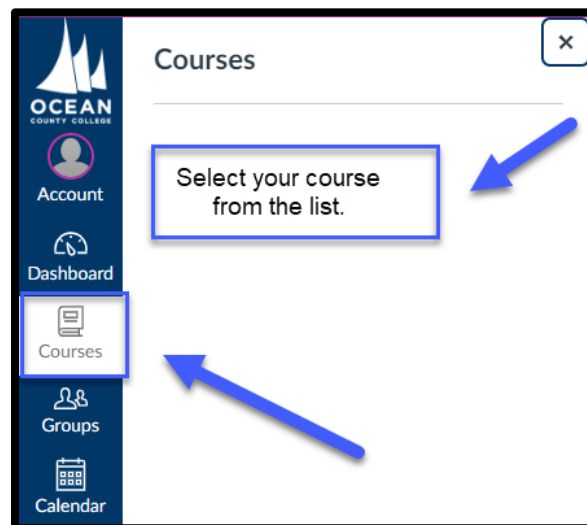


# OCC Honorlock in Canvas- Student Guide

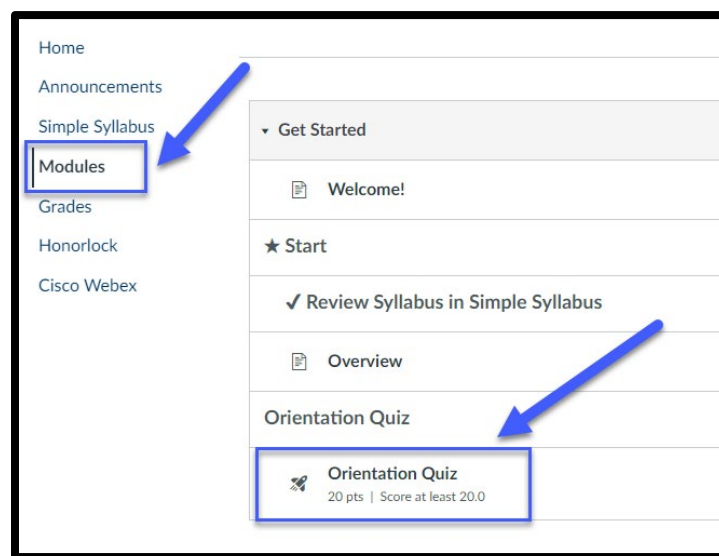
Before you begin: you will need to use the **Google Chrome** browser to take the exam. [Download Google Chrome](#)



1. In **Google Chrome**, navigate to Canvas and select your course in the Far Left Navigation Panel by clicking **Courses** and then select your course.

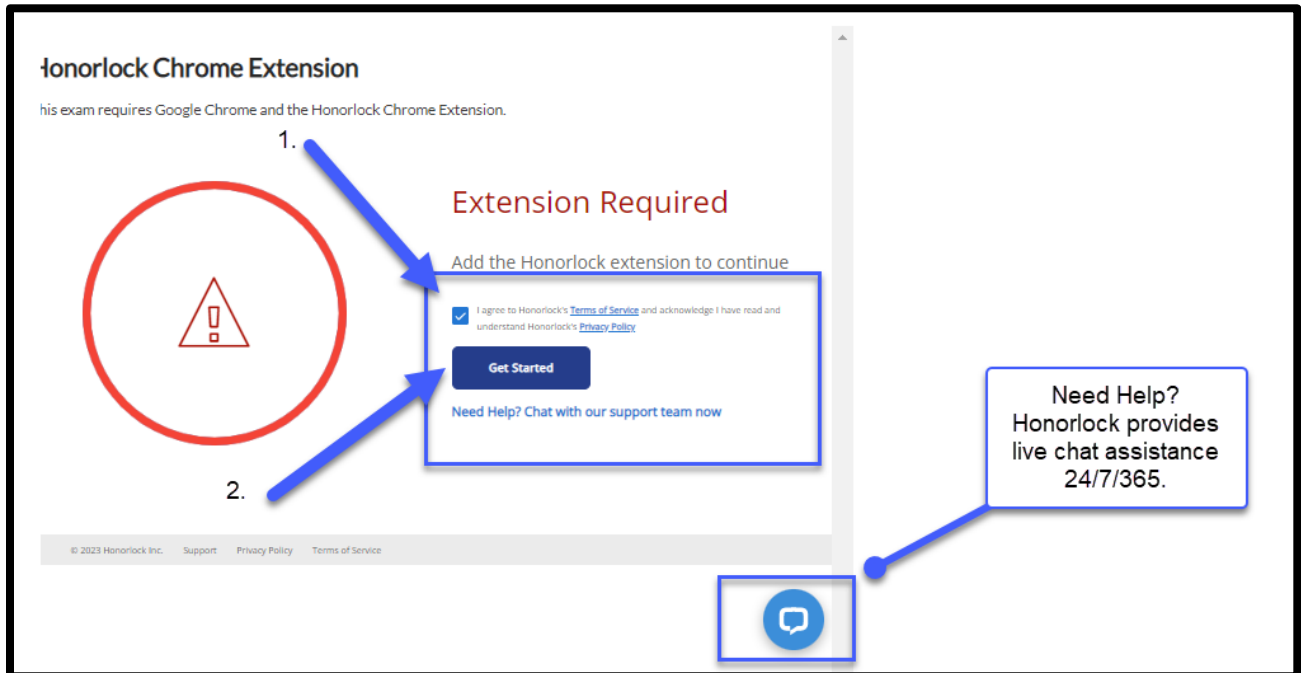


2. Inside the course in the Left Navigation Panel in Canvas, click **Modules** and then click on the assessment. The Orientation Quiz is located in the Get Started Module. Refer to the Simple Syllabus for any other assessments that will be proctored using Honorlock.

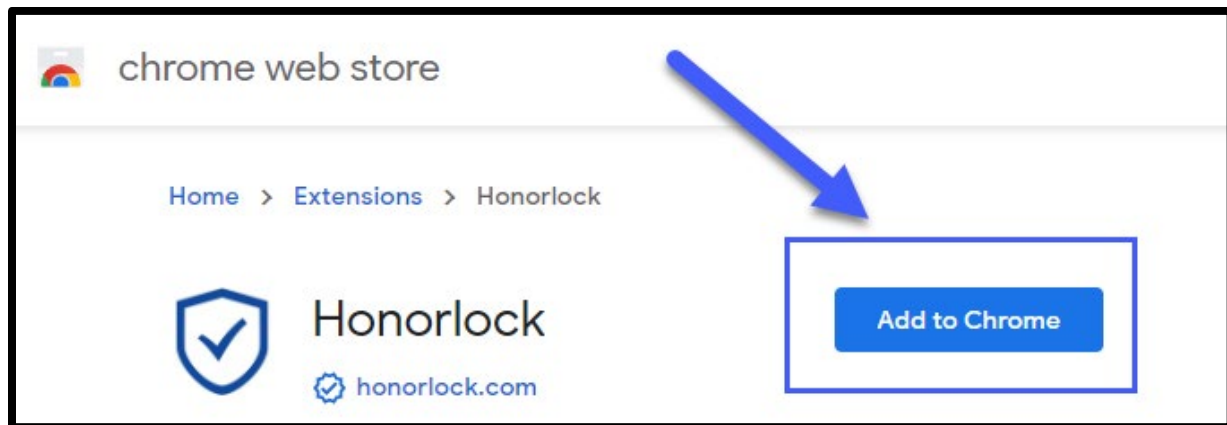


3. Under the Assessment Instructions, read and agree to the terms of service for Honorlock and then click **Get Started**.

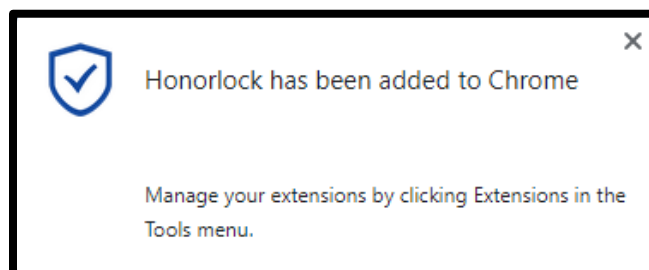
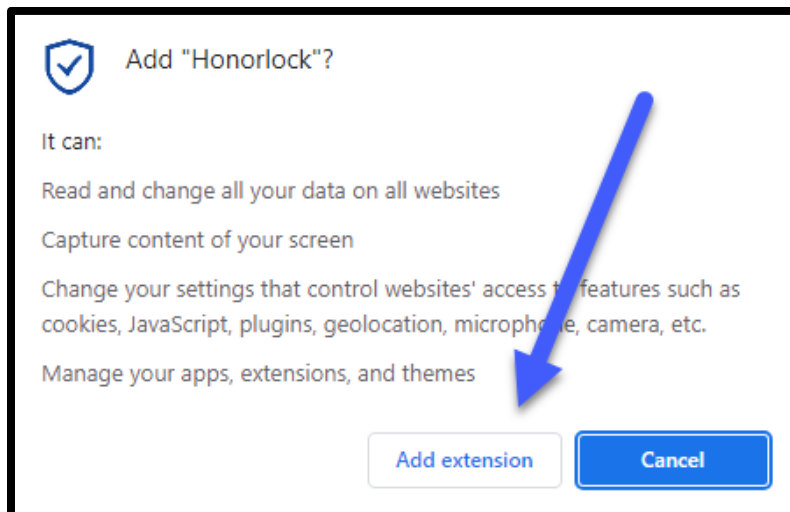
Honorlock provides 24/7/365 live chat assistance. You can access this support in the blue chat icon located in the bottom right corner of the screen or by navigating to [www.honorlock.com/support](http://www.honorlock.com/support).



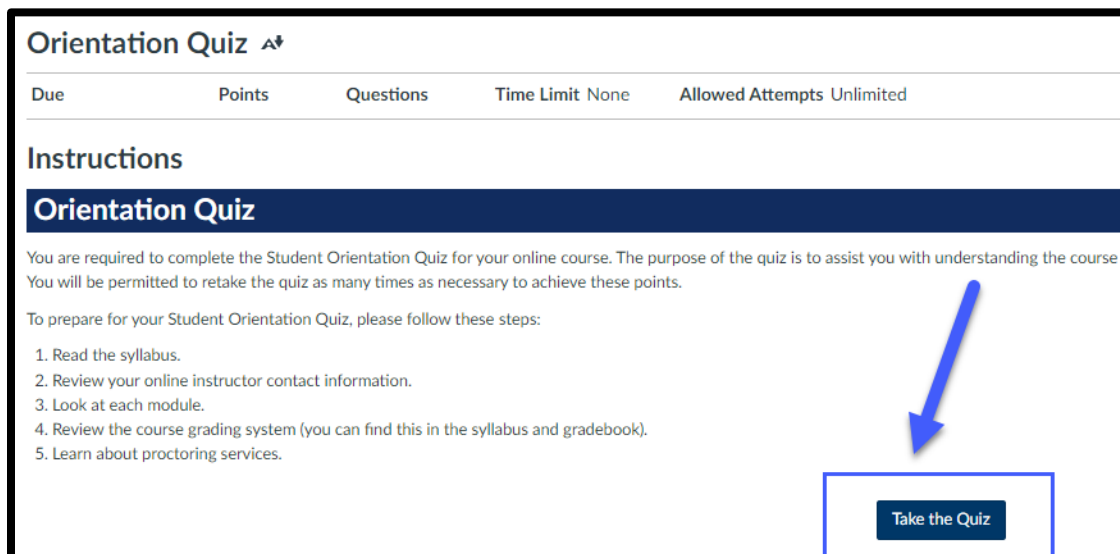
4. In the new browser tab that opens, click **Add to Chrome**.



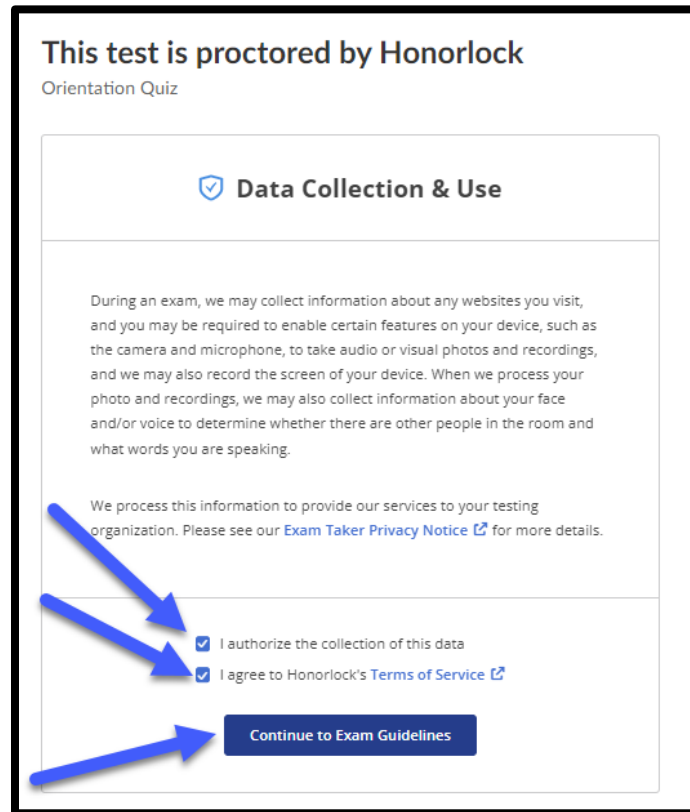
5. Then click **Add Extension**.



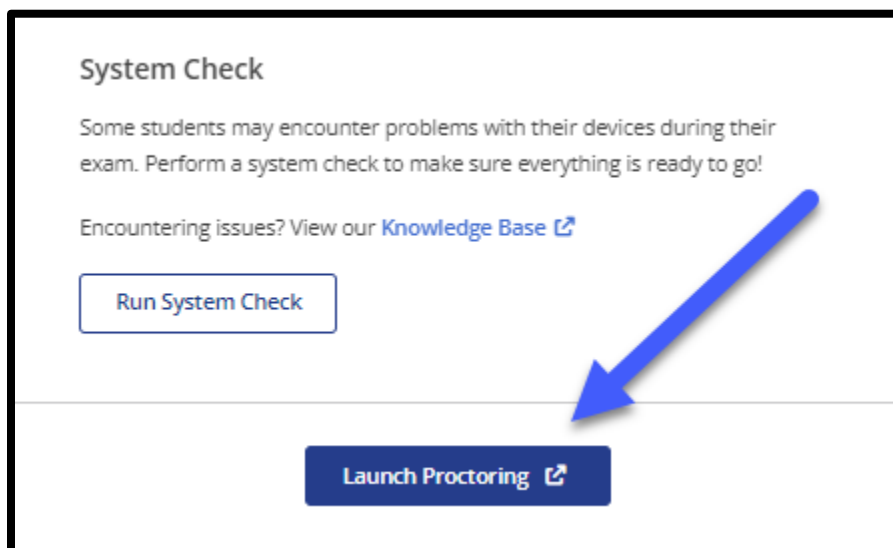
6. Next, click **Take the Quiz**.



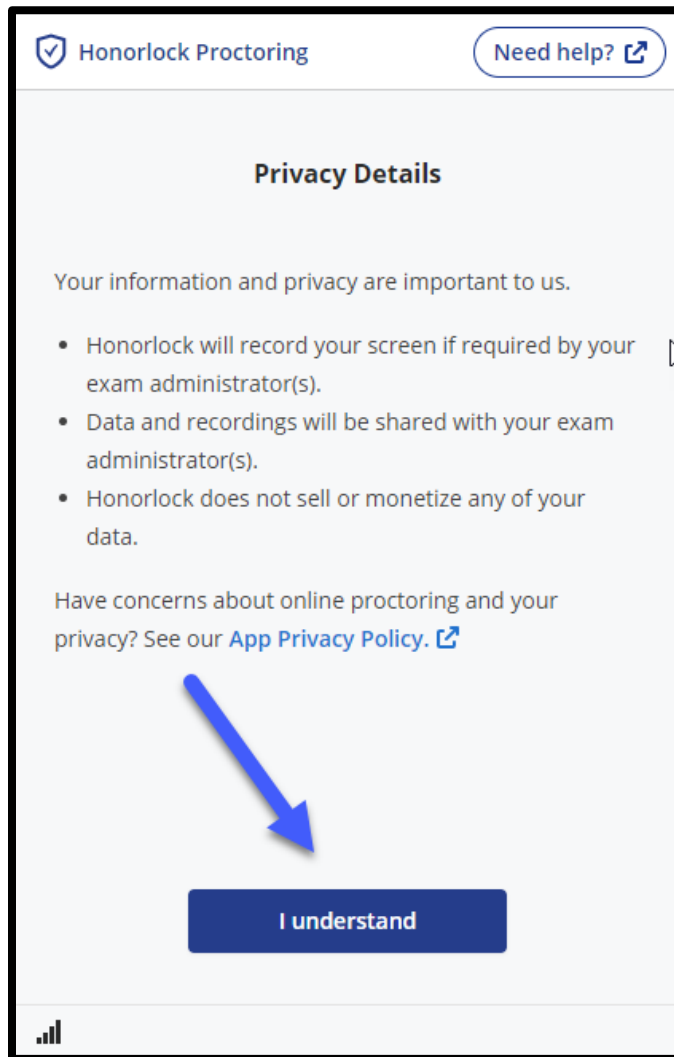
7. You will need to agree both Honorlock Data Collection & Use terms by clicking each box. Then click the **Continue to Exam Guidelines** blue button.



8. On the next screen you will review the Exam Guidelines. Here you will be able to run a system check. When you are ready, click the blue **Launch Proctoring** button.

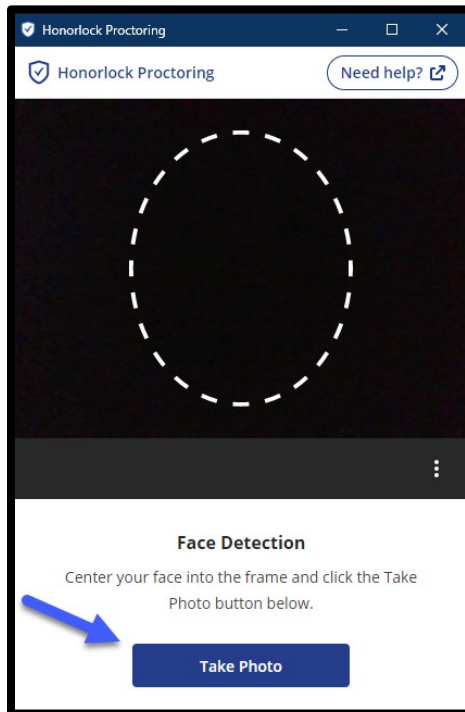


9. In the pop-up window click **I understand**.

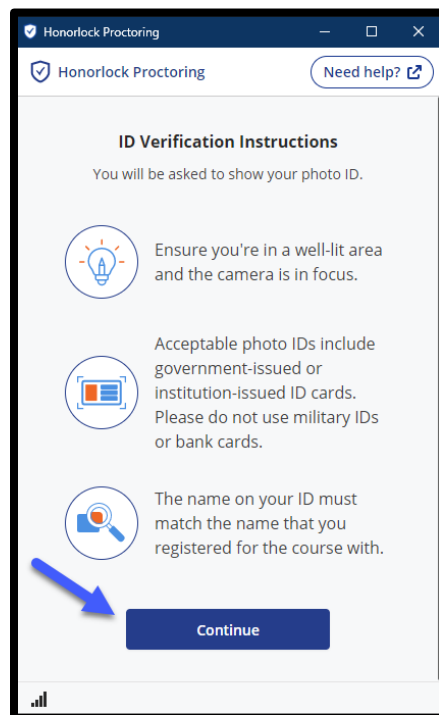


If you're a first-time user, you may need to allow Honorlock the use of your webcam.

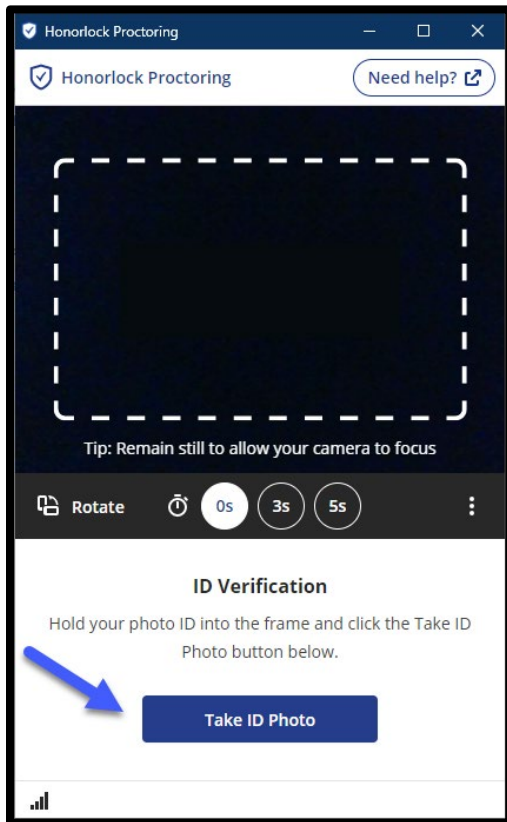
10. Photo Authentication- Center your face in the frame and take a photo by clicking **Take Photo**.



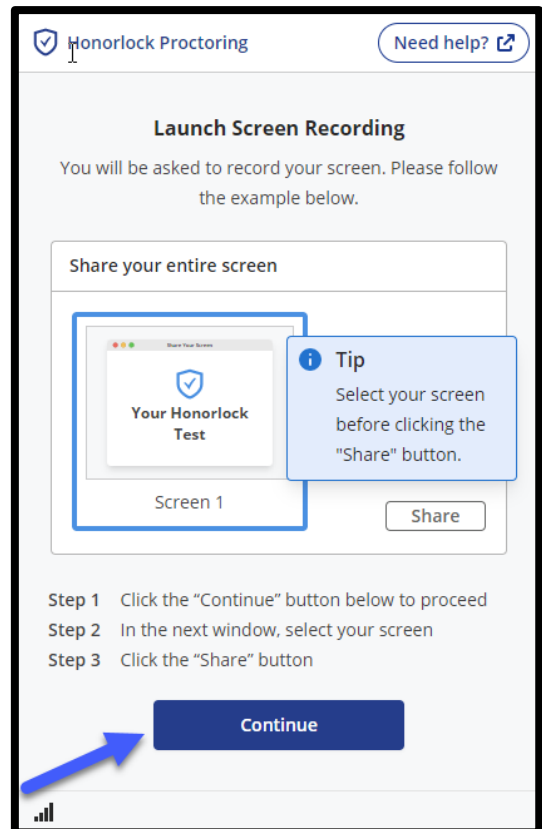
11. Next you will prepare to show your ID.  
Click Continue.



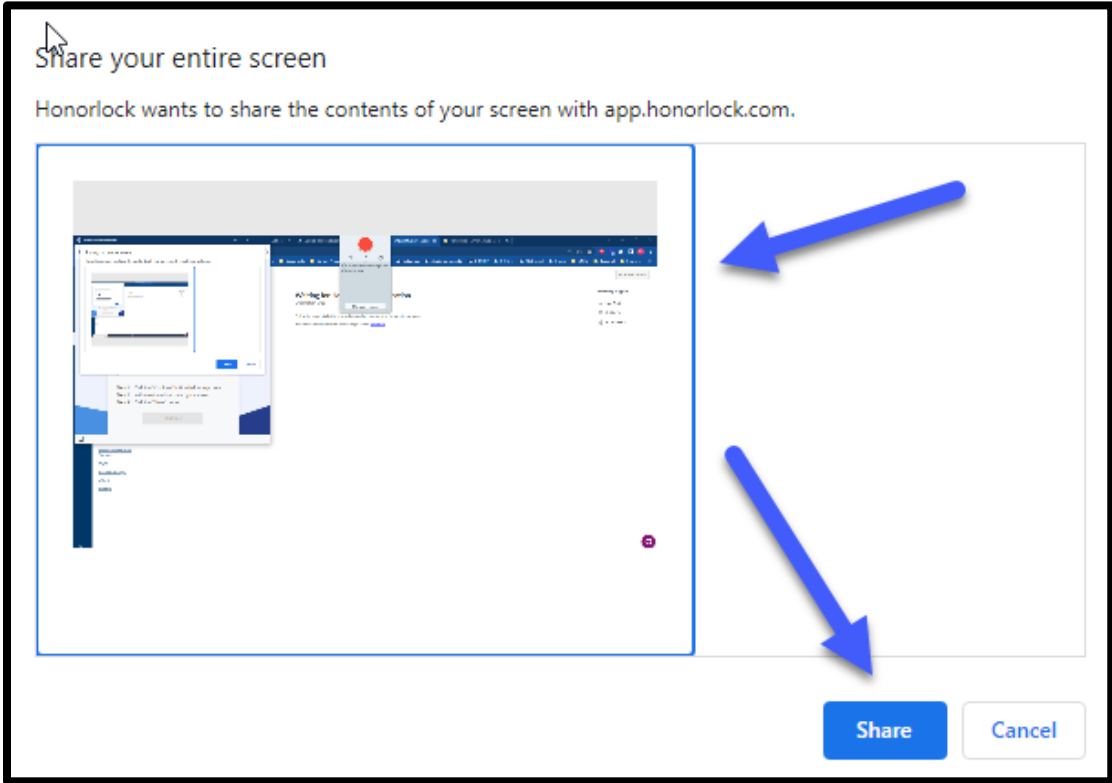
12. Photo ID Authentication- Continue the process for taking a photo of your photo ID. Click **Take ID Photo**.



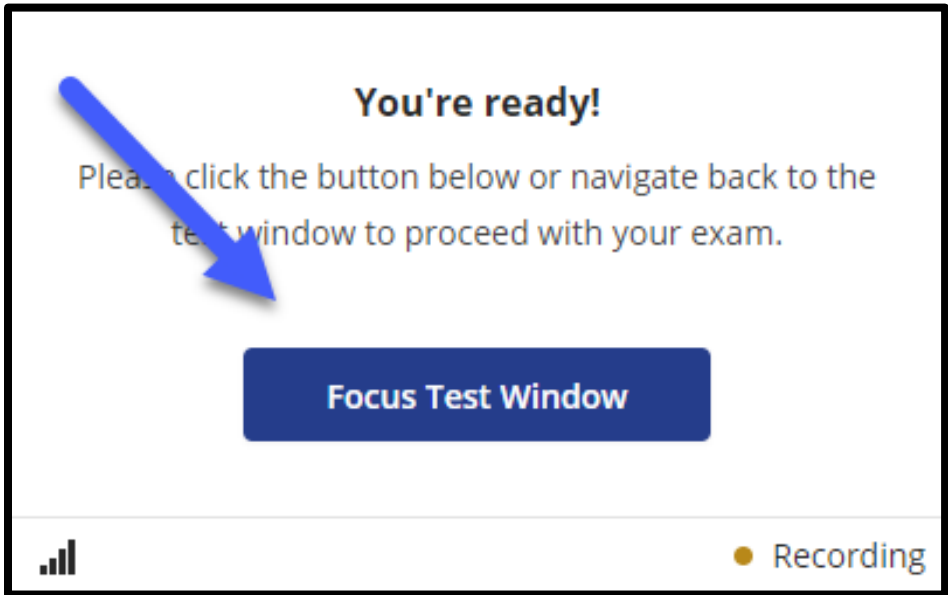
14. Next you will launch screen recording by clicking the blue **Continue** button.



15. Choose the screen to share and then click the **Share** button.

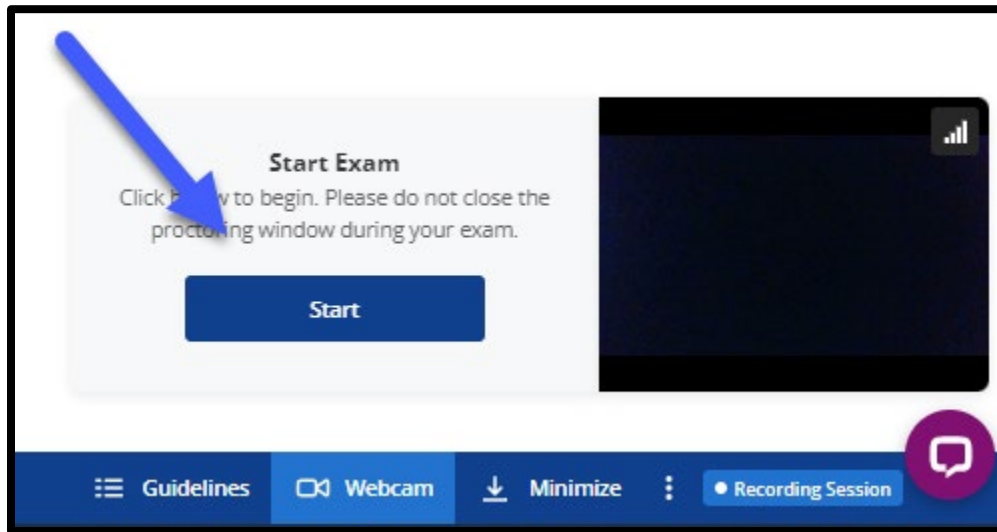


16. Next, select the blue **Focus Test Window** button in the pop up to return to the main Chrome Browser in Canvas.





17. In the bottom right corner of the screen click the blue **Start** button. This will begin your exam.



18. Take your assessment. Your webcam and screen will be recorded.

19. Take your test as you would normally. The camera will continue to record while you have the exam open.

20. Honorlock proctoring will automatically save and close once you have finished taking your assessment. At this time, the recording will end.