

Honorlock Instructor Guide

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Enabling Honorlock in Your Course Site


1. If you do not see the Honorlock tool in the left-hand toolbar of your course site, you will need to enable it prior to enabling Honorlock for a particular exam. In your Canvas course site, click Settings.
2. Click the Navigation tab.
3. Drag Honorlock from bottom menu into top menu.
4. Click Save.

Ongoing Term

Course Details Sections **Navigation** Apps Feature Options

Home

Syllabus

Announcements 

Modules

Quizzes

Honorlock

Zoom Conferences

Capsim

Assignments

Discussions

Piazza

Yellowdig

Grades

People


Mindomo Map


Manage Users


Instructor Tools


Quiz Extension


GatorEvals

Collaborations 

Pages 

Outcomes 

Files 

Settings 

Drag and drop items to reorder them in the course navigation.

Home	
Syllabus	⋮
Announcements	⋮
Modules	⋮
Quizzes	⋮
Zoom Conferences	⋮
Capsim	⋮
Assignments	⋮
Discussions	⋮
Piazza	⋮
Yellowdig	⋮
Grades	⋮
People	⋮
Mindomo Map	⋮
Manage Users	⋮
Instructor Tools	⋮
Quiz Extension	⋮
GatorEvals	⋮

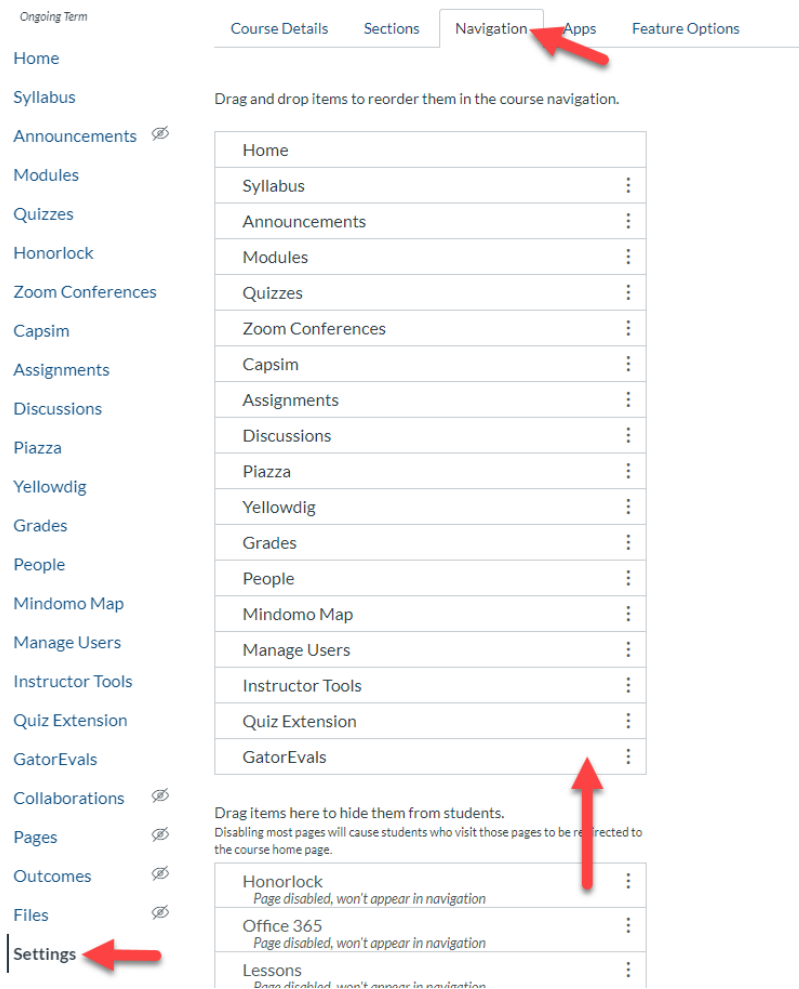
Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Honorlock	⋮
Office 365	⋮
Lessons	⋮

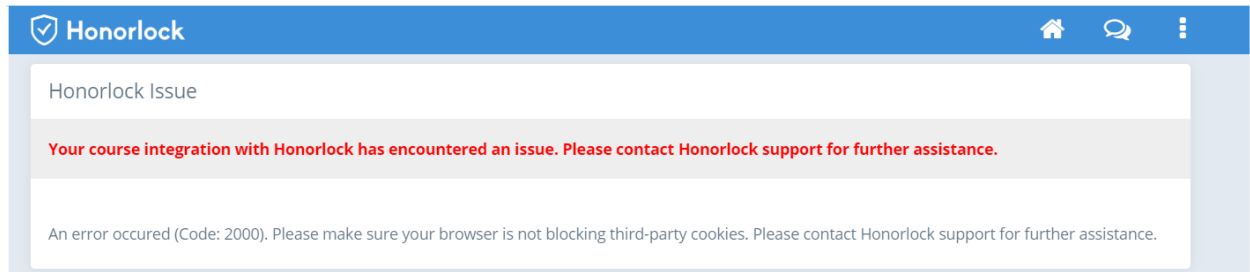
Page disabled, won't appear in navigation

Page disabled, won't appear in navigation

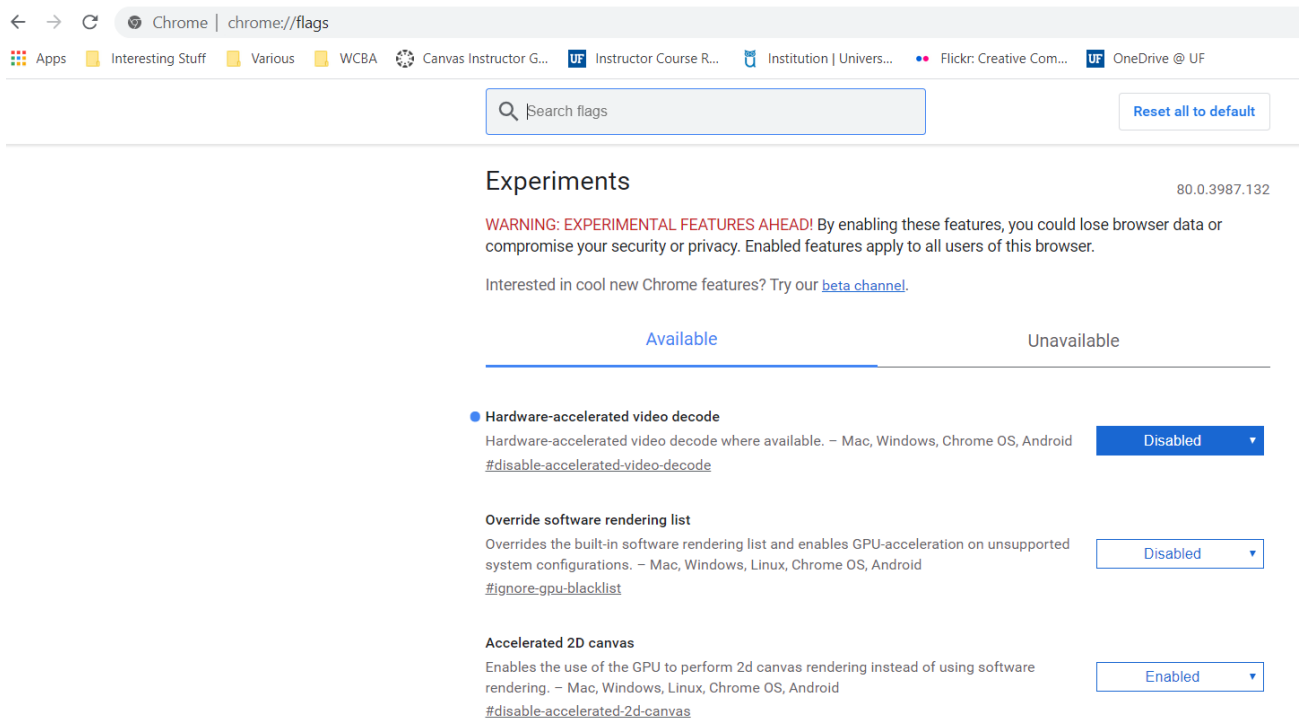
Page disabled, won't appear in navigation



5. When you click the Honorlock tool, you may receive the following error message. If you do not see this error message, you can proceed to the next section of this guide, **Enabling Honorlock for an Exam**.



6. To resolve the above error message, you will need to ensure that Chrome is not blocking third-party cookies. You can do so by typing "chrome:flags" (without the quotation marks) into the Chrome address bar and pressing Enter on your keyboard. The following window will appear:



7. Scroll through the list of features. Locate “SameSite by default cookies” and “Cookies without SameSite must be secure.” Set them both to Disabled. Once both features have been set to Disabled, click the Relaunch button found in the right-hand bottom of the Chrome Features page. Chrome will relaunch and you can close the chrome://flags tab.

The screenshot shows the Chrome Flags page with the following settings:

- SameSite by default cookies**: Set to **Disabled**. Description: Treat cookies that don't specify a SameSite attribute as if they were SameSite=Lax. Sites must specify SameSite=None in order to enable third-party usage. – Mac, Windows, Linux, Chrome OS, Android. Link: [#same-site-by-default-cookies](#).
- Enable removing SameSite=None cookies**: Set to **Default**. Description: Enables UI on chrome://settings/siteData to remove all third-party cookies and site data. – Mac, Windows, Linux, Chrome OS. Link: [#enable-removing-all-third-party-cookies](#).
- Cookies without SameSite must be secure**: Set to **Disabled**. Description: If enabled, cookies without SameSite restrictions must also be Secure. If a cookie without SameSite restrictions is set without the Secure attribute, it will be rejected. This flag only has an effect if "SameSite by default cookies" is also enabled. – Mac, Windows, Linux, Chrome OS, Android. Link: [#cookies-without-same-site-must-be-secure](#).
- Enterprise cloud reporting in browser**: Set to **Default**. Description: Enable the enterprise cloud reporting in browser without installing the reporting companion extension. This feature requires device level cloud management. – Mac, Windows, Linux, Chrome OS. Link: [#enterprise-reporting-in-browser](#).

At the bottom of the page, the text "Google Chrome." is visible, and a blue "Relaunch" button is highlighted with a red arrow.

8. You should now be able to launch Honorlock within your course site. If you need further assistance, see the **Helpful Resources** section of this guide.

Enabling Honorlock for an Exam

1. In your Canvas course site, click Honorlock in the left-hand toolbar. If you do not see Honorlock, see the **Enable Honorlock in Your Course Site** section. *Note:* the first time you access Honorlock, you will need to click the blue Authorize button to link your account to Honorlock.

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Manage Users

Honorlock Developer Key

Honorlock Developer Key is requesting access to your account.

You are authorizing this app as [REDACTED].

Your email address is [REDACTED]@ufl.edu.

Cancel
Authorize

2. In the Honorlock window, view the listing of exams that are available for that course site. Click the blue Enable button for the exam you wish to enable for Honorlock proctoring.

WCBA Laundry Site [WCBA Laundry Site (11MBAF)]

Exams in Course : WCBA Laundry Site [WCBA Laundry Site (11MBAF)]

	Test Free Response Grading Closed Due Aug 21 at 11:59pm	Enable
	Test Free Response Grading Closed Due Aug 21 at 11:59pm	Enable
	Warrington PUAuto Closed Due May 4 at 11:59pm	Enable
	Quiz 1 Closed Due Dec 23 at 11:59pm	Enable
	Exam 2 (Exam Appeal Test) Practice	Enable

- View and adjust as needed any of the exam proctoring settings (see **Explanation of Proctoring Settings** section for more information). *Note:* For most exams, instructors can keep the default option settings. Add any student or proctor instructions, as needed. Click the Enable button.

Proctoring Settings
Customize your exam experience by selecting from the proctoring options below

Record Webcam Record student's testing environment using webcam <input checked="" type="checkbox"/>	Record Screen Record student's screen during exam <input checked="" type="checkbox"/>	Record Web Traffic Log student's internet activity <input checked="" type="checkbox"/>
Student Photo Capture student photo before the assessment begins <input checked="" type="checkbox"/>	Student ID Capture ID photo before the assessment begins <input checked="" type="checkbox"/>	Room Scan Record a 360 degree environment scan before the assessment begins <input checked="" type="checkbox"/>
Basic Calculator Allow access to a basic on-screen calculator <input type="checkbox"/>	Scientific Calculator Allow access to a scientific on-screen calculator <input checked="" type="checkbox"/>	Disable Copy/Paste Block clipboard actions <input checked="" type="checkbox"/>
Disable Printing Block printing exam content <input type="checkbox"/>	Browser Guard Limit browser activity to exam content and allowed site URLs only <input type="checkbox"/>	Allowed Site URLs Allow access to specific websites during an exam session <input checked="" type="checkbox"/>

Configuration: Allowed URLs
You can allow an entire site (honorlock.com), a URL path (honorlock.com/testing/), or a specific page (honorlock.com/testing/sample.pdf). Please click the SAVE button to keep these settings.

Enter a new site URL to allow

- Next, select the applicable Student Guidelines from the list of items. The options tell your exam takers what they can or cannot do during the assessment. These guidelines and Additional Instructions will be visible to exam takers when starting their exam and will be utilized by our proctors to determine what is and isn't allowed during the assessment.

Student Guidelines
Define what your students can and cannot do during the exam session

Open Book Allowed <input checked="" type="checkbox"/>	Notes Allowed <input checked="" type="checkbox"/>	Scratch Paper Allowed <input checked="" type="checkbox"/>
Restroom Breaks Allowed <input checked="" type="checkbox"/>	Handheld Calculator Allowed <input checked="" type="checkbox"/>	Headphones Allowed <input checked="" type="checkbox"/>
Hats Allowed <input checked="" type="checkbox"/>	Take Exam in Public Area <input checked="" type="checkbox"/>	Background Noise Allowed <input checked="" type="checkbox"/>

[+ Show Additional Instructions](#)

- The next section allows you to enter Accommodations that some students may require during their exam. These will only be visible to the Honorlock proctors. Whatever the accommodation may be, please include the exam taker's name and the accommodation details in this section.

 **Accommodations**
Provide us with any special accommodations that may be necessary for some students

Normal **B** **I** **U**      

Enter student accommodations...

- Your exam is now enabled for Honorlock proctoring. The blue shield icon indicates that proctoring for the exam is enabled. You can click the Settings button to adjust any of the proctoring option settings.

 Exam 2
Open

[Results](#) [Settings](#)

Explanation of Proctoring Settings and Student Guidelines

Record Webcam

The student's webcam will be used to record during the exam session.

Recommended: Yes, required for students to complete an exam via Honorlock

Record Screen

The student's entire screen will be recorded throughout the exam session.

Recommended: Yes

Record Web Traffic

The student's web activity will be logged and captured throughout the exam session.

Recommended: Yes

Student Photo

During the pre-exam verification process, a photo will be taken of the student's face to verify the test-taker's identity.

Recommended: Yes

Student ID

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.

Recommended: Yes

Room Scan

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.

Recommended: Yes

Basic and Scientific Calculators

During the exam, students will be able to access and use the on-screen basic or scientific calculator.

Recommended: Yes, if applicable to exam content

Disable Copy/Paste

Students will not be able to copy or paste during the exam to prevent unauthorized distribution of test content.

Recommended: Yes, if students do not need access to other apps such as Excel or Word

Disable Printing

Students will be prevented from printing the test pages during the exam session to prevent unauthorized distribution of test content.

Recommended: Yes

Browser Guard

The student's browsers will be locked down during the exam session to non-exam-related activity.

Recommended: Yes

Allowed Site URLs

Grants access via another Chrome tab to any sites that you add, e.g. a link to the e-textbook, DESMOS for an online graphing calculator, or a link to any other web page your exam takers will need to complete the assessment.

Note: Yes, if applicable to exam content

STUDENT GUIDELINES**Open Book Allowed**

Allows exam takers to utilize a physical book or e-book during their assessment. If allowing exam takers to use an e-book, you'll need to include a link to that book in the Allowed Site URLs section.

Scratch Paper Allowed

Exam takers can utilize multiple sheets of blank paper and a writing utensil during the assessment.

Note: Students will not be flagged or have their exam paused for being partially out of view if Scratch Paper Allowed, Notes Allowed, or Open Book Allowed is toggled on. Students that are completely out of view will be flagged.

Restroom Breaks Allowed

Permits exam takers to leave the webcam view for a short period of time. The exam taker's session will be flagged if they choose to utilize this.

Handheld Calculator

Indicates students can use a handheld calculator but not the calculator on their cell phone.

Hats Allowed

Permits exam takers to wear a baseball hat or hoodie on their head during the assessment.

Note: Honorlock will always allow exam takers to wear religious head coverings during assessments.

Headphones Allowed

Students can wear any headphones during their assessment.

Background Noise Allowed

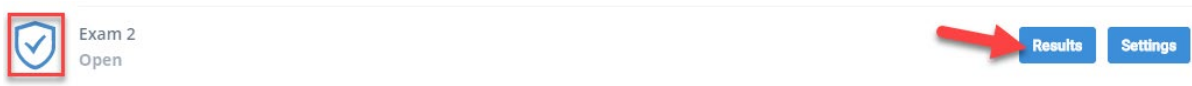
Permits exam takers to be in an environment where other people are talking, there's excessive background noise, etc.

Take Exam in a Public Area

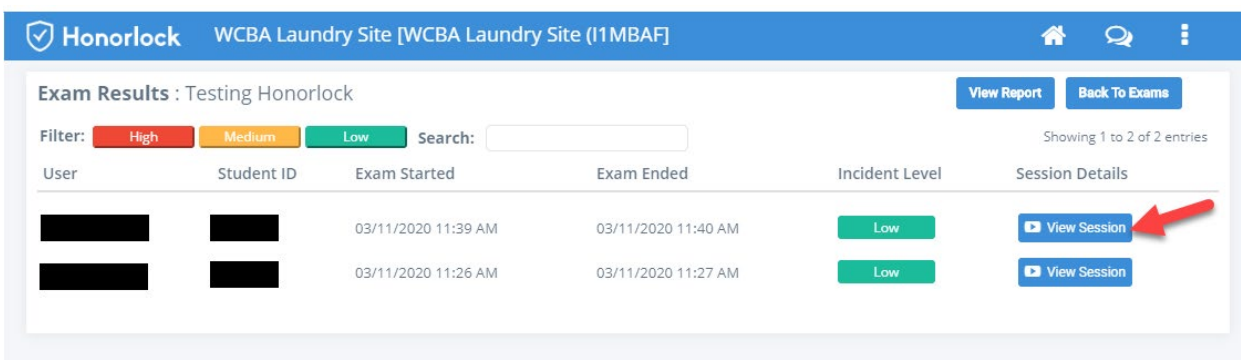
Indicates that exam takers can complete their assessment in a coffee shop, library, etc. where other people are around them and noise is present. Exam takers cannot interact with the other people in the testing environment.

Viewing Honorlock Proctoring Results

- 1. To view the results from Honorlock proctoring for an exam, click the Results button.



- 2. In the Exam Results window, you can view the User, Student ID, Exam Start date and time, Exam End date and time, Incident Level, and Session Details for each test-taker. If you would like to view the proctoring session for a particular student, click the View Session button.



- You will then be able to view video from the proctoring session that includes both a screen capture and a recording of the student while they are taking the exam. A timeline summary of various exam-related events is available in the bottom right of the View Session screen.

Course: WCBA Laundry Site Exam: Testing Honorlock Student: [redacted] Close

11:39:51 11:40:25

FLAGS	QUESTION	TIME	EVENT
Notice		11:38:15 AM	Proctoring Launched Operating System: Windows, Browser: Chrome
Notice		11:38:15 AM	Student Picture
Notice		11:38:30 AM	ID Picture
Notice		11:38:37 AM	Room Scan
Notice		11:39:44 AM	Screenshare Started
Notice		11:39:50 AM	Screencapture Video
Notice		11:39:50 AM	Webcam Video
Success	Question 1	11:39:52 AM	Answered
Success	Question 1	11:40:25 AM	Exam Submit
Notice		11:40:25 AM	Test Completed

- You can also click the View Report button to access a full summary of Honorlock’s Violation & Incident Analysis report.

Exam Results : Testing Honorlock

Filter: High Medium Low Search: [input] Showing 1 to 2 of 2 entries

User	Student ID	Exam Started	Exam Ended	Incident Level	Session Details
[redacted]	[redacted]	03/11/2020 11:39 AM	03/11/2020 11:40 AM	Low	View Session
[redacted]	[redacted]	03/11/2020 11:26 AM	03/11/2020 11:27 AM	Low	View Session

Helpful Resources

Need help? You can call 844-243-2500, option 2, to reach Honorlock's support team. You can also call 352-392-4357, option 3 for support from the UF Computing Help Desk.