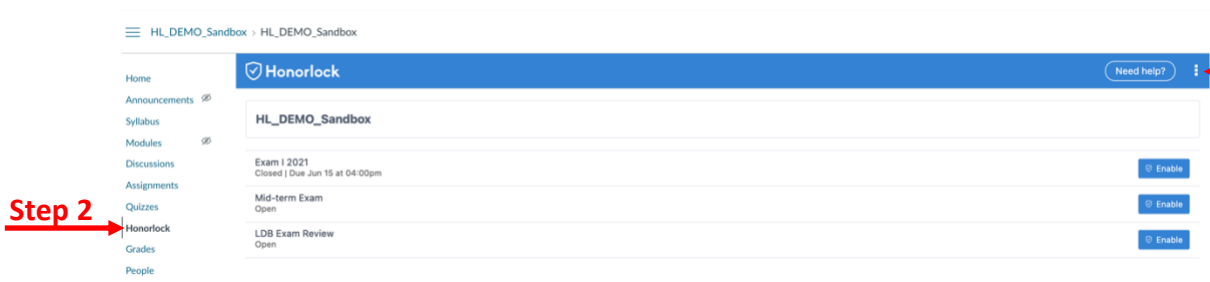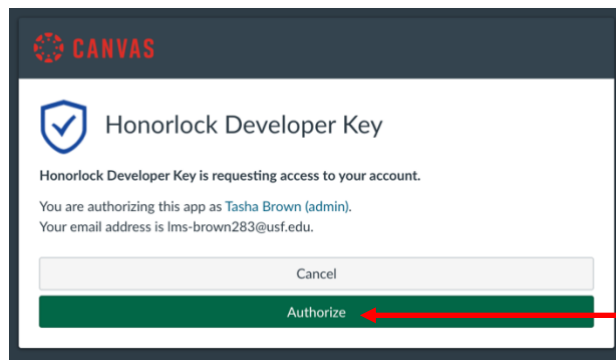# Understanding Honorlock Tools

You must have Honorlock added to your course. If you do not see the Honorlock button in the navigation menu, access the *Setting Up Honorlock in Your Course* handout and follow the instructions under *Adding Honorlock to Your Course*.

1. Access your course in Canvas using the Chrome browser.
2. Click **Honorlock** from the navigation menu on the left.
3. If this is your first time accessing Honorlock, you may have to click **Authorize** to add Honorlock.

   Note: You will notice that Honorlock will automatically populate all of your quizzes that you have in your course. The instructor can decide which quizzes to enable with Honorlock.

4. To access Honorlock's tools, click the three vertical dots on the right. You will see many options. Each option is discussed below.
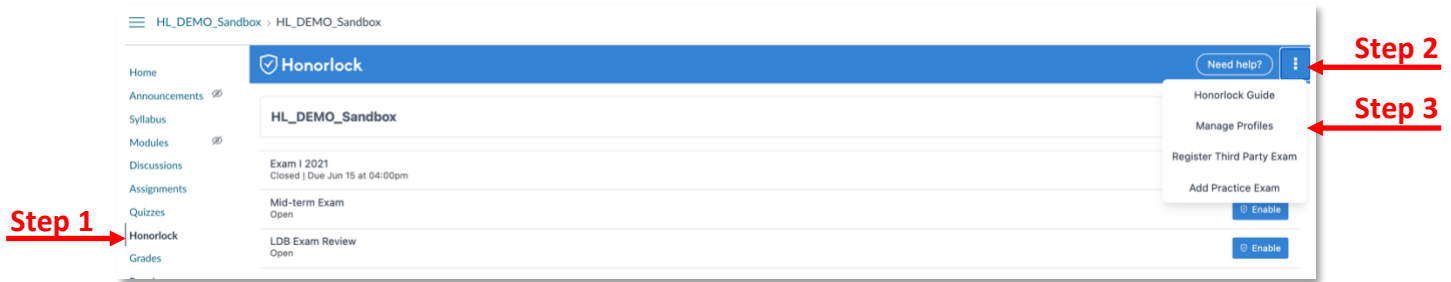

Honorlock Guide (aka Knowledge Base)

The Knowledge Base contains additional resources for using Honorlock. There are resources for faculty and staff. To locate these resources click the three vertical dots and select **Honorlock Guide**. You can bookmark this link or share the student resources.
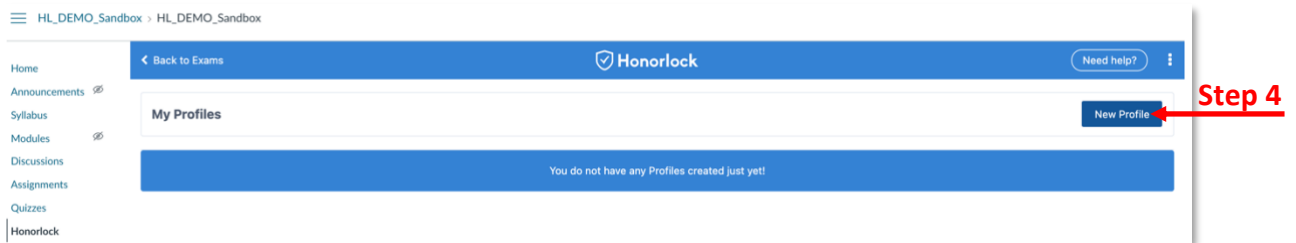
Manage Profiles

Profiles allow you to save your exam settings (e.g. record webcam, lockdown browser, etc.) so you can apply them to a future exam. By using the profile tool, you can save time and expedite your exam enabling process.

You can create profiles for exams (e.g. mid-term or final) or for quizzes (e.g. module). When you create a new exam or quiz, you can apply that profile to that assessment. Follow the steps below to create a profile. You will repeat these steps for each assessment type (e.g. high-stakes exams such as mid-term or final or low-stakes exams such as quizzes.).
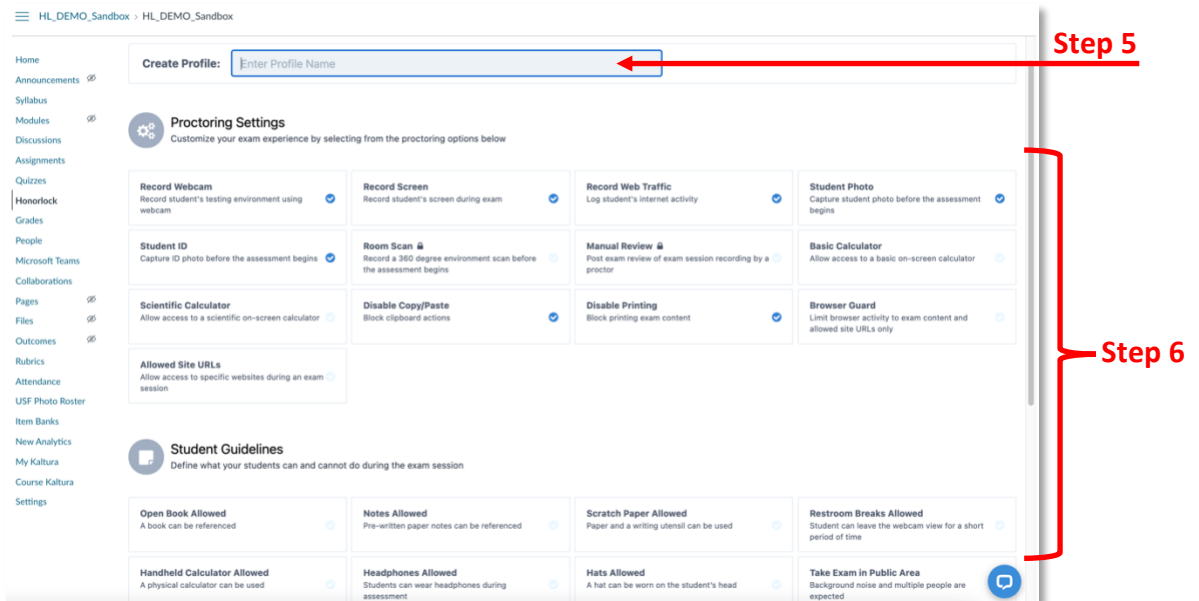
1. Click **Honorlock** from the navigation menu in Canvas.
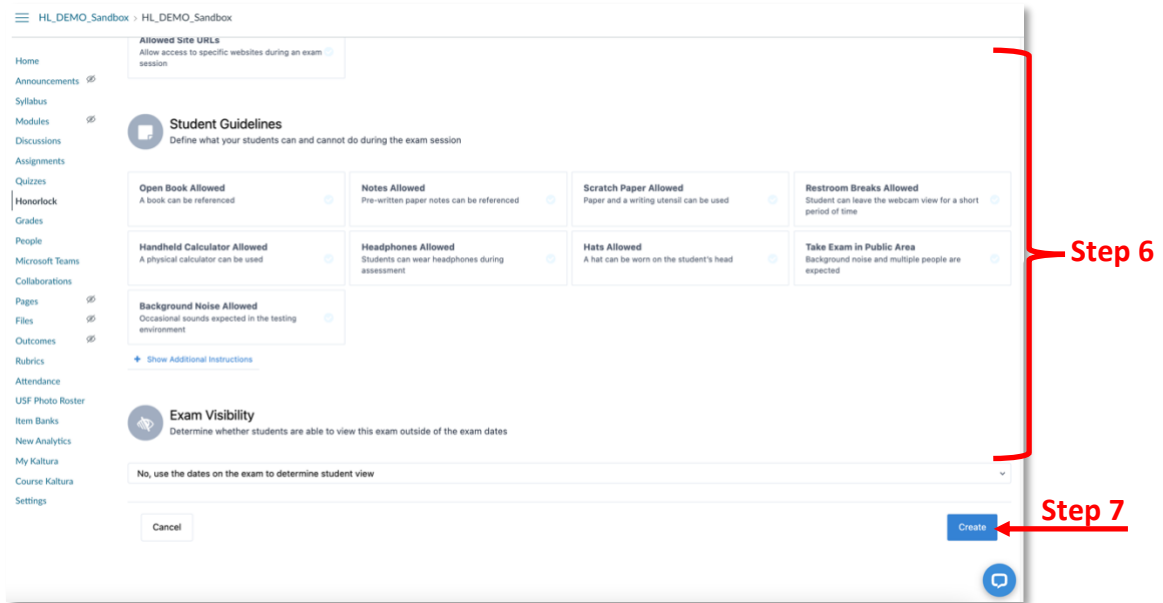2. Click the three vertical dots on the right.
3. Click **Manage Profiles**.

4. Click **New Profile**.

5. Type a name for the profile in the *Profile Name* box.
   a. If this profile is for high-stakes exams, you can name it High-Stakes Exams or Mid-term/Final. If this profile is for mid-term exams, you can name it Low-Stakes Exams or Quizzes.
6. Click each setting to enable it and a blue check will appear. A detailed explanation about some of the settings can be found in the *Enabling Honorlock* handout.
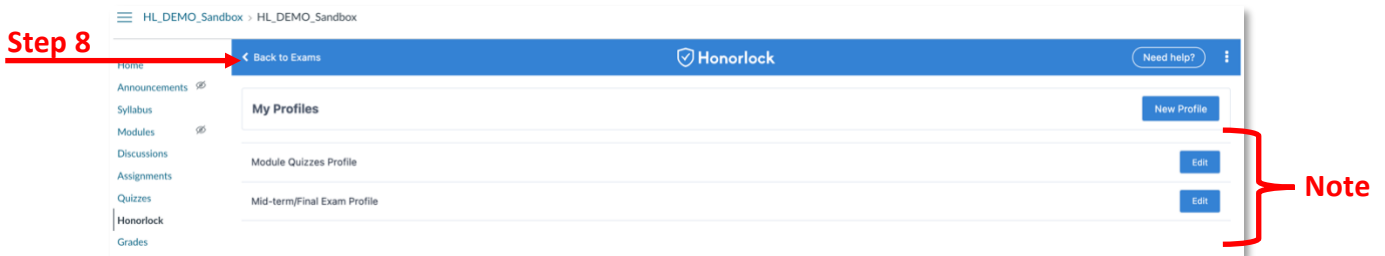
7. Click **Create** once you have selected all of your settings.

Note: The profile will now display under My Profiles. You can apply this profile to any assessment in your course. In addition, any profile you create can be used across all courses, but they cannot be shared between faculty members.

8. To return to your exam list in Honorlock, click **Back to Exams**.
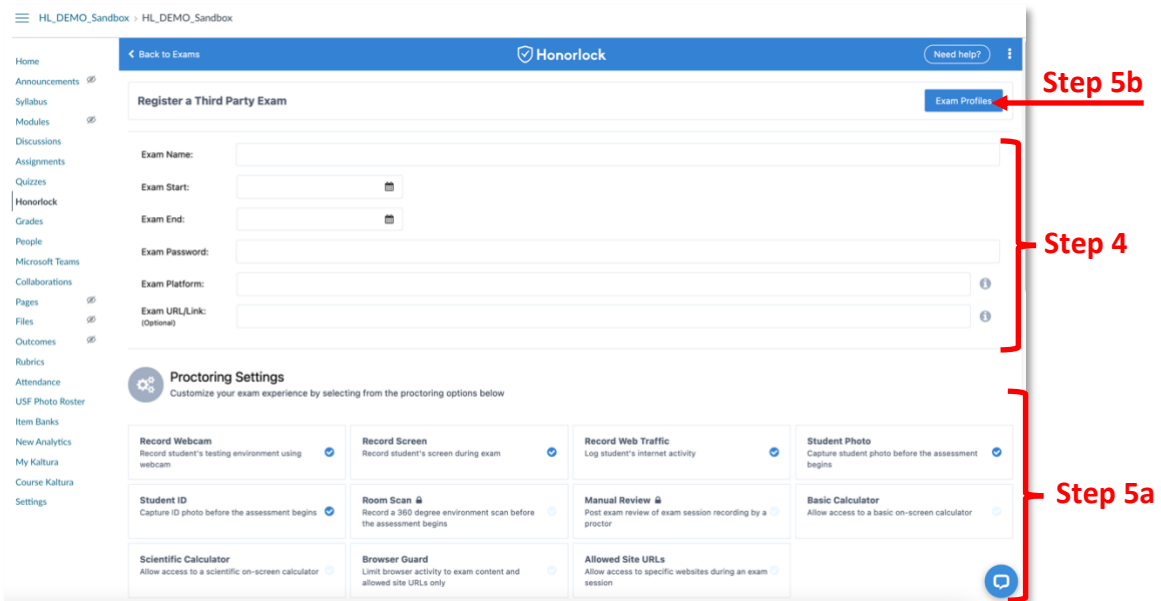

Register Third Party Exam

If you use a third-party vendor to administer assessments, you can use Honorlock to proctor your exam. Honorlock is typically compatible with any third-party vendor in which the assessment can be set to be password protected. You can register your third-party vendor for any course. Then students will launch the exam in Canvas and they will be guided to the third-party platform. Honorlock will populate the password for the students and usher them into a proctored environment.

1. Click **Honorlock** from the navigation menu in Canvas.
2. Click the three vertical dots on the right.
3. Click **Register Third Party Exam**.
4. Enter the information on the next screen.
5. Select the settings.

    a. You can scroll down and select the settings. **OR**
    b. You can click **Exam Profiles** and follow the onscreen prompts to apply a profile.
6. Click **Create**.

Add Practice Exam

Practice exams are available for all faculty. We highly recommend that you include and enable a practice exam in your course prior to your students taking their first proctored quiz/exam.

This helps you get familiar with setting up a proctored exam within Honorlock. This also allows your students to test their browser and help them become familiar with the Honorlock platform. The practice exam is easy to add to your course and comes pre-built with a handful of questions about academic integrity. Because this is a practice exam, no recording of the webcam or the student's screen is captured.
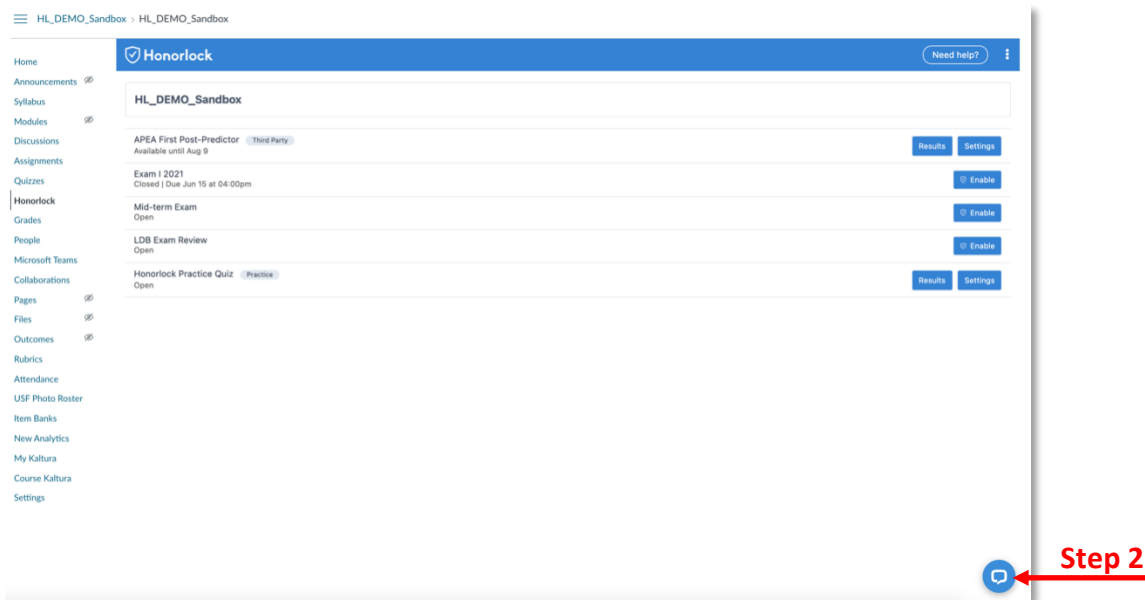
1. Click **Honorlock** from the navigation menu in Canvas.
2. Click the three vertical dots on the right.
3. Click **Add Practice Exam** and the practice exam will automatically be added.
4. To enable the exam, click **Enable** for the practice quiz.
5. Follow the onscreen prompts to select your settings.

Live Chat

Live Chat is available to faculty and students 24/7, 365 days a year. If students have questions about how to start an exam, wondering if their device meets the minimum system requirements, etc. they can chat with an Honorlock's support agent or contact IT for assistance. Faculty can contact EDT if they have questions or need assistance.

1. Click **Honorlock** from the navigation menu in Canvas.
2. Click the chat bubble in the bottom right corner.

3. Follow the onscreen prompts.

   Note: This is where students can also find the minimum requirements for using Honorlock. They will need to scroll down to the *Simple Single-Click Test* session.