

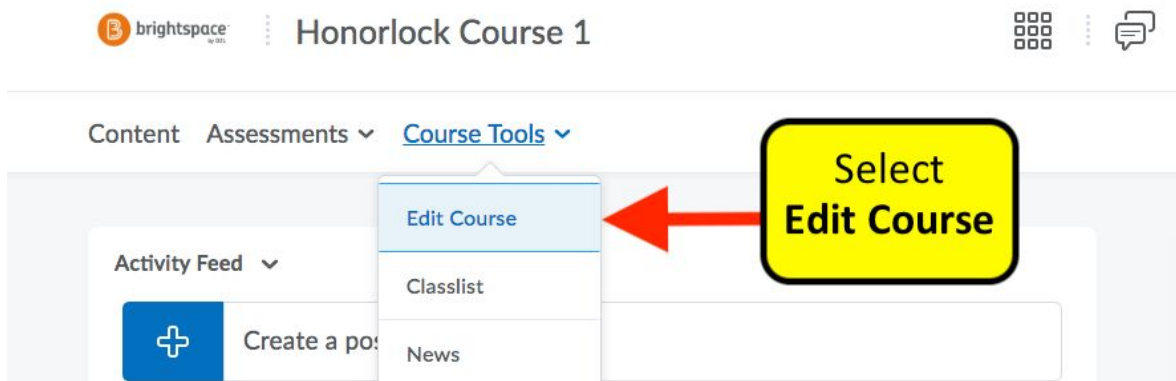


## Contents:

- Add Honorlock to Course
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## Add Honorlock to Course

- Navigate to the appropriate course in your D2L instance
- In the navigation bar at the top of page, select **Course Tools** and then **Edit Course**



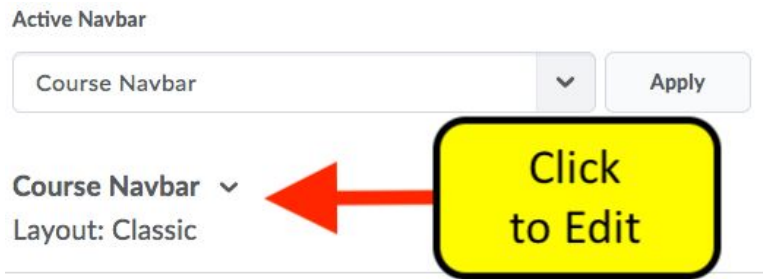
- Select **Navigation & Themes** from the Site Setup section.

### Navigation & Themes

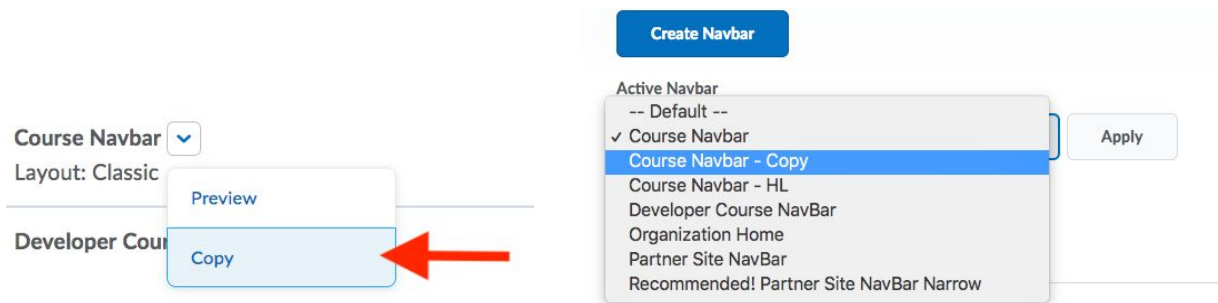
- Note: If you do not see the Navigation & Themes option within this edit course page, then most likely this ability is reserved for administrators. You will need to contact an administrator to add the Honorlock application to your course navbar.



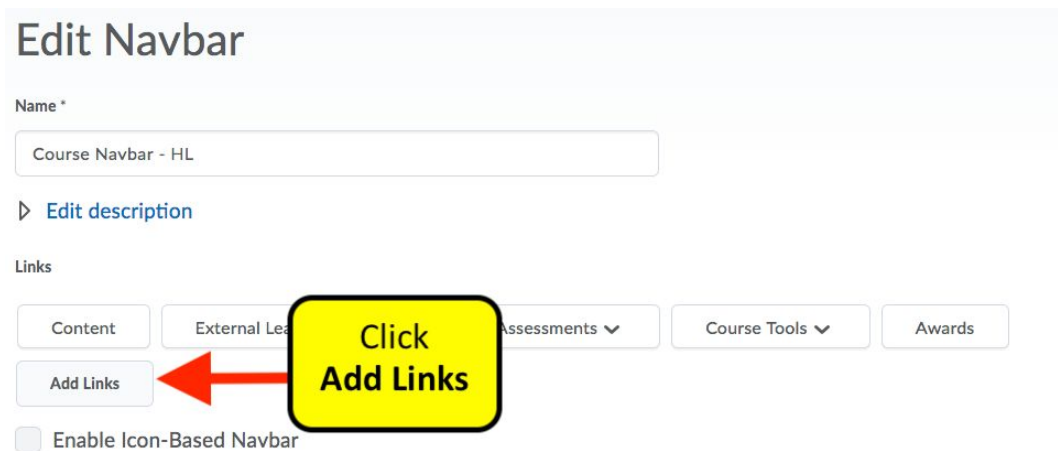
- Click on the *active* navbar to edit the navbar.



- Note: If the active navbar is not clickable, copy the currently active navbar to create a new navbar and then make this new navbar *active*.



- In the edit navbar page, click **Add Link**

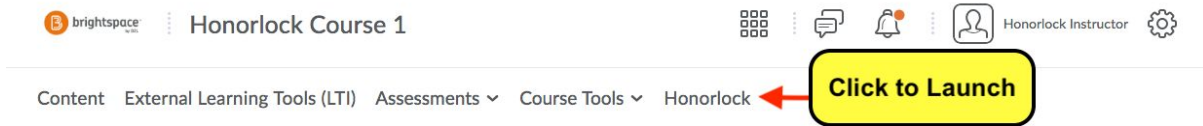


- Select **Honorlock** from the Add Links form (will be listed under Custom Links) and then select **Add**
- The Honorlock tool should now be available in your course navbar

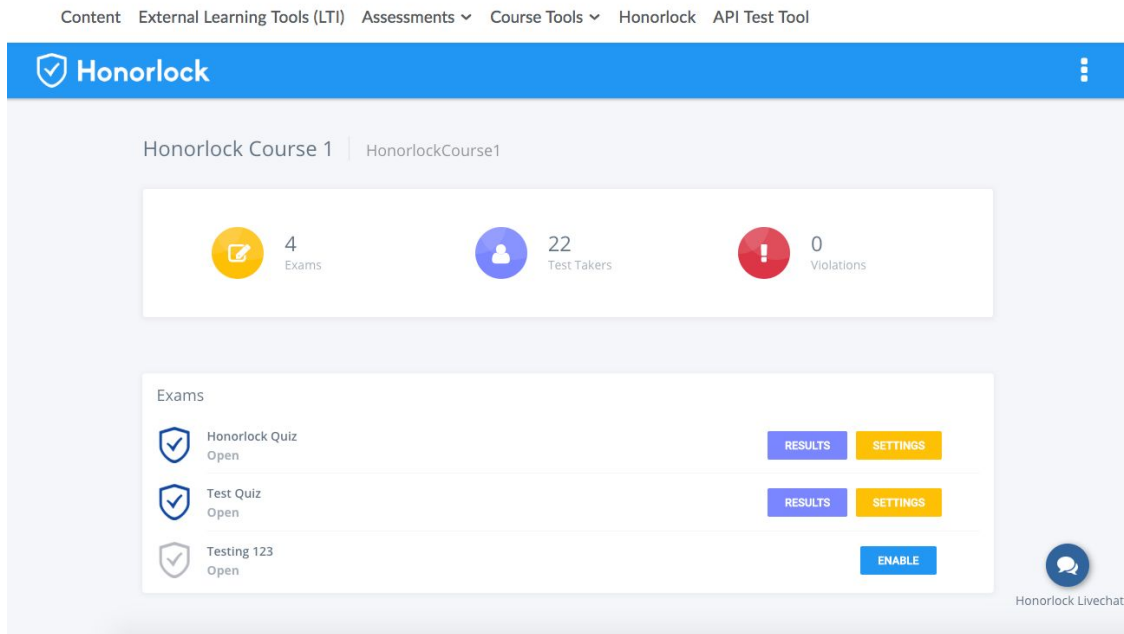


## Enable Honorlock Proctoring in Quiz

- Launch **Honorlock**



### Honorlock Instructor Dashboard



- All quizzes created within your D2L course will automatically show up in the Honorlock tool
- To *enable* Honorlock in your quiz, simply click **Enable** button next to the exam



- Once the quiz has been enabled, you will need to Link your D2L quiz with Honorlock



## Link Exam

To finalize setup of Honorlock proctoring in your D2L quiz, you will need to Link your quiz with Honorlock. You can complete the link process either *automatically* or *manually*.

Begin the link process by either selecting **Enable** to turn proctoring on or **Link Exam** to link an already-enabled exam. Once the link action is triggered, you will have the option to select the **Manual** or **Automatic** linking.

### Automatic Linking

- You can use Honorlock's custom tools to handle the linking process automatically. To do so, you will need to use the Google Chrome browser. Don't have Google Chrome? You can download from [here](#).
- In Google Chrome, click **Add Extension** to add the Honorlock Instructor extension to your Chrome browser. This will launch the Chrome Web Store. Click **Add To Chrome**, then close the Chrome Web Store tab.

#### Link Exam

Honorlock setup is **almost** complete. Add the Honorlock extension and use custom Honorlock tools to finish exam setup.

Add Extension

- Click **Link Exam** to begin the automatic link process. As part of the link process, Honorlock will set an *exam password* and add some information to the *exam description*. The process should take about 10-15 seconds, and once complete your exam will be ready for Honorlock proctoring.

#### Link Exam

To finalize exam setup, please click on the button below to link your assessment with Honorlock.

Link Exam



### Manual Linking

Link Exam - Manual Setup

Follow the guide linked to in **Step 1** for complete setup instructions.

**Step 1** [Exam Setup Guide](#)

**Step 2** [Open Exam Settings Page](#)

**Description** [Copy to Clipboard](#)

**Password**

[Done](#) [Back](#)

- After selecting the **Manual** link setup, click **Open Exam Settings Page** in *Step 2* to open the settings page for your corresponding D2L quiz.
- **Set Description**

Description

on  off ? [Set to ON](#)

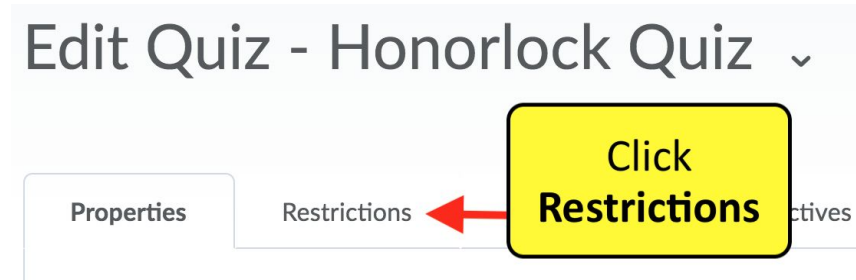
Format B I U [List Icons] Font Fa... Sl... [More Icons]

[Click to Edit as HTML](#) [HTML Editor Icon]

- Click **Copy to Clipboard** next to *Description* to copy the Honorlock info. Then navigate to the exam settings page you just opened and find the section titled Description.
- Click on the **HTML editor** icon to edit the description as HTML. Paste the copied information into the HTML source editor text box (contents should look like `<iframe style ... </iframe>`) then press **Save**.
- Ensure that the Description is set to ON



- **Set Password**
  - Scroll up to the top of the page and select the **Restrictions** tab.



- On the *Dates & Restrictions* page, scroll down to the *Optional Advanced Restrictions* section and locate the **Password** input field.
- Navigate back to the Honorlock tool (previous tab) and copy the password value. Paste this value into the **Password** field of your exam settings page (contents should look like *HL-\*\*\*\**) and press **Save**.



When the access code and description have been added, navigate back to the Honorlock tool and select **Done**. Your exam is now ready for Honorlock proctoring.

Note: If you see the **Link Exam** button then the associated exam is not set up correctly and is not ready for Honorlock proctoring. Click the **Link Exam** button to begin the link process.

Action Required

LINK EXAM



## Proctoring Settings

- Click the **Settings** button next to your enabled exam to view and edit your proctoring settings.

SETTINGS

### Exam Options:

Option	Description
<b>Record Webcam</b>	Student's webcam will be recorded during the exam session.
<b>Record Screen</b>	Student's entire screen will be recorded throughout the exam session
<b>Student Picture</b>	During the verification process, a photo will be taken of the student's face to verify the test-taker's identify.
<b>Student ID</b>	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.
<b>360° Room Scan</b>	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.
<b>Disable Copy/Paste</b>	Students will not be able to copy, paste, or right click in Canvas during the exam. This helps prevent unauthorized distribution of test content.



<b>Disable Printing</b>	Students will be prevented from printing the test pages during the exam session. This helps prevent unauthorized distribution of test content.
<b>Only One Screen</b>	Students will have to unplug additional displays (such as dual monitors) so that only one screen is in use.
<b>Manual Review</b>	Our human proctoring staff will manually review all student videos and flag any suspicious behaviors and deviations from test guidelines.
<b>On-screen Calculator</b>	Students will be allowed to use a standard on-screen calculator during their exam.

<b>Exam Guidelines</b>	Customizable exam guidelines to let our proctoring staff know what is allowed during the exam. For example, common guidelines would indicate <i>closed vs. open book</i> exams or whether physical calculators are allowed.
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## View Proctoring Results

- Click the **Results** button next to your enabled exam to view your exam proctoring results. From this page, you can view student test sessions and any incidents or violations.







## Disable Exam

- Click **Settings** to open the proctoring settings. Scroll down to the bottom of the proctoring settings and select **Disable** to disable proctoring in your exam.



Disable

- Next you will need to remove the Honorlock information from your D2L quiz. You can complete the link process either *automatically* (using Google Chrome) or *manually*.

### Automatic Disable

- If you are using Chrome and have already added the Honorlock Instructor extension, then you will be able to do so automatically by clicking **Disable Exam** in the resulting pop-up window.

#### Disable Exam

Please click on the button below to remove all Honorlock info from your D2L quiz.



Disable Exam



### Manual Disable

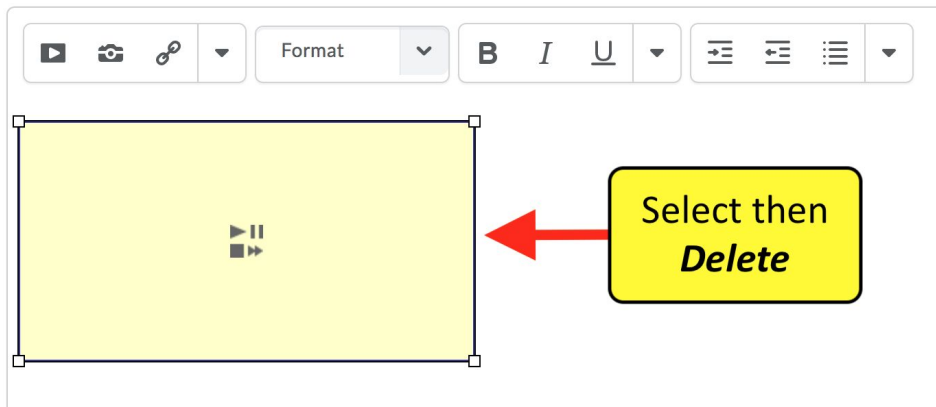
Disable Exam

Follow the guide linked to in **Step 1** for complete disable instructions.

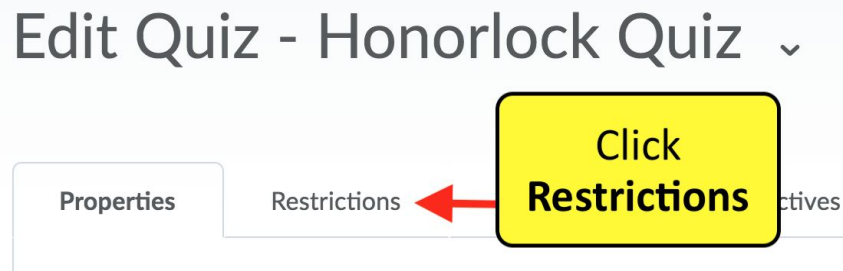
- Step 1**    [Exam Disable Guide](#)
- Step 2**    [Open Exam Settings Page](#)
- Step 3**    Remove Exam Password
- Step 4**    Remove Honorlock info from Description

[Done](#)

- Click **Open Exam Settings Page** in *Step 2* to open the settings page for your corresponding D2L quiz.
- **Remove Description**
  - On the exam settings page, find the section titled **Description**.
  - Select the yellow box and press *Delete* on your keyboard to remove the Honorlock info from your exam instructions.



- **Remove Password**
  - Scroll up to the top of the page and select the **Restrictions** tab.



- On the *Dates & Restrictions* page, scroll down to the *Optional Advanced Restrictions* section and locate the **Password** input field.
- Delete the contents of the password field

When the access code and description have been removed, navigate back to the Honorlock tool and select **Done**. Honorlock proctoring has now been disabled in your D2L quiz.