HONORLOCK
REMOTE PROCTORING

INSTRUCTOR
USER GUIDE
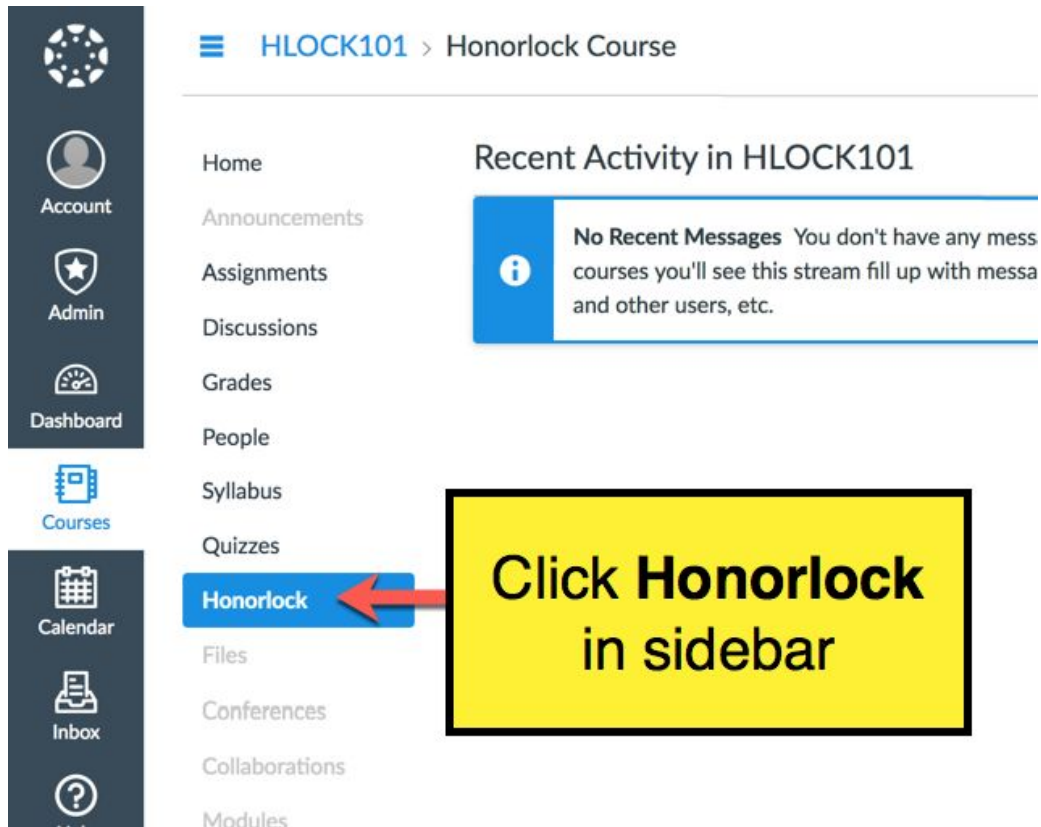
+ Enable Honorlock

Honorlock, LLC

Phone **+1 (844) 841-LOCK**
Email **support@honorlock.com**
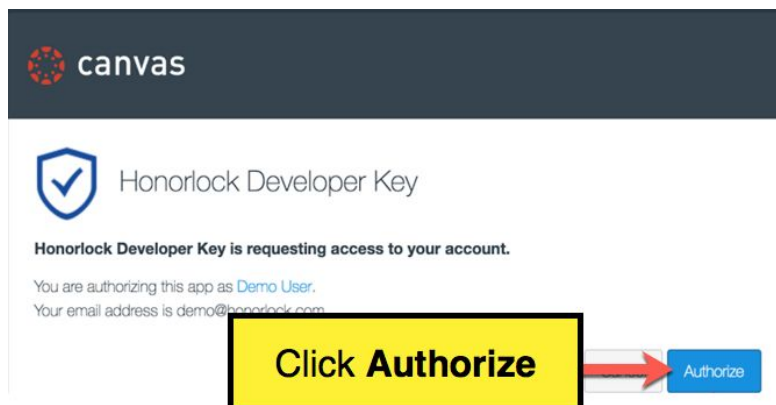**Web** **https://honorlock.com**

Enable Honorlock for a Canvas Exam

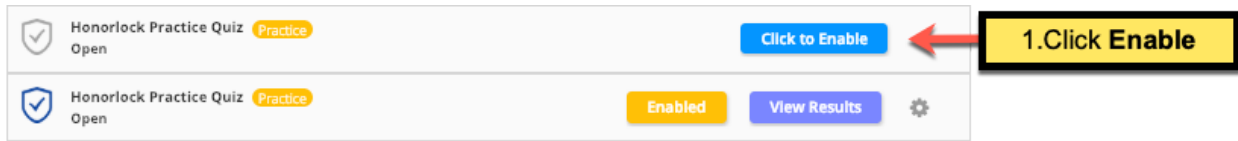1. In your Canvas course, click **Honorlock** in the sidebar

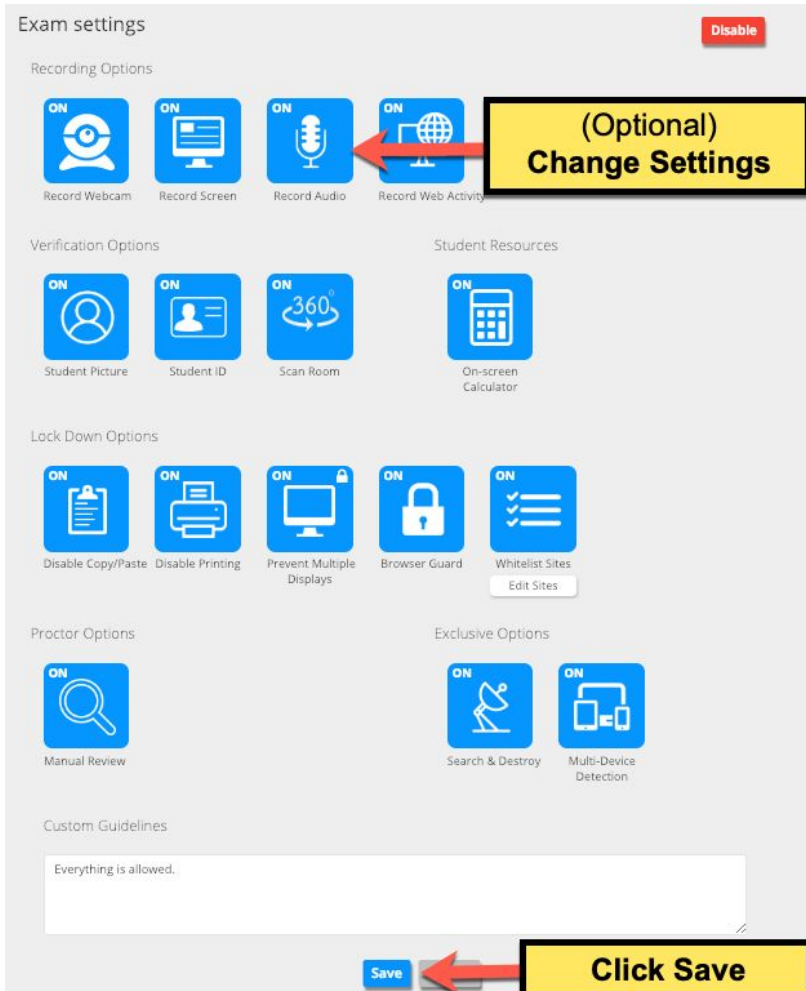**Don't see Honorlock in sidebar? No problem, click here.**

2. First time users: click **Authorize**

3. Exams for the course will be listed. Click the blue **Enable** button.

4. Optionally, click any option icons to toggle them on or off. Click **Save** when done.
   Note: See our 'Explanation of Proctoring Options' below.

5. Your exam is now ready to be proctored. A yellow **Enabled** indicator will appear.

Explanation of Proctoring Options:

	Record Webcam Student's webcam will be recorded during the exam session. *Recommended: Yes*
	Record Screen Student's entire screen will be recorded throughout the exam session. *Recommended: Yes*
	Record Audio Student's audio environment will be recorded during the exam session. *Recommended: Yes*
	Record Web Activity All internet activity will be monitored during the exam session. *Recommended: Yes*
	Student Picture During the verification process, a photo will be taken of the student's face to verify the test-taker's identify. *Recommended: Yes*
	Student ID During the verification process, a photo will be taken of the student's school ID (or other government issued ID) to verify the test-taker's name and identify. *Recommended: Yes*

360° Room Scan	**360° Room Scan** During the verification process, students will rotate their camera 360 degrees, scanning their room and desk area to ensure no unauthorized people or items are in the testing environment. *Recommended: Not always; Useful in high-stakes exams*
Disable Copy/Paste and Right-Click	**Disable Copy/Paste and Right-Click** Students will not be able to copy, paste, or right click in Canvas during the exam. This helps prevent unauthorized distribution of test content. *Recommended: Yes, if students do not need access to other apps such as Excel*
Disable Printing	**Disable Printing** Students will be prevented from printing the test pages during the exam session. This helps prevent unauthorized distribution of test content. *Recommended: Yes*
Only One Screen	**Only One Screen** Students will have to unplug additional displays (such as dual monitors) so that only one screen is in use. *Recommended: Yes, Required for screen recording*
Manual Review	**Manual Review** Our human proctoring staff will manually review all student videos and flag any suspicious behaviors and deviations from test guidelines. *Recommended: Yes*
Whitelist Sites	**Whitelist Sites** Allows faculty to give students permission to visit specific websites while restricting them from visiting any other website during their exam session

	Search and Destroy Searches the internet for leaked instructor made test content and files a takedown request on any websites containing that content.
	Multi-Device Detection Proprietary technology that detects if a student is attempting to search for answers on another device such as a cell-phone or tablet, and creates a flag in the reporting.
	Browser Guard Locks down the students Browser so they cannot open new tabs, windows, or applications during the exam session.

	Video Reviewer Guidelines (optional) Customizable exam guidelines to let our proctoring staff know what is allowed during the exam. For example, common guidelines would indicate closed vs. open book exams or whether calculators are allowed.
	Subject Select the course subject from the drop-down menu.

Troubleshooting

Issue: Honorlock does not appear in sidebar
1. In Canvas course, click **Settings**
2. Click **Navigation** tab

Home

Announcements

Assignments

Discussions

Grades

People

Syllabus

Quizzes

Honorlock

Files

Conferences

Collaborations

Modules

Pages

Outcomes

Settings

Course Details   Sections   Navigation

2. Click **Navigation**

Course Details

Name:

Course Code:

Time Zone:

SIS ID:

Subaccount:

Term:

Starts:

Thu Jan 12, 2017 1:15pm

1. Click **Settings**

3.   Drag **Honorlock** item from bottom menu into top menu. Click **Save.**

Assignments	⚙ ▾
Discussions	⚙ ▾
Grades	⚙ ▾
People	⚙ ▾
Syllabus	⚙ ▾
Quizzes	⚙ ▾

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected
to the course home page.

Honorlock *Page disabled, won't appear in navigation*	⚙ ▾
Files *Page disabled, will redirect to course home page*	⚙ ▾
Conferences *Page disabled, will redirect to course home page*	⚙ ▾

Drag and drop **Honorlock** up to course navigation