

Zoom guide for examinees

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Accessing the meeting room

1. If you have not previously used Zoom, start by downloading the programme from <https://zoom.us/download> and install. If you have already used Zoom, check in the menu of the programme if there are any updates. Install if necessary and restart Zoom.
2. Click the link to the meeting room that has been sent to you. Make sure you are ready well in advance. *Remember your student ID card, which you will be asked to display to the examiner.*
3. If the dialogue box below appears, click **Open Zoom Meetings**

Open Zoom Meetings?

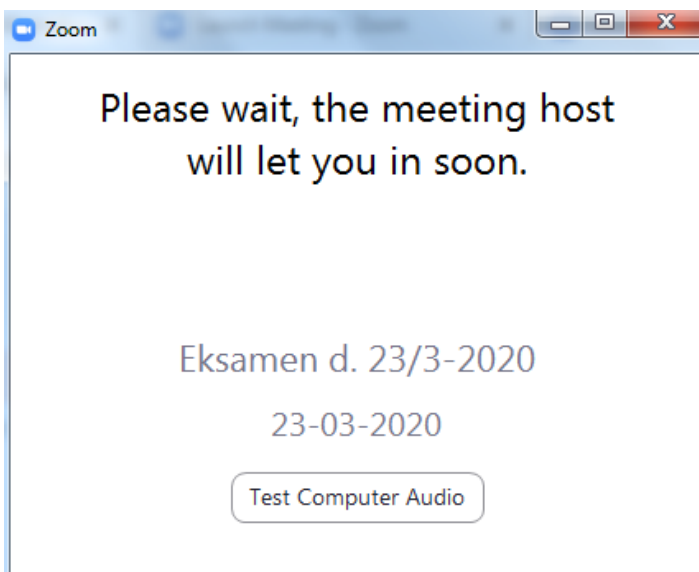
<https://aarhusuniversity.zoom.us> wants to open this application.

Open Zoom Meetings

Cancel

4. Always sign in with SSO, which means that you are logging in via WAYF, just as you do when accessing Blackboard.

You will then be asked to wait until the examiner lets you into the meeting room. While waiting, you can test your audio input and output by clicking **Test Computer Audio**.



5. Click **Join with Computer Audio**, when you are allowed access to the meeting room.

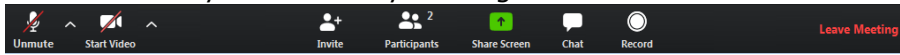
Join with Computer Audio

Test speaker and microphone

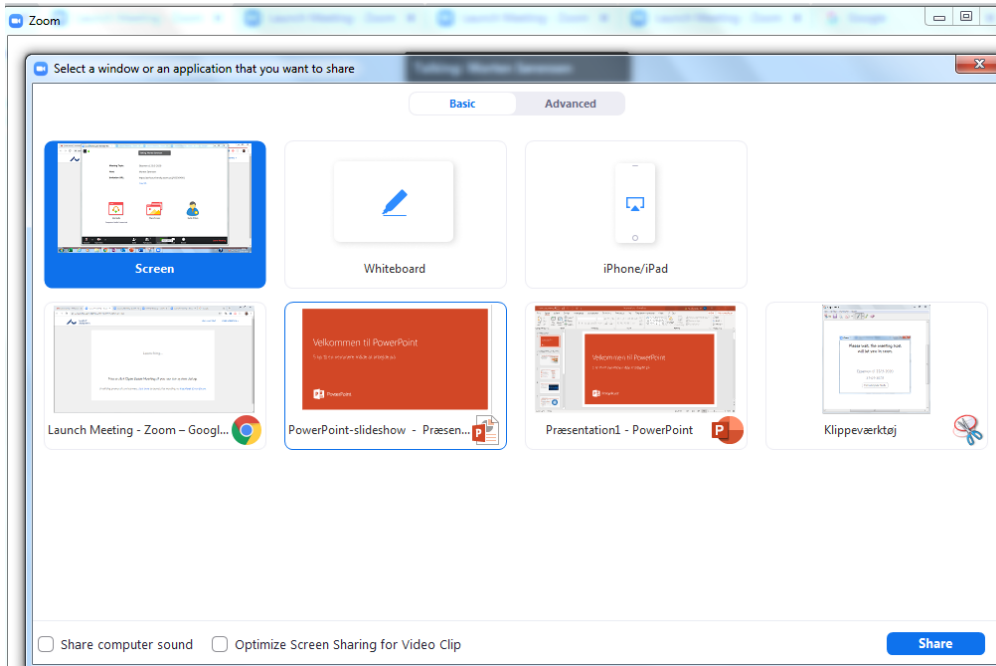
6. You can turn on audio and webcam in the bottom left-hand corner:



7. You can share your screen by clicking **Share Screen**.



Here, you also have to option of sharing a PowerPoint presentation. It is recommended that you have your PowerPoint presentation open and ready to present. If so, you can share this view and not normal viewing, which you can see below.



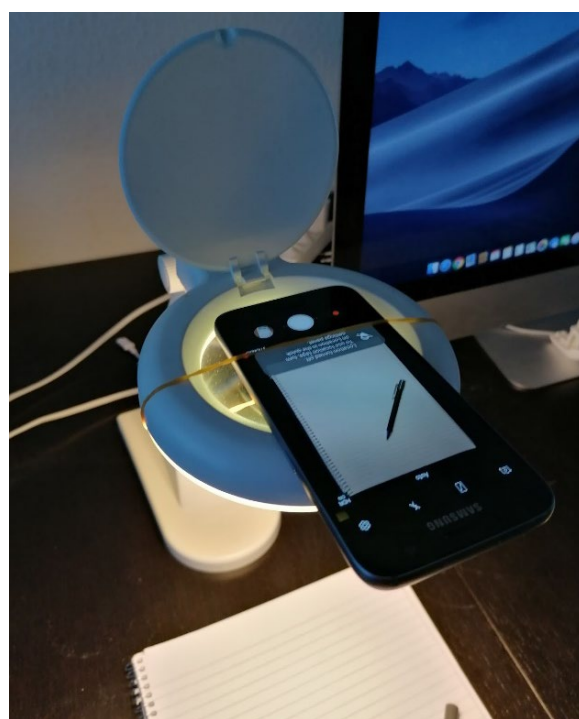
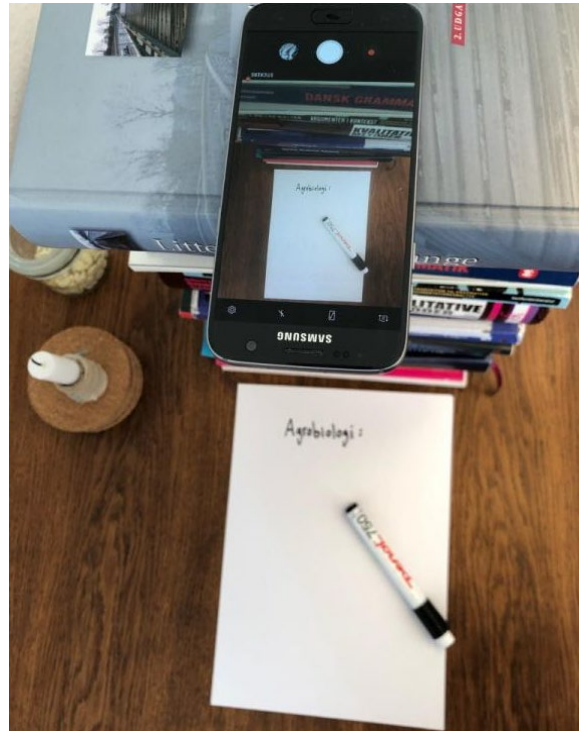
8. Select the window you want to share with the examiner and click **Share**

Presenting a whiteboard/paper

If you need to write and draw on paper, whiteboard, or similar, you can do this by accessing the meeting room from both a smartphone and a computer. I.e., you will need to be logged in from two devices. The computer is used for oral and visual communication and for presenting PowerPoint. The smartphone camera-input shows what you are writing and drawing on a paper.

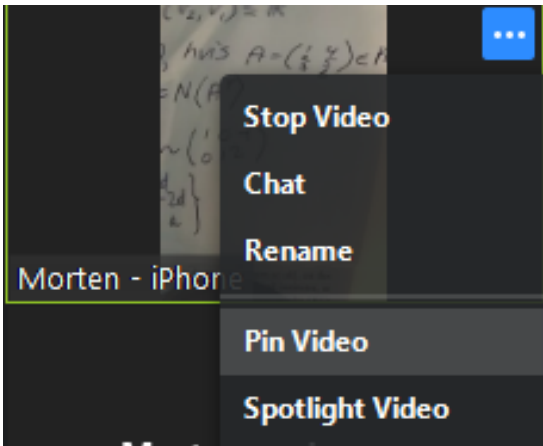
1. Download the app, *Zoom Cloud Meetings*, for iOS or Android.
2. Make sure that your smartphone is fully charged or connected to power before the exam.
3. Now set up your smartphone. Make sure it is positioned stably and that the camera accurately records the area you want to display.

Examples of such a setup:





4. Click the link to the meeting room from your smartphone. Make sure you use are using the phone's camera but NOT the audio. You should only use the audio input and output from your computer. Write your name + "mobile" when specifying the name you want to log in with.
5. When you are ready to present something on your paper or whiteboard, make the examiner aware that you will be presenting from your smartphone. Then they will be able to double-click on the input or click on the three dots on the input and select **Pin Video**. The input will then be displayed in large format on their screen.



6. Also, make the examiner aware when you are finished writing/drawing, when you want to show a presentation from your computer etc. so they can enlarge the correct input.

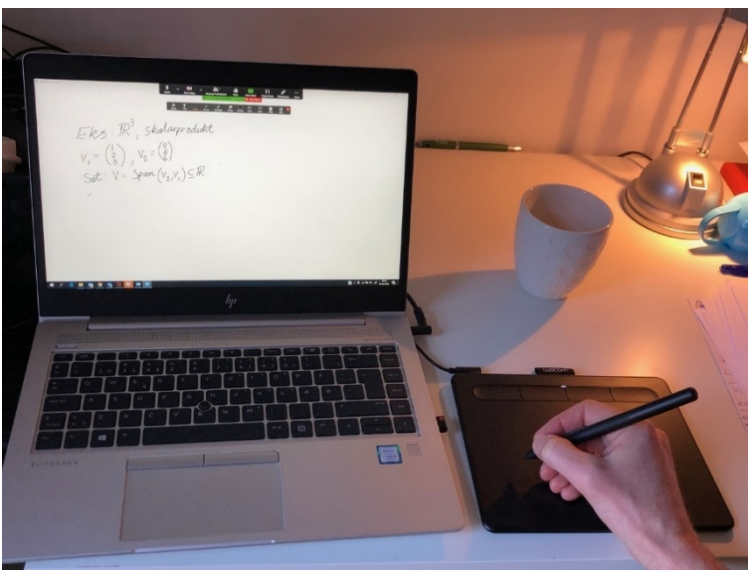
Tip:

- You should write with a black marker pen rather than a pencil or ballpoint pen, so it is more clear to examiner and co-examiner what you are writing.
- Make sure there is good lighting either from natural light or from a lamp.
- If your video input is upside-down in Zoom, you can use either auto-rotation on your smartphone or rotate your phone 180 degrees.
- Try not to block your camera while writing.
- Make sure your presentation is displayed in the largest format and that the image is clear. This will make your presentation more clear and understandable.

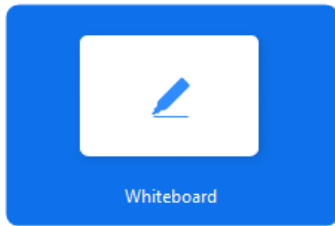
Digital whiteboard

You can use a whiteboard in Zoom. It works best if you have either a digitizer tablet you can connect with your computer or if you have a touchscreen, e.g., an iPad, another kind of tablet, or a touchscreen computer with a pen.

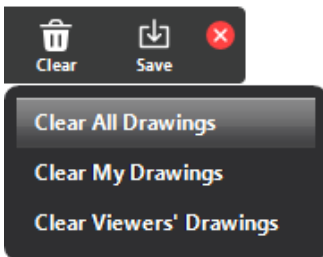
1. If you have a digitizer tablet, make sure it is installed and connected with your computer.



2. Select **Share Screen** > **Whiteboard**



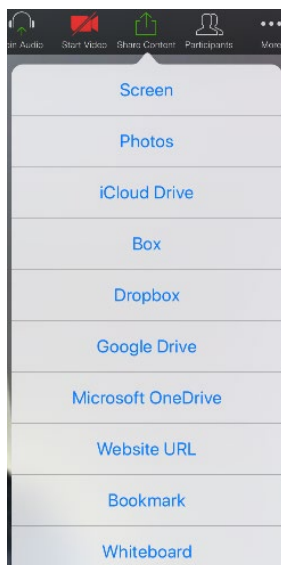
Now you can use the digitizer tablet or touchscreen to write and draw on the whiteboard. If you need to delete the contents of your Whiteboard, select **Clear** > **Clear All drawings**.



3. Click **Stop Share** when you have finished presenting with your whiteboard.

If you want to use an iPad or other tablet to write on, you should do the following steps:

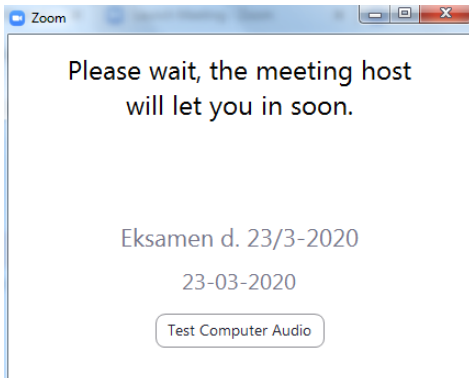
1. Download the app, *Zoom Cloud Meetings*, for iOS or Android.
2. Click the link to the meeting room from your iPad/tablet, and select **Join without Video** (as you are still using your computer to display a video of you and possibly a presentation).
3. As you do not need to use the audio from your iPad/tablet, click **Cancel** in the dialogue box *To hear others please join audio*.
4. To use the whiteboard, select **Share Content** > **Whiteboard**



5. Click **Stop Share** when you have finished presenting your whiteboard.

Assessment and completion of the exam

When it is time to discuss your grade, the examiner will place you back in the waiting room. Here you will wait until you are let back into the meeting room.



Once you have completed the exam, you can – by agreement with examiner – leave the meeting room by clicking **Leave Meeting**. Alternatively, the examiner will send you back to the waiting room.

