

Honorlock Instructor Guide

Contents

| | |
|--|----|
| Enabling Honorlock in Your Course Site..... | 2 |
| Enabling Honorlock for an Exam..... | 5 |
| Explanation of Honorlock Proctoring Options..... | 7 |
| Viewing Honorlock Proctoring Results | 9 |
| Helpful Resources..... | 11 |

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.

Ongoing Term

Course Details Sections **Navigation** Apps Feature Options

Home

Syllabus

Announcements 

Modules

Quizzes

Honorlock

Zoom Conferences

Capsim

Assignments

Discussions

Piazza

Yellowdig

Grades

People


Mindomo Map


Manage Users


Instructor Tools


Quiz Extension


GatorEvals

Collaborations 

Pages 

Outcomes 

Files 

Settings 

Drag and drop items to reorder them in the course navigation.

| | |
|------------------|---|
| Home | |
| Syllabus | ⋮ |
| Announcements | ⋮ |
| Modules | ⋮ |
| Quizzes | ⋮ |
| Zoom Conferences | ⋮ |
| Capsim | ⋮ |
| Assignments | ⋮ |
| Discussions | ⋮ |
| Piazza | ⋮ |
| Yellowdig | ⋮ |
| Grades | ⋮ |
| People | ⋮ |
| Mindomo Map | ⋮ |
| Manage Users | ⋮ |
| Instructor Tools | ⋮ |
| Quiz Extension | ⋮ |
| GatorEvals | ⋮ |

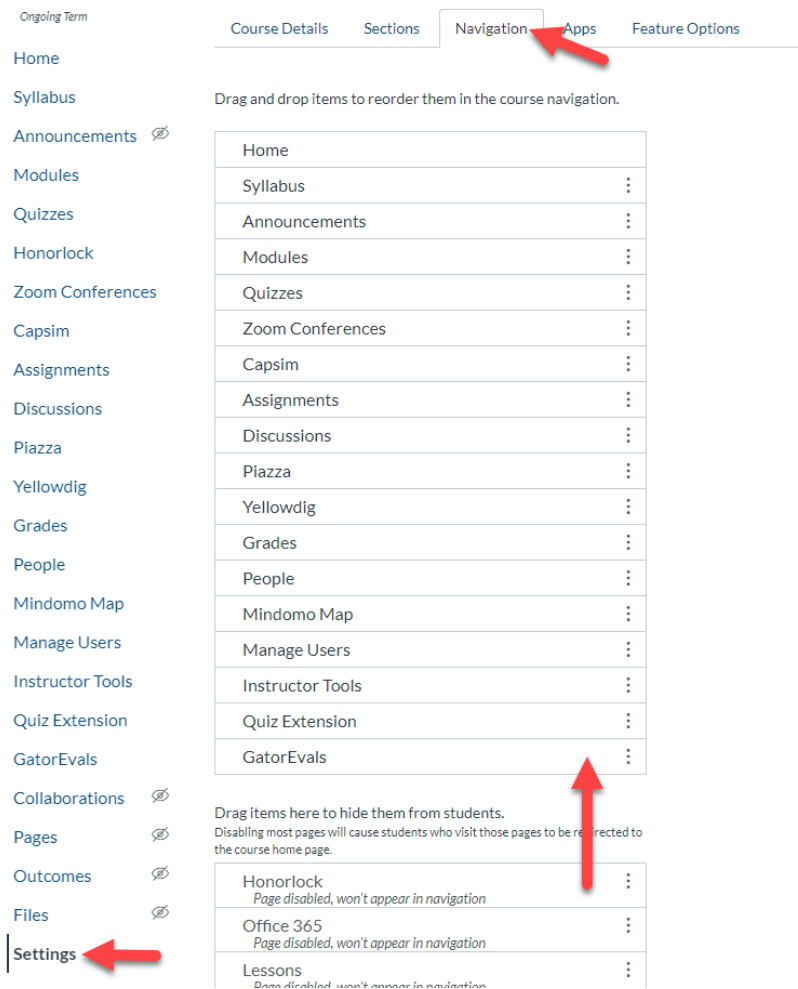
Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

| | |
|------------|---|
| Honorlock | ⋮ |
| Office 365 | ⋮ |
| Lessons | ⋮ |

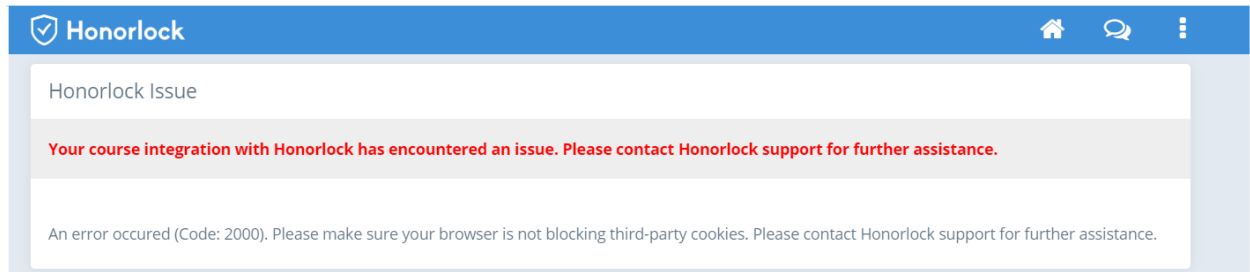
Page disabled, won't appear in navigation

Page disabled, won't appear in navigation

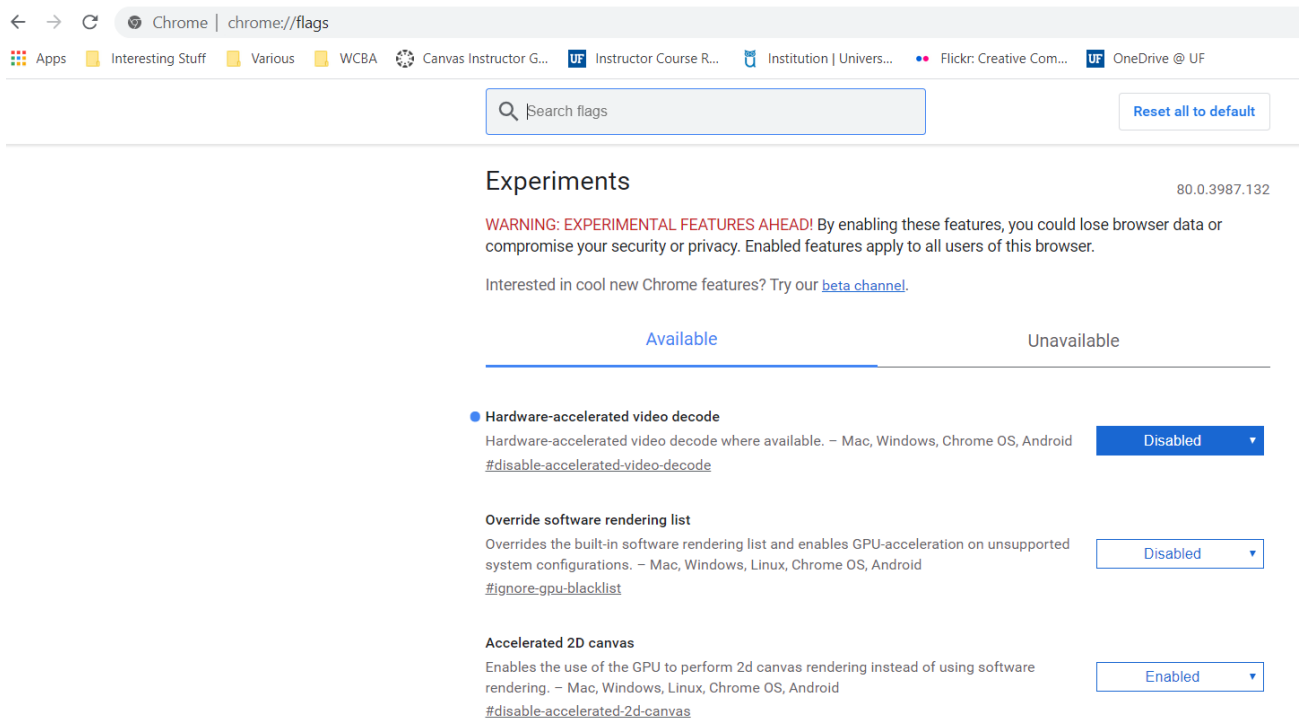
Page disabled, won't appear in navigation



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**.



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.

The screenshot shows the Chrome Flags page with the following settings:

- SameSite by default cookies**: Set to **Disabled**. Description: Treat cookies that don't specify a SameSite attribute as if they were SameSite=Lax. Sites must specify SameSite=None in order to enable third-party usage. – Mac, Windows, Linux, Chrome OS, Android. Link: [#same-site-by-default-cookies](#).
- Enable removing SameSite=None cookies**: Set to **Default**. Description: Enables UI on chrome://settings/siteData to remove all third-party cookies and site data. – Mac, Windows, Linux, Chrome OS. Link: [#enable-removing-all-third-party-cookies](#).
- Cookies without SameSite must be secure**: Set to **Disabled**. Description: If enabled, cookies without SameSite restrictions must also be Secure. If a cookie without SameSite restrictions is set without the Secure attribute, it will be rejected. This flag only has an effect if "SameSite by default cookies" is also enabled. – Mac, Windows, Linux, Chrome OS, Android. Link: [#cookies-without-same-site-must-be-secure](#).
- Enterprise cloud reporting in browser**: Set to **Default**. Description: Enable the enterprise cloud reporting in browser without installing the reporting companion extension. This feature requires device level cloud management. – Mac, Windows, Linux, Chrome OS. Link: [#enterprise-reporting-in-browser](#).

At the bottom of the page, the text "Google Chrome." is visible, and a blue "Relaunch" button is highlighted with a red arrow.

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.

Home

Syllabus

Announcements 

Modules

Quizzes

Zoom Conferences

Capsim

Assignments

Discussions

Piazza

Yellowdig

Grades

People

Honorlock 

Mindomo Map

Manage Users



CANVAS


Honorlock Developer Key

Honorlock Developer Key is requesting access to your account.

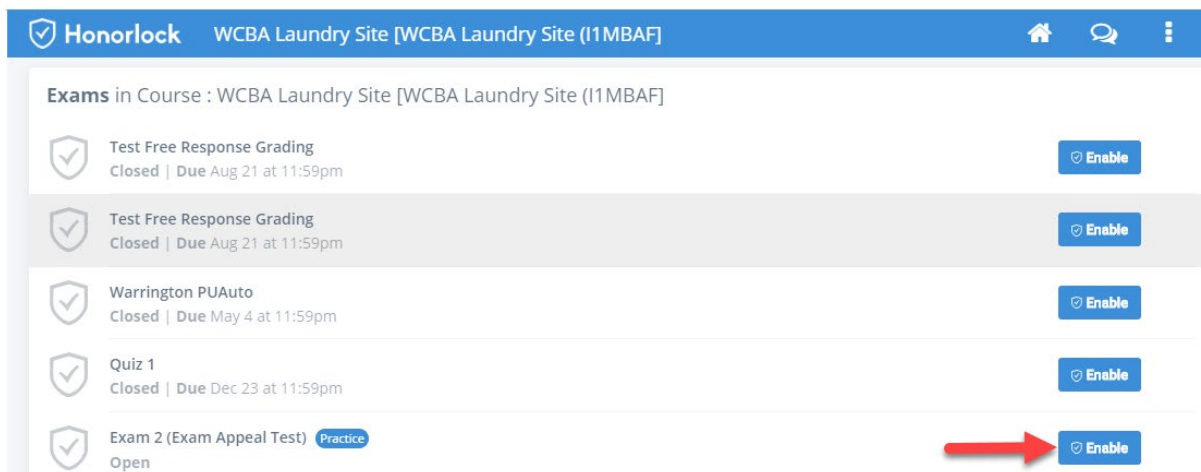
You are authorizing this app as [redacted].

Your email address is [redacted]@ufl.edu.

Cancel












Authorize 

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.



Honorlock WCBA Laundry Site [WCBA Laundry Site (11MBAF)]

Exams in Course : WCBA Laundry Site [WCBA Laundry Site (11MBAF)]

| | | |
|---|--|--|
|  | Test Free Response Grading Closed Due Aug 21 at 11:59pm |  Enable |
|  | Test Free Response Grading Closed Due Aug 21 at 11:59pm |  Enable |
|  | Warrington PUAuto Closed Due May 4 at 11:59pm |  Enable |
|  | Quiz 1 Closed Due Dec 23 at 11:59pm |  Enable |
|  | Exam 2 (Exam Appeal Test) Practice Open |  Enable  |

3. View and adjust as needed any of the exam proctoring options (see **Explanation of Proctoring Options** 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.

Honorlock WCBA Laundry Site [WCBA Laundry Site (11MBAF)]

Enable Exam : Exam 2 (Exam Appeal Test) Show Profiles ▾

You are now enabling this exam from your LMS into Honorlock. Students will be required to use Honorlock to take this exam.

| | | | |
|--------------------------------|----------------------------|----------------------------------|--------------------------------|
| Record Webcam ON ▾ | Webcam Failsafe OFF | Record Screen ON ▾ | Record Audio ON ▾ |
| Record Web Traffic ON ▾ | Student Photo ON ▾ | Student ID ON ▾ | Room Scan ON ▾ |
| Network Speed Test OFF | Manual Review OFF | On-screen Calculator ON ▾ | Disable Copy/Paste ON ▾ |
| Disable Printing ON ▾ | Single Display ON ▾ | Browser Guard ON ▾ | Whitelist URLs OFF |

Student Instructions:

Normal ▾ **B** **I** **U** 🔗 **A** 🌐 ☰ ☰ **I***

Enter student instructions...

Proctor Guidelines:

Normal ▾ **B** **I** **U** 🔗 **A** 🌐 ☰ ☰ **I***

Enter proctoring guidelines...

Show this exam to students regardless of any restrictions No, use the dates on the exam to determine stu

Enable

4. 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

Results **Settings**

Explanation of Honorlock Proctoring Options

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

Webcam Failsafe

If the student's webcam fails during the exam, Honorlock will not stop the exam session.

Recommended: No

Record Screen

The student's entire screen will be recorded throughout the exam session.

Recommended: Yes

Record Audio

The student's audio 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 identify.

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

Network Speed Test

Students will be prompted to complete a Network Speed Test during the pre-exam verification process.

Recommended: Yes, especially if extensive student Internet access issues are suspected or reported

Manual Review

A manual review of the exam session will be completed by an Honorlock proctor.

Recommended: Not available; review of exam proctoring sessions must be provided by UF instructor or other member of the teaching team

On-screen calculator

During the exam, students will be able to access and use the on-screen 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

Single Display

Students will have to unplug additional displays (such as dual monitors) so that only one screen is in use.

Recommended: Yes, required for students to complete an exam via Honorlock

Browser Guard

The student's browsers will be locked down during the exam session to non-exam-related activity.

Recommended: Yes

Whitelist URLs

Students will be able to access webpages other than their course site during the exam session.

Note: Yes, if applicable to exam content

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.

The screenshot shows the 'Exam Results : Testing Honorlock' page. At the top, there are navigation links for 'View Report' and 'Back To Exams'. Below that, there are filter buttons for 'High', 'Medium', and 'Low', and a search box. The table below has the following columns: User, Student ID, Exam Started, Exam Ended, Incident Level, and Session Details. The first two columns contain redacted information. The 'Exam Started' and 'Exam Ended' columns show dates and times. The 'Incident Level' column shows 'Low' in a green box. The 'Session Details' column shows a 'View Session' button with a play icon. A red arrow points to the 'View Session' button in the first row.

| User | Student ID | Exam Started | Exam Ended | Incident Level | Session Details |
|------------|------------|---------------------|---------------------|----------------|------------------------------|
| [Redacted] | [Redacted] | 03/11/2020 11:39 AM | 03/11/2020 11:40 AM | Low | View Session |
| [Redacted] | [Redacted] | 03/11/2020 11:26 AM | 03/11/2020 11:27 AM | Low | View Session |

- 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.

| FLAGS | QUESTION | TIME | EVENT |
|---------|------------|-------------|---|
| Notice | | 11:38:15 AM | Proctoring Launched Operating System: Windows, Browser: Chrome |
| Notice | | 11:38:15 AM | Student Picture |
| Notice | | 11:38:30 AM | ID Picture |
| Notice | | 11:38:37 AM | Room Scan |
| Notice | | 11:39:44 AM | Screenshare Started |
| Notice | | 11:39:50 AM | Screencapture Video |
| Notice | | 11:39:50 AM | Webcam Video |
| Success | Question 1 | 11:39:52 AM | Answered |
| Success | Question 1 | 11:40:25 AM | Exam Submit |
| Notice | | 11:40:25 AM | Test Completed |

- 4. You can also click the View Report button to access a full summary of Honorlock’s Violation & Incident Analysis report.

| User | Student ID | Exam Started | Exam Ended | Incident Level | Session Details |
|------------|------------|---------------------|---------------------|----------------|-----------------|
| [redacted] | [redacted] | 03/11/2020 11:39 AM | 03/11/2020 11:40 AM | Low | View Session |
| [redacted] | [redacted] | 03/11/2020 11:26 AM | 03/11/2020 11:27 AM | Low | View Session |

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.