Honorlock
Setup Guide

The Haas School of Business has licensed Honorlock to provide on-demand online proctoring services for exams administered through bCourses.

Before enabling Honorlock in your bCourse site it is ***highly recommended that you clearly state your intention to remotely proctor an exam within your course syllabus***. Doing so will allow students enough time to properly prepare for a remote exam if they wish to request academic accommodations, or if they need to upgrade their personal computer hardware (webcam, microphone, etc…).

Any student having a technical issue preventing them from using Honorlock to take a proctored exam such as inadequate internet bandwidth to support streaming video, a non-functioning webcam, or an inability to secure a private location in which to take the exam, should email helpdesk@haas.berkeley.edu as early as possible before the exam to request support.

You can follow the steps listed below to set up an online proctored Honorlock exam within your bCourse site.

Step 1: Request that Honorlock be Enabled in your bCourse site

A. To begin, you should reach out to Haas Digital (haasdigital@berkeley.edu) to request use of Honorlock in your course. A Haas Digital staff member will follow-up on your request and help get the tool set up for you to use in your course.

Step 2: Create Your Exam in bCourses

A. Honorlock online proctoring works directly within bCourses, so your next step is to create your exam in your bCourse site. Below is a link to a video guide that walks through the steps to take to create quizzes in your bCourse site:

- bCourse Quiz Creation Overview

If you have never created a quiz in bCourses, or you'd simply like assistance, you can schedule a consultation with a Haas Digital team member to go over how to properly create a bCourse quiz:

- Schedule a 1-on-1 Consultation with Haas Digital

B. Honorlock is an on-demand online proctoring service, meaning Honorlock will be active at whatever dates and times you schedule your quiz to be available for students to complete in bCourses. Learn more about scheduling your bCourse quiz from the guide below:
- bCourse Quiz Due and Availability Date Settings

Step 3: Establish Honorlock Proctor Settings

A. Honorlock provided a variety of settings that you can enable or disable for your individual exam. Below are the proctor setting you can choose to use in your exam:

Proctoring Settings available to enable:

   a. **Record Webcam** - records HD video of the student's face and testing environment using the webcam built into their device or external webcam.

   b. **Record Screen** - records HD video of the exam taker's laptop or desktop screen.

   c. Record web traffic logs and monitors the browser activity in Google Chrome during the exam.

   d. **Student Photo** - requires the exam taker to take a still picture prior to taking their assessment.

   e. **Student ID** - requires the exam taker to take a picture with their webcam of their government issued photo ID, or their student photo ID. Honorlock will ensure the name on the ID matches with the name within the LMS.

   f. **Room scan** requires that the exam taker show a 360degree view of their testing environment and there will be onscreen messaging informing them of this. If you are requesting your exam takers show certain items - blank scratch paper, their cell phone being placed out of reach, etc. use the Additional Instructions section below to detail out what you'd like your exam takers to do for the Room scan.

   g. **Calculators** - Allows basic or scientific calculator during the assessment.

   h. **Disable copy paste** - prevents exam takers from copying exam content and pasting it outside of the assessment.

   i. **Disable printing** - prevents access to the browser print function to print or export exam content.

   j. **Browser Guard** - Honorlock's secure browser solution that prevents exam takers from accessing additional applications outside of Google Chrome. Any attempt

to access external applications will generate an automated flag to be reviewed when reviewing exam taker results.

k. **Whitelist URLs** - Grants access via another Chrome tab to any sites that you add in below. That could be a link to the e-textbook, DESMOS for an online graphing calculator, or a link to any other web page your exam takers will need to complete the assessment. When adding your URLs in the box below, please make sure you click "Add Site" for each page you're granting access to. Please include the link to that site or resources within the question stem itself, or the exam instructions so students can click on it.

Student Guidelines
Define what your students can and cannot do during the exam session

Open Book Allowed		Notes Allowed		Scratch Paper Allowed	
Restroom Breaks Allowed		Handheld Calculator Allowed		Headphones Allowed	
Hats Allowed		Take Exam in Public Area		Background Noise Allowed	

+ Show Additional Instructions

Student Guideline Settings Available to Enable:

l. **Open Book Allowed** - Allows exam takers to utilize a physical book or e-book during their assessment. If allowing exam takers to use an e-book, you'll need to include a link to that book in the Whitelist URLs section.

m. **Notes Allowed** - Permits exam takers to reference any physical notes they have in a notebook, binder, etc.

n. **Scratch Paper Allowed** - Exam takers can utilize multiple sheets of blank paper and a writing utensil during the assessment.

o. **Restroom Breaks Allowed** - Permits exam takers to leave the webcam view for a short period of time. The exam taker's session will be flagged if they choose to utilize this. We encourage you to add additional instructions around the duration or frequency exam takers can use the restroom so that our proctors can provide specific instructions to exam takers if you'd like to limit those breaks.

p. **Handheld Calculator** - Indicates students can use a handheld calculator but not the calculator on their cell phone.

q. **Hats Allowed** - Permits exam takers to wear a baseball hat or hoodie on their head during the assessment. Honorlock will always allow exam takers to wear religious head coverings during assessments.

r. **Headphones Allowed** - Students can wear any headphones during their assessment.

s. **Background Noise Allowed** - Permits exam takers to be in an environment where other people are talking, there's excessive background noise, etc.

t. **Take Exam in a Public Area** - Indicates that exam takers can complete their assessment in a coffee shop, library, etc. where other people are around them and noise is present. Exam takers cannot interact with the other people in the testing environment.

Haas Digital can help you establish the proctor settings you wish to enable for your online proctored exam if you wish. Once your Honorlock settings are to your liking you save and enable the Honorlock settings, and you all all set!

After your students have completed the exam, you as the instructor can click the 'Honorlock' link in your bCourse site to review the proctoring result. Each student will be listed, and categorized as a 'high, medium, or low' incident level. You can review each student's exam session and determine if corrective action is needed or not.