Preparing for Honorlock

Honorlock will be the new proctoring solution for USF starting in Fall 2021. Many of you will be copying content from a previous semester into your Fall 2021 course. **After you copy the content, it is important for you to remove Proctorio from all of your Fall 2021 courses.** Please follow the steps in this handout and in the **order presented** to remove Proctorio.

To remove Proctorio from your Fall 2021 course, **you must complete the following steps in this order.** This is critical as you don't want to encounter problems when Honorlock is enabled.
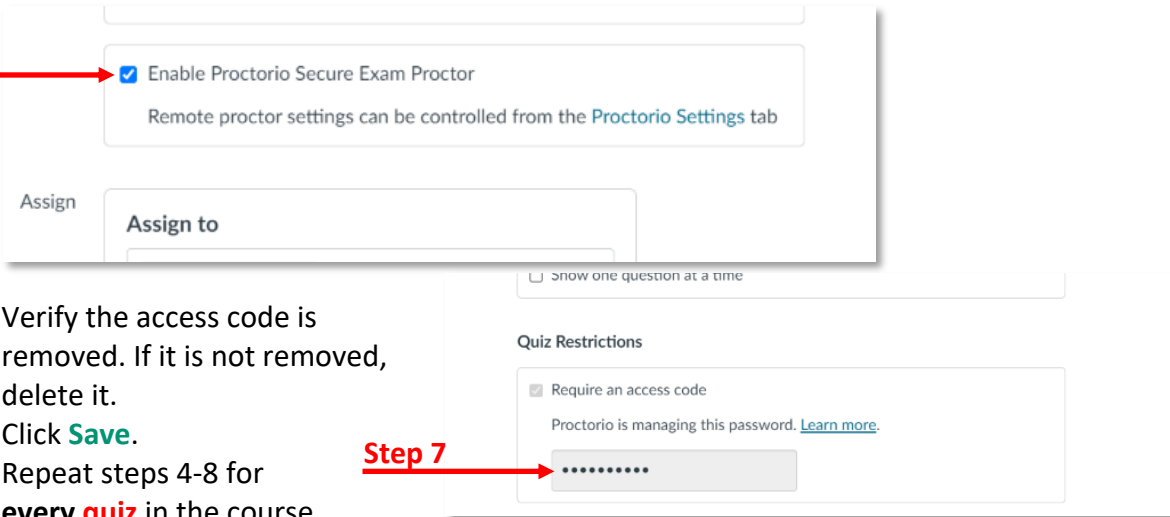
1. Disable Proctorio in **every exam/quiz** in your Fall 2021 course.
2. Remove Proctorio from the Navigation menu in Fall 2021 course (only after you have disabled Proctorio in every exam/quiz).
3. Repeat steps 1-2 for **every Fall 2021 course**.
4. After you have performed these steps in **every Fall 2021 course**, you will remove the Proctorio extension in Chrome. **If you are teaching a Summer 2021 course and have exams with Proctorio enabled, you will need to wait until after the semester has ended to perform this final step.**

Step 1: Disabling Proctorio in Your Exams/Quizzes

The first step requires you to access **each course** and disable Proctorio in **every exam/quiz**.

1. Verify you have copied the content to your Fall 2021 course.
2. Access your Fall 2021 course.
3. Click **Quizzes**.
4. Access the exam/quiz.
5. Click **Edit**.
6. Uncheck **Enable Proctorio Secure Exam Proctor**.
   Note: This should remove the access code.

Step 6

☑ Enable Proctorio Secure Exam Proctor

Remote proctor settings can be controlled from the Proctorio Settings tab

Assign   Assign to

☐ Show one question at a time

Quiz Restrictions

☐ Require an access code

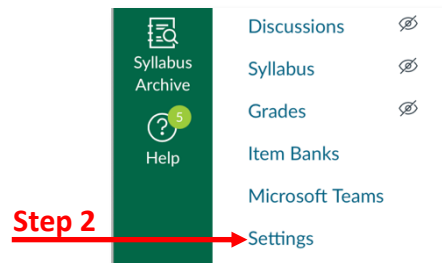Proctorio is managing this password. Learn more.

Step 7

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7. Verify the access code is removed. If it is not removed, delete it.
8. Click **Save**.
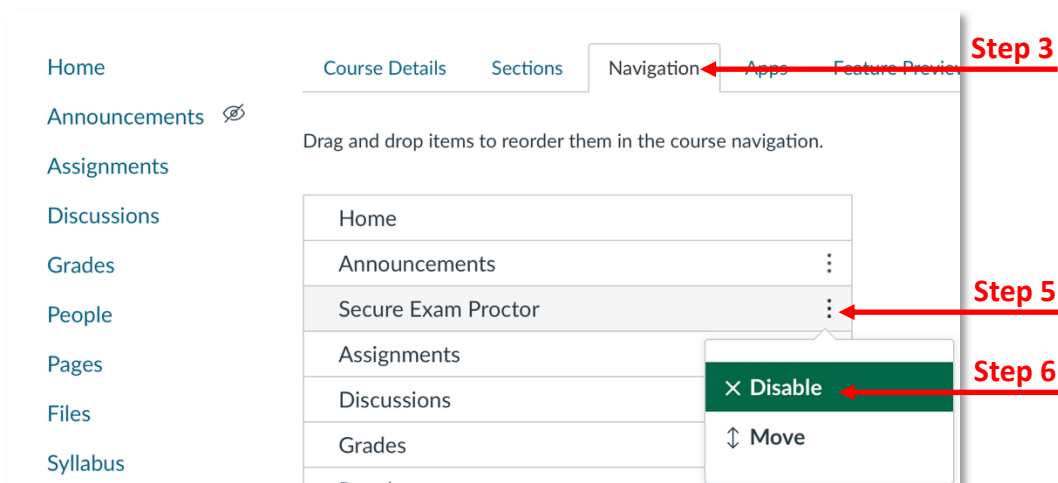9. Repeat steps 4-8 for **every quiz** in the course.

Step 2: Removing Proctorio from the Navigation Menu

Once you have disabled Proctorio in **every quiz**, you have to remove Proctorio from the navigation menu in **every course**. You only have to perform this step once. However, it **must** be performed **after you have disabled Proctorio for every quiz** in the Fall 2021 course**.**

1. Verify you have disabled Proctorio from **every quiz** in the Fall 2021 course (see the instructions above in the Disabling Proctorio in Your Exams/Quizzes section).
2. Once verified, click **Settings**.

3. Click the **Navigation** tab.
4. Scroll down to you see *Secure Exam Proctor*. If it is enabled, it will be in the top menu (not the bottom one that will be hidden from students).
5. Click the three dots for *Secure Exam Proctor*.
6. Click **Disable**.
7. Scroll down and click **Save**.

Step 3: Removing Proctorio from Your Next Fall 2021 Course

After you have disabled Proctorio in **all** your **quizzes** and removed it from the Navigation menu for your **first** Fall 2021 **course**, you will need to repeat the steps for your remaining Fall 2021 courses.

1. Access your next Fall 2021 course.
2. Follow all the steps in the *Disabling Proctorio in Your Exams/Quizzes* section.
3. Follow all the steps in the *Removing Proctorio from the Navigation Menu* section.
4. Repeat these steps for **all Fall 2021 courses** you are assigned and have copied content to.
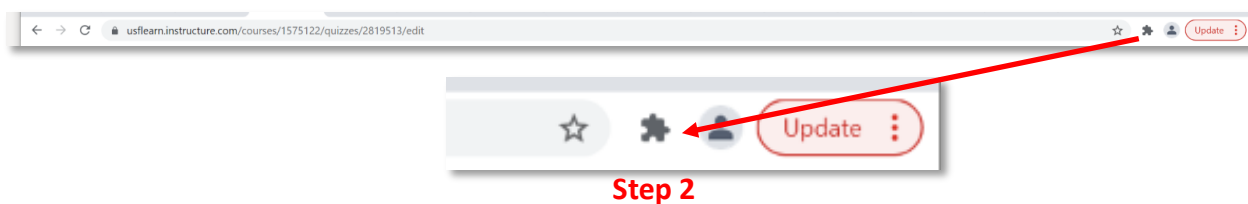
Step 4: Removing the Proctorio Extension from Chrome

After you have disabled Proctorio in **all** your **quizzes** and removed it from the Navigation menu for **all** of your **Fall 2021 courses**, you must remove the Proctorio extension from Chrome. **Proctorio and Honorlock extensions cannot be enabled at the same time.**
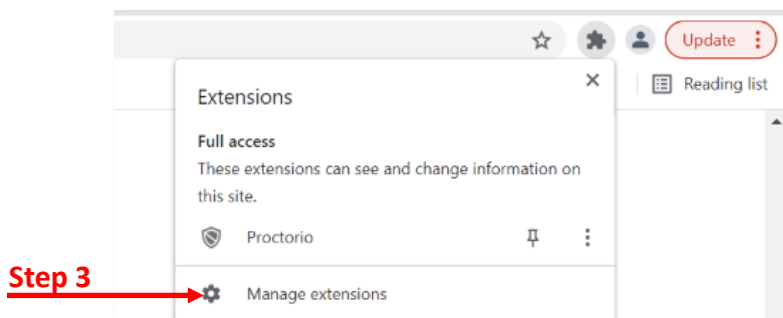
You should **not** perform this step until you have completed all the above steps.

If you are teaching a Summer 2021 course and have exams with Proctorio enabled, you will need to wait until after the semester has ended to perform this final step.

1. Access Chrome.
2. Click the *puzzle piece* icon. It may be located to the right of the URL.

Step 2

3. Click **Manage extensions**.

Step 3

4. Click **Remove** for the *Proctorio* block.
5. Click **Remove** in the *Remove "Proctorio"?* pop-up window.

Step 4

Step 5