

Virtual Faculty Proctoring with Zoom: Before Test Day – Instructor Checklist

- ☐ Make sure the test you want to proctor is available in your course.
See how to [Create Tests](#) and [Set Release Conditions by Date](#)
- ☐ Apply LDB to the test.
See how to [Prepare an Exam](#) and the next five steps below
 - ☐ Under Settings, click “Require Respondus LockDown Browser for this exam.” Optionally, click “Advanced Settings” to see additional features.
 - ☐ Under Proctoring, click “Allow instructor live proctoring for this exam.”
 - ☐ Under Instructor Live Proctoring, click “Select your video conferencing system” and then click “Zoom” from the drop-down menu.
 - ☐ Create and type in a start code for the test. Optionally, click “Include additional instructions to students.”
 - ☐ Click the “Save + Close” button at the bottom.
See this link: [Blackboard Ultra Test Settings for Faculty Proctoring on Zoom](#)
- ☐ Create a new Zoom meeting associated with the test, either through the Zoom button in your Blackboard course, or via the Zoom website at <https://cscceedu.zoom.us/>
 - a. *Watch a 3-minute video on how to do it through your Blackboard class at <http://www.kaltura.com/tiny/0lse9>*
 - b. *Watch a 3.5-minute video on how to do it through the Zoom website at <http://www.kaltura.com/tiny/0icux>*
- ☐ Set up your Zoom breakout rooms; one for each student, with 2 extra for safety. Be sure to select “Assign Manually” and rename the room with the students’ first names.
Watch a 3.5-minute video on how to do this at <http://www.kaltura.com/tiny/0vq3i>
- ☐ Enable screen sharing for all participants and allow multiple participants to share at the same time.
*For more information, refer to **Virtual Faculty Proctoring: Test Day – Instructor Checklist**.*
- ☐ Learn how to set up and run a testing session.
*For more info, refer to **Virtual Faculty Proctoring: Setting up and Running a Testing Session**.*

If you have any questions or problems, please email teaching@cscce.edu