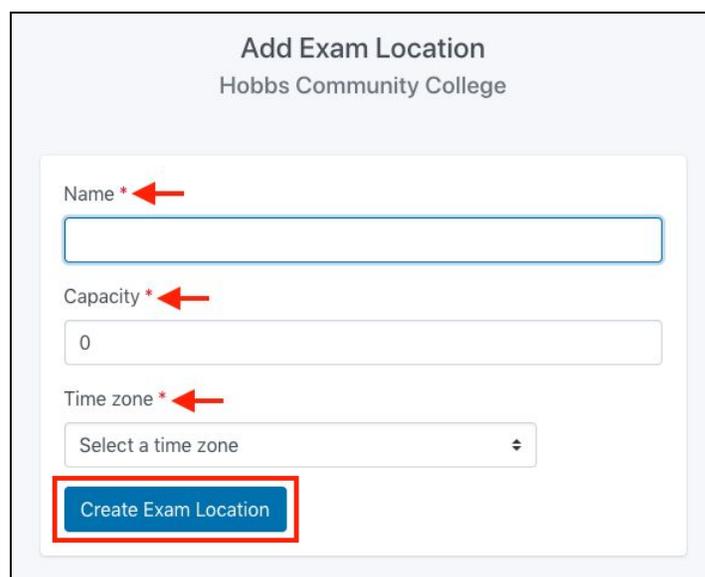
10) Adding Additional Exam Locations:

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”**



The screenshot shows a form titled "Add Exam Location" for "Hobbs Community College". It contains three input fields, each with a red arrow pointing to a red asterisk indicating a required field:

- Name ***: A text input field.
- Capacity ***: A text input field containing the number "0".
- Time zone ***: A dropdown menu with the text "Select a time zone" and a downward arrow.

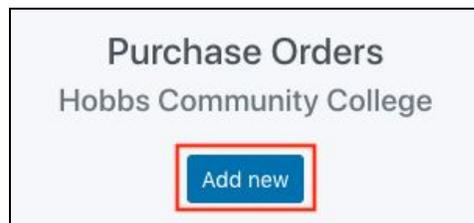
At the bottom of the form, a blue button with white text "Create Exam Location" is highlighted with a red rectangular border.

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



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

Create Purchase Order

Progress: Add Purchase Order (Active), Add Exam Location, Add Exam Facilitators, Create Test-Taker Group

Number *
12345

Name *
Purchase Order 1

Amount (USD) *
1000.00

Testing Sessions *
25

Billing Contact Name *
Jane Smith

Billing Contact Email *
school@email@school.com

Country *
United States

Address *
1600 Amphitheatre Parkway

City *
Mountain View

State/Province *
California

Postal Code *
94043

Attachment *
Choose File No file chosen

Next Step Skip For Now

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.

Purchase Order
Hobbs Community College

Your purchase order is under review and is currently pending.

Your purchase order exceeds the designated amount and will need to be reviewed before it can be approved. This process may take up to 7 days. You will be contacted about the status of your order via email.

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.

Purchase Order
Hobbs Community College

Your purchase order has been accepted.

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

Purchase Orders
Hobbs Community College

[Add new](#)

Select a status ▾

Newest ▾

Available Balance: \$150.00
Balance from Subsidies: \$0.00

[Search](#)

P.O. Number	P.O. Name	Date Submitted	Status	Action
0987654321	Hobbs CC Purchase Order 2	June 07, 2019	Approved	View
1234567890	HCC Purchase Order	June 07, 2019	Pending	View

[< First](#)

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