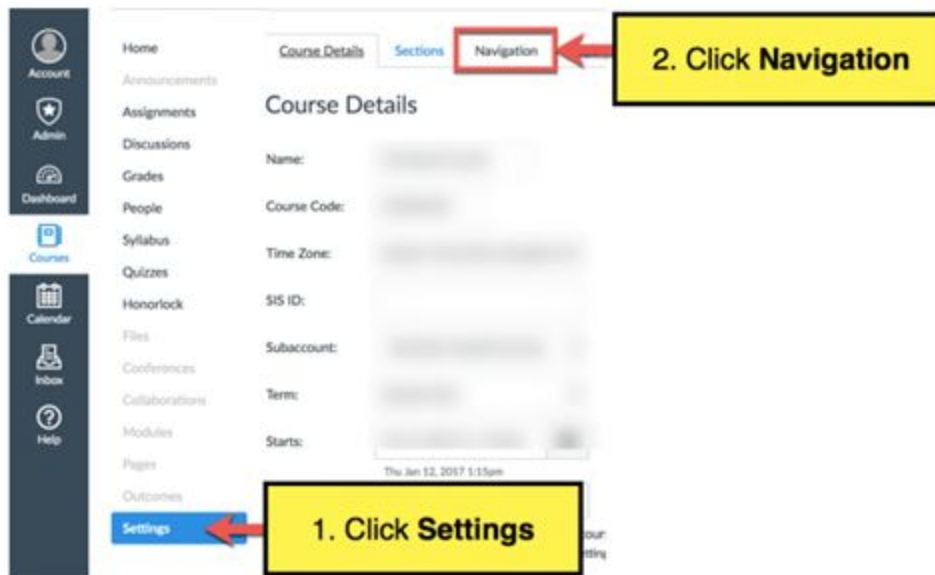
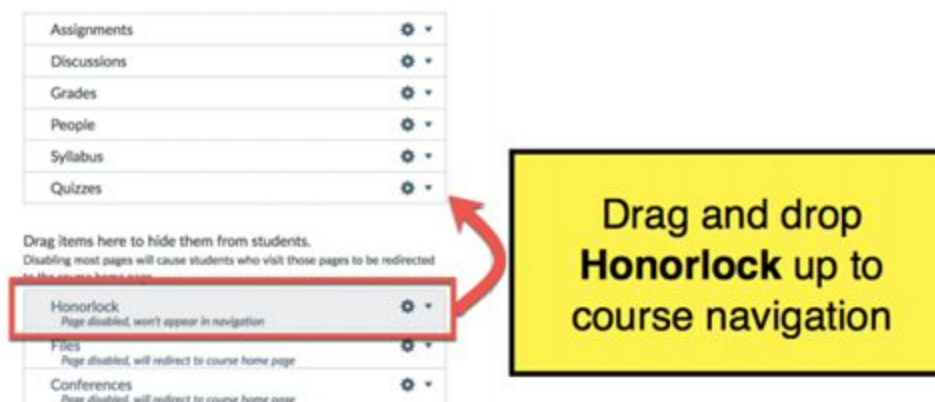


Enabling Honorlock for an Exam

1. Within your Canvas course, first click on **Settings**. Once completed, proceed to click on the **Navigation** tab.

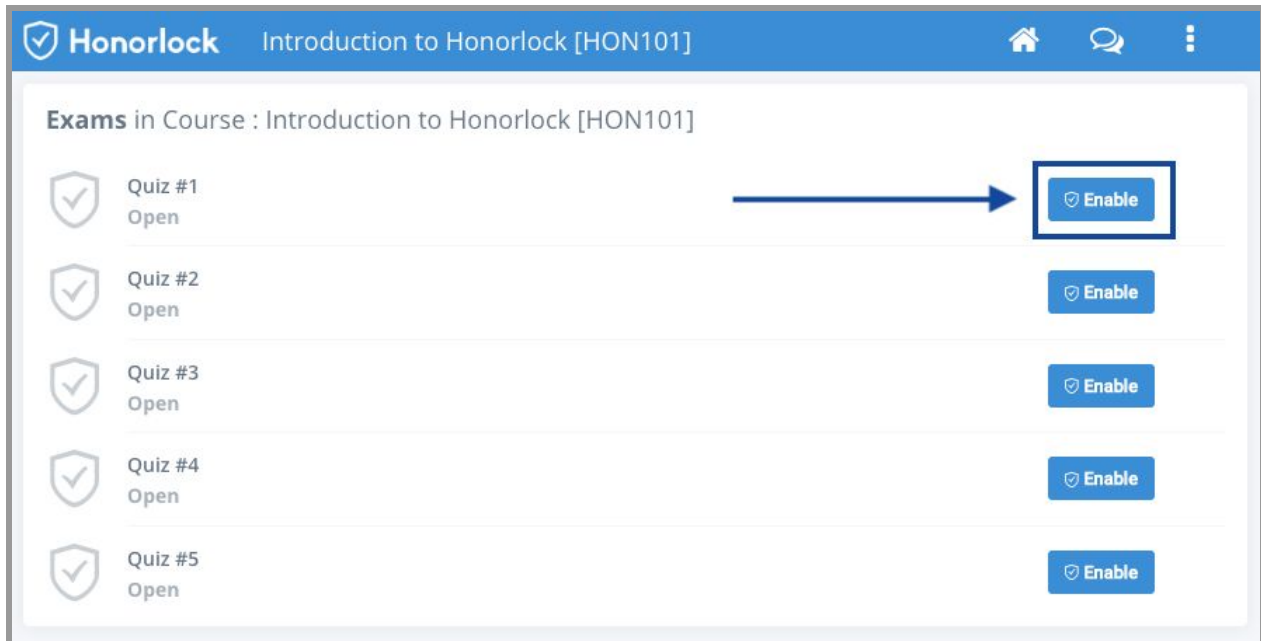


2. Drag the Honorlock tab from the bottom menu into the top menu. Once completed, click on **Save**.



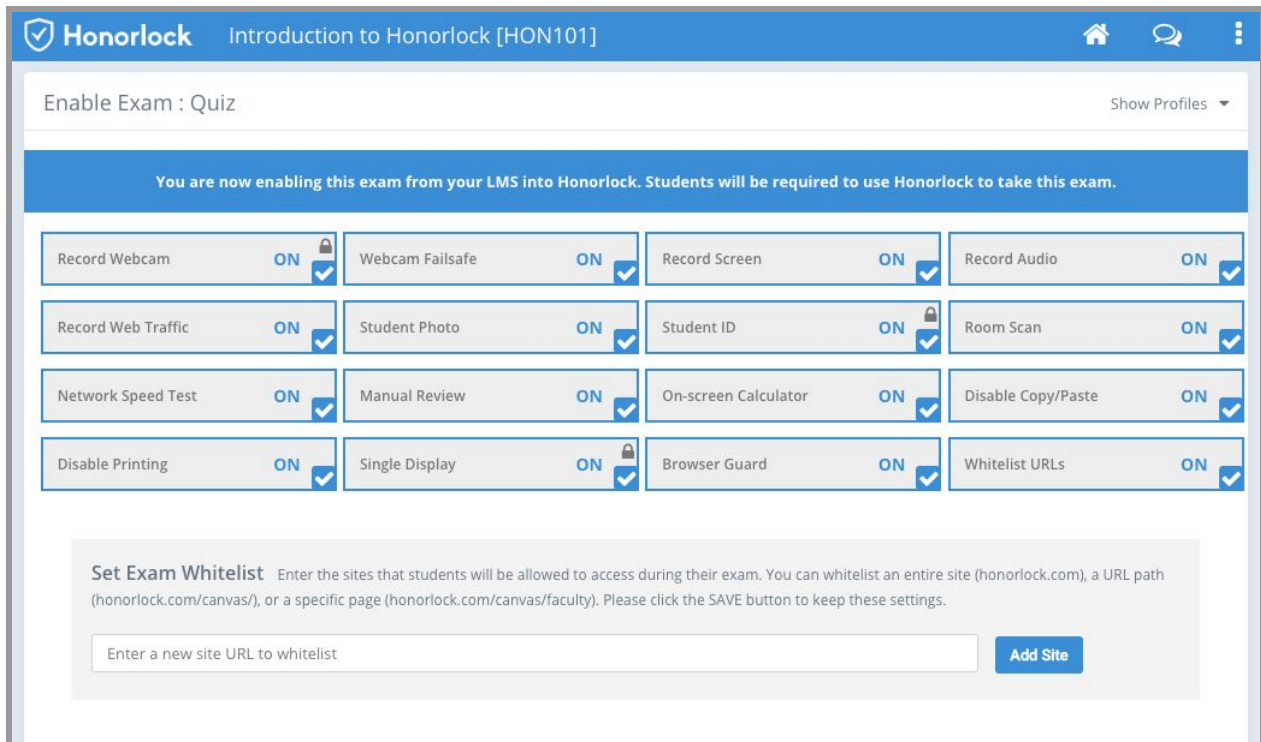
3. Navigate to Honorlock within your respective Canvas course.

- Next, it's time to enable Honorlock in your exams! All exams for your course will be listed here. Click the blue **Enable** button.



Note: Honorlock Icons in grey are exams that are not currently enabled with Honorlock

- Optionally, click on any of the options to toggle them on or off.
Note: See [Explanation of Proctoring Options](#) below.



6. Provide descriptive guidelines for students to let them know exactly what is allowed and what isn't allowed on your proctored exams. Below is an example of the **Student Instructions**. Feel free to copy and paste for yourself!

Student Instructions:



This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.

7. In addition to the student facing instructions, there is also a section for you to put in any specific notes you have for our proctors. You're also going to want to copy and paste the student facing guidelines here. This

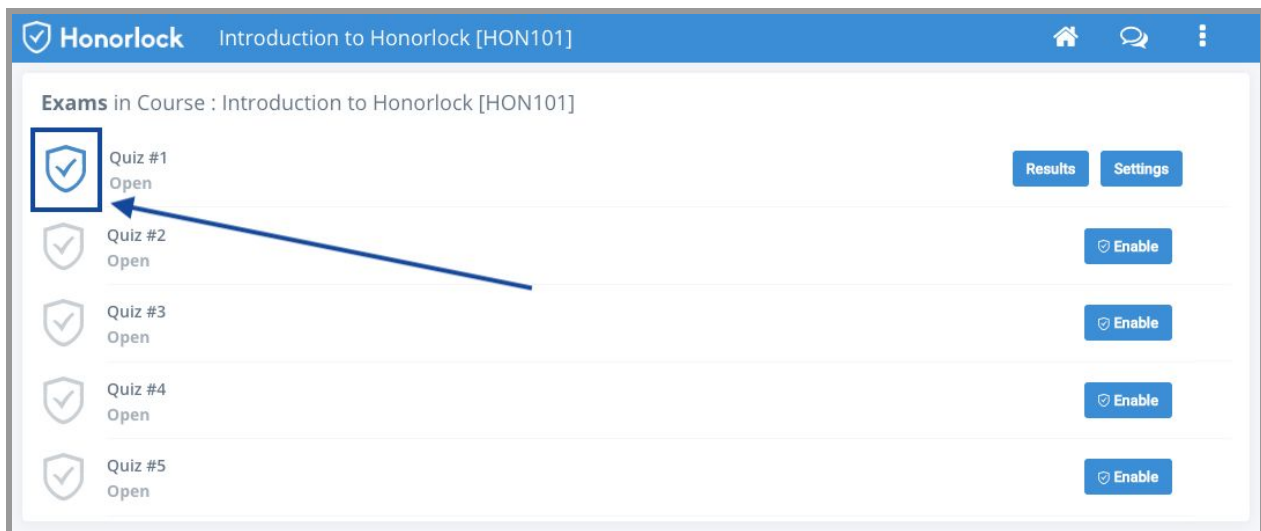
is where you can list any students that have any specific accommodations. Below is an example of the **Proctor Guidelines**. Feel free to copy and paste for yourself!

Proctor Guidelines:












Normal ⌵ **B** *I* U 🔗 **A** 🖨 ☰ ☰ T_x

(List student accommodations here) Example: John Doe is allowed to use a second monitor.
 This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.

8. Make sure to click the blue **Enable** button to save your settings.
9. Your exam is now ready to be proctored! Exams that are Honorlock enabled will display the blue Honorlock shield.



Explanation of Proctoring Options

Feature	Feature Description	Honorlock Recommendation
Record Webcam ON 	Student's webcam will be recorded during the exam session.	<i>Recommended</i>
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.	<i>Not Recommended</i>
Record Screen ON 	Student's entire screen will be recorded throughout the exam session.	<i>Recommended</i>
Record Audio ON 	Student's audio environment will be recorded during the exam session.	<i>Recommended</i>
Record Web Traffic ON 	All internet activity will be monitored during the exam session.	<i>Recommended</i>
Student Photo ON 	During the verification process, a photo will be taken of the student's face to verify the test-taker's identity.	<i>Recommended</i>
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.	<i>Recommended</i>
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.	<i>Recommended</i>
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.	<i>Recommended</i>
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.	<i>Note: This is an additional service. Check with your institution for availability.</i>

<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> On-screen Calculator ON <input checked="" type="checkbox"/> </div>	<p>On-screen basic calculator.</p>	<p><i>Recommended When Needed</i></p>
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Disable Copy/Paste ON <input checked="" type="checkbox"/> </div>	<p>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.</p>	<p><i>Recommended</i></p>
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Disable Printing ON <input checked="" type="checkbox"/> </div>	<p>Students will be prevented from printing the test pages during the exam session. This helps to prevent the unauthorized distribution of test content.</p>	<p><i>Recommended</i></p>
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Single Display ON <input checked="" type="checkbox"/> </div>	<p>Students will have to disconnect any additional displays (such as dual monitors) to ensure only one screen is in use.</p>	<p><i>Recommended</i></p>
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Browser Guard ON <input checked="" type="checkbox"/> </div>	<p>Locks down the student's browser to ensure they cannot open new tabs, windows, or applications during the exam.</p>	<p><i>Recommended for closed book exams that don't require additional applications</i></p>
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Whitelist URLs ON <input checked="" type="checkbox"/> </div>	<p>Allows faculty to give students permission to visit specific websites while restricting them from visiting any other website during the exam session.</p>	<p><i>Recommended</i></p>