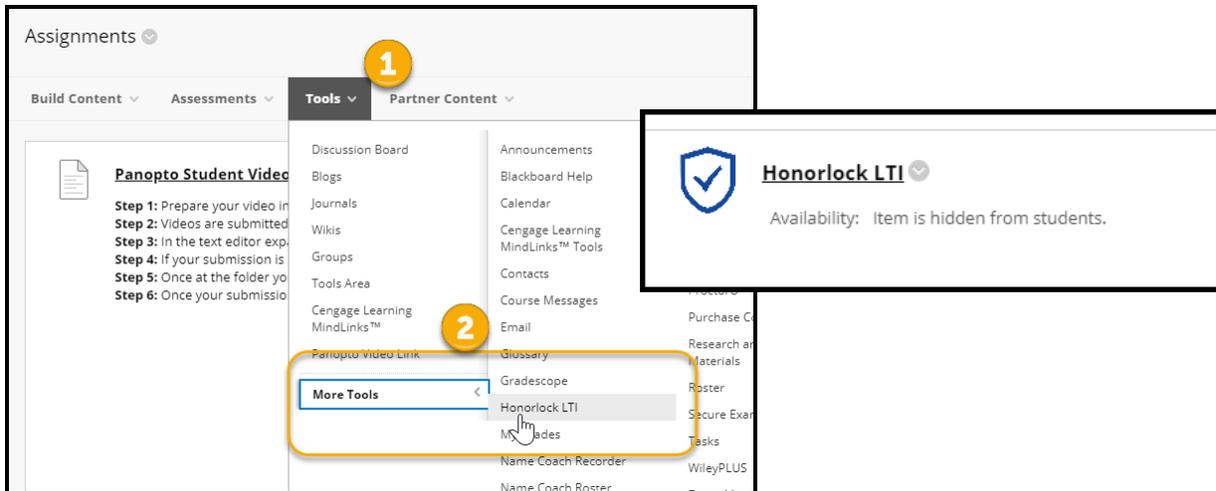


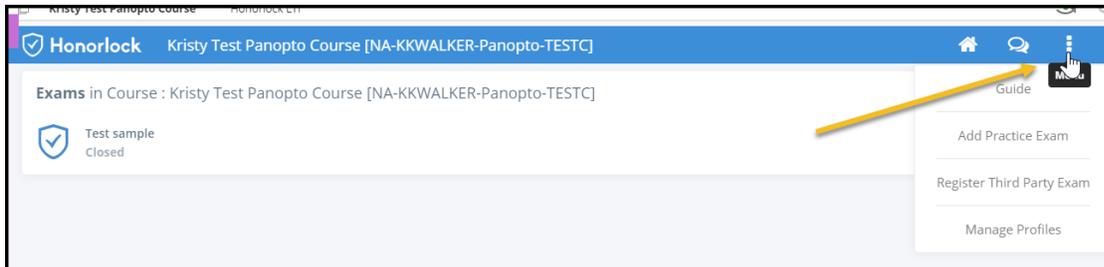


Enabling Honorlock in your Blackboard Course

1. Navigate to the appropriate course, and then navigate to the content area you wish to deploy your exam.
2. Locate the **Tools** area in the top menu bar and select **More Tools/Honorlock LTI**.
3. Enter the following information into the LTI creation form and click **Submit**.
 - **Name: Honorlock**
 - **Description (optional): Honorlock online remote proctoring.**
 - **Available: Yes** (this allows students to download the extension to chrome browser)
 - **Track Number of Views: No**
 - **Select Date and Time Restrictions: None**



4. Click on the Honorlock LTI link to launch the tool. By launching the Honorlock tool, you have now successfully enabled Honorlock in your course. This is the area where you can review proctored exams, proctor test results; add a practice test, and much more. You can find many of these settings under the menu listing and after you enable your exam in Blackboard.

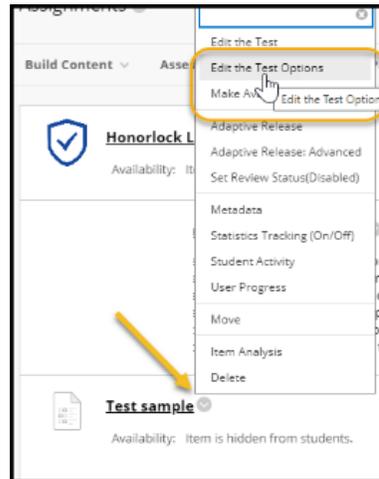
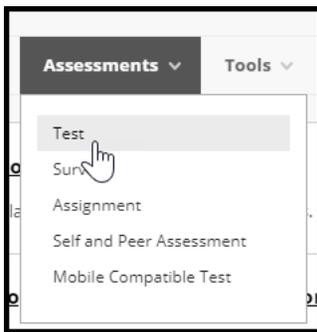


Test Results and Details can be found in the Honorlock LTI after the exam has been enabled.

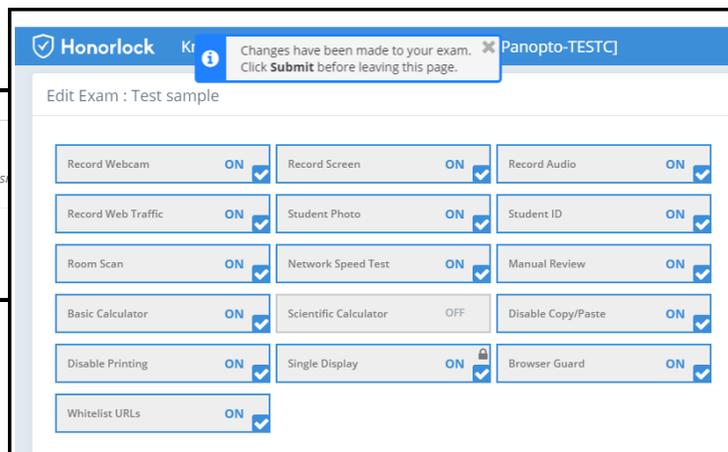
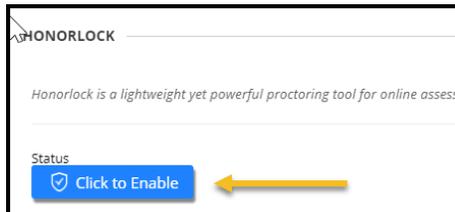


Enable Honorlock in an Assessment in Blackboard

1. Add the assessment to your course where you deployed the Honorlock LTI tool. You can do this by clicking on **Assessment** and selecting the test to deploy in your course. Once you submit the test you will be able to **Edit the Test Options**.



2. Navigate to the Honorlock section of the test options and select **Click to Enable**.
3. Review your exam settings and make sure you **Submit** the page before navigating away to save your changes.

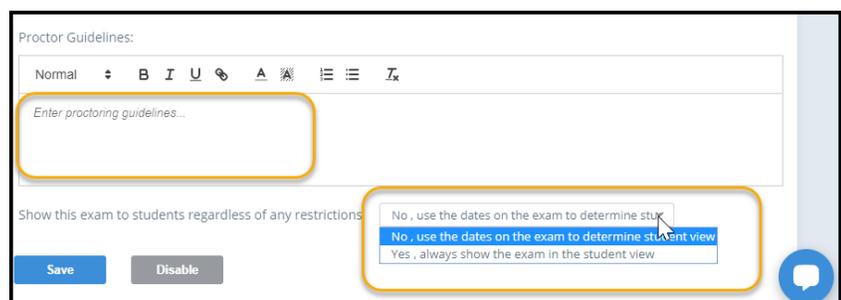


Modifying Proctoring Options

At any point, you can make changes to the proctoring options that will be used during your exam. Under the **Option Toggles** section, toggle proctoring options ON and OFF by clicking on the option. Note that the lock icon in the top right indicates that option is required.



Enter the proctoring guidelines under the **Proctor Guidelines** section that will indicate what is allowed or prohibited in your exam. This helps the proctors during their review process. Common entries are 'Open book test', 'no notes allowed', 'e-book allowed', etc. Make sure to click **Save** after making any changes. If you elect to disable proctoring in your exam you can do so by selecting **Disable**. Make sure to choose the setting for **Show this exam to students regardless of any restrictions**.



Troubleshooting

1. Student trying to take exam and asking for a password.

Issue: Student clicks on the link to take the exam and does not get the launch proctoring option and instead it ask for a password. The password is used by Honorlock to launch the exam. Students do not need to type in a password to complete the exam. They should be able to click on the launch proctoring button to begin.



Solution: In the chrome browser, clearing out internet history and cookies should resolve the issue for the student being able to take the exam. After refreshing, the student should be able to launch proctoring. If the student experiences problems, they should reach out to live chat support with Honorlock.

Clearing out your Cache and Cookies in Google Chrome Browser-

<https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en>

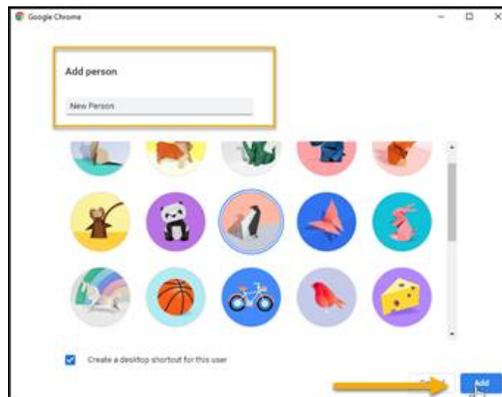
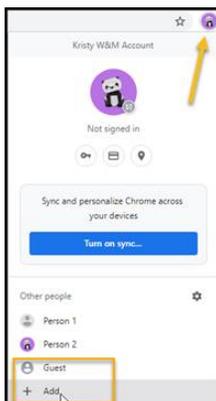
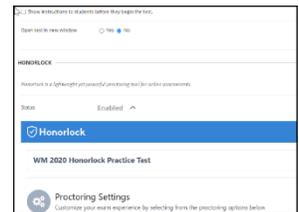
2. As the instructor when going to **Edit the Test Options**, you do not see the enable Honorlock for your exam.

Issue: Instructor goes to exam and when editing the test options, you do not see the Honorlock enable or options.

Solution: When using Google Chrome, make sure to clear out your internet history or cache and refresh your browser. This should bring back the enable Honorlock settings in your edit the test options.

3. If clearing out your cache and cookies does not work, make sure you are not logged into a synced profile in the Google Chrome browser.

- a. Go to your profile image in the browser bar and either enter in guest mode or add another person profile.
- b. Either choose a **Guest profile** or **Add a person**.
- c. After adding, make sure the profile is reflected in the browser when going into Blackboard.

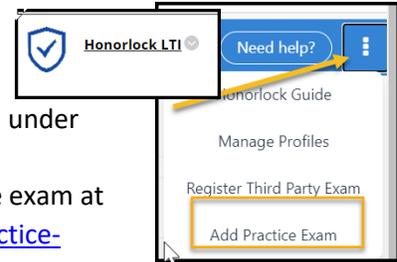


If clearing out cache and cookies and adding a new profile does not work, **please reach out to Honorlock support by chatting with a live representative.**

Best Practices

- When using Honorlock for your test, you should enable a practice test for students to get familiar with the testing environment and make sure their equipment works properly.

1. Click on the Honorlock LTI.
2. Click on the settings to **Add a Practice Exam**.
3. **Download Practice Exam** and **Import into the Blackboard Test** area under Course Tools/ Tests/Surveys and Pools.
4. Follow the directions on the Honorlock Guide to launch the practice exam at <https://honorlock.kb.help/faculty-exam-configuration/create-a-practice-exam-in-blackboard/>



- Have students log out of Blackboard before taking the Honorlock exam to make sure the browser is refreshed. This will help with blackboard timeouts while taking long exams.
- Launching questions one at a time is recommended to help prevent timeouts and allow students to save each answer before moving to the next question.
- Do not check **Force Completion** for your Blackboard test option. If students are kicked out of the exam with any technical issues, they would not be able to log back into the system to finish the exam. This can only be done if the **submit** button was not clicked.
- For support during an exam, Honorlock chat bubble should be present for students and instructors. The Honorlock guide can be found at <https://honorlock.kb.help/faculty-exam-configuration/using-honorlock-with-blackboard/>.

