

## Virtual Faculty Proctoring with Zoom: Student Training and Readiness Test – Instructor Checklist

- ☐ Create a training module for students that includes instructions on how to download and install LockDown Browser, prepare for the environment check, and take a readiness test. *Note: Alternatively, you may email [teaching@csc.c.edu](mailto:teaching@csc.c.edu) to have a DEIS training module added to your course. You may edit this module as needed.*
  - ☐ Use a Class Zoom Session to review the testing process or create a new Readiness Test meeting in Zoom, either through the Zoom button in your Blackboard course, or via the Zoom website at <https://csc.c.edu.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>
  - ☐ Create a short, no-stakes (ungraded) readiness test (or use the DEIS training module test) in your Blackboard 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](#)
- ☐ Make sure the actual test conditions are set up similarly to these readiness test conditions.  
*For more info, refer to **Virtual Faculty Proctoring: Before Test Day – Instructor Checklist**.*
  - ☐ Administer the readiness test as you would the actual test.  
*For more info, 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@csc.c.edu](mailto:teaching@csc.c.edu)*