Distance education proctors are proctors who serve as in-person proctors for distance education students. These proctors tend not to be affiliated with UNL.

This document describes the process for setting up and maintaining accounts for distance education proctors. It also describes the proctoring process to be used by these proctors.

Summary

In EDU, the predecessor to Maple T.A., each instructor had the ability to create proctor accounts for their EDU classes. Instructors do not have this capability in Maple T.A. Instead, those in need of distance education proctor accounts will be given a pool of numbered accounts which they will assign to proctors as necessary.

Obtaining Accounts

Any department or faculty member who needs distance education proctor accounts should contact Web-Based Assessment at the e-mail address or phone number listed at the top of this document.

A pool of numbered accounts will be created to be used with your class(es). For the sake of reusability, these will be generic accounts with login names based on the course, instructor, department, or program – not on the class, section, term, or year.

When these accounts have been created, you will be sent a spreadsheet that contains the login names and default passwords for each account. You will use this spreadsheet to change passwords when necessary.
Assigning Proctor Accounts to a Maple T.A. Class

**Step 1**
In the web browser of your choice, go to my.unl.edu and log in. Click on a course for which you will be using distance education Maple T.A. proctors.

**Step 2**
Click **Control Panel**.

**Step 3**
Click **Maple T.A. Instructor Menu**.
Step 4
If this is the first time you are accessing Maple T.A. in this course, you will need to select a course template.
Most instructors will select *DEFAULT TEMPLATE*. Only select a different template if you have a reason to do so.

*If you will be using a template that has not yet been created, please do not proceed until that template has been created.*

After selecting a template, click the OK button.

Step 5
Mouse-over Actions and click User Manager.
Step 6

Mouse-over Actions and click Register Users.

Step 7

If the search fields are hidden, roll over Basic Search to make them appear.

In the User Login field, type the prefix for the proctor accounts you will be using.

I.e., if your proctor accounts are named “cis.###”, enter “cis.” (including the period) in the User Login field. (If, for example, you will only be adding cis.120 through cis.125 to the selected class, enter “cis.12” in the User Login field.)

Click the Search button.
Step 8

For User Roll, select Proctor.

Select each proctor account you wish to add to this class.

Click the Register button.

If you forget to select Proctor as the User Roll, you will need to mouse-over Actions and click Remove Users, enter the proctor account prefix in the User Login field, select all proctor accounts, then click the Remove button. Repeat Steps 6 through 8.
Changing Passwords

When you ask WBA for distance education proctor accounts, you will be sent a roster of those accounts in a CSV file, which opens as a spreadsheet in Microsoft Excel. You will use this spreadsheet to change the passwords of your proctor accounts.

**Step 1**
To change account passwords, begin by typing the desired password for each account in its corresponding cell in the **Password** column. Do this for each account for which you wish to change the password. (It is okay to leave some passwords unchanged. In fact, it is even okay to change just a single password.)

![Spreadsheet with passwords changed](image)

**Step 2**
Save the roster. It must be saved as **CSV (comma delimited)**, which is the format in which the file will be provided to you.

**Step 3**
The new passwords are applied by importing the roster into a Maple T.A. course. Accounts already in that course will simply be updated with the new password. Accounts not already in that course will be updated with the new password, but they will also be imported into the Maple T.A. course as students. This isn’t really bad, just messy. So before importing the roster into a Maple T.A. course, the first step is to locate a suitable course...

**Step 4**
Look for the following when trying to locate a suitable course for uploading the roster of revised proctor accounts:

a) A Maple T.A. course that currently does not contain any distance education proctor accounts

b) A Maple T.A. course that contains only a few distance education proctor accounts
Step 5
In Blackboard, navigate to the course you have selected as a suitable destination for your revised proctor roster. Go to the Maple T.A. course for that course (Control Panel > Maple T.A. Instructor Menu.)

Step 6
Mouse-over Actions and click User Manager.

Step 7
Mouse-over Actions, then mouse-over Roster, then click Import.

Step 8
Click the Browse button.
Locate the CSV file containing the revised proctor roster and select it.
Click the Submit button.

Step 9
The Roster Validation Summary will confirm that the uploaded accounts will be updated and enrolled in the class.
Click the Enroll Roster button.
Step 10

The proctor accounts have been updated with their new passwords, but they do not need to remain enrolled in this Maple T.A. course.

Mouse-over Actions, mouse-over Roster, then click Delete.

Step 10

Repeat Step 8 and Step 9, except that this time you will be deleting all proctor accounts from this Maple T.A. class.

Step 11

If this Maple T.A. had any proctor accounts enrolled (which were just deleted in Step 10) and needs to have them re-enrolled, or had not yet had any proctor accounts enrolled but now needs to have them enrolled, return to the section of this document called Assigning Proctor Accounts to a Maple T.A. Class and follow Steps 6 through 8.
The Proctoring Process

Step 1
The student will log into Blackboard (my.unl.edu), select their course, and click the desired Maple T.A. assignment.

Step 2
A new window will open in which is displayed the Proctor Authorization Request.

The proctor will type their login name and password into the appropriate fields, then click the Authorize button.

Step 3
Upon completion of their test, the student will click the Grade button.

A Proctor Authorization Request will be displayed, and the proctor will type their login name and password, then click the Authorize button.

Other
If the student is forced to leave a test prematurely for any valid reason and needs to re-enter, the proctor will be asked to enter their login name and password.