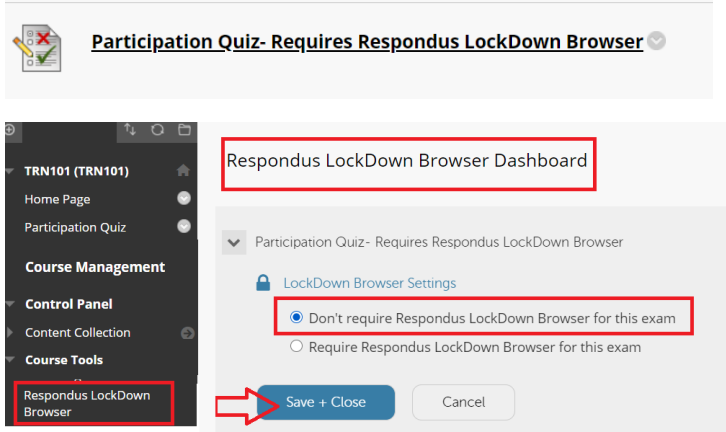
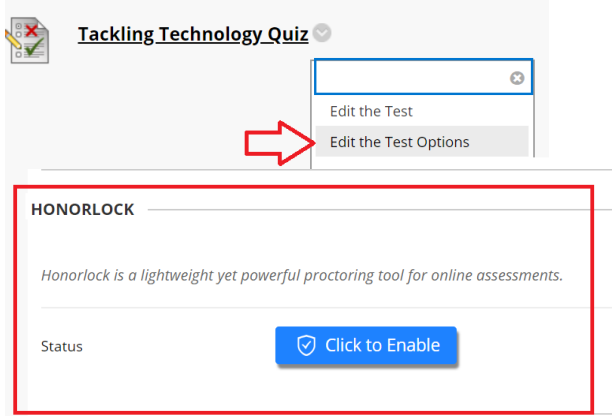
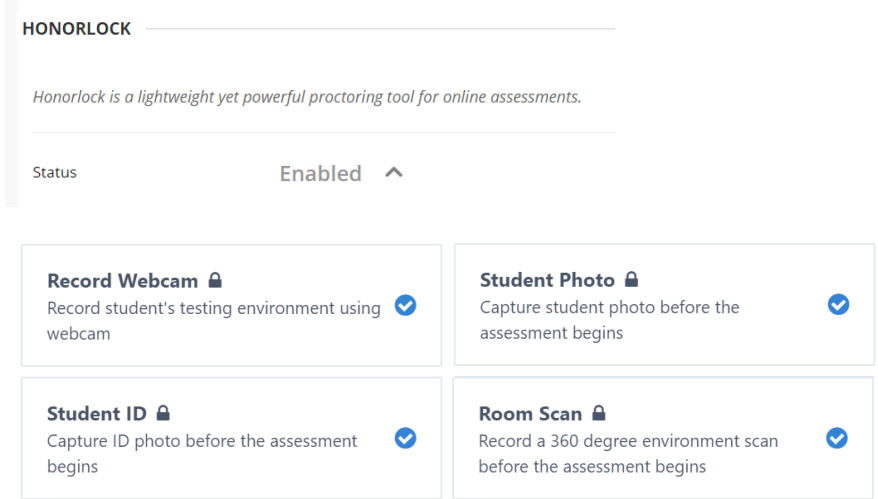

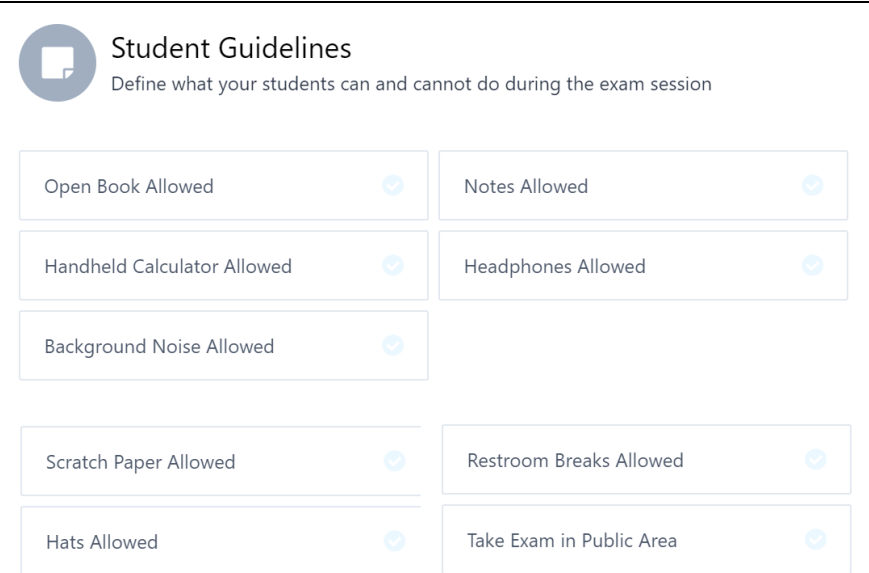
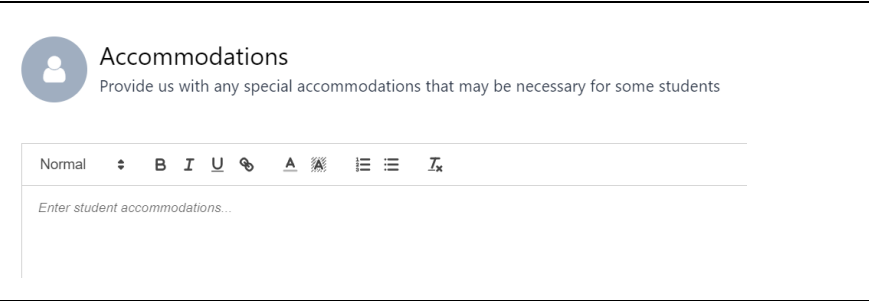
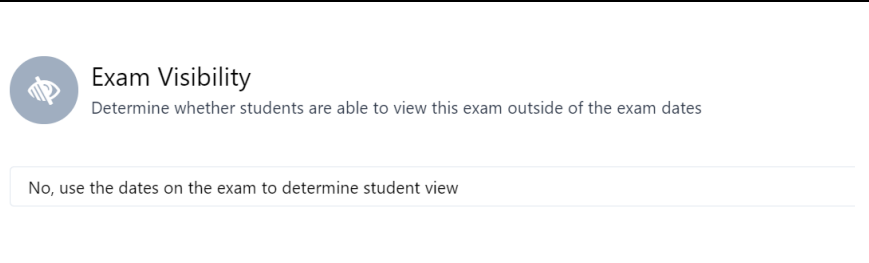


## Using Honorlock in Blackboard

<p>If you have a previous test that was set to use Respondus LockDown Browser you can remove the settings.</p> <ol style="list-style-type: none"><li>1. Under Course Management select "Respondus LockDown Browser."</li><li>2. Under Test Name select "Don't require Respondus LockDown Browser for this exam."</li><li>3. Save + Close.</li></ol> <p><b>Note:</b> You do not have to delete test.</p>	
<p>To add HonorLock:</p> <ol style="list-style-type: none"><li>1. Go to Test/Quiz in Bb.</li><li>2. Select Edit the Test Options.</li><li>3. Click to Enable.</li></ol>	
<p>The status will now show Honorlock Proctoring as enabled.</p> <p>Next, select the Proctoring Settings required for students taking the Exam.</p> <p>The 4 settings that <b>cannot</b> be changed are as follows:</p> <ol style="list-style-type: none"><li>1. Record Webcam</li><li>2. Student Photo</li><li>3. Student ID</li><li>4. Room Scan</li></ol>	

<p><b>IMPORTANT:</b> By default, all Proctoring Settings will be selected except the following:</p> <ul style="list-style-type: none"> <li>• Manual Review</li> <li>• Scientific Calculator</li> </ul>	<p><b>Manual Review</b> </p> <p>Post exam review of exam session recording by a proctor <input checked="" type="checkbox"/></p> <hr/> <p><b>Scientific Calculator</b></p> <p>Allow access to a scientific on-screen calculator <input checked="" type="checkbox"/></p>
<p>To customize the HonorLock exam - select/de-select Proctor Settings to disable/enable by clicking on the blue circle/checkbox icon next to each setting.</p>	<p><b>Record Screen</b></p> <p>Record student's screen during exam <input checked="" type="checkbox"/></p> <hr/> <p><b>Record Screen</b></p> <p>Record student's screen during exam <input checked="" type="checkbox"/></p>
<p><b>Proctoring Settings:</b></p> <p>Select/De-select Proctor Settings to disable/enable by clicking on the blue circle/checkbox icon next to each setting.</p>	<p><b>Basic Calculator</b></p> <p>Allow access to a basic on-screen calculator <input checked="" type="checkbox"/></p> <hr/> <p><b>Disable Copy/Paste</b></p> <p>Block clipboard actions <input checked="" type="checkbox"/></p> <hr/> <p><b>Disable Printing</b></p> <p>Block printing exam content <input checked="" type="checkbox"/></p> <hr/> <p><b>Browser Guard</b></p> <p>Limit browser activity to exam content and Whitelist URLs only <input checked="" type="checkbox"/></p>
	<p><b>Whitelist URLs</b></p> <p>Allow access to specific websites during an exam session <input checked="" type="checkbox"/></p> <hr/> <p><b>Configuration: Whitelist URLs</b></p> <p>You can whitelist an entire site (honorlock.com), a URL path (honorlock.com/testing/), or a specific page (honorlock.com/testing/sample.pdf). Please click the <u>SAVE</u> button to keep these settings.</p> <p>Enter a new site URL to whitelist <input type="text"/> <input type="button" value="Add Site"/></p>

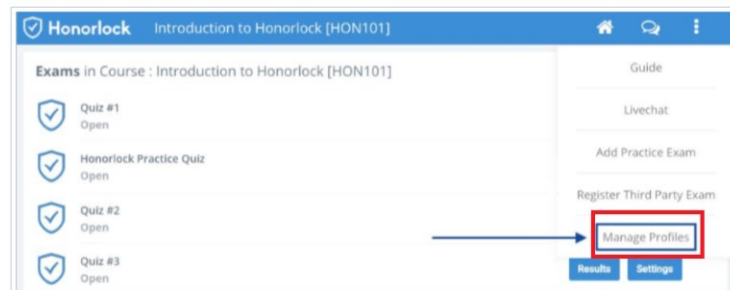
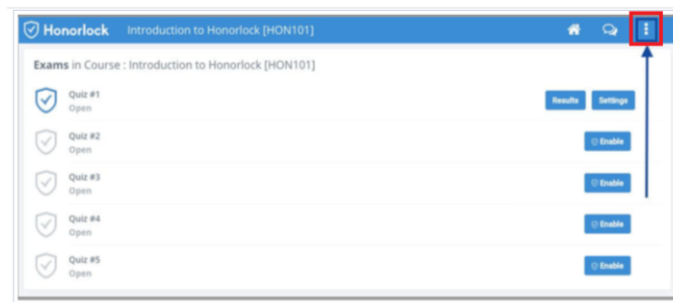
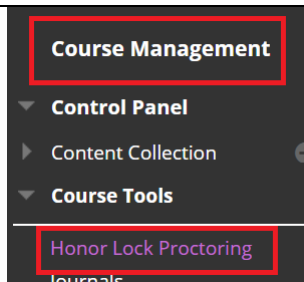
<p>Select under Student Guidelines what your students can and cannot do during the exam session.</p> <p>Enable guideline settings by clicking on the light blue circle/checkbox icon next for each setting.</p> <p>Select “show additional settings” to include if needed.</p>	 <p><b>Student Guidelines</b> Define what your students can and cannot do during the exam session</p> <ul style="list-style-type: none"> <li>Open Book Allowed <input checked="" type="checkbox"/></li> <li>Notes Allowed <input checked="" type="checkbox"/></li> <li>Handheld Calculator Allowed <input checked="" type="checkbox"/></li> <li>Headphones Allowed <input checked="" type="checkbox"/></li> <li>Background Noise Allowed <input checked="" type="checkbox"/></li> <li>Scratch Paper Allowed <input checked="" type="checkbox"/></li> <li>Restroom Breaks Allowed <input checked="" type="checkbox"/></li> <li>Hats Allowed <input checked="" type="checkbox"/></li> <li>Take Exam in Public Area <input checked="" type="checkbox"/></li> </ul>
<p>Provide additional instructions.</p>	<p>Student Instructions:</p> <p>Normal <b>B</b> <i>I</i> <u>U</u> <b>A</b> </p> <p>This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.</p>
<p>Enable Accommodations.</p>	 <p><b>Accommodations</b> Provide us with any special accommodations that may be necessary for some students</p> <p>Normal <b>B</b> <i>I</i> <u>U</u> <b>A</b> </p> <p>Enter student accommodations...</p>
<p>Review Exam visibility.</p>	 <p><b>Exam Visibility</b> Determine whether students are able to view this exam outside of the exam dates</p> <p>No, use the dates on the exam to determine student view</p>
<p>Select “Save.”</p>	<p>Disable <b>Save</b></p>

How to create a profile (template) to populate your exam settings (saves time):

- Select “Honor Lock Proctoring” under Course Management.
- Locate and click the three white vertical dots in the top right of the screen.
- Click Manage Profiles.
- To create a new profile, click Create a New Profile.
- Provide a name for your new profile.

**Note:** Name profile something that you will easily be able to identify.

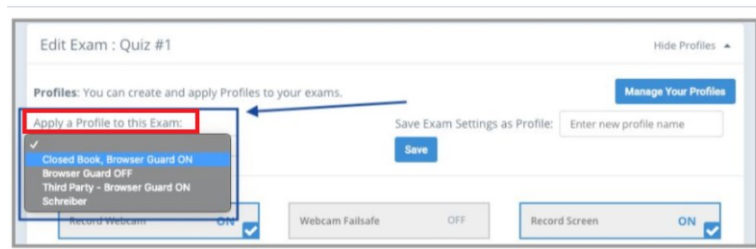
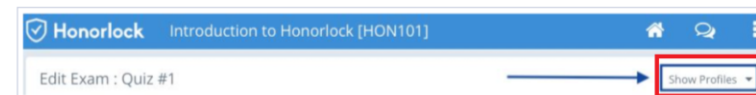
- Select which proctoring settings you would like enabled for the assessment and provide student and proctoring instructions.
- Click Create to save your exam profile. Your newly created profile will now show in the list of profiles and can be added to an exam.



How to apply Profile to Exam:

- Select “Honor Lock Proctoring” under Course Management.
- Select the exam and click on Enable if the exam has not been previously enabled or clicking on Settings if you have previously enabled this exam.
- Next, in the upper right-hand corner, click on Show Profiles.
- Locate the Apply a Profile to this Exam dropdown and select the profile that you wish to apply.
- Select Save.

**Note:** As soon as you make your selection, your saved settings will be applied on the exam screen.



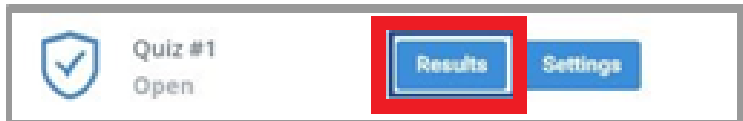
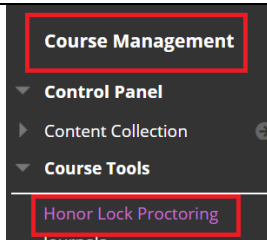
To review results:

- Locate the exam you would like to review – select “Results” button.

**Note:** All students who have completed the exam will be listed and ready to review. You may sort the list of students by User, Student ID, Exam Started, Exam Ended, or Incident Level.

**Note:** You may search for a specific student by utilizing the search field located at the top. You may also filter the student list by the following incident levels: High, Medium, and Low.

- Once you have identified the student you would like to review, proceed to click on the “View Session” button.



**Exam Results : Honorlock Demo** Back To Exams

Filter: High Medium Low Search:

Showing 1 to 6 of 6 entries

User	Student ID	Exam Started	Exam Ended	Incident Level	Session Details
Test Student	1087	10/28/2019 4:56 PM	10/28/2019 5:13 PM	High	<a href="#">View Session</a>
Test Student	1087	10/11/2019 12:39 PM	10/11/2019 12:41 PM	High	<a href="#">View Session</a>
Test Student	1087	10/28/2019 2:27 PM	10/28/2019 2:59 PM	Medium	<a href="#">View Session</a>
Test Student	1087	10/25/2019 10:49 AM	10/25/2019 10:50 AM	Medium	<a href="#">View Session</a>
Test Student	1167	12/10/2019 11:22 AM	12/10/2019 11:22 AM	Low	<a href="#">View Session</a>
Test Student	1087	10/28/2019 3:04 PM	10/28/2019 3:06 PM	Low	<a href="#">View Session</a>

**Exam Results : Honorlock Demo** Back To Exams

Filter: High Medium Low Search:

Showing 1 to 6 of 6 entries

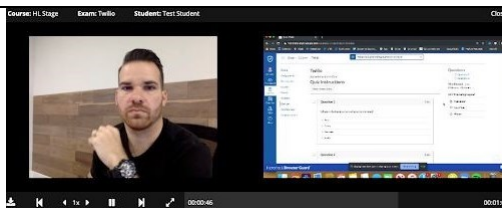
User	Student ID	Exam Started	Exam Ended	Incident Level	Session Details
Test Student	1087	10/28/2019 4:56 PM	10/28/2019 5:13 PM	High	<a href="#">View Session</a>
Test Student	1087	10/11/2019 12:39 PM	10/11/2019 12:41 PM	High	<a href="#">View Session</a>

**Note:** The exam taker’s webcam footage will be displayed at the top left of the session viewer, while the screen share recording will be positioned at the top right.

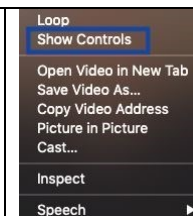
- Review and analyze your student’s exam session by utilizing the available playback options or “show controls.”

You also have the ability to control either of the recordings independently if needed.

- Right click either the webcam recording, or the screen share recording, and click on Show Controls.



Feature	Description
	Download session content(s)
	Navigate to previous time stamp
	Adjust playback speed of video recording
	Play/Pause
	Navigate to next time stamp
	View full screen



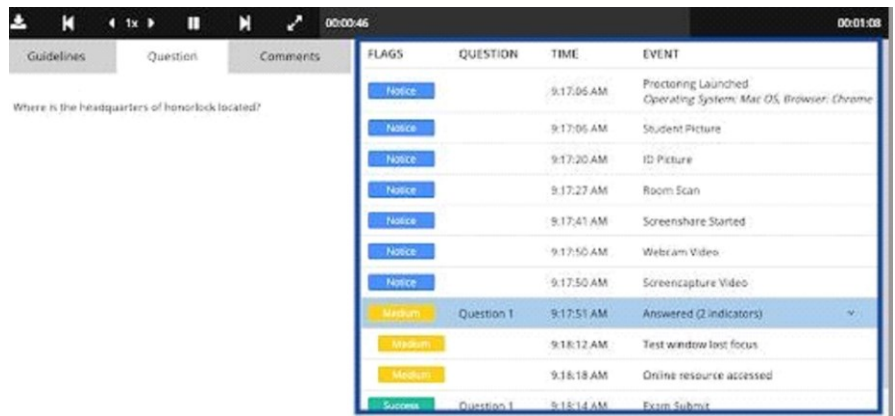
Below the recordings, you will be able to navigate through the list of violations in order to view specific points of interest notated throughout the exam taker's session.

To navigate to a specific violation within the recording, click on the violation within the session's log list.

Below the recordings, you will also have the ability to review your exam specific guidelines, as well as reference the specific question associated with a notated violation.

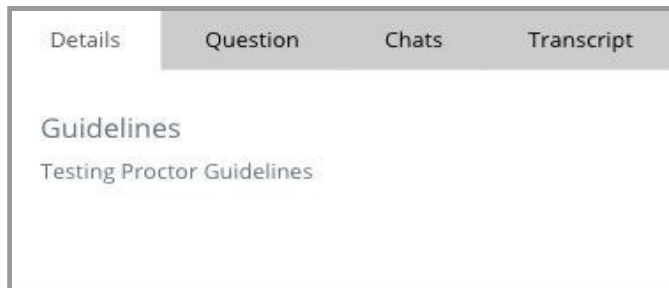
In this area, you may also reference chat logs conducted during the session, analyze occurrences of Multi-Device Detection, and review audio transcripts.

**Note:** The Viewer, Chat, and Transcript tabs are all dynamic and will only be visible if detected and/or recorded during the exam taker's session.



The screenshot shows a recording interface with a playback control bar at the top (00:00:46 to 00:01:08). Below the bar are three tabs: Guidelines, Question, and Comments. The main area displays a question: "Where is the headquarters of honorlock located?". To the right is a log table with columns: FLAGS, QUESTION, TIME, and EVENT.

FLAGS	QUESTION	TIME	EVENT
Notice		9:17:06 AM	Proctoring Launched Operating System: Mac OS, Browser: Chrome
Notice		9:17:06 AM	Student Picture
Notice		9:17:20 AM	ID Picture
Notice		9:17:27 AM	Room Scan
Notice		9:17:41 AM	Screenshare Started
Notice		9:17:50 AM	Webcam Video
Notice		9:17:50 AM	Screencapture Video
Medium	Question 1	9:17:51 AM	Answered (2 indicators)
Warning		9:18:12 AM	Test window lost focus
Warning		9:18:18 AM	Online resource accessed
Success	Question 1	9:18:14 AM	Exam Submit



The screenshot shows the "Guidelines" tab selected in the recording interface. The tabs are: Details, Question, Chats, and Transcript. The content under the "Guidelines" tab is "Testing Proctor Guidelines".