Honorlock

There is a very simple process to help ensure your students are ready to use Honorlock. You have the ability, within the Honorlock LTI, to create a **Practice Exam** for students to get acclimated with the system and make sure they are prepared for their higher stakes exams.

How to Create a Practice Exam

1. Navigate to Honorlock in your Learning Management System. If you have questions on how to access this, please contact your institution for the specific location.

2. Locate and click the three white vertical dots, located at the top right.

Note: Honorlock Icons in grey are exams that are not currently enabled with Honorlock.

3. Click **Add Practice Exam**. Alternatively, you can download the Honorlock Practice Test file directly from this *link*. Please note that the exported file will save as a .zip file. It is important to save the exported file to your computer, or know how to access the file via the Downloads directory within your browser later on.
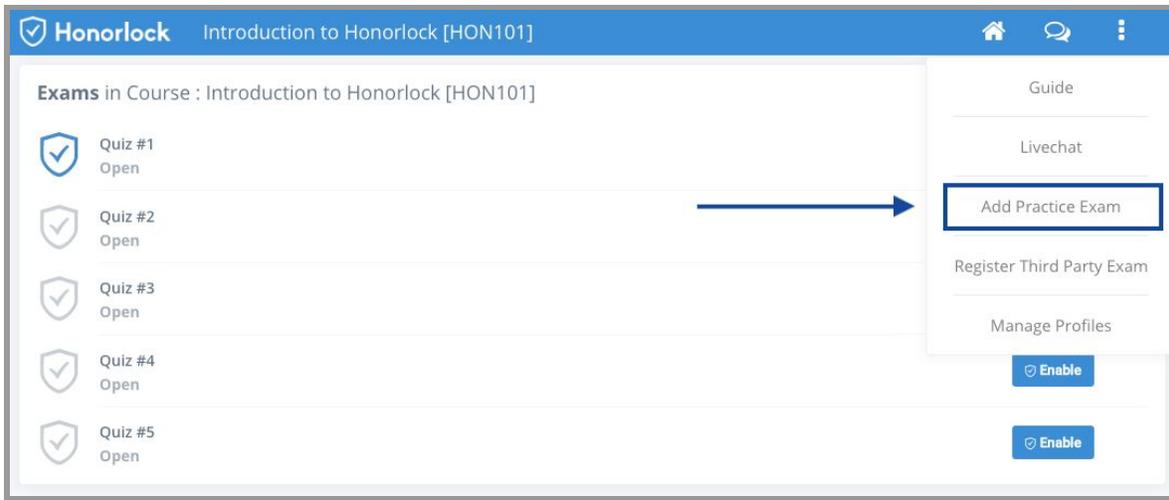
4. Next, the prompt below will appear. Click **Download** to access the file.
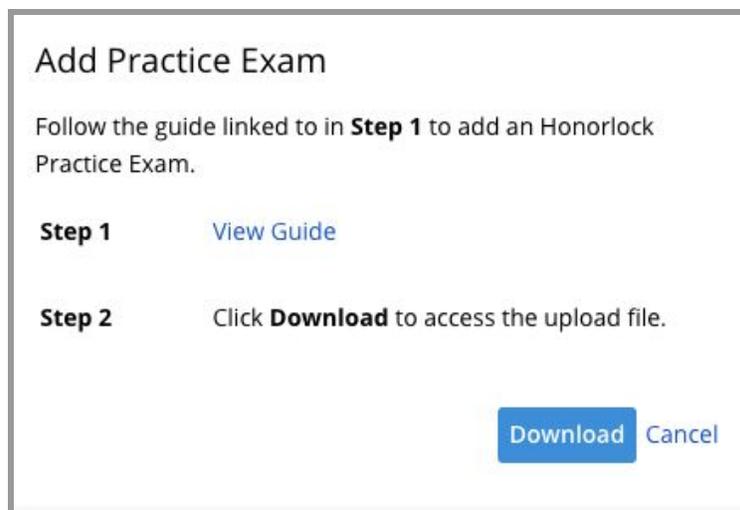
5. Once downloaded, proceed to click on **Course Tools** (located within the navigation bar at the top of the page), followed by **Edit Course**. Select **Import / Export / Copy Components**.

6. Select **Import Components**, then click **Start.**

7. Now you are ready to upload the file you previously downloaded, **Honorlock_Practice_Test_D2L.zip**. This can be done by either clicking

Upload, or by dropping the file into the presented window. Once completed, select **Import All Components,** which will initiate the import process.
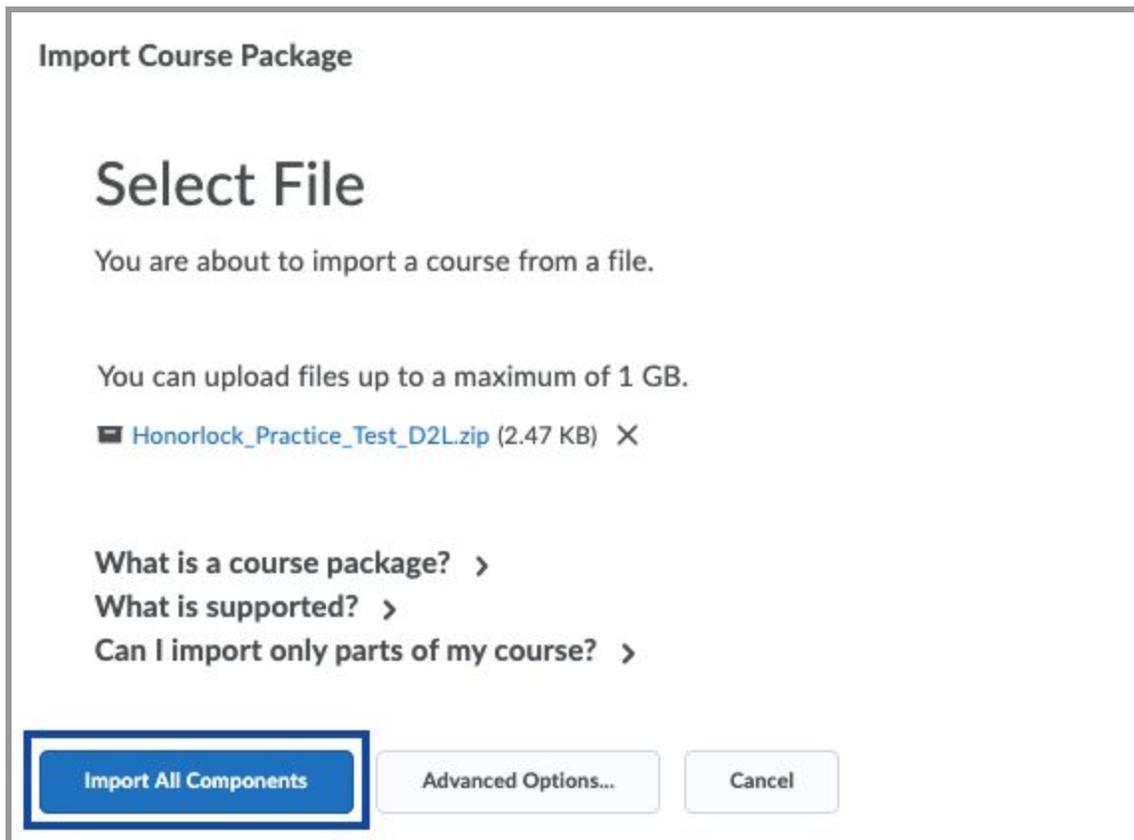
8. Once the import is completed, you will receive a confirmation screen. You can **View Content** or go back to your exam list located within the Honorlock LTI found in your course.
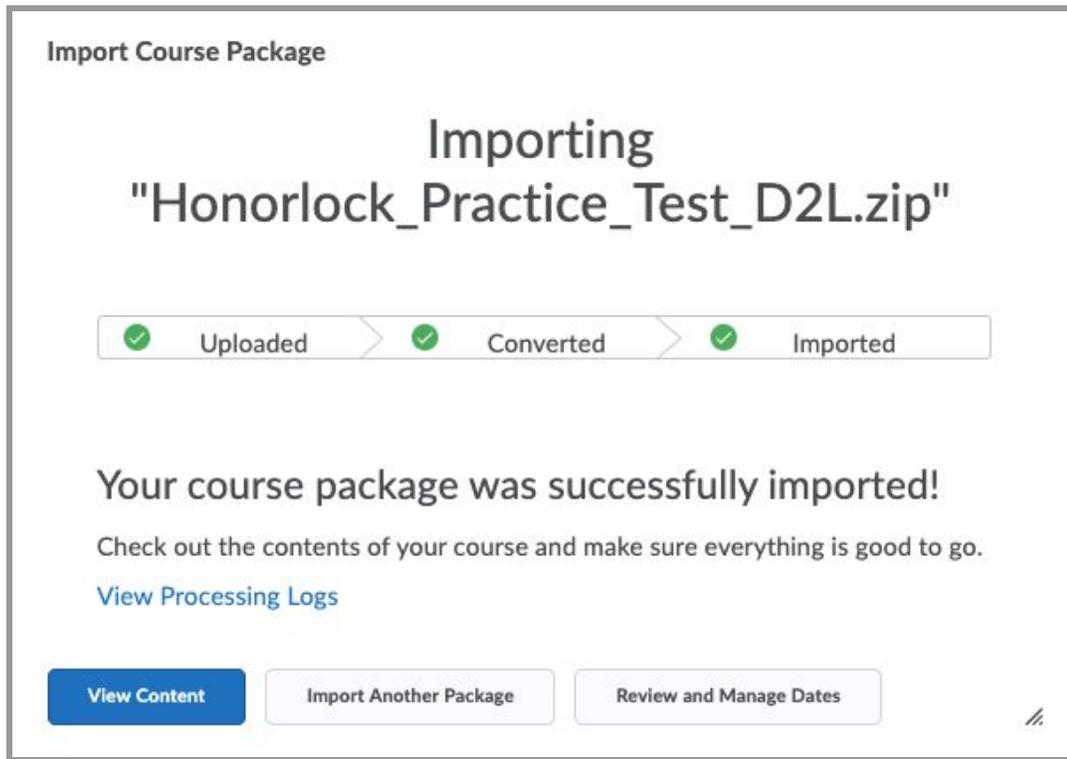
9. With the Practice Exam now added to your course, it is time to enable it with Honorlock. Locate the Practice Exam and click the **Enable** button.
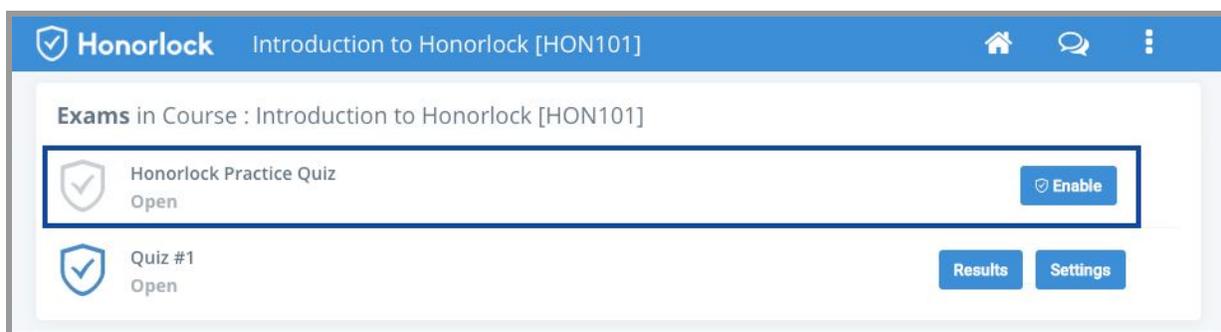
10. You will need to follow the onscreen instructions to add our Honorlock Instructor Extension to your Chrome browser.

Link Exam

Honorlock setup is **almost** complete. Add the Honorlock extension and use custom Honorlock tools to finish exam setup.

Add Extension

11. Once you have added the extension, click on **Link Exam**.

12. Honorlock will automatically update your exam settings within D2L. This process should take approximately 10-15 seconds.

Honorlock - Update in Progress

Honorlock is updating exam settings. Please do not interact with this page - it will close automatically once the process is complete.

13. Proceed to customize your Honorlock exam settings by turning the presented toggles **ON** or **OFF,** or simply *Apply an Existing Exam Profile*.

14. Once completed, make sure to click the **Enable** button to save your exam settings.

15. Your practice exam is now enabled with Honorlock and ready to be administered!