Honorlock Instructor Guide

Contents

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.

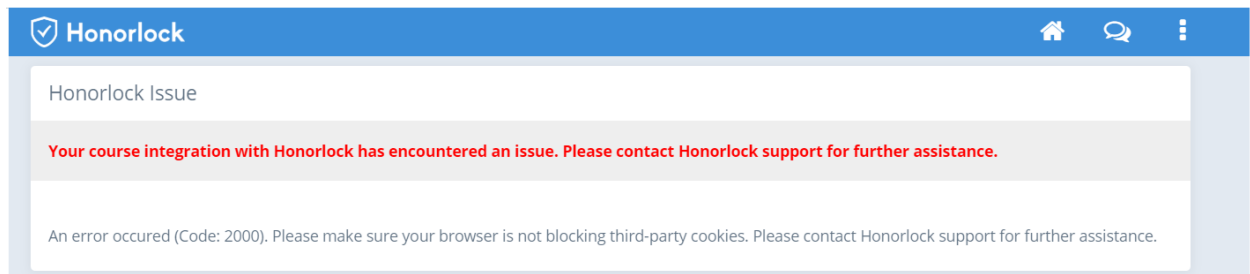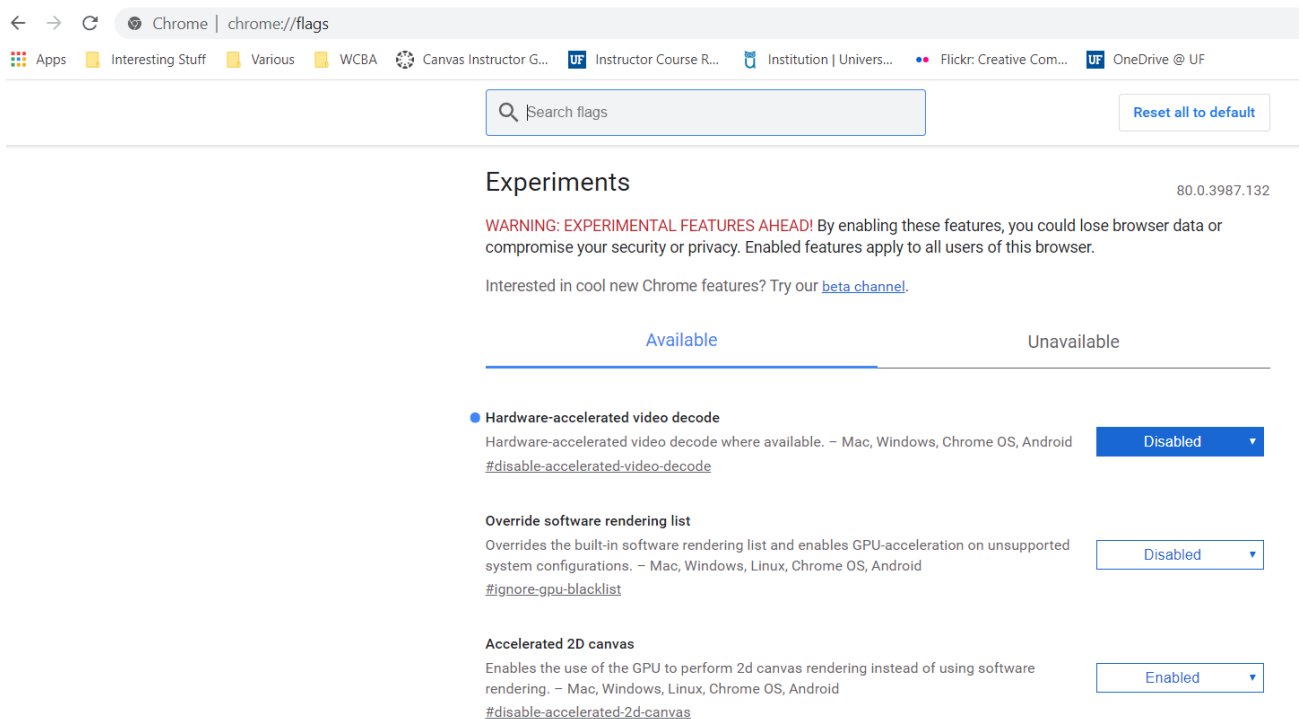|		
Ongoing Term	Course Details Sections Navigation Apps Feature Options	
Home		
Syllabus	Drag and drop items to reorder them in the course navigation.	
Announcements	Home	
Modules	Syllabus	⋮
Quizzes	Announcements	⋮
Honorlock	Modules	⋮
Zoom Conferences	Quizzes	⋮
Capsim	Zoom Conferences	⋮
Assignments	Capsim	⋮
Discussions	Assignments	⋮
Piazza	Discussions	⋮
Yellowdig	Piazza	⋮
Grades	Yellowdig	⋮
People	Grades	⋮
Mindomo Map	People	⋮
Manage Users	Mindomo Map	⋮
Instructor Tools	Manage Users	⋮
Quiz Extension	Instructor Tools	⋮
GatorEvals	Quiz Extension	⋮
Collaborations	GatorEvals	⋮
Pages	Drag items here to hide them from students.	
Outcomes	Disabling most pages will cause students who visit those pages to be redirected to the course home page.	
Files	Honorlock *Page disabled, won't appear in navigation*	⋮
Settings	Office 365 *Page disabled, won't appear in navigation*	⋮
	Lessons *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.

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 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.

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.

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.
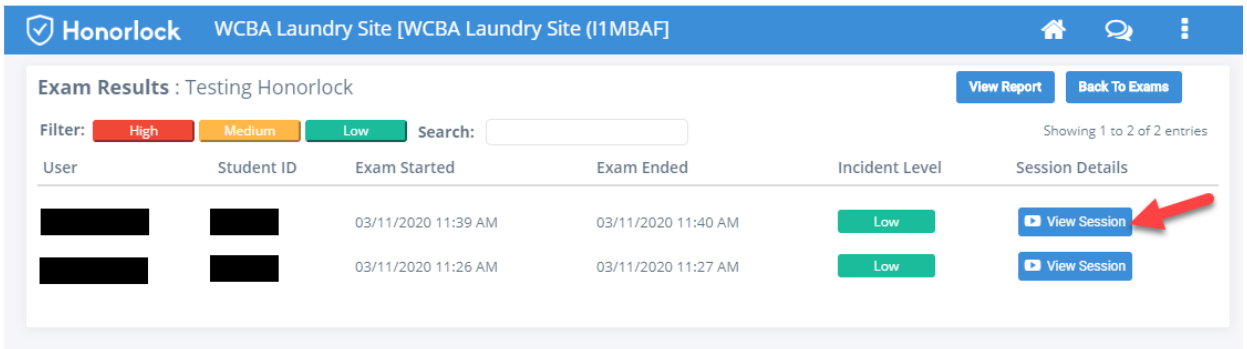*Note: Yes, if applicable to exam content*

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.

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.