



## MSOL District Final via Proctorio Checklist for Students

### Prior to Taking District Final

- Access District Finals myLearning Course for each course you are to take a District Final ([2020 Fall District Finals \[School Initials\] \[Course Name\]](#)).
- Complete Online Assessment Readiness Activity (Steps 1-3).

Make sure you have:

- A device that meets the outlined expectations
  - The latest version of Google Chrome installed on your device
  - The Proctorio Google Chrome extension installed on your device
  - Your camera, microphone, and internet connections are working
- Report any issues or concerns to your teacher and find a solution prior to day of District Final.

### Day of District Final

- Log onto provided Zoom link to check-in at designated time.
- Access District Finals myLearning Course for the course you are to take a District Final on that date at that time.
- End Zoom when directed to do so.
- Select the 'Click here to begin your District Final' button on homepage of District Finals myLearning Course for the course you are to take a District Final on that date at that time.
- Review instructions and begin myLearning quiz.
- Follow directions to setup Proctorio.
- Once Proctorio is successfully setup, access myProgress and start your District Final.
- Once you have submitted your District Final in myProgress, return to myLearning to answer the one question on the quiz and submit that quiz.
- Exit District Finals myLearning course for that District Final.

### Need Help?

**Proctorio Help** - The fastest way to get help with a Proctorio related issue (installing extension, verifying camera or microphone, etc.) is by going to the [support page](#) and starting a live chat.

**myLearning or myProgress Help** - Contact your teacher as directed and report the issue.