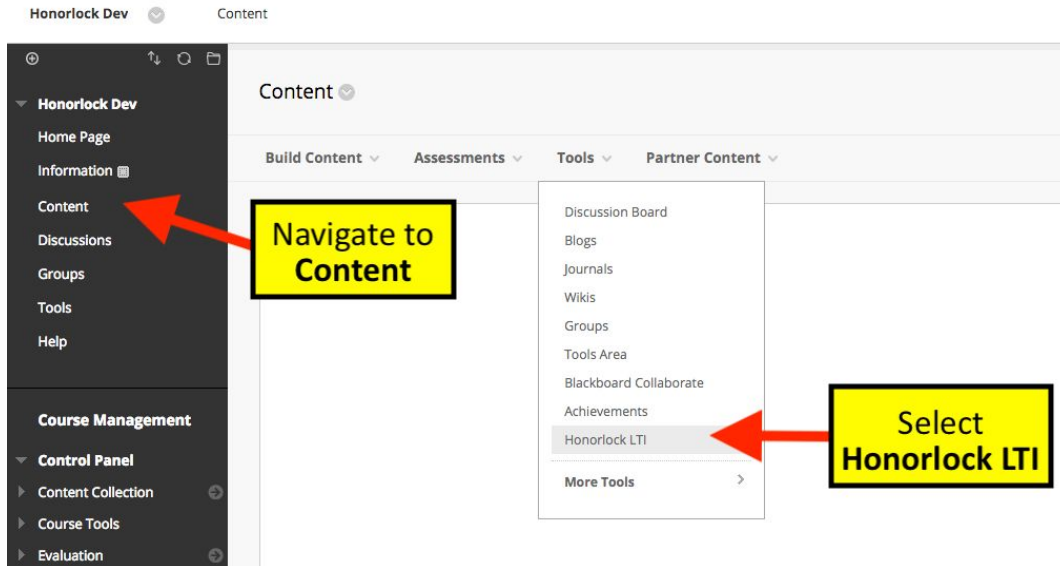




## ENABLE HONORLOCK IN A COURSE

1. Navigate to the appropriate course, and then navigate to the **Content** section of your course. Under **Tools**, select **Honorlock LTI**.



**Note:** If you can not locate **Honorlock LTI** under **Tools**, check under **Build Content**.

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**

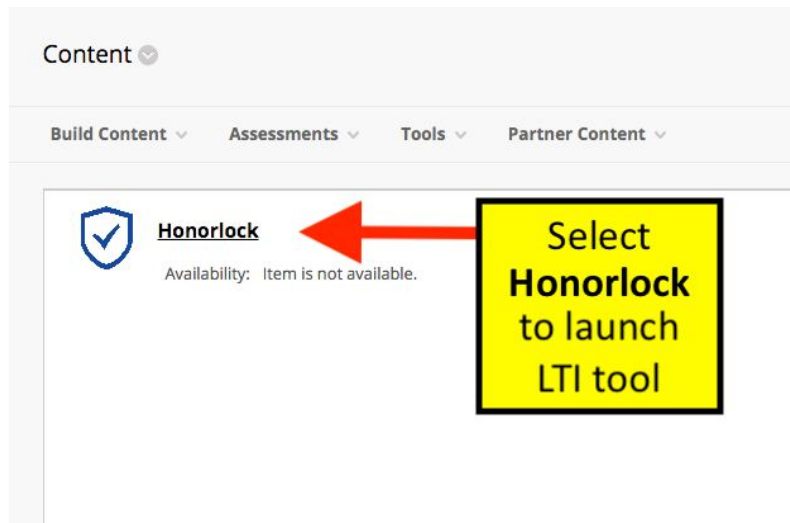
*Select Date and Time Restrictions:* **None**

After filling out the above information, select **Submit**. You have now successfully added the Honorlock LTI to your course.







3. Select **Honorlock** to launch the Honorlock LTI tool.

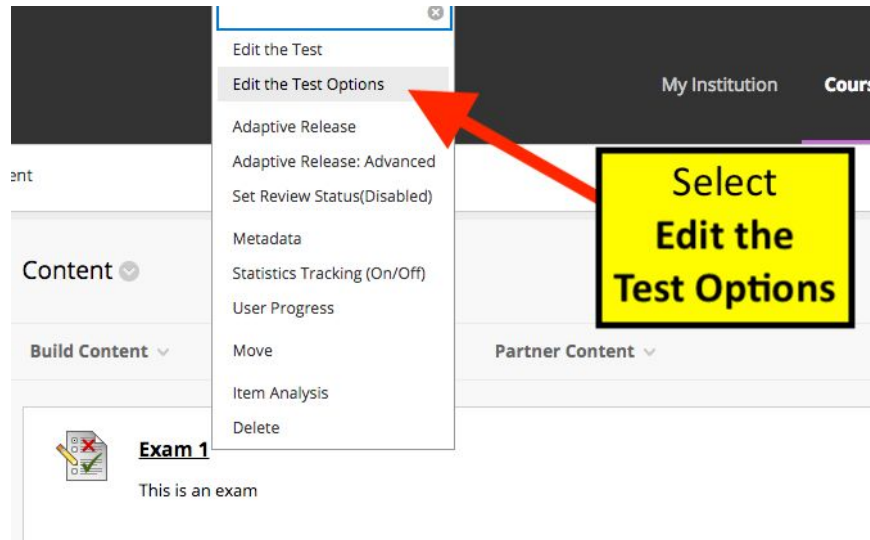


By launching the Honorlock LTI tool, you have now successfully enabled Honorlock in your course. Moving forward, the Honorlock LTI tool will be your one-stop-shop for reviewing proctored exams, viewing proctor test results, adding practice tests, and much more. As a first step, let's enable Honorlock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

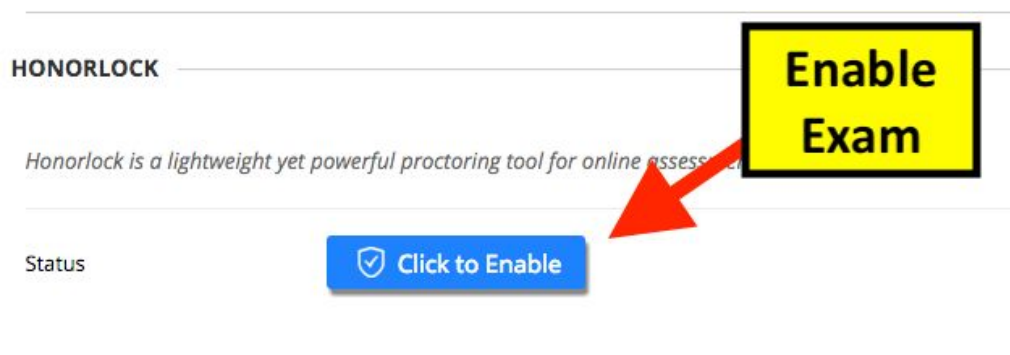


## ENABLE HONORLOCK IN AN ASSESSMENT

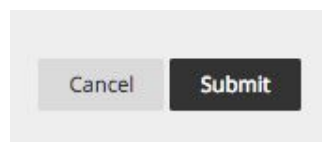
- Once there is an assessment in your course content menu, navigate to the test options by clicking on the chevron symbol  to the right of the assessment name. Click on the  symbol to open up the context menu, and then select **Edit the Test Options**.



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



- Make sure you **Submit** the page before navigating away to save your changes

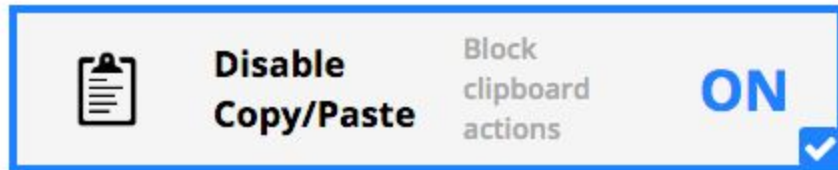


Your assessment is now enabled with Honorlock and ready for Honorlock proctoring!



## MODIFYING PROCTORING OPTIONS

At any point you can make changes to the proctoring options that will be used during your exam. Under the **Option Toggles** section, toggle proctoring options ON and OFF by clicking on the option. Note that the lock icon in the top right indicates that option is required.



Enter the proctoring guidelines under the **Exam Guidelines** section. These are guidelines that indicate what is allowed and what is prohibited in your exam, and helps our proctors during their review process. Common entries include 'Open book test', 'no notes allowed', 'e-book allowed', etc.

### Exam Guidelines

Custom Testing Guidelines

Make sure you click **Save** after making any changes. If you elect to disable proctoring in your exam, you can do so by selecting **Disable**.

