# Faculty Resources

## Course Due Date Availability



#### Steps for Checking the Honorlock Videos

#### \*\*Please ensure that you are reviewing the Honorlock Videos\*\*

- 1) Please review the videos to confirm if Honorlock artificial intelligence has verified that the student ID is valid.
- 2) Please make sure that the student's face matches the photo on their ID. If there are discrepancies between both images, please inform the e-Learning Department immediately.
- 3) Please verify the student has successfully taken the Orientation Quiz.
- Do not grade the Introduction Discussion if the student has not completed the Orientation Quiz or if there are any discrepancies with the verification of the student's ID, as noted above.

Please keep in mind that your students will not be able to access the course modules or course content until they score a 100% on the Orientation Quiz. The student has the opportunity to take the quiz multiple times to achieve 100%.

For your convenience, the instructions for viewing the Honorlock videos can be found below in the following steps:

1) Click on the **Honorlock** tab on the left side within your course shell. See the image below.



2) Next, click on the blue **Results** tab on the far-right side of the Orientation quiz under Honorlock. See the image below.

Orientation Quiz		➔	Desulte	Cattions	
Open	Available until Mar 15   Due Mar 15 at 11:59pm		Results	Settings	

3) After clicking the Results tab, choose the **View Session** button for each student in your course, to review their Orientation Quiz video. See the image below.

A Back to Exams		🗑 Honorlock		Need help?
Orientation Qui	z			Summary Report
Student Results	Settings Search & Destroy			
Search: Student Nam	e or IDs Q		Sort by:	Exam Time Descending
Filter: Pop-in Oc	curred 🖸 High 🖸 Medium	Uiolation		
STUDENT	FLAGS	EXAM TIME 🐱		
				View Session

4) Once you click **View Session** for a student, click on the **download button** (See label A in the image below). To access the **ID picture** (see label B in the image below) and compare it with the video of the student.

	Exam	: Orientation Quiz			Need	Help?	Close
A.							
<b>≟ k (</b> • 1x ▶ II	09:00:33					09:	:00:39
Download: Profile Picture	Question	EVENT	QUESTION	TIME	DESCRIPTION		
Download: ID Picture	B. the Student Course	Notice		8:59:49 PM	Proctoring Launched Operating System: Mac OS, B	rowser: Chi	rome
Download: Webcam Video		Notice		8:59:49 PM	Profile Picture		

5) To confirm your student's identity, please make sure that the **student's face in the video matches the ID picture.** If there are discrepancies between both images, please inform the e-Learning Department immediately.

#### **\*\***Grading of the Introduction Discussion\*\*

Please do not grade the Introduction Discussion or any other module until you have verified the following:

- 1) You have verified the student ID is valid
- 2) The student has completed the Orientation Quiz

### Check-in Chat Meeting Information

**Check-in Chats:** Please join us every Tuesday from 4-5 PM EST, for informal office hours for discussions with your colleagues.

Meeting link Password: 3reDFn8hBD8

Also, the <u>e-Learning Breakroom</u> has all of the resources that you would need to access faculty reminders and videos.