

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](#)

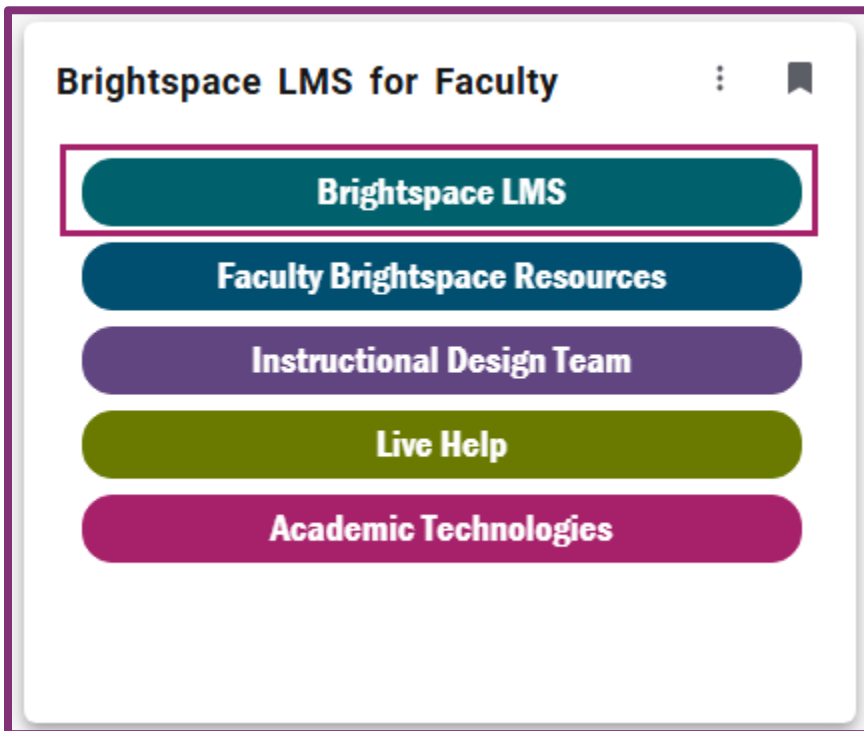
[Enable Honorlock for a Brightspace Quiz](#)

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

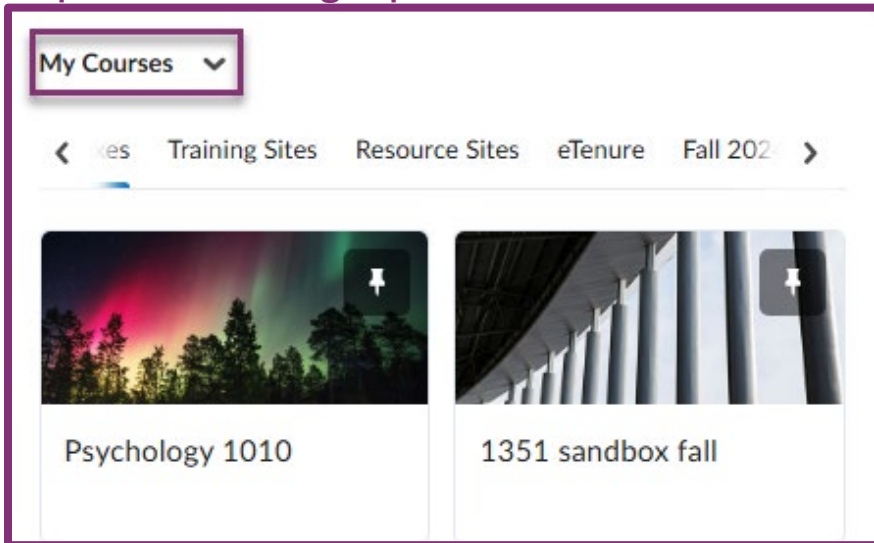
Access a Brightspace Course

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



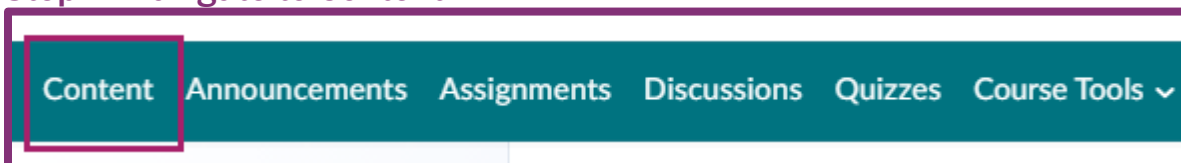
Step 2: Access a Brightspace course



Enable Honorlock for a Brightspace Quiz

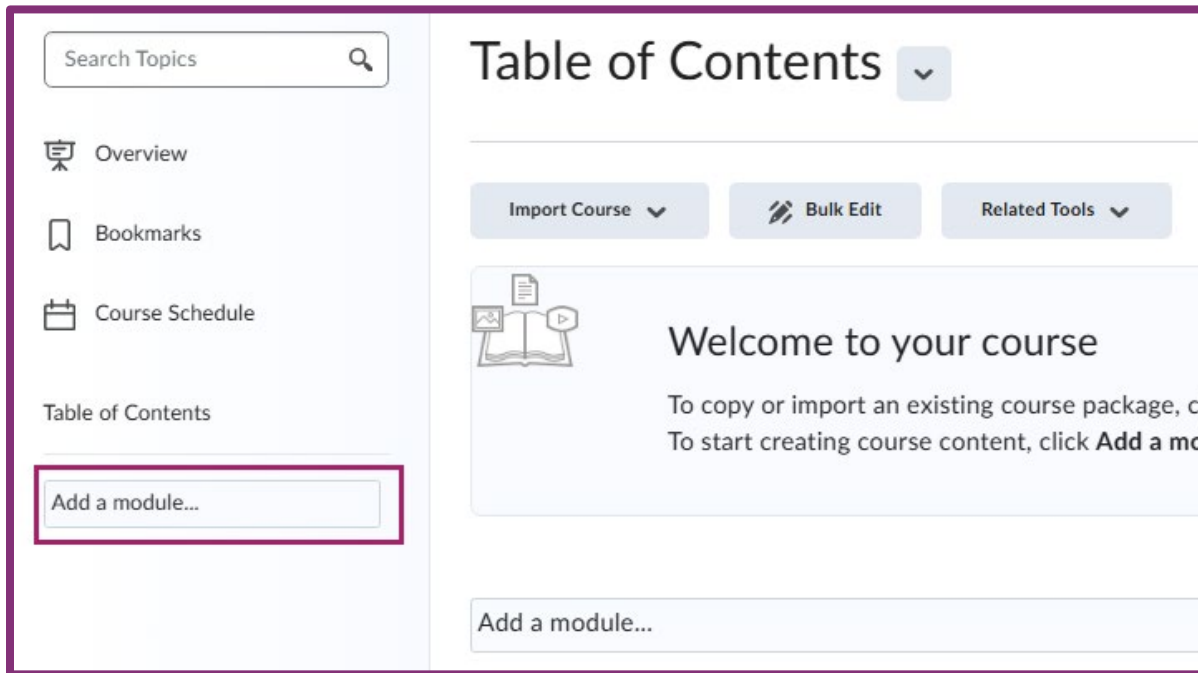
Honorlock is integrated into Brightspace. You will not need to leave Brightspace to configure your Honorlock enabled Brightspace quiz. To begin, navigate to Content.

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

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Overview

Bookmarks

Course Schedule

Table of Contents

Add a module...

Table of Contents

Import Course

Bulk Edit

Related Tools

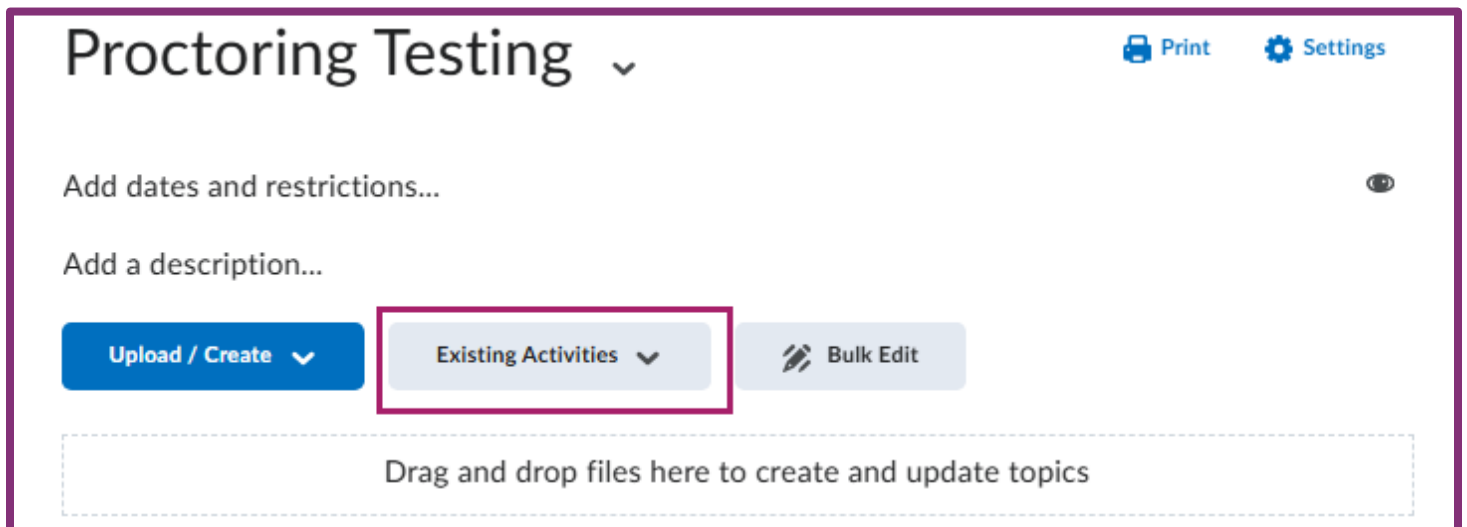
Welcome to your course

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...

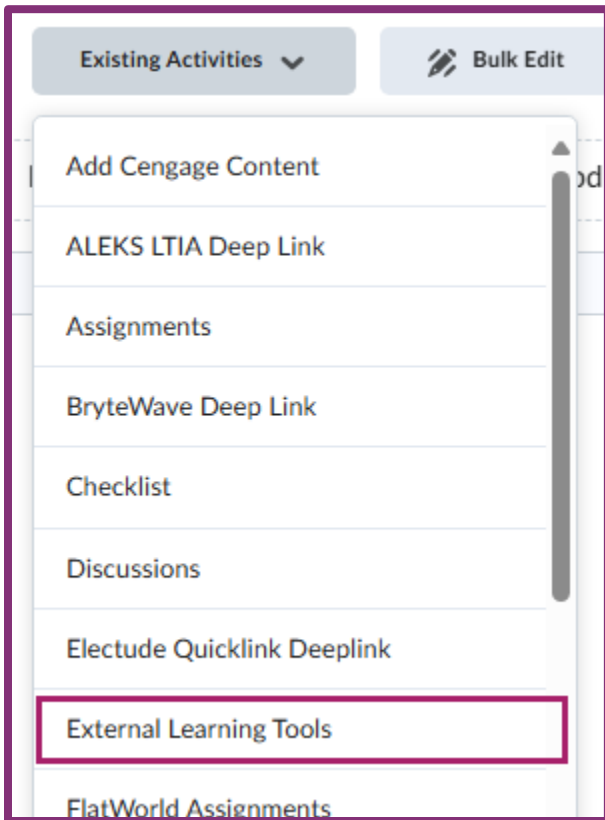
Upload / Create

Existing Activities

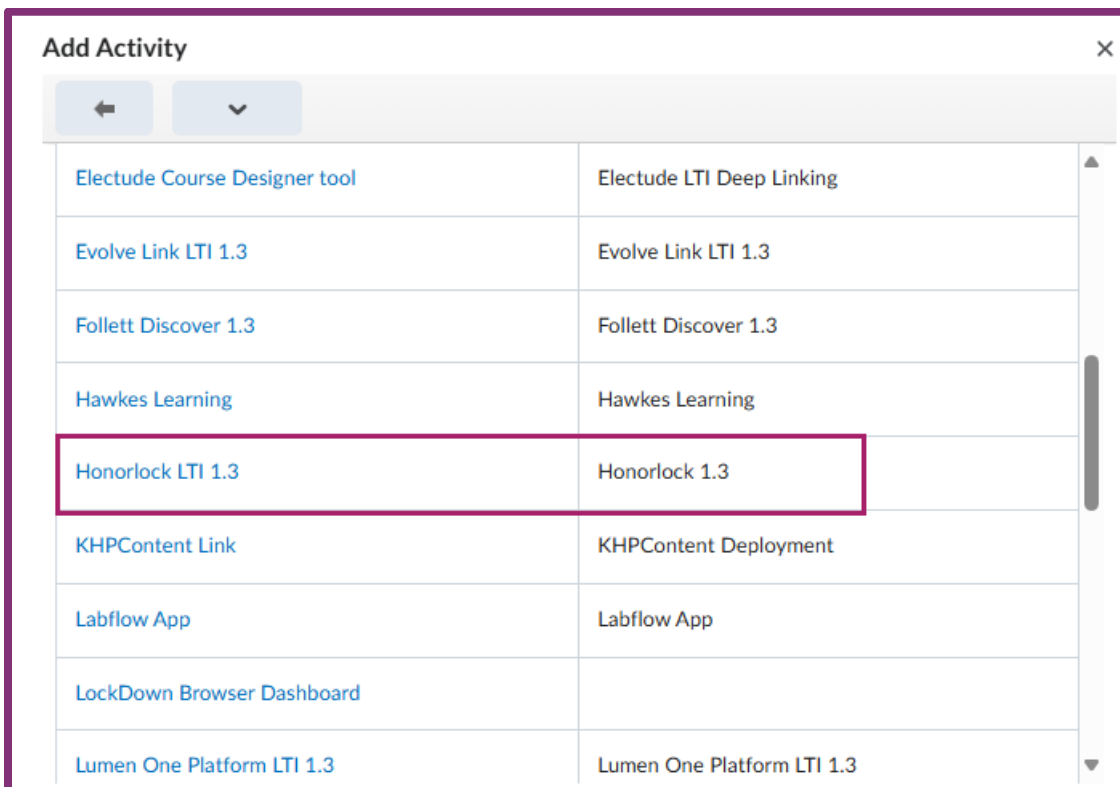
Bulk Edit

Drag and drop files here to create and update topics

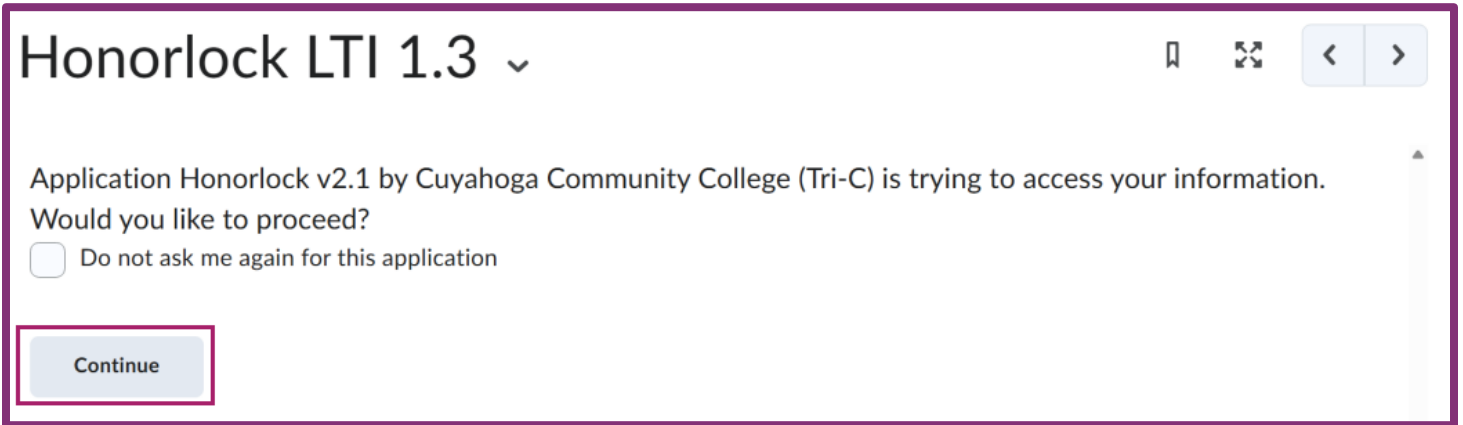
Next, select External Learning Tools.



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

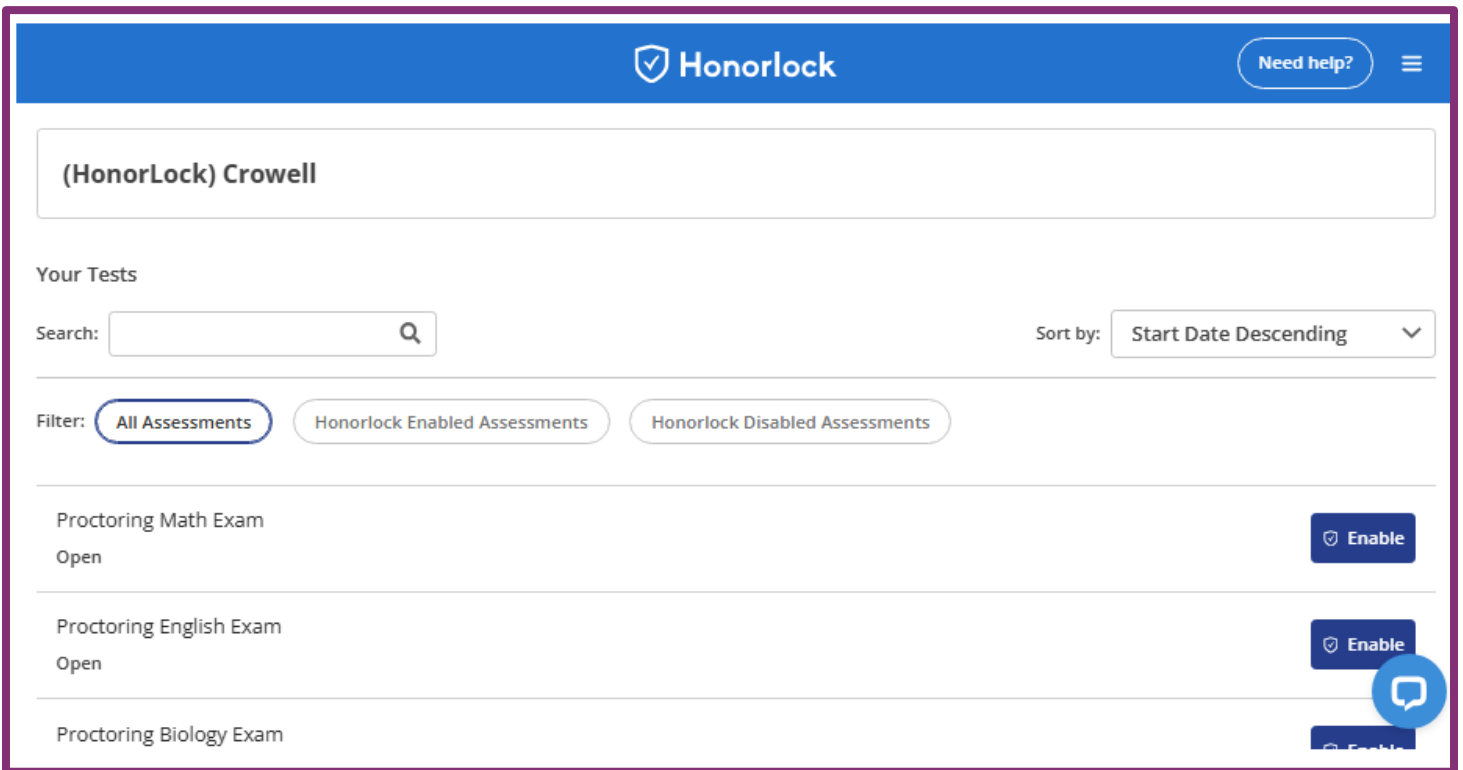
Application Honorlock v2.1 by Cuyahoga Community College (Tri-C) is trying to access your information. Would you like to proceed?

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).

The screenshot shows the Honorlock email notification settings. At the top, there is a toggle switch for "Send email notifications when recommended sessions are available for this assessment" which is turned on. Below this is a text box with the instruction: "Periodically, we will send email notifications regarding the proctoring results of this assessment. You can opt out at any time." The main section is titled "Add Email Address to Receive Notifications" and contains a text input field with the example text "e.g. admin@example.com,instructor@example.com,ta@example.com" and a blue "Add" button. Below the input field is the instruction: "You can add one or more email addresses, separated by commas." The next section is titled "Email Addresses Receiving Notifications" and contains a list of email addresses, with "David.Crowell@tri-c.edu" listed and a small blue square checkbox to its right. At the bottom of the form, there is a disclaimer: "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." and a grey button labeled "Remove Email Addresses".

Step 2: Configure Proctoring Settings

Customize the assessment experience using the options provided by Honorlock.

The screenshot shows the Honorlock proctoring settings interface. It consists of a grid of 12 settings, each with a title, a description, and a blue checkmark icon indicating it is enabled. The settings are: "Record Webcam" (Record test taker's testing environment using webcam), "Record Screen" (Record test taker's screen during session), "Record Web Traffic" (Log test taker's internet activity), "Test Taker Photo" (Capture test taker photo before the assessment begins), "Test Taker ID" (Capture ID photo before the assessment begins), "Room Scan" (Record a 360 degree environment scan before the assessment begins), "Basic Calculator" (Allow access to a basic on-screen calculator), "Scientific Calculator" (Allow access to a scientific on-screen calculator), "Disable Copy/Paste" (Block clipboard actions), "Disable Printing" (Block printing assessment content), "Browser Guard" (Limit browser activity to assessment content and allowed site URLs only), and "Allowed Site URLs" (Allow access to specific websites during a session). There is also a "Block Virtual Machines" setting (Block test takers from using a virtual machine during their assessment) located below the grid. A blue speech bubble icon is visible in the bottom right corner of the interface.

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
- 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.

The screenshot shows the 'Test Taker Guidelines' configuration page. It features a title 'Test Taker Guidelines' with a subtitle 'Define what your test takers can and cannot do during the assessment session'. Below the title are ten toggleable settings, each with a description and a blue dropdown arrow indicating it is currently set to 'Allowed':

- 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.

At the bottom left, there is a link: '+ 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

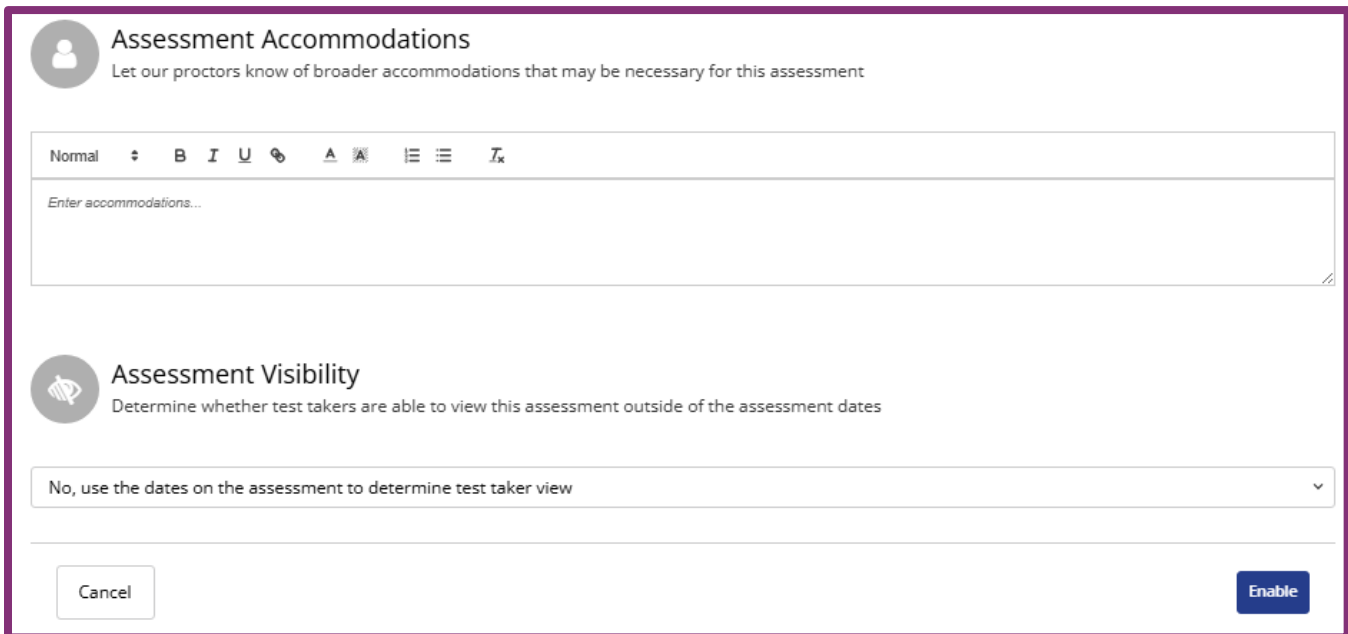
Select “Show Additional Instructions” to type out other test taker guidelines for your assessment.

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 title "Assessment Accommodations" and a subtitle "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 "Normal", bold (B), italic (I), underline (U), link, text color (A), background color, bulleted list, numbered list, and link. The text area contains the placeholder text "Enter accommodations...".

Assessment Visibility: This section has a title "Assessment Visibility" and a subtitle "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 interface, there are two buttons: "Cancel" on the left and "Enable" 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...