Dear instructor,

You have indicated that you need to use Honorlock remote proctoring for your course. Attached are specific directions on how to use it for you and your students. Below you will also see an email template to use with your students. Feel free to modify this as needed. SF is no longer using tokens. If your students are prompted to pay for an exam, they should contact Honorlock customer service and they can enable the exam for your students.

Since you may be less familiar with online testing, there is typically a testing window that is provided to students so they can take the exam. Not every student will have access to a computer and can take the exam during the class time you were previously using. Please allow at least 24 hours for your students to complete any exam (with a preferred window of 48 hours). This should give students a way to find the technology and internet they need while also minimizing your exam being compromised.

Please make sure to read the following BEFORE you start your test:

* Almost all tests will be launched out of Canvas. This means Honorlock will work with any quizzes you built inside of Canvas as well as connecting to tests you have in third party publishers—as long as the publisher integration is also within Canvas. Honorlock has a deep integration with Canvas that allows it to go to third parties without having to reconfigure its system every time. If you are using a publisher, make sure to read the directions for setting up third-party exams.
* Honorlock requires a computer (laptop or desktop), webcam, and microphone. Please note that most webcams have a microphone integrated into them. Your students cannot use Honorlock on mobile devices (phone) or iPads.
* Students will need to take their test in a setting where they are alone. This means students cannot go to public places with WIFI because the test setting cannot be secured.
* We recommend placing the student directions from Honorlock in your course and/or emailing it to students to help get them prepared. We also recommend setting up and using a practice quiz to help students get used to the interface.
* Honorlock is offering its support using their [Live Chat](https://honorlock.com/support/) now (since they are overwhelmed with colleges asking for proctoring). If there are any issues with proctoring during the test, please make sure your students use the Live Chat for support.
* Honorlock requires the use of [Google Chrome](https://www.google.com/chrome/) during the test. Your students must take the test using this browser. They will download an extension to Chrome that enables Honorlock. Chrome will work on both PC and MAC computers.

Please familiarize yourself with how to use Honorlock with attached directions and/or using the links below.

* [Honorlock Faculty Guide](https://drive.google.com/open?id=1TCtx0SZd8ElFsVVthCE71kM4GZBjCVLK) (instructions on how to enable Honorlock)
* [Honorlock Canvas Video](https://www.youtube.com/watch?v=YgFlvCYn0xM&feature=youtu.be) (instructor how-to video tutorial on Honorlock)
* [Practice Quiz](https://drive.google.com/open?id=1Lg2-CXDWjQNfHShycLcNWSWnNj-GKBQ2) (instructions on how to enable a practice quiz)
* [Testing Guidelines](https://honorlock.com/assets/2017/students/HonorlockGuidelines.pdf) (standard testing guidelines)
* [Managing Exam Profiles](https://drive.google.com/open?id=1rt2RP2__FLgf8KLzJ5rnLWirWh7I4G-e) (instructions on setting up and using exam profiles)
* [View Results Guide](https://drive.google.com/open?id=1Zir-HUCap7p-AFWUwjdy7CiLux54DZpA) (instructions on how to navigate recorded student sessions)

If you need to move Honorlock up on your Canvas course menu:

* Open the Canvas course in which you want to use Honorlock.
* Click on Settings on the course menu.
* Move Honorlock up to the top menu so that it will be visible. Click save.
* You should now be able to use Honorlock.

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Email template for students – make sure to attach both the Student Directions and Using Tokens attachments to any email you send to students.

Student,

You are required to use Honorlock as the remote online proctoring tool for your exam. Attached to this email, you will find a set of directions about how to get ready to use Honorlock. Make sure you are completely ready and have prepared your computer for taking the test using Honorlock before starting the test.

* Almost all tests will be launched out of Canvas. Log into Canvas to begin your exam. You can always log into Canvas from the main [Santa Fe College website](https://www.sfcollege.edu/) in the upper-left corner.
* Honorlock requires a computer (laptop or desktop), webcam, and microphone. Please note that most webcams have a microphone integrated into them. You cannot use Honorlock on mobile devices (phone) or iPads.
* You must also provide an identification card to verify your identity before you can start the test. You can use any government issued ID (e.g., driver license or passport) or a student ID that has your photo.
* You must take your test in a setting where you are alone.
* Honorlock is offering its support using only their [Live Chat](https://honorlock.com/support/) now. If there are any issues you experience during the test, please use the Live Chat for support.
* SF now pays for students to use Honorlock. If for some reason you are prompted for payment while accessing the test, please contact Honorlock using their [Live Chat](https://honorlock.com/support/) and they can waive the payment for you. Anyone who pays for an Honorlock test will not be reimbursed.
* Honorlock requires the use of [Google Chrome](https://www.google.com/chrome/) during the test. If you do not have it on your computer, use the link in the previous sentence to download it. You will be also be asked to download an extension to Chrome that enables Honorlock. Chrome will work on both PC and MAC computers. Specific directions on how to do this process are located in the attached documents.
* You do not have to schedule any appointments with Honorlock in order to take your exam. Once the exam is made available to you, simply start the quiz and then use the directions to take it provided by Honorlock.
* If a practice quiz is available, please take it to help you get used to Honorlock and to get your computer ready for the real test.

Please contact me if you have any questions about this process before you begin taking your exam.

Your instructor (please add your name here)

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