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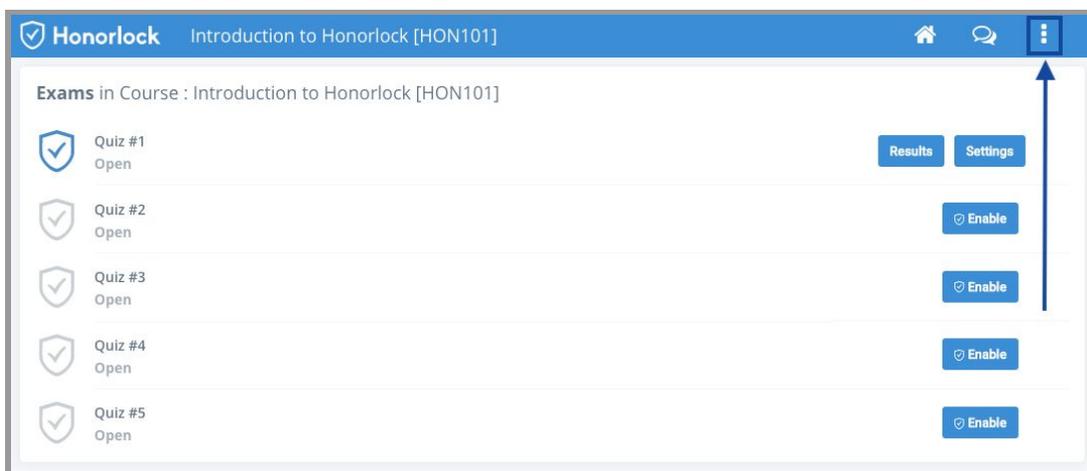
3. Click **Manage Profiles**.
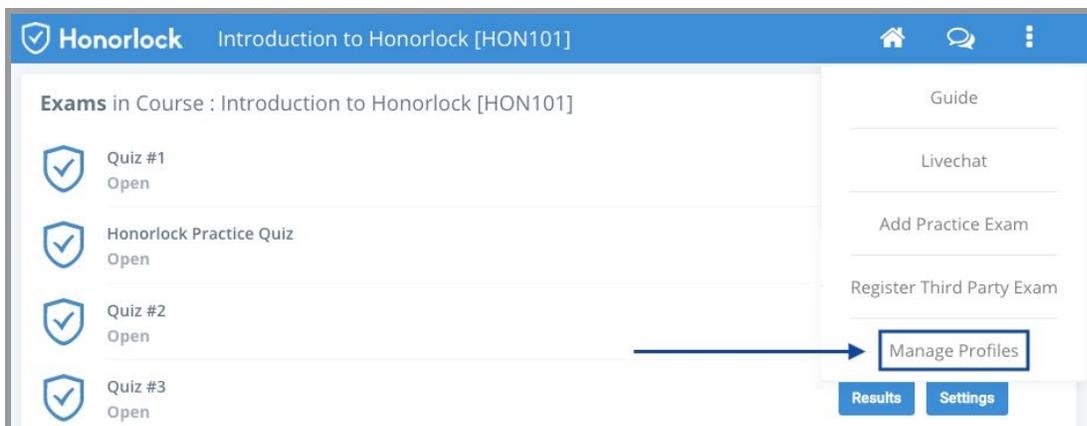
From here, you can **Create A New Profile** or **Edit** existing profiles that you've already created.

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

5. 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.
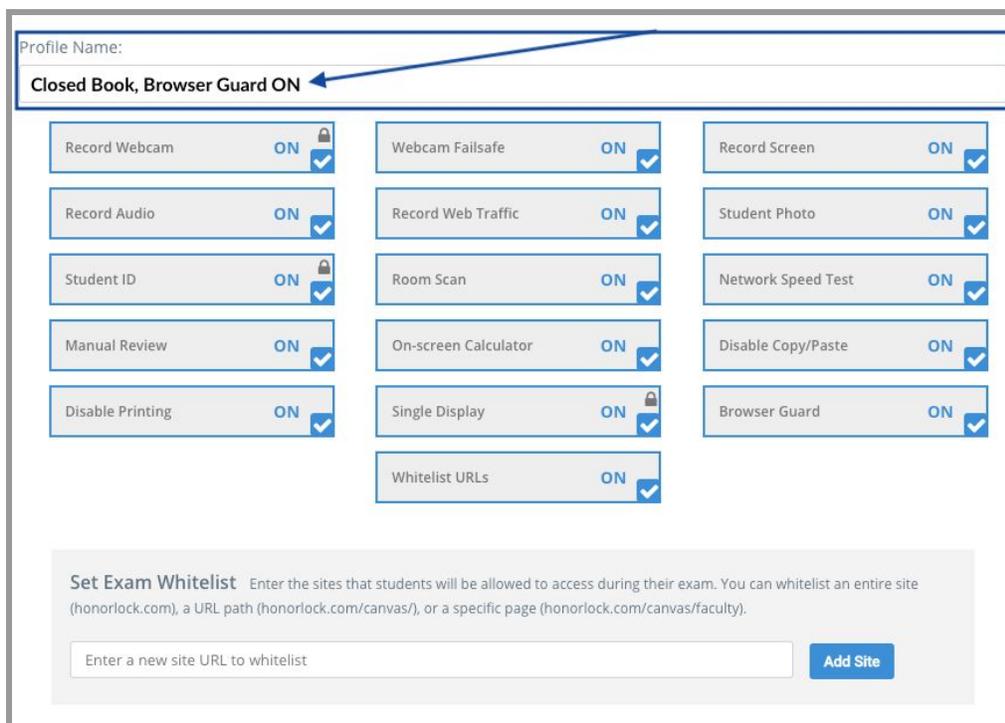
6. Make sure to click **Create** at the bottom to save your exam profile.

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!
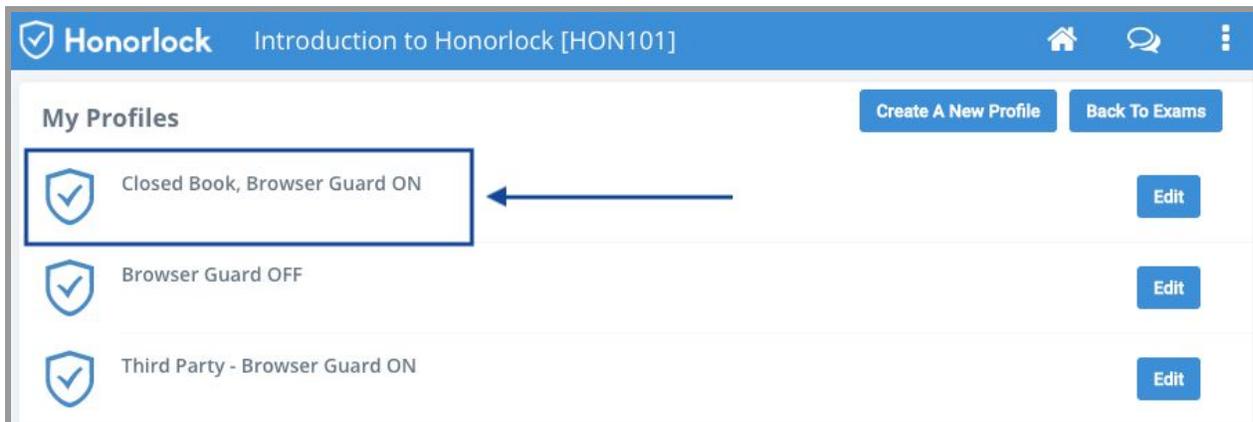
Applying an Existing Exam Profile

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**.

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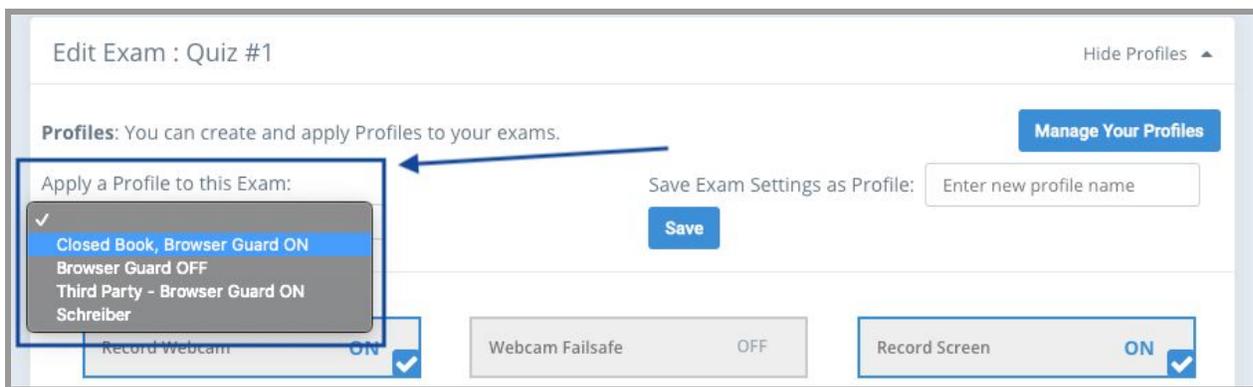
5. Lastly, it is very important that you scroll to the bottom and click **Save** to save the changes.