

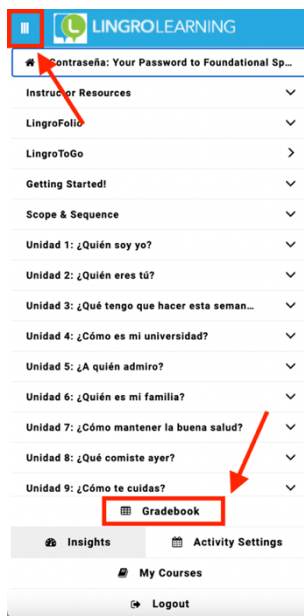
# Instructor How-to Tutorial: Gradebook: Live Student Proctoring

The Live proctoring functionality accessed via the LingroHub **Gradebook** allows you to monitor, or proctor, and control students while they are in a specific assessment in the course. Although it's available for all activities in the program, this tool is optimal for in-class work or high-stakes quizzes or exams since you can better control that all students are in the same activity at once.

## Step 1: Accessing the Gradebook

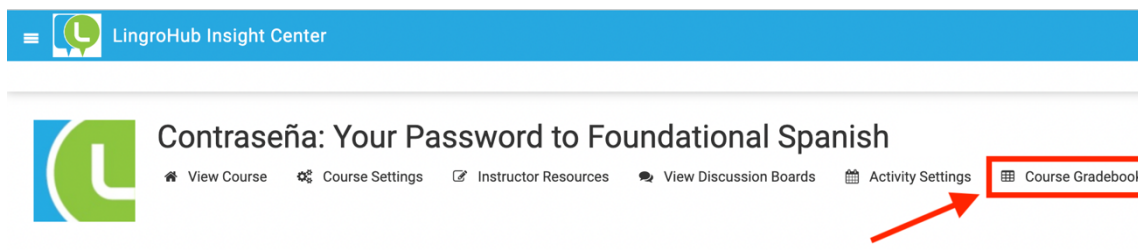
You can access the **GRADEBOOK** in two different ways:

- Go to the **MENU** on the top left of the screen and click on **GRADEBOOK** at the bottom of the screen.



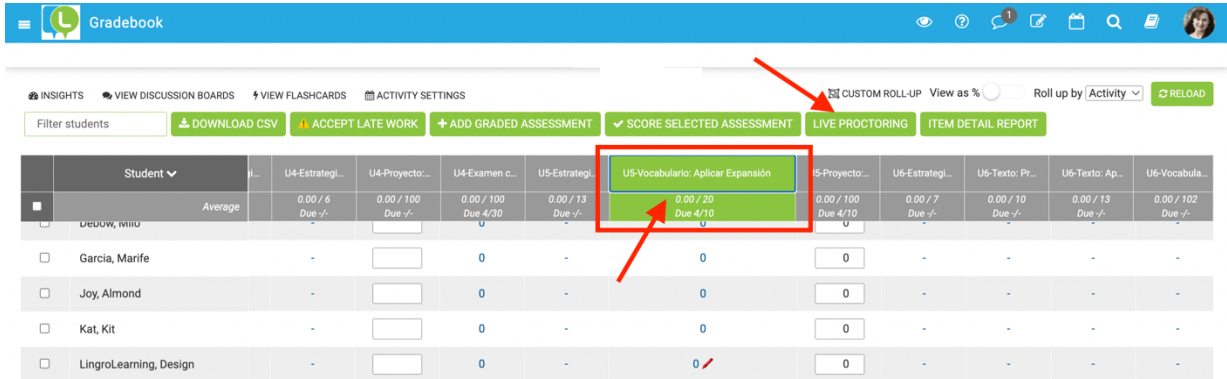
OR

- Once you are in the Insights Page, click on **GRADEBOOK** on the top list of options.



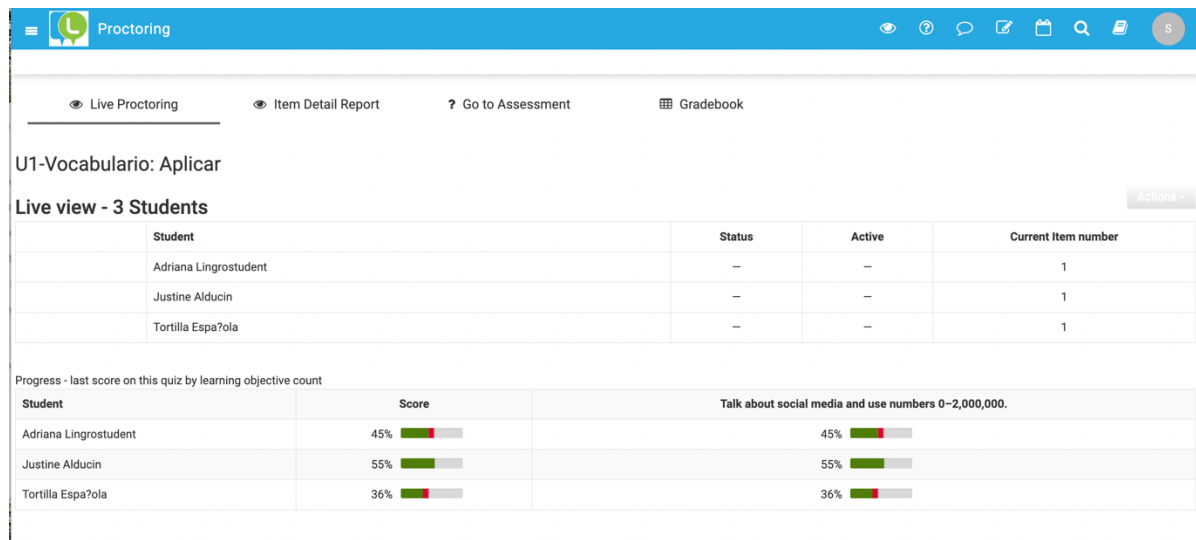
## Step 2: Access the Live Proctoring

1. Once in the gradebook, click on the column header of the activity you want to grade and then click on **LIVE PROCTORING** from the new options that appear above.



The screenshot shows the Gradebook interface. At the top, there are navigation icons and a search bar. Below that, there are several buttons: 'INSIGHTS', 'VIEW DISCUSSION BOARDS', 'VIEW FLASHCARDS', 'ACTIVITY SETTINGS', 'CUSTOM ROLL-UP', 'View as %', 'Roll up by Activity', and 'RELOAD'. A red arrow points to the 'LIVE PROCTORING' button. Below the buttons is a table with columns for 'Student', 'Average', and several activity columns. The 'U5-Vocabulario: Aplicar Expansión' column is highlighted in green, and a red box is drawn around it. A red arrow points to this column header. The table shows scores for students: Debow, Mirro (Average: 0.00 / 6, Due: -/-), Garcia, Marife (0.00 / 100, Due: -/-), Joy, Almond (0.00 / 100, Due: 4/30), Kat, Kit (0.00 / 13, Due: -/-), and LingroLearning, Design (0.00 / 20, Due: 4/10). The 'U5-Vocabulario: Aplicar Expansión' column shows scores of 0.00 / 20 for all students.

2. The proctoring window opens.



The screenshot shows the Proctoring window. At the top, there are navigation icons and a search bar. Below that, there are several buttons: 'Live Proctoring', 'Item Detail Report', 'Go to Assessment', and 'Gradebook'. The 'Live Proctoring' button is selected. Below the buttons is the title 'U1-Vocabulario: Aplicar' and a sub-title 'Live view - 3 Students'. There is an 'Actions' button. Below the sub-title is a table with columns for 'Student', 'Status', 'Active', and 'Current Item number'. The table shows three students: Adriana Lingrostudent, Justine Alducin, and Tortilla Espa?ola. All three students have a status of '-' and are not active. Below the table is a section titled 'Progress - last score on this quiz by learning objective count'. It shows a table with columns for 'Student', 'Score', and 'Talk about social media and use numbers 0-2,000,000.'. The table shows scores for the three students: Adriana Lingrostudent (45%), Justine Alducin (55%), and Tortilla Espa?ola (36%).

**STUDENTS.** On the left are the names of the students in the class.

**STATUS.** If you see an orange dot next to **Status**, students have **started** the activity and it is **In Progress**.

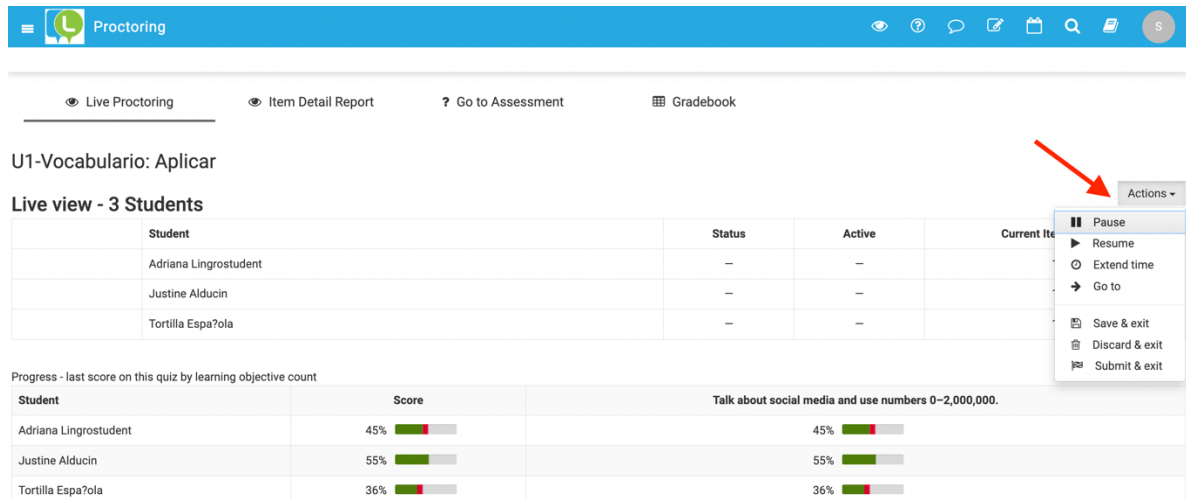
**ACTIVE.** If you see a green checkmark under **Active**, students are in the activity at this very moment. If you see a red X it means that students are not in the activity at the moment.

**CURRENT ITEM.** Indicates which page in the activity the student is on if there is a sequence of activities (for example in the **Aplicar**).

## Step 3: Managing the Live Proctoring

The **ACTION** drop-down menu on the right of the window allows you to control your student's screens.

1. Click on the checkboxes next to the name of the student on the left. You can also select all by clicking on the checkbox next to STUDENTS.
2. Click on the **ACTION** drop-down menu to choose an action.



The screenshot shows the Proctoring interface. At the top, there is a blue header with the Proctoring logo and navigation icons. Below the header, there are tabs for 'Live Proctoring', 'Item Detail Report', 'Go to Assessment', and 'Gradebook'. The main content area displays 'U1-Vocabulario: Aplicar' and 'Live view - 3 Students'. A table lists three students: Adriana Lingrostudent, Justine Alducin, and Tortilla Espa?ola. To the right of the table is an 'Actions' dropdown menu with options: Pause, Resume, Extend time, Go to, Save & exit, Discard & exit, and Submit & exit. A red arrow points to the 'Actions' dropdown menu.

Student	Status	Active	Current Item
Adriana Lingrostudent	--	--	
Justine Alducin	--	--	
Tortilla Espa?ola	--	--	

Progress - last score on this quiz by learning objective count

Student	Score	Score
Adriana Lingrostudent	45%	45%
Justine Alducin	55%	55%
Tortilla Espa?ola	36%	36%

- **PAUSE:** You may pause the activity screens for all students. Students will see a message that their activity has been paused.
  - **RESUME:** You can re-enable the activity screens.
  - **EXTEND TIME:** if the activity was timed, you can allow more time.
  - **GO TO:** automatically directs you to a specific activity page in the sequence.
  - **SAVE AND EXIT:** automatically saves the work done by the students and closes the activity.
  - **DISCARD AND EXIT:** automatically deletes the work done by the students and closes the activity.
  - **SUBMIT AND EXIT:** automatically saves the work done by the students and closes the activity.
3. At the bottom of the screen, you can see all the scores for the students after they have been submitted.