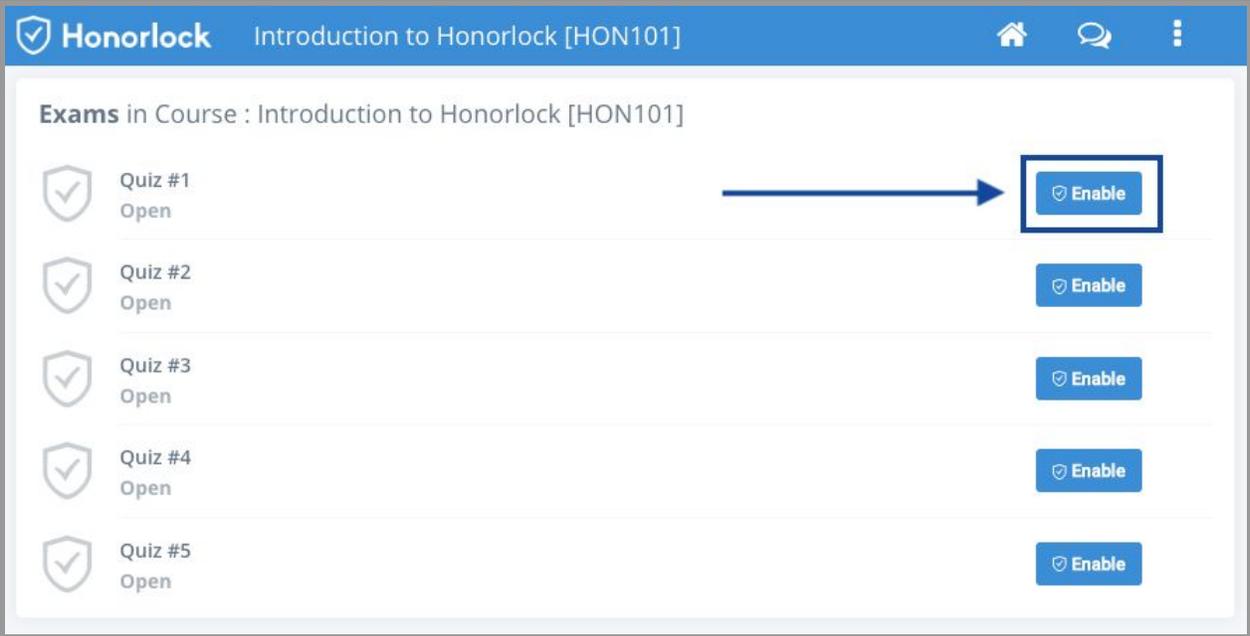


You will find the Honorlock link in your Brightspace course under the "Assessment" tab.

Enabling Honorlock for an Exam

1. Navigate to Honorlock in your Learning Management System. If you have questions on how to access this, please contact your institution for the specific location.
2. Next, it's time to enable Honorlock in your exams! All exams for your course will be listed here. Click the blue **Enable** button.



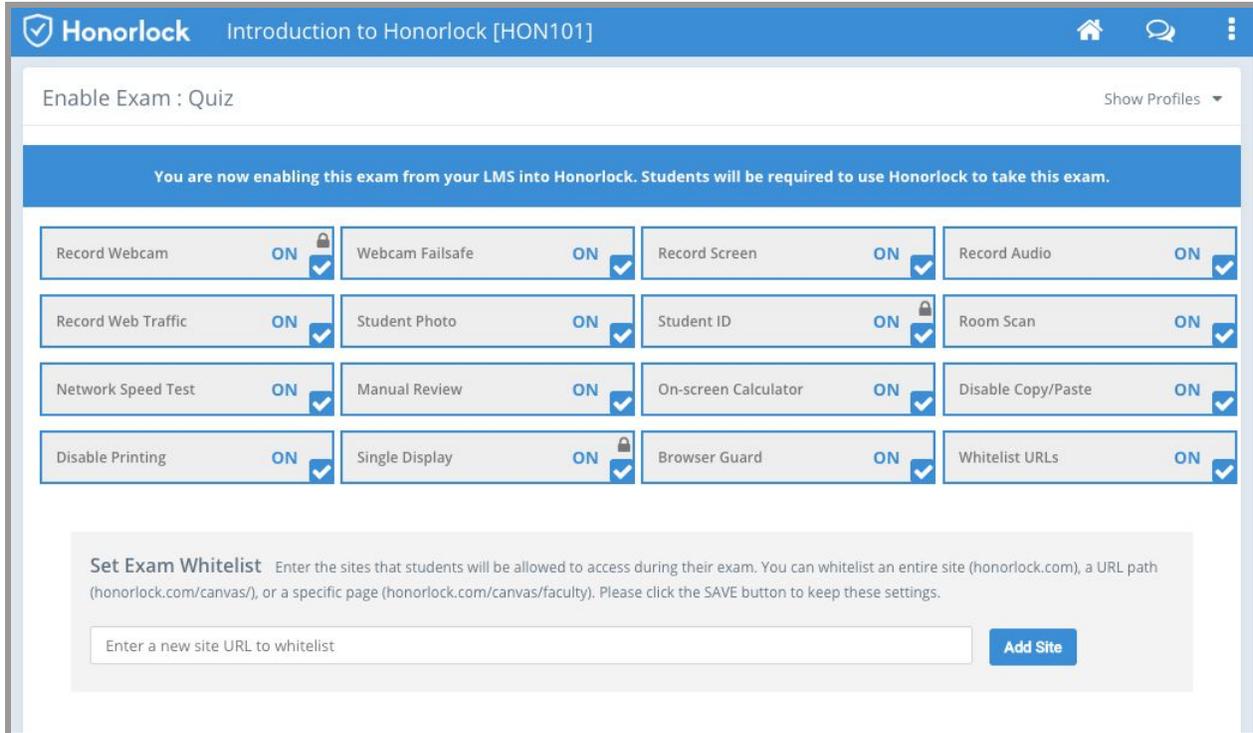
The screenshot shows the Honorlock interface for a course titled "Introduction to Honorlock [HON101]". The page displays a list of exams under the heading "Exams in Course : Introduction to Honorlock [HON101]". Each exam entry includes a shield icon with a checkmark, the exam name, and its status. The first exam, "Quiz #1", is currently disabled, indicated by a grey shield icon and the word "Open". A blue arrow points from the "Open" text to a blue "Enable" button. The other four exams, "Quiz #2" through "Quiz #5", are already enabled, each with a blue shield icon and a blue "Enable" button.

Exam Name	Status	Action
Quiz #1	Open	Enable
Quiz #2	Open	Enable
Quiz #3	Open	Enable
Quiz #4	Open	Enable
Quiz #5	Open	Enable

Note: Honorlock Icons in grey are exams that are not currently enabled with Honorlock

3. Optionally, click on any of the options to toggle them on or off.

Note: See [Explanation of Proctoring Options](#) below.



4. Provide descriptive guidelines for students to let them know exactly what is allowed and what isn't allowed on your proctored exams. Below is an example of the **Student Instructions**. Feel free to copy and paste for yourself!

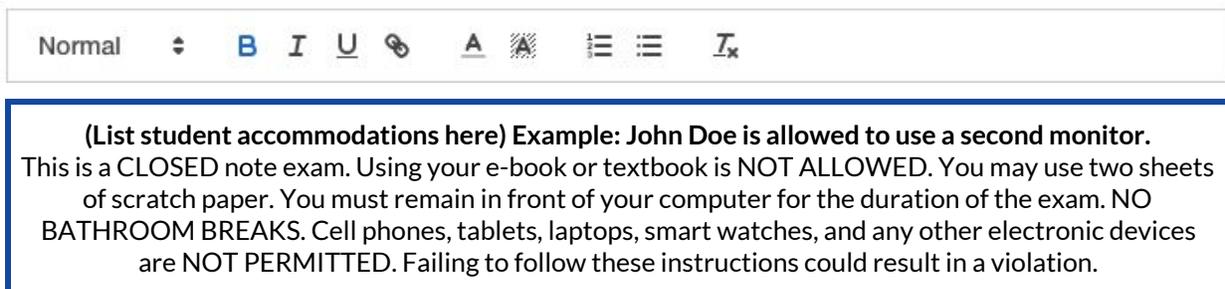
Student Instructions:



This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.

- In addition to the student facing instructions, there is also a section for you to put in any specific notes you have for our proctors. You're also going to want to copy and paste the student facing guidelines here. This is where you can list any students that have any specific accommodations. Below is an example of the [Proctor Guidelines](#). Feel free to copy and paste for yourself!

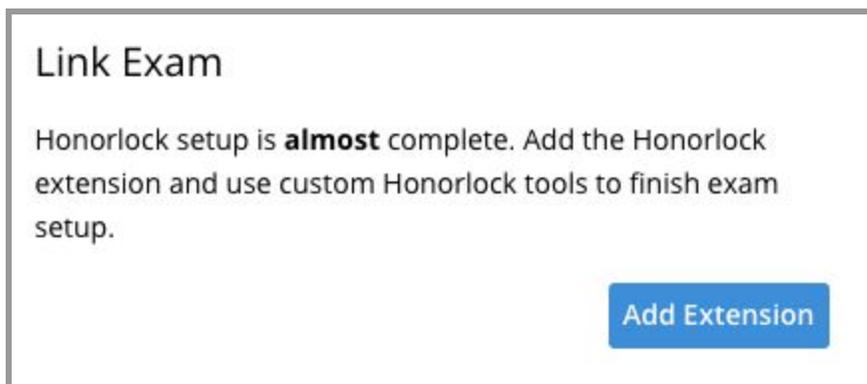
Proctor Guidelines:



Normal  **B** *I* U     

(List student accommodations here) Example: John Doe is allowed to use a second monitor.
This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.

- Make sure to click the blue [Enable](#) button to save your settings.
- Before your students can begin using Honorlock, we need to link the exam. To do this, click the blue [Link Exam](#) button and follow the onscreen instructions to add the Honorlock Instructor Chrome Extension.



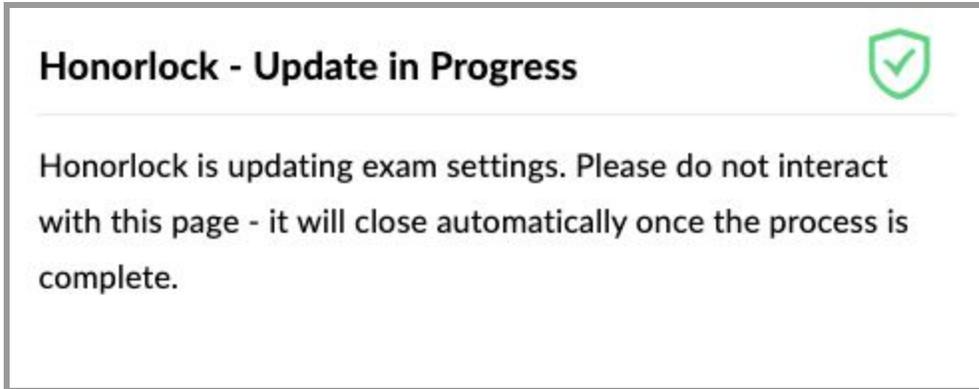
Link Exam

Honorlock setup is **almost** complete. Add the Honorlock extension and use custom Honorlock tools to finish exam setup.

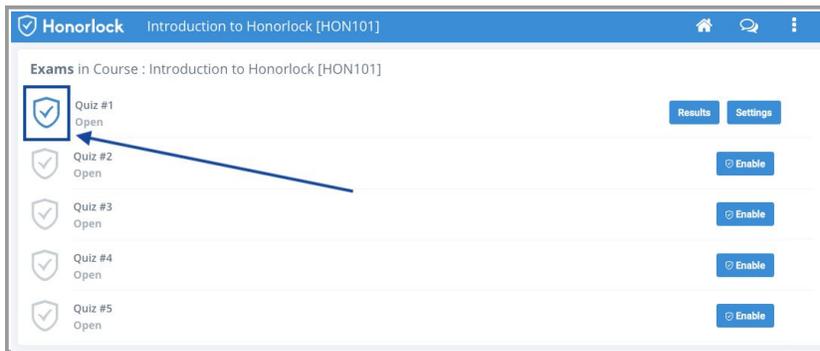
[Add Extension](#)

- With the extension added, Honorlock will automatically update your exam with the settings you've selected, an exam password and add

additional instructions for your students to the exam description. This process should take approximately 10-15 seconds.



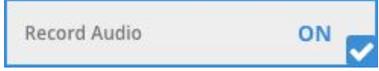
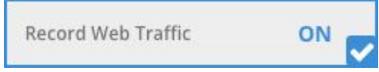
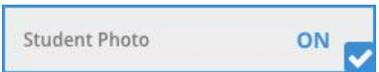
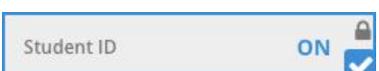
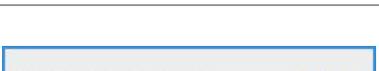
- Your exam is now ready to be proctored! Exams that are Honorlock enabled will display the blue Honorlock shield.



*Honorlock automatically generates an exam password or access code when enabled. Do not attempt to remove or alter the Honorlock generated password. If the Honorlock generated password/access code is deleted/removed students will be able to access their assessment without being proctored.

Explanation of Proctoring Options

Feature	Feature Description	Honorlock Recommendation
Record Webcam ON <input checked="" type="checkbox"/>	Student's webcam will be recorded during the exam session.	<i>Recommended</i>

	<p>If this option is enabled and the student webcam feed fails, we will not interrupt their exam session and they will essentially be able to continue unproctored.</p>	<p><i>Not Recommended</i></p>
	<p>Student's entire screen will be recorded throughout the exam session.</p>	<p><i>Recommended</i></p>
	<p>Student's audio environment will be recorded during the exam session.</p>	<p><i>Recommended</i></p>
	<p>All internet activity will be monitored during the exam session.</p>	<p><i>Recommended</i></p>
	<p>During the verification process, a photo will be taken of the student's face to verify the test-taker's identity.</p>	<p><i>Recommended</i></p>
	<p>During the verification process, a photo will be taken of the student's school ID (or other government issued ID) to verify the test-taker's name and identity.</p>	<p><i>Recommended</i></p>
	<p>During the verification process, students will rotate their camera 360 degrees, scanning their room and desk area to ensure no unauthorized people or materials are in the testing environment.</p>	<p><i>Recommended</i></p>
	<p>Before the verification process, have the student run a network speed test to ensure they meet the network requirements to take an Honorlock enabled exam.</p>	<p><i>Recommended</i></p>
	<p>Our human review proctoring staff will manually review all of the student videos and flag any suspicious behaviors and deviations from test guidelines.</p>	<p><i>Note: This is an additional service. Check with your institution for availability.</i></p>
	<p>On-screen basic calculator.</p>	<p><i>Recommended When Needed</i></p>
	<p>Students will not be able to copy, paste, or right click in Canvas during the exam. This helps to prevent the unauthorized distribution of test content.</p>	<p><i>Recommended</i></p>

<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Disable Printing ON <input checked="" type="checkbox"/> </div>	<p>Students will be prevented from printing the test pages during the exam session. This helps to prevent the unauthorized distribution of test content.</p>	<p><i>Recommended</i></p>
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Single Display ON <input checked="" type="checkbox"/> </div>	<p>Students will have to disconnect any additional displays (such as dual monitors) to ensure only one screen is in use.</p>	<p><i>Recommended</i></p>
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Browser Guard ON <input checked="" type="checkbox"/> </div>	<p>Locks down the student's browser to ensure they cannot open new tabs, windows, or applications during the exam.</p>	<p><i>Recommended for closed book exams that don't require additional applications</i></p>
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Whitelist URLs ON <input checked="" type="checkbox"/> </div>	<p>Allows faculty to give students permission to visit specific websites while restricting them from visiting any other website during the exam session.</p>	<p><i>Recommended</i></p>