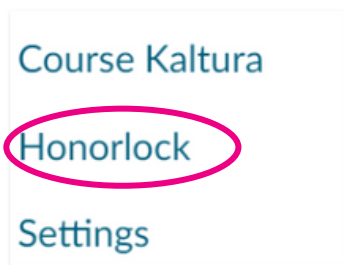


HONORLOCK

Copying a Quiz

To ensure that Honorlock settings are properly copied over after a course import, additional actions are required. Without these actions, Honorlock-enabled quizzes will not function correctly. To make sure Honorlock is properly enabled and settings are preserved from semester to semester, follow these steps:

- 1 After a course import is complete, go to the **Honorlock** link in the course navigation bar.



- 2 The Course Copy screen will open. To bring over all settings and enable Honorlock in the new course, choose **Copy Honorlock Exam Settings**.

Your course was copied from: Honorlock Settings [Dev]

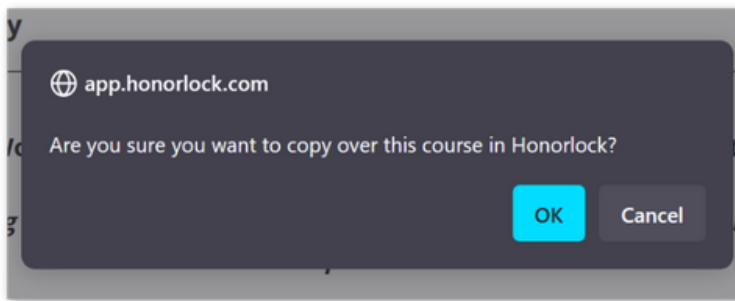
Course Copy

Would you like to copy over all enabled Honorlock exam settings for this new course?

*Importing the same course content more than once will overwrite any existing content in the course.
Universal exams will require their start and end dates to be manually updated.*

Warning: This screen will only appear once. Navigating away from the Course Copy Selection Screen without making a selection will require that all quizzes be re-enabled with Honorlock individually.

Depending on browser, this popup may appear. If it does, click **OK**.



Choosing the option to Copy: Honorlock Exam Settings will bring over all settings and enable all quizzes that were used in the previous course



It is a good idea to review the settings and enabled quizzes in your new course to check for potential errors.

3

When students attempt to take an Honorlock quiz that has not be copied over correctly, they will be prompted for an Access Code to continue. Do not provide students with the access code or they can bypass the exam completely. The solution is to go to the Honorlock area and either choose **Copy Honorlock Exam Settings** or manually add Honorlock back to each quiz

Troubleshooting

Issue

Students attempt to take an Honorlock quiz, and every student receives an Access Code prompt to continue.



Do not provide students with the Access Code, as this allows them to bypass Honorlock entirely.

Settings test > Settings test

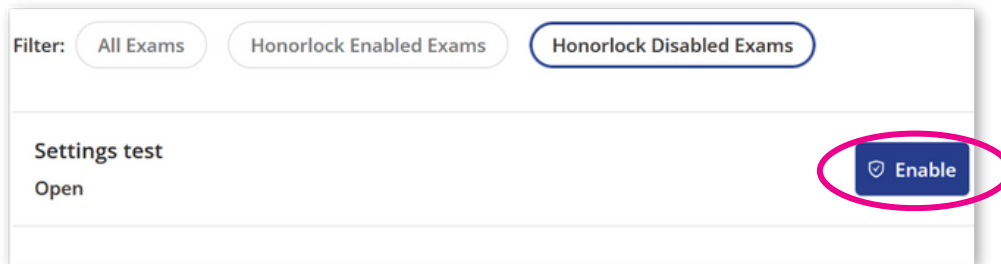
Settings test

This quiz is restricted by an access code. You'll need to ask your teacher or proctor to type in or tell you the access code in order to take the quiz.

Access Code:

Solution

When all students receive an Access Code prompt, the issue could be due to either not copying over the Honorlock settings (as described above) or accidentally altering the Access Code. To resolve both issues, re-add Honorlock to each quiz. Once re-enabled, instruct the students to try the quiz again.



Individual Student Issue

When only some students encounter problems while at least one student can start the quiz, the issue is likely a browser timeout.

Solution

Instruct affected students to refresh their browser. If the problem persists, they should contact Honorlock Support.