

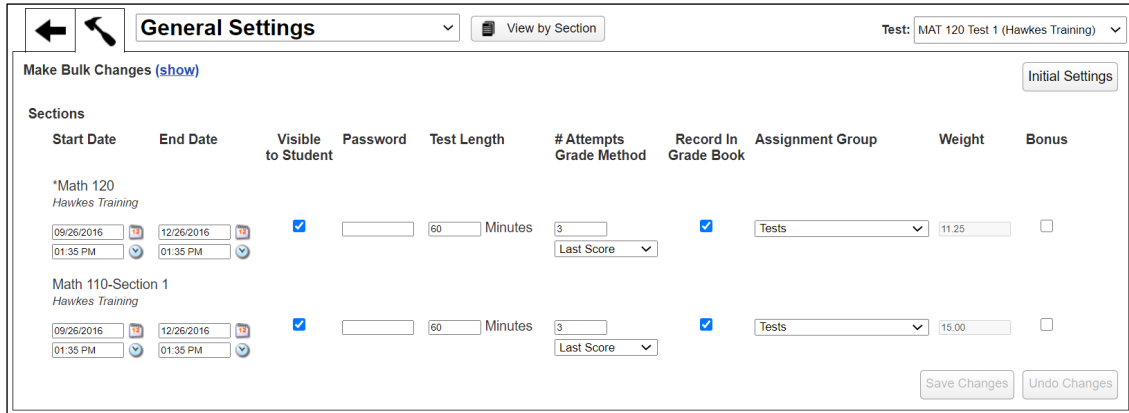
Honorlock Instructor Guide: Virtual Proctoring

Hawkes Updates

1. Create your WebTest in Hawkes & enter the required settings

Select your test and update the **General Settings** of the test:

- Open Date & Time **(Required)**
- Close Date & Time **(Required)**
- Password **(Required)**
- Test Length



General Settings View by Section Test: MAT 120 Test 1 (Hawkes Training)

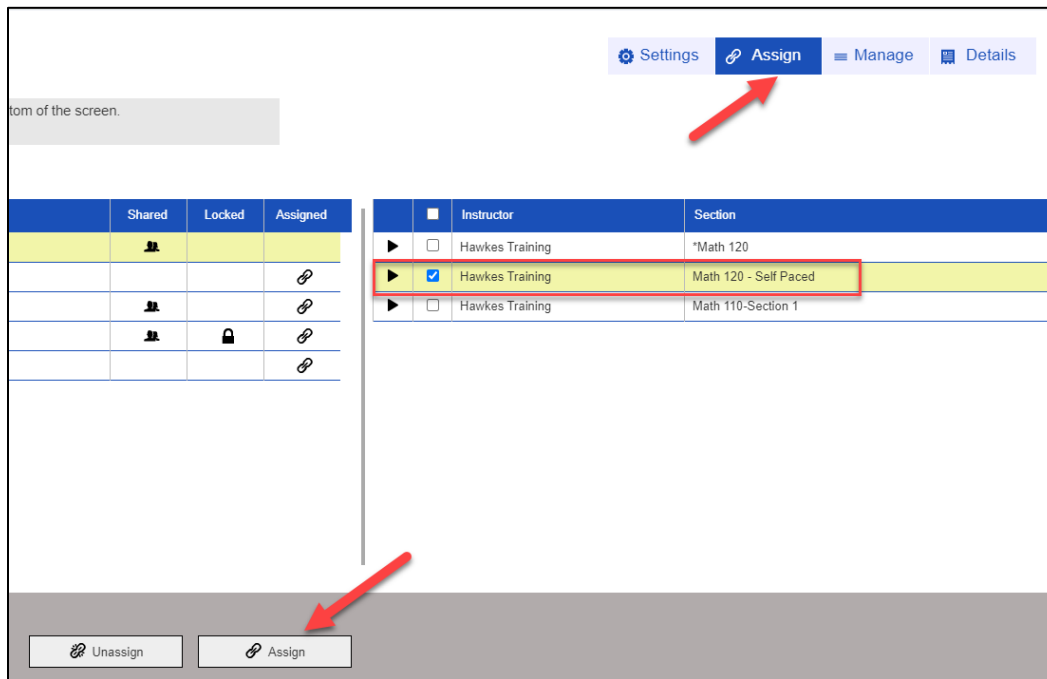
Make Bulk Changes (show) Initial Settings

Sections	Start Date	End Date	Visible to Student	Password	Test Length	# Attempts	Record In	Assignment Group	Weight	Bonus
*Math 120 Hawkes Training	09/26/2016 01:35 PM	12/26/2016 01:35 PM	☒		60 Minutes	3 Last Score	☒	Tests	11.25	☐
Math 110-Section 1 Hawkes Training	09/26/2016 01:35 PM	12/26/2016 01:35 PM	☒		60 Minutes	3 Last Score	☒	Tests	15.00	☐

Save Changes Undo Changes

2. Assign your WebTest in Hawkes

- Select the **Assign Tab**
- Select your section and then **Assign**



Settings **Assign** Manage Details

tom of the screen.

Shared	Locked	Assigned

Instructor	Section
☐ Hawkes Training	*Math 120
☒ Hawkes Training	Math 120 - Self Paced
☐ Hawkes Training	Math 110-Section 1

Unassign Assign

LMS Updates

Honorlock settings must be entered at least 48 hours before test start date and time you set in Hawkes (Required)

Before following the steps below:

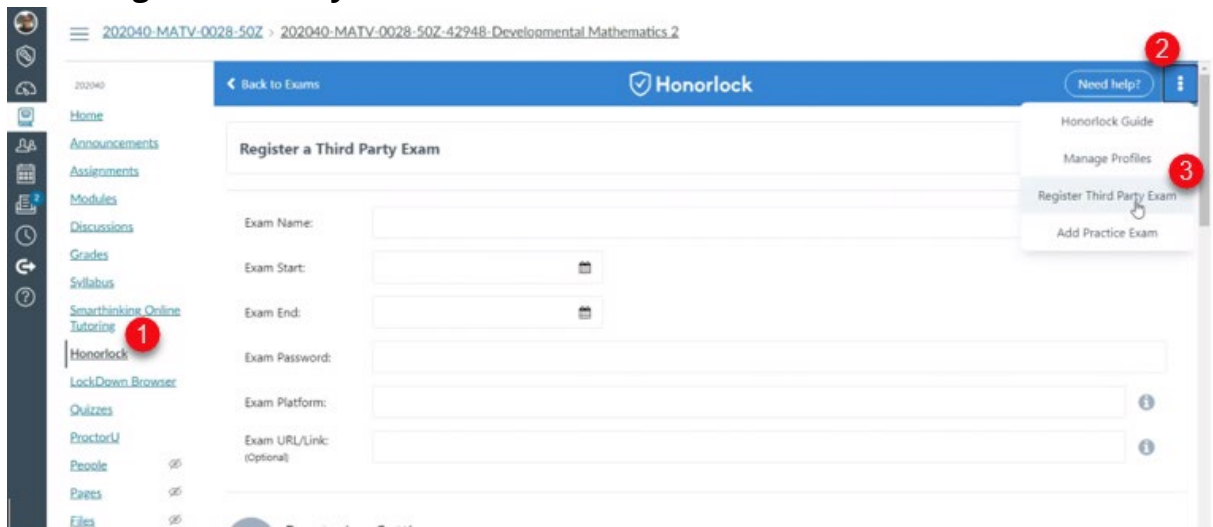
- [Create and assign a password protected exam in Hawkes](#)
- Sync your Hawkes sections within your LMS

Set up Honorlock in your LMS

Instructional Video: [Using Honorlock for Universal Exams](#)

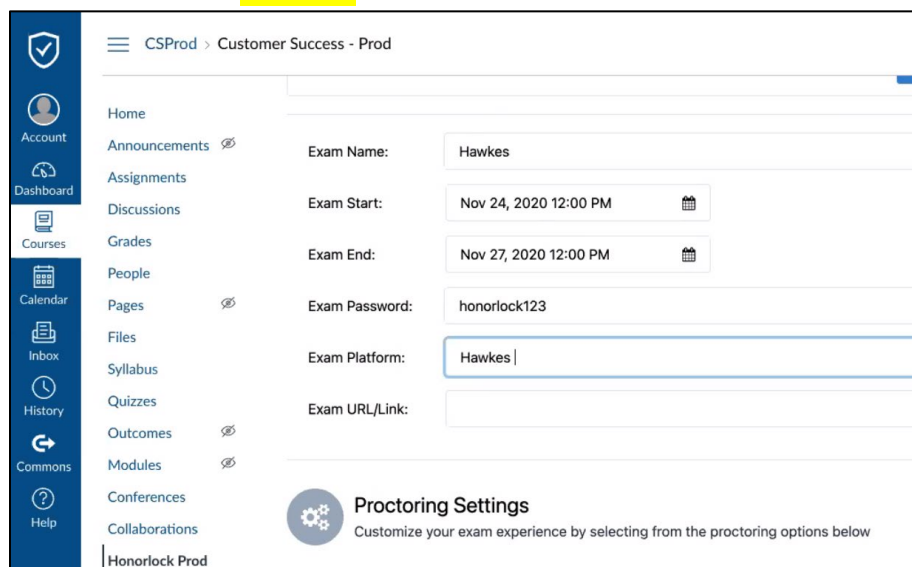
1. Register Third Party Exam

- Within your LMS, select the **Honorlock extension**
- Select the **ellipses button**
- Select **Register 3rd Party Exam**



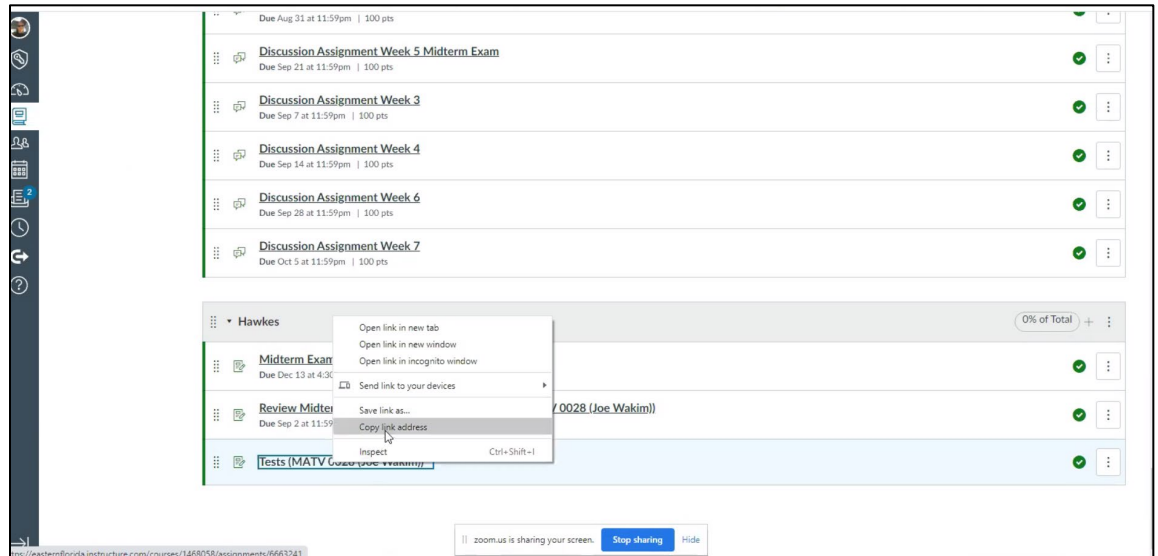
2. Enter Settings to Register a Third-Party Exam

- **Exam Name:** We recommend using the same name as the assignment in Hawkes
- **Exam Start:** Enter **same start date and time** assigned in Hawkes
- **Exam End:** Enter **same end date and time** assigned in Hawkes
- **Exam Password:** Enter the **same password** assigned in Hawkes
- **Exam Platform:** **Hawkes**



- **Enter Exam URL/Link:** You can enter one of the following links in this field:

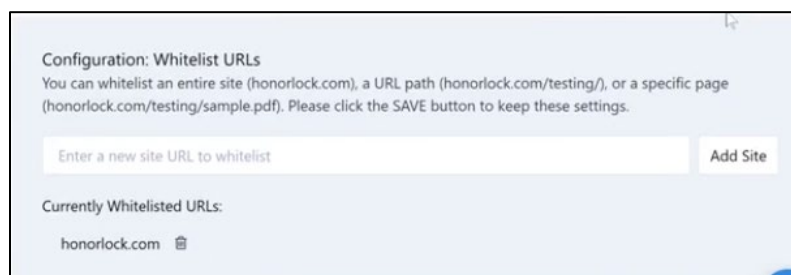
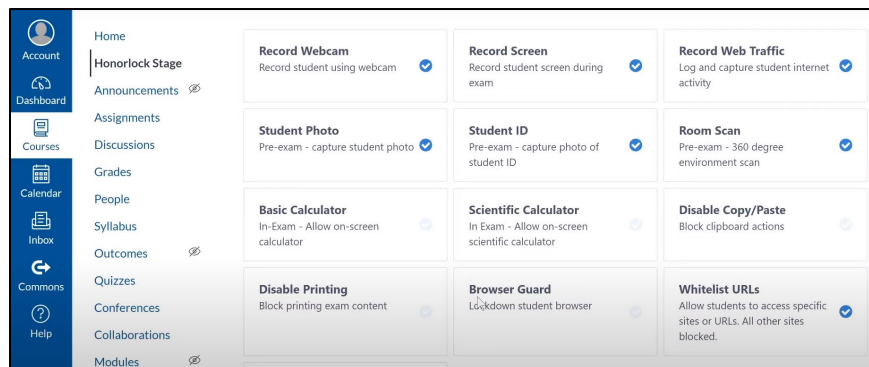
- i. **Direct Assignment Link** (recommended): From your LMS Assignment list, **right click, Copy link address, and Paste** the Hawkes Direct Link for the assignment into field



- ii. **Hawkes Single Sign-on Link:**
<https://lmssynctool.hawkeslearning.com/LTISSOLaunch>
- iii. **Student portal link (used if you do not integrate Hawkes into your LMS):**
<https://learn.hawkeslearning.com>

3. Select Honorlock proctoring settings

- Select a box to enable the corresponding setting. The blue checkmark will indicate which settings are enabled. Available settings may vary based on your school setup.
- **Whitelist URLs:** be as specific as possible when entering URLs that students can access during the exam. Don't forget to include a link to the whitelisted URL in the test instructions or within a test question.



4. Select Student Guidelines

- This allows students to know what guidelines they are expected to adhere to when taking the exam.
- For **Additional Instructions**: Consider entering how students will get to their Hawkes exam in your LMS

The screenshot shows two sections of a web interface. The top section, titled "Student Guidelines", has a subtitle "Define what your students can and cannot do during the exam session". It contains a 3x3 grid of toggle switches, all of which are turned on (indicated by a blue checkmark). The toggles are: Open Book Allowed, Notes Allowed, Scratch Paper Allowed, Restroom Breaks Allowed, Handheld Calculator Allowed, Headphones Allowed, Hats Allowed, Take Exam in Public Area, and Background Noise Allowed. Below the grid is a link that says "Hide Additional Instructions". The bottom section, titled "Additional Instructions", has a subtitle "Add detailed instructions not defined above. Instructions will be visible to all students." It features a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, and indent. Below the toolbar is a text area with the placeholder "Enter student instructions..." and a blue speech bubble icon in the bottom right corner.

5. Enter Accommodations (Optional)

- Only visible to Honorlock proctors
- Include exam taker name and accommodation details

The screenshot shows the "Accommodations" section of a web interface. It has a subtitle "Provide us with any special accommodations that may be necessary for some students". Below the subtitle is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, and indent. Below the toolbar is a text area with the placeholder "Enter student accommodations..." and a blue speech bubble icon in the bottom right corner.

6. Exam Visibility

- Leave 'no, use the dates on the exam to determine student view' selected to respect the start and end dates entered within your LMS.

The screenshot shows the "Exam Visibility" dialog box. It has a subtitle "Determine whether students are able to view this exam outside of the exam dates". There are three radio button options: "No, use the dates on the exam to determine student view" (which is selected and highlighted with a blue bar), "No, use the dates on the exam to determine student view" (which is a duplicate of the first option), and "Yes, always show the exam in the student view". At the bottom of the dialog are two buttons: "Cancel" and "Save".

7. Select Save to finish setup.

If you have any questions, please contact us!

1 (800) 426-9538 | chat.hawkeslearning.com

