

Enabling Honorlock in a Quiz

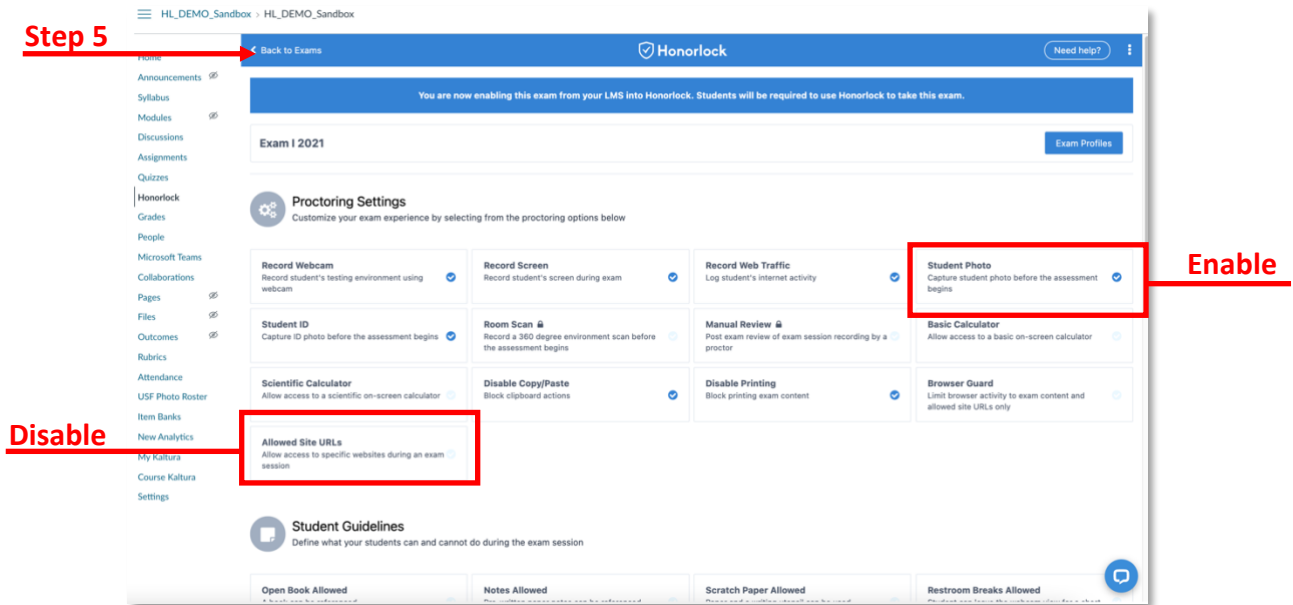
Any assessment you have created in the Canvas Quizzes section will automatically appear in Honorlock. You will have to determine which assessment should be proctored.

1. Click **Honorlock** from the navigation menu in Canvas.
2. Click **Enable** for the quiz you would like to enable proctoring for.



3. Select the appropriate settings using one of these options.
 - a. You will see all of the proctoring settings available. To enable a setting, click the setting box and a blue check will appear. To disable a setting, click the setting box and the blue check will disappear.
 - b. Rather than selecting the settings, you can click **Exam Profiles** to apply a profile. View the *Applying a Profile to a Quiz* section later in this handout.

Note: Look below at the *Review of Settings, Student Guidelines, Accommodations, and Exam Visibility* sections for additional information about some settings.



4. Click **Enable**.
5. To return to your exam list in Honorlock, click **Back to Exams**.

Review of Settings

At minimum, we recommend that you enable the following settings for each exam: Record Webcam, Record Screen, Record Web Traffic, Student Photo, and Student ID.

Optional settings:

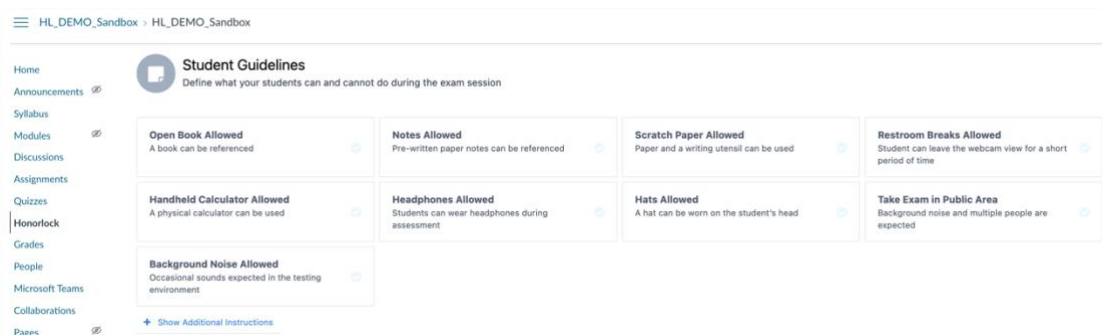
- **Calculator:** There are two options - Basic Calculator and Scientific Calculator. You can only enable one of the two.
- **Browser Guard:** Prevents students from accessing any additional applications outside of Chrome. If you have included *Allowed Site URLs*, students will be permitted to view those. Any attempt a student takes to access external applications or unpermitted site URLs will generate a flag on their exam to be reviewed by the instructor when reviewing the students' results. If a student tries to navigate outside of the exam window, Honorlock will push their exam in Canvas and Chrome to the forefront of their screen.
- **Allowed Site URLs:** Provides students access to specific websites. If you choose to enable this setting, you will need to enter the URLs below and click Add Site. In addition, it would be best practice to inform students of the allowed URLs they are permitted to use. You can include this in the exam instructions/guidelines, question stem, etc.

Student Guidelines

This section allows you to state what students can and cannot do during an exam session.

It is important to note that *Open Book Allowed*, *Notes Allowed*, and *Scratch Paper Allowed* are the only settings connected to the artificial intelligence interface. Therefore, the rest of the options are not recognized by the system. For example, if headphones are not permitted and a student has headphones on, the system will **not** flag the student's exam section. You can include instructions (e.g. duration or frequency with using the restroom) in the instruction field.

If you do not provide any standard guidelines in your exam, Honorlock has their own [standard guidelines](#) they will follow with a proctored exam.



Accommodations

You can state any accommodations that may be necessary for students. These will be deviations from the proctoring settings and student guidelines you have selected. The notes placed in the field are not visible to the students. They are solely available to the Honorlock support agent who may be assisting students with starting the assessment.

In the text field, you will include any accommodations specific to a student (e.g. Sam is allowed two five-minute restroom breaks.). You do **not** need to add any additional time accommodations. Honorlock will follow the exam settings as you have set it up in Canvas. So if Chris needs time and half, you will go to the Canvas quiz and click **Moderate This Quiz** and set the accommodation for the student.

Exam Visibility

Honorlock will follow the exam available from and until dates you identified when creating the exam. We recommend that you leave that as *No, use the dates on the exam to determine student view*.

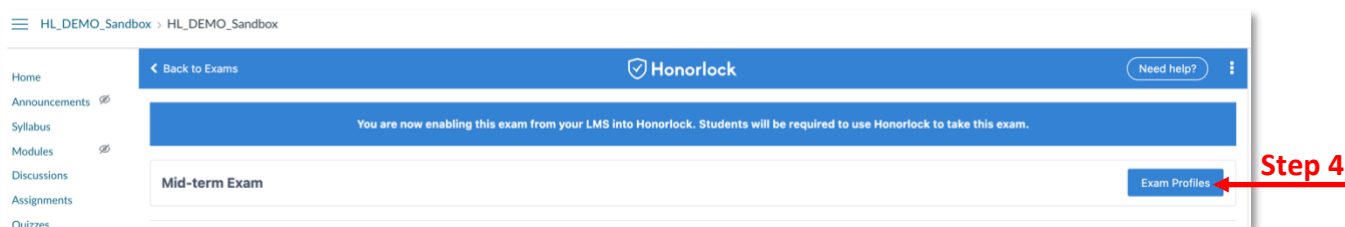
The screenshot shows the Honorlock configuration page for a quiz. The left sidebar contains a navigation menu with options like Home, Announcements, Syllabus, Modules, Discussions, Assignments, Quizzes, Honorlock, Grades, People, Microsoft Teams, Collaborations, Pages, Files, Outcomes, Rubrics, Attendance, USF Photo Roster, Item Banks, New Analytics, My Kaltura, Course Kaltura, and Settings. The main content area is titled 'HL_DEMO_Sandbox > HL_DEMO_Sandbox' and features a 'period or time' dropdown. Below this are five toggle switches: 'Handheld Calculator Allowed' (checked), 'Headphones Allowed' (checked), 'Hats Allowed' (checked), 'Background Noise Allowed' (checked), and 'Take Exam in Public Area' (checked). A '+ Show Additional Instructions' link is present. The 'Accommodations' section includes a text area for 'Enter student accommodations...'. The 'Exam Visibility' section has a dropdown menu set to 'No, use the dates on the exam to determine student view' and 'Enable' and 'Cancel' buttons.

Creating an Exam Profile for a Quiz

Profiles allow you to save your exam settings, thus saving you time and expediting your exam enabling process.

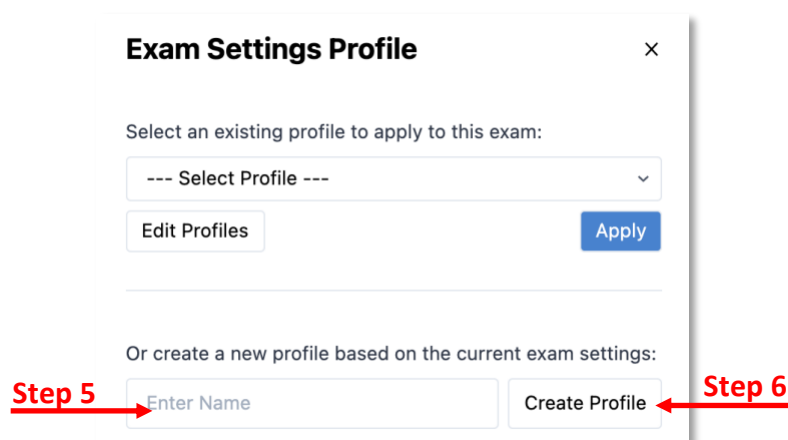
1. Click **Honorlock** from the navigation menu in Canvas.
2. Click **Enable** for the exam/quiz you would like to enable proctoring for.
3. Select all of the settings for the profile.

4. Click **Exam Profiles**.



5. Type a name for the profile.

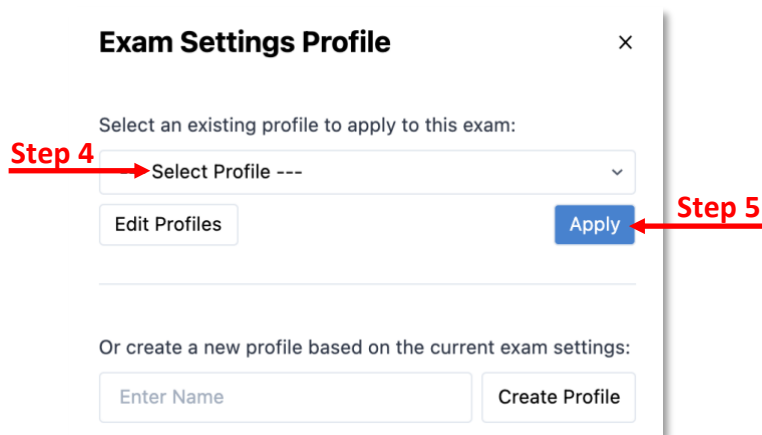
6. Click **Create Profile**.



Applying an Exam Profile to a Quiz

Once you have created an exam profile, you can apply that profile to any exam.

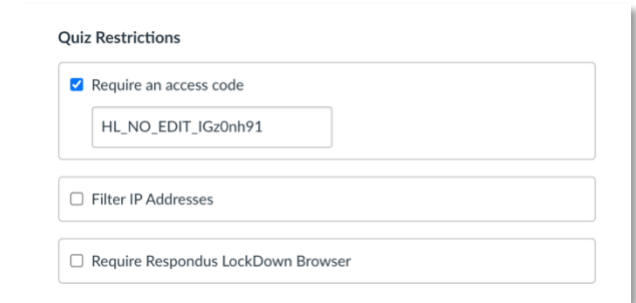
1. Click **Honorlock** from the navigation menu in Canvas.
2. Click **Enable** for the exam/quiz you would like to enable proctoring for.
3. Click **Exam Profiles**.
4. Select the profile you wish to use from the drop-down menu.
5. Click **Apply**.



Viewing Canvas Quiz Access Code

Once you have enabled Honorlock on an exam, an access code will automatically be added to the exam settings. To view this code, perform the following steps.

1. Click **Quizzes** from the navigation menu.
2. Open to the quiz you wish to edit.
3. Click **Edit**.
4. Scroll down to the *Quiz Restrictions* section and you will see an access code.



Quiz Restrictions

Require an access code
HL_NO_EDIT_IGz0nh91

Filter IP Addresses

Require Respondus LockDown Browser

If you included an access code when creating the exam, you will notice it would be different once Honorlock has been enabled. **Do not delete or modify the access code.** As soon as you enable Honorlock, the access code you provided will be overridden with Honorlock's access code. This code is the unique token to usher students into the proctored environment after they have completed the authentication step.