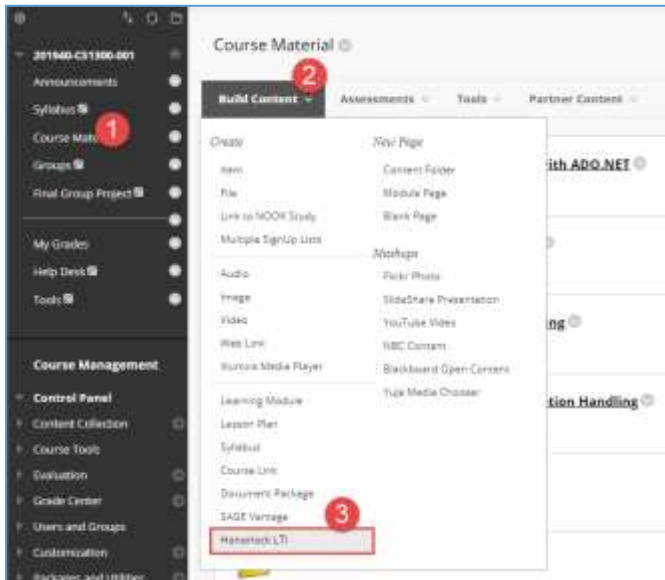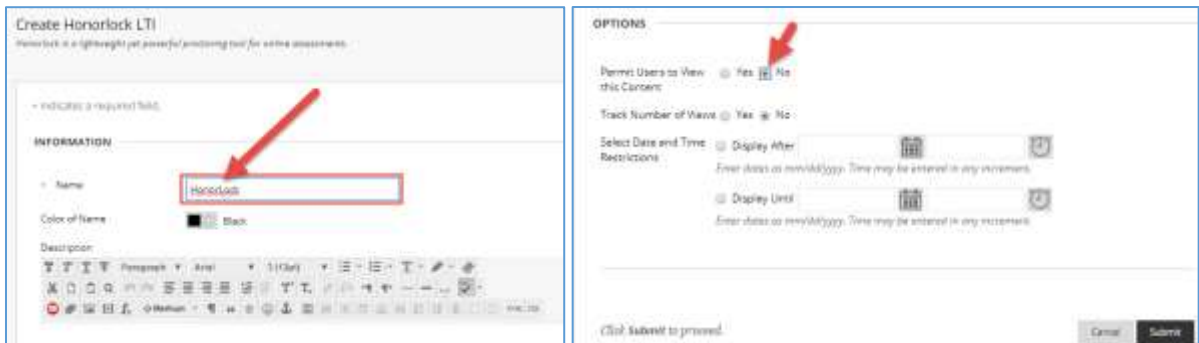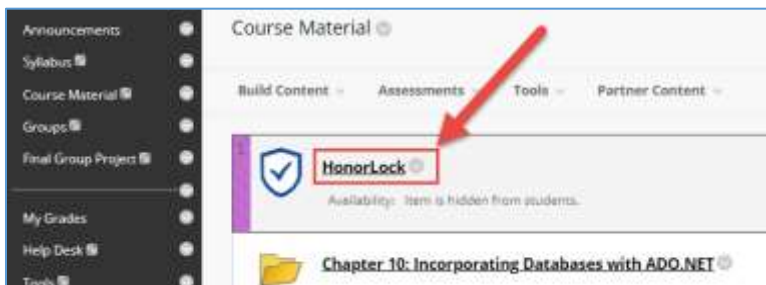## Setting up HonorLock in a Course

1. Navigate to the page of your course that you want to put the exam on. Under Build Content or Tools, select Honorlock LTI.

2. Enter the following information into the LTI creation form: Name: Honorlock Description (optional): Honorlock online remote proctoring. Permit Users to View this Content: No Note: this is important as it limits the LTI to faculty use only (as intended) Track Number of Views: No Select Date and Time Restrictions: None

3. Select Honorlock to launch the Honorlock LTI tool.

By launching the Honorlock LTI tool, you have now successfully enabled Honorlock in your course. Moving forward, the Honorlock LTI tool will be your one-stop-shop for reviewing proctored exams, viewing proctor test results, adding practice tests, and much more. As a first step, let's enable Honorlock in an assessment.
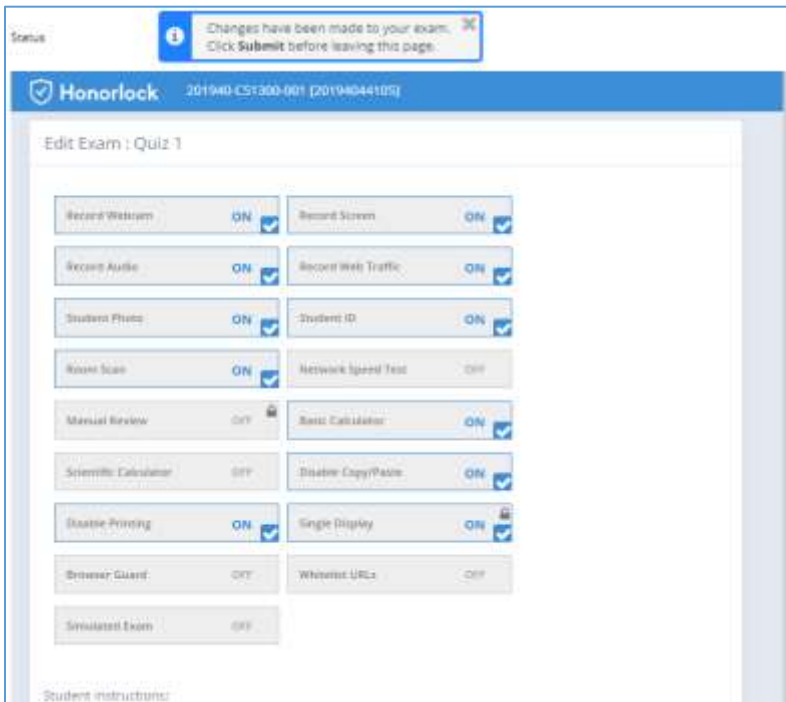
Enable HonorLock in an Assessment

1. Once there is an assessment in your course content menu, navigate to the test options by clicking on the down arrow symbol to the right of the assessment name. Click on the symbol to open up the context menu, and then select **Edit the Test Options**.

2. Navigate to the Honorlock section of the test options, and select **Click to Enable** to enable Honorlock in your assessment.
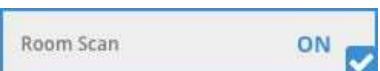

3. Make changes on the proctoring options below by clicking each. When you made all changes, press Submit button.
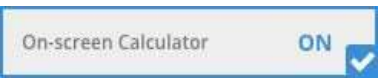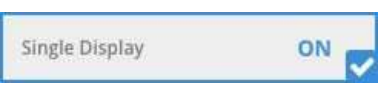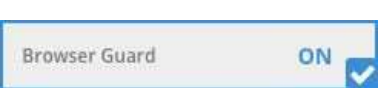

Your assessment is now enabled with Honorlock and ready for Honorlock proctoring!

Explanation of Proctoring Options

Feature	Feature Description	Honorlock Recommendation
Record Webcam ON	Student's webcam will be recorded during the exam session.	*Recommended*
Webcam Failsafe ON	If this option is enabled and the student webcam feed fails, we will not interrupt their exam session and they will essentially be able to continue unproctored.	*Not Recommended*
Record Screen ON	Student's entire screen will be recorded throughout the exam session.	*Recommended*
Record Audio ON	Student's audio environment will be recorded during the exam session.	*Recommended*
Record Web Traffic ON	All internet activity will be monitored during the exam session.	*Recommended*
Student Photo ON	During the verification process, a photo will be taken of the student's face to verify the test-taker's identity.	*Recommended*
Student ID ON	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 identity.	*Recommended*
Room Scan ON	During the verification process, students will rotate their camera 360 degrees, scanning their room and desk area to ensure no unauthorized people or materials are in the testing environment.	*Recommended*
Network Speed Test ON	Before the verification process, have the student run a network speed test to ensure they meet the network requirements to take an Honorlock enabled exam.	*Recommended*
Manual Review ON	Our human review proctoring staff will manually review all of the student videos and flag any suspicious behaviors and deviations from test guidelines.	*Note: This is an additional service. Check with your institution for availability.*

On-screen Calculator **ON** ✓	On-screen basic calculator.	*Recommended When Needed*
Disable Copy/Paste **ON** ✓	Students will not be able to copy, paste, or right click in Canvas during the exam. This helps to prevent the unauthorized distribution of test content.	*Recommended*
Disable Printing **ON** ✓	Students will be prevented from printing the test pages during the exam session. This helps to prevent the unauthorized distribution of test content.	*Recommended*
Single Display **ON** ✓	Students will have to disconnect any additional displays (such as dual monitors) to ensure only one screen is in use.	*Recommended*
Browser Guard **ON** ✓	Locks down the student's browser to ensure they cannot open new tabs, windows, or applications during the exam.	*Recommended for closed book exams that don't require additional applications*
Whitelist URLs **ON** ✓	Allows faculty to give students permission to visit specific websites while restricting them from visiting any other website during the exam session.	*Recommended*