

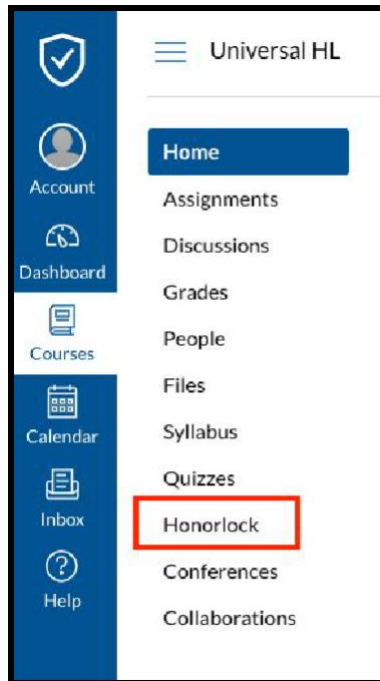
Honorlock Universal Third-Party Integration - Student Guide

Honorlock Universal Third-Party Integration allows the student to test outside of Canvas, via a third-party publisher website, while their session is still being proctored. The scope of this document is to provide students with information on how to successfully take a third-party exam via Honorlock.

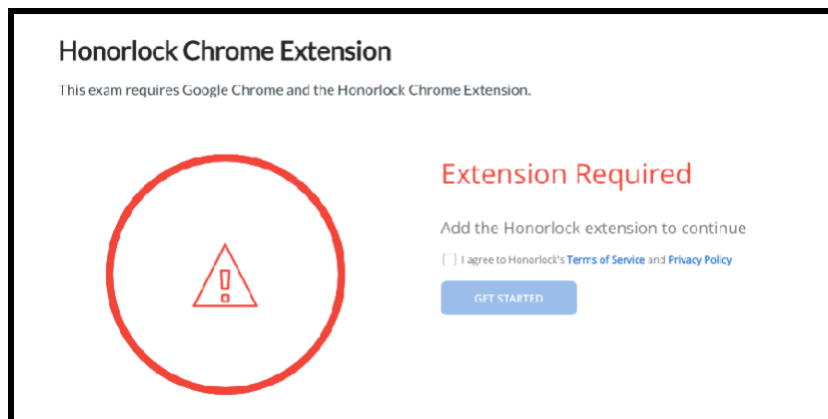


Before you begin, you will need to download Google Chrome to take your exam. [Download Google Chrome](#). If you need assistance, please call us at (844) 243-2500.

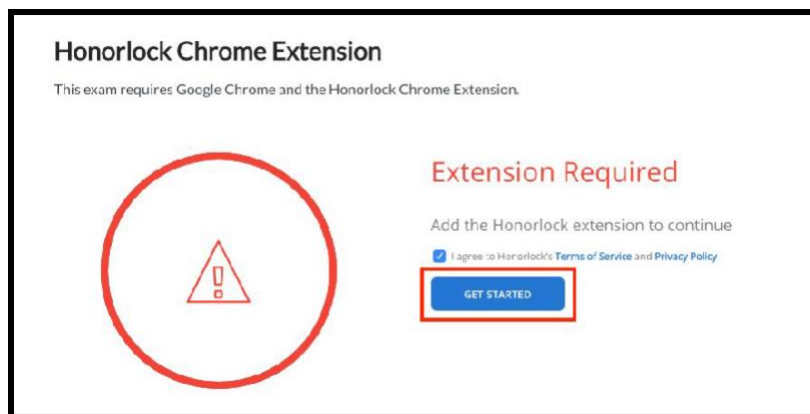
1. Within your Canvas course, click on **Honorlock** listed in the side menu.



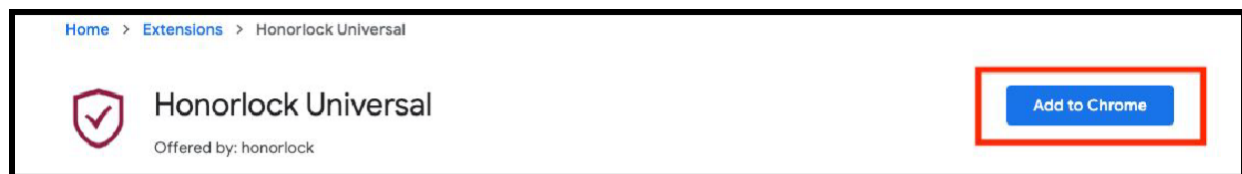
2. You will be prompted to add the Honorlock Chrome Extension to your Chrome browser.



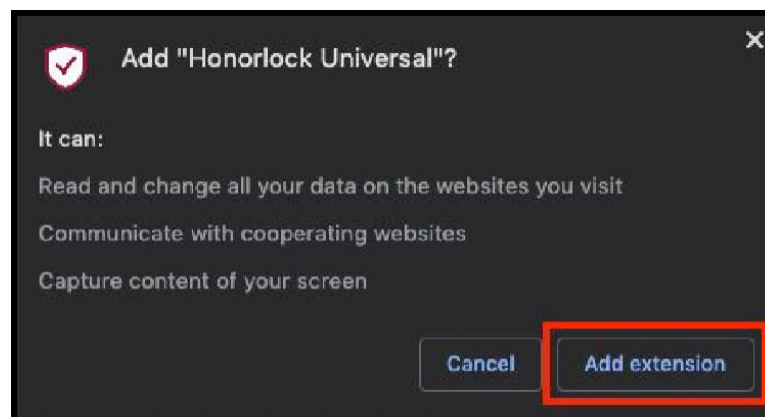
3. Review Honorlock's Terms of Service and Privacy Policy and check the box to acknowledge that you agree to the terms. Once ready, proceed to click on **Get Started**.



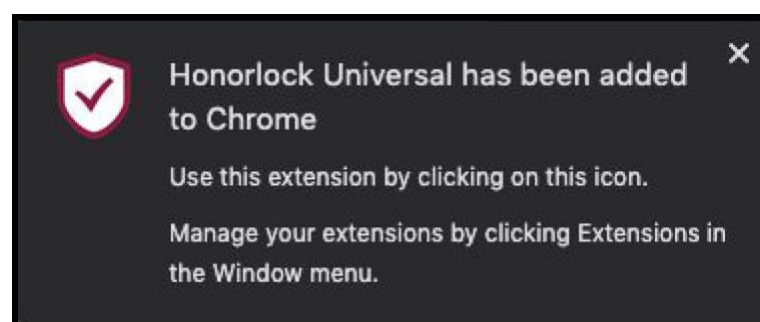
4. You will be redirected to the Google Chrome Web Store. Add the Google Chrome extension to your web browser by clicking **Add to Chrome**.



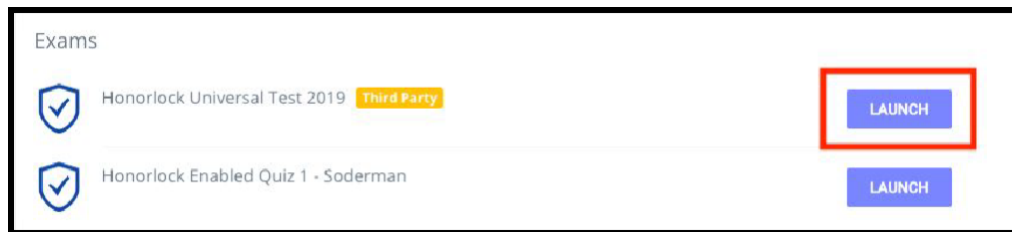
5. Click on Add extension.



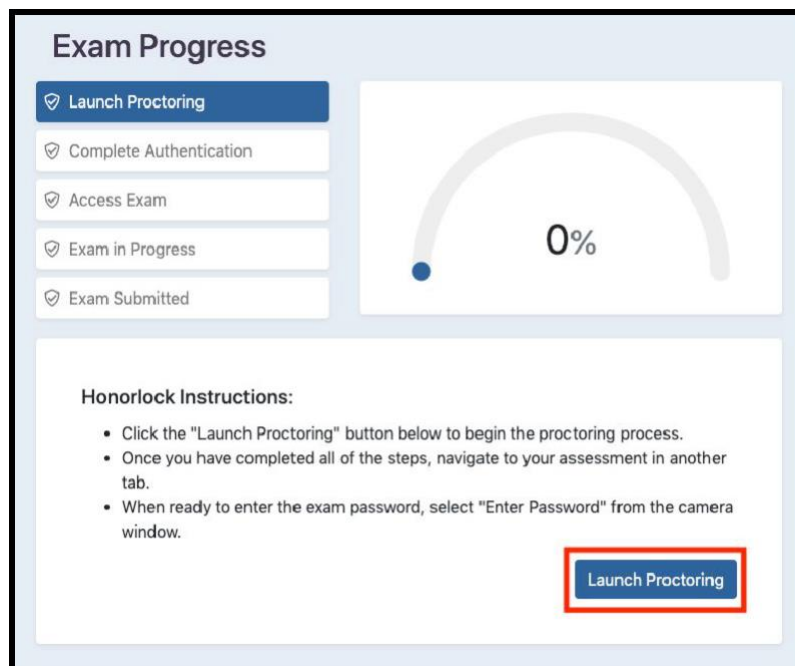
6. Once the extension has been added to your Chrome browser, you will receive the confirmation message shown below.



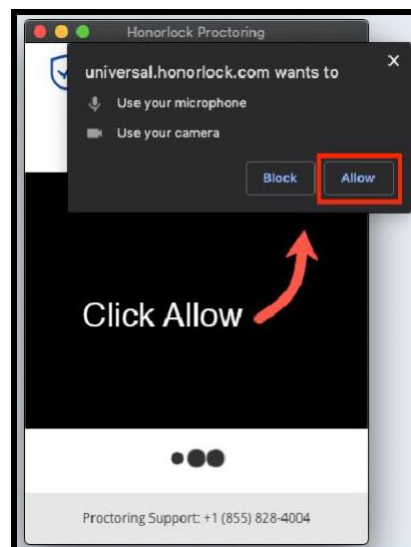
7. Once you have added the extension to your Chrome browser, you will be taken back to the Honorlock tab within your Canvas course. To begin your exam, click on **Launch**.



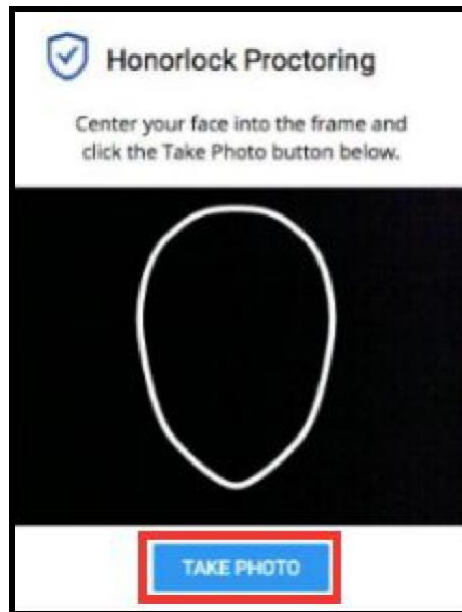
8. You will be directed to the Honorlock Launch Page, which will assist with tracking your overall exam progress, as well as provide you with instructions required for each step. Once you are ready to begin the authentication process, click on **Launch Proctoring**.



9. You will receive a prompt, as Honorlock will require access to your device's webcam and microphone. To allow and move forward with your exam, click **Allow**.



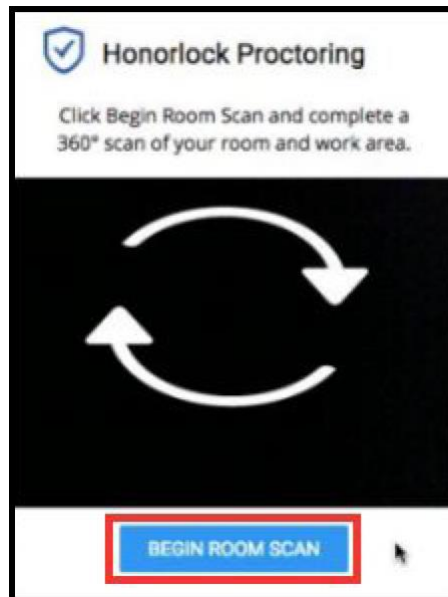
10. After allowing Honorlock access, you will be prompted to take a photo of yourself as part of Honorlock's authentication process. Center your face into the frame and take a photo by clicking **Take Photo**.



11. An ID Photo will also be required as part of Honorlock's authentication process. Hold your photo ID into the frame and click on **Take ID Photo**. Please be sure that your ID is centered and clearly visible during this process.



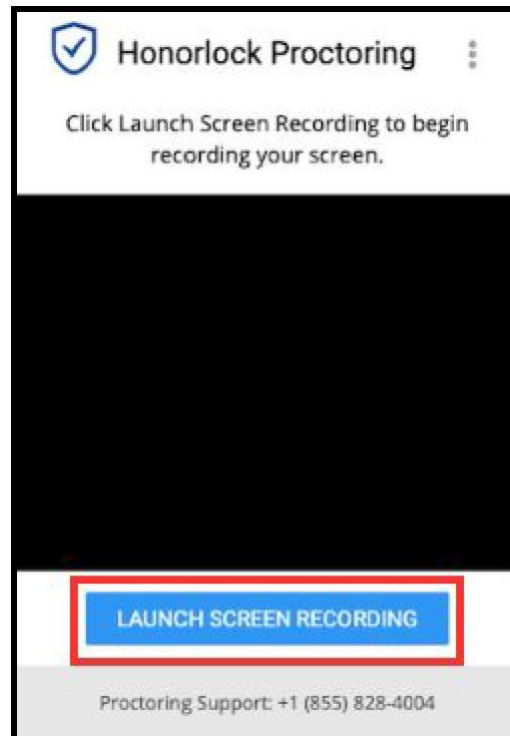
12. The last step of the authentication process is the 360° Room Scan. To complete a successful room scan, click on **Begin Room Scan** and rotate your camera 360°, showing your entire test-taking environment and desk area.



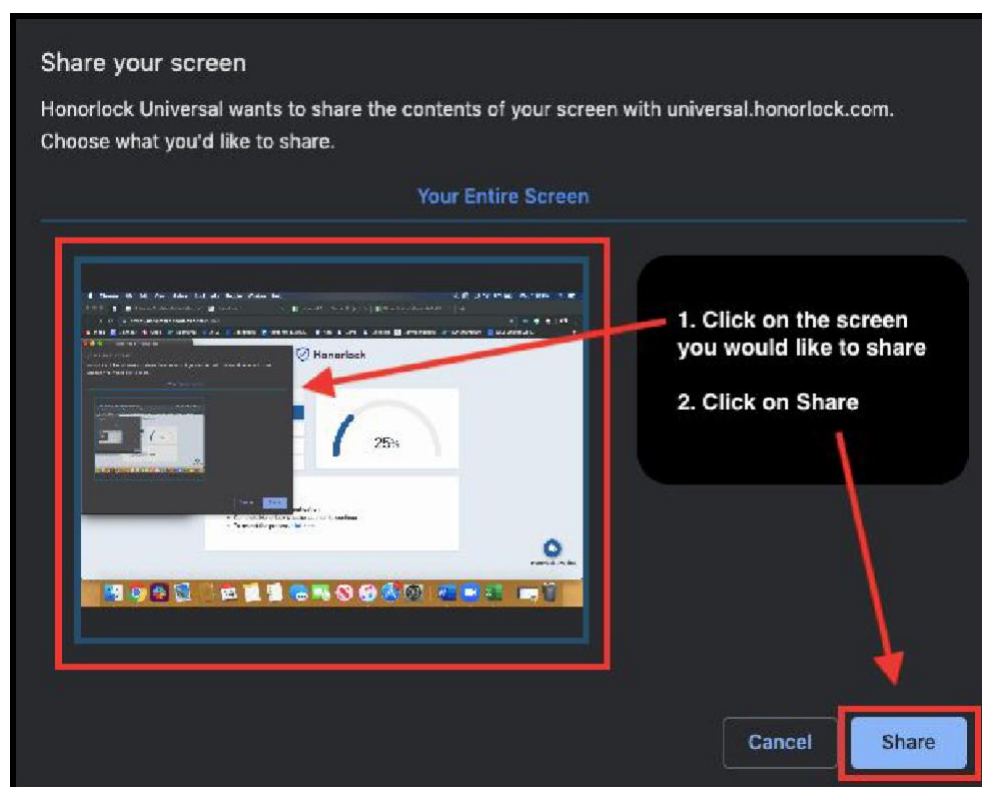
13. After you have completed your room scan, you will be asked to confirm your recording. The recording will playback for you to reference. Once you have confirmed the room scan and are satisfied with the recording, proceed to click on **I'm Done**.



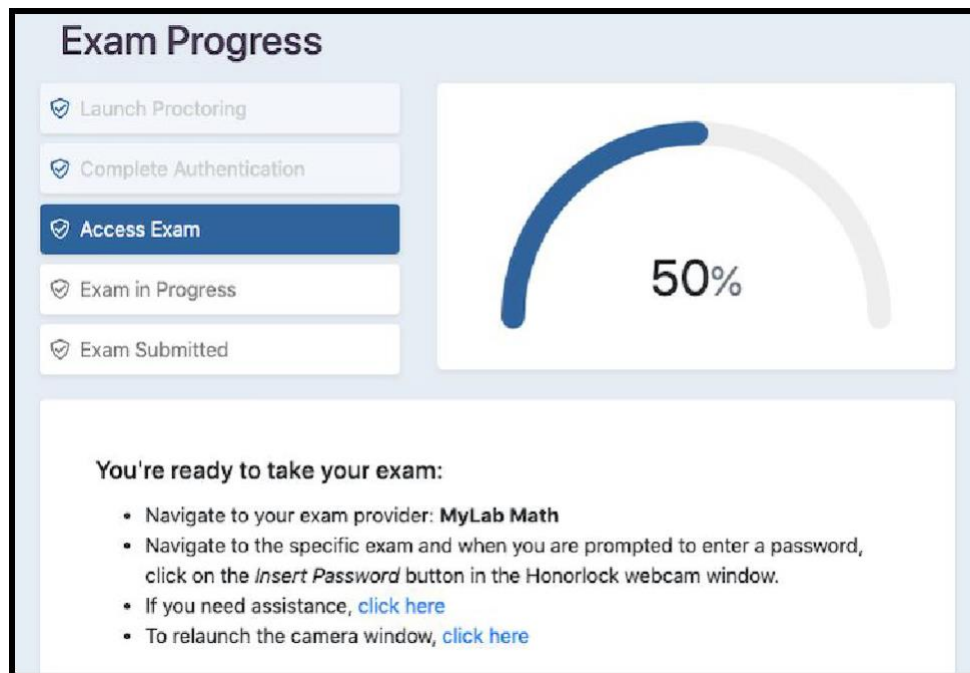
14. After selecting **I'm Done**, the next step will be to launch the screen recording. To begin, click **Launch Screen Recording**.



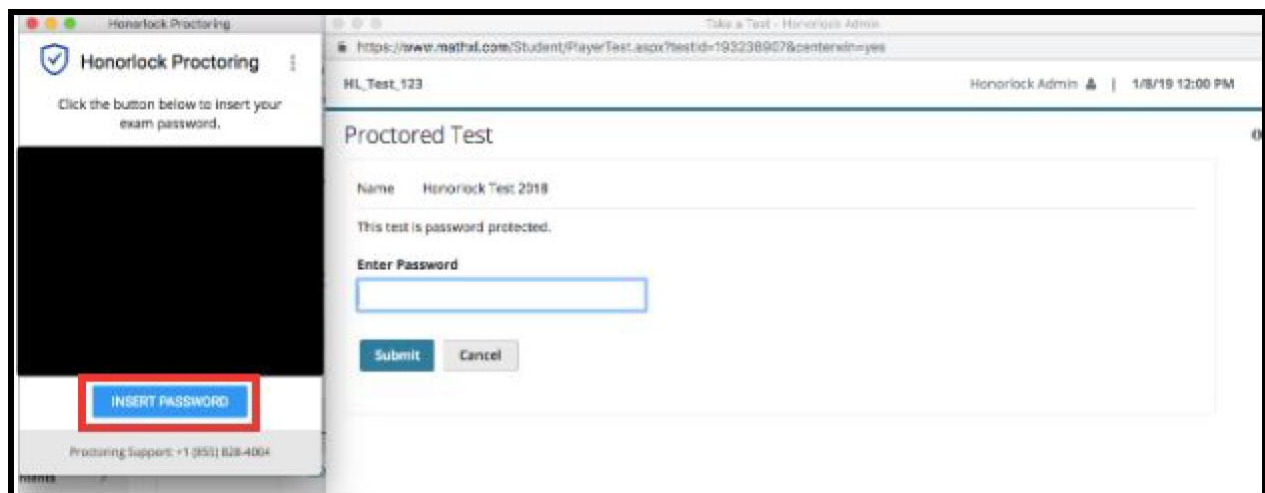
15. To complete the screen recording setup, click on the screen you wish to share, and then click the **Share** button.



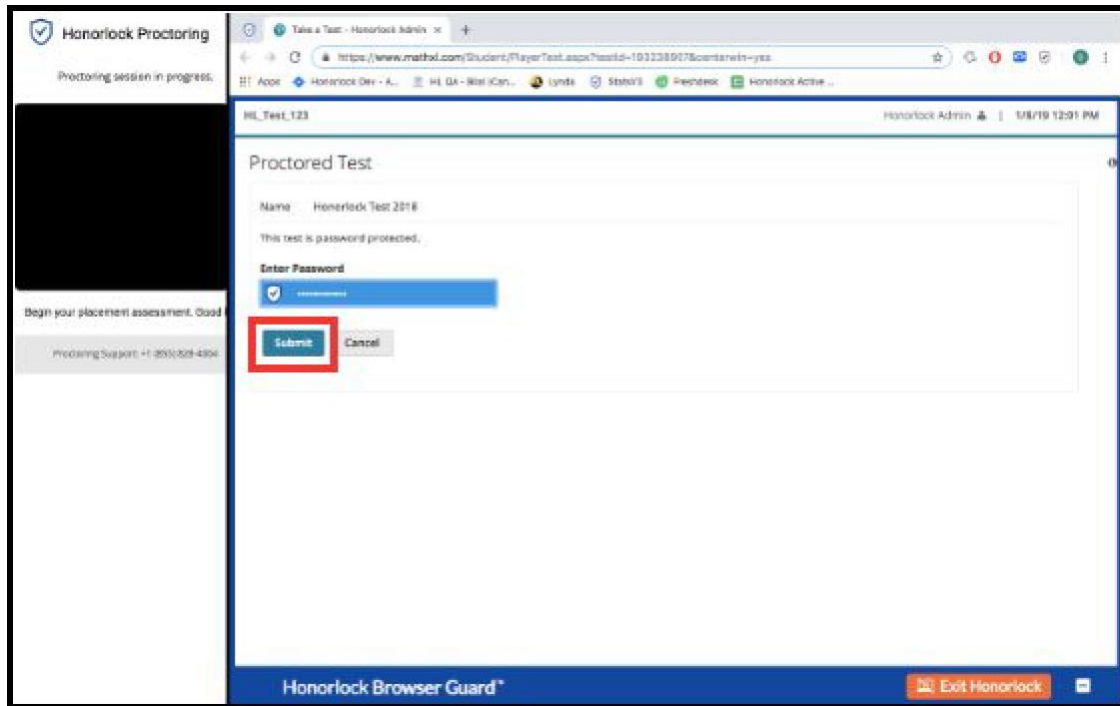
16. The last step in the process of launching a third-party exam is accessing the exam itself. Start by navigating to the third-party website you will be taking the exam through.



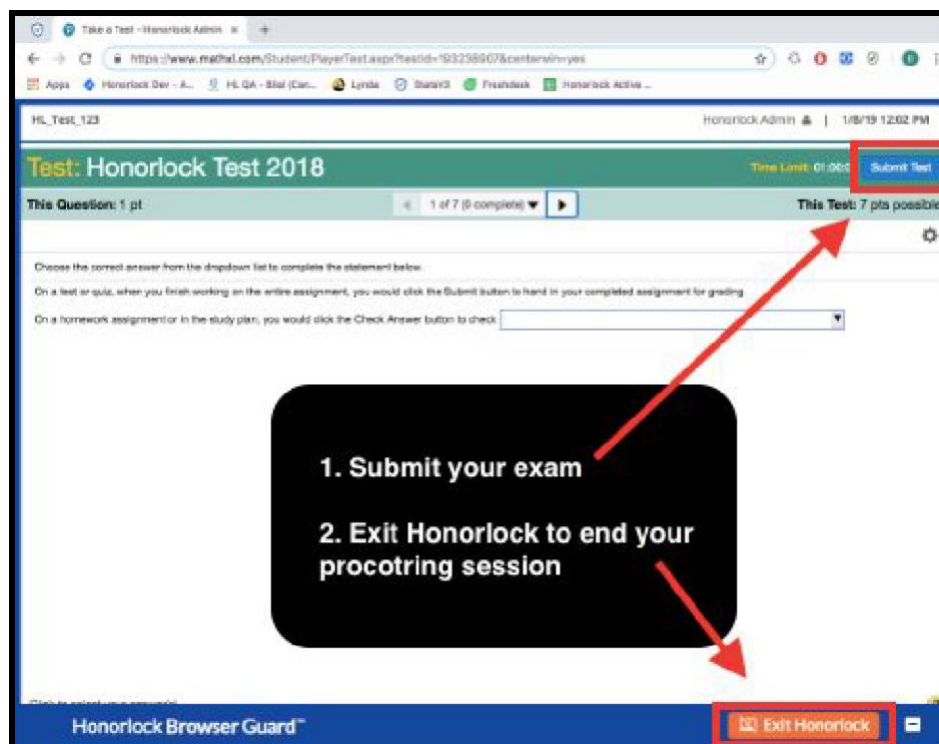
17. Once you have located the third-party exam, you should see a screen similar to the image below. To enter the exam, bring up the Honorlock Proctoring window, in front of the third-party exam screen, and click on **Insert Password**. Doing this will drop the password into the password field for you.



18. Once the exam password has populated within the field, proceed to click on **Submit**. Doing this will grant you access to your exam. Please note that if BrowserGuard is not enabled for your exam, you will not see the blue border around the testing window as shown in the image below. You can minimize the Honorlock Proctoring window at any time.



19. Once you are done with your exam, you can proceed to submit your test. Please note that the method for submitting your exam will vary based on the third-party platform being used. Once you have submitted your exam via the third-party platform, click **Exit Honorlock** to end your proctoring session.



20. Once you see the confirmation image below, you have successfully ended your proctoring session and no further action is required.

