Zoom guide for examiners

Content

Zoom guide for examiners ................................................................. 1
  Setting up a meeting room for the exam ........................................... 2
  Preparing the waiting room ........................................................ 3
  Send messages to everyone in the meeting room ........................... 5
  Access to the meeting room for the examiner ................................. 6
  Drawing the exam questions/topic .............................................. 7
  Sharing files .................................................................................. 9
  Presenting a whiteboard/paper/digital whiteboard ...................... 9
  Assessment and completion of the exam ..................................... 10

Zoom guide for examinees ............................................................... 12
  Accessing the meeting room ...................................................... 12
  Presenting a whiteboard/paper ................................................... 13
  Digital whiteboard ....................................................................... 16
  Assessment and completion of the exam ..................................... 18
Setting up a meeting room for the exam

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 the menu of the programme to see if there are any updates. Install if necessary and restart Zoom.

2. Go to https://aarhusuniversity.zoom.us/

3. Click **Sign in**

4. Click **Meetings**

5. Click **Schedule a New Meeting**

6. Fill in the meeting information. The crucial elements are:
   a. **Topic:** Give the meeting a heading
   b. **When:** Determine the date and time of the exam
   c. **Duration:** Choose 24 hours, so you can use the same meeting room all day (just to make sure – in reality, it should make no difference)

   ![Meeting information screenshot]

   d. **Meeting ID:** Select **Generate Automatically**
   e. **Meeting password:** Select **Require meeting password**, decide on a password and send the password to the participants (examinee and co-examiner) through other channels, e.g. as an email.

   ![Meeting options screenshot]

   f. **Enable join before host:** This is turned off to prevent students from gaining access to the room before the examiner.
   g. **Enable waiting room:** This is turned on so that the examinee is not admitted into the meeting room until permitted.
h. If there are several examiners (who are affiliated with AU), they can be added next to **Alternative hosts**. In this way, they will have the same level of access to the meeting room as the person who set up the meeting.

```
Alternative Hosts
Example: mary@company.com, peter@school.edu
```

7. Click **Save**
8. Now, the meeting has been created, and the link to the meeting room can be copied:

```
Join URL: https://aarhusuniversity.zoom.us/j/5340136161?pwd=yxJET7VuLD9DMI8EVEWNC21udC09
```

**Preparing the waiting room**

The “waiting room” is not like a normal chatroom or video conferencing room where students can talk to one another. It is just a waiting screen to which you can post messages. As host you can grant students access to the main meeting room and you can place them back into the waiting room. Since the students cannot view one another in the waiting room, they do not have a sense of how the exams are going. Therefore, it is a good idea to write updates to everyone in the waiting room when you, for example, allow someone to access for their exam, so everyone else can see if the exams are running late, or if you have to go to lunch, or something else. Note that students cannot view previous messages when they enter the waiting room.

You can also customise what message is displayed to students in the waiting room when they arrive. Note that the customised message is for all meetings you have planned, so if you have multiple types of exams, change the message between each.

**How to customise the message in the waiting room:**

1. Go to https://aarhusuniversity.zoom.us/
2. **Sign in**
3. Click **Settings** and **In Meeting (advanced)**
4. Enable **Waiting Room** and click on the pencil to edit the message, logo, etc., which the students will be met with.
Waiting room

When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host.

Choose which participants to place in the waiting room:
- All participants
- Guest participants only

Customize the title, logo, and description

Customize the waiting room UI

Meeting ID: 888-888-888

Vent venligst. Jeg vil lække dig ind når det bliver din tur

59 / 64

 potentially

Velkommen til eksamen i Diskret Matematik. Jeg vil forsøge at give lidt information om fremdriften i eksamenen ved at sende beskeder ud når en ny gruppe kommer ind. Bemærk dog, at du ikke kan se beskeder som er kommet før du logge de på

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB. Logo minimum width or height is 60px and cannot exceed 400px
Send messages to everyone in the meeting room

1. Click **Chat**

2. Click on the drop-down list next to **To** and select **Everyone (in Waiting Room)**

3. Compose and send your message to everyone in the waiting room.

   When the message has been sent, everyone can see it on the waiting room screen.
Access to the meeting room for the examiner

1. Go to https://aarhusuniversity.zoom.us/
2. Click **Sign in**
3. Click **Meetings**
4. Click **Start** next to the relevant meeting
If the dialogue box below appears, click **Open Zoom Meetings**

Open Zoom Meetings?

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

5. Click **Join with Computer Audio**

![Join with Computer Audio](image)

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

![Audio and webcam settings](image)

7. When the examinee or co-examiner attempt to access the meeting room, they will be placed in the waiting room. Click **Admit** to let them access the meeting room.

![Admit button](image)

The examinee has now been let into the meeting room, and the exam can begin. The examinee must turn on their microphone and webcam and can click **Share** to share a presentation.

**Remember the following:**

- Ask the student to identify themselves with their student ID card or another kind of photo ID.
- Ask the student to write their phone number in the chat, and take note of the number somewhere not on your computer so you still have the number even if your computer starts acting up. At [https://nat.medarbejdere.au.dk/uddannelse-og-undervisning/vejledning-om-online-eksamen/](https://nat.medarbejdere.au.dk/uddannelse-og-undervisning/vejledning-om-online-eksamen/) you can find guides for dealing with technical issues, etc.

**Drawing the exam questions/topic**

If you want to simulate a face-to-face exam where the examinee draws an exam question randomly, you can use the whiteboard function in Zoom, by following these steps:
1. Select the **Share Screen** > **Whiteboard** in your preparation *before* the examinee is present.

2. Select **Text** in the toolbar, and insert a text box for each exam question.

3. Select **Draw** and the filled-in rectangle in the toolbar, and drag a box on top of each exam question.

4. Choose **Select** from the toolbar, double-click each rectangle and, for example, write a letter.

5. Close the whiteboard with **Stop Share**
When the examinee is ready to draw a question, follow these steps:

1. Select **Share Screen > Whiteboard**
2. Ask the examinee to draw a question by naming a letter or another clear indication of a specific rectangle.
3. Choose **Select** from the toolbar and drag the corresponding rectangle aside

4. Close the whiteboard with **Stop Share**

The whiteboard is personally affiliated with the person who created it. This means that the examinee cannot view the whiteboard unless the examiner is sharing it.

*Remember to prepare the questions before the next examinee has to draw a question by opening your whiteboard, moving the rectangles in place and possibly swap some of the rectangles and exam questions.*

**Sharing files**

If you need to send files to the examinee, e.g., an image, a document about exam topic, or the like, the chat can be used for this purpose. However, Zoom must be updated to the latest version. Therefore, if you experience problems, both the examiner and the examinee should **Check for updates** in the menu.

How to share files:

1. Select **Chat**
2. Click **File** and locate the file you want to share.

3. Make the examinee aware that you have shared a file in the chatroom

If there are any problems when sharing files, the examinee can write their email address in the chat and receive the file(s) by email.

**Presenting a whiteboard/paper/digital whiteboard**

The examinee has the option of writing and drawing on a paper, whiteboard, or similar. This is done by the examinee entering the meeting room from both a smartphone and their computer.
The computer is used for oral communication with examiner and co-examiner, as well as for showing PowerPoint. The smartphone camera shows what the examinee is writing and drawing.

Please read the section for examinees in this guide.

If you need to view a specific input in large format (useful when using whiteboard), you can do so by double-clicking the thumbnail or selecting the options for the input (three dots) and select **Pin Video**.

If you want to view another input in large format, repeat the action.

It is also possible for the examinee to write or draw on the digital whiteboard in Zoom. This requires that the examinee has a tablet with a pen or a digitizer tablet. The examinee can either connect their digitizer tablet to their computer or accesses the meeting room from an iPad/tablet just like with the smartphone. However, instead of using the camera, they can use the whiteboard function in Zoom.

Please read the section for examinees in this guide.

**Assessment and completion of the exam**

When it is time to discuss the final grade, you can place the examinee (and other connected devices like, e.g., the smartphone) in the waiting room:

1. Click **Manage Participants**
2. Click **More** > next to the examinee (and other devices)
3. Select **Put in Waiting Room**
4. When you are ready to let the examinee back into the meeting room, click **Admit**

Once everything has been completed, the student will leave the meeting room.
Zoom guide for examinees

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.png)

    **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](https://aarhusuniversity.zoom.us/join_with_computer_audio.png)

    **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 the 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.

6. If you have a digitizer tablet, make sure it is installed and connected with your computer.
7. 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**.

8. 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.