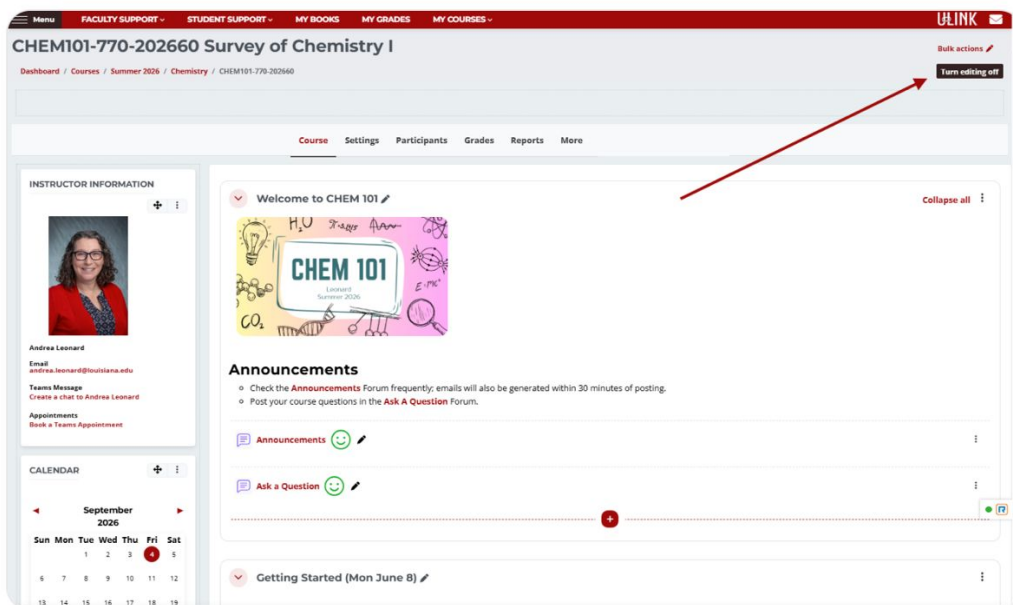


# UL Instructor Access within Moodle

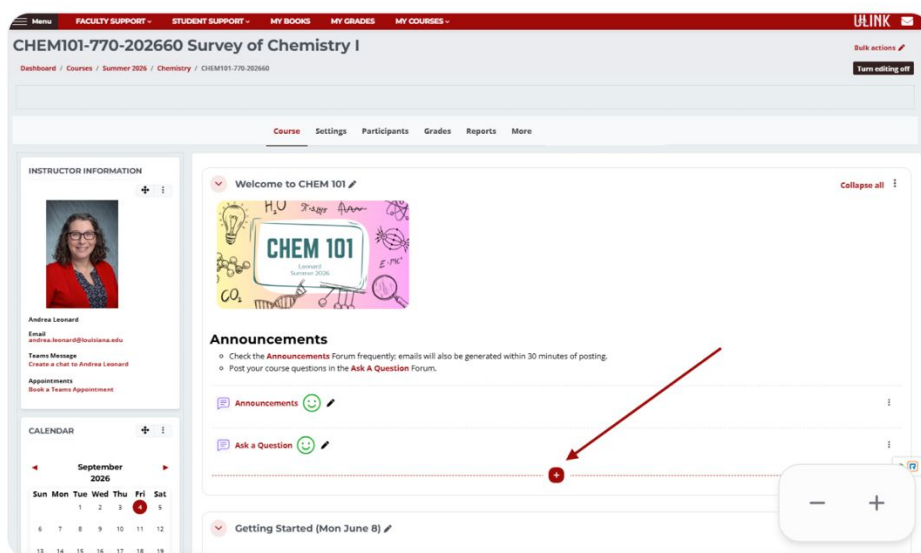
## Additional Moodle Steps for Adding MyCourseID Tool

Before you can use MyCourseID, the tool has to be added to your Moodle course. Open your course in Moodle and complete the seven steps below. You only need to do this once per course.

1. Click the Turn editing on button.



2. Click the “+” icon to insert new content.



3. Click on Activity or resource.

The screenshot shows the Canvas LMS interface for the course CHEM101-770-202660 Survey of Chemistry I. The top navigation bar includes links for Menu, Faculty Support, Student Support, My Books, My Grades, and My Courses. The course title is prominently displayed. On the left, there is an instructor information section for Andrea Leonard, including her photo, email, and links for Teams Message and Appointments. Below this is a calendar for September 2026. The main content area features a welcome message and an 'Announcements' section. A red arrow points to a button labeled 'Activity or resource' with a plus icon, which is part of a dropdown menu that also includes 'Subsection'.

4. Click on MyCourseID.

The screenshot shows the Canvas LMS interface for the course CHEM101-770-202660 Survey of Chemistry I. The page displays a grid of LTI tools. A red arrow points to the 'My Course ID' tool, which is highlighted with a red box. The grid includes various tools such as Cengage, Certificate, Chat, Checklist, Choice, Class Climate, Course Materials..., Custom certificate, Database, Dawn Sign, Feedback, File, Flat for Education, FlatWorld LTI 1.3, Folder, Forum, GitHub Classroom..., Glossary, HSP, Hypothesis, IClickerCloud, IMS content package, Journal, Lesson, LinkedIn Learning, LOUIS Pressbooks, Macmillan Content, Macmillan LTI, McGraw Hill Connect LTIA, My Business Course, My Course ID, NetTutor, Norton LTI 1.3, Page, Panopto 1.3, Panorama LTI 1.3, Pearson MyLab & am..., Pearson Revel, ProctorU 1.3, Quiz, RealizeIT, SAGE Vantage, Scheduler, SCORM package, Survey, Syllabus Builder, Text and media area, Thea, and others.

5. Type MyCourseID as the activity name.

UNIVERSITY OF LOUISIANA LAFAYETTE

Menu FACULTY SUPPORT STUDENT SUPPORT MY BOOKS MY GRADES MY COURSES LINK

CHEM101-770-202660 Survey of Chemistry I

Dashboard / Courses / Summer 2026 / Chemistry / CHEM101-770-202660 / New External tool

Course Settings Participants Grades Reports More

ADD A BLOCK

Add...

**New External tool**

Expand all

**General**

Content

Select content

Activity name

MyCourseID

☒ Display activity name when students access the tool

Activity description

Edit View Insert Format Tools Table Help

Display description on course page

Display activity description when students access the tool

Show more...

6. Hide the activity from students:
- Click on Common module settings.
  - Select Hide on course page.

Display description on course page

Display activity description when students access

Show more...

**Grade**

**Common module settings**

Availability

Hide on course page

Force language

Do not force

Include in course content download

Yes

**Restrict access**

**Completion conditions**

7. Click on Save and return to course.

This screenshot shows the 'Common module settings' section in a Moodle course. The 'Availability' dropdown is set to 'Hide on course page' and is highlighted with a red box. Below it, the 'Force language' is set to 'Do not force' and 'Include in course content download' is set to 'Yes'. A red arrow points from the 'Save and return to course' button at the bottom to the 'Send content change notification' checkbox, which is currently unchecked. Other expandable sections like 'Grade', 'Restrict access', 'Completion conditions', 'Tags', and 'Competencies' are visible on the left.

These steps are also published as a click-through walkthrough by UL Distance Learning: [Additional Moodle Steps for Adding MyCourseID Tool \(Tango guide\)](#).

## Getting Started

As a UL instructor, please ensure your Moodle Admin has enabled MyCourseID for your course. Once enabled, you will open your course and see MyCourseID on the left side of your screen (see the image below).

This screenshot shows the Moodle course page for 'CHEM101-770-202660 Survey of Chemistry I'. The left-hand column contains an 'INSTRUCTOR INFORMATION' block with a photo of Andrea Leonard, her contact details, and links for Teams messages and appointments, followed by a 'CALENDAR' block for June 2026. The main content area features a 'Welcome to CHEM 101' banner, 'Announcements', and a list of course activities including 'Announcements', 'Ask a Question', and 'MyCourseID'. The 'MyCourseID' activity is highlighted with a red box, and a red arrow points to it from a text box that says 'Open MyCourseID Within Your Course'.

**Image description:** The Moodle course page for "CHEM101-770-202660 Survey of Chemistry I". A left-hand column shows an Instructor Information block with the instructor's photo, name, email address, a "Create a chat" Teams message link and a "Book a Teams Appointment" link, followed by a June 2026 calendar. The main

column shows a "Welcome to CHEM 101" section containing a course banner image, an Announcements heading with two bullet points about checking the Announcements forum and posting questions in the Ask A Question forum, and links to the Announcements and Ask a Question forums. Below those links is the MyCourseID activity link, marked "Hidden from students". A red box and arrow point to this MyCourseID link with the caption "Open MyCourseID Within Your Course".

The Dashboard View provides review and set-up access to all of your exam activity (see the image below).

**MyCourseID**

**Access the MyCourseID Dashboard**

DASHBOARD QUIZZES STUDENTS SETTINGS PROFILES

Search quizzes...

Filter Events  
All Events Selected

Quiz Dashboard

| Title ↑                                      | Low | Medium | High |
|----------------------------------------------|-----|--------|------|
| Module 1 Quiz (recommended due Thur June 11) | 0   | 0      | 0    |
| Module 2 Quiz (recommended due Tue June 16)  | 0   | 0      | 0    |
| Module 3 Quiz                                | 0   | 0      | 0    |
| Module 4 Quiz (recommended due Thur June 25) | 0   | 0      | 0    |
| Module 5 Quiz (recommended due Tue June 30)  | 0   | 0      | 0    |

Ask a Question

Jump to activity

Objectives and Checklist for Getting Started Module

**Image description:** The MyCourseID page opens with four tabs across the top: Dashboard, Quizzes, Students and Settings Profiles. A red box and arrow highlight the Dashboard tab with the caption "Access the MyCourseID Dashboard". Beneath the tabs are a "Search quizzes" box and a "Filter Events" dropdown set to "All Events Selected". The Quiz Dashboard table lists each assessment by title with counts in three severity columns — Low, Medium and High. The rows shown are Module 1 Quiz (recommended due Thur June 11), Module 2 Quiz (recommended due Tue June 16), Module 3 Quiz, Module 4 Quiz (recommended due Thur June 25) and Module 5 Quiz (recommended due Tue June 30), each currently showing zero events in all three columns. An arrow at the end of every row opens the student roster for that assessment.

## Connecting MyCourseID with Your Quizzes and Exams, and Viewing Your Students

Once MyCourseID has been enabled by your Moodle Admin, you'll be able to apply proctoring to your exams or quizzes with ease. You'll also be able to view and edit your

students as they complete their exams. Below are the four primary areas within MyCourseID that you can access.

## **Dashboard View**

Allows you to view your roster of students as they complete their exams, quizzes and assignments. Within the Dashboard View, you'll also be able to sort your students and review recordings of specific exams down to the second. You can easily access recordings of their screen or their camera. A more detailed visual of the Dashboard View is also available further within this document.

## **Quiz View**

Allows you to select your specific quiz, exam, or assignment and instantly apply proctoring through MyCourseID. By using the dropdown you can select the level of rigor you'd like applied to your quiz or exam. You can either choose one of our pre-built levels (Low, Medium, or High) or you can easily create your own custom proctoring level. These levels are referred to as "instructor profiles" and you can create as many as you'd like. Once created, they will reside in your Moodle account and can be applied to any other course you might be teaching.

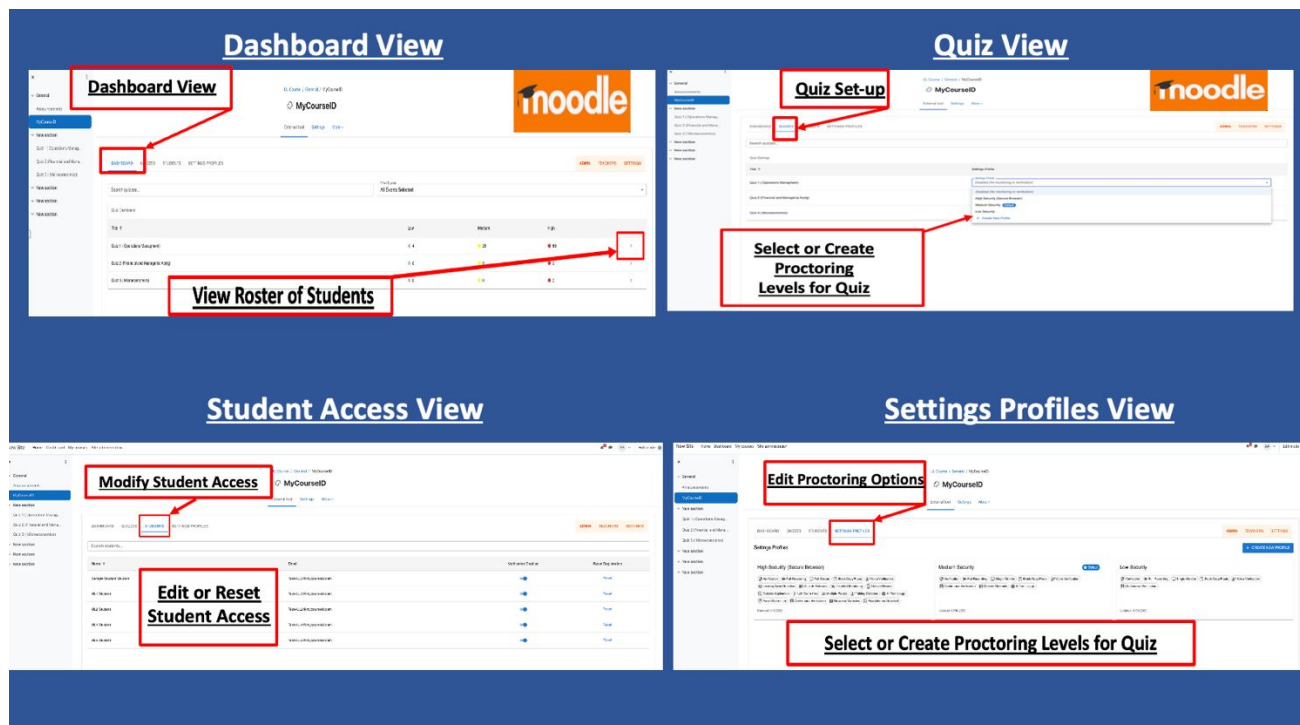
## **Student Access View**

Allows you to select any student and modify their access to MyCourseID. This feature is used when you'd like a single student to be able to take their exam without being required to use MyCourseID. You may also use this feature to reset a photo and audio registration on a student-by-student basis.

## **Settings Profiles View**

Allows you to edit your existing proctoring profiles within MyCourseID. You can also use this feature to create a new profile, similar to the "Quizzes View" functionality above.

## The four views at a glance

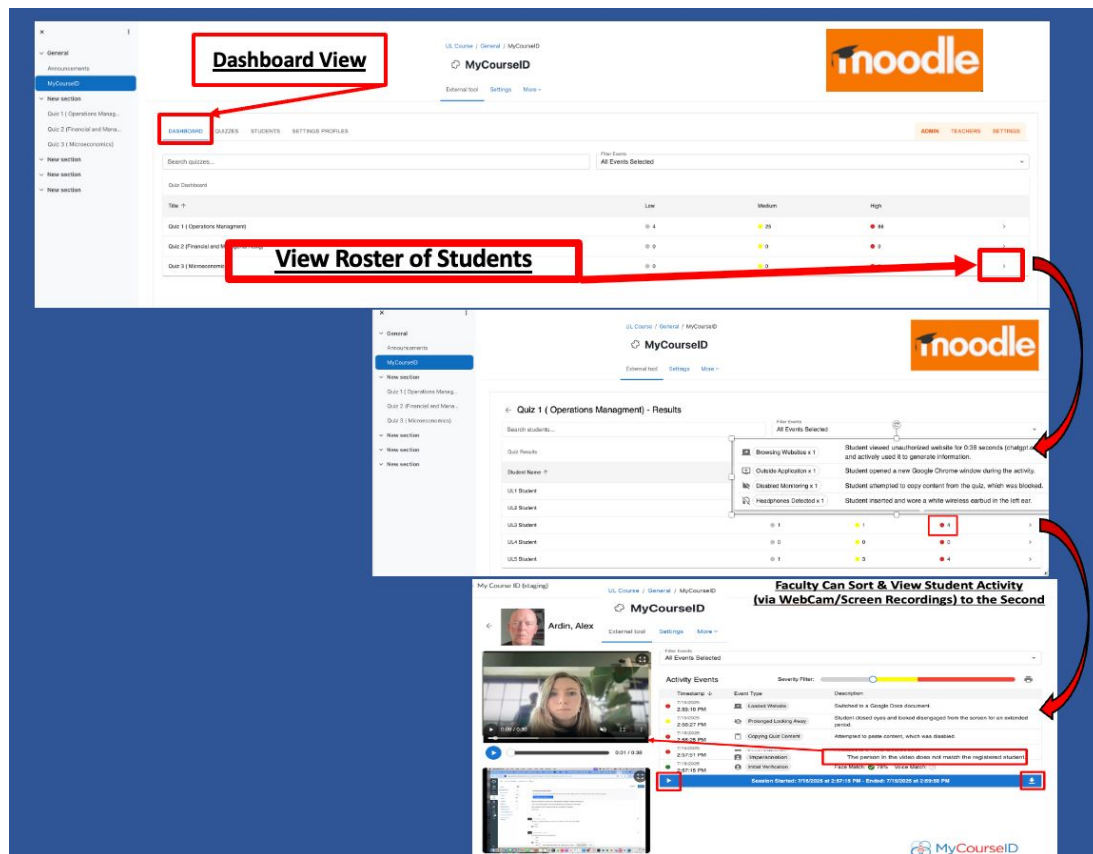


**Image description:** Top left, Dashboard View: a callout labelled "Dashboard View" points to the Dashboard tab, and a callout labelled "View Roster of Students" points to the arrow at the right-hand end of a quiz row. Top right, Quiz View: a callout labelled "Quiz Set-up" points to the Quizzes tab, and a callout labelled "Select or Create Proctoring Levels for Quiz" points to an open Settings Profile dropdown listing Disabled (no monitoring or verification), High Security (Secure Browser), Medium Security, Low Security and Create New Profile. Bottom left, Student Access View: a callout labelled "Modify Student Access" points to the Students tab, and a callout labelled "Edit or Reset Student Access" points to a roster listing each student's name and email address alongside a verification toggle and a Reset link. Bottom right, Settings Profiles View: a callout labelled "Edit Proctoring Options" points to the Settings Profiles tab, and a callout labelled "Select or Create Proctoring Levels for Quiz" points to three saved profile cards — High Security (Secure Browser), Medium Security and Low Security — next to a "Create New Profile" button.

## Detailed Dashboard View

As referenced above, the Dashboard View allows you to view your roster of students as they complete an exam, quiz, or assignment. Below is a detailed view listing the specific features.

If you'd like to view your roster for a single assessment, simply click the button referenced in the image below. It will open your roster and allow you to sort or view a snapshot of each student by placing your cursor over the coloured dot. If you'd like a detailed view of an individual student, click the button to the far right of the student to view all of their recordings, both on screen and on camera, down to the second.



**Image description:** First screenshot: the Dashboard tab is marked by a callout labelled "Dashboard View", and a callout labelled "View Roster of Students" points to the arrow at the right-hand end of a quiz row in the Quiz Dashboard table. A red arrow leads to the second screenshot. Second screenshot: the results roster for "Quiz 1 (Operations Management)", listing students by name with counts in the low, medium and high severity columns. Resting the cursor on a coloured dot opens a summary of that student's flagged events — "Browsing Websites x 1: Student viewed unauthorized website for 0.38 seconds (highlighted and actively used it to generate information)", "Outside Application x 1: Student opened a new Google Chrome window during the activity", "Disabled Monitoring x 1: Student attempted to copy content from the quiz, which was blocked" and "Headphones Detected x 1: Student inserted and wore a white wireless earbud in the left ear". A red arrow leads to the third screenshot, captioned "Faculty Can Sort & View Student Activity (via WebCam/Screen Recordings) to the Second". Third screenshot: an individual student's detail page showing a webcam recording player, a screen recording player, a severity filter slider, and an Activity Events table listing each event with its timestamp, event type and description — for example "Loaded Website: Switched to a Google Docs document", "Prolonged Looking Away: Student closed eyes and looked disengaged from the screen for an extended period", "Copying Quiz Content: Attempted to paste content, which was disabled", "Impersonation: The person in the video does not match the registered student" and "Initial Verification: Face Match 78%, Voice Match 82%". A blue bar at the foot of the record shows the session start and end times with playback and download controls.

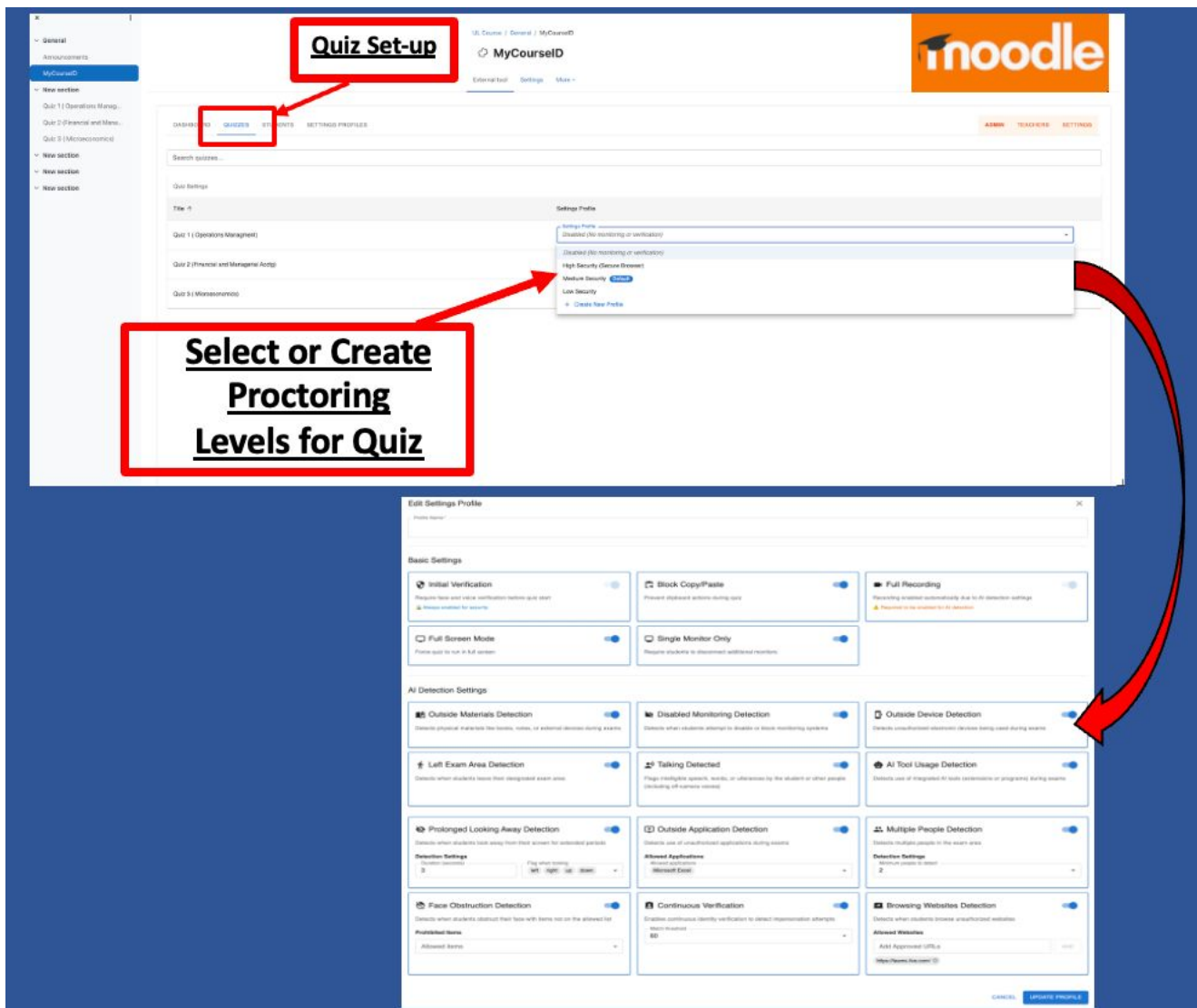
## Detailed Quizzes View

As referenced above, the Quizzes View allows you to select your assessment and instantly apply the level of proctoring needed.

**Important:** Please do not edit or change the Quiz Password within the “Quiz Settings” of Moodle, as it will disengage MyCourseID.

By using the dropdown you will have access to our existing levels of proctoring (Low, Medium, High), or you can create your own level of rigor — also called a profile — for your quiz or exam. You may create as many profiles as you’d like. They will be stored within Moodle for any of your other courses. If you choose to create your own profile, use the dropdown and select “Create New Profile”, shown in the image below. This will open our settings window and allow you to select the settings by toggling them on or off. Once you’ve completed this step, name your profile in the box at the upper left, then select the blue “Create Profile” button at the bottom right.

**Note:** If you are simply editing an existing profile, the blue button at the lower right will read “Update Profile” instead of “Create Profile”.



**Image description:** Top screenshot: a callout labelled "Quiz Set-up" points to the Quizzes tab. The Quiz Settings table lists Quiz 1 (Operations Management), Quiz 2 (Financial and Managerial Acctg) and Quiz 3 (Microeconomics), each with a Settings Profile dropdown beside it. A callout labelled "Select or Create Proctoring Levels for Quiz" points to the open dropdown, which offers Disabled (no monitoring or verification), High Security (Secure Browser), Medium Security, Low Security and Create New Profile. A red arrow leads to the second screenshot. Bottom screenshot: the "Edit Settings Profile" window, with a Profile Name box at the top. Under Basic Settings are toggles for Initial Verification (requires face and voice verification before the quiz starts), Block Copy/Paste, Full Recording, Full Screen Mode and Single Monitor Only. Under AI Detection Settings are toggles for Outside Materials Detection, Disabled Monitoring Detection, Outside Device Detection, Left Exam Area Detection, Talking Detected, AI Tool Usage Detection, Prolonged Looking Away Detection, Outside Application Detection, Multiple People Detection, Face Obstruction Detection, Continuous Verification and Browsing Websites Detection. Several of these carry their own settings, such as a detection duration in seconds, a list of allowed applications, a minimum number of people to detect, prohibited

items, a match threshold and a list of approved website addresses. Cancel and Update Profile buttons sit at the bottom right.