

Want to save some time and save your exam settings so that you're able to apply them to any future exam? With Honorlock's Quiz Profile Management tool, you can do just that! Creating a profile will provide a template you can use to quickly populate your exam settings.

## **Creating and Managing Exam Profiles**

- 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 in the top right of the LTI.

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Exams in Cours	e : Introduction to Honorlock [HON101]	1
Quiz #1 Open		Results Settings
Quiz #2 Open		⊘ Enable
Quiz #3 Open		© Enable
Quiz #4 Open		⊖ Enable
Quiz #5 Open		⊘ Enable

3. Click Manage Profiles.

Honorlock Introduction to Honorlock [HON101]	<b>∦</b> Q i
Exams in Course : Introduction to Honorlock [HON101]	Guide
Quiz #1 Open	Livechat
Honorlock Practice Quiz Open	Add Practice Exam
Quiz #2 Open	Register Third Party Exam
Quiz #3 Open	Results Settings



From here, you can **Create A New Profile** or **Edit** existing profiles that you've already created.

4. To create a new exam profile, click **Create A New Profile**.

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My Profiles	,	Create A New Profile	Back To Exams
Closed Book,	, Browser Guard ON		Edit
Browser Gua	Ird OFF		Edit
Third Party -	Browser Guard ON		Edit

 Make sure to give your profile a name so that you can use the settings to apply them to future exams! From here, you can optionally toggle ON or OFF any of the exam options, save whitelisted sites, and save your student and proctor facing guidelines.

Record Audio ON   Record Web Traffic ON   Student Photo ON   itudent ID ON   Room Scan ON   Vanual Review ON   On-screen Calculator ON   Disable Copy/Paste ON   Disable Printing ON   Whitelist URLs ON	Record Webcam	ON 🖌	Webcam Failsafe		Record Screen	ON
Student ID       ON       Room Scan       ON       Network Speed Test       ON         Manual Review       ON       On-screen Calculator       ON       Disable Copy/Paste       ON         Disable Printing       ON       Single Display       ON       Browser Guard       ON         Whitelist URLs       ON       ON       ON       ON       ON	Record Audio	on 🧹	Record Web Traffic	ON 🗸	Student Photo	ON
Manual Review ON CON-screen Calculator ON CON CON CON CON CON CON CON CON CON	Student ID	on 🧧	Room Scan		Network Speed Test	ON
Disable Printing ON Single Display ON Browser Guard ON Whitelist URLs ON	Manual Review		On-screen Calculator	ON 🗸	Disable Copy/Paste	ON
Whitelist URLs ON	Disable Printing	on 🧹	Single Display	ON 🧉	Browser Guard	ON
			Whitelist URLs			
	Set Exam Whiteli	st Enter the sites	that students will be allowed to ad	cess during their	exam. You can whitelist an entire	site

- 6. Make sure to click **Create** at the bottom to save your exam profile.
- 7. Upon clicking **Create**, you will notice that the exam profile will now display under **My Profiles**. You can now apply this to any of your exams!

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Honorlock Introduction to Honorlock [HON101]	r Q i
My Profiles	Create A New Profile Back To Exams
Closed Book, Browser Guard ON	Edit
Browser Guard OFF	Edit
Third Party - Browser Guard ON	Edit

## Applying an Existing Exam Profile

You can now take your created profiles and apply them to any of your exams! Doing so is a very simple process.

- 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. From here, navigate to the exam you want to apply a profile to by locating the exam and clicking on **Settings**.





3. Next, in the upper right hand corner, click on Show Profiles.

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Edit Exam : Quiz #	#1		Show Profile	s 🔻

4. Locate the **Apply a Profile to this Exam** dropdown and select the profile that you want to apply. As soon as you make your selection, your saved settings will be applied.

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Apply a Profile to this Exam: Closed Book, Browser Guard ON Browser Guard OFF	o your exams.	Save Exam Settings	as Profile:	Enter new pro	ifile name
Third Party - Browser Guard ON Schreiber	Webcam Failsafe	OFF	Record	Screen	ON 🔽

5. Lastly, it is very important that you scroll to the bottom and click **Save** to save the changes.