

Setting passwords in Educator

Click on Assessments, in the sub menu click on Exams and click on Modify for the exam you wish to add a password.

Under the Global Exam password field click on Send exam passwords to proctors.


Global Exam Password:

Require Proctors

[Send exam passwords to proctors](#) 


Click on Manually add proctor passwords

Check here to save these instructions

[Manually add proctor passwords](#) 

Click on a student's name to see their proctor/password:

Enter a password you would like to use for all students. Scroll down and press submit.

Optional Global password: 

If you want to select individual students and send them different passwords, you can scroll through and input any password you would like. Scroll down and press Submit.

Name	
Nicholas Arena	<input type="text" value="bazinga"/>
Jake Baumel	<input type="text" value="cat"/>
Gabriella Bisecco	<input type="text" value="breakfast"/>