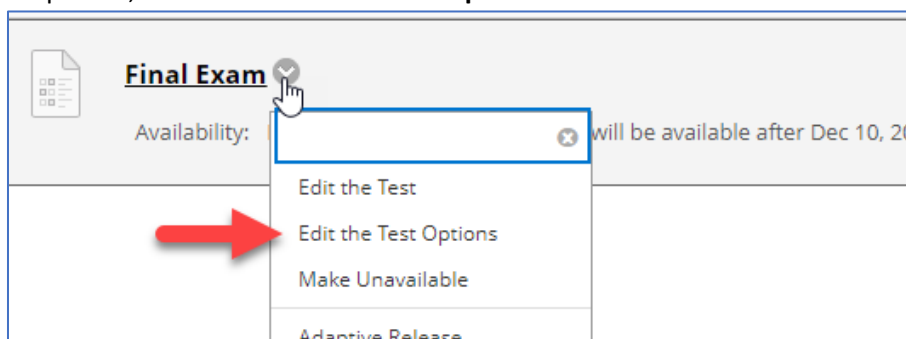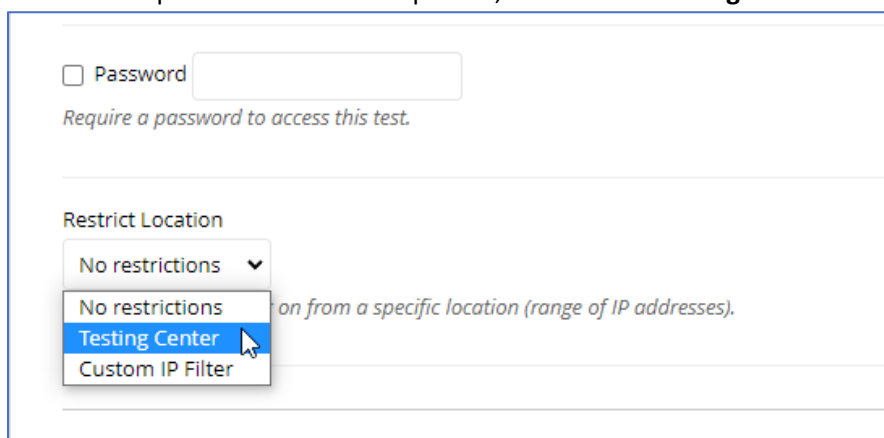# How to restrict test access to UT Dallas Testing Center

eLearning now allows faculty to Restrict Location (access) for a test to the Testing Center. The instructions below are to be used when all students are taking the test at the UT Dallas Testing Center.

1. While in your eLearning course, locate the test for which you need to restrict access. Click the dropdown, and choose **Edit the Test Options**.
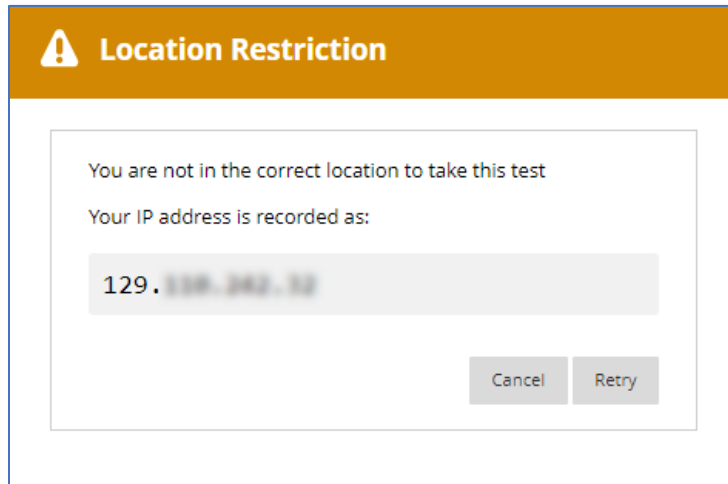

2. Scroll halfway down the page, and just below the password setting, you'll see a **Restrict Location** dropdown. Click this dropdown, and choose **Testing Center**.

3. Continue setting all other test options, as you normally would, and click **[Submit]** at the bottom of the page.

PLEASE NOTE: If using this Restrict Location setting, you do not need to set an exam password. The password is an alternate method to restrict access to the test; however, since you're using the Restrict Location method to limit access only to users in the Testing Center, the password is not needed.

Once the Restrict Location setting is turned on, only students using a Testing Center computer will be able to access the test. Anyone outside the Testing Center attempting to access the restricted-access test will get an error message.

SPECIAL CIRCUMSTANCES

- **If you have a student who requires Honorlock as an accommodation**, you are able to use the instructions above; however, you'll need to set up a separate copy of the test which as Honorlock turned on, and you'll then release that Honorlock test only to the one student. (Instructions: How to set up special Honorlock test for student accommodation)

- **If you have a student taking the test at a remote proctoring location**, you are NOT able to use the Restrict Location setting. Instead, you will use the 'Password' setting. This way, both the Testing Center students and the remote proctoring location are able to access the test.