

# 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 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 <i>Page disabled, won't appear in navigation</i>	⋮
Office 365 <i>Page disabled, won't appear in navigation</i>	⋮
Lessons <i>Page disabled, won't appear in navigation</i>	⋮

Collaborations ⌘

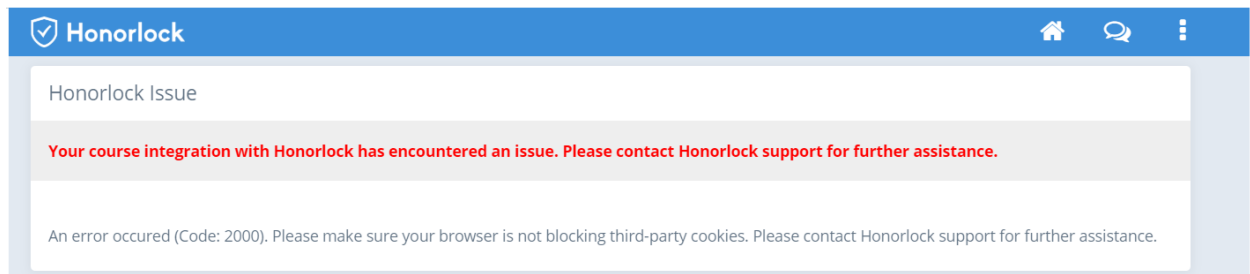
Pages ⌘

Outcomes ⌘

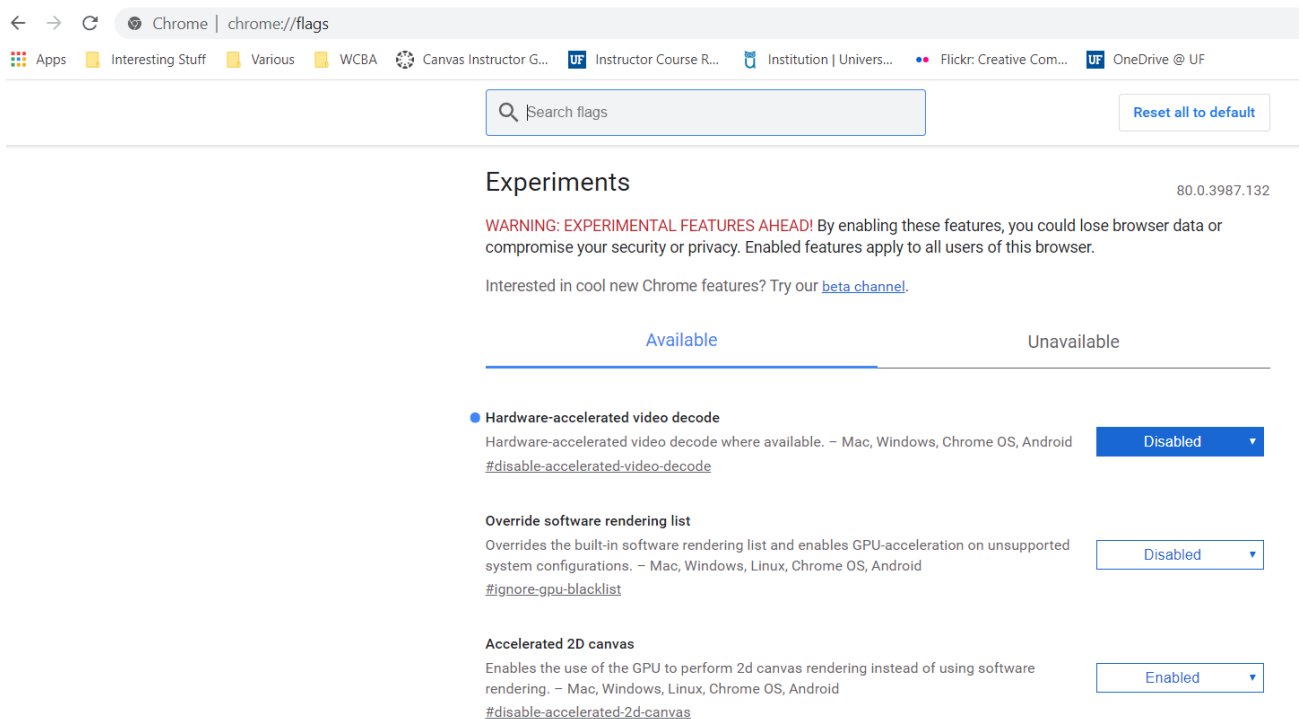
Files ⌘

**Settings**

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 displays 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 right, there is a blue **Relaunch** button. A red arrow points to this button.

Google Chrome.

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.

The screenshot shows the Canvas course site interface. On the left-hand toolbar, the 'Honorlock' menu item is highlighted with a red arrow. To the right, a modal window titled 'Honorlock Developer Key' is displayed. The modal contains the following text: 'Honorlock Developer Key is requesting access to your account. You are authorizing this app as [redacted]. Your email address is [redacted]@ufl.edu.' Below the text are two buttons: 'Cancel' and 'Authorize'. A red arrow points to the 'Authorize' button.

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.

The screenshot shows the Honorlock interface for the course 'WCBA Laundry Site [WCBA Laundry Site (I1MBAF)]'. The interface displays a list of exams under the heading 'Exams in Course : WCBA Laundry Site [WCBA Laundry Site (I1MBAF)]'. The exams listed are:

Exam Name	Status	Due Date	Action
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) <span>Practice</span>	Open		Enable

A red arrow points to the 'Enable' button for the 'Exam 2 (Exam Appeal Test)'.

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

Student Instructions:

Normal **B I U** **A** **≡ ≡** **↶**

Enter student instructions...

Proctor Guidelines:

Normal **B I U** **A** **≡ ≡** **↶**

Enter proctoring guidelines...

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

**Enable**

- 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*

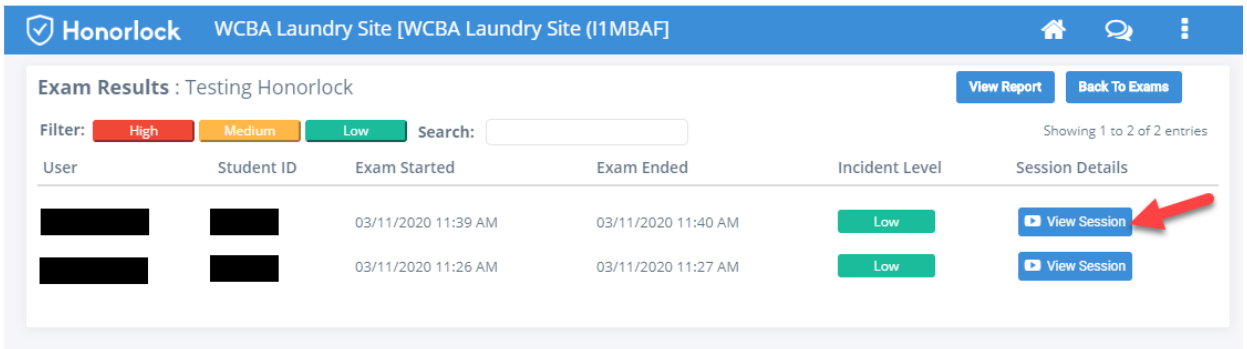


## Viewing Honorlock Proctoring Results

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. The page has a blue header with the Honorlock logo and the site name 'WCBA Laundry Site [WCBA Laundry Site (11MBAF)]'. Below the header, there are buttons for 'View Report' and 'Back To Exams'. A filter section shows 'High', 'Medium', and 'Low' options, with 'Low' selected. A search box is also present. The main content is a table with the following columns: User, Student ID, Exam Started, Exam Ended, Incident Level, and Session Details. The table contains two rows of data. A red arrow points to the 'View Session' button in the Session Details column of 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	<a href="#">View Session</a>
[REDACTED]	[REDACTED]	03/11/2020 11:26 AM	03/11/2020 11:27 AM	Low	<a href="#">View Session</a>

- 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

- 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.