

Using Honorlock for Students

Honorlock is the online proctoring solution for USF. Before you take your first proctored quiz/exam, you should review this handout and follow the instructions to ensure you are set up for success.

Taking a Proctored Quiz using Honorlock

Before taking your first proctored exam in Honorlock, make sure you have tested your device to ensure it is compatible with Honorlock and completed the proctored practice exam. Review the questions in the above FAQs to learn more about testing your device and completing the practice exam. It is important test your device early in the course. Do **not** wait until a few hours before your exam to test your device or complete the practice exam.

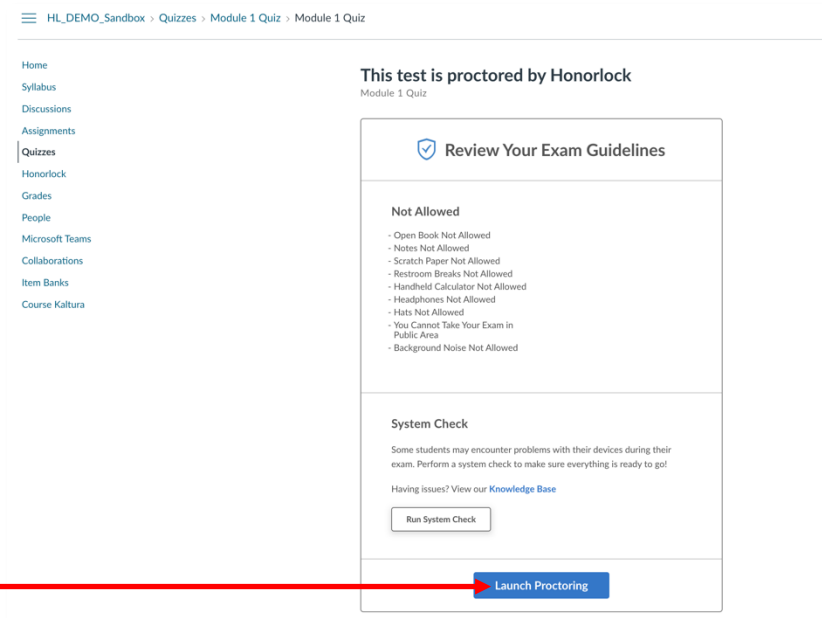
1. Access your course in Canvas using the Chrome browser.
2. Click **Honorlock** from the navigation menu.
3. Click **Launch** for the quiz you are assigned to complete.
4. Click **Take the Quiz** to start the proctored exam.

Note: Honorlock will check to see if the Honorlock Chrome Extension is enabled. If it is not enabled, you will be prompted to install the extension before proceeding. Follow the onscreen prompts to add the extension.

5. Check the checkboxes to authorize data collection and use.
6. Click **Continue to Exam Guidelines**.

The screenshot shows the Honorlock interface for a proctored quiz. The navigation menu on the left includes options like Home, Syllabus, Discussions, Assignments, Quizzes, Honorlock, Grades, People, Microsoft Teams, Collaborations, Item Banks, and Course Kaltura. The main content area displays the title 'This test is proctored by Honorlock' and 'Module 1 Quiz'. Below this is a section titled 'Data Collection & Use' with a shield icon. The text explains that during an exam, information about websites visited, camera and microphone usage, and screen recordings may be collected. It also states that face and voice data may be collected to identify other people in the room. At the bottom of this section, there are two checkboxes: 'I authorize the collection of this data' and 'I agree to Honorlock's Terms of Service'. A blue button labeled 'Continue to Exam Guidelines' is located below the checkboxes.

- Once you have read through all of the instructions and guidelines, scroll down and click **Launch Proctoring**.



- What will appear next will vary based on the proctoring settings selected by the faculty. Some of the common authentication settings you may have to follow are below. Follow the onscreen prompts in your exam.
 - If your instructor requires a photo, click **Take Photo** to take your picture with your webcam.
 - If your instructor requires an ID, hold your ID up to your webcam and click **I have my ID!**. Then click **Take ID Photo**.
 - If your instructor requires a room scan, click **Begin Room Scan**. When you're done, click **I'm Done** and **Yes, Submit** when you are ready to submit.
 - If your instructor requires screen recording, click **Launch Screen Recording**. Remember, you can only have one monitor connected during the proctored exam. Click **Share**. If **Share** is greyed out verify you only have one monitor connected.
- Once you have completed authentication, click **Click to Begin**.

Note: Once you click this button, the exam will begin, the first question will appear, and your time will start (if exam is timed). The webcam window will be open in the background. You will also find the Proctoring Support options on the right.
- Once you've completed the exam and are ready to submit, click **Submit Quiz**.

Note: Once you submit your quiz, Honorlock will automatically shut down.