Online exams to be administered in UNL testing centers are now restricted through the use of IP address restrictions rather than proctor authorization. The **UNL Testing Centers** IP address filter, which has been defined within all UNL online testing platforms (Canvas and Mobius Assessment), currently restricts access to these testing centers:

- **DLC Exam Commons** (132B Love Library North, 2-2110)
- **Services for Students with Disabilities** (ADMN 132, 2-3787)

To restrict a Mobius Assessment exam to these UNL testing centers, please apply the settings described below <u>during the exam's creation</u>.

STEP 1	In the first section under the **Set Policies** tab of the Assignment Editor, set **Type of Assignment** to **Homework or Quiz**.	⊙ Homework or Quiz All session results are recorded.
STEP 2	In the last section under the **Set Policies** tab of the Assignment Editor, click **IP Address/Host Names Whitelist** and select **UNL Testing Centers**.	IP Address/Host Name Whitelist (System) ☑ UNL Testing Centers

Can I skip Step 2 so I can try the exam before making it available to students?

No! The risk of forgetting to apply the IP address restrictions is too great: your exam would be freely available outside of the testing centers. But more importantly, there's no reason to skip Step 2, as IP address restrictions are not enforced against users with the role of Instructor.

What if I want an exam to be restricted to UNL testing centers, but also want it to be available to off-campus students?

1. Click the checkbox to the left of the desired exam and click the **Clone** button to make a copy
2. Edit the copy (to find the copy, click **Content Repository**, then click **Assignments**, then look for an assignment with the same name as the original followed by "- Clone"; to edit, click the name of the copy, then click the **Edit** button)
3. Give the copy a new name (suggestion: add "PROCTORED" to the name)
4. Click the **Set Policies** tab
5. Set **Type of Assignment** to **Proctored Exam**, select **Proctor Sign-in to Grade**, select **Password Authorization** and enter the desired password (don't make it too simple)
6. Scroll down to **IP Address/Host Names Whitelist** and click the section title to view that section, then deselect the checkbox for **UNL Testing Centers**
7. Click **Save & Close**; then at the bottom of the assignment summary pop-up, click **Save & Close** again (you may need to scroll down to find the button)

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* Don't forget to create a link to the exam(s) in your Canvas class. *