

Step 1) Honorlock Course Activation (One-time requirement)

1. Navigate to your course, then click **Settings**.
2. Click the **'Navigation'** tab.
3. Drag the **'Honorlock'** tab, hidden by default, up into your active course navigation.
4. Click **'Save'**

The screenshot shows the Canvas course settings page for 'HL Demo'. The 'Navigation' tab is selected, displaying a list of course navigation items. The 'Honorlock' item is currently disabled and located at the bottom of the list. Red boxes and arrows highlight the steps: 1. Clicking the 'Settings' button in the left sidebar; 2. Clicking the 'Navigation' tab; 3. Dragging the 'Honorlock' item up into the active navigation list; and 4. Clicking the 'Save' button at the bottom.

1. Click Settings

2. Click Navigation

3. Drag 'Honorlock' tab to make visible

4. Click Save

Step 2) Launch LTI Application and Authorize Honorlock (One-time requirement)

1. Launch the 'Honorlock' LTI Application from the left-side menu
2. Authorize Honorlock temporary access to your account so we can obtain information such as exams, courses, and questions that is necessary for the proctoring service to operate.

The screenshot shows the Canvas LTI application interface. On the left is a dark sidebar menu with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and Help. Below these are menu items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, **Honorlock**, Conferences, Collaborations, and Settings. The 'Honorlock' item is highlighted in blue. A red box with an arrow points to it, labeled '1. Launch Honorlock'. The main content area shows a 'canvas' header and a 'Honorlock Developer Key' dialog box. The dialog box contains a checkmark icon, the text 'Honorlock Developer Key is requesting access to your account.', and details: 'You are authorizing this app as Demo User.' and 'Your email address is demo@honorlock.com.'. At the bottom right of the dialog are 'Cancel' and 'Authorize' buttons. A red box with an arrow points to the 'Authorize' button, labeled '2. Authorize Honorlock'.

Step 3) Enable Honorlock in your exam

1. The Honorlock application will provide a list of all exams in the Canvas course. This includes any exams previously built or imported in Canvas.
2. To enable Honorlock in your exam, click 'Click To Enable' on your desired exam.
3. Determine your desired settings for your proctored exam.
4. Select 'Save' when finished. Your exam is now ready to be proctored.

The screenshot displays the Honorlock Demo interface for configuring an exam. The sidebar on the left contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'Honorlock Demo Demo User' and shows the 'Example Quiz' settings. A red box labeled '1. Enable Honorlock' points to a 'Click to enable' button. A second red box labeled '2. Set Options' points to the 'Exam settings' section, which includes Recording Options (Record Webcam), Verification Options (Student Picture, Student ID, Scan Room), Proctor Options (Disable Copy/Paste, Disable Printing), and Review Options (Manual Review, Simulated Exam). A third red box labeled '3. Save to finish' points to a 'Save' button. The bottom of the page shows the 'Honorlock Demo' status as 'Enabled' and a 'View Results' button.

Summary of Toggle Options:

- **Recording Options**
 - **Record Webcam** - A student's webcam will be activated and record the entire exam session.
- **Verification Options**
 - **Student Picture** - A picture of the student's face will be taken before the exam begins for verification purposes.
 - **Student ID** - A picture of the student's school or government issued ID (such as driver's license) will be taken before the exam begins for verification purposes.
 - **Scan Room** - The student will be required to take a 360 degree view of the room to verify that no illicit activity is taking place.
- **Proctor Options**
 - **Disable Copy/Paste** - The student will not be able to copy, paste, or right click in the LMS during the exam session. This helps prevent attempts to cheat using search engines.
 - **Disable Printing** - The student will not be allowed to print the test page during the exam session. This helps prevent students from illicitly sharing test data.
- **Review Options**
 - **Manual Review** - A human proctor will manually review the exam session for any possible anomalies or violations
 - **Simulated Exam** - A new feature, is the simulated exam option. This is an un-billed, unlimited, simulated proctoring option where students are unaware that the webcam is not being recorded. This primarily serves as a deterrent to cheating as well as provides a consistent test-taking experience for students. This feature has been a hit with all of our customers.
- **Video Reviewer Guidelines** - Exam guidelines for the proctor to be aware of while reviewing the exam session. These are normally used to let the proctor know what the student is and is not allowed to do during the exam. For example, common guidelines include 'open note test' or 'calculator allowed'
- **Subject** - Subject of the exam being proctored