Using Honorlock for Students

Honorlock is the online proctoring solution for USF. 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, if applicable. Access Honorlock Support page and scroll down to the *Simple Single-Click Test* session to test your device.

Also, review the Honorlock FAQs for Students to ensure you are set up for success.

Taking a Proctored Quiz using Honorlock

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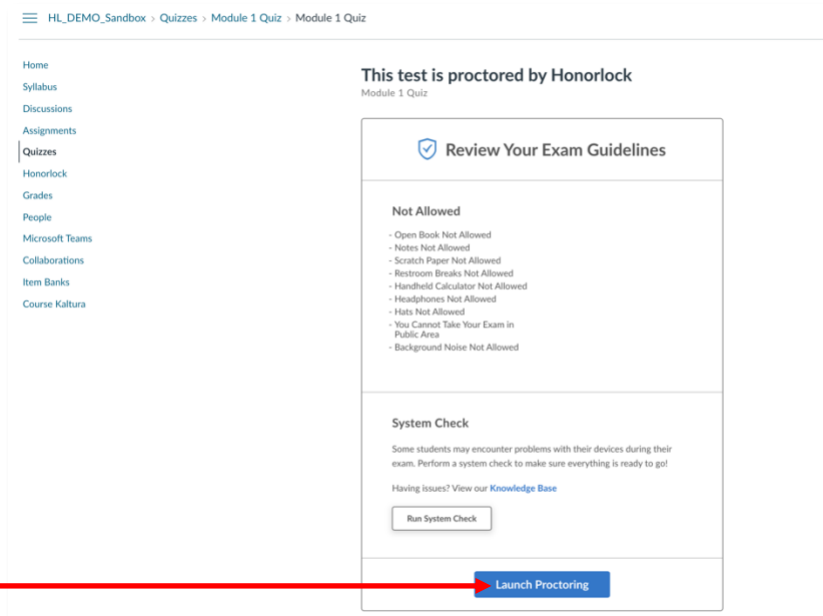
1. Access your course in Canvas using the Chrome browser.
2. Click **Honorlock** from the navigation menu.
3. Click **Launch** for the quiz you are assigned to complete.
4. Click **Take the Quiz** to start the proctored exam.

   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**.

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

8. 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.
   a. If your instructor requires a photo, click **Take Photo** to take your picture with your webcam.
   b. If your instructor requires an ID, hold your ID up to your webcam and click **I have my ID!**. Then click **Take ID Photo**.
   c. 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.
   d. 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.
9. 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.

10. 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.