Using Honorlock in Blackboard - Quick Start Guide

1. Find Honorlock LTI under "Build Content." This only needs to be done once in your course.

| | Announcements © | | | | | | | | |
|---------------|------------------------|--------------|-----------|---|--|--|--|--|--|
| | Build Content 🗸 | Assessmen | ts 🗸 | Tools 🗸 | Partner Content 🗸 | | | | |
| | Create | New H | Page | | | | | | |
| | Item | Conte | nt Folder | | orid learning is new for yo | | | | |
| | File | Modu | le Page | | ful for over the next 15 we | | | | |
| | Qwickly Upload Cloud C | ontent Blank | Page | | truction that will help impr critical reading and writing | | | | |
| | Audio | Mashi | LDS | | | | | | |
| | Image | Flickr | Photo | | | | | | |
| | Video | Slides | Share Pre | sentation | | | | | |
| | Web Link | YouTu | ibe Video | E Contraction of the second | | | | | |
| | Learning Module | | | | to get started on using th | | | | |
| | Lesson Plan | | | | https://www.essentialed.co | | | | |
| | Syllabus | | | | | | | | |
| | Course Link | | | | | | | | |
| | zyBooks | | | | | | | | |
| | Content Package (SCO | RM) | | | | | | | |
| | Honorlock LTI | | | | | | | | |
| \rightarrow | Virtual Canine Anatomy | | | | | | | | |
| \rightarrow | Document Package | | | | | | | | |

2. Name your tool "Honorlock."

| * Ind | icates | s a reg | uired j | field. | | | | | | | | | | |
|-------------------|------------------|----------|---------|------------------|--------|-----------|---|------|---|------|----|---|---|---|
| FORM | ATIC | N | | | | | | | | | | | | |
| * Name | | | | | orloc | c | | | | |] | | | |
| Color | of Nan | ne | | | Blac | * | | | | | | | | |
| Descri For the | ption e toolb | oar, pre | ess ALT | [+F10 (PC) or AL | T+FN+F | 10 (Mac). | | | | | | | | |
| в | Ι | ¥ | ÷ | Paragraph | ~ | Arial | ~ | 10pt | Ý | :≡ ~ | lΞ | ~ | A | ~ |
| 1000 | | | | | | | | | | | | | | |

3. Scroll down to Options and ensure "Permit Users to View this Content" is always selected "Yes."

| Permit Users to View this Content | ● Yes ◯ No |
|-----------------------------------|--|
| Track Number of Views | 🔿 Yes 💿 No |
| Select Date and Time | 🗌 Display After |
| Restrictions | Enter dates as mm/dd/yyyy. Time may be entered in any increment. |
| | Display Until |
| | Enter dates as mm/dd/yyyy. Time may be entered in any increment. |

Click Submit to proceed.

Cancel Submit

4. The Honorlock tool now appears on your Announcements page



5. Enable Honorlock on an exam using the carrot to find Edit the Test Options.



6. A new Honorlock setting now appears, select "Click to Enable."

| Honorlock is a liahtwe | iaht vet powerful pro | ctorina tool for online asses | sments. | |
|------------------------|-----------------------|-------------------------------|---------|--|
| | - <u></u> | | | |
| Status | | lick to Enable | | |
| | | | | |

- 7. There are four components that faculty must consider when using Honorlock to proctor exams: Proctoring Settings, Student Guidelines, Accommodations, and Exam Visibility. Complete these components and select "Save."
 - For more details, see the <u>Honorlock Guide</u> and view the recorded <u>Faculty Demo</u> for an in-depth explanation of these features or use the Live Chat 24/7 Faculty Support option.



8. Submit changes in Blackboard and Honorlock Status will appear as Enabled



 Go to your Announcements page to find the Honorlock tool (see Step 4). Select to open it and view your Honorlock-enabled tests. The Results button will allow you to view completed test sessions and review flags. See the <u>Honorlock Guide</u> for information regarding incidents of suspected academic dishonesty.

| Honorlock | | | Need help? | 1 |
|-------------------------------|---------------------------------------|----------|-----------------------|---|
| Master Adult Basic Educ | ation | | | |
| Search: | Q | Sort by: | Start Date Descending | ~ |
| Filter: All Exams Honorlock E | nabled Exams Honorlock Disabled Exams | | | |
| Final Closed | | | Results | s |