ONLINE PROCTORING —
ACTIVATING *HONORLOCK* IN *CANVAS*

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Online Assessments in Canvas and using Honorlock

Learning Outcomes

1. When to proctor an online assessment

2. How to set up an assessment using the Quizzes tool

3. How to enable Honorlock to proctor an assessment

4. How to access and review an exam proctoring report

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Honorlock **is UF's designated online proctoring service for shifting classroom exams and quizzes online as part of the COVID-19 response effort. Online proctoring with** *Honorlock* **should be activated for any single assessment equal to** *15% or more* **of a student's final course grade (***UF + Quality Matters Standard 3***).**

There will be no charges to students or departments for *Honorlock* **usage in course instruction moved online due to the COVID-19 impact.**

✓ Honorlock

Provides record and review online assessment proctoring. Students can take an exam at any time without pre-scheduling.

https://dce.ufl.edu/services/online-proctoring/

ONLINE PROCTORING

COVID-19

UPDATE: COVID-19 RESPONSE

Honorlock will be the UF's designated online proctoring service for moving classroom exams and quizzes online as part of the COVID-19 response effort. Online proctoring with Honorlock should be activated for any single assessment equivalent to 15% or more of a student's final course grade (UF + Quality Matters Standard 3). There will be no charges to faculty or students for Honorlock usage in course instruction moved online due to the COVID-19 impact.

1. Read the Honorlock - Instructor Guide (PDF). This provides you with instructions on how to enable an exam in Canvas to use Honorlock. If the Honorlock tool isn't already set up within your course shell the last page of the pdf shows you how to add the Honorlock tool to your course shell navigation.

2. Watch How to Use Honorlock Canvas Instructor Guide (1:47). This video shows how to set up a quiz within Canvas and have it proctored by Honorlock.

3. Watch How to view student results in Canvas (Instructor Guide) (1:01). This video shows how to access students' exam results in Canvas.

4. Ask students to read the Honorlock - Student Exam Preparation Information (PDF). This handout will help your students prepare for an online exam proctored by Honorlock.

Please contact us *with questions and concerns.*

Honorlock

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