

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 & .

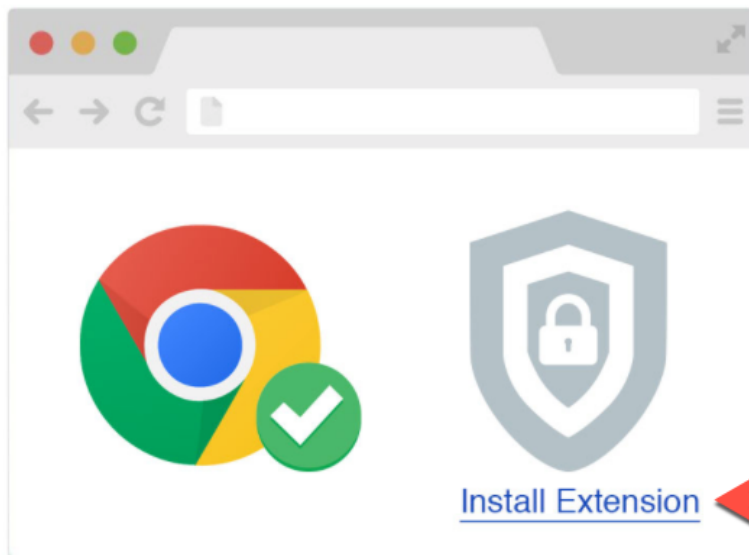
Part 1 - Add the Honorlock extension

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**



Steps

1

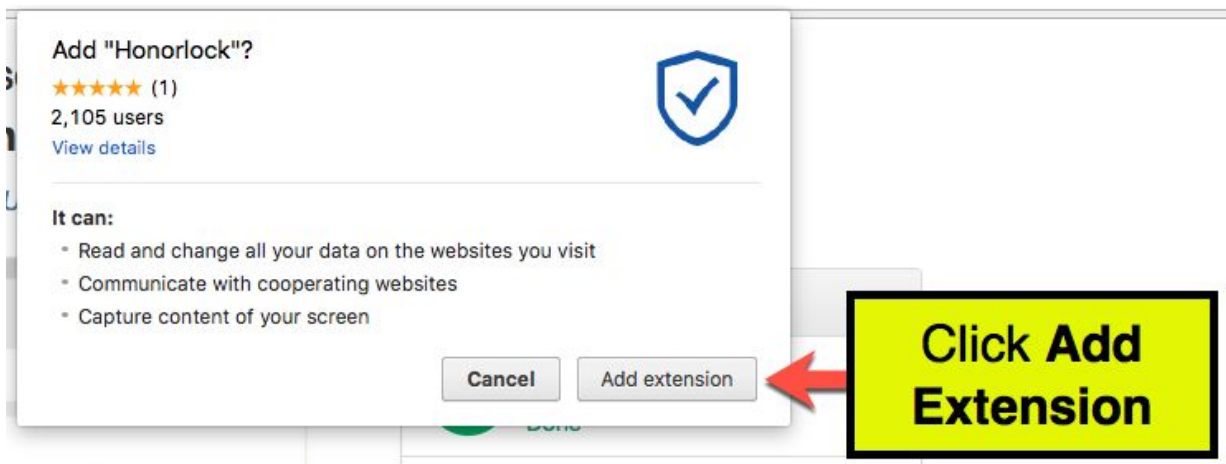
Use Google Chrome
Done

2

Install Honorlock Chrome Exten
Install extension

**Click Install
Extension**

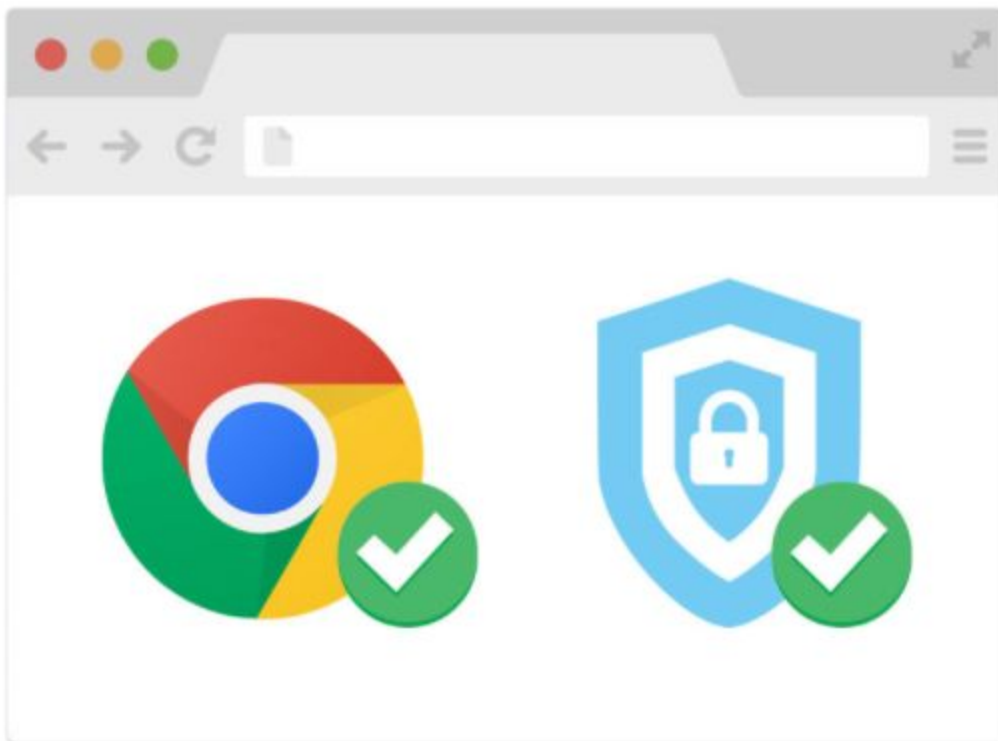
3. Click **Add Extension**



4. Successful install message displayed

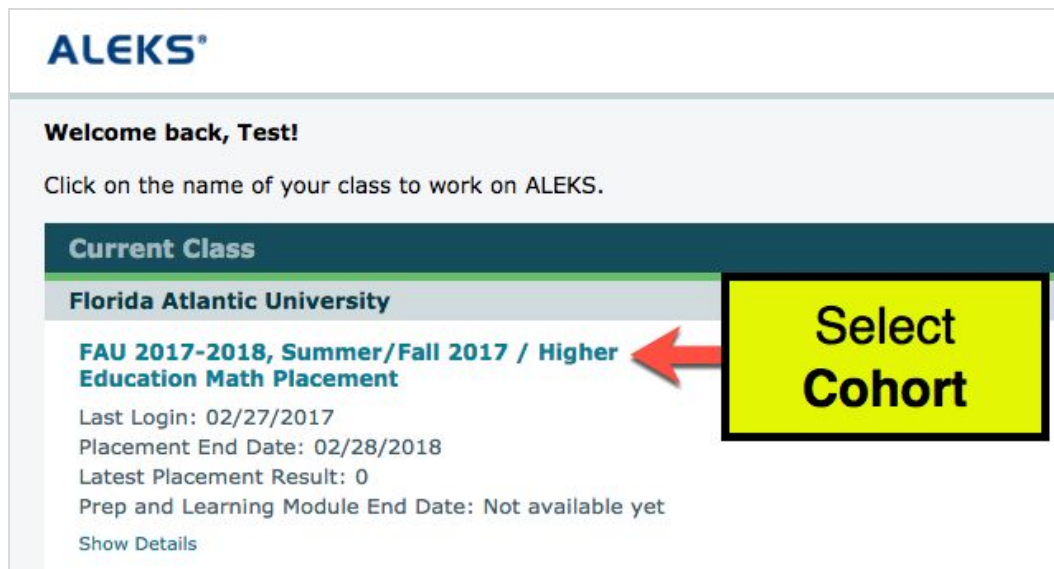
Honorlock added successfully

Sign into ALEKS to begin using Honorlock Proctoring. Questions?

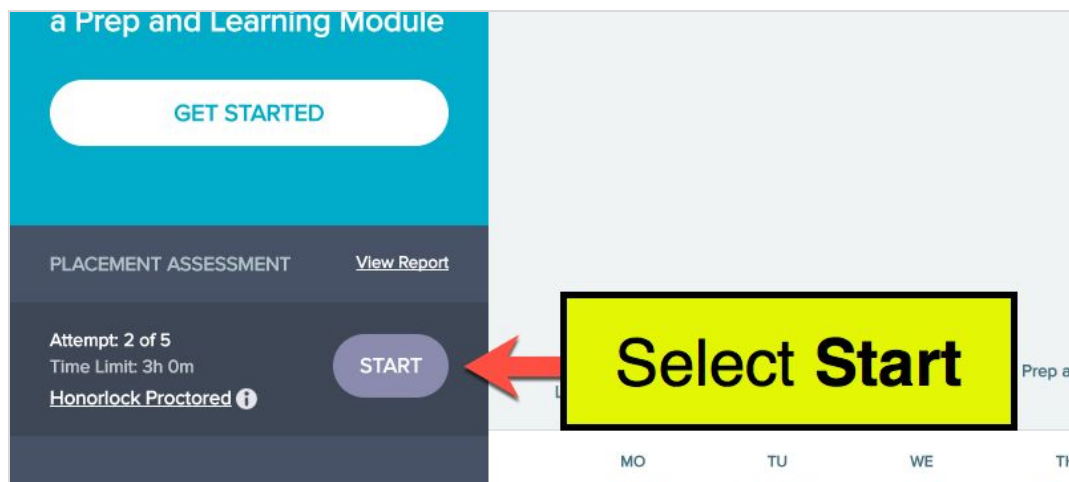


Part 2 - Log into ALEKS

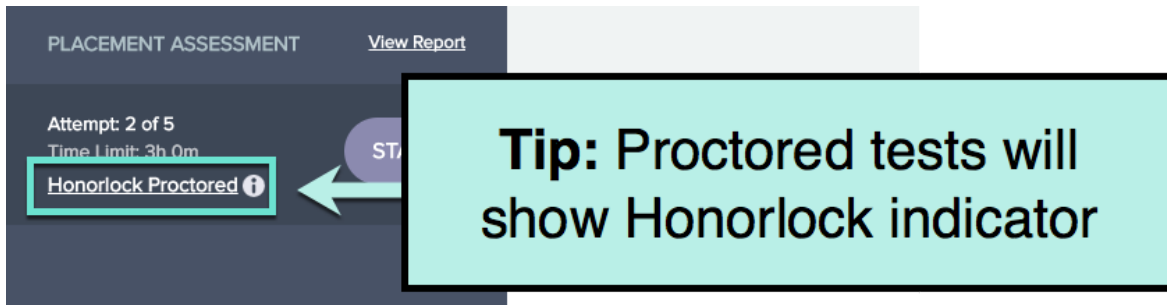
1. Using Google Chrome, navigate to **ALEKS** and login
2. Complete ALEKS registration / tutorial if first time user
3. Once in ALEKS, select the current cohort



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




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



Tip: Proctored tests will show Honorlock indicator

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




This Assessment is Proctored by Honorlock

Click the launch proctoring button to begin.

Launch Proctoring

Cohort: FAU 2017-2018, Summer/Fall 2017

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



This Placement Assessment is Proctored and Requires a Password

Your proctor will provide a password. If you log out before time is up, you will need the password again to complete the Placement Assessment.

Cohort: FAU 2017-2018, Summer/Fall 2017

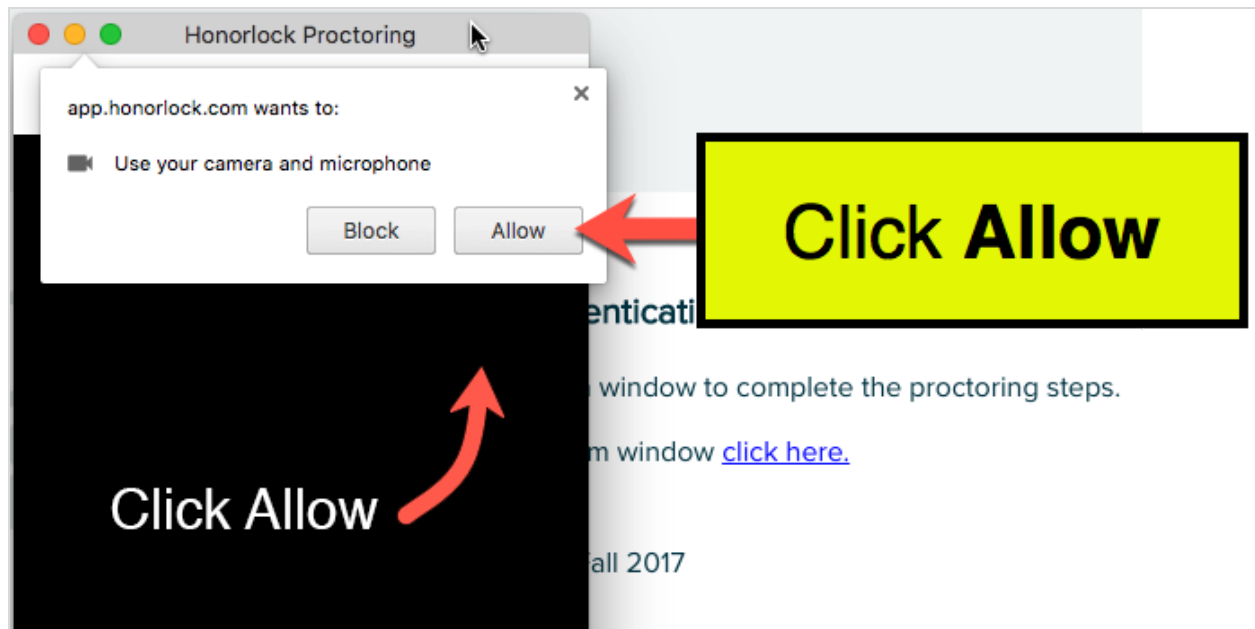
Password:

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.

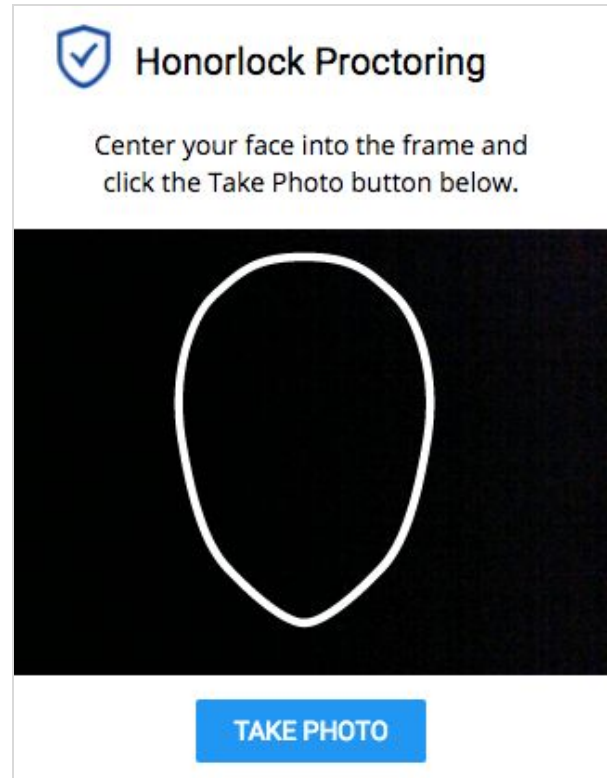


Tip: Honorlock Pretest Checklist™

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

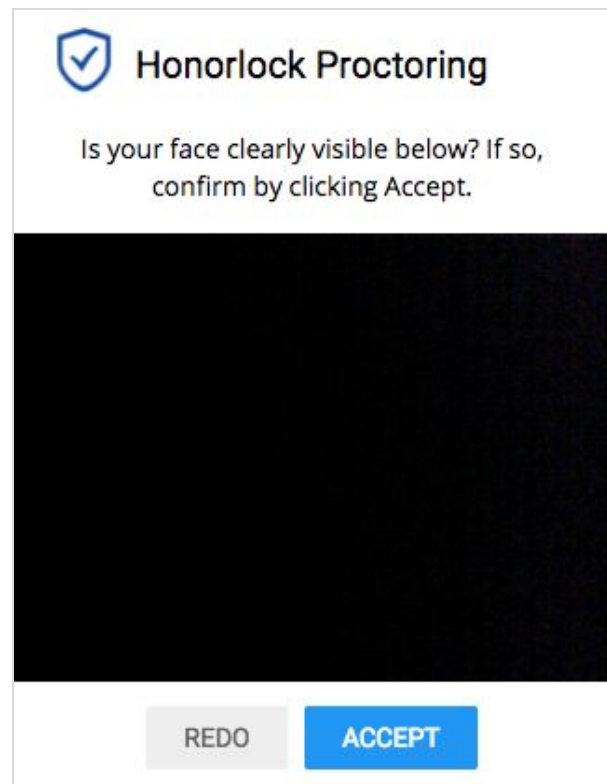
Center your face in the frame and take a photo by clicking **Take Photo**.



The screenshot shows the 'Honorlock Proctoring' interface. At the top, there is a blue shield icon with a white checkmark, followed by the text 'Honorlock Proctoring'. Below this, a message reads: 'Center your face into the frame and click the Take Photo button below.' The central part of the screen is a large black rectangle with a white outline of a face, indicating where the user should position their face. At the bottom, there is a blue button with the text 'TAKE PHOTO' in white capital letters.

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.



The screenshot shows the 'Honorlock Proctoring' interface for photo confirmation. At the top, there is a blue shield icon with a white checkmark, followed by the text 'Honorlock Proctoring'. Below this, a message reads: 'Is your face clearly visible below? If so, confirm by clicking Accept.' The central part of the screen is a large black rectangle, which is the captured image of the user's face. At the bottom, there are two buttons: a grey button with the text 'REDO' in black capital letters, and a blue button with the text 'ACCEPT' in white capital letters.

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

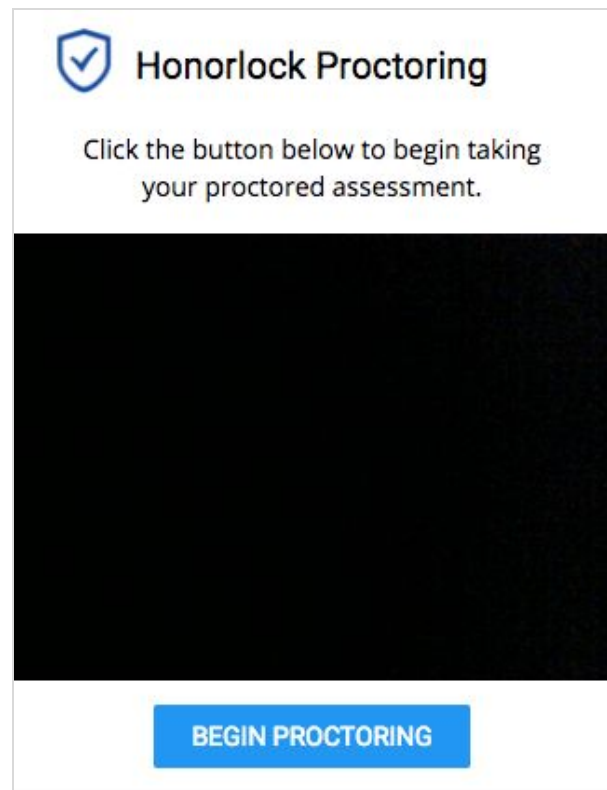
Enter your payment details in the provided fields. All major credit cards and gift cards are accepted, including Visa, Mastercard, Discover, and American Express.

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

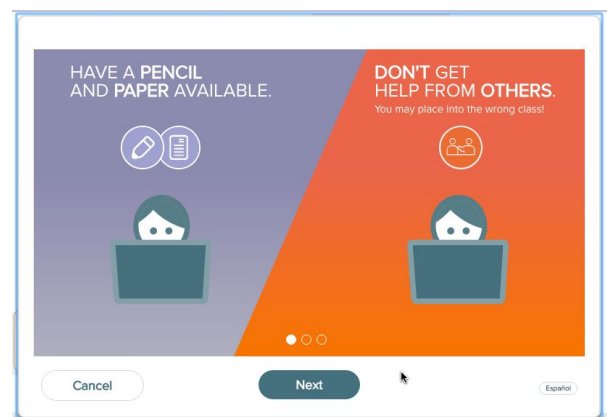
8. Begin Proctoring

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



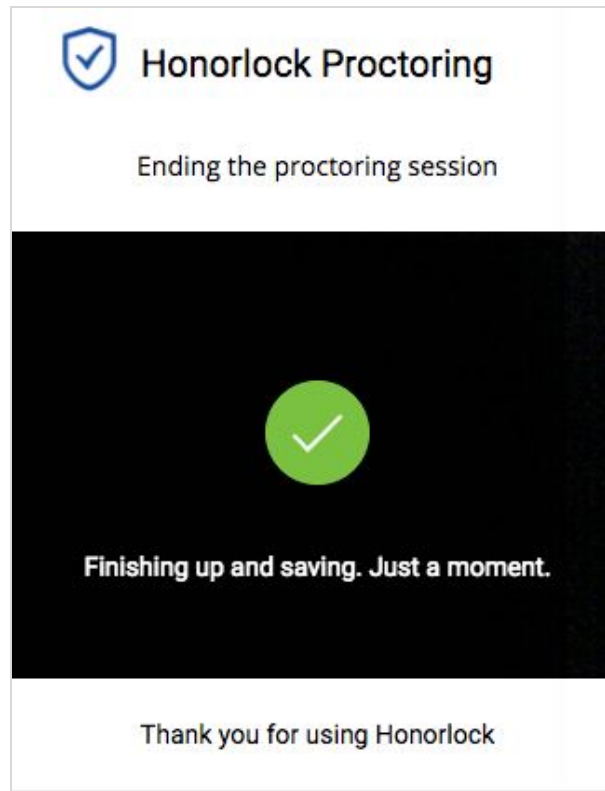
9. Take your placement assessment

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.