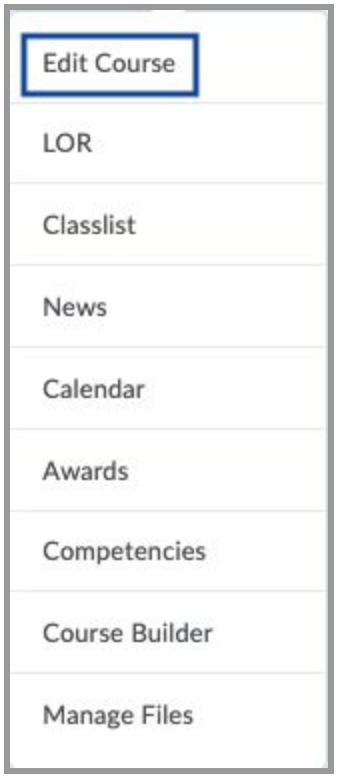
Once your D2L exam is enabled with Honorlock, you will have the ability to export your exam questions and upload them into our LTI in order to benefit from our tools such as **Search & Destroy** and **Multi-Device Detection**.

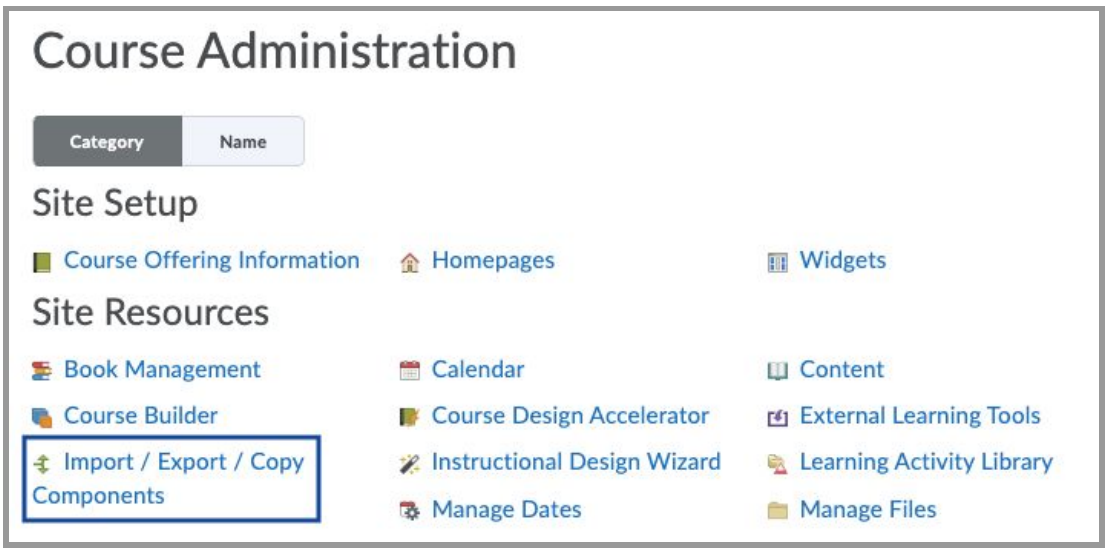
Uploading Your Exam Questions

1. Login to your D2L instance as an instructor and navigate to your desired course.

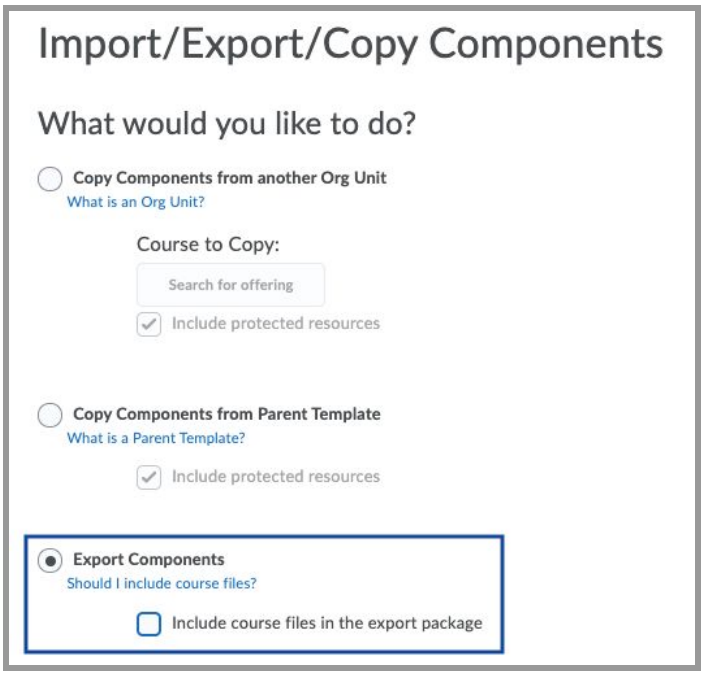
2. Within the navigation bar at the top of the page, proceed to click on **Course Tools**. Once the drop-down list expands, click on **Edit Course**.



3. On the Course Administration page, locate the section titled **Site Resources**. Proceed to click on **Import / Export / Copy Components**.

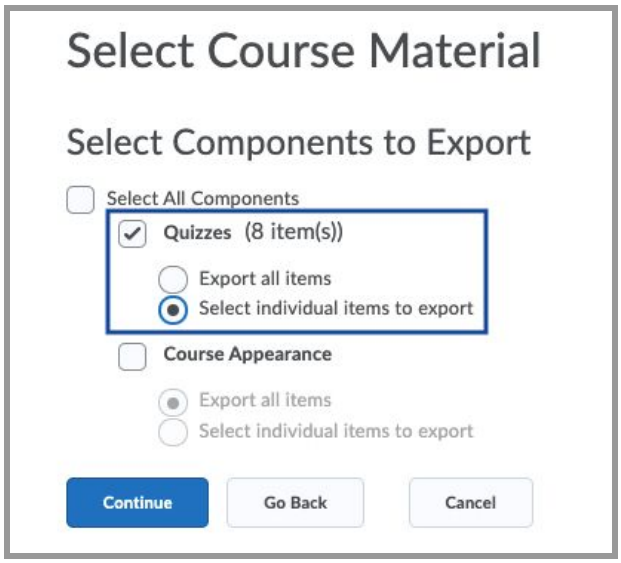


4. Select **Export Components**. However, do not select the checkbox labeled as **Include course files in the export package**.

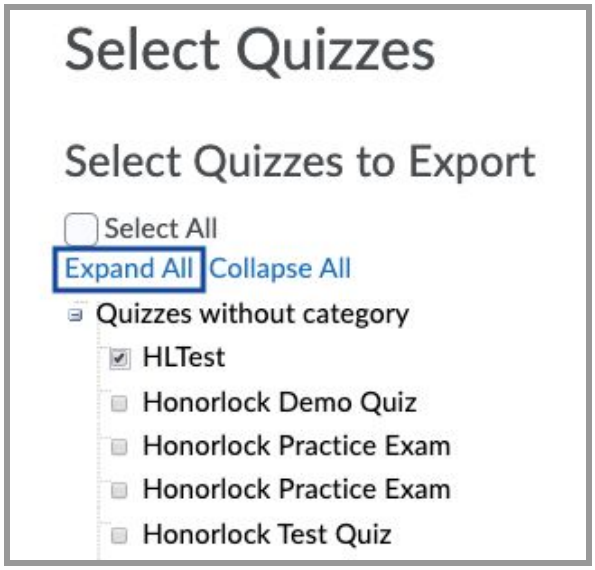


5. Click on the **Start** button.

6. On the Select Course Material page, first select **Quizzes**, then **Select individual items to export**. Once the above selections have been made, click on the **Continue** button.

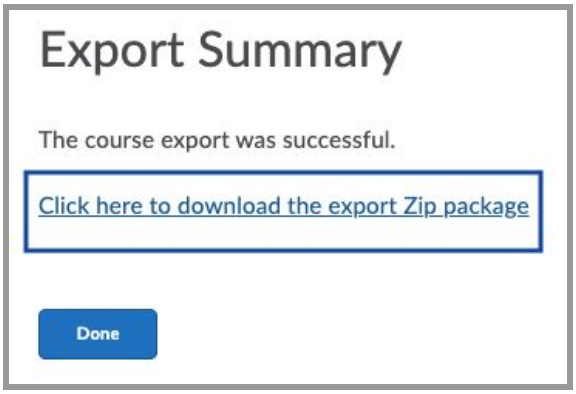


7. On the Select Quizzes page, click on **Expand All** and proceed to select the quiz you would like to export. Once completed, click on the **Continue** button.



8. To confirm the component(s) you would like to export, proceed to click on the **Continue** button.

9. Click on the **Finish** button to generate the desired file package. Once completed, click on the link provided to download your question file. Please note that the exported file will save as a .zip file. You will need to be able to access this file when importing your exam questions into our LTI. Therefore, it is important to save the exported file to your computer, or know how to access the file via the Downloads directory within your browser.

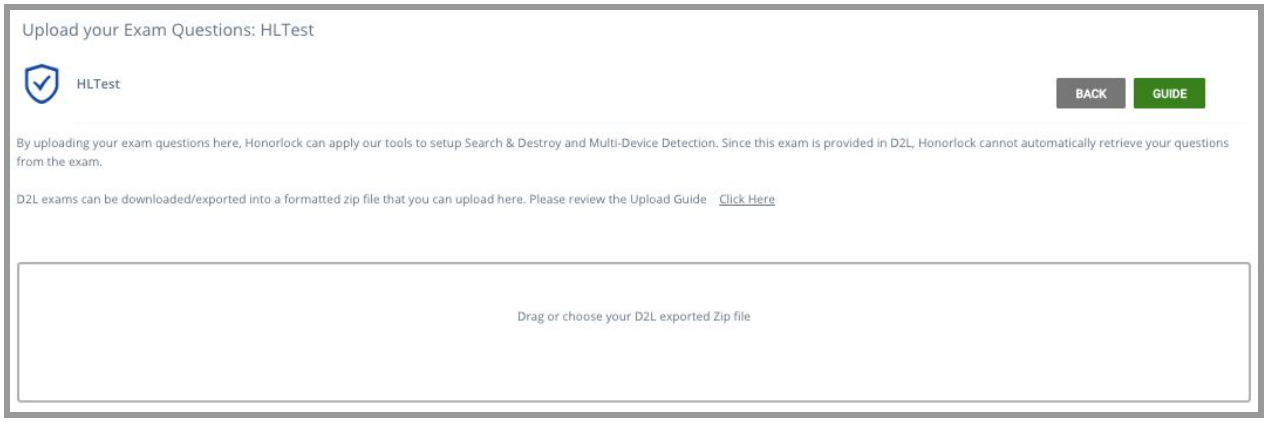


10. Once you have exported your exam questions, navigate to the Honorlock LTI within your course. Please reach out to your institution's Key Administrator if you require additional assistance with locating our LTI.

11. Locate your enabled assessment and proceed to click on **Settings**.

12. Scroll to the bottom of the Settings page and click on **Upload Questions**.

13. From the upload page, you will have the ability to either drag in, or select, your .zip file containing your exam's questions.



14. Once you have selected your question file, review the questions to ensure that they have been uploaded correctly. Once you are satisfied, proceed to click on **Save** to process. As a best practice, we recommend completing this process at least 48 hours prior to the start date of your exam.