


Honorlock is a test proctoring plugin available for Blackboard. It allows you to configure settings to monitor and control your students' test taking experience. Useful features include screen and camera monitoring, limiting applications the student can open, and preventing students from going on other websites. This guide will explain how to add Honorlock to your course and configure it for a test. For more information, check [Honorlock's documentation](#).

Add Honorlock to a Course

1. Navigate to the course you'd like to add Honorlock to.
2. To add Honorlock to a course, you must first add the Honorlock tool link to the course. Click on the  **plus icon** at the top of the Course Menu and select **Tool Link** (Figure 1).
3. On the **Add Tool Link** pop-up, enter a **name** for the tool, such as "Honorlock" (Figure 2).
4. For the **type** of the tool link, select **Honorlock**.
5. Leave the check box next to **Available to Users** unchecked so students cannot access the Honorlock settings.
6. Click **Submit** to create the Honorlock tool.

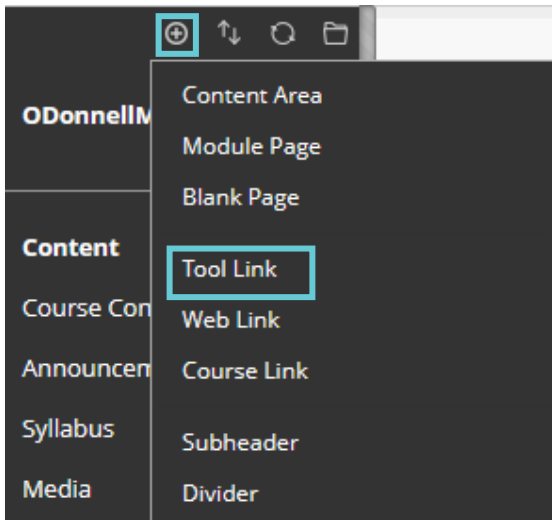


FIGURE 1

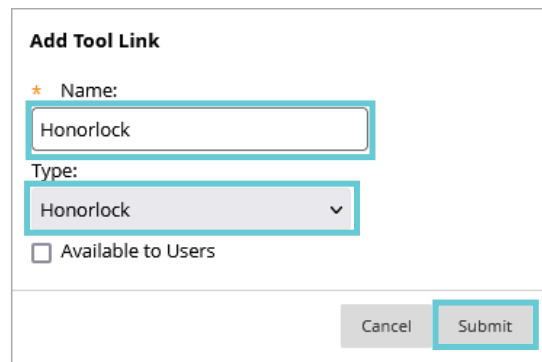


FIGURE 2

Very Important! Before enabling Honorlock in your exams, you must launch the Honorlock LTI by clicking the **Honorlock Tool link**.

Enable Honorlock on a Test

Once added to a course, Honorlock must be enabled individually for each test. You can enable Honorlock while deploying a test, or for an already deployed test. To access the test options, click the grey arrow next to the deployed test, then click on **Edit the Test Options** (Figure 3).

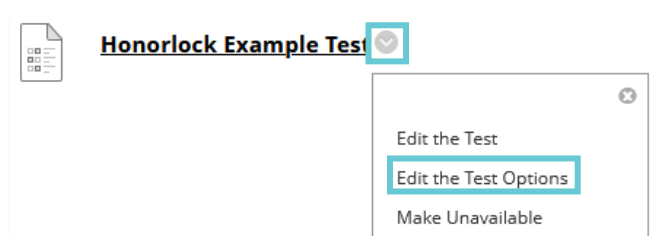


FIGURE 3

To enable Honorlock, scroll down to the Honorlock section and click **Click to Enable** (Figure 4).
Note: To enable Honorlock, you must first set a Due Date, Display Before date, and a Display After date. Otherwise, you will receive an error message.

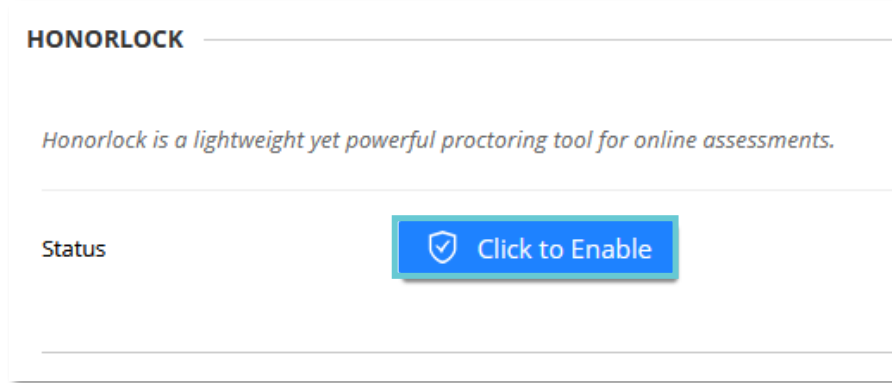


FIGURE 4

Configure Honorlock Settings

When enabled, a new section with several proctoring options will appear in the test options. This section will explain each option's functionality.

Under Proctoring Settings, you will see various settings which can be toggled on and off. Settings which have been turned on will have a blue check mark, while settings turned off will have a grey check mark (Figure 5).

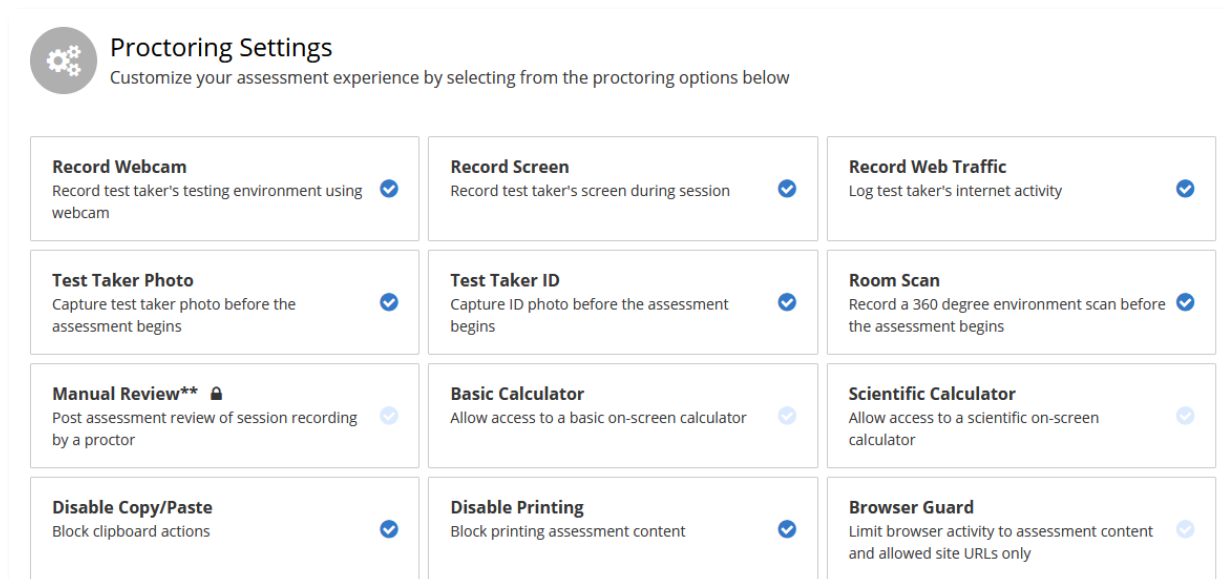


FIGURE 5

Here is a summary of each setting's functionality:

- **Record Webcam:** Students will have their webcams recorded while taking the test.
- **Record Screen:** Students will have their screens recorded while taking the test.
- **Record Web Traffic:** This setting will record any website the student accesses while taking the test.
- **Test Taker Photo:** Takes a picture of the student before the test begins.
- **Test Taker ID:** Takes a picture of the student's ID card before the test begins.
- **Room Scan:** Requires students to show their full test environment before taking the test.
- **Manual Review:** Not available to Central faculty.
- **Basic Calculator:** Allows students to open a basic calculator during their test.
- **Scientific Calculator:** Allows students to open a scientific calculator during their test.
- **Disable Copy/Paste:** Prevents students from using copy and paste functionality. This can be used to prevent students from copying test questions, pasting test answers, etc.
- **Disable Printing:** Prevents students from printing out their test, either to a physical printer or a file.
- **Browser Guard:** Prevents students from accessing any websites you haven't authorized.
- **Allowed Site URLs:** Allows students to access websites you have authorized.
- **Simulated – Not Proctored:** Allows you to simulate a test environment without a session being recorded or flagged.

You can also set guidelines for your students to reference when taking the test by toggling them in the Test Taker Guidelines section. Here is a summary of each guideline:

- **Open Book Allowed:** Allows students to use textbooks while taking the test.
- **Notes Allowed:** Allows students to reference their notes.
- **Scratch Paper Allowed:** Allows students to use a paper and pencil while taking their test.
- **Restroom Breaks Allowed:** Allows the student to leave the webcam view for a short restroom break.
- **Handheld Calculator Allowed:** Allows for a physical calculator to be used.
- **Headphones Allowed:** Allows a student to wear headphones or earbuds.
- **Hats Allowed:** Allows hats to be worn by students while taking the test.
- **Public Area Allowed:** Allows a student to take the test in an environment with other people present.
- **Background Noise Allowed:** Allows occasional background noise in the test environment.
- **Mobile Phone Use Allowed:** Allows students to use their phones while taking the test.
- **Additional Instructions:** This space allows you to write additional instructions for students while taking the test.

The Assessment Accommodations section allows you to specify accommodations which may be required during the test. The Assessment Visibility setting allows you to change when students are permitted to view the test.

After changing the Honorlock settings for your test, make sure to click the **Save** button. Additionally, if you want to disable Honorlock for the test, click the **Disable** button.