

# Honorlock: 3<sup>rd</sup> Party Integration

## Quick Summary

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This guide will lead faculty through the steps on how to set up a 3<sup>rd</sup> party quiz in Honorlock. For this guide, faculty will be setting up proctoring for a Brightspace Quiz.

## Create Proctoring Review Sandbox

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[Access a Brightspace Quiz](#)

[Enable Honorlock for a 3<sup>rd</sup> Party Quiz](#)

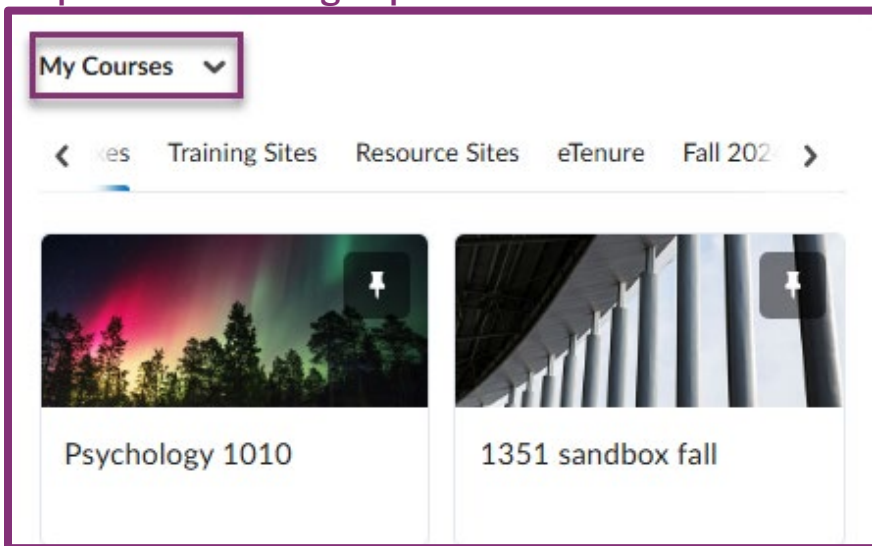
[Select Honorlock Settings for a Brightspace Quiz](#)

## Access a Brightspace Course

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Access the Brightspace course you would like to add the 3<sup>rd</sup> party proctored quiz to.

### Step 2: Access a Brightspace course



## Enable Honorlock for 3<sup>rd</sup> Party Quiz

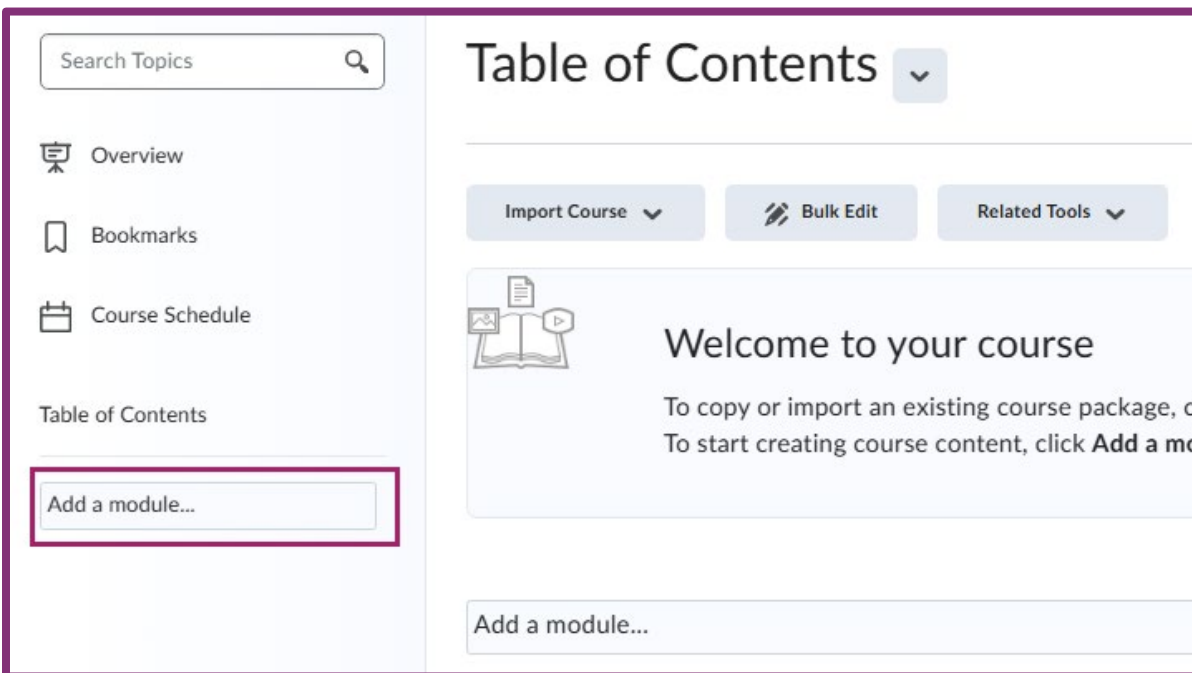
Honorlock is integrated into Brightspace. You will not need to leave Brightspace to configure your Honorlock enabled Brightspace quiz. To begin, navigate to Content.

### Step 1: Navigate to Content



### Step 2: Select Appropriate Module

The Honorlock link will have to live inside of a module. Faculty can add Honorlock to an existing module or create a new 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**

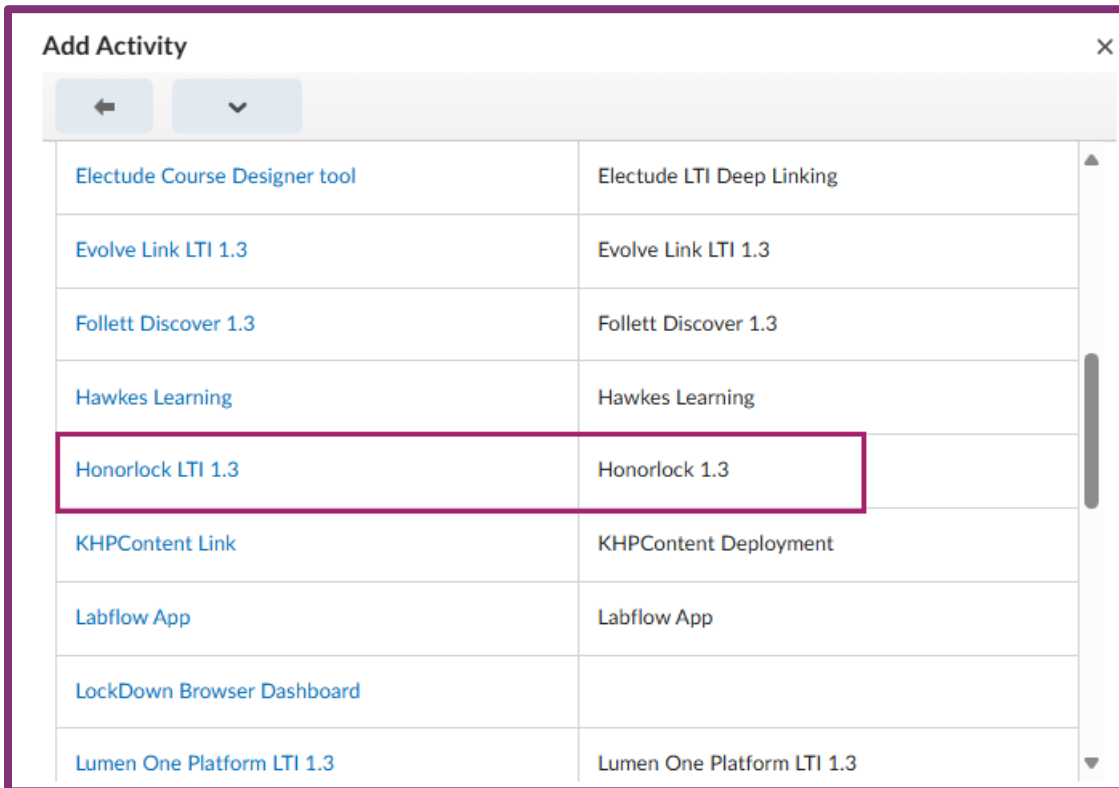
Drag and drop files here to create and update topics

Next, select External Learning Tools.

**Existing Activities** **Bulk Edit**

- Add Cengage Content
- ALEKS LTIA Deep Link
- Assignments
- BryteWave Deep Link
- Checklist
- Discussions
- Electude Quicklink Deeplink
- External Learning Tools**
- FlatWorld Assignments

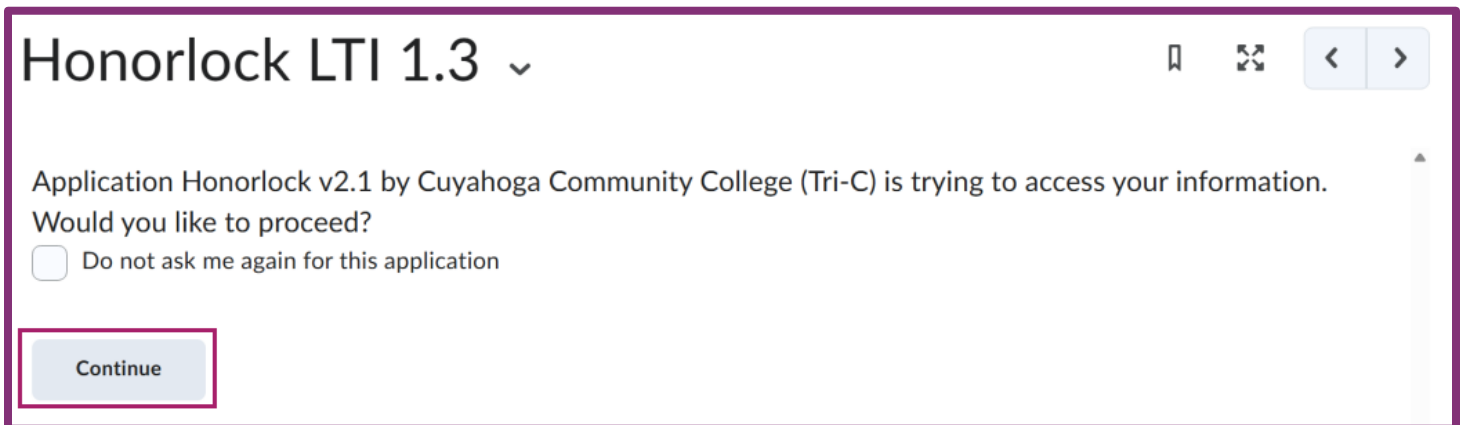
Then, scroll down and select Honorlock LTI 1.3.



The screenshot shows a dialog box titled "Add Activity" with a close button (X) in the top right corner. Below the title bar is a navigation bar with a back arrow and a dropdown arrow. The main content is a table with two columns. The first column lists various LTI tools, and the second column shows their corresponding LTI IDs. The "Honorlock LTI 1.3" entry is highlighted with a red border.

Electude Course Designer tool	Electude LTI Deep Linking
Evolve Link LTI 1.3	Evolve Link LTI 1.3
Follett Discover 1.3	Follett Discover 1.3
Hawkes Learning	Hawkes Learning
<b>Honorlock LTI 1.3</b>	<b>Honorlock 1.3</b>
KHPContent Link	KHPContent Deployment
Labflow App	Labflow App
LockDown Browser Dashboard	
Lumen One Platform LTI 1.3	Lumen One Platform LTI 1.3

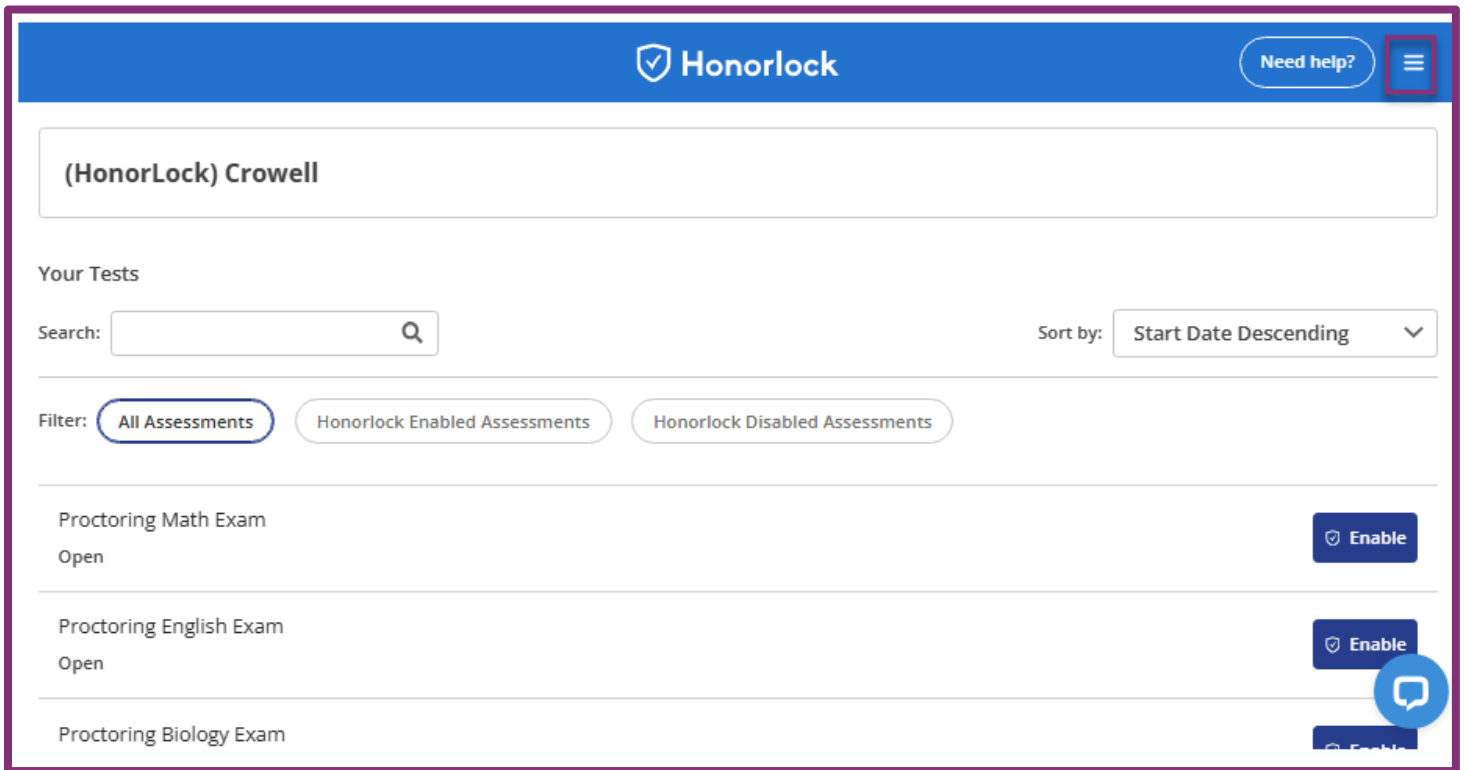
Once selected, you will be prompted to authorize Honorlock. You will only need to do this once.



The screenshot shows a dialog box titled "Honorlock LTI 1.3" with a dropdown arrow next to the title. In the top right corner, there are icons for a bookmark, a refresh/clear icon, and navigation arrows. The main text reads: "Application Honorlock v2.1 by Cuyahoga Community College (Tri-C) is trying to access your information. Would you like to proceed?" Below this text is a checkbox labeled "Do not ask me again for this application". At the bottom left, there is a "Continue" button highlighted with a red border.

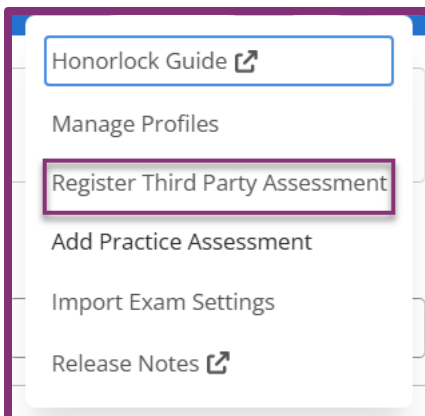
## Step 4: Select Register 3<sup>rd</sup> Party Quiz

Select the three line icon in the top right corner of the screen.



The screenshot shows the Honorlock dashboard for user (HonorLock) Crowell. The top navigation bar includes the Honorlock logo, a 'Need help?' button, and a three-line menu icon. Below the header, the user's name is displayed. The main section is titled 'Your Tests' and features a search bar, a 'Sort by: Start Date Descending' dropdown, and filter buttons for 'All Assessments', 'Honorlock Enabled Assessments', and 'Honorlock Disabled Assessments'. A list of tests is shown, including 'Proctoring Math Exam', 'Proctoring English Exam', and 'Proctoring Biology Exam', each with an 'Open' status and an 'Enable' button. A chat icon is visible in the bottom right corner.

Then select “Register 3<sup>rd</sup> Party Quiz” from the drop-down menu.



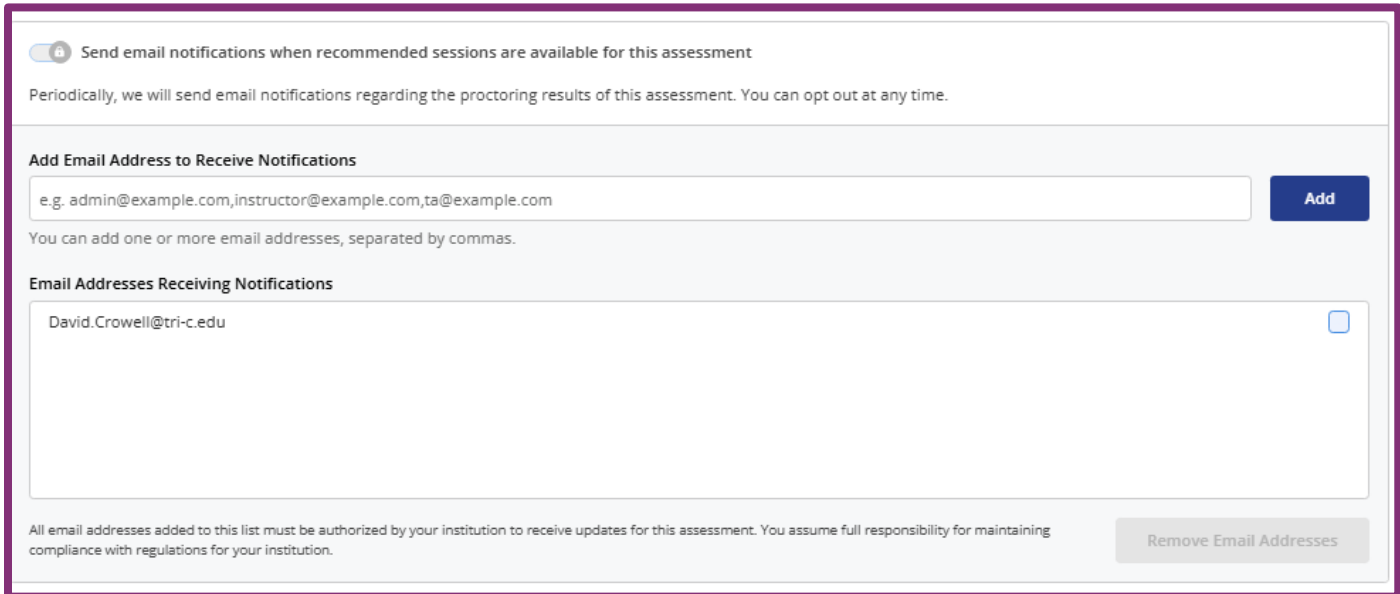
The screenshot shows the Honorlock menu with the following options: 'Honorlock Guide', 'Manage Profiles', 'Register Third Party Assessment', 'Add Practice Assessment', 'Import Exam Settings', and 'Release Notes'. The 'Register Third Party Assessment' option is highlighted with a red box.

## Select Honorlock Settings for a 3<sup>rd</sup> Party 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.

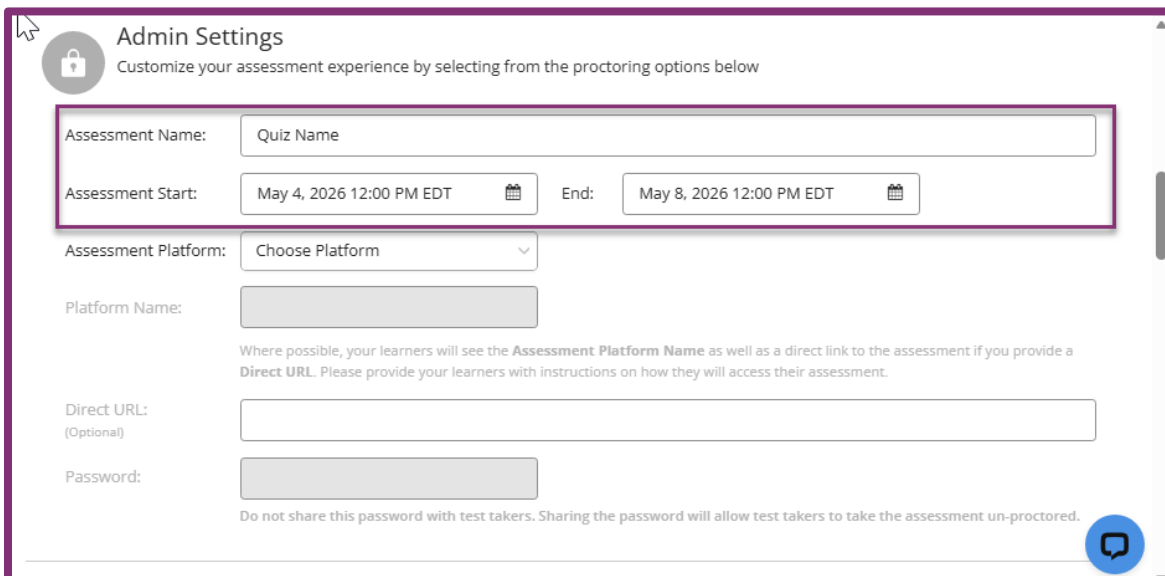
**Email Addresses Receiving Notifications**

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 3<sup>rd</sup> Party Quiz Settings

Set up the 3<sup>rd</sup> party quiz in Honorlock. First, add assessment details, Assessment Name and Assessment Start and End Dates.



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

**Assessment Name:**

**Assessment Start:**   **End:**

**Assessment Platform:**

**Platform Name:**

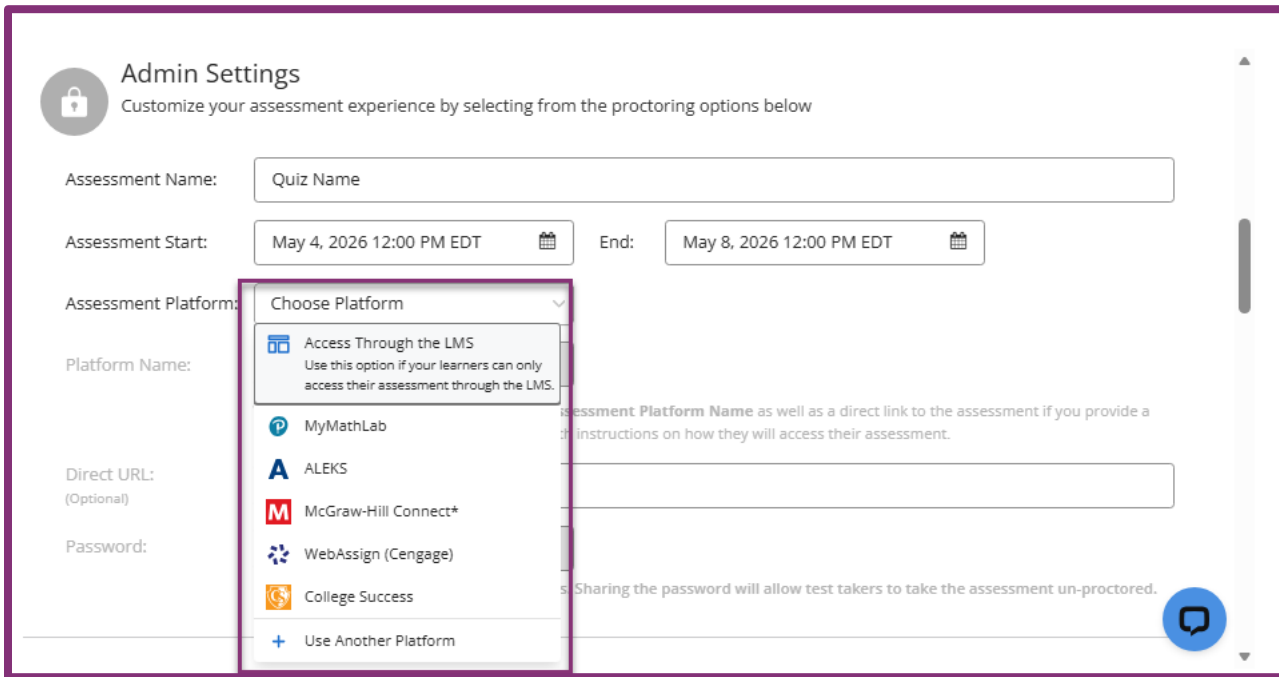
Where possible, your learners will see the **Assessment Platform Name** as well as a direct link to the assessment if you provide a **Direct URL**. Please provide your learners with instructions on how they will access their assessment.

**Direct URL:**  (Optional)

**Password:**

Do not share this password with test takers. Sharing the password will allow test takers to take the assessment un-proctored.

Next, select the Assessment Platform, it is **RECOMMENDED** that faculty select “Access Through the LMS”.



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

Assessment Name:

Assessment Start:   End:

Assessment Platform: **Choose Platform**

Platform Name:

Direct URL: (Optional)

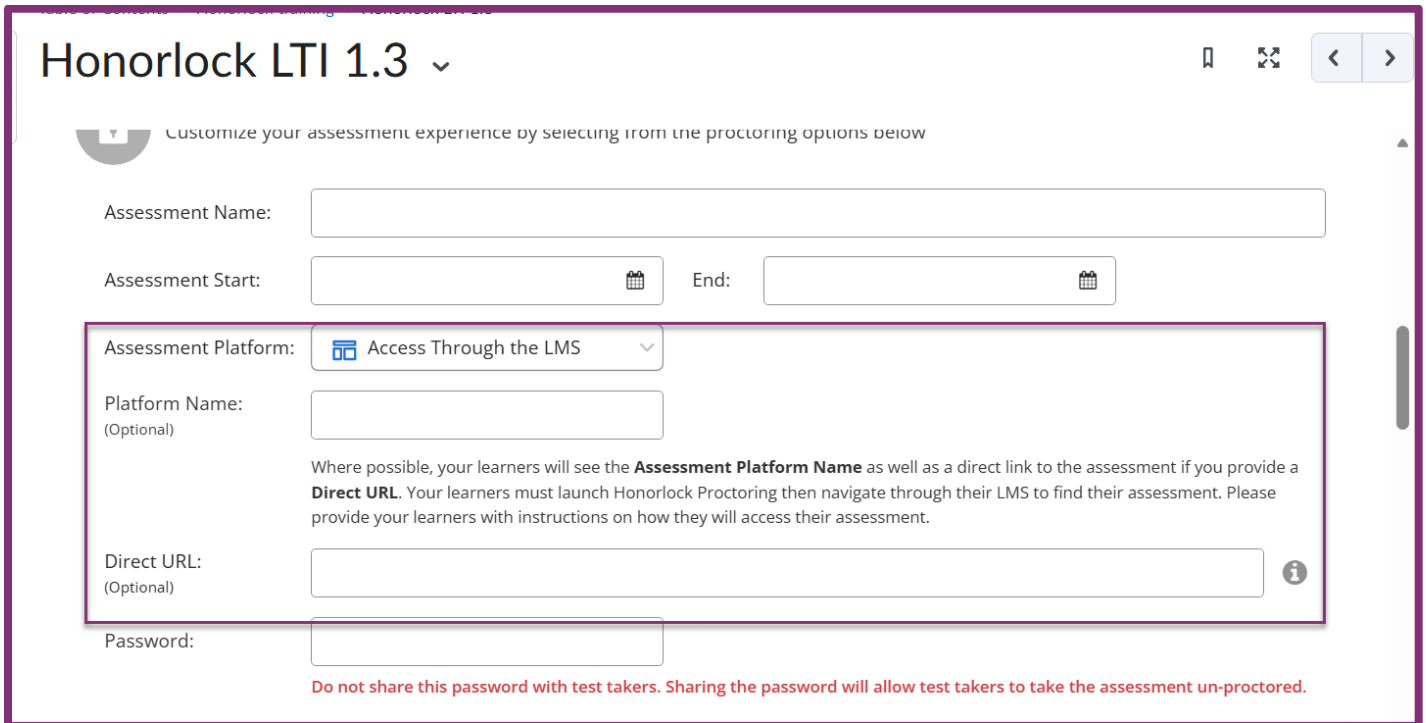
Password:

Assessment Platform Name as well as a direct link to the assessment if you provide a Direct URL. Your learners must launch Honorlock Proctoring then navigate through their LMS to find their assessment. Please provide your learners with instructions on how they will access their assessment.

Sharing the password will allow test takers to take the assessment un-proctored.

- Access Through the LMS  
Use this option if your learners can only access their assessment through the LMS.
- MyMathLab
- ALEKS
- McGraw-Hill Connect\*
- WebAssign (Cengage)
- College Success
- + Use Another Platform

Next, add the Platform Name in the given space. **Faculty must put in the URL link to the test.**



**Honorlock LTI 1.3**

Customize your assessment experience by selecting from the proctoring options below

Assessment Name:

Assessment Start:   End:

Assessment Platform:

Platform Name: (Optional)

Where possible, your learners will see the **Assessment Platform Name** as well as a direct link to the assessment if you provide a **Direct URL**. Your learners must launch Honorlock Proctoring then navigate through their LMS to find their assessment. Please provide your learners with instructions on how they will access their assessment.

Direct URL: (Optional)

Password:

**Do not share this password with test takers. Sharing the password will allow test takers to take the assessment un-proctored.**

Finally, add the password. The password must match the one used in your 3<sup>rd</sup> party platform. **ALL TESTS MUST HAVE A PASSWORD THAT MATCHES THE PASSWORD SET IN THE 3RD PARTY PLATFORM.**

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

Assessment Name:

Assessment Start:  End:

Assessment Platform:

Platform Name:

Where possible, your learners will see the **Assessment Platform Name** as well as a direct link to the assessment if you provide a **Direct URL**. Please provide your learners with instructions on how they will access their assessment.

Direct URL:  (Optional) i

Password:

**Do not share this password with test takers. Sharing the password will allow test takers to take the assessment un-proctored.**

### Step 3: 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

<b>Record Webcam</b> Record test taker's testing environment using webcam <input checked="" type="checkbox"/>	<b>Record Screen</b> Record test taker's screen during session <input checked="" type="checkbox"/>	<b>Record Web Traffic</b> Log test taker's internet activity <input checked="" type="checkbox"/>	<b>Test Taker Photo</b> Capture test taker photo before the assessment begins <input checked="" type="checkbox"/>
<b>Test Taker ID</b> Capture ID photo before the assessment begins <input checked="" type="checkbox"/>	<b>Room Scan</b> Record a 360 degree environment scan before the assessment begins <input checked="" type="checkbox"/>	<b>Manual Review**</b> Post assessment review of session recording by a proctor <input type="checkbox"/>	<b>Basic Calculator</b> Allow access to a basic on-screen calculator <input checked="" type="checkbox"/>
<b>Scientific Calculator</b> Allow access to a scientific on-screen calculator <input type="checkbox"/>	<b>Disable Copy/Paste</b> Block clipboard actions <input checked="" type="checkbox"/>	<b>Disable Printing</b> Block printing assessment content <input checked="" type="checkbox"/>	<b>Browser Guard</b> Limit browser activity to assessment content and allowed site URLs only <input checked="" type="checkbox"/>
<b>Allowed Site URLs</b> 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 4: 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

<b>Open Book Allowed</b> A book can be referenced	<b>Notes Allowed</b> Pre-written paper notes can be referenced	<b>Scratch Paper Allowed</b> Paper and a writing utensil can be used	<b>Restroom Breaks Allowed</b> Test taker can leave the webcam view for a short period of time
<b>Handheld Calculator Allowed</b> A physical calculator can be used	<b>Headphones Allowed</b> Test takers can wear headphones during assessment	<b>Hats Allowed</b> A hat can be worn on the test taker's head	<b>Public Area Allowed</b> Background noise and multiple people are expected
<b>Background Noise Allowed</b> Occasional sounds expected in the testing environment	<b>Mobile Phone Use Allowed</b> 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 5: 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 6: 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 header with a person icon and the text "Assessment Accommodations" and "Let our proctors know of broader accommodations that may be necessary for this assessment". Below this is 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. The text area contains the placeholder "Enter accommodations..." and a small cursor icon at the bottom right.

**Assessment Visibility:** This section has a header with a shield icon and the text "Assessment Visibility" and "Determine whether test takers are able to view this assessment outside of the assessment dates". Below this is a dropdown menu with the selected option "No, use the dates on the assessment to determine test taker view".

At the bottom of the form, 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...

## Questions?

If you have questions about this process please contact OLAT at [olat@tri-c.edu](mailto:olat@tri-c.edu).