

Honorlock Faculty Guide

Quick Summary

This guide will lead faculty through the steps on how to set up an Honorlock proctored quiz. For this guide, faculty will be setting up proctoring for a Brightspace Quiz.

Create Proctoring Review Sandbox

[Access a Brightspace Quiz](#)

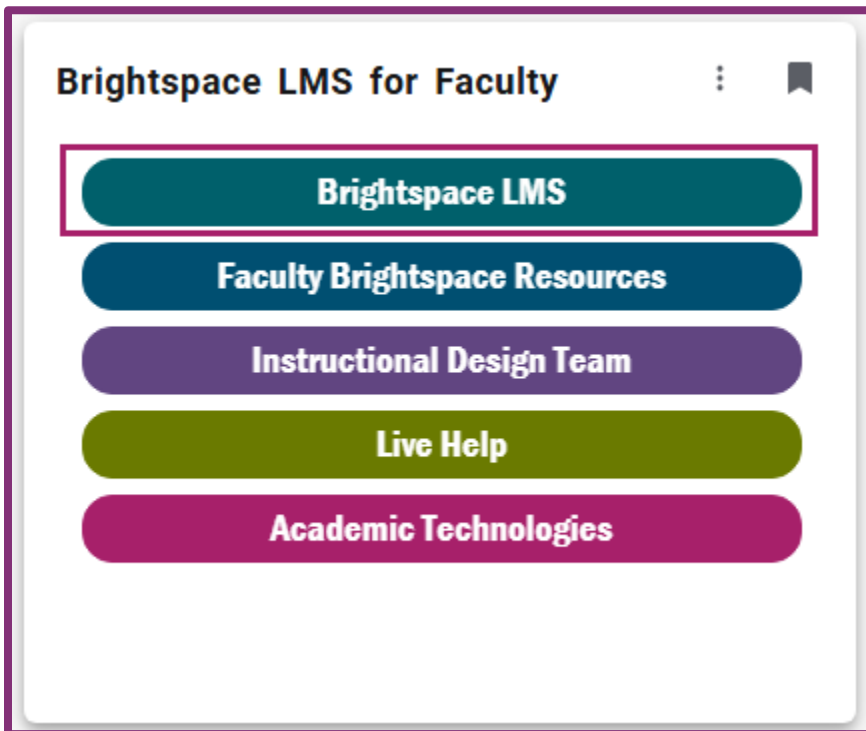
[Enable Honorlock for a Brightspace Quiz](#)

[Select Honorlock Settings for a Brightspace Quiz](#)

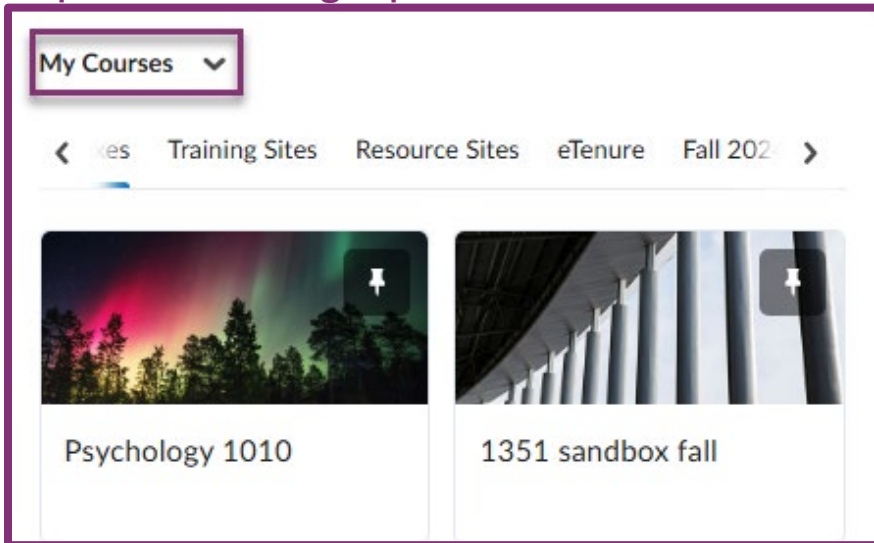
Access a Brightspace Course

Step 1: Select Brightspace from the Brightspace for Faculty Card

From your My Tri-C page scroll to the “Brightspace for Faculty” card and select Brightspace



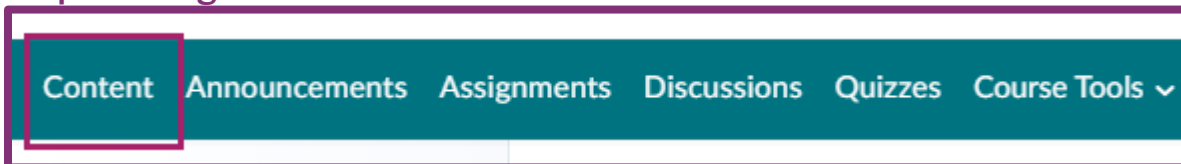
Step 2: Access a Brightspace course



Enable Honorlock for a Brightspace Quiz

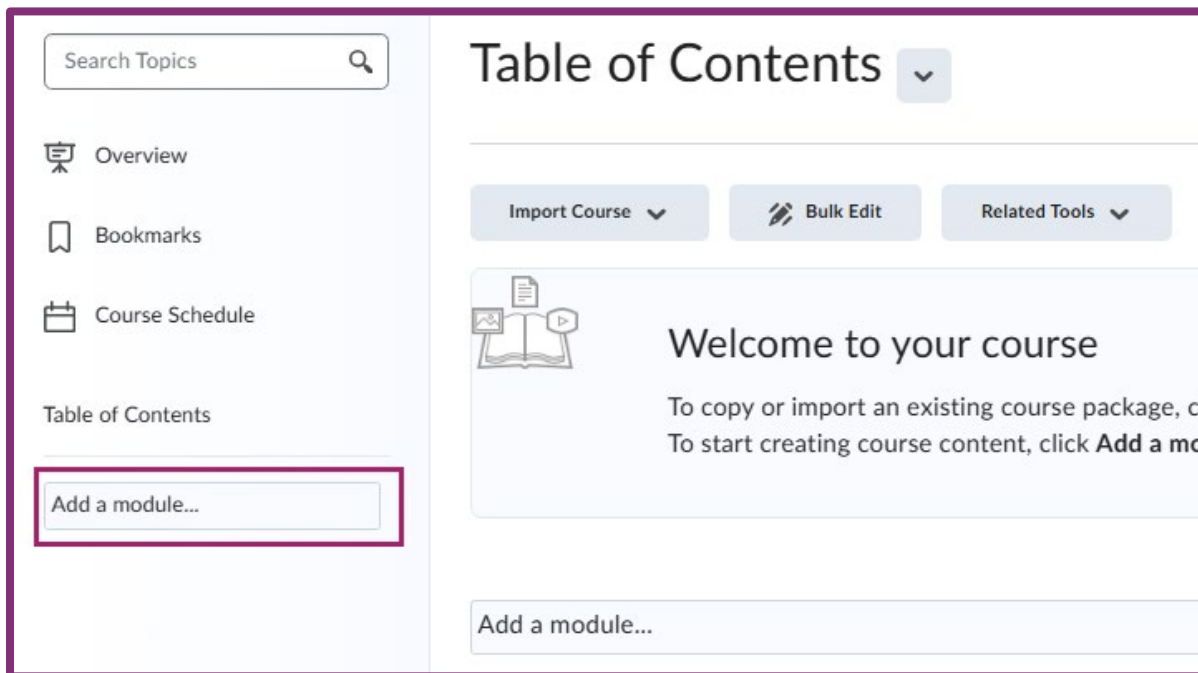
Honorlock is integrated into Brightspace. You will not need to leave Brightspace to configure your Honorlock enabled Brightspace quiz. To begin, navigate to Content.

Step 1: Navigate to Content



Step 2: Add a New Module

The Honorlock link will have to live inside of module. First, select Add a Module and give it a name (ex. Proctoring Testing)



Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

Add a module...

Table of Contents

Import Course

Bulk Edit

Related Tools

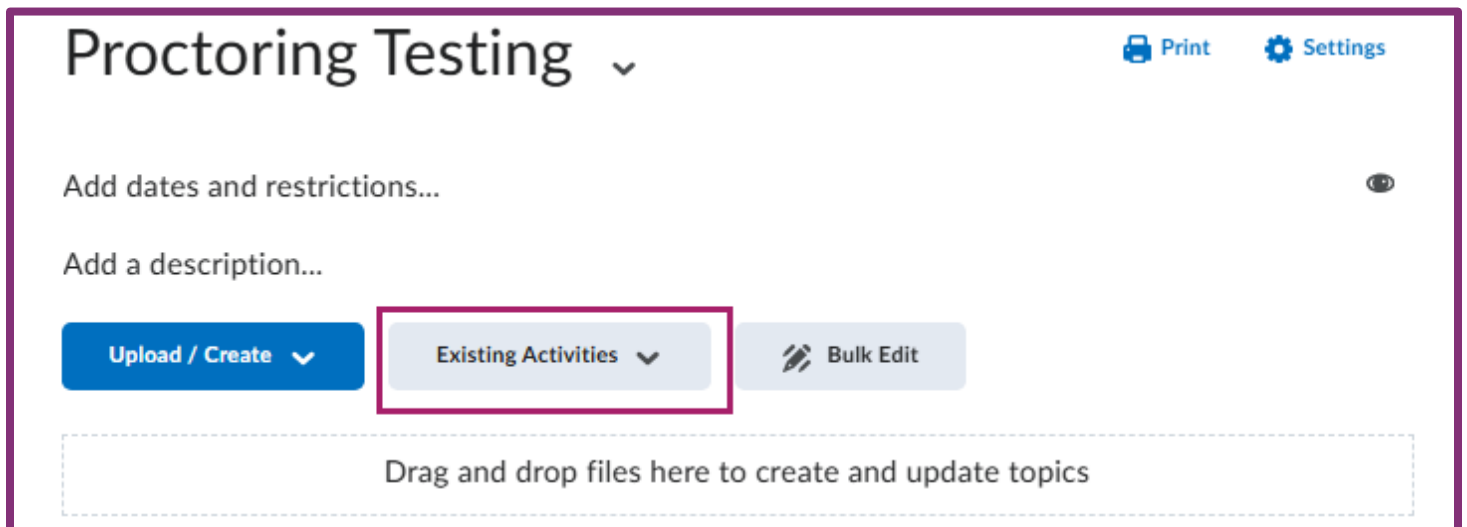
Welcome to your course

To copy or import an existing course package, click **Import Course**.
To start creating course content, click **Add a module**.

Add a module...

Step 3: Add a Honorlock link to Brightspace

First, select Existing Activities.



Proctoring Testing

Print Settings

Add dates and restrictions...

Add a description...

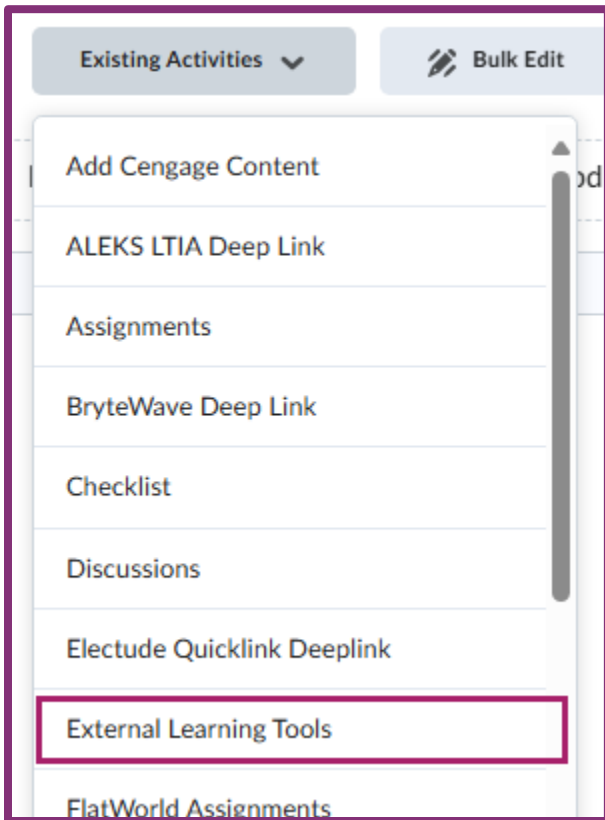
Upload / Create

Existing Activities

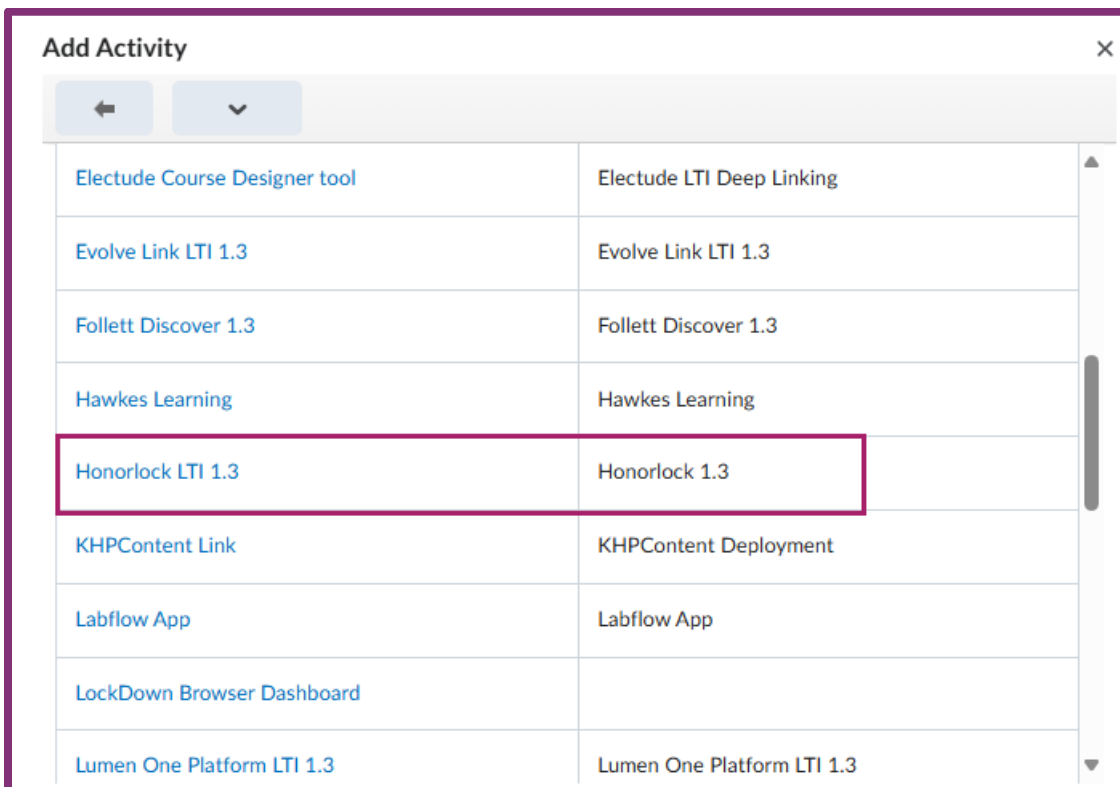
Bulk Edit

Drag and drop files here to create and update topics

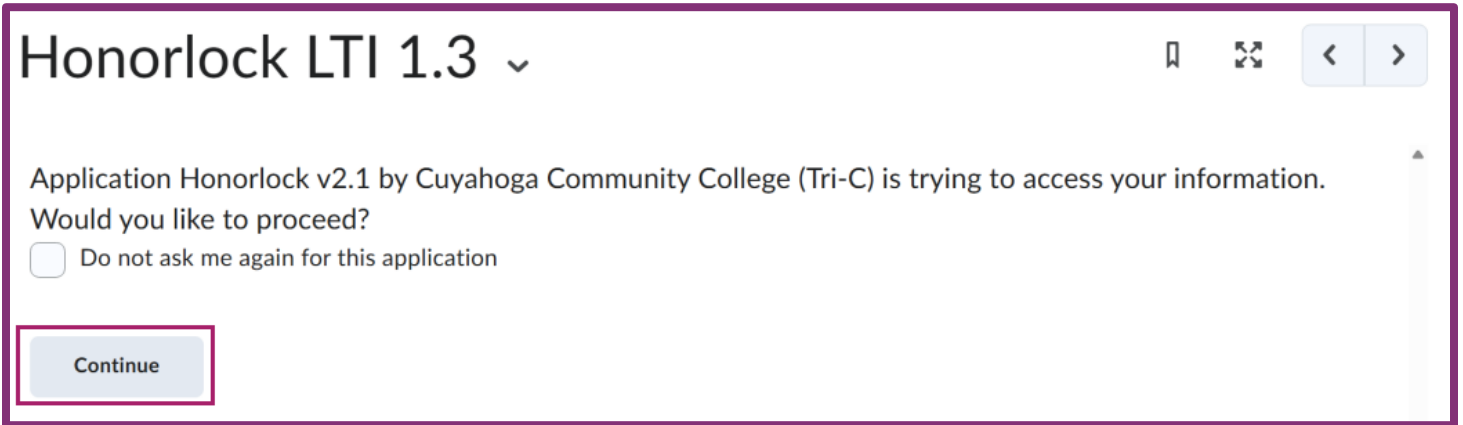
Next, select External Learning Tools.



Then, scroll down and select Honorlock LTI 1.3.



Once selected, you will be prompted to authorize Honorlock. You will only need to do this once.



Honorlock LTI 1.3 🔍 🔄 ⏪ ⏩

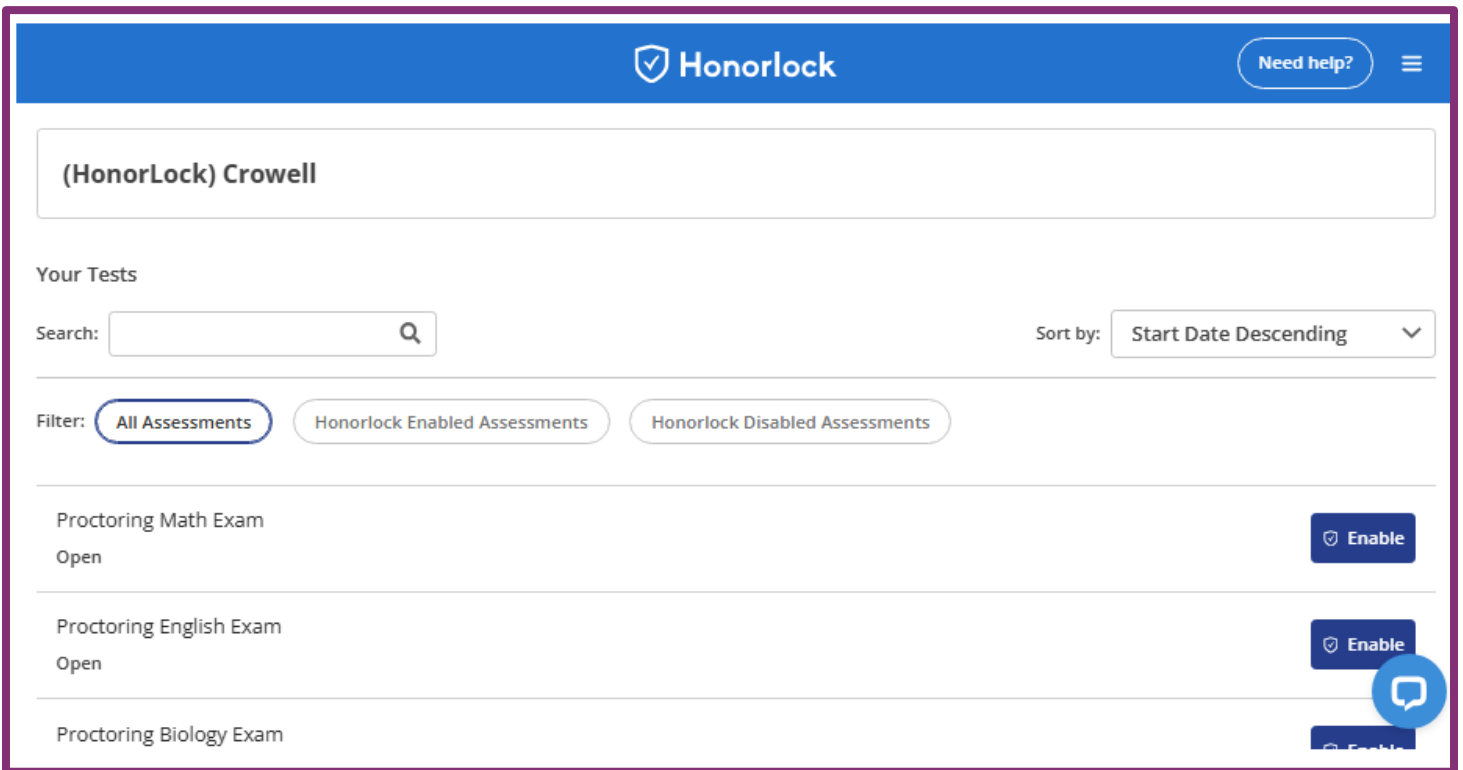
Application Honorlock v2.1 by Cuyahoga Community College (Tri-C) is trying to access your information.
Would you like to proceed?

Do not ask me again for this application

[Continue](#)

Step 4: Select which Brightspace Quiz to enable

Select the Brightspace Quiz you want to enable with Honorlock from the list.



Honorlock Need help? ☰

(HonorLock) Crowell

Your Tests

Search: 🔍 Sort by: Start Date Descending ⌵

Filter: [All Assessments](#) [Honorlock Enabled Assessments](#) [Honorlock Disabled Assessments](#)

Proctoring Math Exam	Open	Enable
Proctoring English Exam	Open	Enable
Proctoring Biology Exam		Enable

Select Honorlock Settings for Proctored Brightspace Quiz

The following steps will show the various settings available in Honorlock.

Step 1: Ensure your Tri-C email is correct

Honorlock will send emails about proctoring results to your email. Ensure your Tri-C email is listed properly and add any other instructors that may need to see the results (optional).

Send email notifications when recommended sessions are available for this assessment

Periodically, we will send email notifications regarding the proctoring results of this assessment. You can opt out at any time.

Add Email Address to Receive Notifications

You can add one or more email addresses, separated by commas.

Email Addresses Receiving Notifications

David.Crowell@tri-c.edu

All email addresses added to this list must be authorized by your institution to receive updates for this assessment. You assume full responsibility for maintaining compliance with regulations for your institution.

Step 2: Configure Proctoring Settings

Customize the assessment experience using the options provided by Honorlock.

Proctoring Settings
Customize your assessment experience by selecting from the proctoring options below

Record Webcam Record test taker's testing environment using webcam <input checked="" type="checkbox"/>	Record Screen Record test taker's screen during session <input checked="" type="checkbox"/>	Record Web Traffic Log test taker's internet activity <input checked="" type="checkbox"/>	Test Taker Photo Capture test taker photo before the assessment begins <input checked="" type="checkbox"/>
Test Taker 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"/>	Manual Review** Post assessment review of session recording by a proctor <input 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 type="checkbox"/>	Disable Copy/Paste Block clipboard actions <input checked="" type="checkbox"/>	Disable Printing Block printing assessment content <input checked="" type="checkbox"/>	Browser Guard Limit browser activity to assessment content and allowed site URLs only <input checked="" type="checkbox"/>
Allowed Site URLs Allow access to specific websites during a session <input type="checkbox"/>			

**Manual Review cannot be enabled if Record Webcam, Record Screen, and Room Scan are all disabled.

These are the proctoring options available in Honorlock:

- Record Webcam (Default setting): Record test taker's testing environment
- Test Taker ID (Default setting): Capture ID photo before the assessment begins
- Scientific Calculator: Allow access to a scientific on-screen calculator
- Allowed Sites URLs: Allow access to specific websites during a session
- Record Screen (Default setting): Record test taker's screen during session
- Room Scan (Default setting): Record a 360 degree environment scan before the assessment begins
- Disable Copy/Paste (Default setting): Block clipboard actions
- Record Web Traffic (Default setting): Log test taker's internet activity
- Manual Review: Post assessment review of session recording by a proctor. **Manual Review cannot be enabled if Record Webcam, Record Screen, and Room Scan are all disabled.**
- Disable Printing (Default setting): Block printing assessment content
- Test Taker Photo (Default setting): Capture test taker photo before the assessment begins
- Basic Calculator: Allow access to a basic on-screen calculator
- Browser Guard: Limits browser activity to assessment content and allowed site URLs only

Step 3: Set Test Taker Guidelines

Select what test takers can and cannot do during the assessment session.

Test Taker Guidelines

Define what your test takers can and cannot do during the assessment session

Open Book Allowed A book can be referenced	Notes Allowed Pre-written paper notes can be referenced	Scratch Paper Allowed Paper and a writing utensil can be used	Restroom Breaks Allowed Test taker can leave the webcam view for a short period of time
Handheld Calculator Allowed A physical calculator can be used	Headphones Allowed Test takers can wear headphones during assessment	Hats Allowed A hat can be worn on the test taker's head	Public Area Allowed Background noise and multiple people are expected
Background Noise Allowed Occasional sounds expected in the testing environment	Mobile Phone Use Allowed Test taker can use a mobile phone during assessment		

[+ Show Additional Instructions](#)

Here is a breakdown of the test taker guidelines available in Honorlock:

- Open Book Allowed: A book can be referenced
- Handheld Calculator Allowed: A physical calculator can be used
- Background Noise Allowed: Occasional sounds expected in the testing environment
- Notes Allowed: Pre-written paper notes can be referenced
- Headphones Allowed: Test takers can wear headphones during assessment
- Mobile Phone Use Allowed: Test takers can use a mobile phone during assessment

- Scratch Paper Allowed: Paper and a writing utensil can be used
- Hats Allowed: A hat can be worn on the test taker’s head
- Restroom Breaks Allowed: Test taker can leave the webcam view for a short period of time
- Public Area Allowed: Background noise and multiple people are expected

Select “Show Additional Instructions” to type out other test taker guidelines for your assessment.

Step 3: Set Assessment Accommodations and Assessment Visibility

Type out accommodations for this assessment and set your visibility. The visibility default setting will follow the start and end dates set in Brightspace.

Step 4: Select Enable.

When you have finished your customization select Enable.

The screenshot shows a user interface for configuring assessment settings. It is divided into two main sections: "Assessment Accommodations" and "Assessment Visibility".

Assessment Accommodations: This section has a subtitle "Let our proctors know of broader accommodations that may be necessary for this assessment". It features a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), link, text color (A), background color, bulleted list, numbered list, and link. Below the toolbar is a text input field with the placeholder text "Enter accommodations...".

Assessment Visibility: This section has a subtitle "Determine whether test takers are able to view this assessment outside of the assessment dates". It contains a dropdown menu with the selected option "No, use the dates on the assessment to determine test taker view".

At the bottom of the interface, there are two buttons: a "Cancel" button on the left and an "Enable" button on the right.

Proctored Quiz is now in Brightspace

Search Topics

Proctoring Testing ▼

[Print](#) [Settings](#)

Add dates and restrictions... ⓘ

Add a description...

[Upload / Create](#) ▼ [Existing Activities](#) ▼ [Bulk Edit](#)

- ⋮ [Honorlock LTI 1.3](#) ▼ ✓
🔗 External Learning Tool

Add a sub-module...