

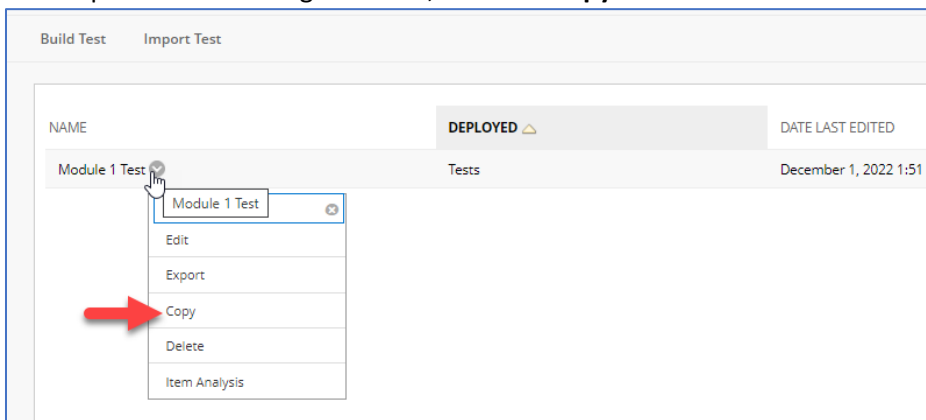
How to set up special Honorlock test for student

These instructions are intended for use when a student requires Honorlock as an accommodation, and the instructor needs to make the Honorlock test available just to the one student.

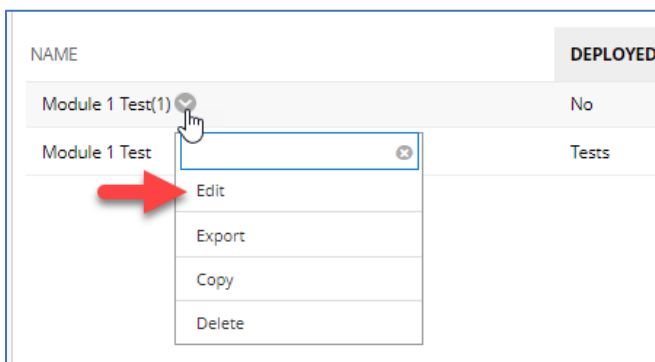
STEP 1: MAKE A COPY OF EXISTING EXAM

These instructions assume the instructor has already created the original exam that the rest of the class will complete.

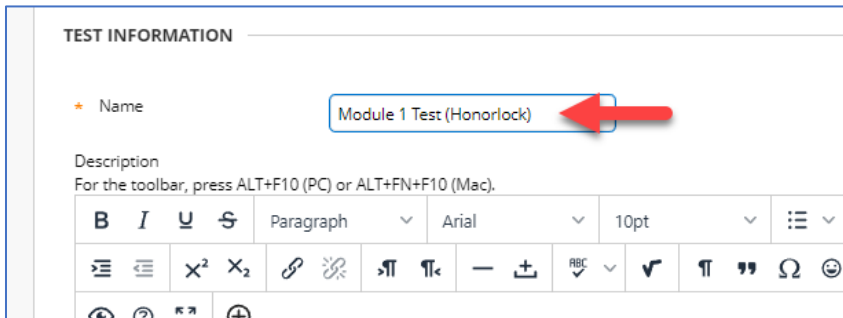
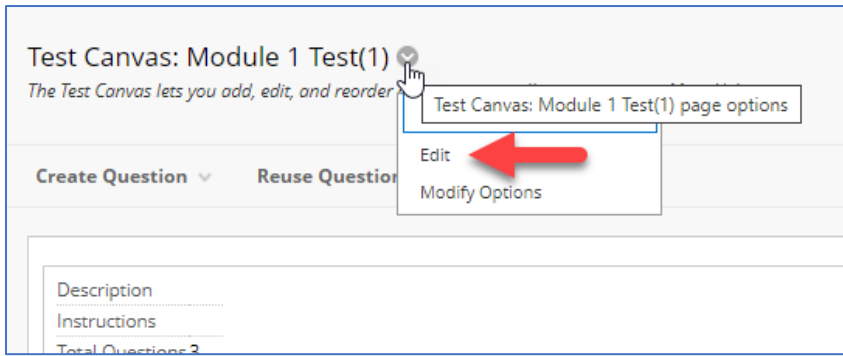
1. While in your eLearning course, go to **Control Panel > Tests, Surveys, and Pools > Tests**. Select the dropdown for the original exam, and click **Copy**.



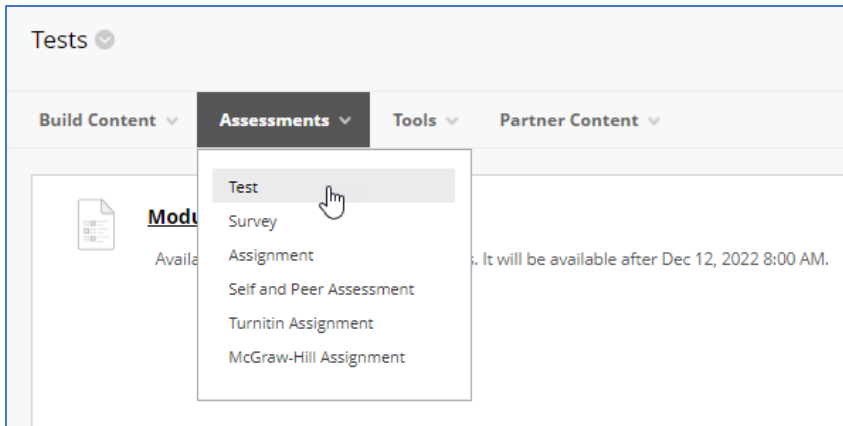
2. You'll now see the copied exam listed. Click the dropdown beside this newly created exam, and click **Edit**.



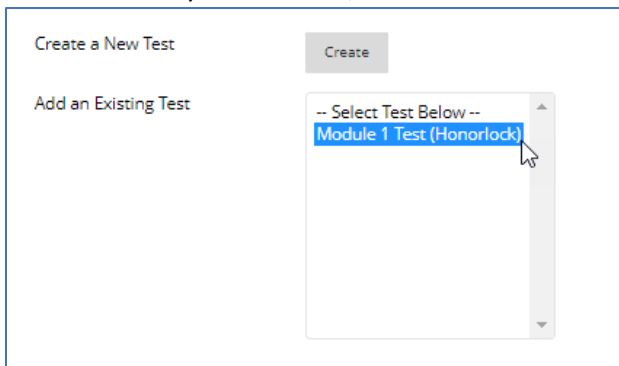
3. Click the dropdown beside the exam name (at the top of the page), and click **Edit**. Rename the test, then click **[Submit]**.



4. Now go to the location in your course where students access exams (e.g. the 'Tests' folder, as in the screenshot below).



5. Select the newly created test, then click **Submit**. Then continue to STEP 2 below.



STEP 2: EDIT TEST OPTIONS TO MAKE EXAM AVAILABLE FOR ONLY ONE STUDENT

Once you've created the test that only the one student needs access to, below are the Test Options to prevent the rest of the class from seeing that test.

- 1. Once you've completed STEP 1 (above), you're now looking at the **Test Options** page for the Honorlock test. Set all settings as normal EXCEPT THE FOLLOWING...
 - a. Set the Display After and Display Until dates to some time well into the future (e.g. some date in 2025). This prevents the class from ever seeing the test.

The screenshot shows two rows of settings. The first row is for 'Display After', with a checked checkbox, a date field containing '12/12/2025', a time field containing '08:00 AM', and a clock icon. The second row is for 'Display Until', with a checked checkbox, a date field containing '12/12/2025', a time field containing '10:00 PM', and a clock icon. Below each row is the text: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

- b. Now add a Test Exception for the one student who needs to access the test. Set the dates like normal (for this semester).

The screenshot shows a table with columns: NAME, ATTEMPTS, TIMER, and AVAILABILITY. At the top are buttons for 'Add User or Group' and 'Remove All Exceptions'. The table contains one row for 'Paul Hewson'. The 'ATTEMPTS' column has a dropdown menu set to 'Single Attempt'. The 'TIMER' column has a checked checkbox, a field with '60', and a checked checkbox for 'Auto Submit'. The 'AVAILABILITY' column has a calendar icon and text: 'After: 12/12/2022 08:00 AM' and 'Until: 12/12/2022 10:00 PM'.

- c. DO NOT set a Due Date. This way your other students won't get notifications re: the test in their calendar/app/emails.

The screenshot shows the 'Due Date' setting with an unchecked checkbox, a date field, a calendar icon, and a clock icon. A large red 'NO' is overlaid on the date field. Below the field is the text: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

- d. Finish setting the rest of the Test Options, and click **[Submit]**.

- 2. Hide the special test column from students in the Gradebook.