Honorlock Instructor Guide

Contents
Enabling Honorlock in Your Course Site ................................................................. 2
Enabling Honorlock for an Exam ............................................................................. 5
Explanation of Honorlock Proctoring Options ....................................................... 8
Viewing Honorlock Proctoring Results ................................................................. 10
Helpful Resources ................................................................................................. 12
Enabling Honorlock in Your Course Site

1. If you do not see the Honorlock tool in the left-hand toolbar of your course site, you will need to enable it prior to enabling Honorlock for a particular exam. In your Canvas course site, click Settings.

2. Click the Navigation tab.

3. Drag Honorlock from bottom menu into top menu.

4. Click Save.
5. When you click the Honorlock tool, you may receive the following error message. If you do not see this error message, you can proceed to the next section of this guide, **Enabling Honorlock for an Exam**.

![Honorlock issue]

6. To resolve the above error message, you will need to ensure that Chrome is not blocking third-party cookies. You can do so by typing “chrome:flags” (without the quotation marks) into the Chrome address bar and pressing Enter on your keyboard. The following window will appear:
7. Scroll through the list of features. Locate “SameSite by default cookies” and “Cookies without SameSite must be secure.” Set them both to Disabled. Once both features have been set to Disabled, click the Relaunch button found in the right-hand bottom of the Chrome Features page. Chrome will relaunch and you can close the chrome://flags tab.

8. You should now be able to launch Honorlock within your course site. If you need further assistance, see the Helpful Resources section of this guide.
Enabling Honorlock for an Exam

1. In your Canvas course site, click Honorlock in the left-hand toolbar. If you do not see Honorlock, see the Enable Honorlock in Your Course Site section. Note: the first time you access Honorlock, you will need to click the blue Authorize button to link your account to Honorlock.

2. In the Honorlock window, view the listing of exams that are available for that course site. Click the blue Enable button for the exam you wish to enable for Honorlock proctoring.
3. View and adjust as needed any of the exam proctoring settings (see Explanation of Proctoring Settings section for more information). Note: For most exams, instructors can keep the default option settings. Add any student or proctor instructions, as needed. Click the Enable button.

Proctoring Settings
Customize your exam experience by selecting from the proctoring options below.

- **Record Webcam**: Record student’s testing environment using webcam.
- **Record Screen**: Record student’s screens during exam.
- **Record Mouse Traffic**: Log student’s mouse activity.
- **Student Photo**: Capture student photo before the assessment begins.
- **Student ID**: Capture ID photo before the assessment begins.
- **Room Scan**: Record a 360-degree environment scan before the assessment begins.
- **Basic Calculator**: Allow access to a basic on-screen calculator.
- **Scientific Calculator**: Allow access to a scientific on-screen calculator.
- **Disable Copy/Paste**: Block clipboard actions.
- **Disable Printing**: Block printing exam content.
- **Browser Guard**: Limit browser activity to exam content and allowed site URLs only.
- **Allowed Site URLs**: Allow access to specific websites during an exam session.

Configuration: Allowed URLs
You can allow an entire site (e.g., "http://example.com"), a URL path (e.g., "http://example.com/path"), or a specific page (e.g., "http://example.com/exam/samples.pdf"). Please click the SAVE button to keep these settings.

Enter a new site/URL to allow

Add Site

4. Next, select the applicable Student Guidelines from the list of items. The options tell your exam takers what they can or cannot do during the assessment. These guidelines and Additional Instructions will be visible to exam takers when starting their exam and will be utilized by our proctors to determine what is and isn’t allowed during the assessment.

Student Guidelines
Define what your students can and cannot do during the exam session.

- **Open Book Allowed**
- **Notes Allowed**
- **Scratch Paper Allowed**
- **Restroom Breaks Allowed**
- **Handheld Calculator Allowed**
- **Headphones Allowed**
- **Hotels Allowed**
- **Take Exam in Public Area**
- **Background Noise Allowed**

† Show Additional Instructions
5. The next section allows you to enter Accommodations that some students may require during their exam. These will only be visible to the Honorlock proctors. Whatever the accommodation may be, please include the exam taker’s name and the accommodation details in this section.

![Accommodations]

6. Your exam is now enabled for Honorlock proctoring. The blue shield icon indicates that proctoring for the exam is enabled. You can click the Settings button to adjust any of the proctoring option settings.

![Exam 2 Open]
Explanation of Proctoring Settings and Student Guidelines

**Record Webcam**
The student’s webcam will be used to record during the exam session.
*Recommended: Yes, required for students to complete an exam via Honorlock*

**Record Screen**
The student’s entire screen will be recorded throughout the exam session.
*Recommended: Yes*

**Record Web Traffic**
The student’s web activity will be logged and captured throughout the exam session.
*Recommended: Yes*

**Student Photo**
During the pre-exam verification process, a photo will be taken of the student’s face to verify the test-taker’s identity.
*Recommended: Yes*

**Student ID**
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.
*Recommended: Yes*

**Room Scan**
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.
*Recommended: Yes*

**Basic and Scientific Calculators**
During the exam, students will be able to access and use the on-screen basic or scientific calculator.
*Recommended: Yes, if applicable to exam content*

**Disable Copy/Paste**
Students will not be able to copy or paste during the exam to prevent unauthorized distribution of test content.
*Recommended: Yes, if students do not need access to other apps such as Excel or Word*

**Disable Printing**
Students will be prevented from printing the test pages during the exam session to prevent unauthorized distribution of test content.
*Recommended: Yes*

**Browser Guard**
The student’s browsers will be locked down during the exam session to non-exam-related activity.
*Recommended: Yes*
Allowed Site URLs
Grants access via another Chrome tab to any sites that you add, e.g. a link to the e-textbook, DESMOS for an online graphing calculator, or a link to any other web page your exam takers will need to complete the assessment.

Note: Yes, if applicable to exam content

STUDENT GUIDELINES

Open Book Allowed
Allows exam takers to utilize a physical book or e-book during their assessment. If allowing exam takers to use an e-book, you’ll need to include a link to that book in the Allowed Site URLs section.

Scratch Paper Allowed
Exam takers can utilize multiple sheets of blank paper and a writing utensil during the assessment.

Note: Students will not be flagged or have their exam paused for being partially out of view if Scratch Paper Allowed, Notes Allowed, or Open Book Allowed is toggled on. Students that are completely out of view will be flagged.

Restroom Breaks Allowed
Permits exam takers to leave the webcam view for a short period of time. The exam taker’s session will be flagged if they choose to utilize this.

Handheld Calculator
Indicates students can use a handheld calculator but not the calculator on their cell phone.

Hats Allowed
Permits exam takers to wear a baseball hat or hoodie on their head during the assessment.

Note: Honorlock will always allow exam takers to wear religious head coverings during assessments.

Headphones Allowed
Students can wear any headphones during their assessment.

Background Noise Allowed
Permits exam takers to be in an environment where other people are talking, there’s excessive background noise, etc.

Take Exam in a Public Area
Indicates that exam takers can complete their assessment in a coffee shop, library, etc. where other people are around them and noise is present. Exam takers cannot interact with the other people in the testing environment.
Viewing Honorlock Proctoring Results

1. To view the results from Honorlock proctoring for an exam, click the Results button.

2. In the Exam Results window, you can view the User, Student ID, Exam Start date and time, Exam End date and time, Incident Level, and Session Details for each test-taker. If you would like to view the proctoring session for a particular student, click the View Session button.
3. You will then be able to view video from the proctoring session that includes both a screen capture and a recording of the student while they are taking the exam. A timeline summary of various exam-related events is available in the bottom right of the View Session screen.

4. You can also click the View Report button to access a full summary of Honorlock’s Violation & Incident Analysis report.
Helpful Resources
Need help? You can call 844-243-2500, option 2, to reach Honorlock’s support team. You can also call 352-392-4357, option 3 for support from the UF Computing Help Desk.