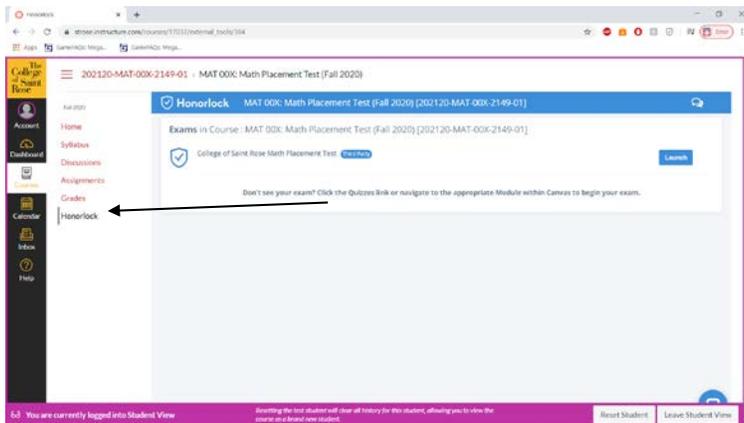


### Steps to use Honorlock for MPT:

**What you'll need before getting started: Webcam, Google Chrome, a photo ID, plain white scrap paper, scientific (non-graphing) calculator.**

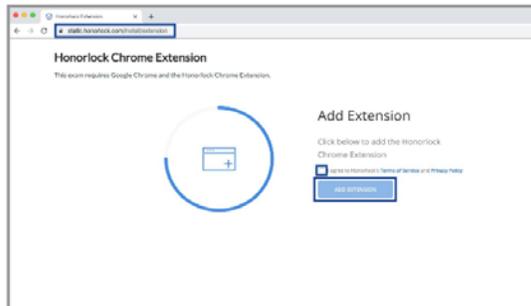
- 1) Open Google Chrome. If you don't have Chrome, please download it. This will not work in any other browser.
- 2) Log into Canvas and select the MAT 00X: Math Placement Test course.
- 3) On the left-hand side, click the link that says Honorlock.



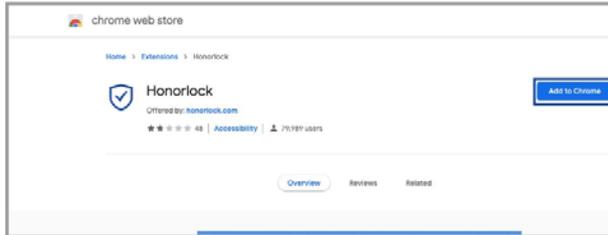
- 4) The browser will prompt you to download the Honorlock extension. Please do so.

### ***Install the Honorlock Extension***

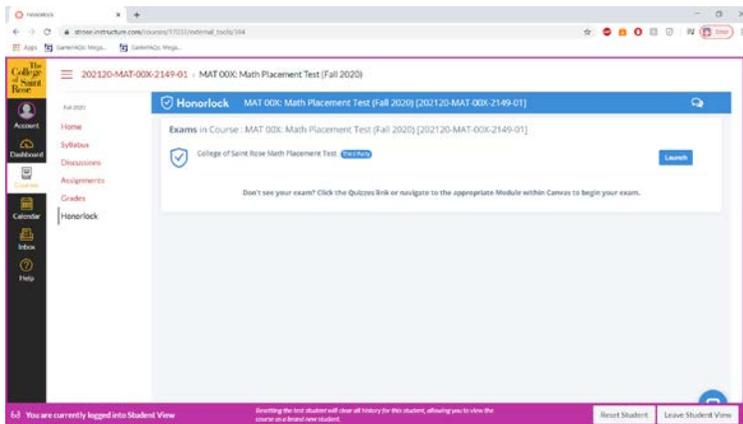
Please be sure to use [Google Chrome](#), as it is the only supported browser. Click [here](#) to install the Honorlock extension to your browser. Agree to the [Terms of Service](#) and [Privacy Policy](#) and click **Add Extension**.



The Chrome web store will open in a new tab. Please click **Add to Chrome** to add the extension to your browser.



5) Once completed, you will now be able to navigate to the math placement webpage by selecting the assignment from this page:



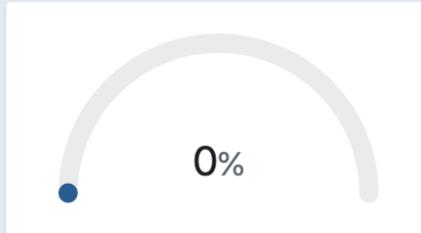
Commented [1]: This image needs to be replaced with an image from the St. Rose Course with the specific course and test name, etc.

6) Follow the protocols for the proctoring identification. You will need to have your computer take your picture, show your ID (can be government issued or school issued), perform a 360-room scan and scan of your work area. (Screenshots follow on the next page)



## Exam Progress

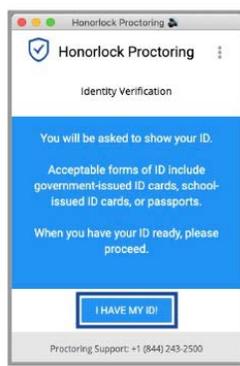
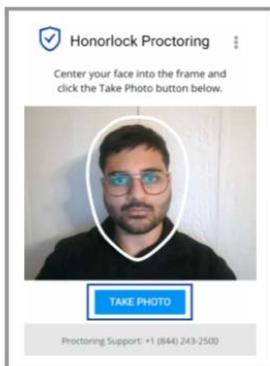
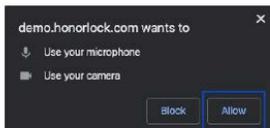
- ✔ Launch Proctoring
- ✔ Complete Authentication
- ✔ Access Exam
- ✔ Exam in Progress
- ✔ Exam Submitted

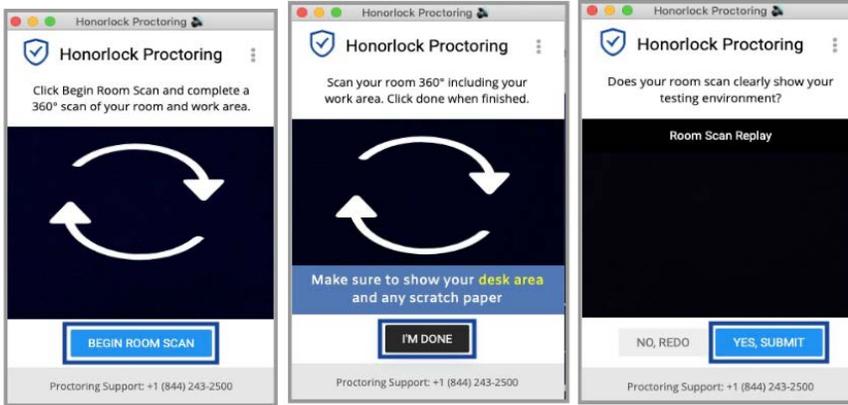


### Honorlock Instructions:

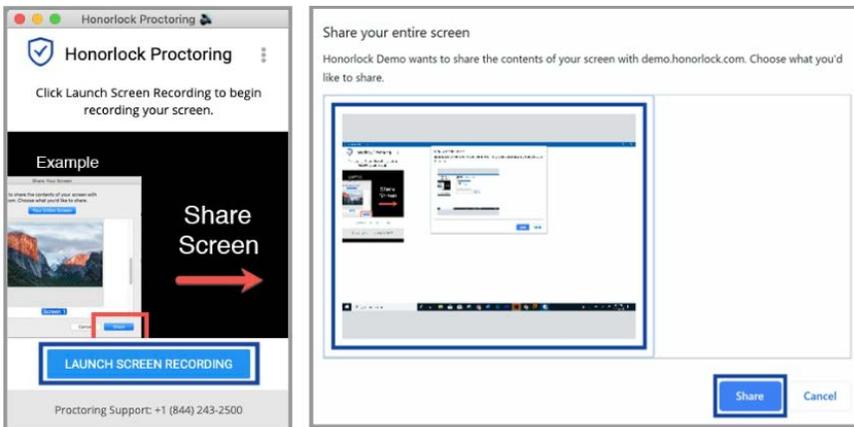
- Click the "Launch Proctoring" button below to begin the proctoring process.
- Once you have completed all of the steps, navigate to your assessment in another tab.
- When ready to enter the exam password, select "Enter Password" from the camera window.

Launch Proctoring





### 7) Launch Screen Recording



<https://honorlock.kb.help/-students-starting-exam/how-to-use-honorlock-with-a-universal-exam-student/>

**Honorlock**

## Exam Progress

- Launch Proctoring
- Complete Authentication
- Access Exam**
- Exam in Progress
- Exam Submitted

50%

**You're ready to take your exam:**

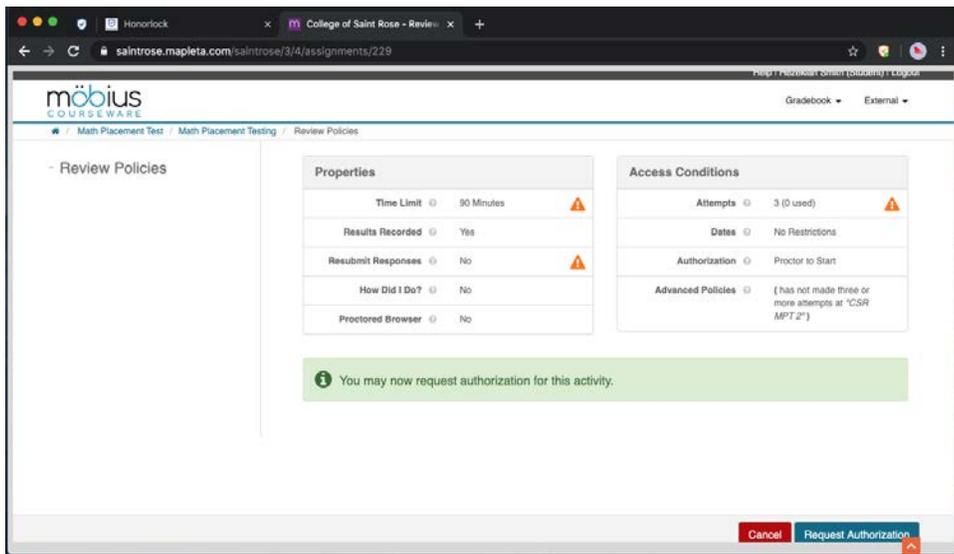
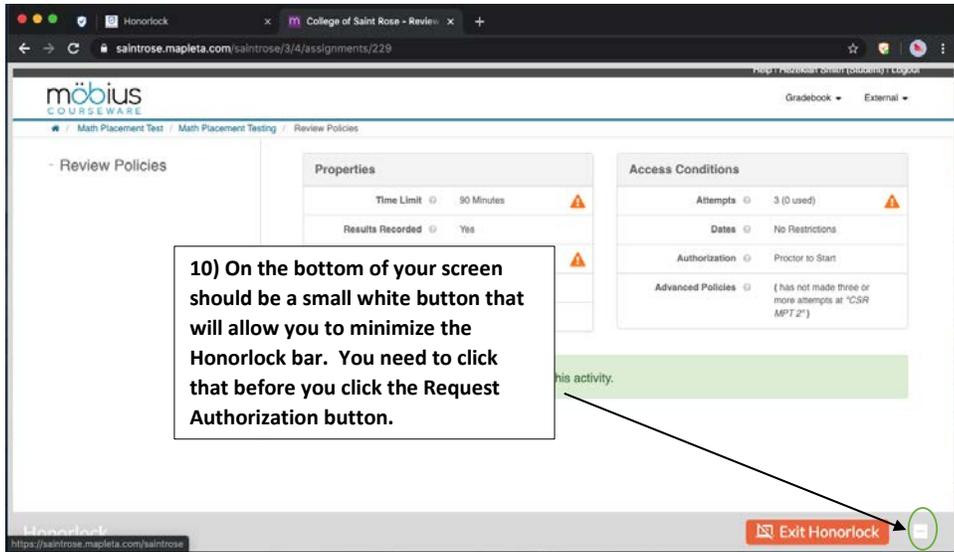
- Navigate to your exam provider: **MyLab Math**
- Navigate to the specific exam and when you are prompted to enter a password, click on the *Insert Password* button in the Honorlock webcam window.
- If you need assistance, [click here](#)
- To relaunch the camera window, [click here](#)

demo.honorlock.com is sharing your screen. [Stop sharing](#) [Hide](#)

8) Once at the MPT site, you will login using the following credentials: UN- ID number, PW: Mathisfun!

9) Select the Math Placement Test course, then select the option that says CSR MPT 2 (STAR Day). Do Not select any other version that you see. **This will only work with the STAR Day version!**

| |

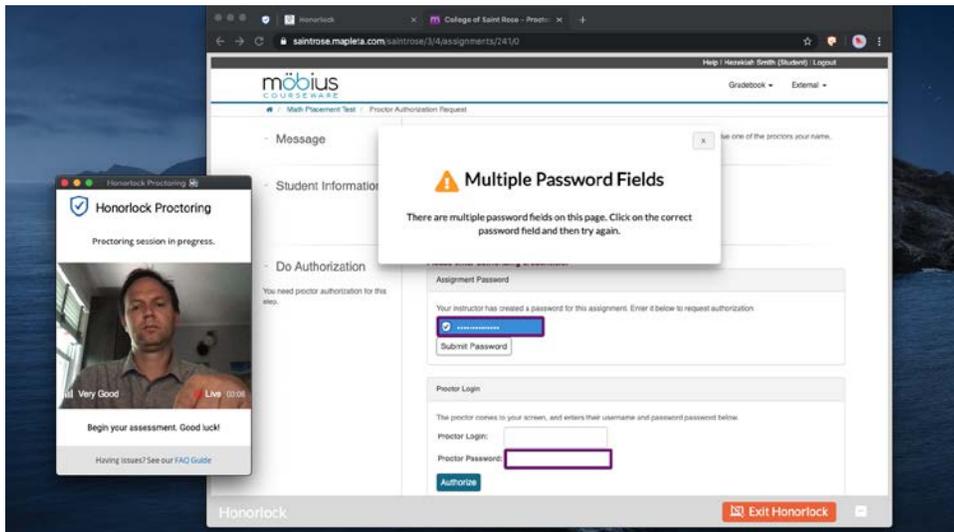
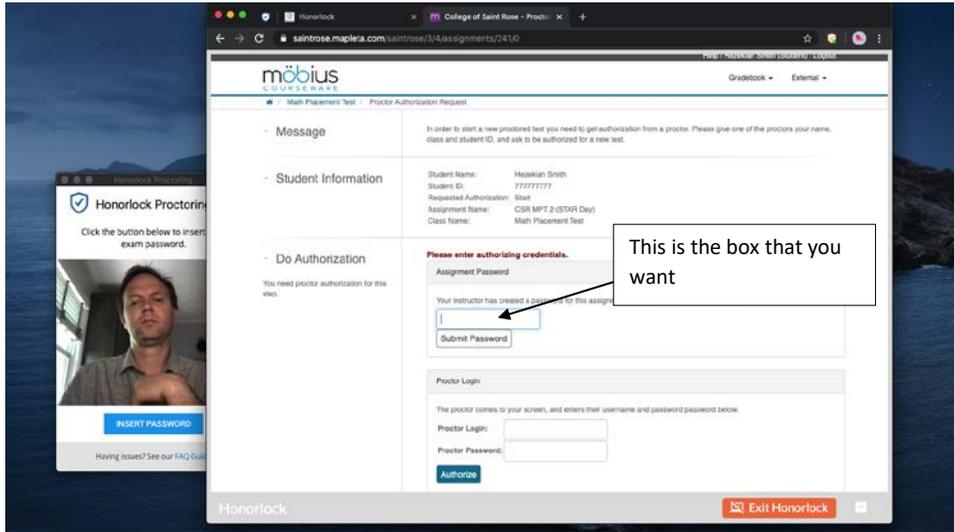


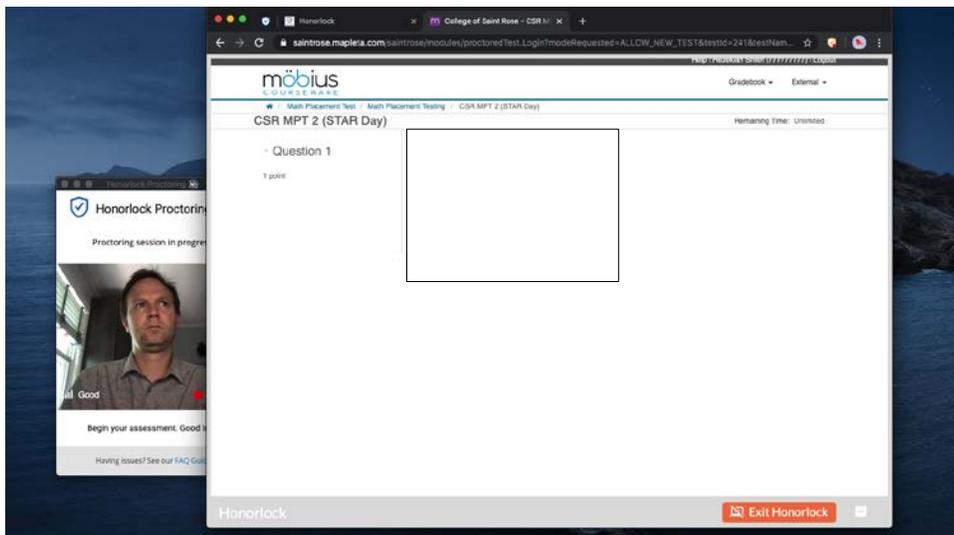
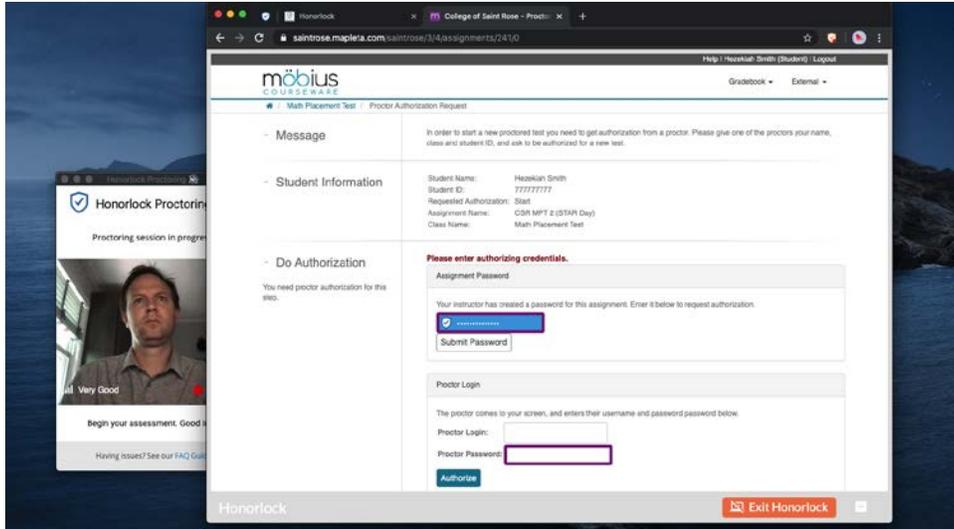
11) After clicking Request Authorization, there will be several boxes that appear on the screen. Select the top box that says Assignment Password and click once in this box. On the Honorlock window (the

one with the picture of you, click the button that says Input Password. This will autofill the password and you can then click Submit Password.

Commented [2]: I think we should get actual screenshots of this experience with the Mobius platform. I wasn't sure if I could still use the login credentials you shared with me previously or not, and didn't want to risk having them work and then being responsible for messing something up.

Commented [3R2]: You should still be able to use the login information I gave you.





Commented [4]: You might want to block this question out in this screenshot and draw an arrow to the 'Honorlock' bar at the bottom and the minimize button and add a direction that to advance to the next question the navigation will appear behind the Honorlock banner.

12) You will now be able to take the Math Placement Test. Select your choice for each question, then click the minimize button as before and click Next. Repeat this step for all 30 questions. There is no way to skip a question and return to it, so answer each question before you proceed. Once you have made your choice for question 30, the Next button will fade away. Click Submit Assignment. Only click this button if you are on question 30.

13) Consult the grid at the end of the Placement to determine if you were able to achieve the score you need for your major. If you need to retake the placement, contact Matt Woods at [woodsm@strose.edu](mailto:woodsm@strose.edu), or at 518-454-2177 to set up time to either review the test or to schedule a retest.

14) Your score will be uploaded to your Degreeworks page within 24 hours of completing the test.