



# GraphLock

## How to Guide for Proctors

Hello and thank you from Team GraphLock! In this guide, you will find step-by-step instructions on how to use the different features in GraphLock. As always, do not hesitate to contact us with any questions or comments at: [info@graphlock.com](mailto:info@graphlock.com). You can also find more information at: [www.graphlock.com](http://www.graphlock.com) or click [HERE](#) for our YouTube tutorial videos so you can see how GraphLock works!

Team GraphLock  
Mallory, Josh, and VJ



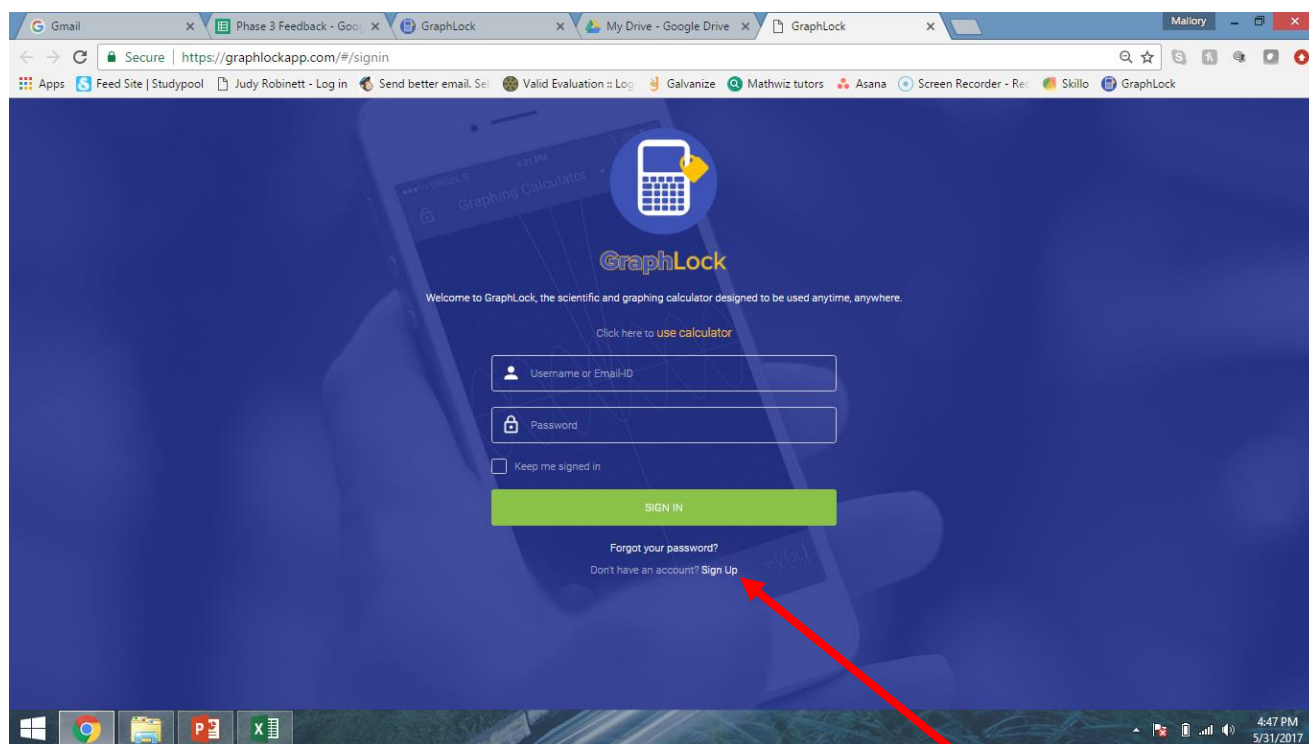
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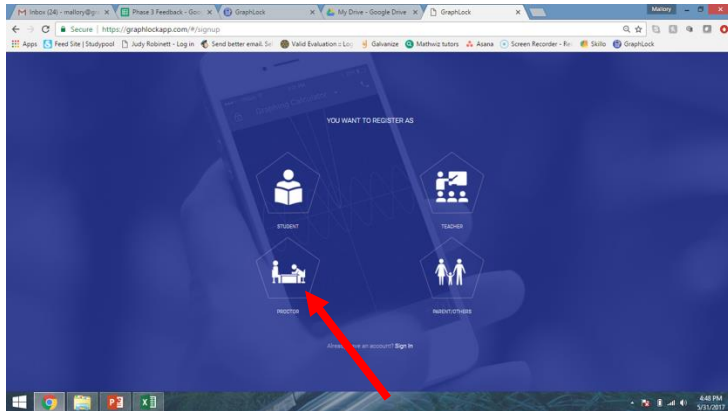
# I. Getting Started: How to Set Up Your Proctor Account on the Computer

[Click HERE for a video walking you through the steps to getting started and setting up your GraphLock account](#)

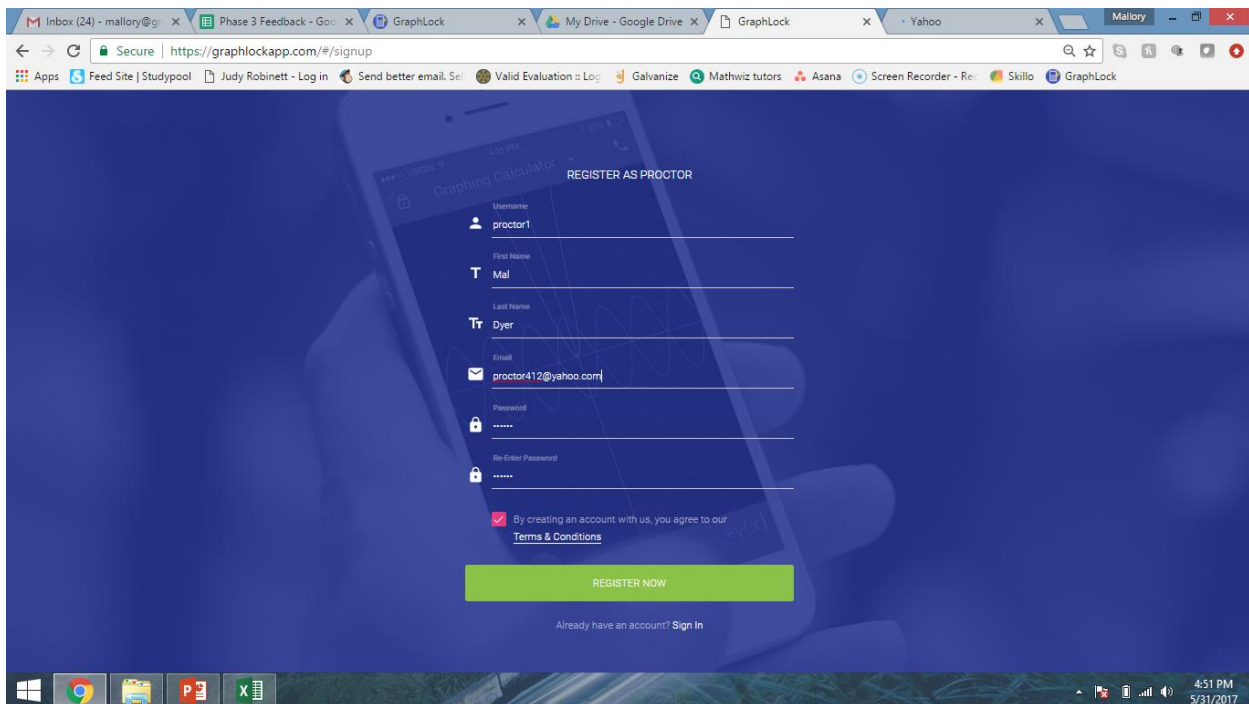
1. You can go to: [www.graphlockapp.com](http://www.graphlockapp.com) and create a user account directly from your computer. Proctors do not have to download the app and can use the computer version only, if you would like!
2. Select “sign up” from the homepage



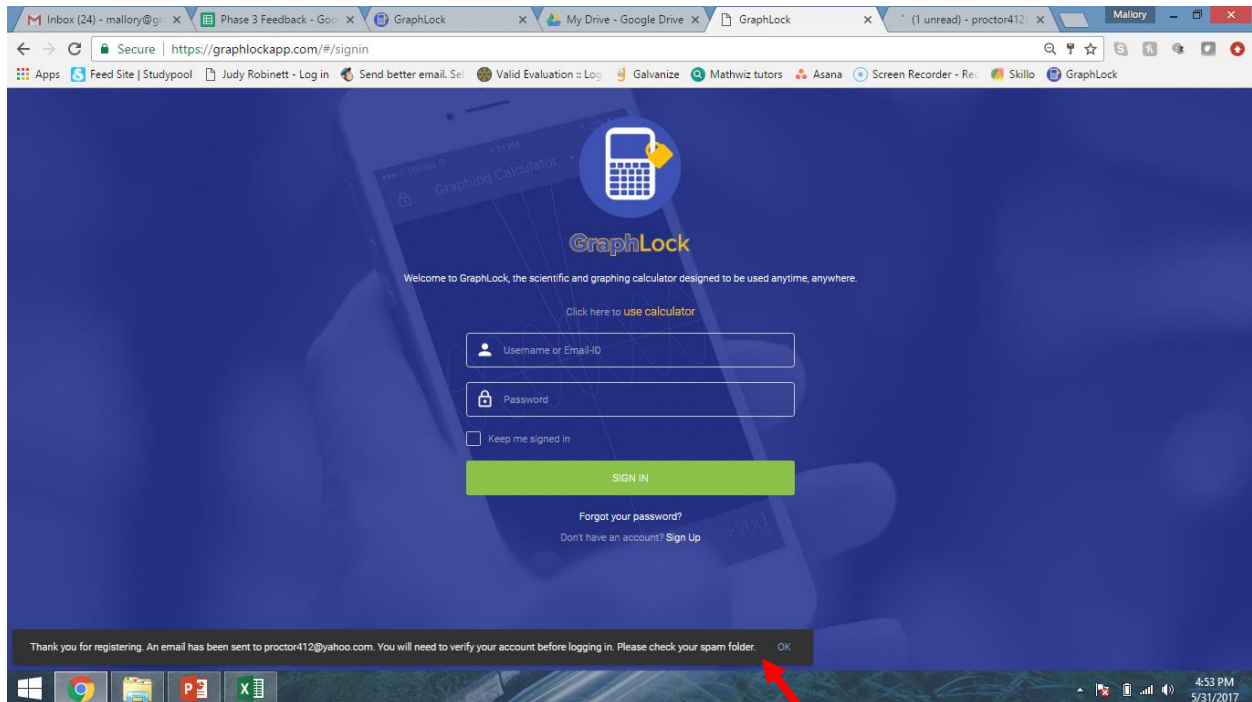
### 3. Then select “PROCTOR”



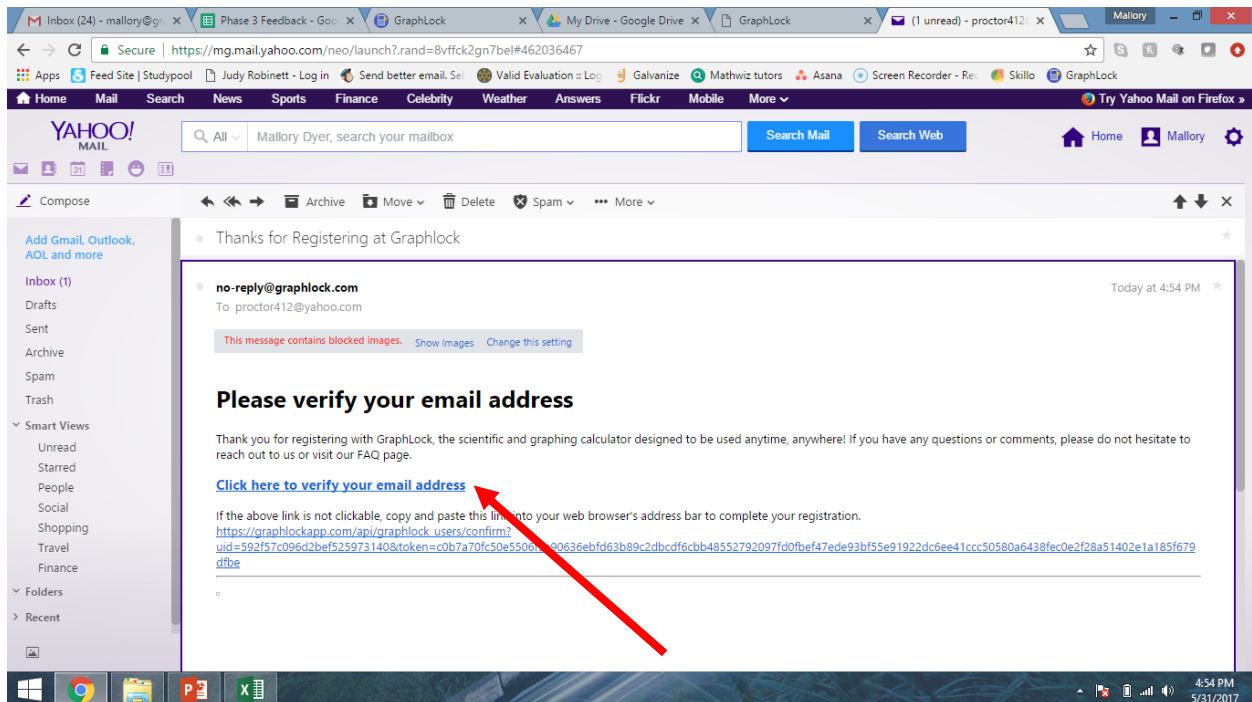
4. Fill in the required information and pay close attention that your email address is typed in correctly.
5. Accept our Terms & Conditions and click “Register Now”



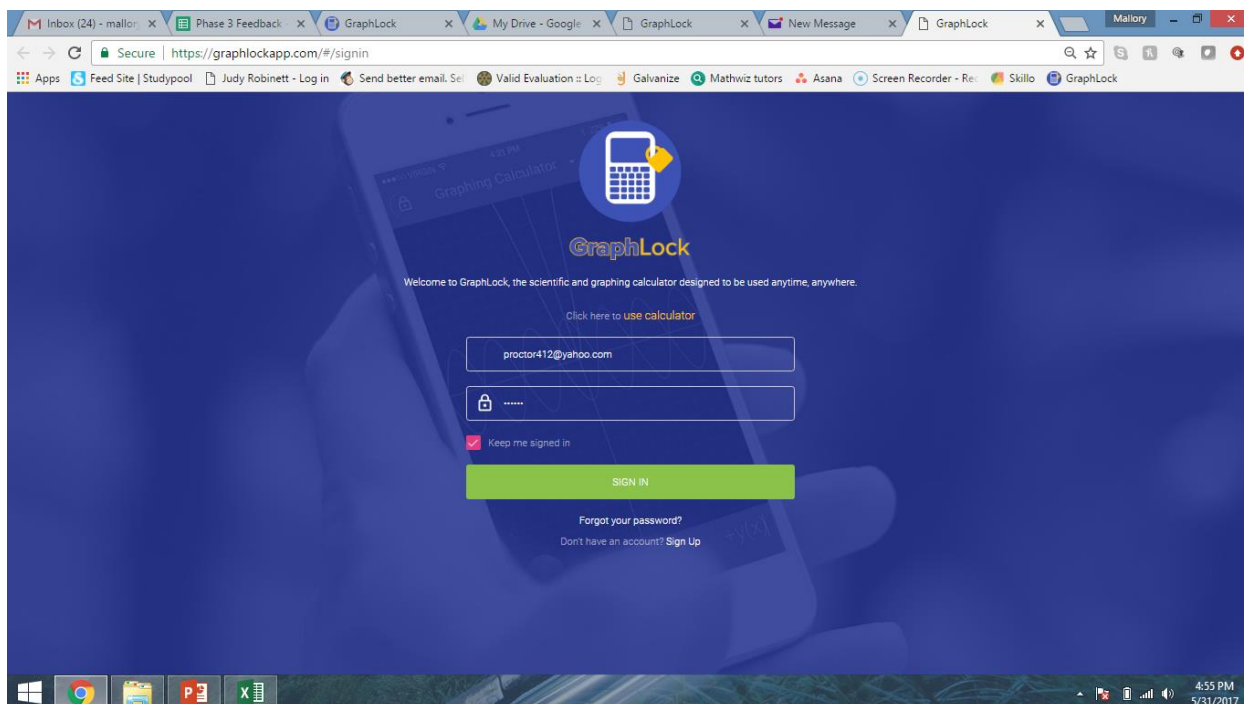
6. In order to sign in, you must complete one final step to validate your email. Go to the email account you registered with and you will see an email from [no-reply@graphlock.com](mailto:no-reply@graphlock.com) \*please check your JUNK folder if you do not see it



7. Once you open the email, click the blue link to validate your account



- It will then take you back to the homepage where you can now sign in and get started using GraphLock!



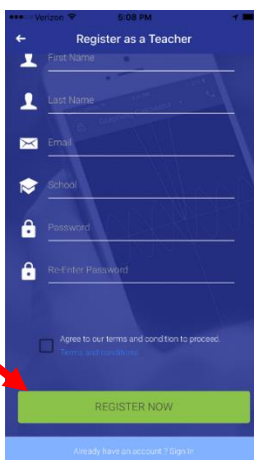
## II. Getting Started: How to Set up Your Proctor Account on a Phone or Tablet through the APP

1. To download the app onto your phone or tablet, click [HERE for iOS](#) or [HERE for Android](#).
2. Once you download the app and open it, you will first receive a pop up asking to **allow notifications**. Please select “**YES**” as this is how we notify you if a student attempts to leave a lockdown session as well as chat notifications and sending the session codes.
3. To create a new account, click “**Sign Up**” on the login screen and then you will see four different account options: Teacher, Student, Parent, Proctor. Select the **Proctor option**.





4. Fill in the required information for your proctor profile and click “Register Now”



Register as a Teacher

First Name

Last Name

Email

School

Password

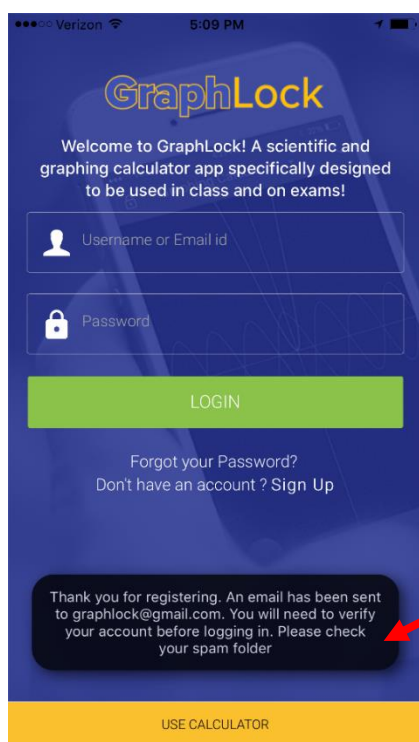
Re-Enter Password

Agree to our terms and condition to proceed.

REGISTER NOW

Already have an account? Sign In

5. Check your **email account** that you associated with your GraphLock profile to verify your account. **\*Please be sure to check your SPAM folder if you do not see an email from [no-reply@graphlock.com](mailto:no-reply@graphlock.com) in your inbox**



GraphLock

Welcome to GraphLock! A scientific and graphing calculator app specifically designed to be used in class and on exams!

Username or Email id

Password

LOGIN

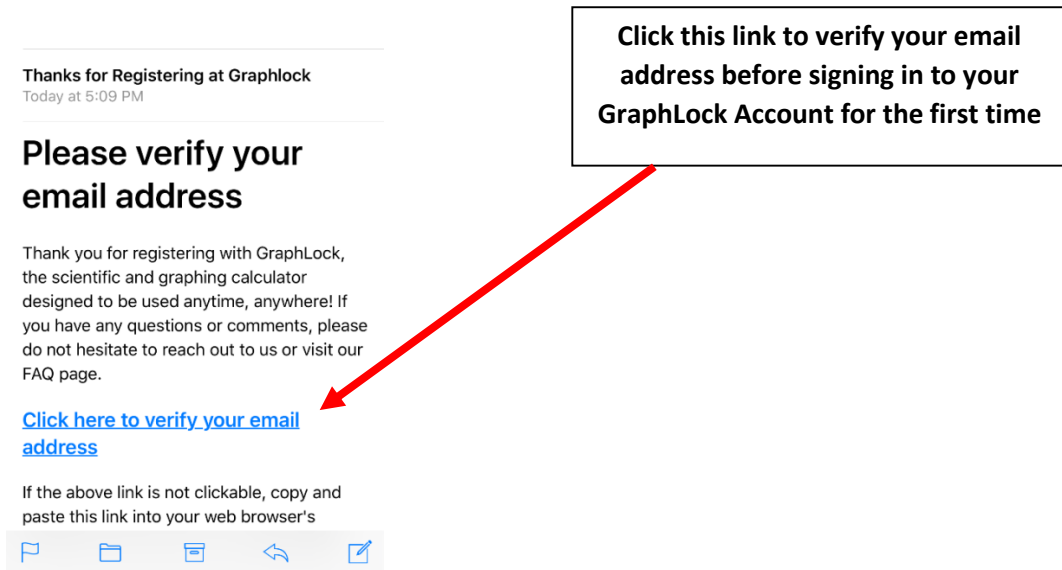
Forgot your Password?  
Don't have an account? Sign Up

Thank you for registering. An email has been sent to graphlock@gmail.com. You will need to verify your account before logging in. Please check your spam folder

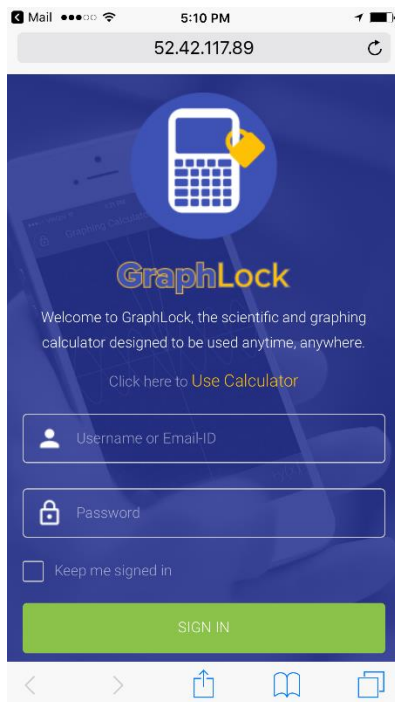
USE CALCULATOR

Please note that you **MUST** go to your **email** and verify your account **BEFORE** you can sign in for the first time!

6. Click “verify my account” and the link will take you to the webapp version online (it will take you to this version whether you are on your phone, tablet, or computer.)



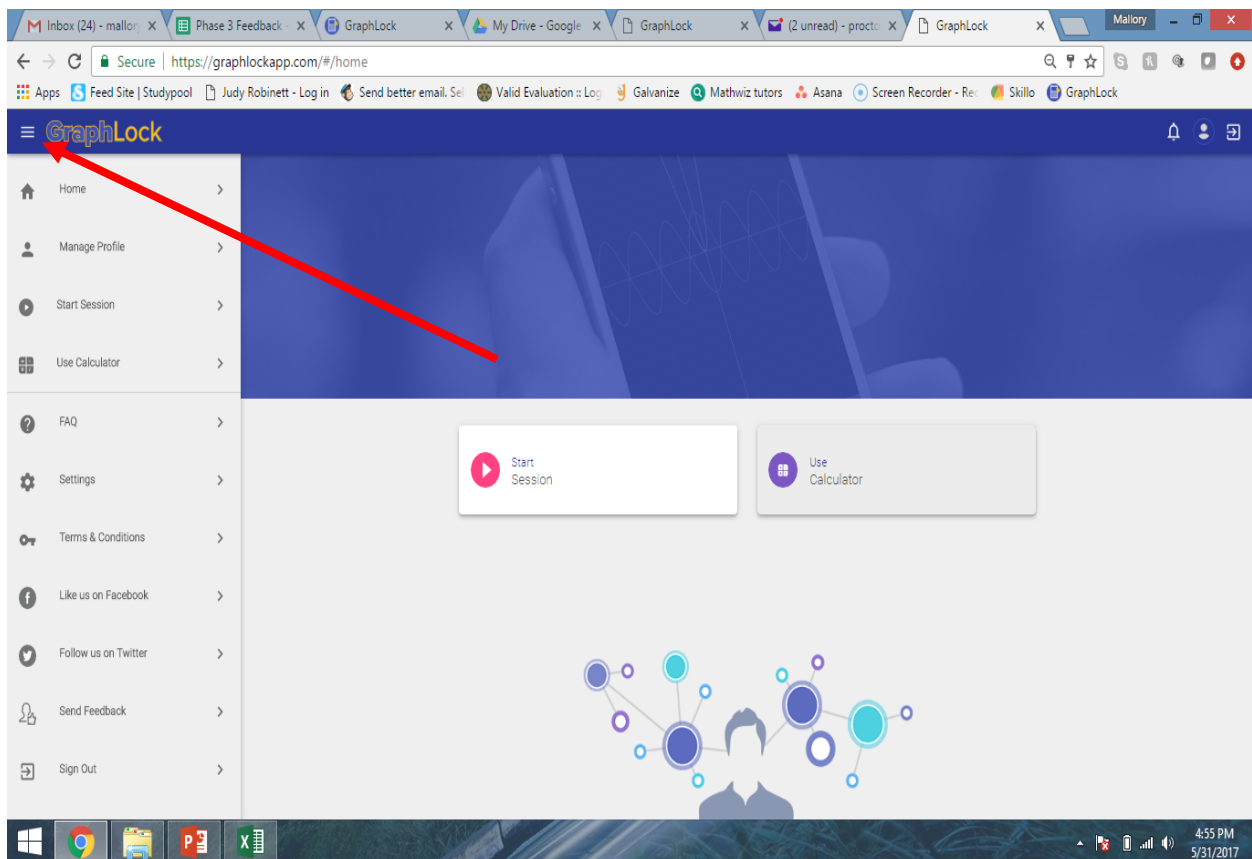
7. Once you have verified your account, close out of the webapp and open the GraphLock app to login. ***\*if you are on a phone/tablet, we recommend opening the GraphLock app now opposed to using the web version***



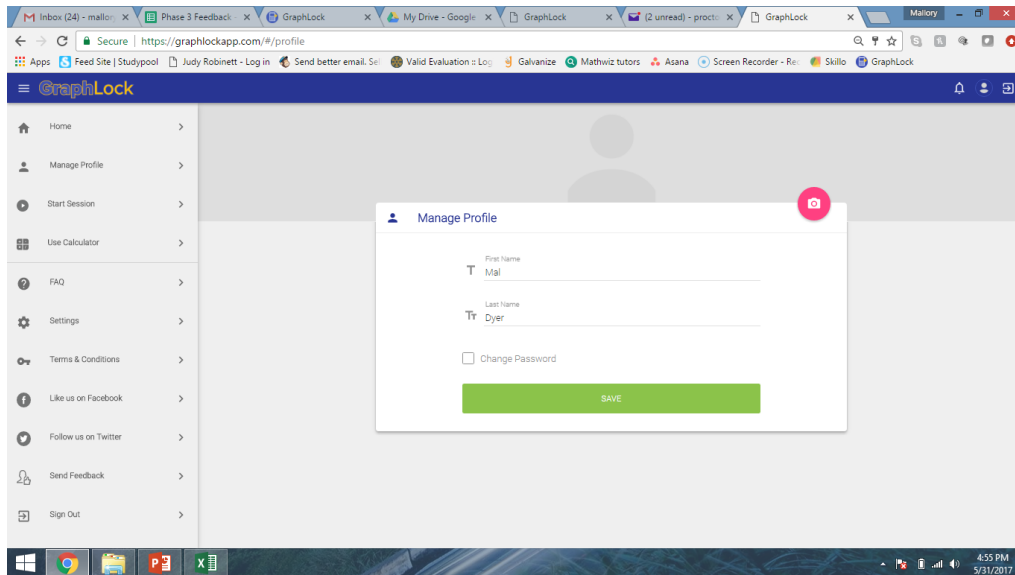
Once you click the link to verify your account, you will be directed to the web version of GraphLock. If you are on a phone/tablet, **we recommend closing the webapp and opening the app version.**

## III. How to Edit Your GraphLock Profile on the Computer

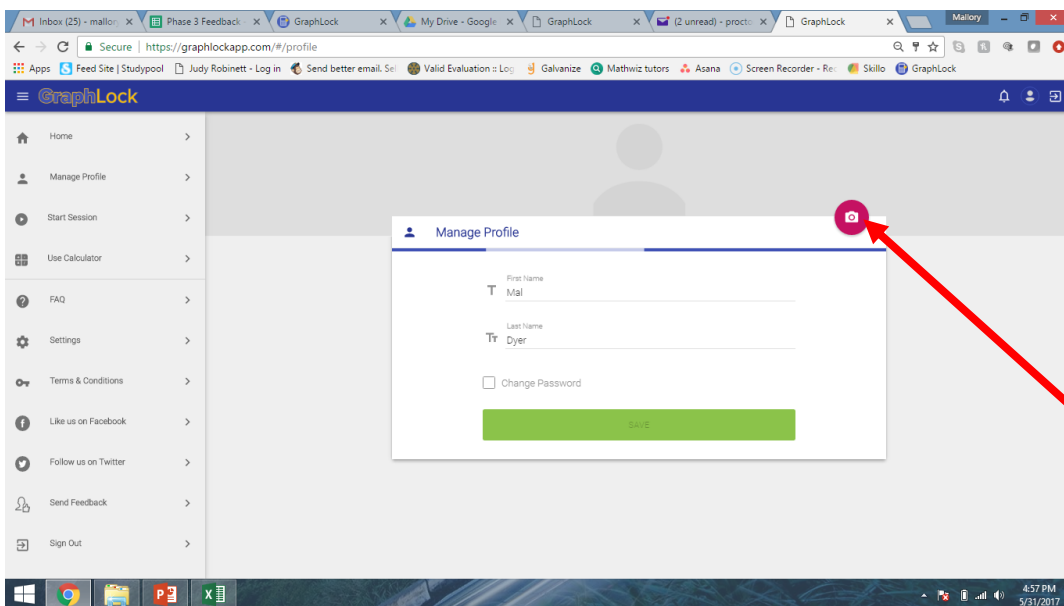
1. Click on the bars in the upper left corner to open the GraphLock Menu, if it is not already open.



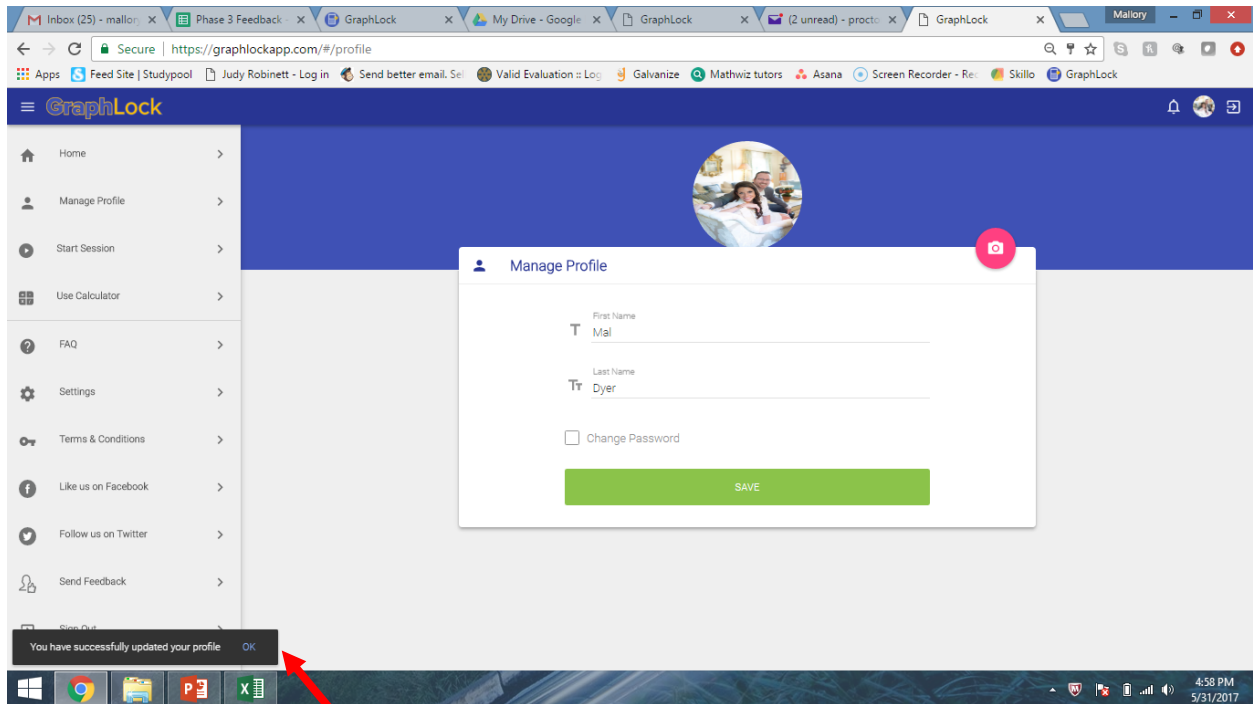
## 2. Click “Manage Profile”



## 3. Edit your name, change your password, or upload a profile picture by clicking the pink camera symbol. Once you select a picture, wait for it to upload.

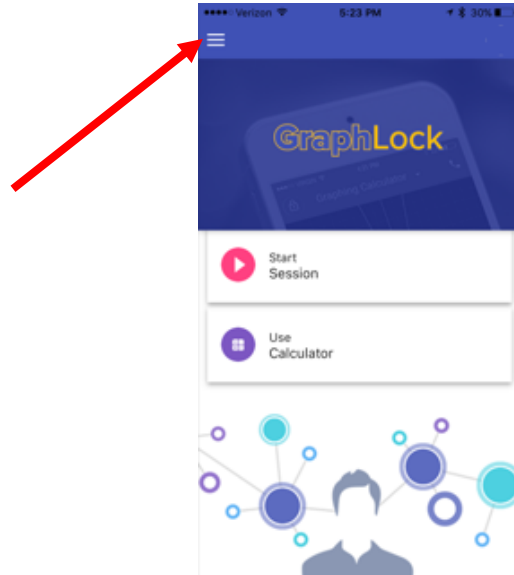


4. Once your picture has uploaded, click “Save”

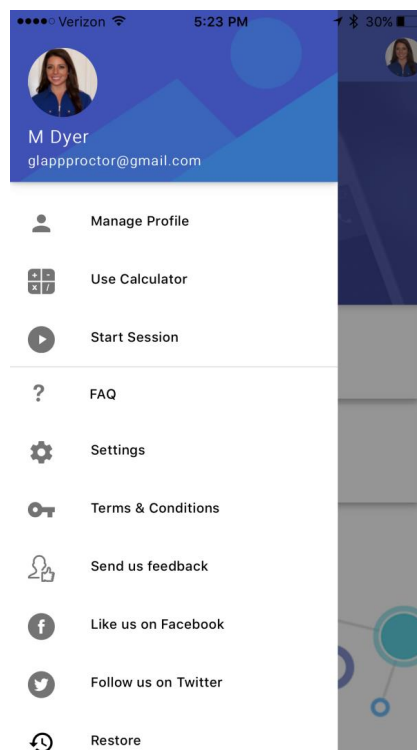


## IV. How to Edit Your Profile on the App

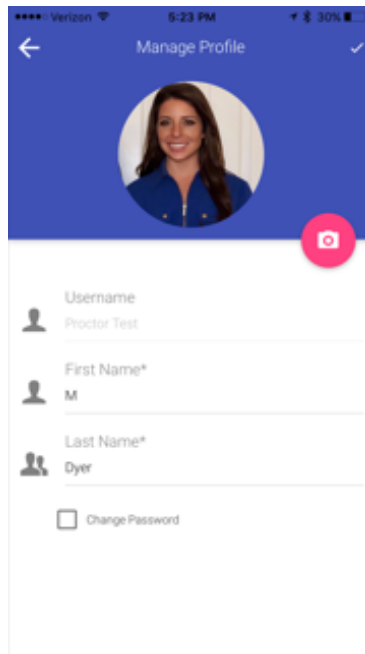
1. Click on the bars in the upper left corner to take you to the GraphLock Menu



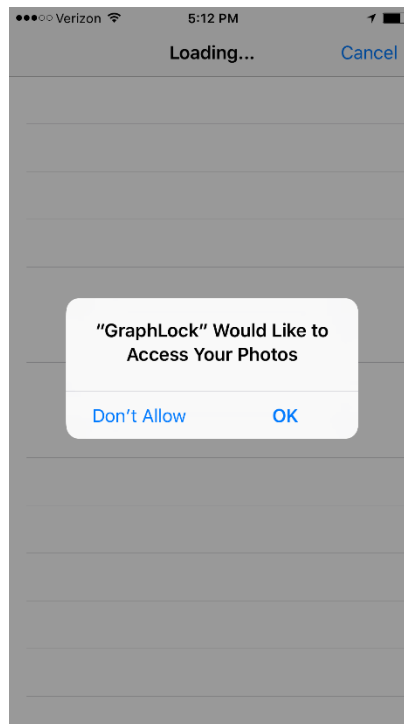
2. The GraphLock Menu will drop down with various options. Click "Manage Profile"



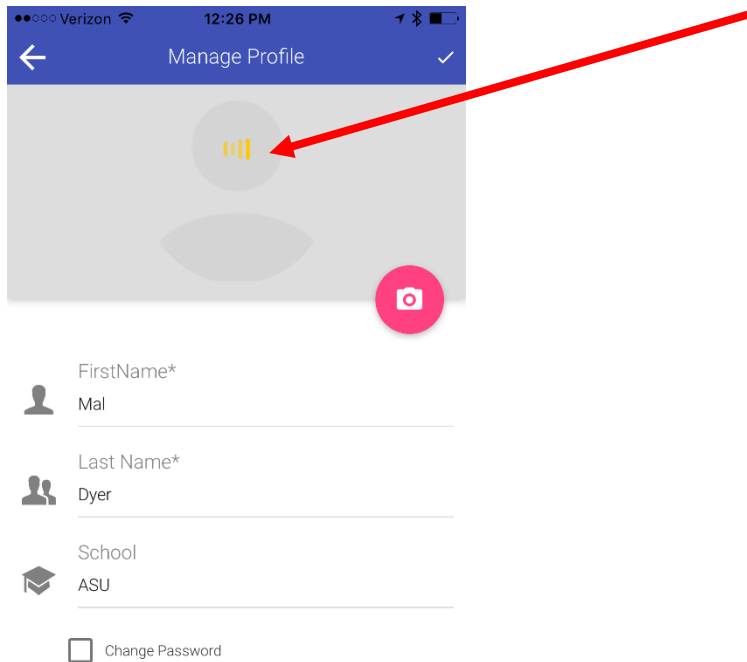
3. You will now be able to edit your profile, add a profile picture, and **change your password** if needed.



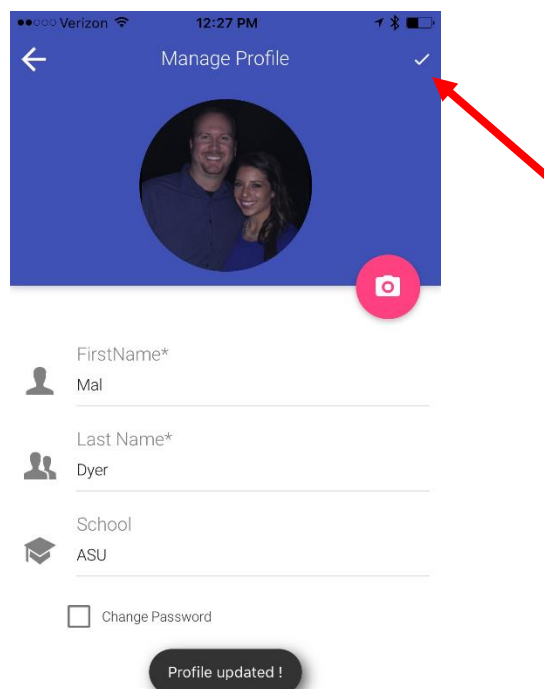
4. To add a picture, click on the pink camera logo and then select "OK" if you see this pop up



5. Select the picture you would like to use as your profile, and then you will see yellow bars signifying the picture in uploading.

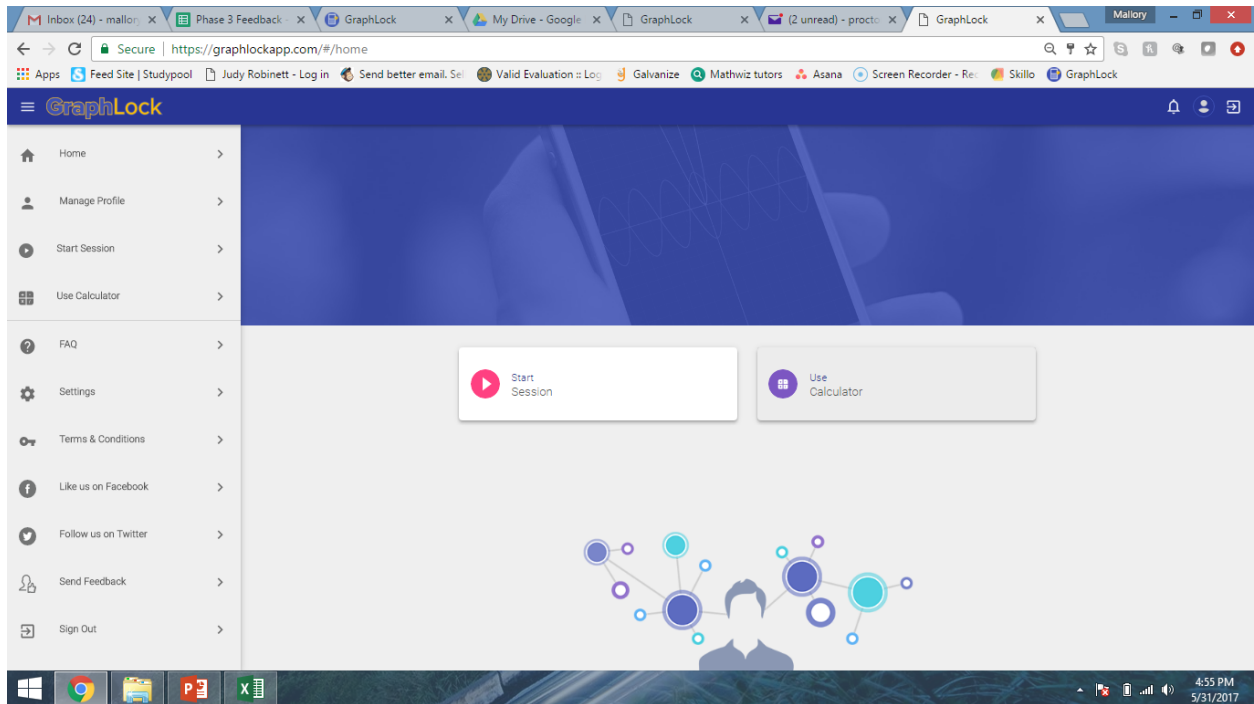


6. Once your picture loads, click on the check mark in the upper right corner to save your edits. ***\*If the yellow bars go away and your picture has still not loaded, click the check mark to save and exit out. Your picture will then show up in your profile\****



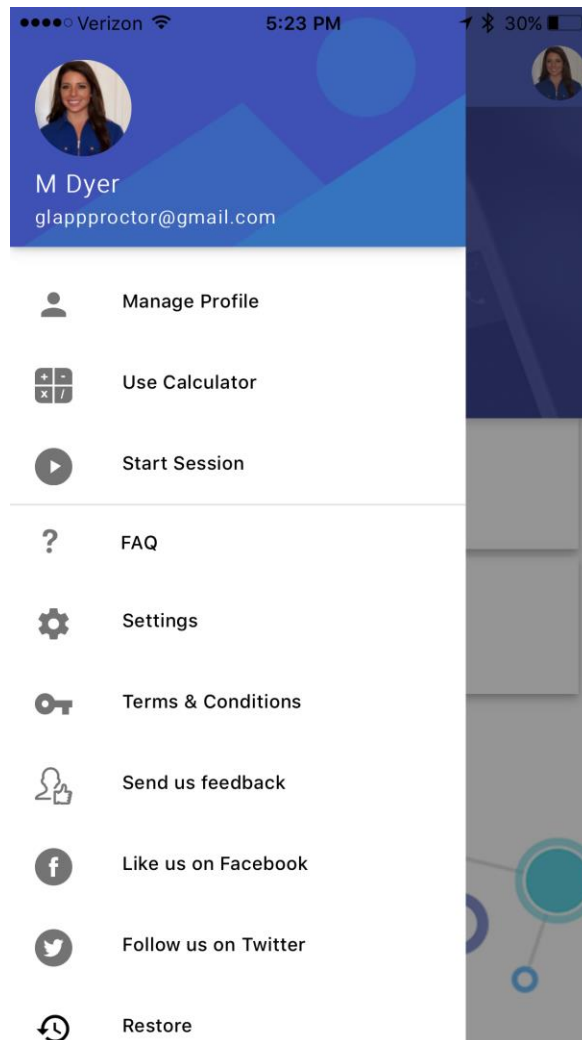


## V. GraphLock Menu - Computer



1. **Manage profile:** Edit your profile
2. **New Session:** start a new Lockdown session
3. **Use Calculator:** takes you to the calculator
4. **FAQ:** Frequently Asked Questions page
5. **Settings:** change settings for the calculator
6. **Terms & Conditions:** our terms and conditions for GraphLock
7. **Like us on Facebook**
8. **Follow us on Twitter**
9. **Send us feedback:** send us your thoughts!
10. **Logout:** logout of your account to where you must re-log in

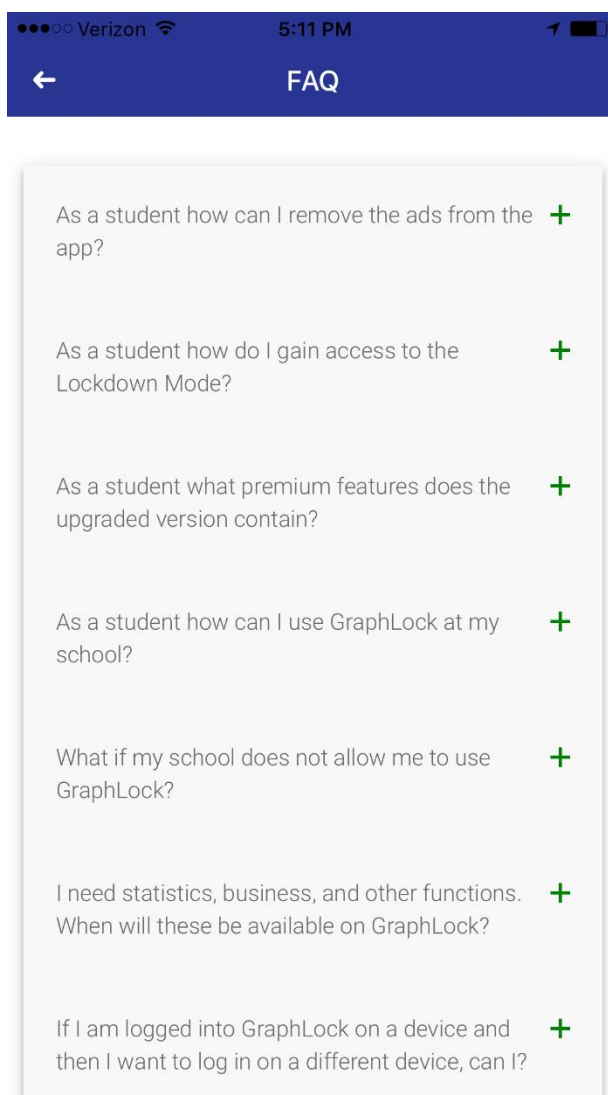
## VI. GraphLock Menu - App



1. **Manage profile:** Edit your profile
2. **Use Calculator:** takes you to the calculator
3. **Start Session:** start a new Lockdown session
4. **FAQ:** Frequently Asked Questions page
5. **Settings:** change settings for the calculator
6. **Terms & Conditions:** our terms and conditions for GraphLock
7. **Send us feedback:** send us your thoughts!
8. **Like us on Facebook**
9. **Follow us on Twitter**
10. **Restore:** restore updates in your account
11. **Logout:** logout of your account to where you must re-log in

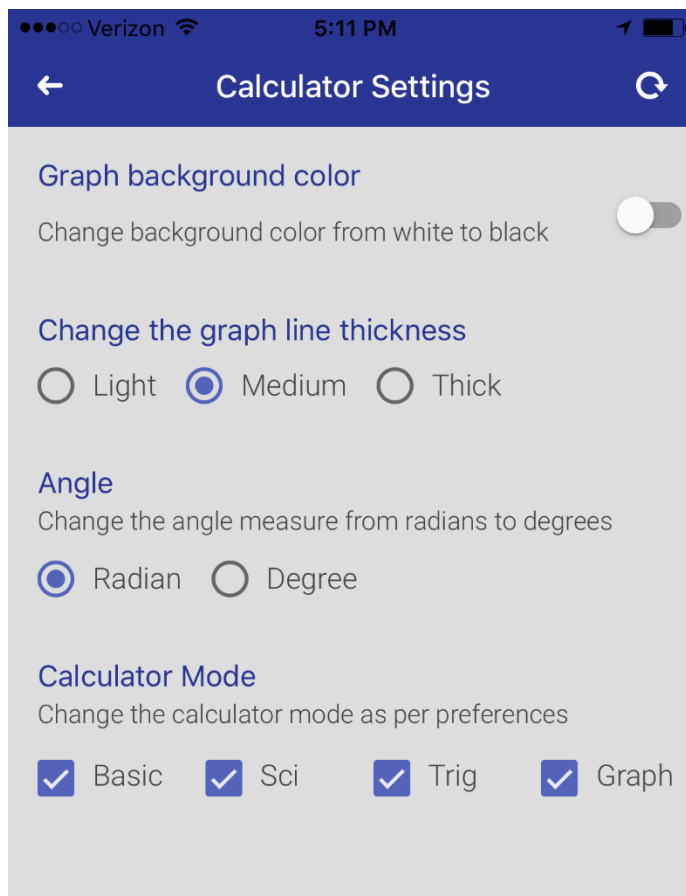
## FAQ – Frequently Asked Questions

In the GraphLock Menu, you will find a list of FAQs for all profile types – students, teachers, parents, and proctors and you can search using the magnifying glass symbol in the upper right corner. We also have demo videos on YouTube to help answer these questions. If you have any other questions, please contact us at: [info@graphlock.com](mailto:info@graphlock.com)



## GraphLock Settings

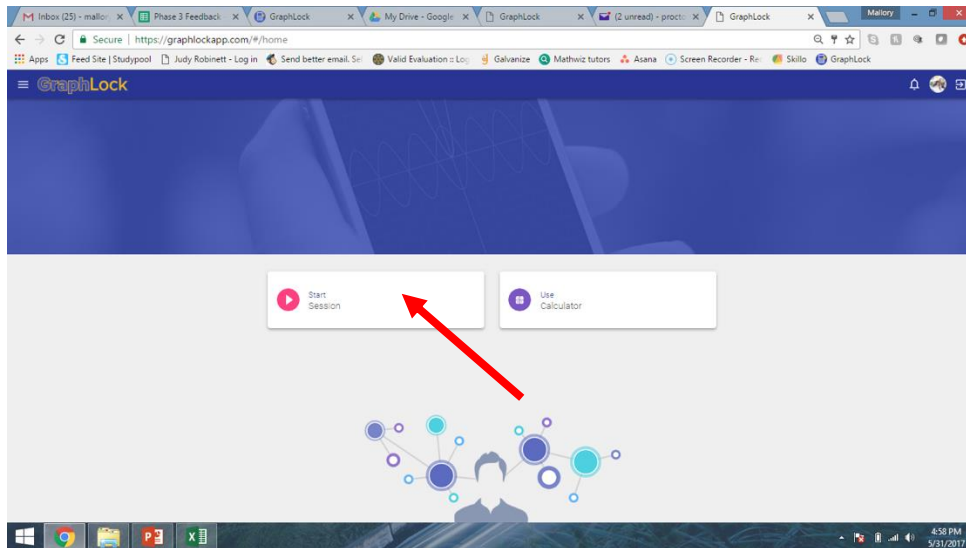
In the GraphLock Menu, there is a place you can change the settings of the calculator. This includes: changing the background color of the graph, changing the line thickness, changing the angle from radians to degrees, and customizing the calculator to include the needed modes.



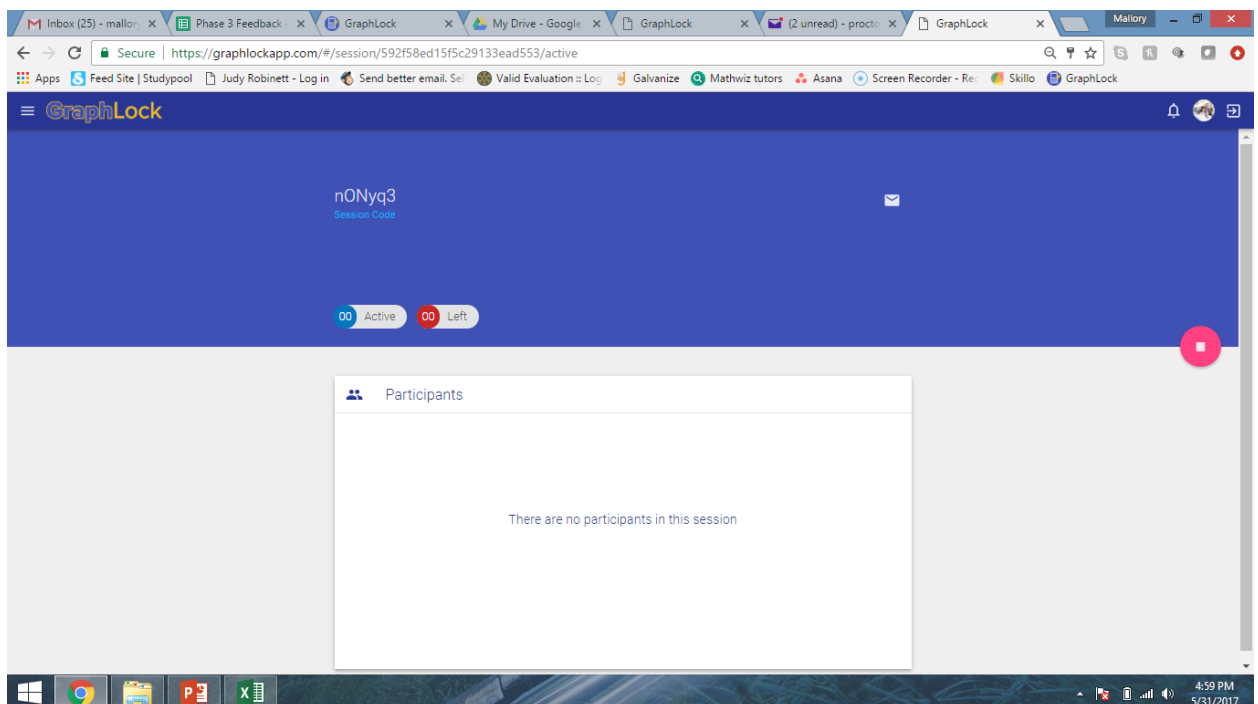
## VII. Lockdown Session - Computer

[Click HERE to watch a demo video on how the Lockdown Session works](#)

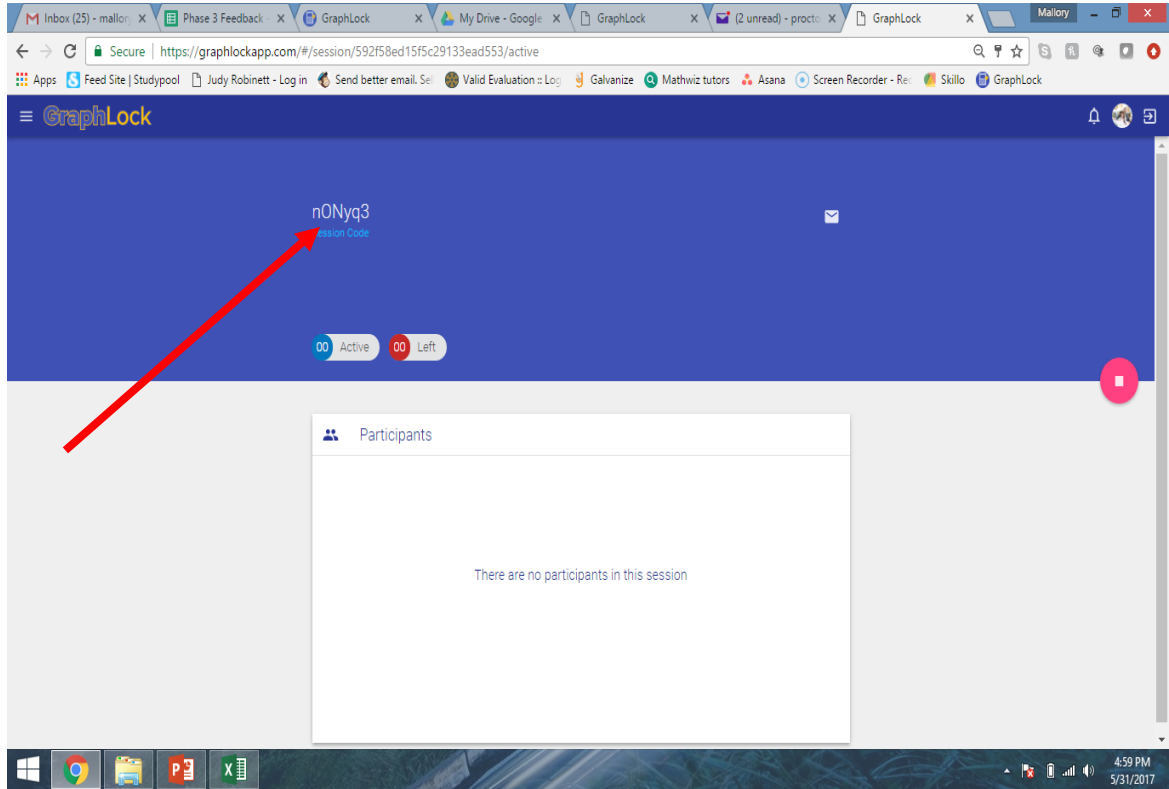
1. When you ready to start a Lockdown Session, click “Start Session”



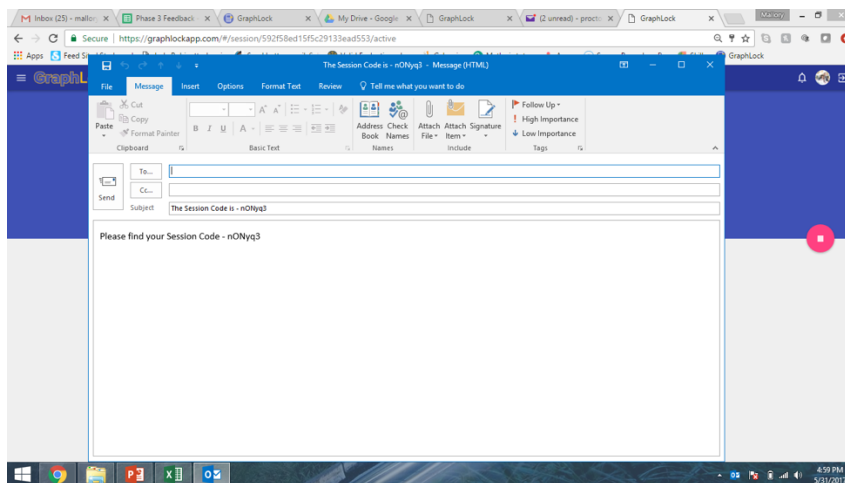
2. This will take you to your Monitoring Platform



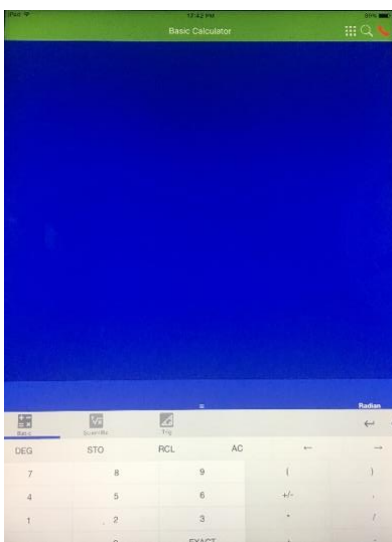
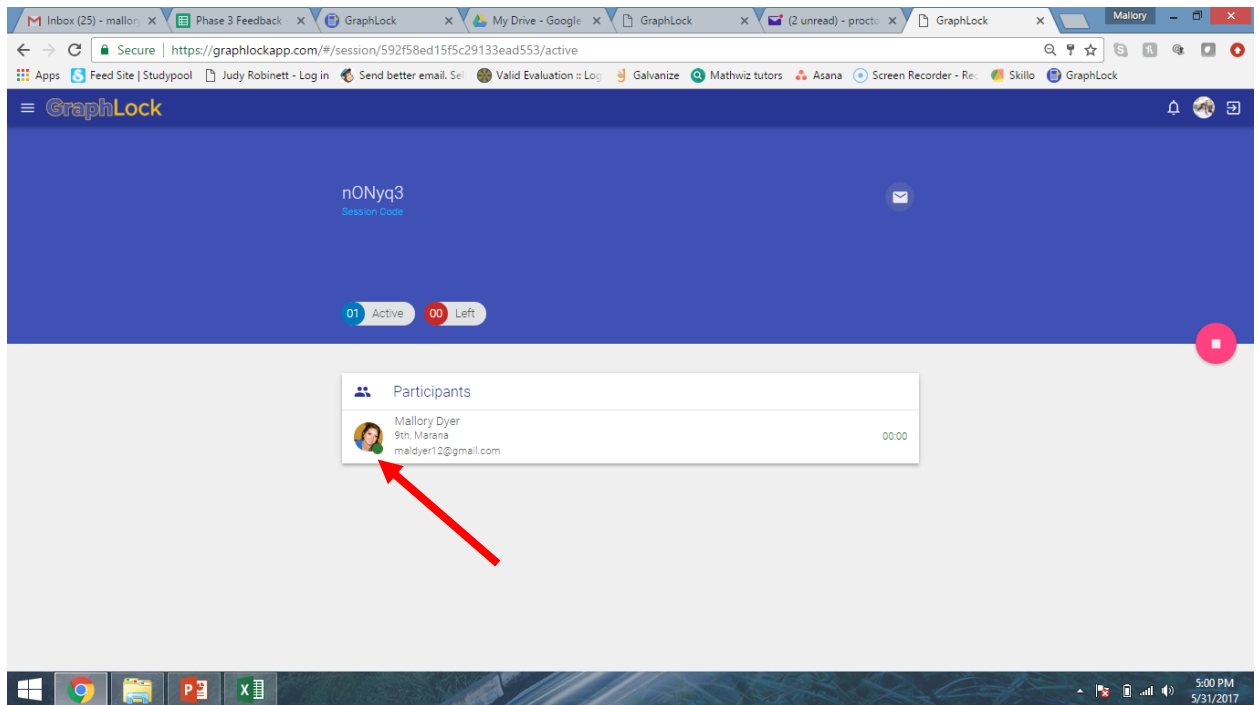
- You will see your unique Lockdown Code in the upper left corner. This is the one you will provide to all students as they check in. You can manually provide it to them or share it in an email to them by clicking the envelop symbol.



- When you email the code to a student, it will place the code in the body of the email and you will just need to enter their email address. The student can then copy and paste it into their app.



5. When a student joins the Lockdown session, you will see their name appear on your Monitoring Platform into your queue. The counters at the top will keep track for you as to how many students are testing and in Lockdown and if any try to leave Lockdown. You will also see the profile of the student in Lockdown will be green. That student will also have a green stripe across the top of their phone/device to show they are in Lockdown.



**The student's device will have a green stripe across the top to show it is in Lockdown Mode.**

6. As other students join, you will see their names show up in your queue. Notice it also keeps track of how long the students have been testing.

The screenshot shows the GraphLock web application interface. At the top, the session code is 'nONyq3'. Below it, there are two status indicators: '02 Active' and '00 Left'. A 'Participants' list is displayed, showing two users:

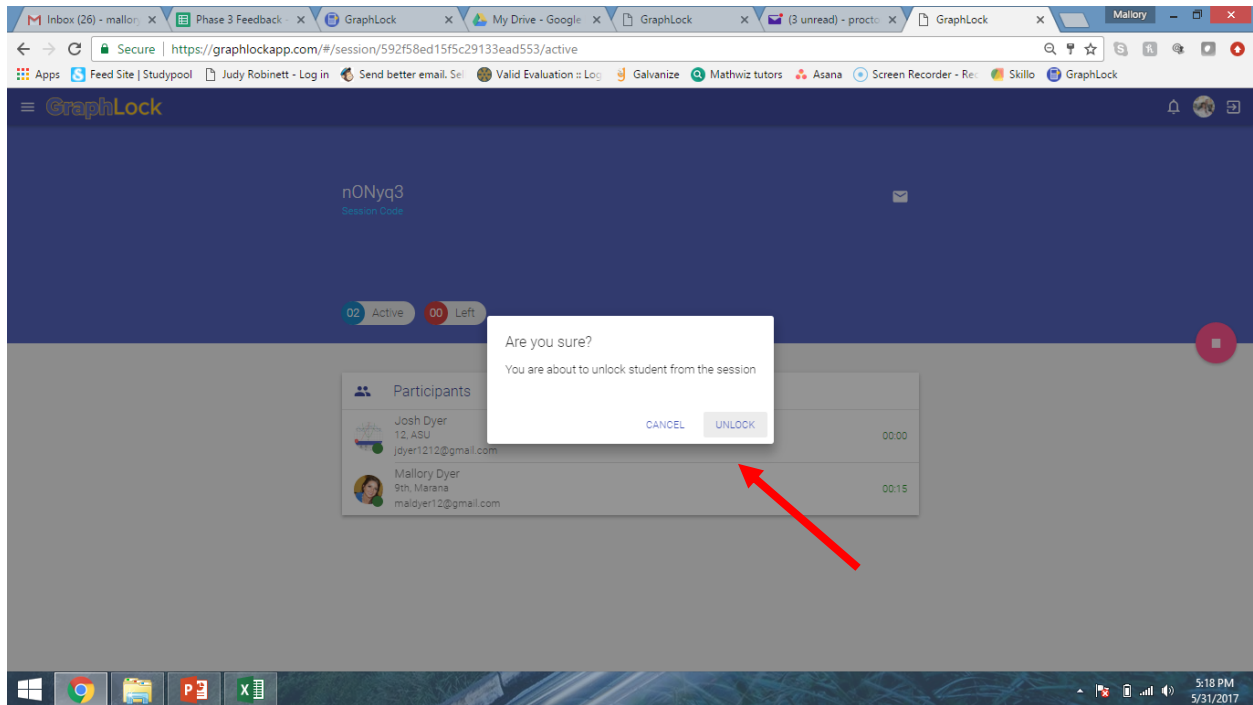
Name	Grade	Email	Time
Josh Dyer	12, ASU	jdyer1212@gmail.com	00:00
Mallory Dyer	9th, Marana	maldyer12@gmail.com	00:15

The interface also shows a Windows taskbar at the bottom with the time 5:18 PM on 5/31/2017.

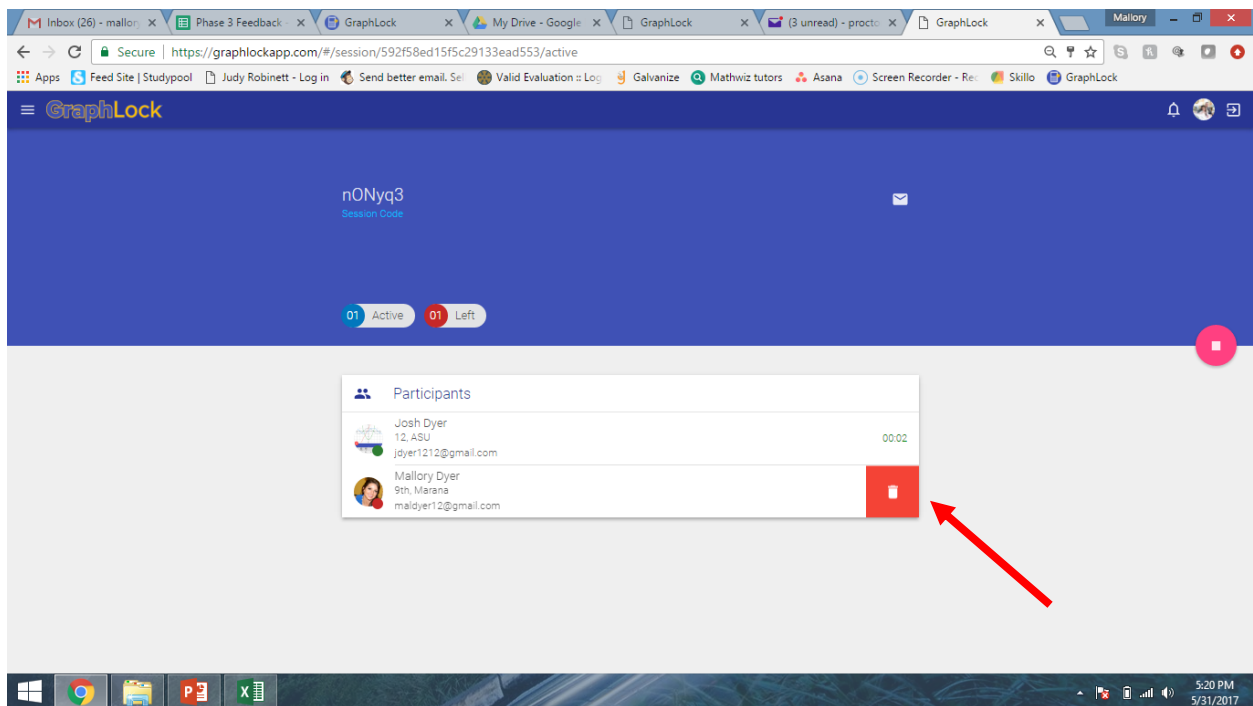
7. You can unlock individual students from a Lockdown session if needed by clicking on their profile

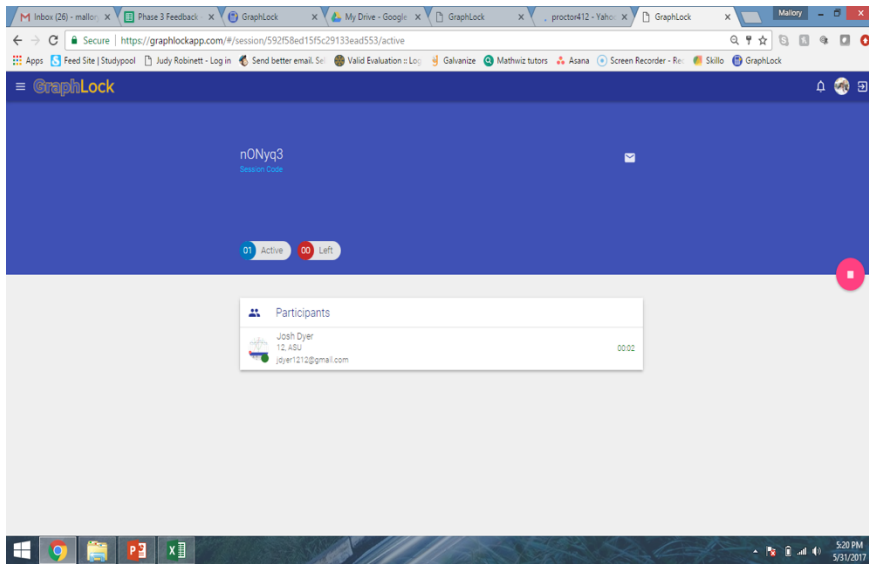
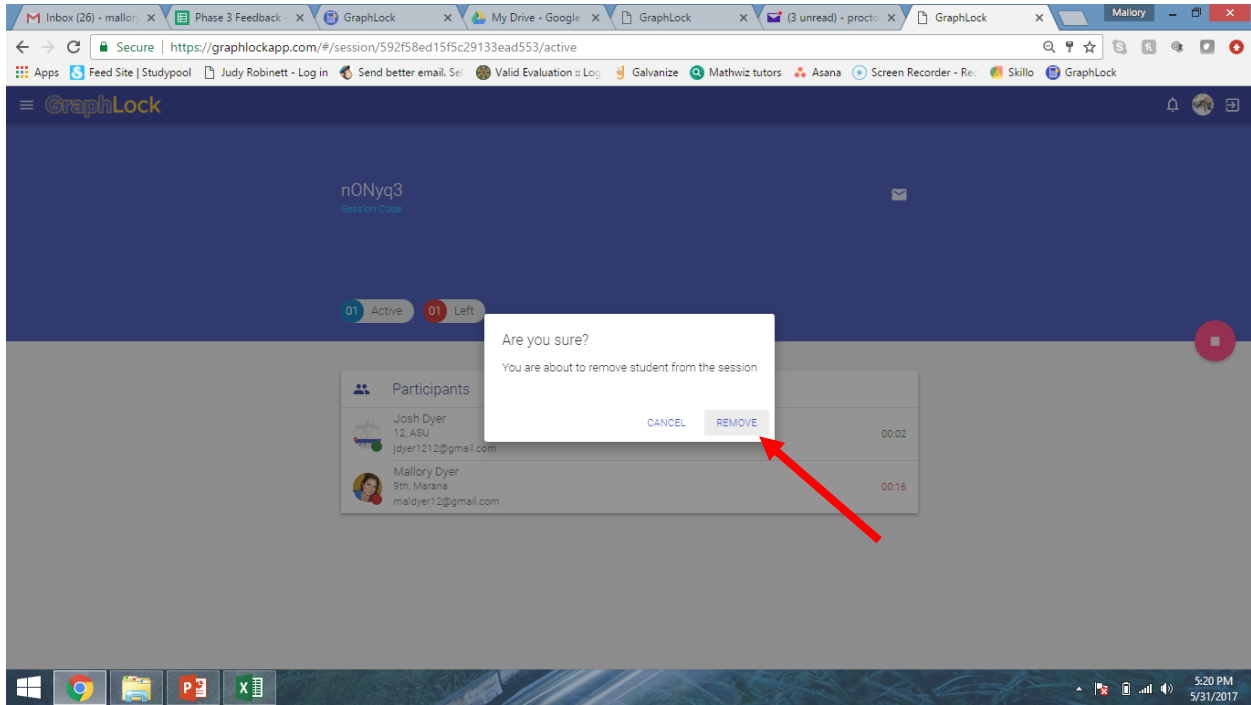
This screenshot is identical to the one above, but with a red arrow pointing to a red lock icon that has appeared on the right side of the 'Josh Dyer' row in the 'Participants' list, indicating that the student's profile can be unlocked.





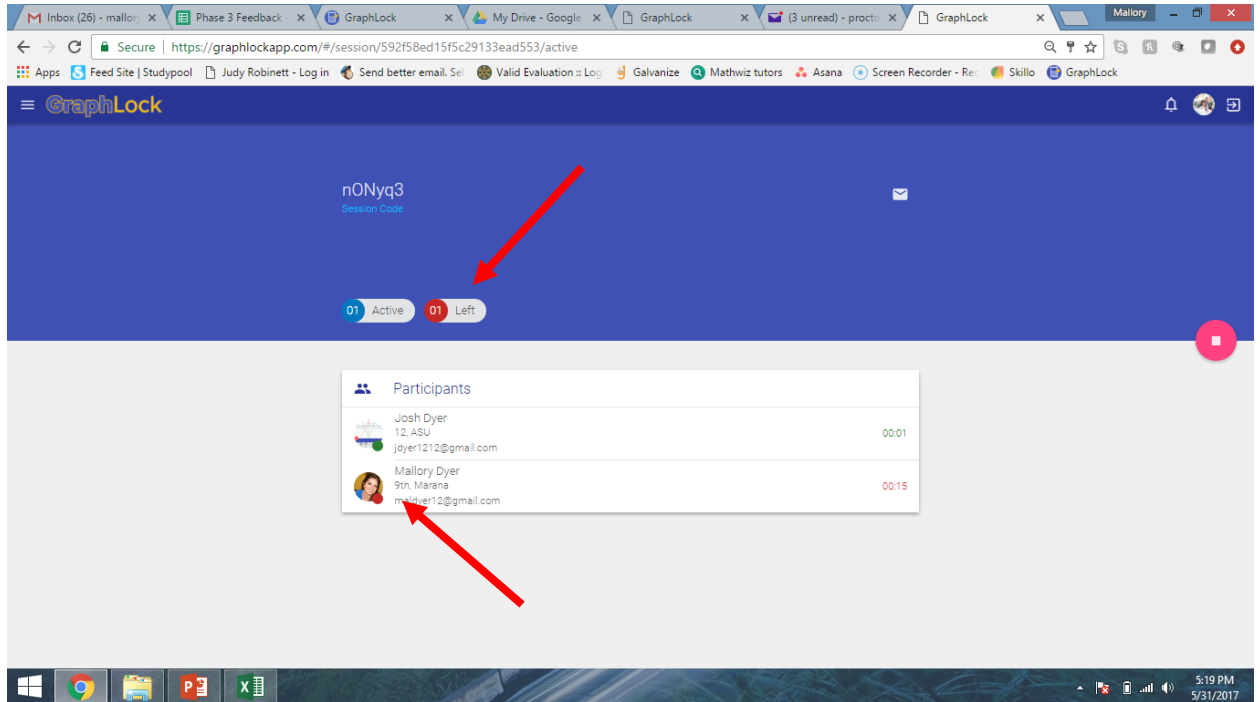
8. You can also delete students individually from the Lockdown session when they are done testing. First unlock them following the steps above, and then click their profile again to fully remove them.





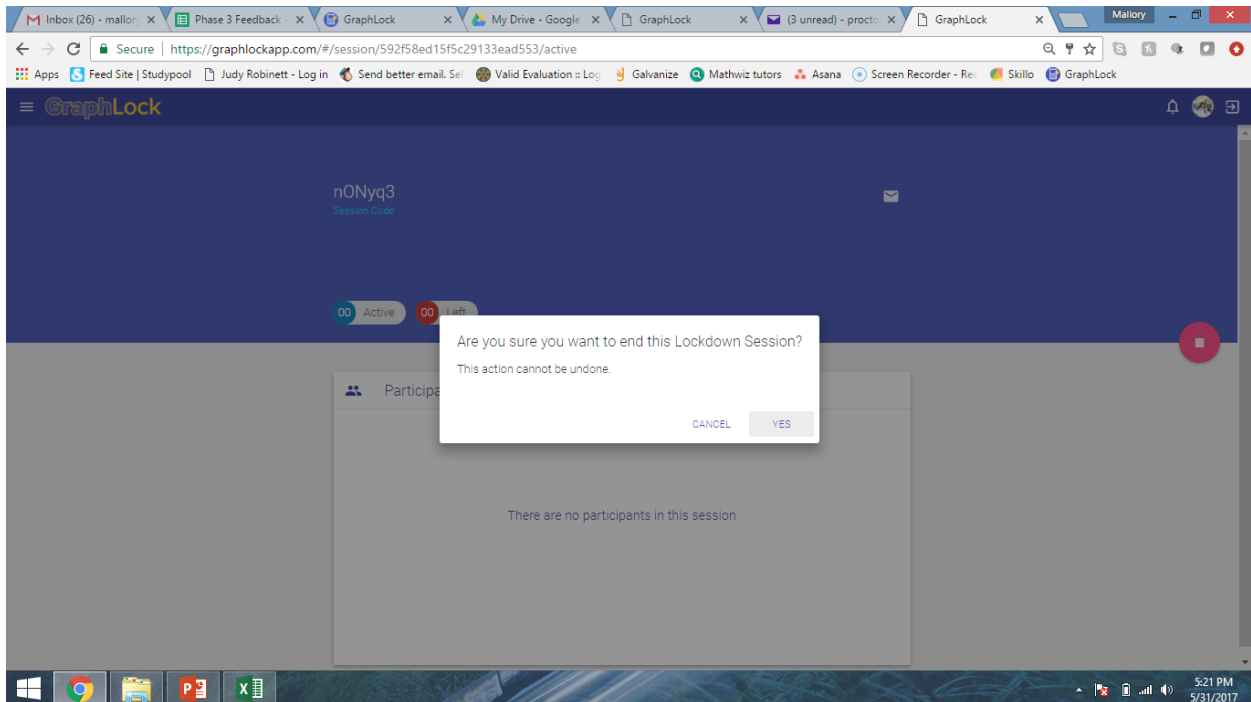
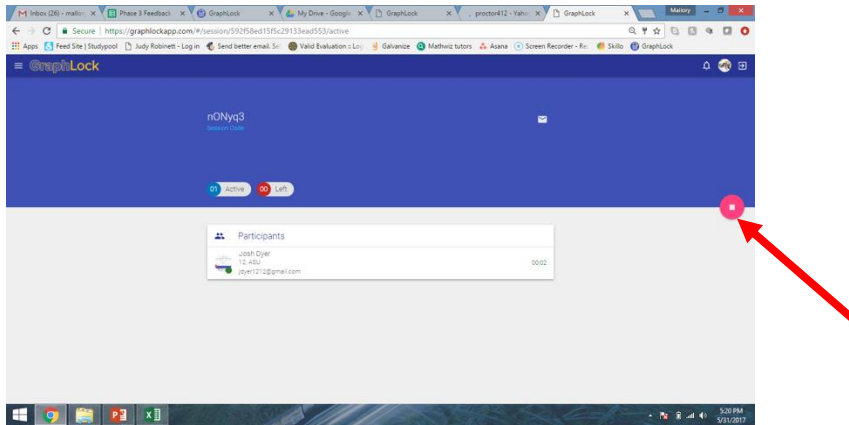
**Unlock individual students as they are done testing.**

9. If a student makes an emergency call or if they try to force their way out of Lockdown, you will be notified automatically. You will hear a noise, the bell will ring in the upper corner, the counter will update, and the user's profile will turn red. The student will also no longer have a green stripe on their device.



**Please make sure your sound is on when you have a Lockdown session open. You do not need to have the page up. If a student tries to leave Lockdown, you will be alerted with a noise right away!**

10. Then, when you are done with the Lockdown session for the day, you can completely end it by clicking the pink square.

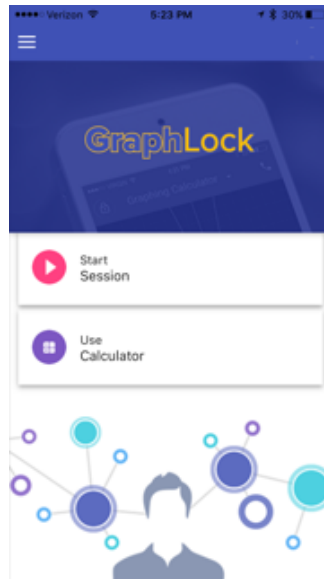


Select "YES" and the Lockdown session is over. You will be taken back to your homepage.

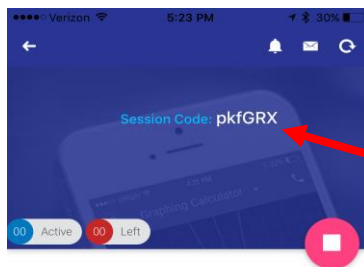
## VIII. Lockdown Session - App

[Click HERE to watch a demo video on how the Lockdown Session works](#)

1. When you are ready to start a session, click “Start Session” from your homepage.

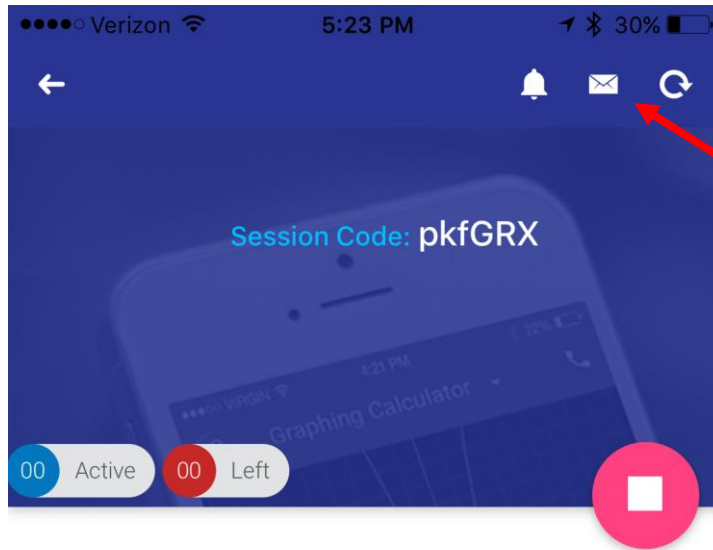


2. This will bring you to your Monitoring Platform and student queue.



This is the unique Lockdown code that you will provide to the students as they check in.

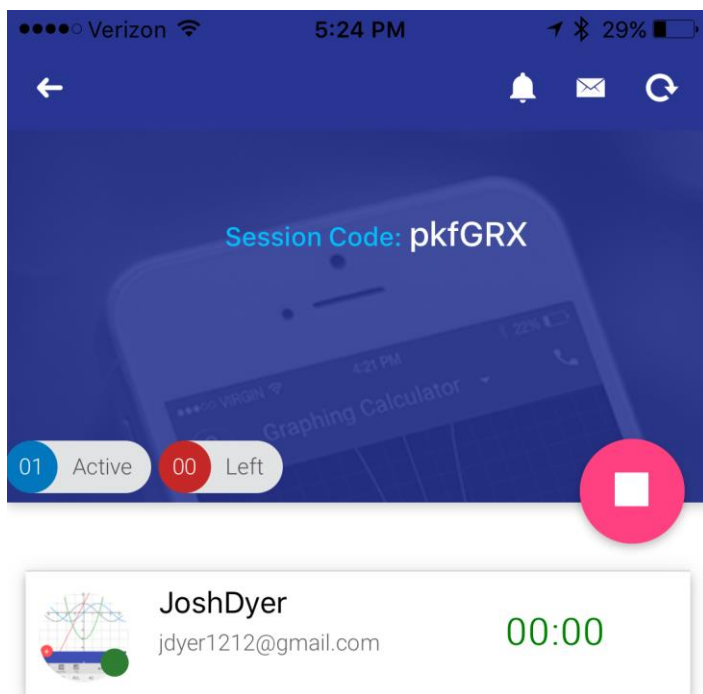
3. You can give the students the code manually to enter onto their end or you can click the envelope symbol to email the code to them.

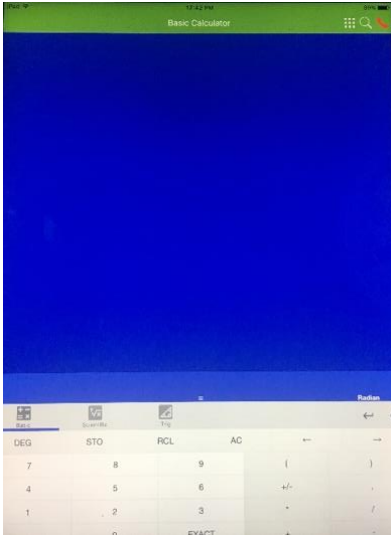


You can email the code to students as they check in.

Provide students with the **same Lockdown code** as they check in to test. Their names will show up in your Monitoring Platform.

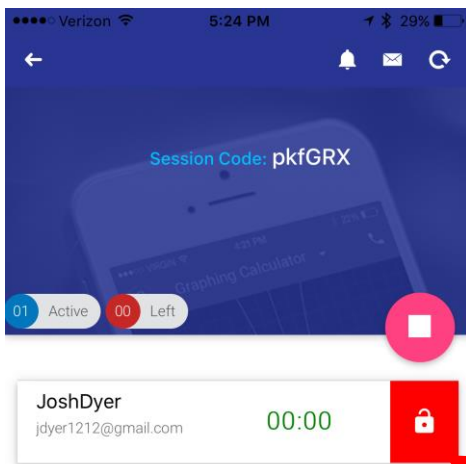
- As students join, you will see their profile show up in green and the counters will reflect the number of students in Lockdown. As students check in, continue to give them the same Lockdown code to join your queue.





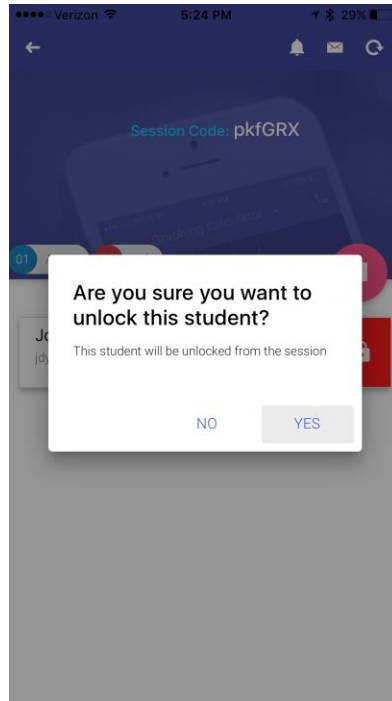
The student's device will have a green stripe across the top, showing it is in Lockdown.

5. You can unlock a student from Lockdown by swiping left on their profile.

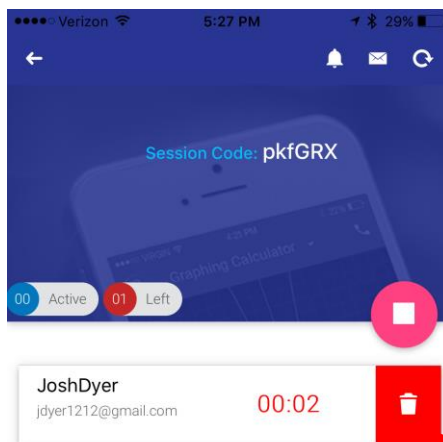


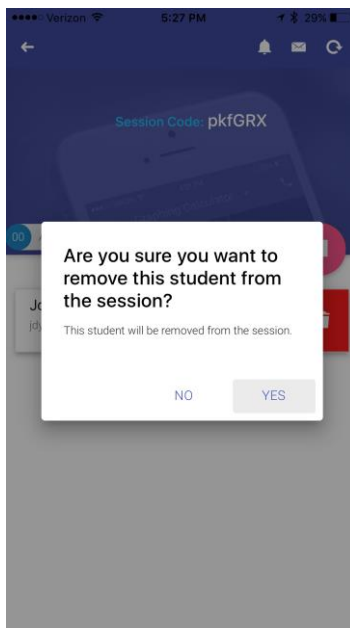
The Monitoring Platform will also keep track of how long individual students have been testing!





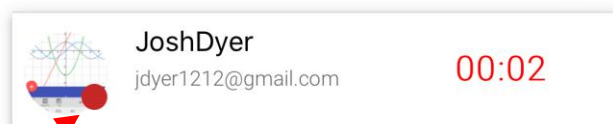
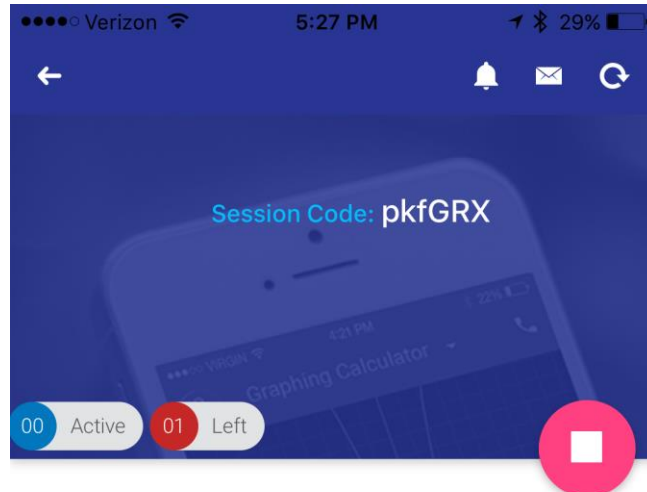
6. You can also remove a student from the Lockdown Session once he/she is done testing. First unlock them using the steps above and then swipe left again and click the red trashcan.



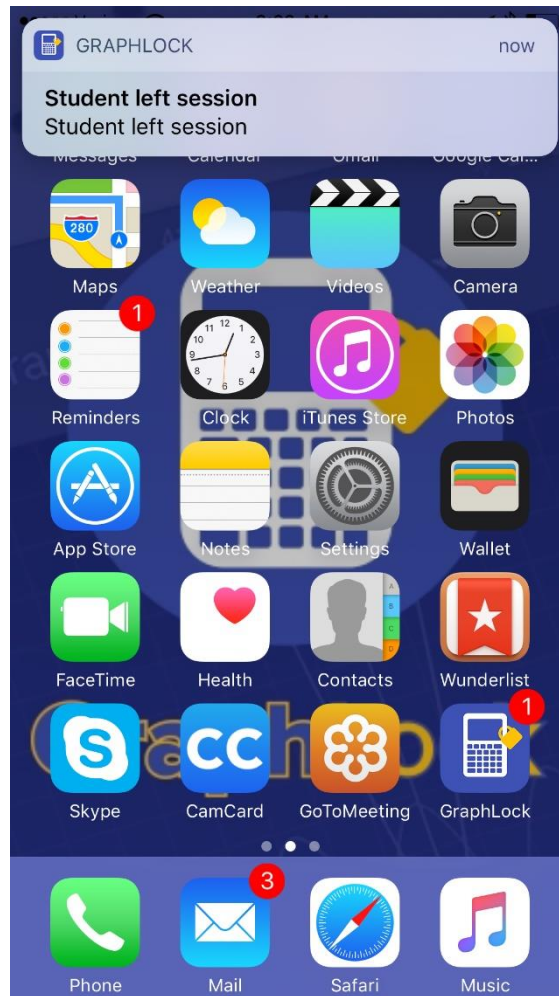


7. If a student makes an emergency call or tries to leave Lockdown, you will be alerted in many ways. You will hear a noise, the bell will shake, and the student's profile will turn red.

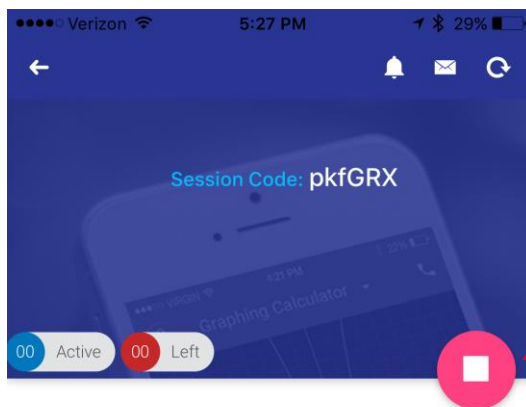
The bell will move, there will be a noise, the red ticker will show a student has left, and the circle by the student will turn red – so you know exactly which student it was!



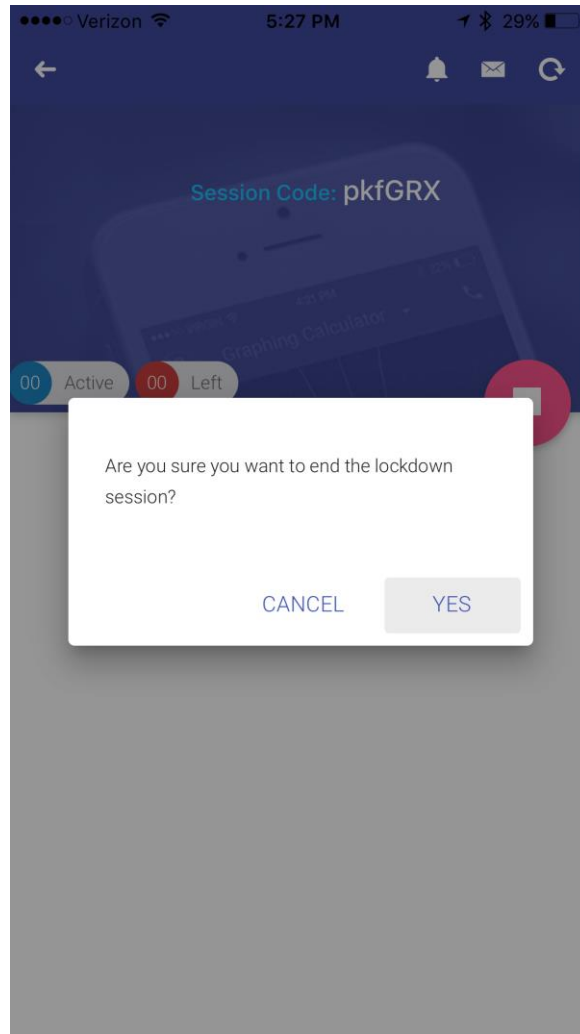
8. The good news is, you don't have to always have the app open. If a student does try to leave Lockdown, you will be notified with a push notification.



9. When you are finished for the day, end the session by clicking the pink square.



10. Select "YES" and your Lockdown Session has ended and you will be taken back to your home screen.

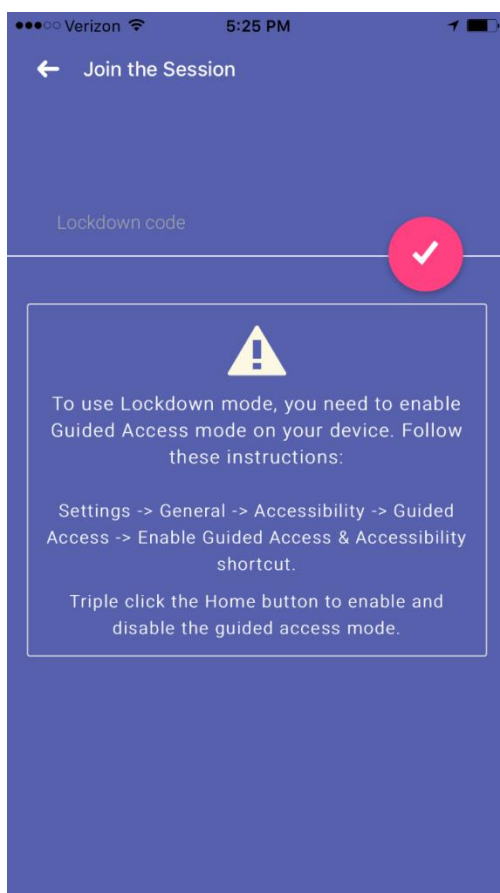


## IX. Joining a Session as a Student – Guided Access Mode (iOS) and Pin App Mode (Android)

1. For a student to join a Lockdown session, not only will they need to enter in the unique session code, they will also have to enable either Guided Access for iOS or Pin App for Android. The good thing with Guided Access, the student will only need to go through these steps ONCE and then will be able to use the shortcut (triple click the home button) every time thereafter. For Pin App Mode, it is a simple “yes” to use.

### How to Join a Session – iOS Guided Access Mode

[Click HERE for a video on setting up Guided Access](#)

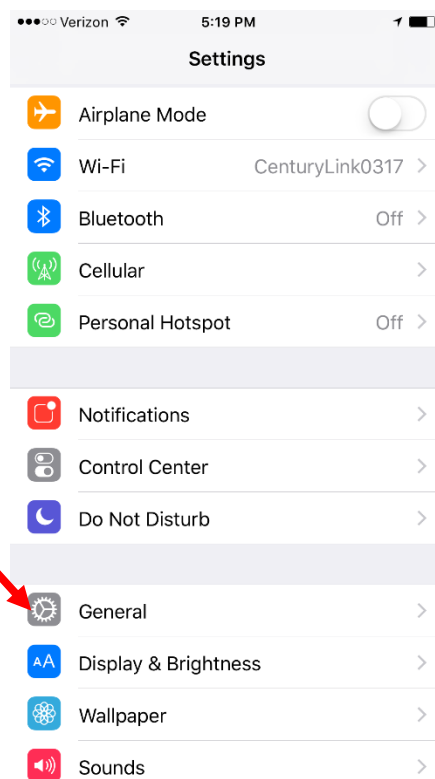


**Steps to enable iOS Guided Access Mode.  
The student only must do this ONCE and  
will then be able to use a shortcut!**

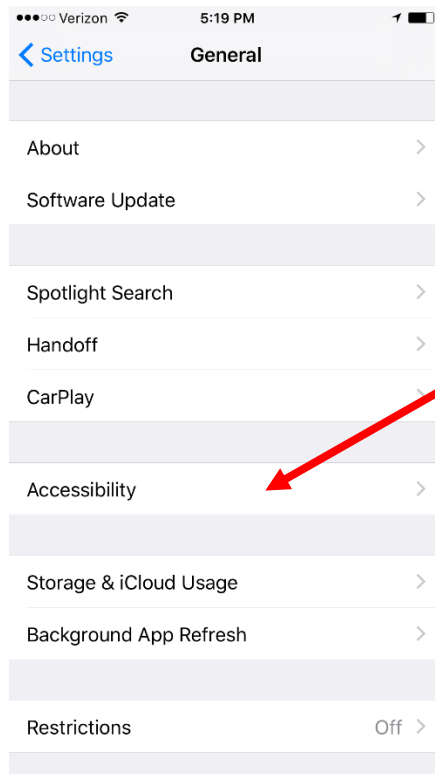
- i. The student will first go to “**Settings**” on their home screen



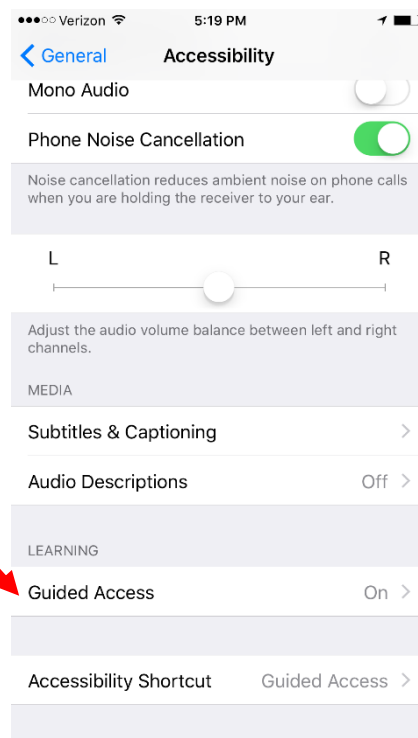
- ii. Then go to “**General**”



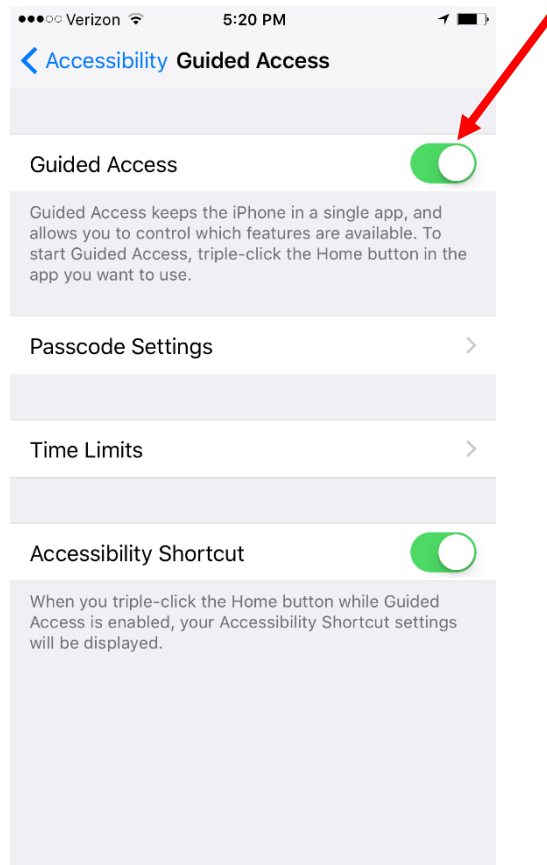
iii. Then scroll down to “**Accessibility**”



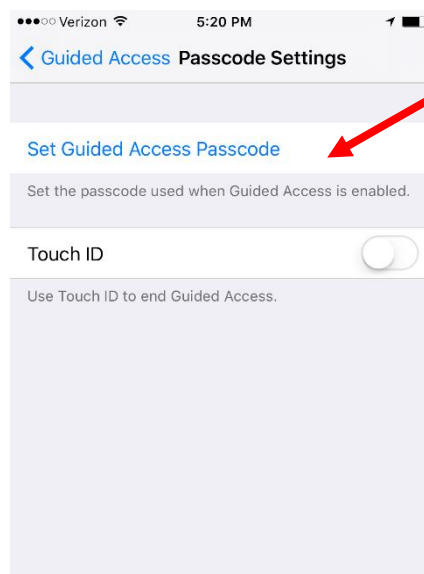
iv. Then scroll all the way down to “**Guided Access**”



- v. Then swipe to the right by “Guided Access” to turn it ON



- vi. The student will then go to “**Passcode Settings**” to set a 4-digit code for Guided Access Mode.

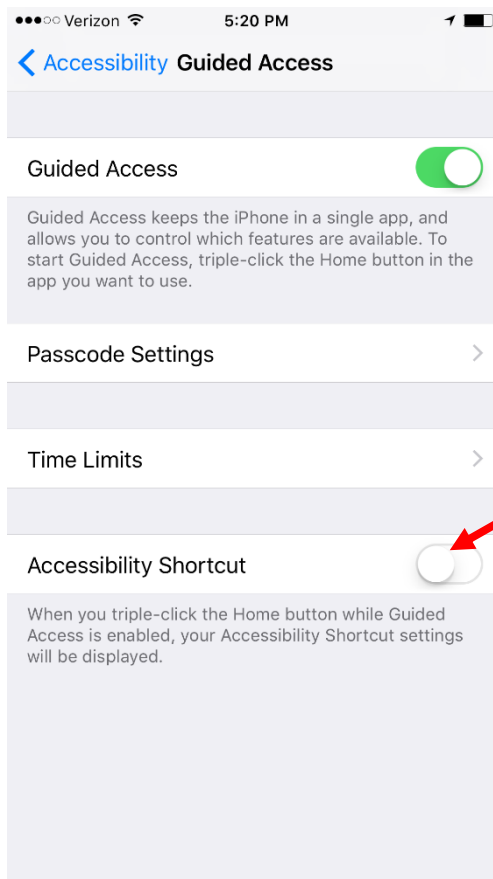






**4-digit passcode set by the student for Guided Access on his/her phone. On school devices, this can be set by Teacher/IT**

- vii. **This is the most important part!** After setting the passcode, the student will be taken back to the Guided Access Mode screen. This is where the student can set the shortcut (triple click the home button) so they never have to do these steps again!



**Turn Accessibility Shortcut on so the student will not have to go through these steps again!**

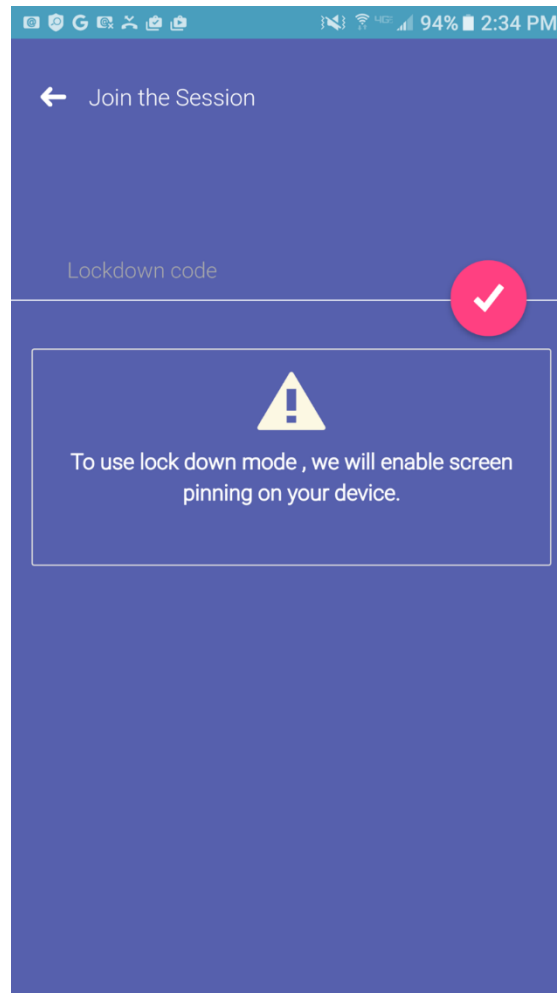
- viii. The student will not be able to simply triple click the home button to enable Guided Access Mode and join lockdown sessions!



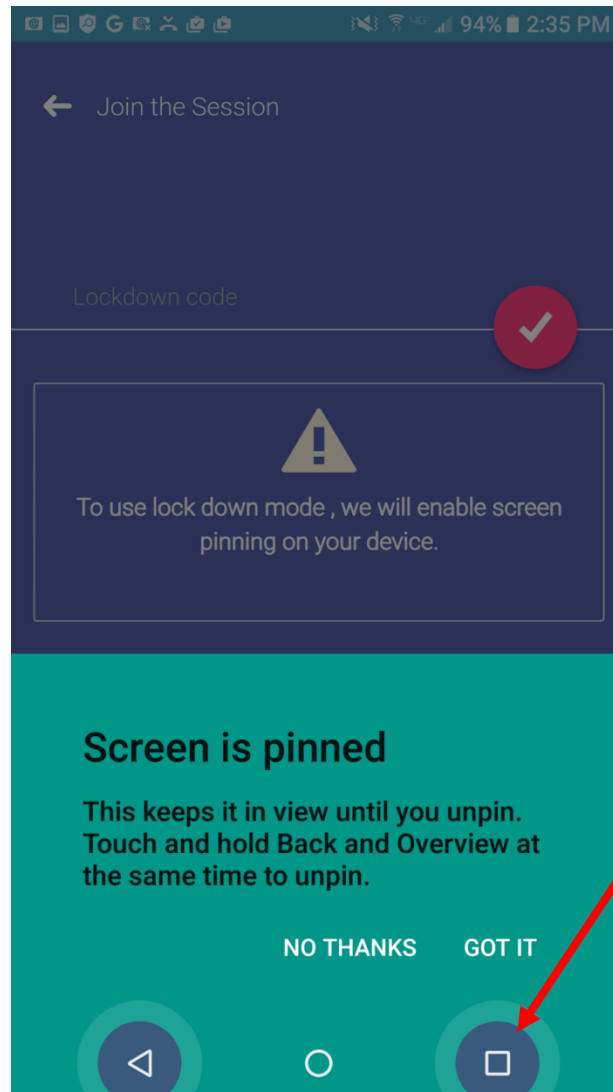
**[Click HERE for a video on how a student can join a Lockdown Session on an iPhone or iPad](#)**

## How to Join a Session – Android Pin App Mode

1. For Android, the student will not have to set anything up on their device. He/She will simply go to “Join Session” and enter in the unique session code.



2. After entering in the unique session code, the student will then be prompted to select “GOT IT” allow Pin App Mode during the Lockdown Session.



If a student selects “NO THANKS” it will not allow the student to join the Lockdown Session. Therefore, the student must select “GOT IT” and enable this mode before joining the session.

Also, if a student does try to force out of Pin App Mode, it will alert you on your device!

## X. Additional Demo Videos

We have tutorial and demo videos located at our YouTube Channel:

<https://www.youtube.com/graphlock>

Our Webapp is located at:

<http://www.graphlockapp.com/>

Below are additional videos:

[How to Use GraphLock For Proctors & Testing Centers](#)

[How to Use GraphLock for Parents](#)

[Statistics on the Webapp](#)

[Matrices on the Webapp](#)

[Calculator Example Videos](#)

[How to do a Lockdown Session from the Webapp](#)

## XI. Help and Support

Thank you again for downloading GraphLock! Please let us know if you have any questions or feedback for us. Our goal is to make GraphLock the best possible app it can be for students and teachers! If you would like to schedule a demo or webinar with us to go through the different features, please contact us at the email below! Do not hesitate to contact us with any questions you may have!

Contact us anytime at: [info@graphlock.com](mailto:info@graphlock.com)

Thank you,

Team GraphLock – Mallory, Josh, and VJ

