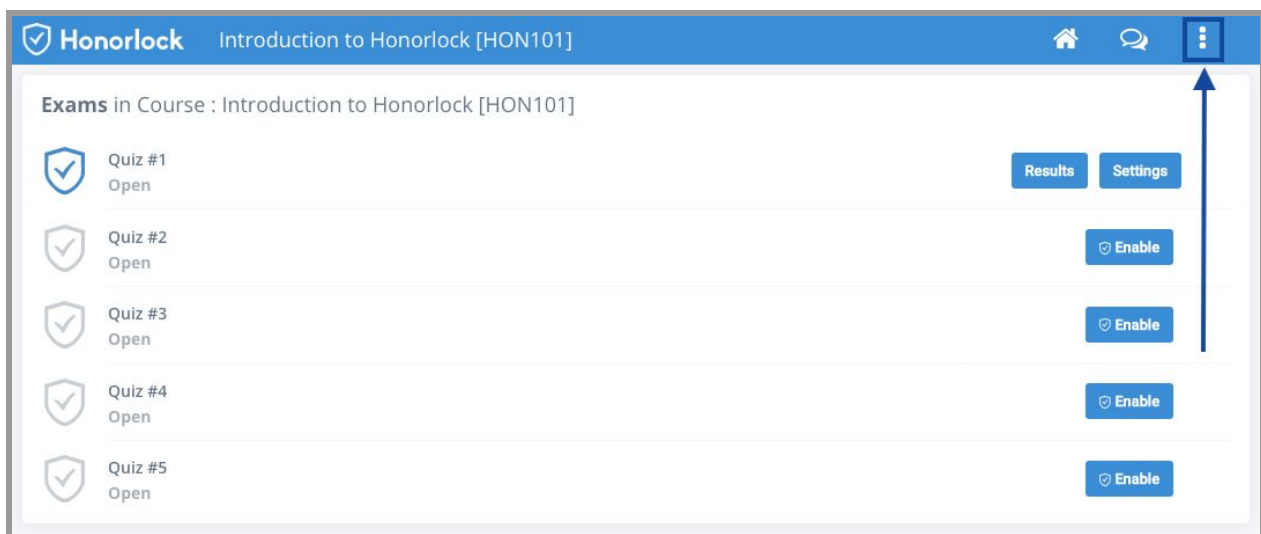


There is a very simple process to help ensure your students are ready to use Honorlock. You have the ability, within the Honorlock LTI, to create a **Practice Exam** for students to get acclimated with the system and make sure they are prepared for their higher stakes exams.

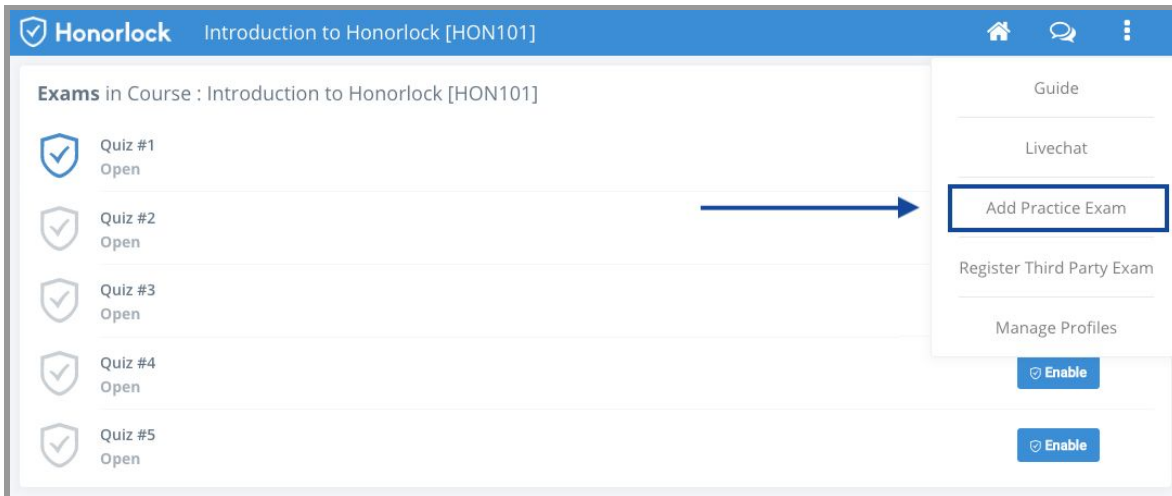
How to Create a Practice Exam

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.

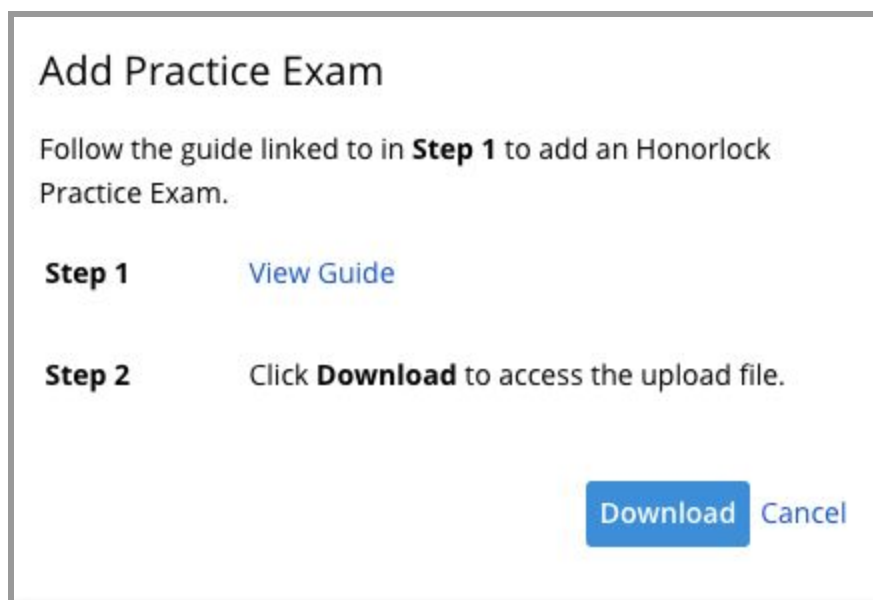


Note: Honorlock Icons in grey are exams that are not currently enabled with Honorlock.

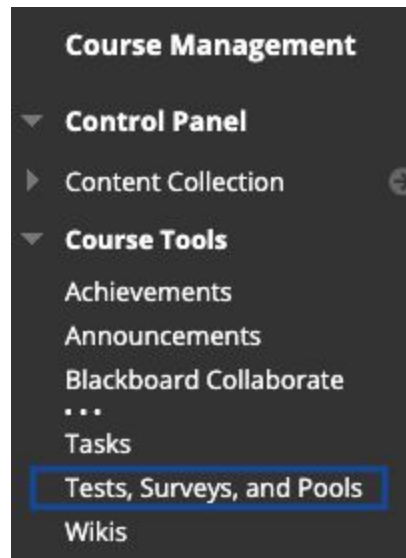
- Click **Add Practice Exam**. Alternatively, you can download the Honorlock Practice Test upload file directly from this [link](#). Please note that the exported file will save as a .zip file. It is important to save the exported file to your computer, or know how to access the file via the Downloads directory within your browser later on.



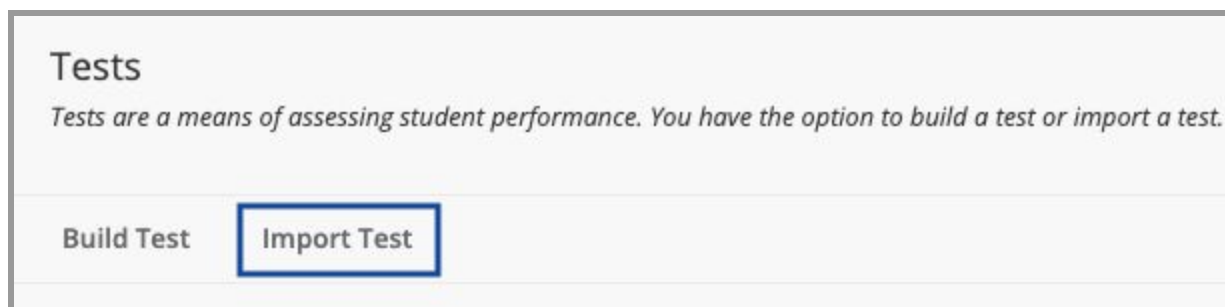
- Next, the prompt below will appear. Click **Download** to access the file.



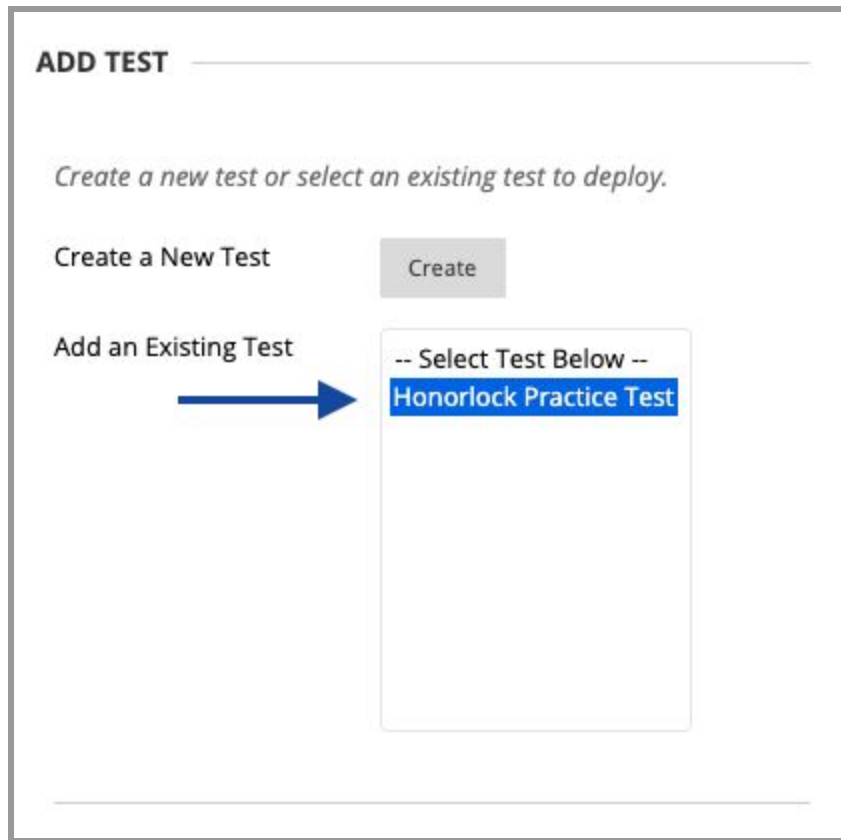
5. With the file downloaded, navigate to the menu located on the left-hand side of your Blackboard course. Locate **Course Management** and select **Course Tools**. Once completed, select **Tests, Surveys, and Pools**.



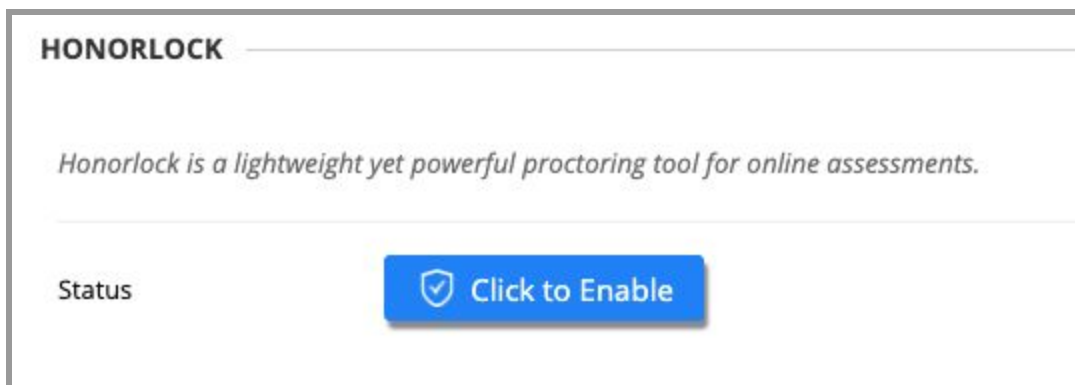
6. Select **Tests** and then click on **Import Test** to import the .zip file you previously downloaded.



7. Once the import process is completed, navigate to the menu located on the left-hand side of your Blackboard course and select **Content**. Then, select **Assessments**, followed by **Test** to create the exam. Within the **Add an Existing Test** list, you will see **Honorlock Practice Test** available. Select Honorlock Practice Test and click **Submit**.



- Now that you have successfully created the Practice Exam by utilizing the import file, it is time to enable the exam with Honorlock. From the **Test Options** page, proceed to select **Click to Enable**.



















- Proceed to customize your Honorlock exam settings by turning the presented toggles **ON** or **OFF**, or simply [Apply an Existing Exam Profile](#).

You are now enabling this exam from your LMS into Honorlock. Students will be required to use Honorlock to take this exam.

Profiles: You can create and apply Profiles to your exams. [Manage Your Profiles](#)

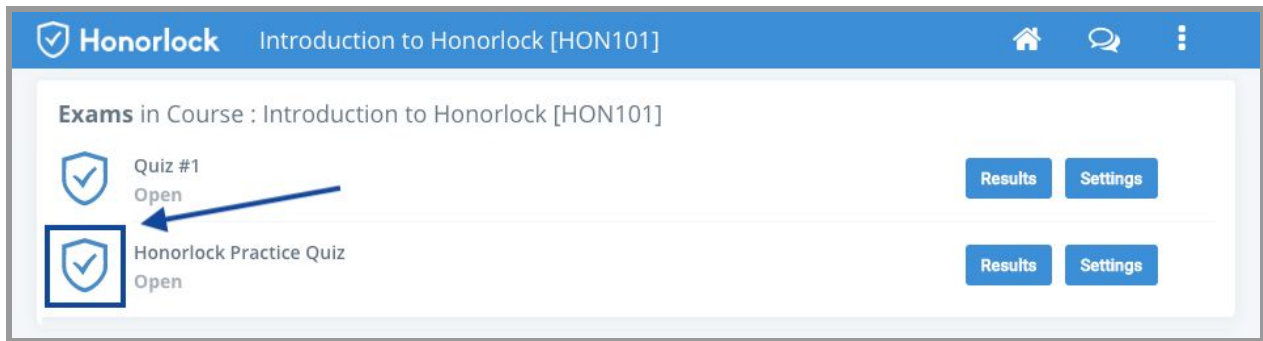
Apply a Profile to this Exam:

Record Webcam ON 	Webcam Failsafe ON 	Record Screen ON 
Record Audio ON 	Record Web Traffic ON 	Student Photo 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 	

Set Exam Whitelist Enter the sites that students will be allowed to access during their exam. You can whitelist an entire site (honorlock.com), a URL path (honorlock.com/canvas/), or a specific page (honorlock.com/canvas/faculty). Please click the SAVE button to keep these settings.

Enter a new site URL to whitelist [Add Site](#)

- Make sure to click the **Enable** button to finalize and save your exam settings.
- Your practice exam is now enabled with Honorlock and ready to be administered!



The screenshot shows the Honorlock interface for a course titled "Introduction to Honorlock [HON101]". At the top, there is a blue header with the Honorlock logo, the course name, and navigation icons (home, chat, and menu). Below the header, the text "Exams in Course : Introduction to Honorlock [HON101]" is displayed. A list of two exams is shown:

- Quiz #1
Open
- Honorlock Practice Quiz
Open

Each exam entry has a shield icon with a checkmark to its left and "Results" and "Settings" buttons to its right. A blue arrow points from the "Open" status of the first exam to the "Open" status of the second exam. The second exam's shield icon is highlighted with a blue square.