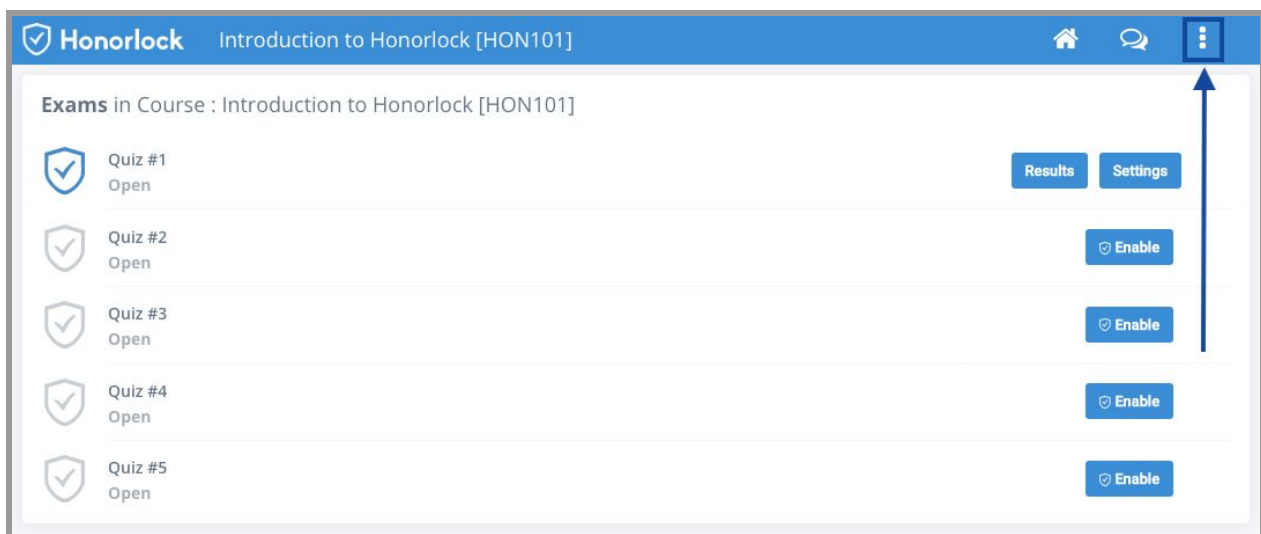


There is a very simple process to help ensure your students are ready to use Honorlock. You have the ability, within the Honorlock LTI, to create a **Practice Exam** for students to get acclimated with the system and make sure they are prepared for their higher stakes exams.

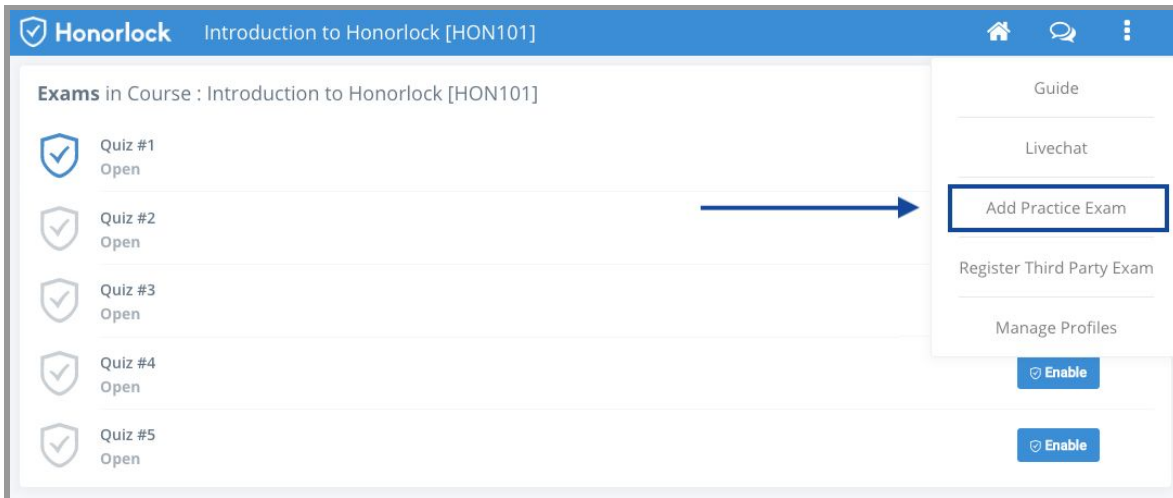
## How to Create a Practice Exam

1. Navigate to Honorlock in your Learning Management System. If you have questions on how to access this, please contact your institution for the specific location.
2. Locate and click the three white vertical dots, located at the top right.

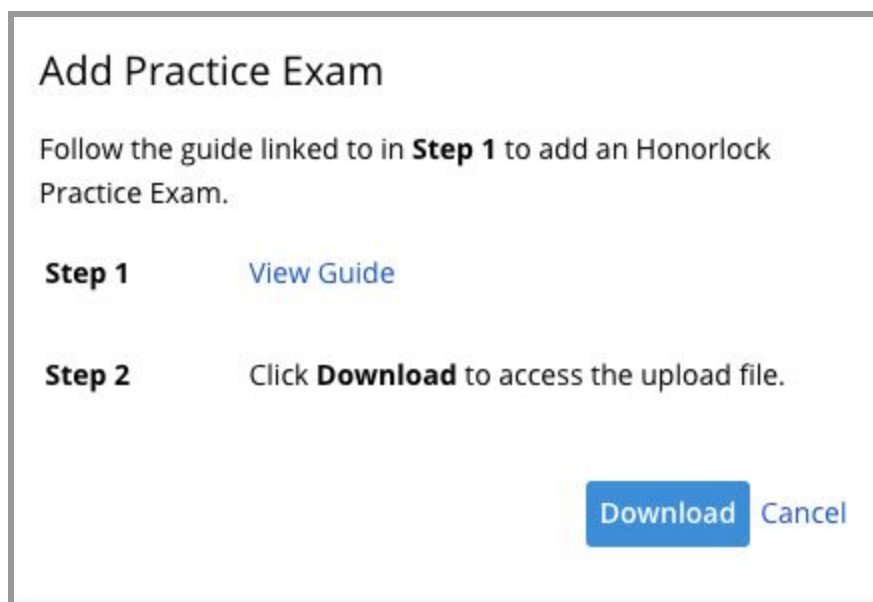


*Note: Honorlock Icons in grey are exams that are not currently enabled with Honorlock.*

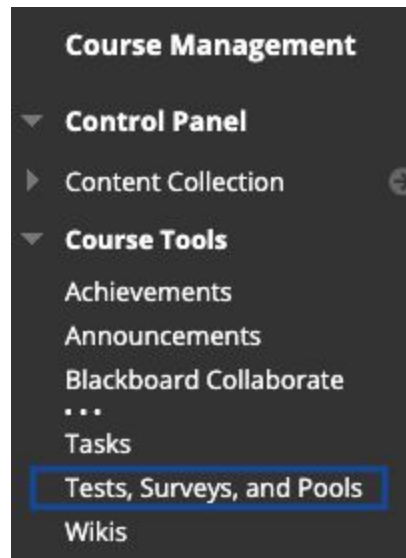
- Click **Add Practice Exam**. Alternatively, you can download the Honorlock Practice Test upload file directly from this [link](#). Please note that the exported file will save as a .zip file. It is important to save the exported file to your computer, or know how to access the file via the Downloads directory within your browser later on.



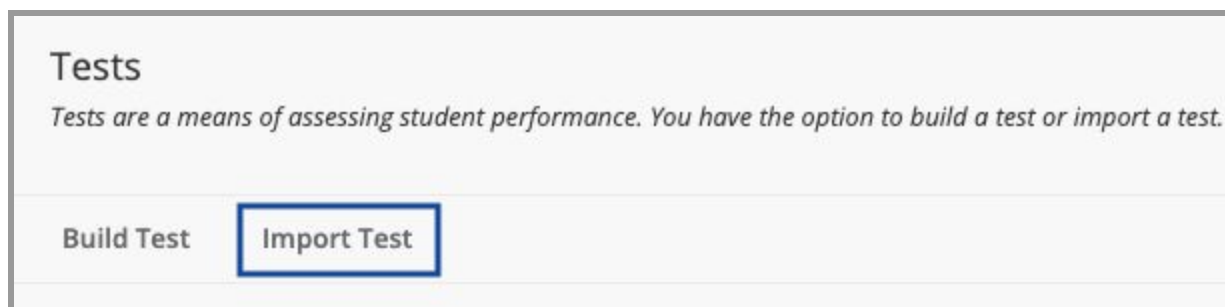
- Next, the prompt below will appear. Click **Download** to access the file.



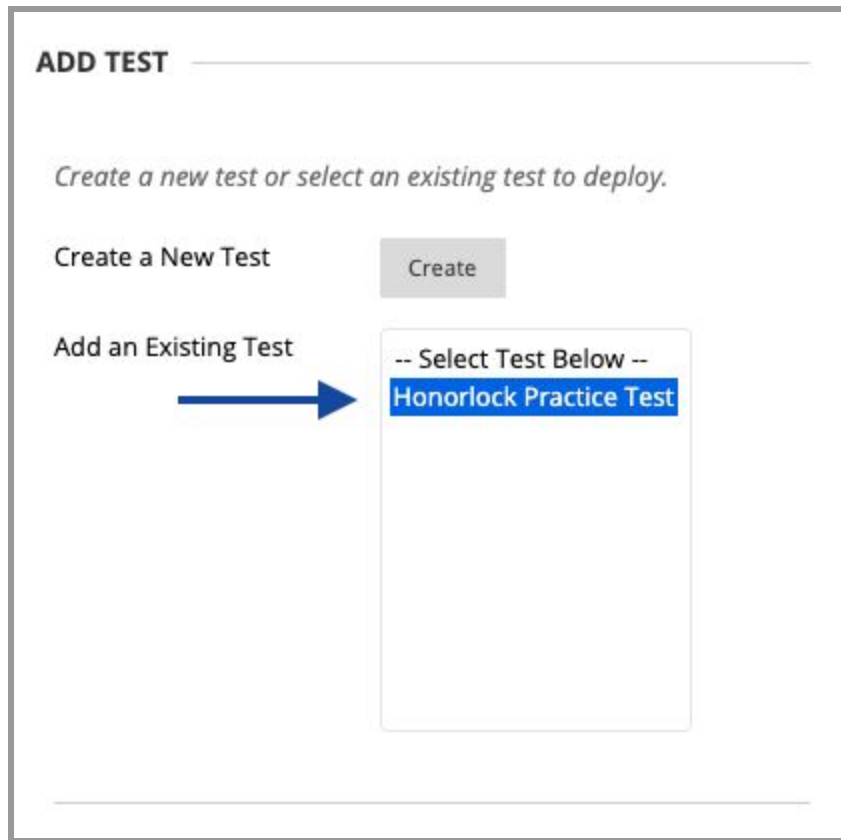
5. With the file downloaded, navigate to the menu located on the left-hand side of your Blackboard course. Locate **Course Management** and select **Course Tools**. Once completed, select **Tests, Surveys, and Pools**.



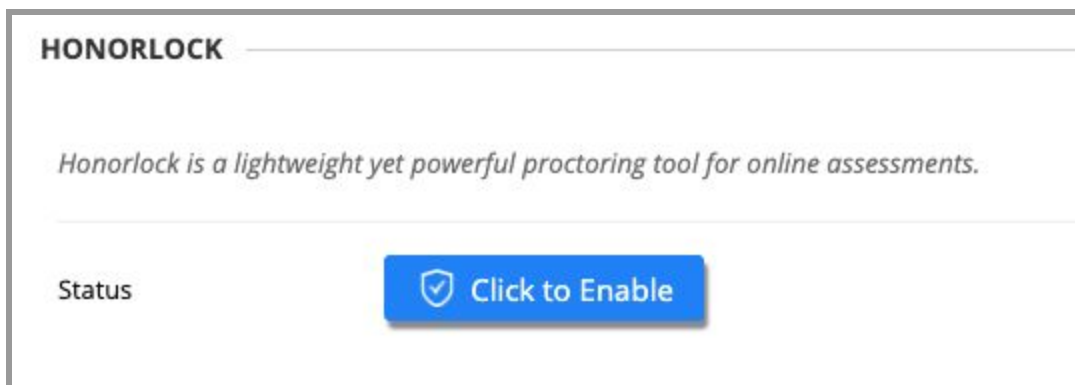
6. Select **Tests** and then click on **Import Test** to import the .zip file you previously downloaded.



7. Once the import process is completed, navigate to the menu located on the left-hand side of your Blackboard course and select **Content**. Then, select **Assessments**, followed by **Test** to create the exam. Within the **Add an Existing Test** list, you will see **Honorlock Practice Test** available. Select Honorlock Practice Test and click **Submit**.



8. Now that you have successfully created the Practice Exam by utilizing the import file, it is time to enable the exam with Honorlock. From the **Test Options** page, proceed to select **Click to Enable**.



















- Proceed to customize your Honorlock exam settings by turning the presented toggles **ON** or **OFF**, or simply [Apply an Existing Exam Profile](#).

You are now enabling this exam from your LMS into Honorlock. Students will be required to use Honorlock to take this exam.

**Profiles:** You can create and apply Profiles to your exams. [Manage Your Profiles](#)

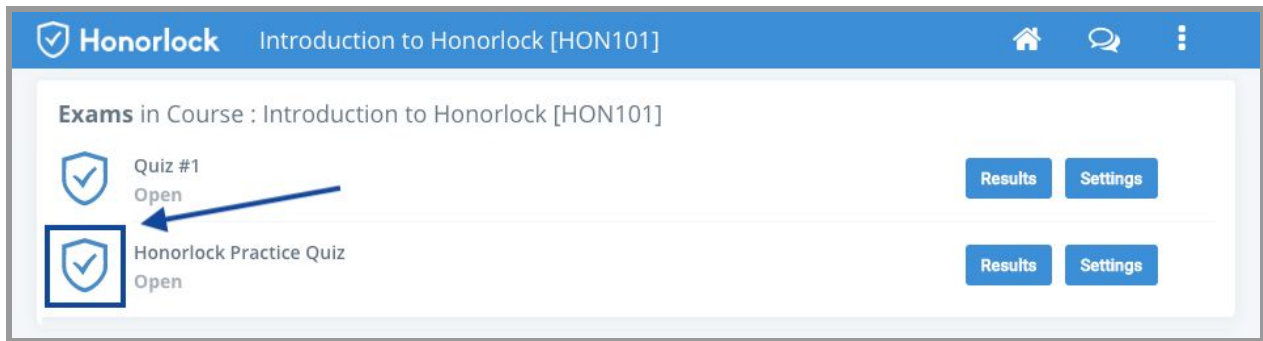
Apply a Profile to this Exam:

Record Webcam <b>ON</b> 	Webcam Failsafe <b>ON</b> 	Record Screen <b>ON</b> 
Record Audio <b>ON</b> 	Record Web Traffic <b>ON</b> 	Student Photo <b>ON</b> 
Student ID <b>ON</b> 	Room Scan <b>ON</b> 	Network Speed Test <b>ON</b> 
Manual Review <b>ON</b> 	On-screen Calculator <b>ON</b> 	Disable Copy/Paste <b>ON</b> 
Disable Printing <b>ON</b> 	Single Display <b>ON</b> 	Browser Guard <b>ON</b> 
	Whitelist URLs <b>ON</b> 	

**Set Exam Whitelist** Enter the sites that students will be allowed to access during their exam. You can whitelist an entire site (honorlock.com), a URL path (honorlock.com/canvas/), or a specific page (honorlock.com/canvas/faculty). Please click the SAVE button to keep these settings.

[Add Site](#)

- Make sure to click the **Enable** button to finalize and save your exam settings.
- Your practice exam is now enabled with Honorlock and ready to be administered!



The screenshot shows the Honorlock interface for a course titled "Introduction to Honorlock [HON101]". The top navigation bar includes the Honorlock logo, the course name, and icons for home, chat, and a menu. Below the navigation bar, the section "Exams in Course : Introduction to Honorlock [HON101]" is displayed. It lists two exams:

- Quiz #1**: Status "Open". To its right are "Results" and "Settings" buttons.
- Honorlock Practice Quiz**: Status "Open". To its right are "Results" and "Settings" buttons.

The "Honorlock Practice Quiz" entry is highlighted with a blue border, and a blue arrow points to its icon.