Honorlock on Canvas - Student Guide

Before you begin: you will need to use the Google Chrome browser to take the exam.

Click here to download: https://chrome.com

Need assistance? Call us at (844) 243-2500

1. In Google Chrome, navigate in Canvas to your course

   Navigate to your course and click Honorlock

2. Locate and click on your assessment

   Click on the correct test

3. Under the Instructions, click Get Started.
Honorlock Chrome Extension
This course requires Google Chrome and the Honorlock Chrome Extension.

4. In the new tab, click **Install Extension**

Honorlock Chrome Extension
This course requires that you install a browser extension for use during your exam

5. Click **Add Extension**

Call (844) 243-2500 for 24/7 support assistance.
6. Click Take the Quiz

7. Click the Launch Proctoring button
8. If you're a first time user, click Allow

Click Allow

Call (844) 243-2500 for 24/7 support assistance.
9. Photo Authentication

Center your face in the frame and take a photo by clicking **Take Photo**.

10. Photo Confirmation

Is your face clearly visible below? If so, confirm by clicking **Accept**.

Call (844) 243-2500 for 24/7 support assistance.
Confirm that you can see yourself clearly in the captured image. If so click **Accept**, otherwise click **Redo** to retake the photo. 11. **Photo ID Authentication**

Continue the process for taking a photo of a photo ID. Click **Take ID Photo** and accept if the ID is clear and visible in the image captured.

**Honorlock Proctoring**

Hold your photo ID into the frame and click the Take ID Photo button below.
12. 360° Room Scan

To complete a full room scan, click **Begin Room Scan** and rotate your camera 360°, showing your entire test taking environment and work area.
13. Complete the 360° Room Scan

When the room scan is complete, click the I'm Done button.

To avoid being flagged during the proctoring review, be careful to not submit the video until the entire room is scanned.

14. Take your placement assessment

Take your test as you would normally. The camera will continue to record while you have the exam open.
15. Finishing Up

Honorlock proctoring will automatically save and close once you have finished taking your placement assessment.

Honorlock Proctoring

Ending the proctoring session

Finishing up and saving. Just a moment.

Thank you for using Honorlock

Honorlock technical support is available 24/7 for students.

If you need to contact Honorlock support, call (844) 243-2500

Once your test has been submitted, you can remove the Honorlock Chrome extension.

Call (844) 243-2500 for 24/7 support assistance.
Optional:
After your exam is complete, you can remove the Chrome Extension

Remove from Chrome
Syllabus Verbiage

University of Florida
Recommended Syllabus Verbiage:
Honorlock recommends instructors dedicate a section in their syllabus to Honorlock so your students are prepared. Below is our recommended verbiage. Feel free to alter our verbiage if necessary:

"Your exams this semester will be proctored by Honorlock. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. Honorlock is available 24/7 all you need is a computer, webcam, and a stable internet connection. You DO NOT need to create an account, download software or schedule a proctoring appointment.

Honorlock is very simple! All you will need to do is log into Canvas and click on the quiz you need to take. You will be prompted to add the Honorlock Chrome Extension, which is required to take your exam. You are required to use Google Chrome as your browser. Then you will need to take a picture, show your ID, and scan your room. Honorlock will be recording you VIA webcam and they will be recording your screen. They also have an integrity algorithm that can detect search-engine use, so do not attempt to cheat or look up answers, even if its a secondary device.

How do you Get Started . . .

Honorlock is not a live proctoring service, you do not need to schedule an appointment with Honorlock in advance.

You will need to use Google Chrome and download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install.

When you are ready to take your exam, log into Canvas, go to your Course, and click on your exam. When you click on "Take your Exam," you will start the authentication process before you begin your exam.

If you see a page asking for an access code, it means that you did not install the Honorlock Chrome Extension or you are not in Google Chrome.

24/7/365 Support is Available

If you encounter issues with Honorlock, you may contact them at (855) 828-4004, chat and/or email at support@honorlock.com.

If you encounter issues with Canvas, you may contact Your School’s Online Support Services team at their number."