

Note: This guide is for Blackboard Ultra courses.

This guide will teach you how to set up exam profiles in Honorlock. Exam profiles allow you to apply Honorlock settings to multiple different exams. For more information, please refer to the [Honorlock support page](#).

Create a New Profile

1. Open the **Honorlock tool** from your course menu (Figure 1).
2. Click on the **menu** button at the top right corner, then click **Manage Profiles** (Figure 2).

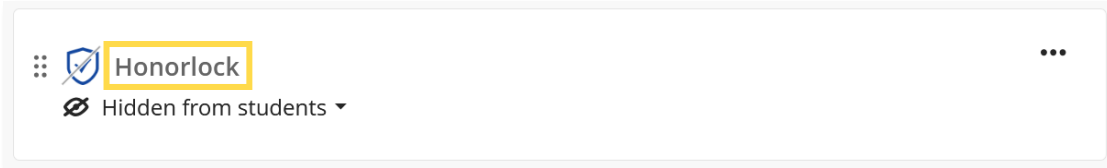


FIGURE 1

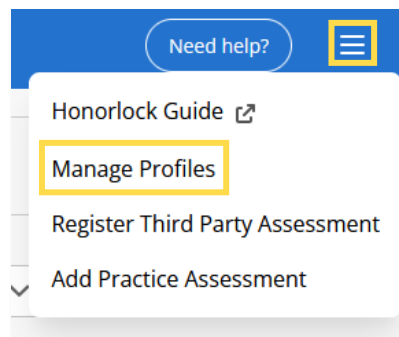


FIGURE 2

3. Click the **New Profile** button to create a new profile (Figure 3).

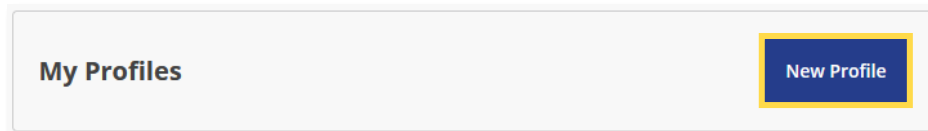


FIGURE 3

4. Enter a **name** for the profile (Figure 4).

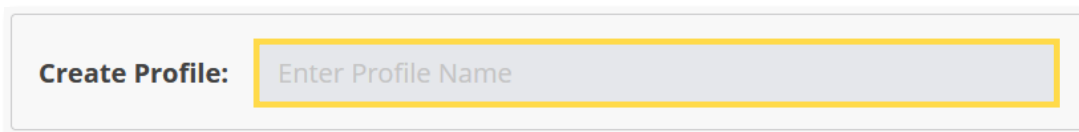
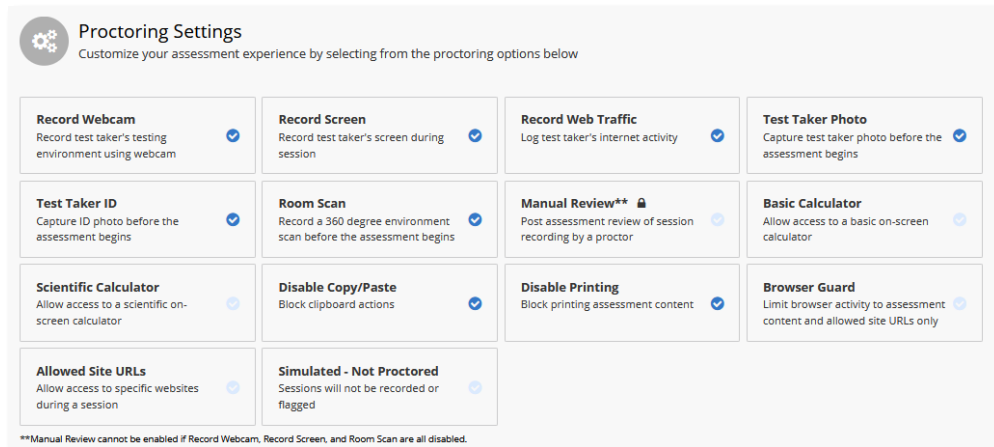


FIGURE 4

5. Select the settings you would like to apply to the profile (Figure 5). For more information about what each setting does, please refer to the Honorlock faculty guide.



Proctoring Settings
Customize your assessment experience by selecting from the proctoring options below

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

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

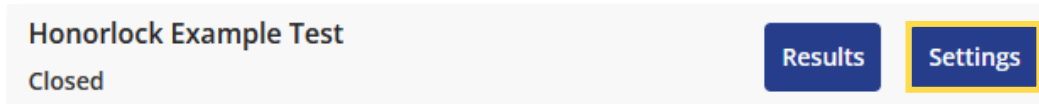
FIGURE 5

6. Click **Create** to create the exam profile. It will now appear in the exam list.

Apply a Profile

To apply the settings you saved in a profile to your assessments, follow these steps.

1. From the main Honorlock page, click the **Settings** button next to the exam (Figure 6).

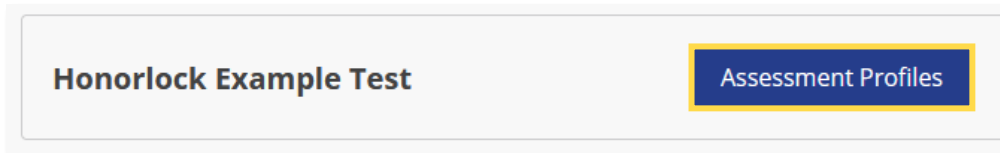


Honorlock Example Test
Closed

Results **Settings**

FIGURE 6

2. At the top of the page, click the **Assessment Profiles** button (Figure 7).

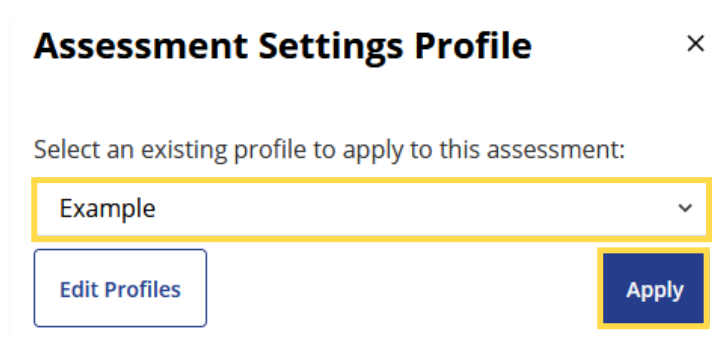


Honorlock Example Test

Assessment Profiles

FIGURE 7

3. Select a **profile** from the dropdown, then click **Apply** (Figure 8).



Assessment Settings Profile ×

Select an existing profile to apply to this assessment:

Example

Edit Profiles **Apply**

FIGURE 8

4. Click Apply to confirm you would like to apply the profile (Figure 9).
Note: If you apply a profile to an exam with existing settings, the settings on the exam will be lost.

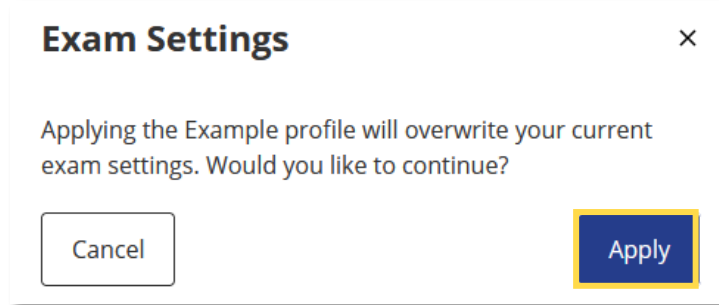


FIGURE 9

5. Scroll down to the bottom of the page, then click Save.
Note: You must click Save to apply the settings from the profile.