

Instructor Guide to Using Honorlock with Canvas

Using Honorlock with Canvas

(pulled from the Honorlock Knowledge Base: <https://honorlock.kb.help/using-honorlock-with-canvas/>)

7 min. read

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<https://www.youtube.com/embed/7YhWL961KRY>

Honorlock now provides native support for both Canvas Classic Quizzes and Canvas New Quizzes. Please follow the same process below for either quiz option. Additionally, please refrain from adding emojis to your exam name, as Honorlock cannot currently support these characters and will not allow test takers to begin the assessment.

Overview

- 1) Navigate to Honorlock in your Learning Management System. If you have questions on how to access this, please contact your institution or organization for the specific location.
- 2) It's time to enable Honorlock in your exams. All exams for your course will be listed here. Click the blue '**Enable**' button.

3) Once the exam has been enabled, you can enable the Proctoring Settings of your choice. To enable a setting, simply click on the box for that setting. The blue checkbox will indicate that the option is enabled. Clicking on it again will deselect this option and turn it off. Depending on the options your administrator determines, you may or may not see all of these settings. Some options may include a lock icon indicating that your administrator doesn't allow this setting to be edited for all assessments. For additional explanations about these settings, please scroll to Section Two of this article.

4) Next, select the Test Taker Guidelines you deem applicable to this assessment. You'll notice that we now have a list of items you can select to tell your test takers what they can or cannot do during the assessment. We strongly encourage you to clarify or expand upon any or all of the items you choose to enable in the **Additional Instructions** section below. These guidelines and Additional Instructions will be visible to test takers when starting their exam and will be utilized by our proctors to determine what is and isn't allowed during the assessment.

5) The next section is the Accommodations section. These will only be visible to the Honorlock proctors. Whatever the accommodation may be, please include the test taker's name and the accommodation details in this section. For more information, please visit [Accommodations with Honorlock](#).

6) Last but not least, you have the Assessment Visibility toggle. We always suggest you leave this to the "no" option as default, which would respect the assessment availability dates and times you set up within your LMS itself. Selecting "yes" here would allow the test takers to see the assessment listed outside the preset window you had previously selected.

Proctoring Settings

- **Record Webcam** - Records HD video of the test taker's face and testing environment using the webcam built into their device or external webcam.
- **Record Screen** - Records HD video of the test taker's laptop or desktop screen.
- **Record Web Traffic**- Logs and monitors the browser activity in Google Chrome during the exam.
- **Test Taker Photo** - Requires the test taker to take a still picture before beginning their assessment.
- **Test Taker ID** - Requires the test taker to take a picture with their webcam of their government-issued photo ID, or their test taker photo ID. Honorlock will ensure the name on the ID matches the name within the LMS.
- **Room Scan**: This requires the test taker to show a 360-degree view of their testing environment, and there will be onscreen messaging informing them of this. If you are requesting your test takers show certain items - blank scratch paper, their cell phone being placed out of reach, etc.- use the Additional Instructions Section below to detail what you'd like your test takers to do for the Room scan.

- **Calculators** - Allows [basic or scientific calculators](#) during the assessment. Turning one calculator on will turn off the other.
- **Disable Copy/paste** - Prevents test takers from copying exam content and pasting it outside the assessment.
- **Disable Printing** - Prevents access to the browser print function to print or export exam content.
- **BrowserGuard™** - Honorlock's secure browser solution that prevents test takers from accessing additional applications outside of Google Chrome. Any attempt to access external applications will generate an automated flag to be reviewed when reviewing test taker results. For more information on BrowserGuard™, please see [BrowserGuard™ and Allowed Site URLs FAQ](#)
- **Allowed Site URLs** - Grants access via another Chrome tab to any sites you add below. That could be a link to the e-textbook, DESMOS for an online graphing calculator, or a link to any other web page your test takers will need to complete the assessment. When adding your URLs in the box below, please make sure you click "Add Site" for each page you're granting access to. Please include the link to that site or resources within the question stem itself, or the exam instructions so test takers can click on it. These will be available before the exam, before they launch proctoring, and during the exam in the test taker toolbar.
- **Simulated - Not proctored** - This should only be used for low-stakes assessments, as it will simulate the proctoring experience, but there will be no recording or flagging to review after the session is complete.

Test Taker Guidelines

These ten preset instructions will let your test takers and Honorlock Proctors and Support staff know, what is and what is not, allowed on the assessment.

- **Open Book Allowed**—This option allows test takers to utilize a physical book or e-book during their assessment. If you allow test takers to use an e-book, you'll need to include a link to that book in the "Allowed Site URLs" section.
- **Notes Allowed** - Permits test takers to reference any physical or digital notes.
- **Scratch Paper Allowed**—During the assessment, test takers can use multiple sheets of blank paper and a writing utensil.

Test takers who are partially out of view will not be flagged or have their exam paused if Scratch Paper Allowed, Notes Allowed, or Open Book Allowed is toggled on. Test takers who are completely out of view will be flagged. For institutions or organizations that utilize our Live Proctoring level of service, proctors will not perform Live Pop-Ins on test takers who are partially out of view if the Scratch Paper Allowed, Notes Allowed, or Open Book Allowed toggles are on.

- **Restroom Breaks Allowed** - Permits test takers to leave the webcam view for a short period of time. We encourage you to add additional instructions around the duration or frequency test takers can use the restroom so that our proctors can provide specific

instructions to test takers if you'd like to limit those breaks. When Restroom Breaks Allowed is active, test takers can leave the testing area for up to five minutes without their exam being paused or flagged.

- **Handheld Calculator** - Indicates test takers can use a handheld calculator but not the calculator on their cell phone.
- **Hats Allowed**—Honorlock permits test takers to wear baseball hats or hoodies during the assessment. It will always allow test takers to wear religious head coverings.
- **Headphones Allowed**—When this is toggled on, test takers can wear any headphones during their assessment. When this is toggled off, faculty or exam administrators can expect to see a high flag in the session results if a test taker wears headphones during an exam. A Live Pop-In will also occur for LPI customers when test takers are wearing headphones (if headphones are not allowed).
- **Take Exam in a Public Area** - This indicates that test takers can complete their assessment in a coffee shop, library, etc., where other people are around them and noise is present. Test takers cannot interact with other people in the testing environment. When Take Exam in Public Area is active, Honorlock will not flag exams with multiple faces visible in the webcam.
- **Background Noise Allowed** - Permits test takers to be in an environment where other people are talking, there's excessive background noise, etc
- **Mobile Phone Use Allowed**—When this is toggled on, test takers are permitted to use a mobile phone during the assessment.

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