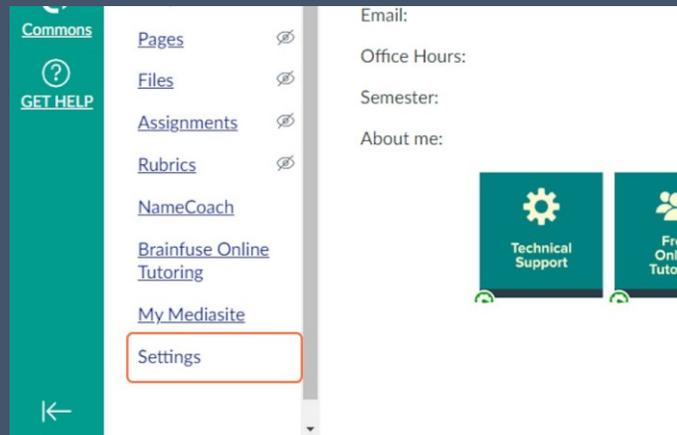


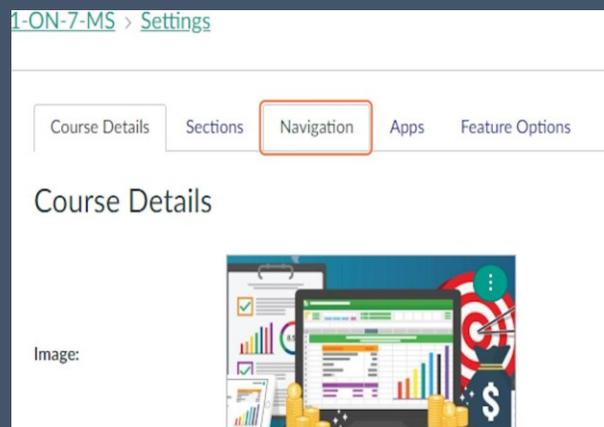
Managing Honorlock in Canvas

A Step-by-Step Guide

Step 1: If you don't see Honorlock in the course menu, the first thing you need to do is enable it in the course. First, click on Settings.

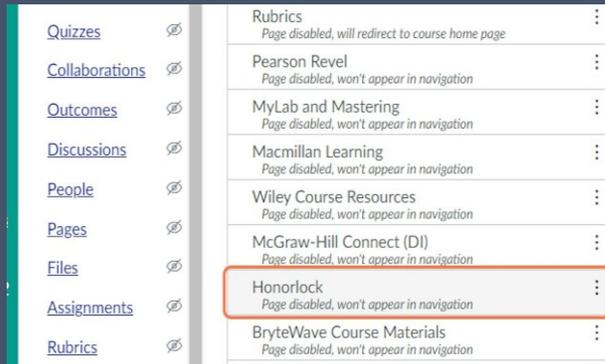


Step 2: Click on Navigation in the top menu.

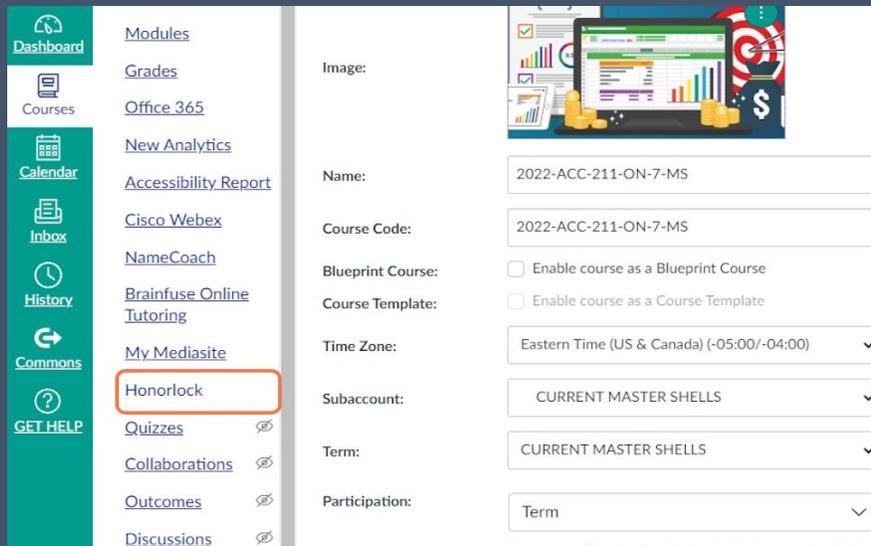


Managing Honorlock in Canvas

Step 3: Click on the three dots next to Honorlock and select the first option “Enable” and click “Save” at the bottom.



Step 4: You will see the Honorlock option appears in the course menu. If not, refresh your page. Now, click on the “Honorlock” to enable it in the quizzes.



Managing Honorlock in Canvas

Step 5: Few other options here are:

- **All Exams** – you will all the quizzes here.
- **Honorlock Enabled Exams** – you will only see quizzes with Honorlock enabled.
- **Honorlock Disabled Exams** – you will only see quizzes with Honorlock disabled.

The screenshot shows the Honorlock interface for the course 2022-ACC-211-ON-7-MS. At the top right is the Honorlock logo. Below the course ID is a search bar with a magnifying glass icon. At the bottom, there are three filter buttons: "All Exams" (which is highlighted with a blue border), "Honorlock Enabled Exams", and "Honorlock Disabled Exams".

Step 6: Click on “Enable” in front of each quiz to enable the Honorlock for that quiz.

The screenshot shows the Honorlock interface for the course 2022-ACC-211-ON-7-MS. At the top right is the Honorlock logo, a "Need help?" button, and a menu icon. Below the course ID is a search bar and a "Sort by:" dropdown menu set to "Start Date Descending". At the bottom, there are three filter buttons: "All Exams" (highlighted), "Honorlock Enabled Exams", and "Honorlock Disabled Exams". Below the filters, there is a list of quizzes. The first quiz is "Unit 1 Quiz" with status "Open", available until Nov 1, and due Nov 1 at 11:59pm. The second quiz is "Unit 2 Quiz" with status "Open", available until Nov 8, and due Nov 8 at 11:59pm. Each quiz has a blue "Enable" button with a checkmark icon.

Managing Honorlock in Canvas

Step 7: Select all the proctoring options you would like to enable for the quiz.

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 checked="" 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 checked="" type="checkbox"/>	Browser Guard Limit browser activity to exam content and allowed site URLs only <input checked="" type="checkbox"/>	Allowed Site URLs Allow access to specific websites during an exam session <input checked="" type="checkbox"/>

Step 8: Select all the "Student Guidelines" you would like to enable for the quiz.

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

Open Book Allowed A book can be referenced <input checked="" type="checkbox"/>	Notes Allowed Pre-written paper notes can be referenced <input checked="" type="checkbox"/>	Scratch Paper Allowed Paper and a writing utensil can be used <input checked="" type="checkbox"/>
Restroom Breaks Allowed Student can leave the webcam view for a short period of time <input checked="" type="checkbox"/>	Handheld Calculator Allowed A physical calculator can be used <input checked="" type="checkbox"/>	Headphones Allowed Students can wear headphones during assessment <input checked="" type="checkbox"/>
Hats Allowed A hat can be worn on the student's head <input checked="" type="checkbox"/>	Take Exam in Public Area Background noise and multiple people are expected <input checked="" type="checkbox"/>	Background Noise Allowed Occasional sounds expected in the testing environment <input checked="" type="checkbox"/>
Mobile Phone Use Allowed Students can use a mobile phone during assessment <input checked="" type="checkbox"/>		

Managing Honorlock in Canvas

Step 9: Instructor can provide any special accommodations if they would like for students. Otherwise, click on “Enable” and your quiz is all set. Follow the same instructions for all your quizzes.

The screenshot shows two sections in a settings panel. The first section is titled "Accommodations" with a subtext "Provide us with any special accommodations that may be necessary for some students". It features a rich text editor with a toolbar containing icons for bold, italic, underline, link, text color, background color, bulleted list, numbered list, and link. Below the toolbar is a text input field with the placeholder "Enter student accommodations...". The second section is titled "Exam Visibility" with a subtext "Determine whether students are able to view this exam outside of the exam dates". It contains a dropdown menu currently set to "No, use the dates on the exam to determine student view". At the bottom of the panel are "Cancel" and "Save" buttons.

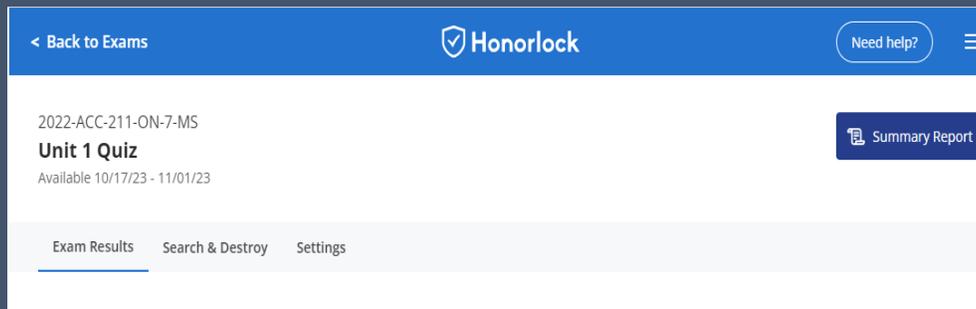
Step 10: The quizzes with Honorlock enabled will give you two options. “Settings” allows you to change the Honorlock settings or to disable Honorlock for that quiz. “Results” allows you to review recorded exam sessions and any associated flags.

The screenshot shows the Honorlock interface. At the top is a blue header with the "Honorlock" logo and a "Need help?" button. Below the header is a search bar containing the text "2022-ACC-211-ON-7-MS". To the right of the search bar is a "sort by:" dropdown menu set to "Start Date Descending". Below the search bar are three filter buttons: "All Exams", "Honorlock Enabled Exams" (which is selected and highlighted), and "Honorlock Disabled Exams". At the bottom of the interface, there is a card for "Unit 1 Quiz" with the status "Open" and the text "Available until Nov 1 | Due Nov 1 at 11:59pm". To the right of this card are "Results" and "Settings" buttons.

Managing Honorlock in Canvas

Step 11: If you click on “Results” at the top of the screen, you will see the Summary report. It will provide you with information about students with Critical sessions, students with High flags, and students with no issues.

- Students w/Critical sessions – exams sessions where 1 or more violations were observed.
- Students w/high flags – exams sessions that have at least one high-incident flag marked.
- Student w/ no issue – student exam sessions that do not have any violation.



Step 12: Three last things:

- You need to provide an ungraded Practice Quiz to allow students to get used to the proctoring process and software.
- For help (24/7) contact Honorlock directly at (844) 243-2500.
- For more details on its use, go to [Honorlock Information for Faculty](#)