Hi <class> –

There are a few things you need to do before your upcoming <assessment> on <date>. We will use an online automated proctoring tool called Proctorio to ensure that the integrity of the <assessment> is upheld. Proctorio records your environment using your webcam as you take your <assessment>. The recording will only be shared with me. More information about Proctorio’s privacy can be found here: <https://proctorio.com/gdpr>.

Before your <assessment>:

1. Please install Proctorio’s extension in your Google Chrome browser using the guide [Proctorio 101 for Students](https://docs.google.com/document/d/1b7H440cbkhMVZlFWViIjPMJgw7QgorfgkFblKrcV3Ec/edit?usp=sharing). You can find additional information including best practices in the [Canvas Training Center](https://utexas.instructure.com/courses/633028/pages/student-tutorials#fragment-3).
2. Complete the non-graded Practice Proctorio Quiz <link to practice quiz in course Canvas page> so you can familiarize yourself with the experience and be prepared for your <assessment>.
3. Review UT’s guidance for [Maintaining Your Academic Integrity During Online Learning](https://deanofstudents.utexas.edu/conduct/studentonlineintegrity.php).

During the <assessment>:

1. You are permitted <any resources permitted (if none, list assessment rules here)>.
2. You are not permitted <list lock down/settings here, e.g. more than one screen, to have multiple tabs open, etc>
3. In the event that you experience a technical issue during the exam, a Proctorio “Live Chat” box should pop up. If it does not, or if you would like to reach out to Proctorio technical support, click the gray *shield icon* in the top right corner of your Chrome toolbar and select “Live chat.”
4. If you have a technical issue, **contact me via <email/Canvas messaging> ASAP to let me know.** Depending on the nature of your technical issue, I may need to make an adjustment for you in Canvas. If this is the case, please attach your chat log with Proctorio to the email. I will not be able to resolve most technical issues, but I need to know if you’re unable to complete your <assessment>.

Thank you for adjusting to this new online experience.

<Name>