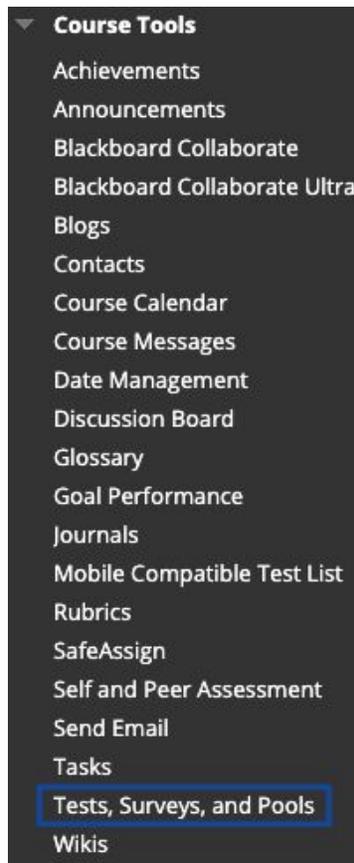**Honorlock**

Once your Blackboard exam is enabled with Honorlock, you will have the ability to export your exam questions and upload them into our LTI in order to benefit from our tools such as **Search & Destroy** and **Multi-Device Detection**.

Uploading Your Exam Questions

1. Login to your Blackboard instance as an instructor and navigate to your desired course.

2. Within the menu on the left-hand side, proceed to click on **Course Tools**. Once the drop-down list expands, click on **Tests, Surveys, and Pools**.

Course Tools
Achievements
Announcements
Blackboard Collaborate
Blackboard Collaborate Ultra
Blogs
Contacts
Course Calendar
Course Messages
Date Management
Discussion Board
Glossary
Goal Performance
Journals
Mobile Compatible Test List
Rubrics
SafeAssign
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys, and Pools
Wikis

3. On the Tests, Surveys, and Pools page, click on **Tests**.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys
Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

4. To export your desired exam, hover over the name of the assessment and click on the gray drop-down button. Proceed to click on **Export**. Please note that the exported file will save as a .zip file. You will need to be able to access this file when importing your exam questions into our LTI. Therefore, it is important to save the exported file to your computer, or know how to access the file via the Downloads directory within your browser.

Tests
Tests are a means of assessing student performance. You have the option to build a test or import a test. More Help

Build Test   Import Test

NAME △	DEPLOYED	DATE LAST EDITED
Algebra Exam 1	Content	August 21, 2019 2:24 PM
Honorlock Pract	No	August 14, 2019 5:54 PM
Honorlock Pract	No	August 19, 2019 12:40 PM
Honorlock Pract	Content	August 19, 2019 12:40 PM

Edit
Export
Copy
Item Analysis

Displaying 1 to 4 of 4 items

5.   Once you have exported your exam questions, navigate to the Honorlock LTI within your course. Please reach out to your institution's Key Administrator if you require additional assistance with locating our LTI.

6.   Locate your enabled assessment and proceed to click on **Settings**.

7.   Scroll to the bottom of the Settings page and click on **Upload Questions**.

8.   From the upload page, you will have the ability to either drag in, or select, your .zip file containing your exam's questions.

9. Once you have selected your question file, review the questions to ensure that they have been uploaded correctly. Once you are satisfied, proceed to click on **Save** to process. As a best practice, we recommend completing this process at least 48 hours prior to the start date of your exam.