



# HONORLOCK

## REMOTE PROCTORING

**INSTRUCTOR  
USER GUIDE**

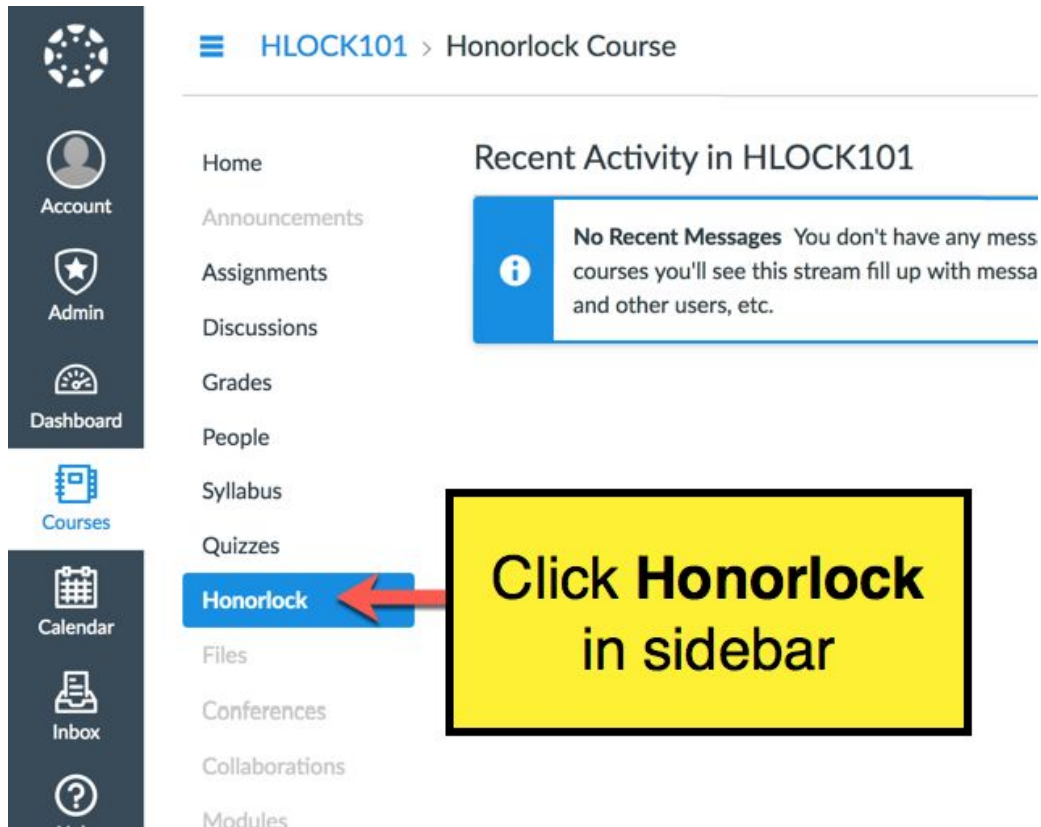
**+ Enable Honorlock**

## Honorlock, LLC

Phone +1 (844) 841-LOCK  
Email [support@honorlock.com](mailto:support@honorlock.com)  
Web <https://honorlock.com>

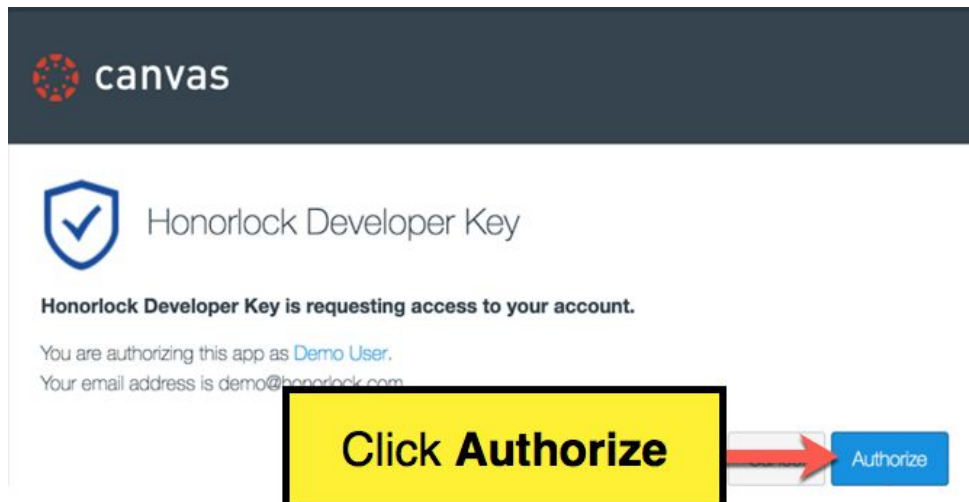
## Enable Honorlock for a Canvas Exam

1. In your Canvas course, click **Honorlock** in the sidebar

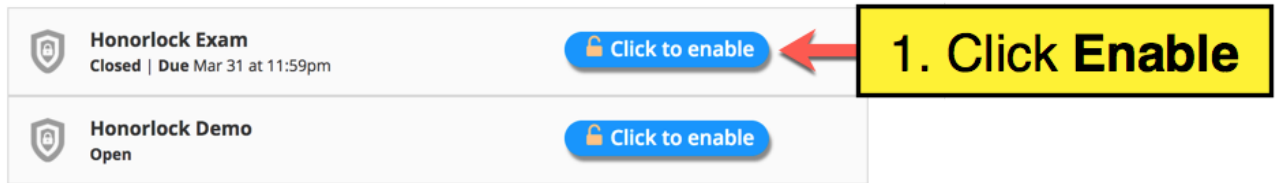


Don't see Honorlock in sidebar? No problem, [click here](#).

2. First time users: click **Authorize**

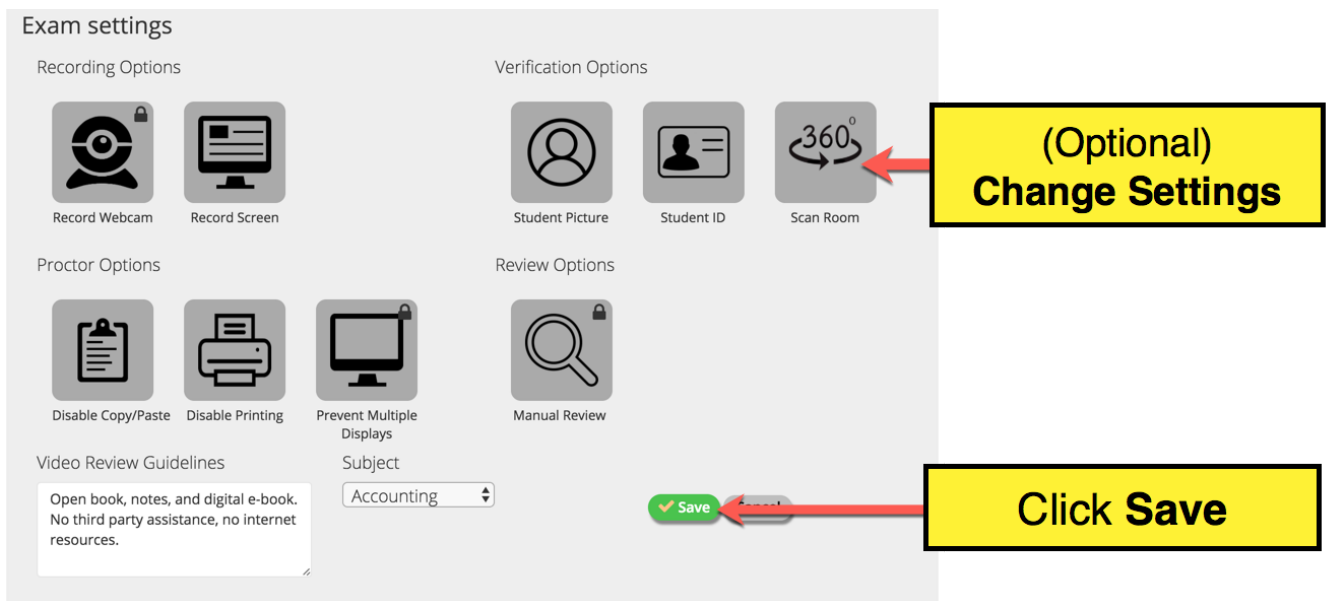


3. Exams for the course will be listed. Click the blue **Enable** button.

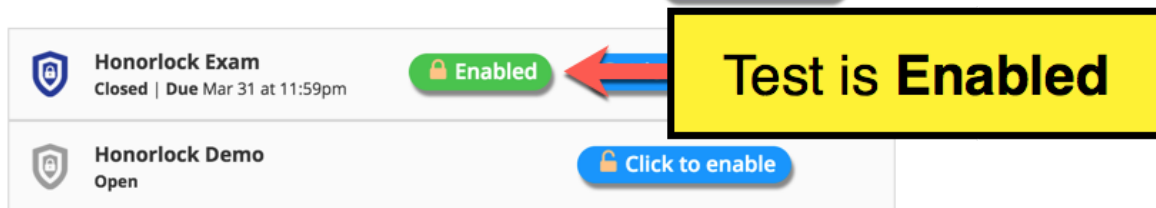


4. Optionally, click any option icons to toggle them on or off. Click **Save** when done.







*Note: See our 'Explanation of Proctoring Options' below.*







5. Your exam is now ready to be proctored. A green **Enabled** indicator will appear.



## Explanation of Proctoring Options:

	<p><b>Record Webcam</b> Student's webcam will be recorded during the exam session.</p> <p><i>Recommended: Yes</i></p>
	<p><b>Record Screen</b> Student's entire screen will be recorded throughout the exam session</p> <p><i>Recommended: Yes</i></p>
	<p><b>Student Picture</b> During the verification process, a photo will be taken of the student's face to verify the test-taker's identify.</p> <p><i>Recommended: Yes</i></p>
	<p><b>Student ID</b> 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 identify.</p> <p><i>Recommended: Yes</i></p>
	<p><b>360° Room Scan</b> During the verification process, students will rotate their camera 360 degrees, scanning their room and desk area to ensure no unauthorized people or items are in the testing environment.</p> <p><i>Recommended: Not always; Useful in high-stakes exams</i></p>
	<p><b>Disable Copy/Paste and Right-Click</b> Students will not be able to copy, paste, or right click in Canvas during the exam. This helps prevent unauthorized distribution of test content.</p> <p><i>Recommended: Yes, if students do not need access to other apps such as Excel</i></p>

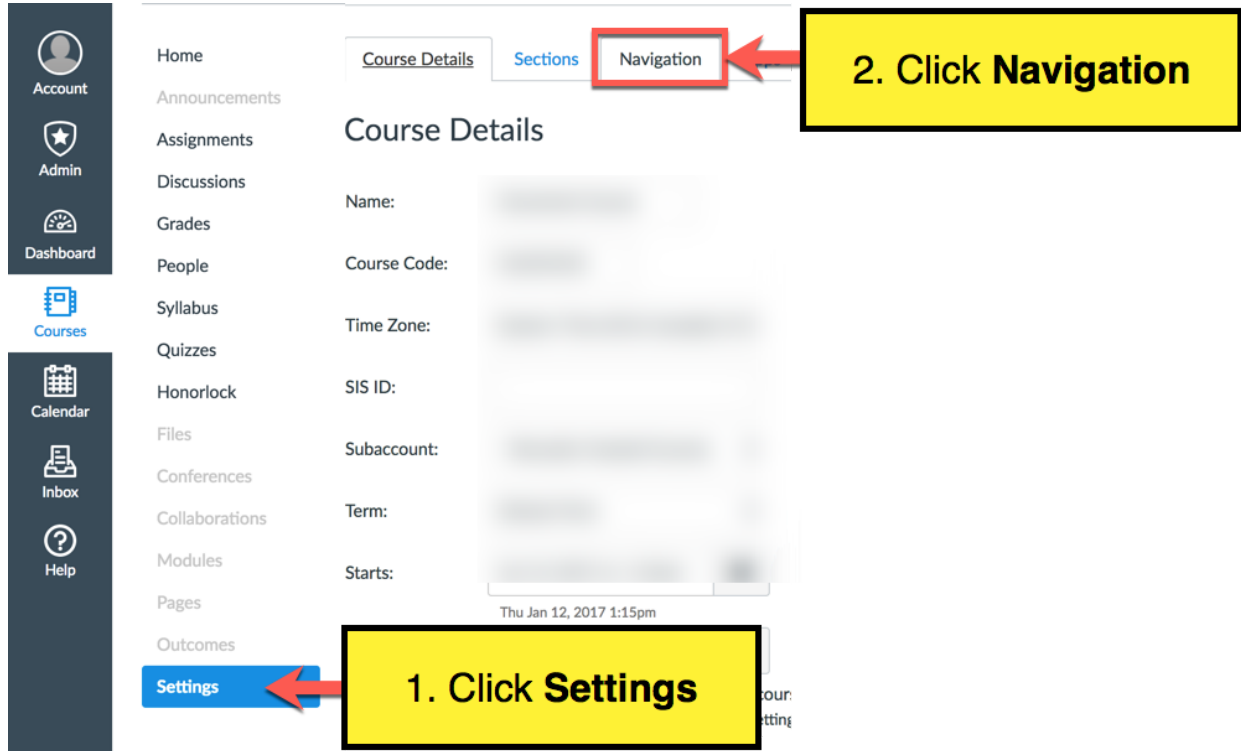
	<p><b>Disable Printing</b> Students will be prevented from printing the test pages during the exam session. This helps prevent unauthorized distribution of test content.</p> <p><i>Recommended: Yes</i></p>
	<p><b>Only One Screen</b> Students will have to unplug additional displays (such as dual monitors) so that only one screen is in use.</p> <p><i>Recommended: Yes, Required for screen recording</i></p>
	<p><b>Manual Review</b> Our human proctoring staff will manually review all student videos and flag any suspicious behaviors and deviations from test guidelines.</p> <p><i>Recommended: Yes</i></p>
	<p><b>Simulated Exam</b> Simulated or “fake proctoring” option; students are unaware that the webcam is not being recorded.</p> <p><i>Note: Requires proctoring of two other “real” exams per course per semester. When enabled, videos are not recorded nor are students actually proctored.</i></p>

<p>Video Review Guidelines</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"> <p>Enter your custom testing guidelines</p> </div>	<p><b>Video Reviewer Guidelines (optional)</b> Customizable exam guidelines to let our proctoring staff know what is allowed during the exam. For example, common guidelines would indicate closed vs. open book exams or whether calculators are allowed.</p>
<p>Subject</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Accounting ▾</p> </div>	<p><b>Subject</b> Select the course subject from the drop-down menu.</p>

# Troubleshooting

## Issue: Honorlock does not appear in sidebar

1. In Canvas course, click **Settings**
2. Click **Navigation** tab



3. Drag **Honorlock** item from bottom menu into top menu. Click **Save**.

