



Setup Guide

The Haas School of Business has licensed Honorlock to provide on-demand online proctoring services for exams administered through bCourses (Canvas), our learning management system (LMS).

Before enabling Honorlock in your bCourses site it is ***required 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 haasdigital@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 bCourses site.

Step 1: Request that Honorlock be Enabled in your bCourses 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.
- B. They will ask you to follow the [Honorlock Best Practices guide](#).

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 bCourses site. Learn how to [Create a Quiz with individual questions](#).

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 bCourses quiz. Email haasdigital@berkeley.edu to open a service ticket.

- 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 bCourses quiz from the following guide: [bCourses Quiz Due and Availability Date Settings](#).

Step 3: Establish Honorlock Proctor Settings

- A. Honorlock provides 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

Customize your exam experience by selecting from the proctoring options below

Record Webcam Record student using webcam <input checked="" type="checkbox"/>	Record Screen Record student screen during exam <input checked="" type="checkbox"/>	Record Web Traffic Log and capture student internet activity <input type="checkbox"/>
Student Photo Pre-exam - capture student photo <input checked="" type="checkbox"/>	Student ID Pre-exam - capture photo of student ID <input checked="" type="checkbox"/>	Room Scan Pre-exam - 360 degree environment scan <input checked="" type="checkbox"/>
Basic Calculator In-Exam - Allow on-screen calculator <input type="checkbox"/>	Scientific Calculator In Exam - Allow on-screen scientific calculator <input checked="" type="checkbox"/>	Disable Copy/Paste Block clipboard actions <input checked="" type="checkbox"/>
Disable Printing Block printing exam content <input checked="" type="checkbox"/>	Browser Guard Lockdown student browser <input checked="" type="checkbox"/>	Whitelist URLs Allow students to access specific sites or URLs. All other sites blocked. <input checked="" type="checkbox"/>


Configuration: Whitelist URLs

You can whitelist an entire site (honorlock.com), a URL path (honorlock.com/testing/), or a specific page (honorlock.com/testing/sample.pdf). Please click the SAVE button to keep these settings.

Proctoring Settings available to enable:

- Record Webcam** - Record high definition (HD) video of the student's face and testing environment using the webcam built into their device or external webcam.
- Record Screen** - Record HD video of the exam taker's laptop or desktop screen.
- Record web traffic logs and monitor the browser activity in Google Chrome during the exam.
- Student Photo** - Require the exam taker to take a still picture prior to taking their assessment.
- Student ID** - Require 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.
- Room Scan** - Require 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.
- Calculators** - Allow basic or scientific calculators during the assessment.
- Disable Copy/Paste** - Prevent exam takers from copying exam content and pasting it outside of the assessment.
- Disable Printing** - Prevent access to the browser print function to print or export exam content.
- Browser Guard** - This is 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. **Approved List URLs** - Grant 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 <input type="checkbox"/>	Notes Allowed <input type="checkbox"/>	Scratch Paper Allowed <input type="checkbox"/>
Restroom Breaks Allowed <input type="checkbox"/>	Handheld Calculator Allowed <input type="checkbox"/>	Headphones Allowed <input type="checkbox"/>
Hats Allowed <input type="checkbox"/>	Take Exam in Public Area <input type="checkbox"/>	Background Noise Allowed <input type="checkbox"/>

[+ Show Additional Instructions](#)

Student Guideline Settings Available to Enable:

- l. **Open Book Allowed** - Allow 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 Approved URLs section.
- m. **Notes Allowed** - Permit 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** - Permit 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** - Indicate students can use a handheld calculator but not the calculator on their cell phone.
- q. **Hats Allowed** - Permit 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** - Permit 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** - Indicate 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 are all set!

After your students have completed the exam, you as the instructor can click the 'Honorlock' link in your bCourses 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.