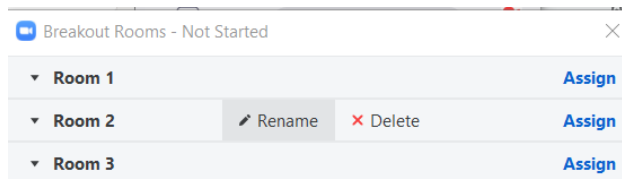


Virtual Academic Testing Session on Zoom

Setting up the Session

1. Log into Zoom (<https://csc-edu.zoom.us>) and open the prescheduled, recurring Zoom meeting for virtual testing, ideally 30 minutes before students are expected to arrive.
2. Set up your Breakout Rooms
 - a. Select the Breakout Rooms icon at the bottom of the screen (if the Zoom window is not full size, click the More (...) button along the bottom of the screen for the Breakout Rooms icon)
 - b. Set the number of rooms to be more than the expected number of students (2 more for safety)
 - c. Select “Assign Manually”
 - d. Click “Create Rooms”
 - e. Rename the rooms to the students’ first names
 - i. Hover over the room and click “Rename”
 - ii. Type the student’s name and hit enter
 - iii. Repeat for each room (no need to name the extra rooms)
 - iv. Click “Open all rooms”



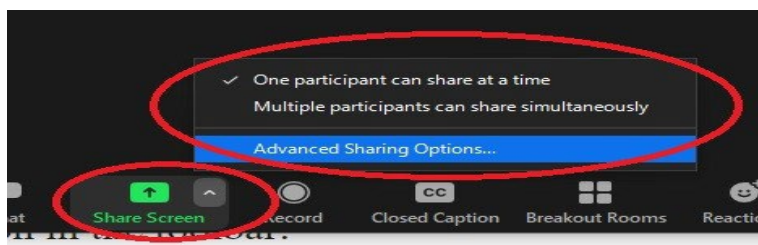
Options

Recreate

Add a Room

Open All Rooms

3. Enable screen sharing
 - a. Click on the arrow next to the “Share Screen” button for options



- b. Click “Advanced Sharing Options”

- c. Select settings in this order:
 - i. “Who can share?” – Select “All participants”
 - ii. “Who can start sharing when someone else is sharing?” – Select “All participants”
 - iii. “How many participants can share at the same time?” – Select “Multiple participants can share at the same time”

Advanced Sharing Options...

How many participants can share at the same time?

☐ One participant can share at a time

☒ Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

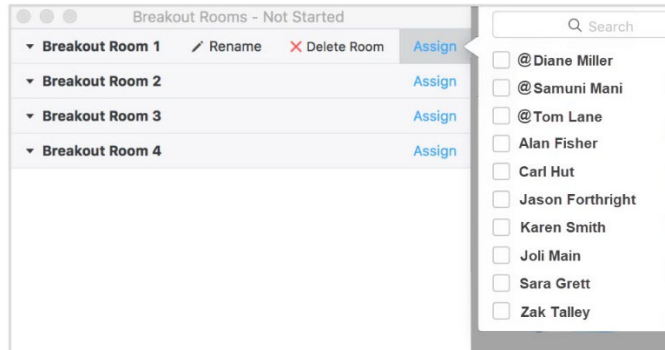
☐ Only Host ☒ All Participants

Who can start sharing when someone else is sharing?

☐ Only Host ☒ All Participants

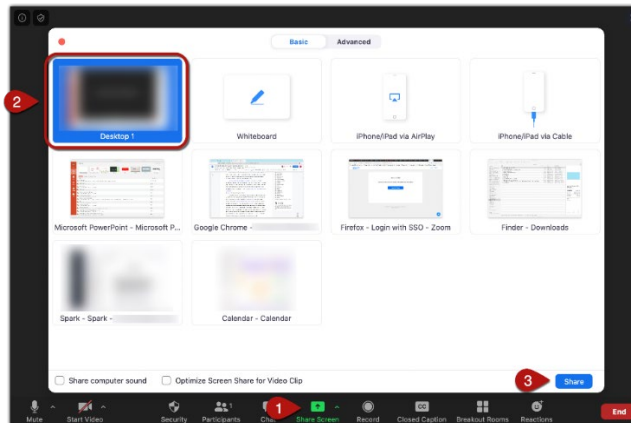
Running the Session

1. When students arrive, assign them to their breakout room.
 - a. Open Breakout Rooms
 - b. Click the “Assign” button next to the room with the student’s name



- c. Select the student from the list. Students will then click “Join” from the pop up on their screen
 - d. To follow a student into a breakout room, hover over the number next to the room name and click “Join”
2. Check the student in
 - a. Check the student’s ID against the name assigned to the Breakout Room (which should match their name in Blackboard)
 - b. Have the student give a 360 scan of their testing space to check for prohibited items
 - c. Have them show you their four-function calculator.
 - d. Have the student show you any dry-erase board they might use for the test. (NO)

- e. Have the student share their screen
 - i. Click on the green “Share Screen” button at the bottom of the Zoom window
 - ii. Select the first option, usually titled “Screen 1” or “Desktop 1”. We want them to select the option that shares their entire screen, not just one window on their desktop
 - iii. Click the blue “Share” button in the bottom righthand corner or green share button in the lower middle of the screen



- f. Ensure that no windows or programs are open on the student’s computer, other than Zoom.
 - g. Inform the student of the test instructions (time limit, materials, etc.)
3. Have the student sign in to Blackboard using their regular browser
 - a. The student will sign in, navigate to their course, and then click on their test
 - b. LockDown Browser will automatically open and they will then be prompted to close all programs running. They should allow LockDown to close the programs one at a time without leaving Zoom or the LDB program. Zoom will remain running.
 - c. Have the student click “Begin.” Lockdown will then ask for the start code

**Note* Chromebooks have not been allowing students to download Lockdown Browser. If a Chromebook user cannot locate Lockdown in the Chrome store, have them try calling IT Frontliners @ (614) 287-5846. If no solution is available, begin the test without Lockdown. This student will need to be closely monitored for web usage*
 - d. Give the student the start code you selected for the exam.
 - e. The student will start the exam, and the clock in the upper left will provide them with the available remaining time for the exam.
 - f. Remind the student to click the “Ask for Help” icon in the meeting controls if they are ready to check out.
 - g. At checkout, have the student hold any materials and clear their calculator if these were used.