

Honorlock allows you to create practice exams so students can prepare for the real experience. This guide will teach you how to create a practice exam for your students in Blackboard. For more information, please refer to the [Honorlock support page](#).

1. Open the **Honorlock tool** from your course menu (Figure 1).
2. Click on the **menu icon** at the top right of the page, then click **Add Practice Assessment** (Figure 2).

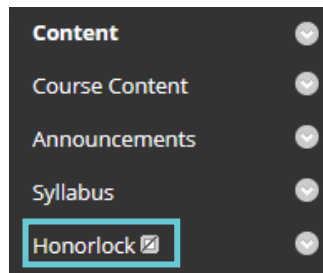


FIGURE 1

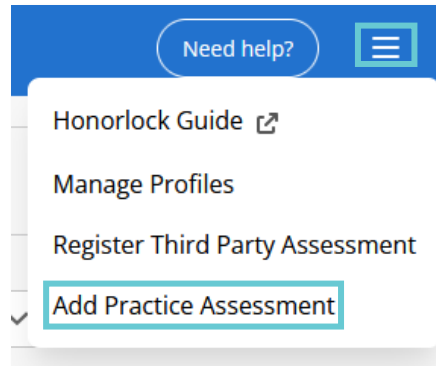


FIGURE 2

3. Click **Download**. A ZIP file containing the practice assessment will be downloaded to your computer (Figure 3).

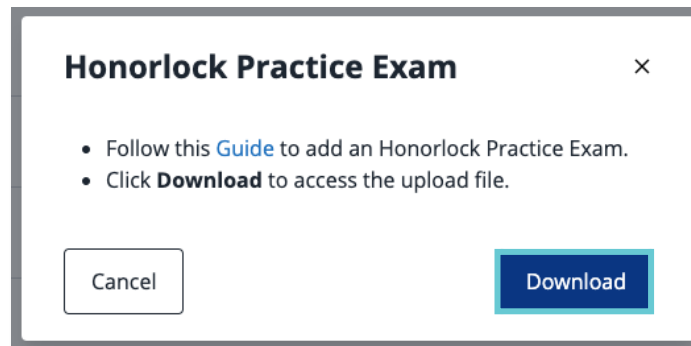


FIGURE 3

4. Return to your Blackboard course. Under **Course Management**, expand **Control Panel**, then expand **Course Tools** (Figure 4). Click **Tests, Surveys, and Pools** (Figure 5).

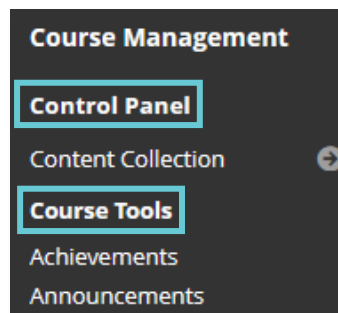


FIGURE 4

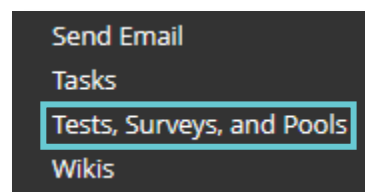


FIGURE 5



- Click **Tests** from the options presented (Figure 6).
- Click **Import Test** (Figure 7).

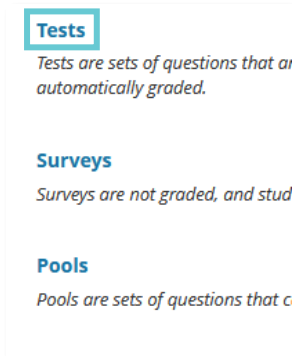


FIGURE 6

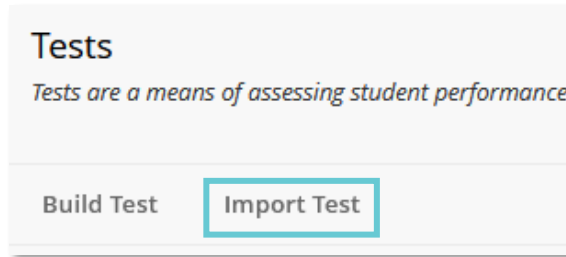


FIGURE 7

- Click **Browse Local Files** (Figure 8). From the file explorer window that opens, select the **example test** you downloaded from your **Downloads folder**, then click **Open** (Figure 9). Then, click **Submit**.

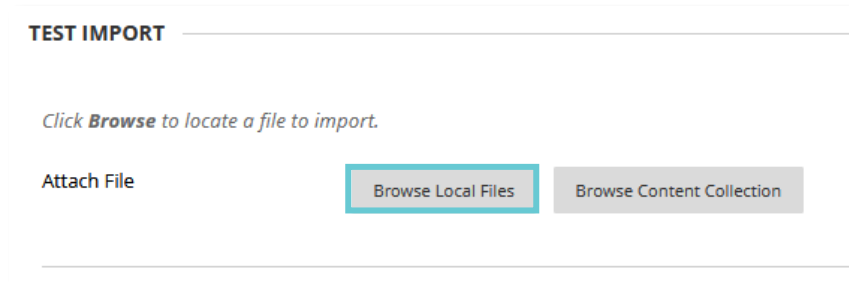


FIGURE 8

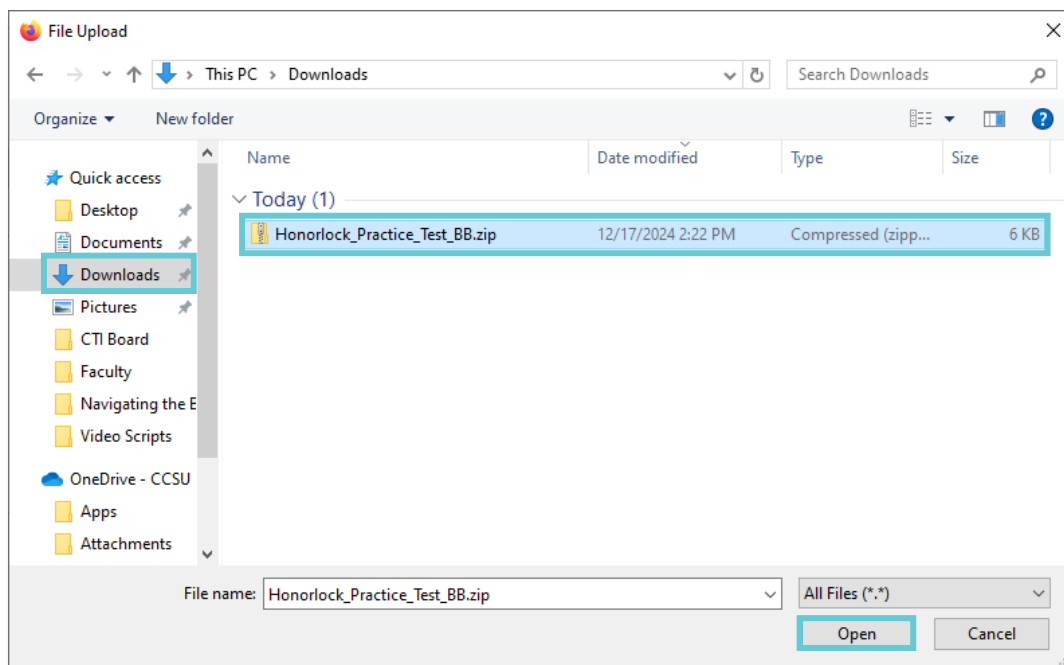


FIGURE 9



- Navigate to the content area in your course where you would like to deploy the practice exam. Then, hover over Assessments, then click Test (Figure 10).

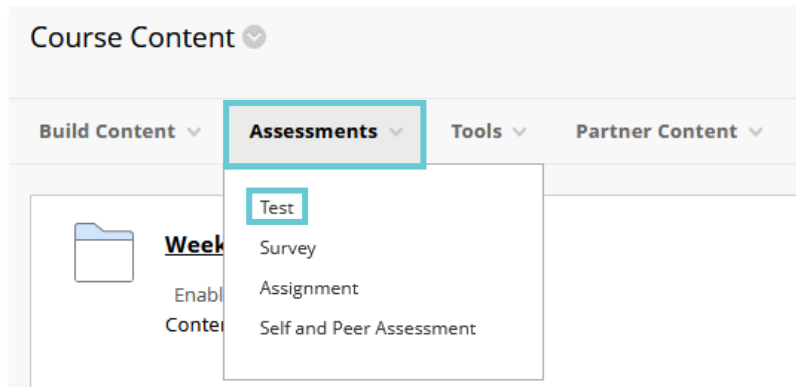


FIGURE 10

- Under **Add an Existing Test**, select the test titled **Honorlock Practice Test** (Figure 11). Then, click **Submit**.

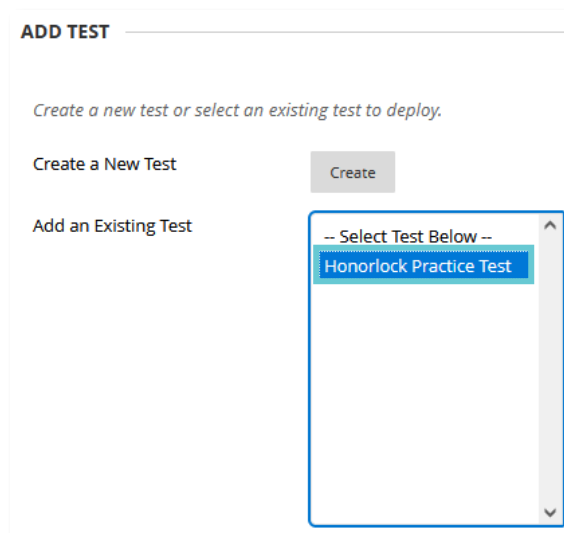


FIGURE 11

- To set up an Honorlock exam, you must specify a **Display After** date, **Display Until** date, and a **Due Date**. Set up each option.
- Scroll down to the Honorlock section, then click the **Enable button** (Figure 12).

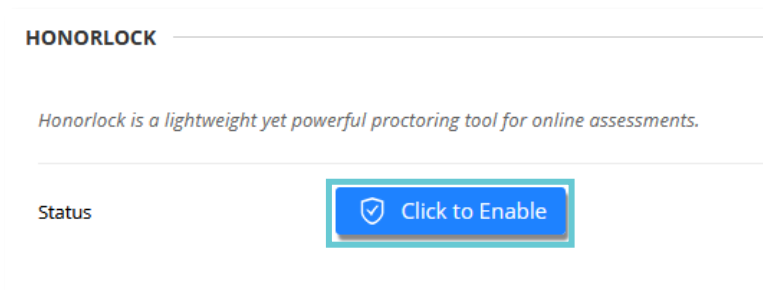


FIGURE 12



12. Scroll down to the **Proctoring Settings** (Figure 13). Set up the exam options however you would like. It is suggested that you set the options to be identical to your real exam. For an explanation of each setting, please refer to the Honorlock Faculty Guide.

### Proctoring Settings

Customize your assessment experience by selecting from the proctoring options below

<b>Record Webcam</b> Record test taker's testing environment using webcam <input checked="" type="checkbox"/>	<b>Record Screen</b> Record test taker's screen during session <input checked="" type="checkbox"/>	<b>Record Web Traffic</b> Log test taker's internet activity <input checked="" type="checkbox"/>
<b>Test Taker Photo</b> Capture test taker photo before the assessment begins <input checked="" type="checkbox"/>	<b>Test Taker ID</b> Capture ID photo before the assessment begins <input checked="" type="checkbox"/>	<b>Room Scan</b> Record a 360 degree environment scan before the assessment begins <input checked="" type="checkbox"/>
<b>Manual Review* </b> Post assessment review of session recording by a proctor <input checked="" type="checkbox"/>	<b>Basic Calculator</b> Allow access to a basic on-screen calculator <input checked="" type="checkbox"/>	<b>Scientific Calculator</b> Allow access to a scientific on-screen calculator <input checked="" type="checkbox"/>
<b>Disable Copy/Paste</b> Block clipboard actions <input checked="" type="checkbox"/>	<b>Disable Printing</b> Block printing assessment content <input checked="" type="checkbox"/>	<b>Browser Guard</b> Limit browser activity to assessment content and allowed site URLs only <input checked="" type="checkbox"/>
<b>Allowed Site URLs</b> Allow access to specific websites during a session <input checked="" type="checkbox"/>	<b>Simulated - Not Proctored</b> Sessions will not be recorded or flagged <input checked="" type="checkbox"/>	

\*Manual Review cannot be enabled if Record Webcam, Record Screen, and Room Scan are all disabled.

FIGURE 13

13. When you are done, click **Save** within the Honorlock settings, then **Submit**.