

Virtual Faculty Proctoring with Zoom: Tips and Tricks for Instructors

- **If you are having multiple days or times throughout a single day** where you are testing students using the same test for the same section of a course, change the start code between testing sessions. This will reduce the chance that the start code might be shared with students who have not tested.
- **Have a printout of your class list** so that you can record any notations and track students who have been checked in. Also, if applicable, note which students are using a whiteboard.
- **If you have multiple devices or more than one monitor**, you may join your meeting a second time as a guest by using the Invite Link. This will enable you, as the host, to move your guest login into the testing rooms — so that you can view students as they are testing with your guest login, while you are simultaneously checking in other students as the host. If you are testing students using the individual breakout rooms method, you can move your guest login to another breakout room while you (as the host) go to the next student's room for check-in.
Watch a 7-minute video on how to do this and the next eight steps below at [KALTURA LINK HERE]

1. Click the **Invite** button at the bottom of the participant panel in Zoom.
2. In the pop-up window, at the bottom, click **Copy Invite Link**.
3. Paste the link in a new *Incognito (Chrome) or Private (Firefox)* web browser window.
4. Click the **Cancel** button in the pop-up browser window. Then, at the bottom of the webpage, click the **Join from Your Browser** link.
5. You should be prompted to “Use your microphone” and “Use your camera” in a browser pop-up window. Click the **Block** button and ignore any warnings. *NOTE: later, when prompted to “Join Audio by Computer,” do NOT do that. Click the X in the top-right corner of the window. Otherwise, bad audio feedback may occur.*
6. On the “Join Meeting” page, in the **Your Name** text box, type in the name you want to appear with your guest login — e.g., “Proctor” or “Testing Proctor.”
7. Click the **Join** button below.
8. Switch to your other screen or device where you are the Zoom meeting host, then click **Admit** in the Waiting Room to allow your guest login to enter the meeting.

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