## What is Zoom?

Zoom is a secure meeting platform. Only authenticated users can join a meeting. You as the instructor will have the ability to validate the ID of each attendee. Students are sent the email link to join the meeting room, and you can watch the students while testing via their webcam. The student will take their exam/assessment on Blackboard while in the Zoom meeting. **You will use the waiting room to admit students one at a time.**
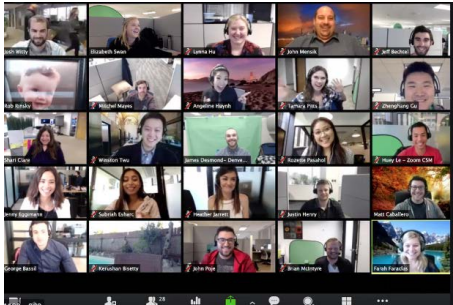
Technology Requirements

- Secure internet connection

- Laptop or desktop with a webcam for proctoring. Smart-phone may be necessary if no webcam is available

- Microphone or sound output via headset or earbuds

- Students may not be in a room with others. A quiet, distraction-free room is required.

Preparing a Test

- Student will need to have a valid ID for testing and show you the ID via webcam. CougarID, Driver's License, Passport accepted

- Complete a 360-degree scan of the testing environment, making sure no other recording devices (Alexa, smart watches, etc.) are present.

- If scrap paper or calculators are allowed during the test, the student must show that they are clear of any content during the environmental scan.

Creating a Meeting/Inviting Students

Download the Zoom Client via https://zoom.us/download#client_4meeting. Setup your exam on Blackboard as usual and then schedule your Zoom meeting for proctoring. The settings should be as follows: *1) Only authenticated users can join, 2) Require password when scheduling new meetings, 3) Mute participants upon entry, 4) Co-host option, which allows TA or other faculty member to co-host, 5) Allow host to put attendee on hold, 6) Waiting room*

Click "Schedule a New Meeting" and complete the meeting settings: *1) Registration required, 2) Meeting Password - automatically generate, 3) Video - Host and participant both set to "On", 4) Disable "enable join before host", 5) Enable "Mute participants upon entry", 6) Enable "Enable waiting room", 7) Enable "Only authenticated users can join", 8) Enable "Record the Meeting"*

Share the Registration Link. Click "copy the invitation" and paste into your preferred communcation channel with students. Students will register for the exam session and receive a unique link to access the session.

Testing Day
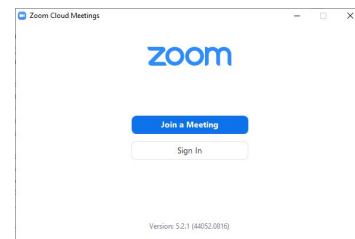
- Join before the meeting time to ensure a proper connection.

- Change to Participants can Chat with: Host only

- Remind students to sign on 30-minutes early to troubleshoot and authenticate

- Admit students one-by-one from the waiting room to validate ID and complete environmental scan. Inform students that the session will be recorded.

- **Start the recording.**

- **Inform student of exam expectations.** To ask questions, use the "Chat" icon. When exam is complete, student must send a message in the Chat and hand-shred the scrap paper on camera.

- Student logs into Blackboard and opens the test once directed to begin.

- Student needs to share his/her screen and you will click on **"Request Remote Control"** to enter exam password.

Troubleshooting

- During the exam, you can click on individual student's videos to expand their view. If a problem arises with a student during the exam, you can use **Chat** with the individual student.

Features

- Ability to control students screen

- Works with Chromebooks and Smartphones

- Can individually move a student to a breakout room

- You have the ability to allow late students to the exam (internet issue exceptions, etc.)

- Exam sessions can be saved and archived to your computer for future reference (incidents)

Limitations

- Security issues - can be hacked if not joined privately or link is shared (email or social media)

Questions

- Please contact a representative from College Testing Services at testingservices@cscc.edu or 614-287-2478