

Honorlock on ALEKS

Faculty Onboarding Guide



Before you begin: you will need to use the **Google Chrome** browser to take the exam.

Click here to download: <https://chrome.com>

Need assistance? Call us at + 2 1 2 5 / 2 & .

Part 1 - Add the Honorlock extension

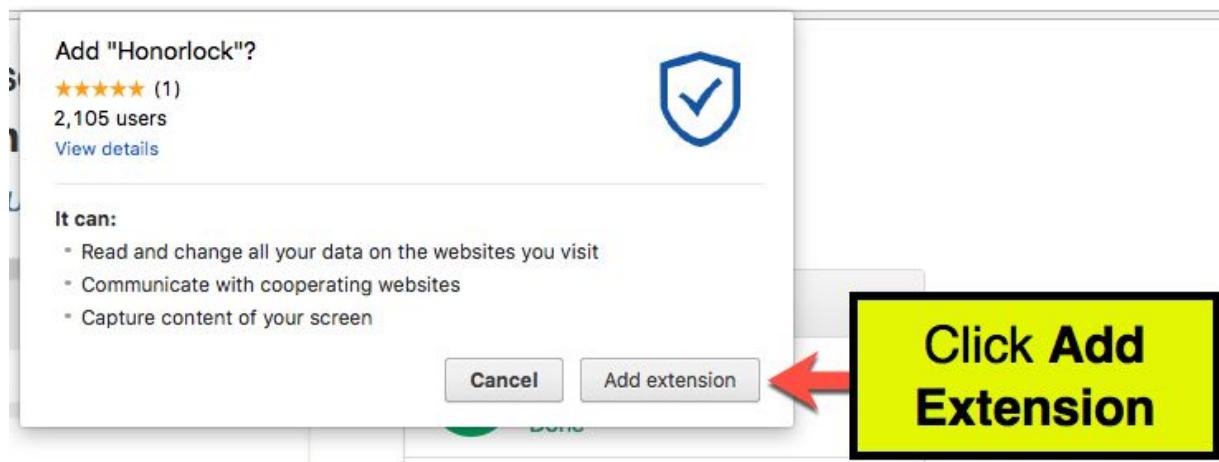
1. Navigate to the **Honorlock Install page** using the button below or the link provided.

Honorlock Install

Manual install link: <https://honorlock.com/aleks>

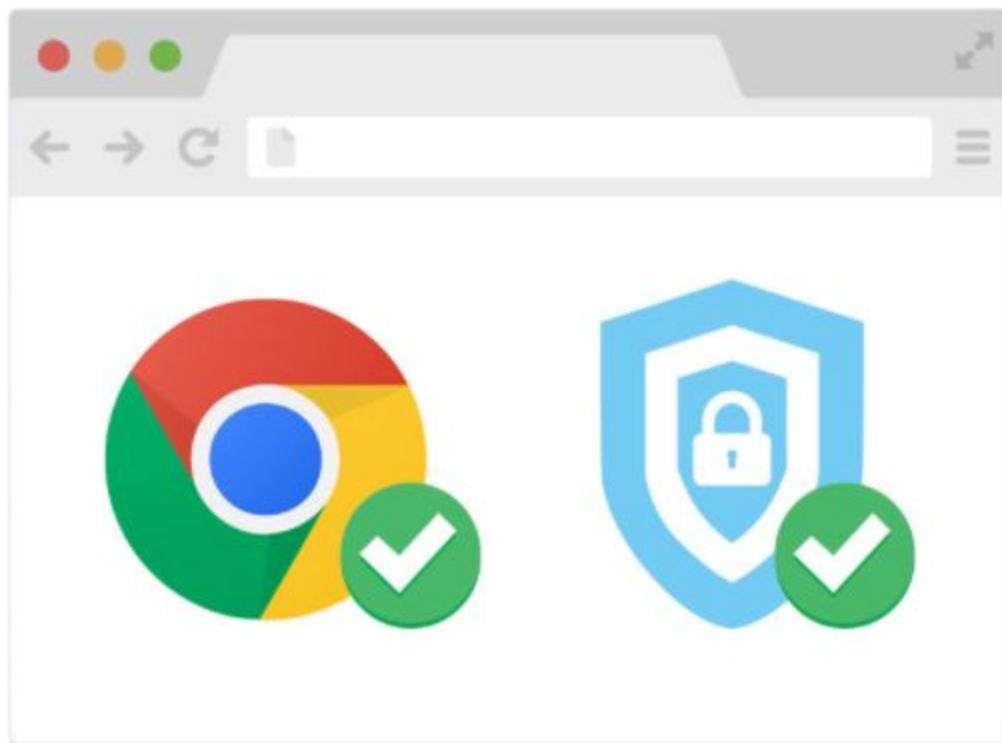
2. Click **Install Extension**

The image shows a screenshot of a web browser window. On the left, there is a large icon of the Google Chrome logo with a green checkmark overlaid on it. To the right of the icon is a shield icon with a lock inside. Below these icons is a blue 'Install Extension' button. A red arrow points from a yellow box containing the text 'Click Install Extension' to the 'Install Extension' button. On the right side of the screen, there is a sidebar with the title 'Steps'. The first step is a green circle with the number '1' and the text 'Use Google Chrome Done'. The second step is a grey circle with the number '2' and the text 'Install Honorlock Chrome Extension' with a blue 'Install extension' link below it.

3. Click Add Extension**4. Successful install message displayed**

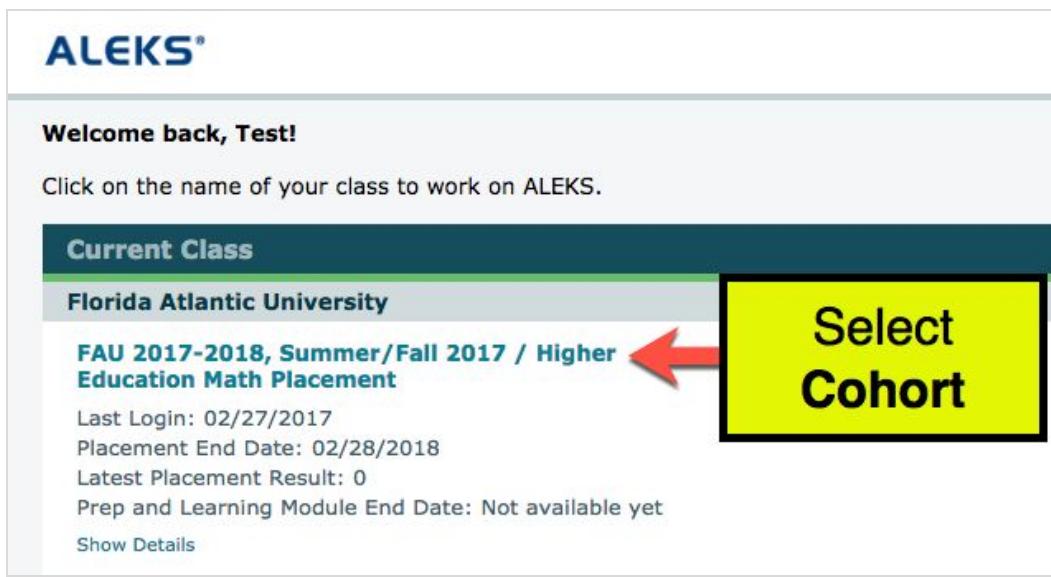
Honorlock added successfully

Sign into ALEKS to begin using Honorlock Proctoring. Questions?



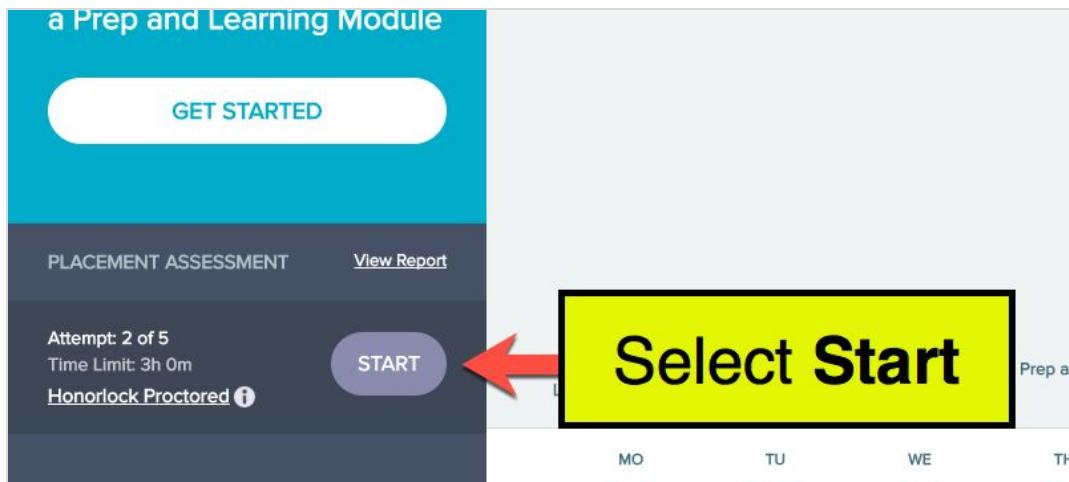
Part 2 - Log into ALEKS

1. Using Google Chrome, navigate to **ALEKS** and login
2. Complete ALEKS registration / tutorial if first time user
3. Once in ALEKS, select the current cohort



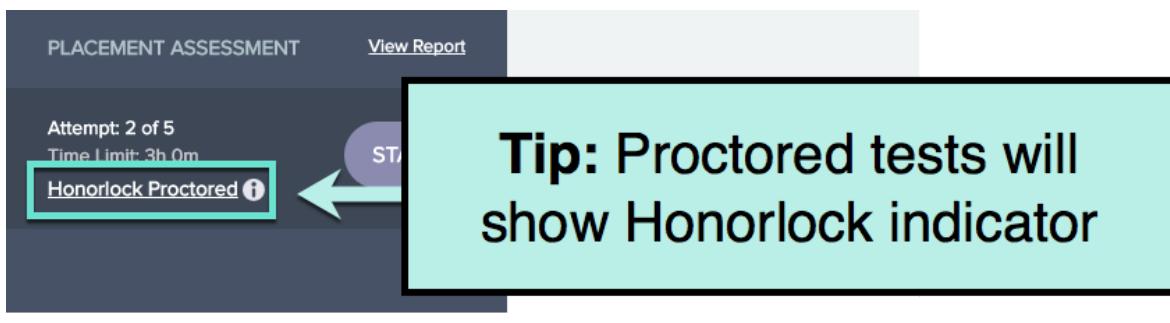
The screenshot shows the ALEKS login interface. At the top, it says "ALEKS®" and "Welcome back, Test!". Below that, it says "Click on the name of your class to work on ALEKS." A green bar labeled "Current Class" contains "Florida Atlantic University" and "FAU 2017-2018, Summer/Fall 2017 / Higher Education Math Placement". To the right of this bar is a yellow box with a black border and the text "Select Cohort" in black, with a red arrow pointing to it. Below the class bar, it shows "Last Login: 02/27/2017", "Placement End Date: 02/28/2018", "Latest Placement Result: 0", and "Prep and Learning Module End Date: Not available yet". There is also a "Show Details" link.

4. Click **Start** to take the placement assessment



The screenshot shows the ALEKS placement assessment page. At the top, it says "a Prep and Learning Module" and has a "GET STARTED" button. Below that, it says "PLACEMENT ASSESSMENT" and "View Report". It shows "Attempt: 2 of 5", "Time Limit: 3h 0m", and "Honorlock Proctored". To the right of the "View Report" link is a yellow box with a black border and the text "Select Start" in black, with a red arrow pointing to it. Below the "View Report" link, it shows a weekly calendar with days MO, TU, WE, and TH. The "MO" cell is partially visible.

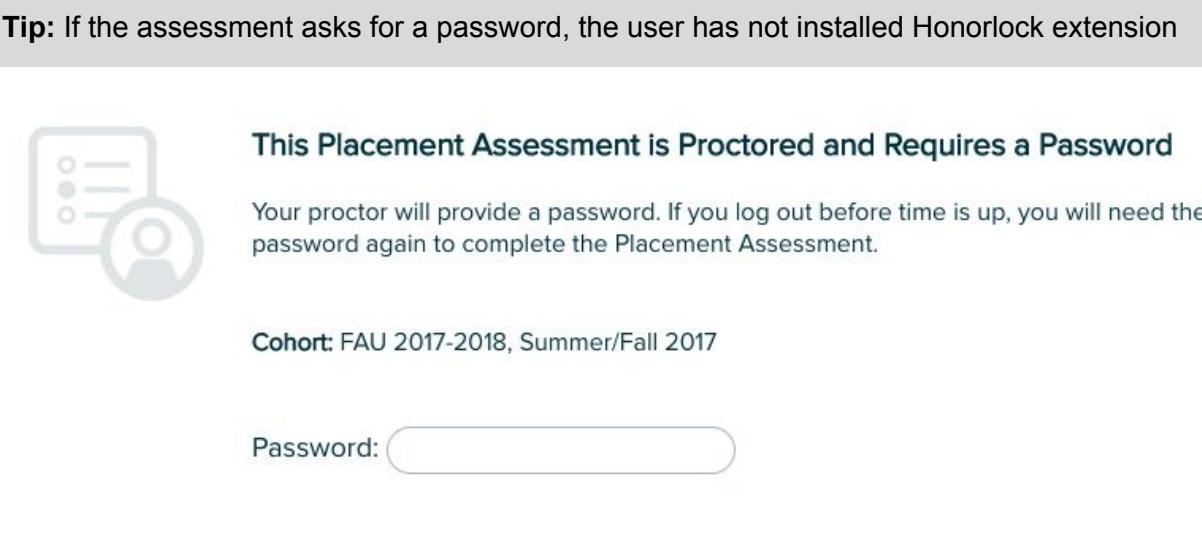
Tip: The **Honorlock Proctored** indicator will appear for proctored assessments



5. If the Honorlock extension is installed, you will see the **Launch Proctoring** button.



Tip: If the assessment asks for a password, the user has not installed Honorlock extension

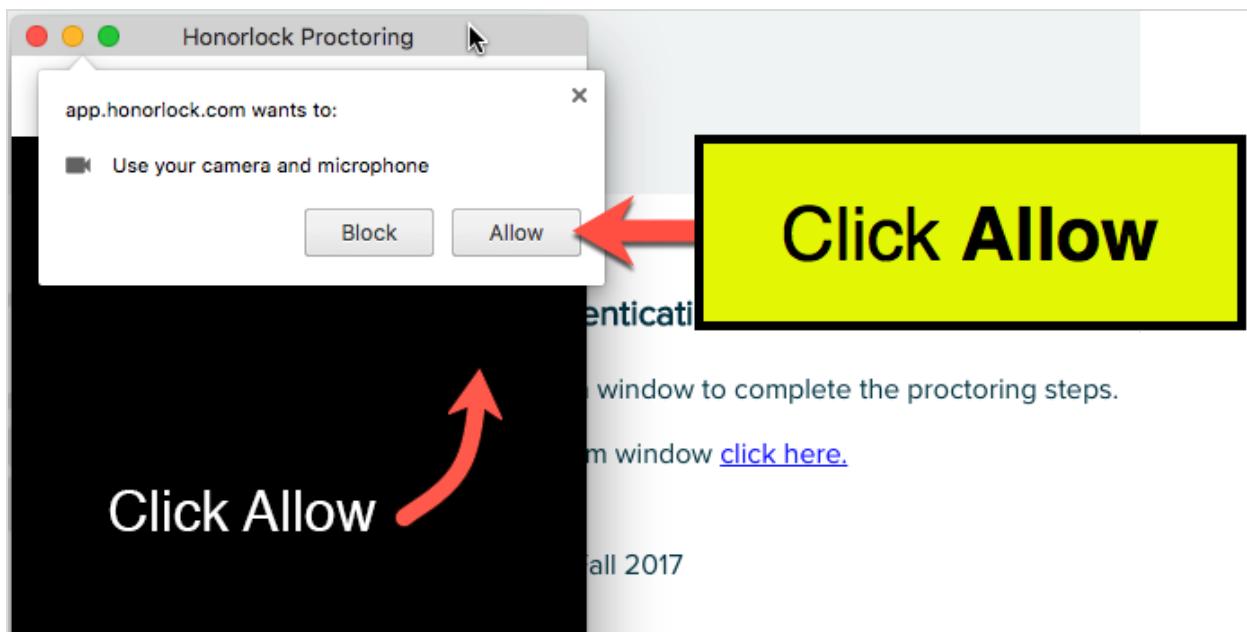


Part 3 - Begin the Honorlock Proctored Assessment

1. Click the **Launch Proctoring** button



2. If it is your first time using Honorlock, you will be prompted to provide access to your webcam and microphone. Click **Allow** to provide webcam and microphone access.

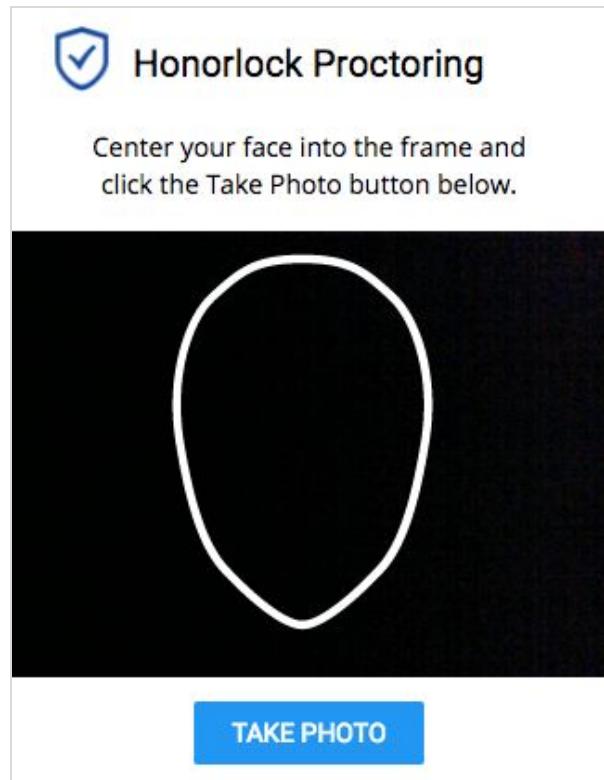


Tip: Honorlock Pretest Checklist™

The next steps will authenticate you into the placement assessment. These steps may vary depending on your institution's selected authentication requirements. Any steps not selected by your institution will be automatically skipped in the process.

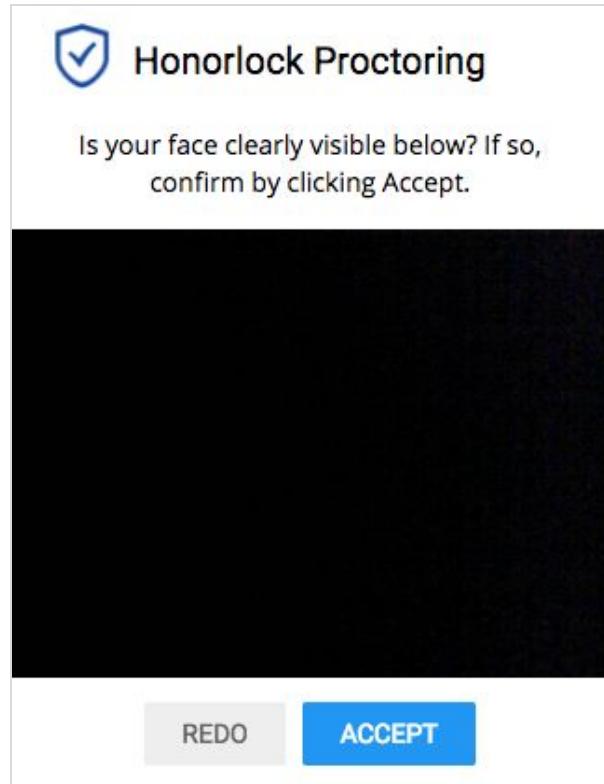
3. Photo Authentication

Center your face in the frame and take a photo by clicking **Take Photo**.



4. Photo Confirmation

Confirm that you can see yourself clearly in the captured image. If so click **Accept**, otherwise click **Redo** to retake the photo.



5. Photo ID Authentication

Continue the process for taking a photo of a photo ID. Click **Take ID Photo** and accept if the ID is clear and visible in the image captured.



5. 360° Room Scan

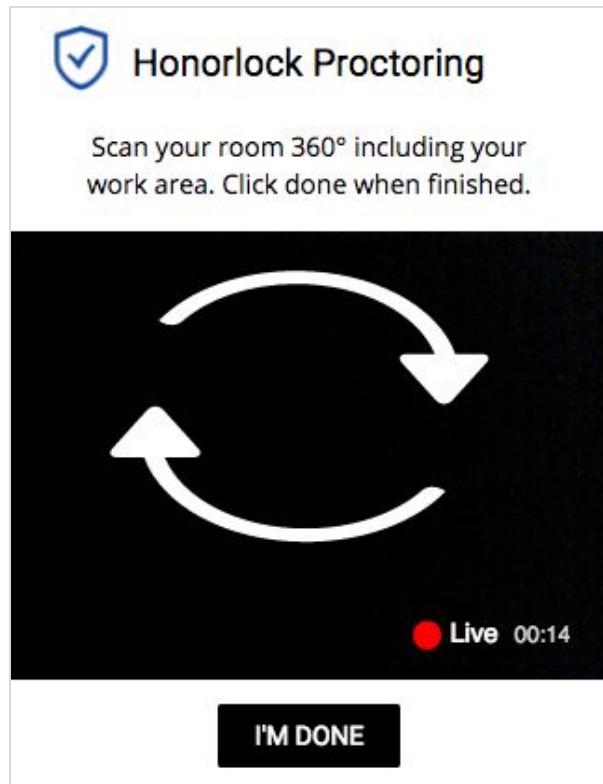
To complete a full room scan, click **Begin Room Scan** and rotate your camera 360°, showing your entire test taking environment and work area.



6. Complete the 360° Room Scan

When the room scan is complete, click the **I'm Done** button.

To avoid being flagged during the proctoring review, be careful to not submit the video until the entire room is scanned.



7. Honorlock Payment

Enter your payment details in the provided fields. All major credit cards and gift cards are accepted, including Visa, Mastercard, Discover, and American Express.

Click **Pay** to purchase proctoring for the current placement assessment.

Test Card (requires test mode active)	
Card Number	
4242 4242 4242 4242	
Expiration Date	CVC Code
10 / 20	123

Proctoring Fee: \$12.75 (USD)

Card Number

4242 4242 4242 4242

Exp Date

10/20

CVC Code

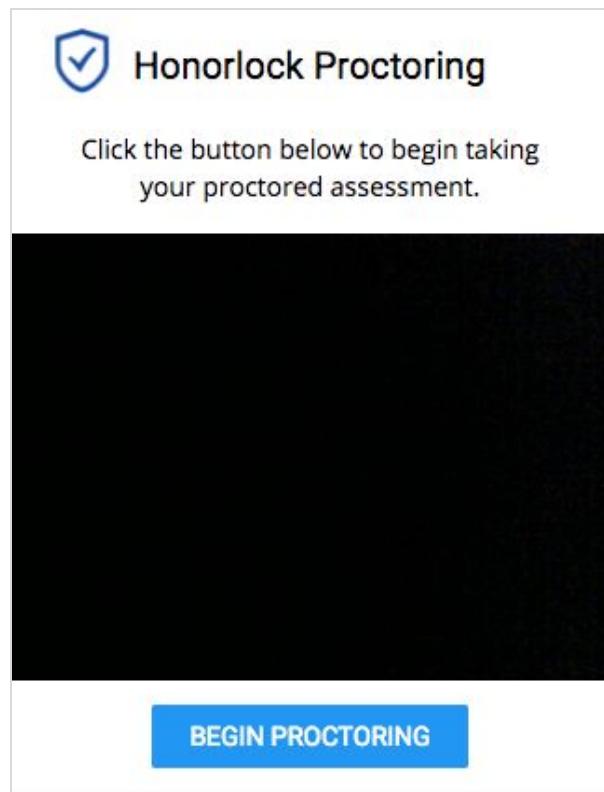
123

Total Cost: \$12.75

PAY

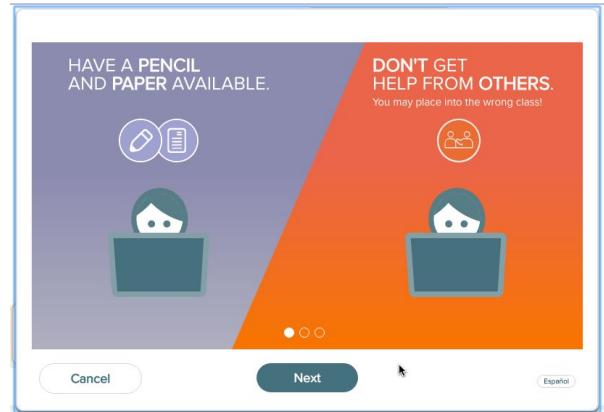
8. Begin Proctoring

Click **Begin Proctoring** to be entered into the placement assessment. From there, follow the on-screen prompts.



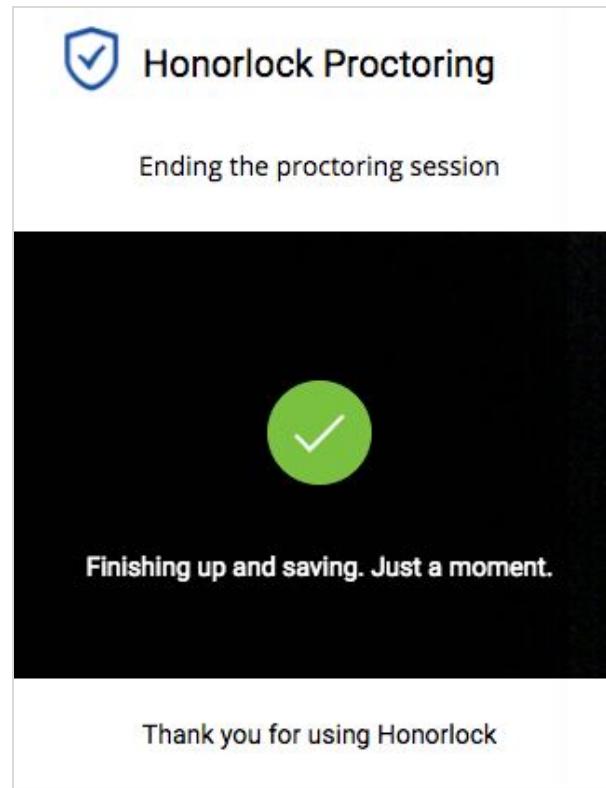
9. Take your placement assessment

Follow the on-screen prompts within ALEKS. Take your test as you would normally.



10. Finishing Up

Honorlock proctoring will automatically save and close once you have finished taking your placement assessment.



Support

For technical support use our live chat located in the bottom right of proctored ALEKS assessments or call us 24/7 at 1-844-HONORLOCK.

Thank you for using Honorlock

If you have any feedback or suggestions for ways that we can improve the service or software, please reach out to us at support@honorlock.com.