

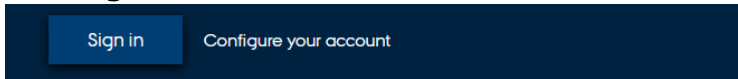
Zoom guide for examiners

Content

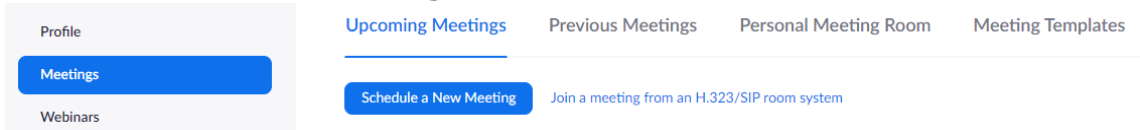
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Setting up a meeting room for the exam

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)

Topic

Description (Optional)

When

Duration hr min

- d. *Meeting ID*: Select *Generate Automatically*
- e. *Security - Passcode*: Enable this. Select a password and **send it to your programme coordinator together with the link for the meeting room.**
- f. *Security - Waiting room*: Enable this, so the examinee is only let into the meeting room when the examiner is ready.

Meeting ID Generate Automatically Personal Meeting ID 415 419 8232

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

- g. *Meeting options – Allow participants to join anytime*: enable this to the examinee has access to the meeting room whenever they need to.

Meeting Options Allow participants to join anytime

- 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:

Invite Attendees

Join URL: <https://aarhusuniversity.zoom.us/j/634013616?pwd=anRET2VlLOFzL0dDMlB1UEVWcGUdz09>

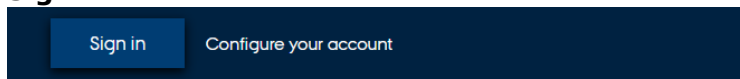
Preparing the waiting room

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.

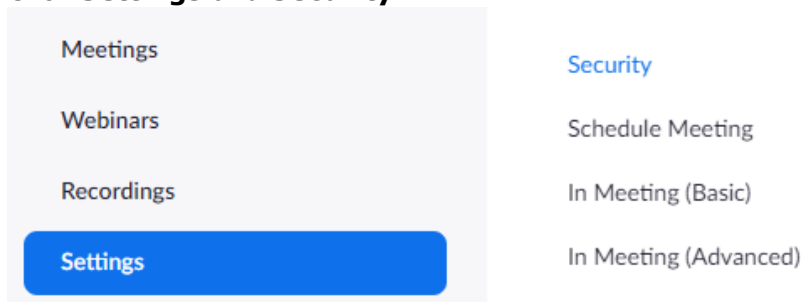
You can also customise what message is displayed to students in the waiting room when they arrive. Note that the customised message is for all meetings you have planned, so if you have multiple types of exams, change the message between each.

How to customise the message in the waiting room:

1. Go to <https://aarhusuniversity.zoom.us/>
2. **Sign in**



3. Click **Settings** and **Security**



4. Enable the **Waiting Room** and click **Customize Waiting Room** to edit the text the students will receive in the waiting room.

Waiting Room

When participants 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 participants to join before host.



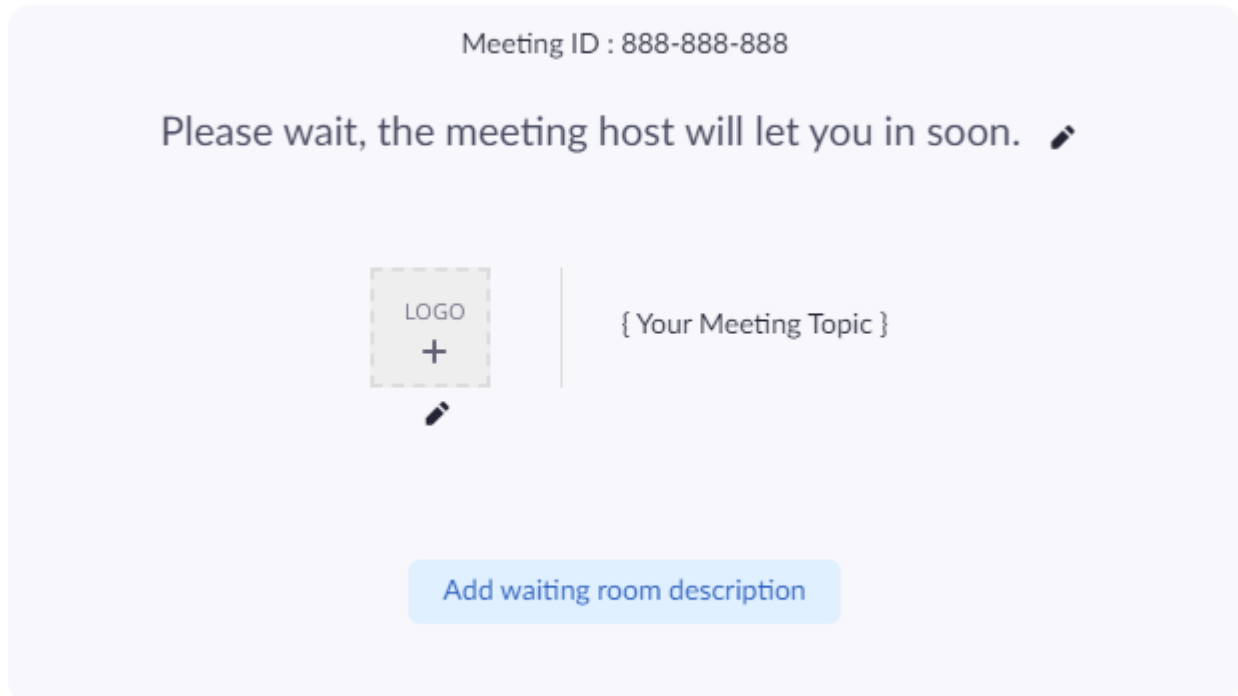
Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Customize Waiting Room

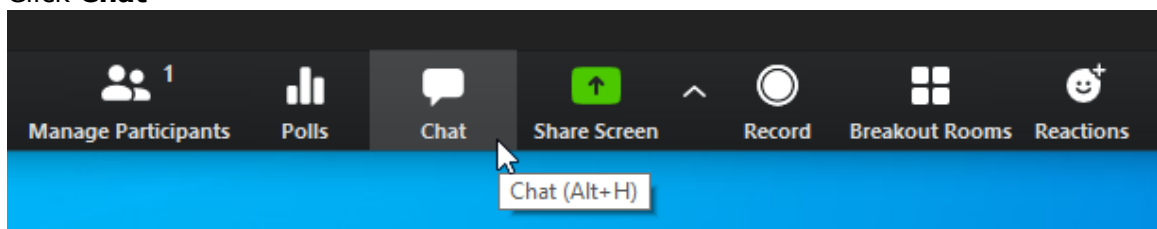


Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

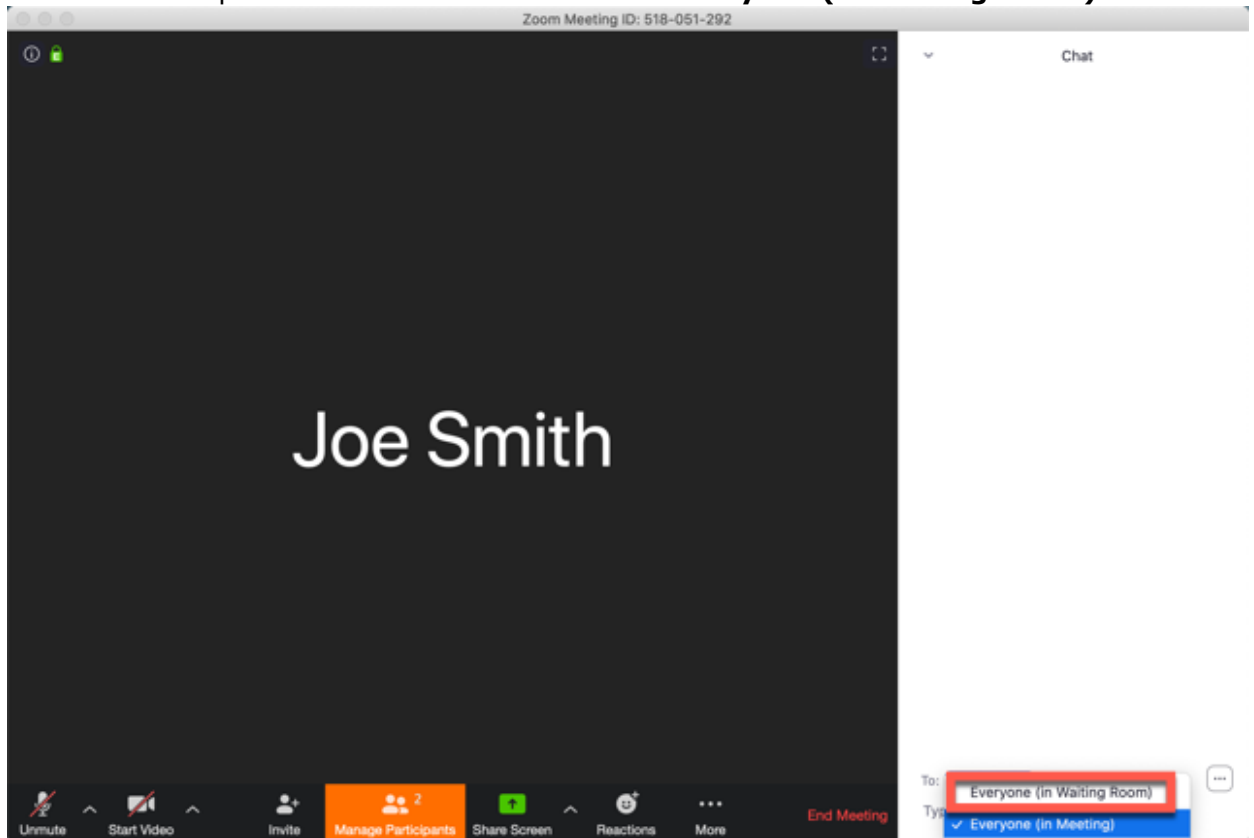
Close

Send messages to everyone in the meeting room

1. Click **Chat**

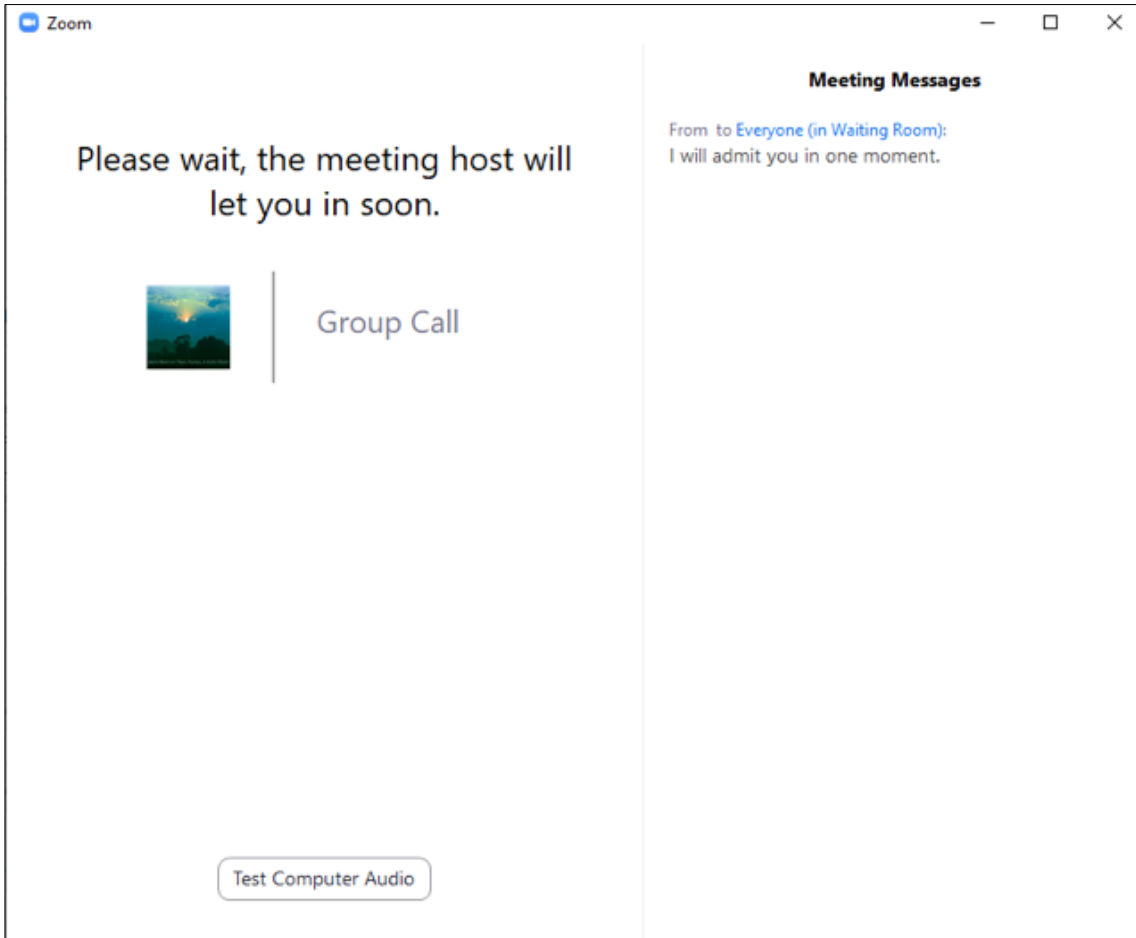


2. Click on the drop-down list next to **To** and select **Everyone (in Waiting Room)**



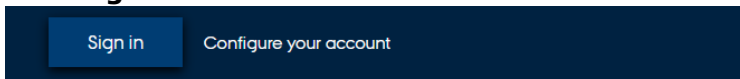
3. Compose and send your message to everyone in the waiting room.

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

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

[Schedule a New Meeting](#) [Join a meeting from an H.323/SIP room system](#) [Recently Deleted](#)

Start Time ↕	Topic ↕	Meeting ID	
Today 12:00 PM	Eksamen	634-013-616	Start Delete

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

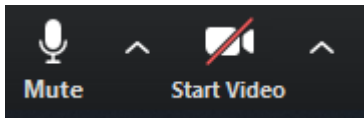
Cancel

5. Click **Join with Computer Audio**

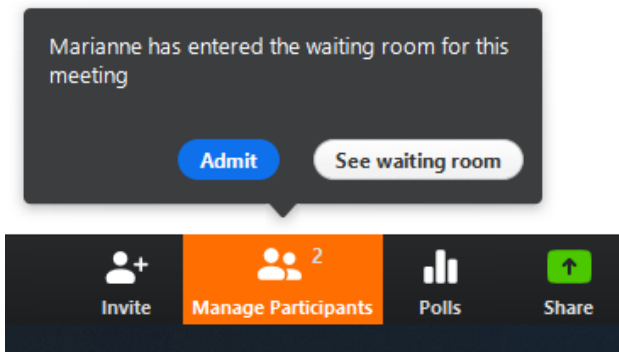
Join with Computer Audio

Test speaker and microphone

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



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.



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.

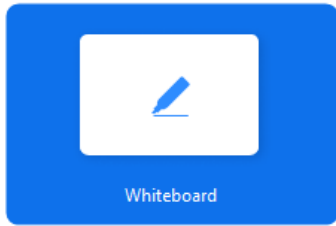
Remember the following:

- 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/en/education-and-teaching/exam-during-corona/> and <https://tech.medarbejdere.au.dk/en/education-and-teaching/exam-during-corona/>, you can find guides for dealing with technical issues, etc.

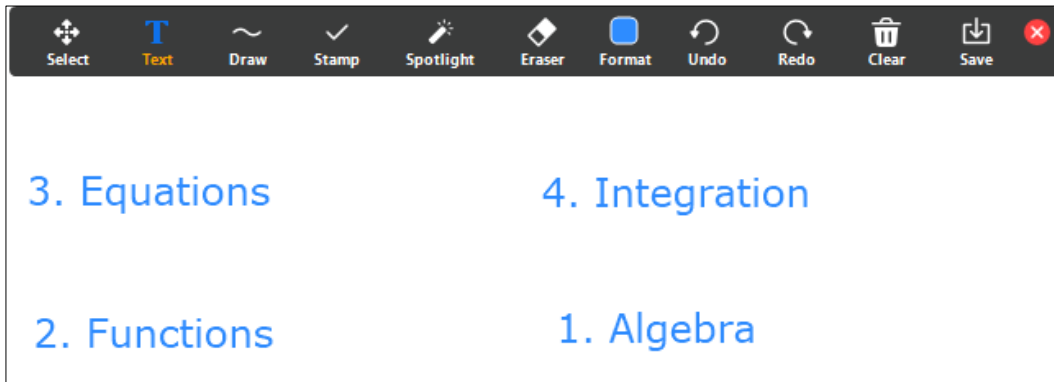
Drawing the exam questions/topic

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.



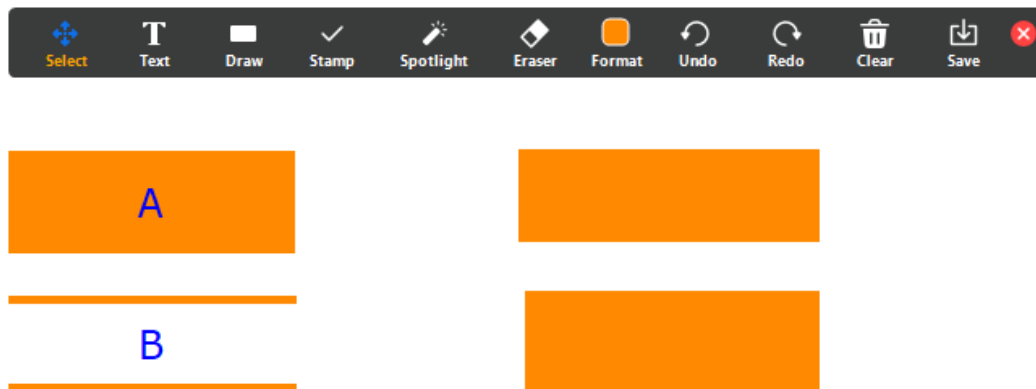
2. Select **Text** in the toolbar, and insert a text box for each exam question.



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



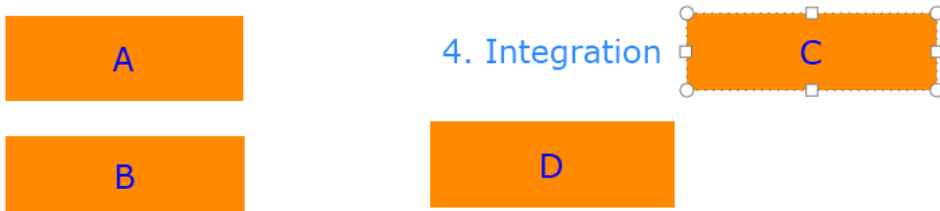
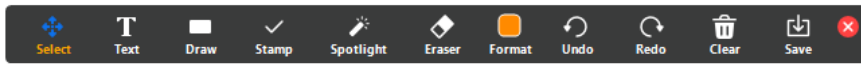
4. Choose **Select** from the toolbar, double-click each rectangle and, for example, write a letter.



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.

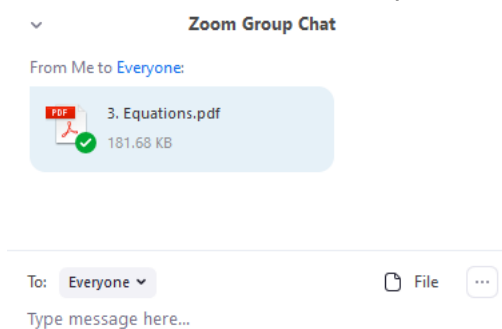
Remember to prepare the questions before the next examinee has to draw a question by opening your whiteboard, moving the rectangles in place and possibly swap some of the rectangles and exam questions.

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.

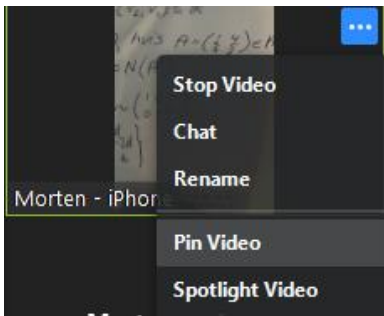
Presenting a whiteboard/paper/digital whiteboard

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.

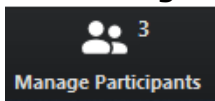
It is also possible for the examinee to write or draw on the digital whiteboard in Zoom. This requires that the examinee has a tablet with a pen or a digitiser tablet. The examinee can either connect their digitiser tablet to their computer or accesses the meeting room from an iPad/tablet just like with 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.

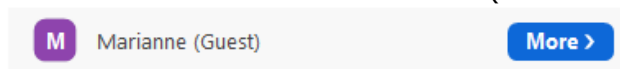
Assessment and completion of the exam

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:

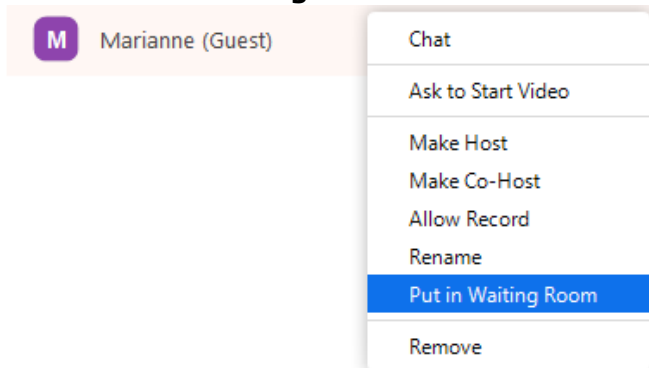
1. Click **Manage Participants**



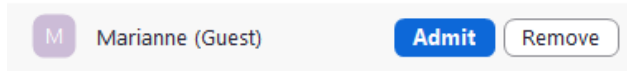
2. Click **More** > next to the examinee (and other devices)



3. Select **Put in Waiting Room**



4. When you are ready to let the examinee back into the meeting room, click **Admit**
1 person is waiting [Message](#)



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?

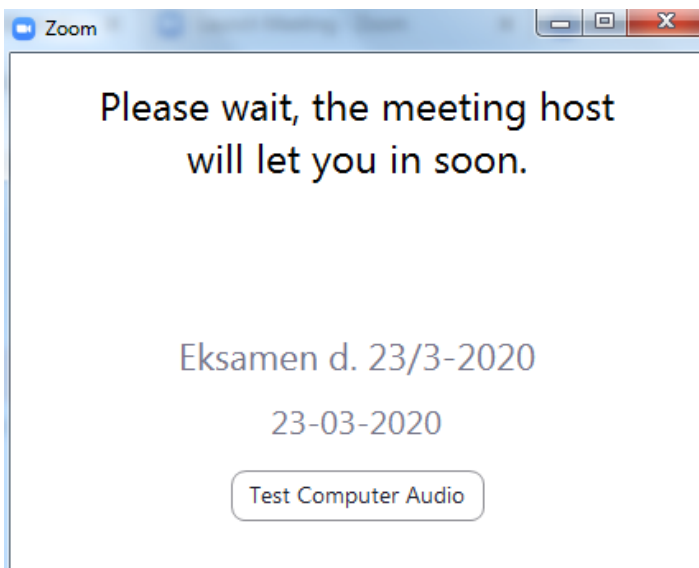
<https://aarhusuniversity.zoom.us> wants to open this application.

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**.

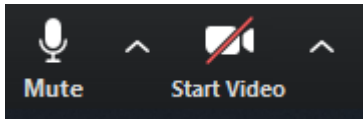


5. Click **Join with Computer Audio**, when you are allowed access to the meeting room.

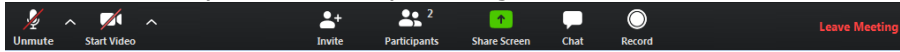
Join with Computer Audio

Test speaker and microphone

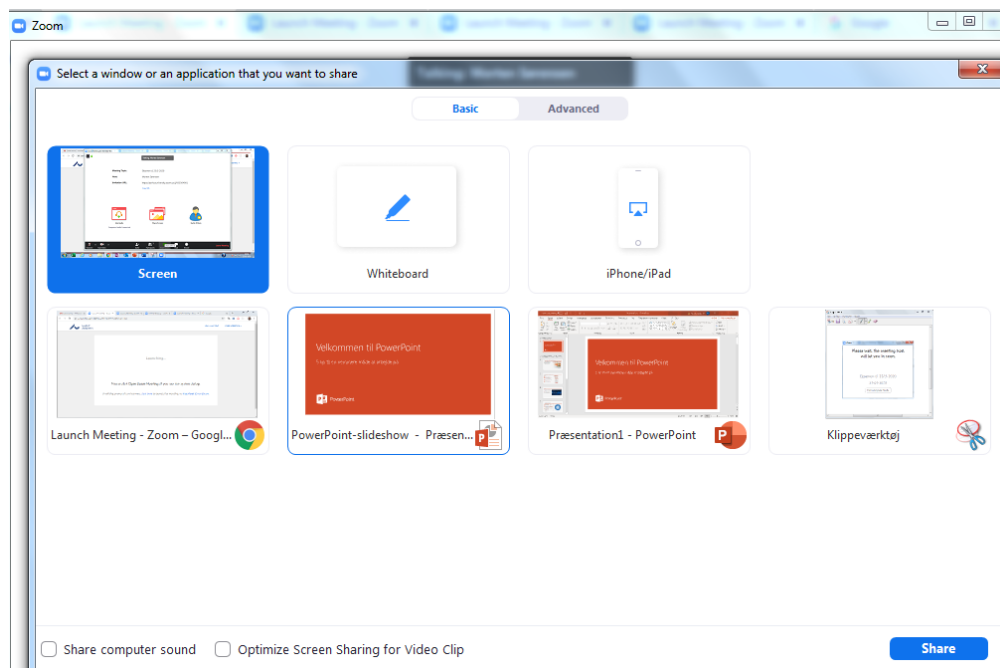
6. You can turn on audio and webcam in the bottom left-hand corner:



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.



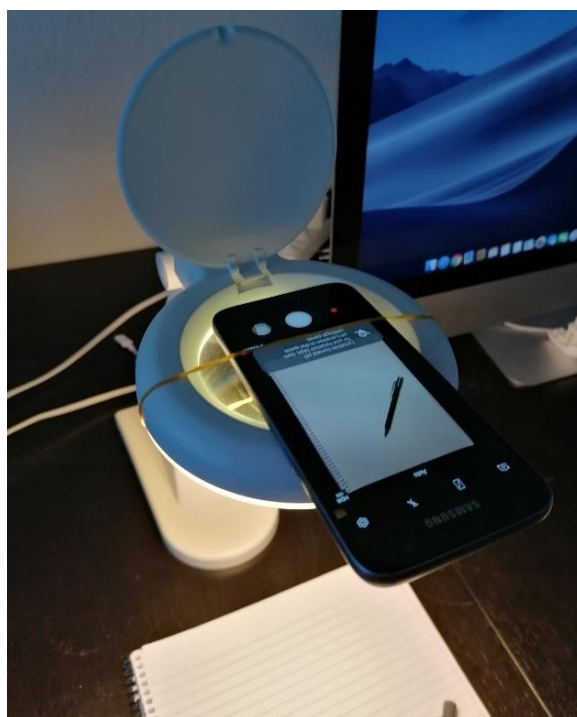
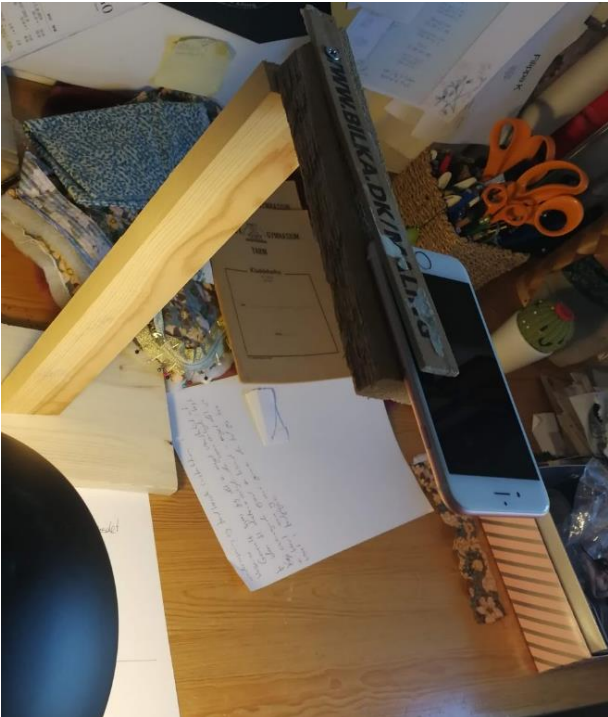
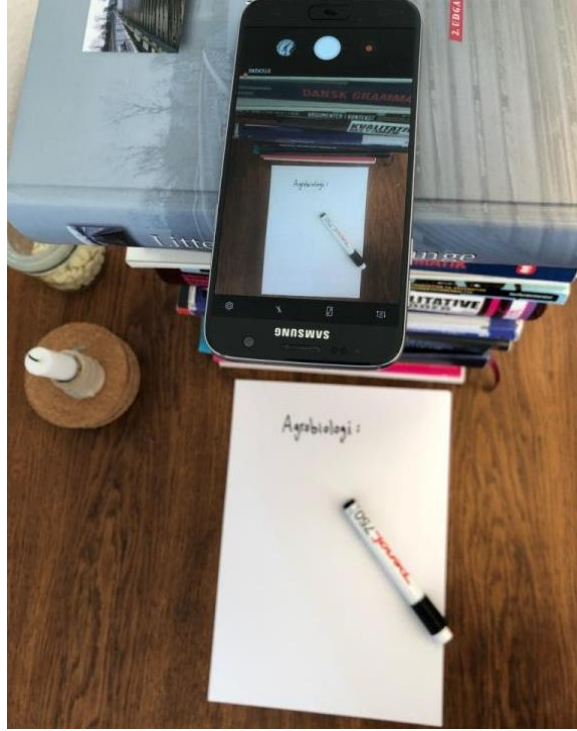
8. Select the window you want to share with the examiner and click **Share**

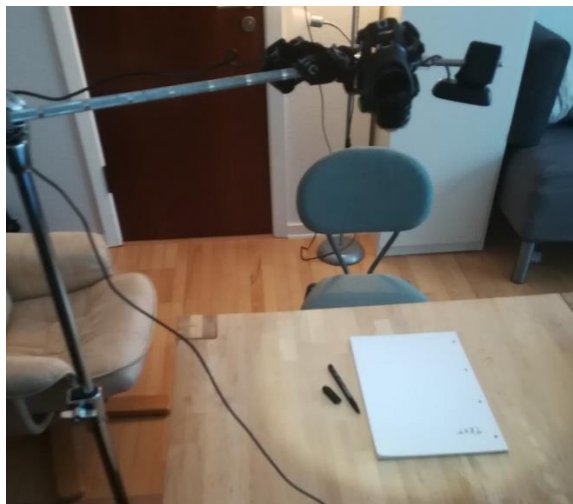
Presenting a whiteboard/paper

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.

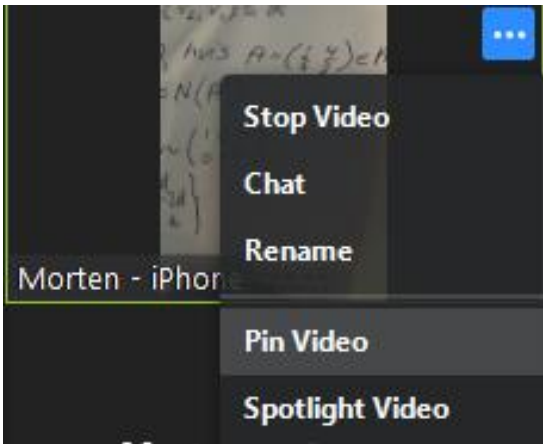
1. Download the app, *Zoom Cloud Meetings*, for iOS or Android.
2. Make sure that your smartphone is fully charged or connected to power before the exam.
3. Now set up your smartphone. Make sure it is positioned stably and that the camera accurately records the area you want to display.

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.

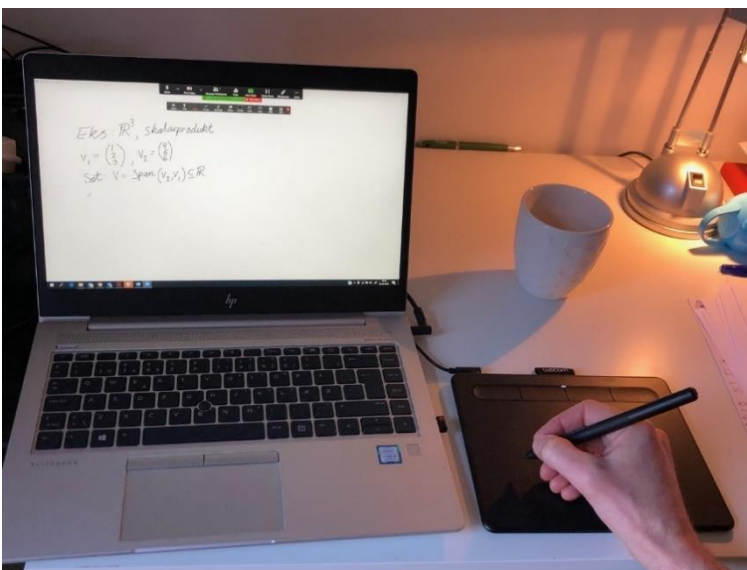
Tip:

- 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.

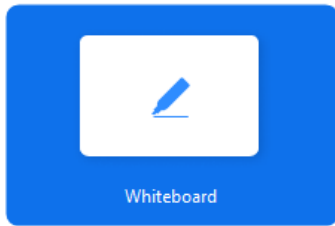
Digital whiteboard

You can use a whiteboard in Zoom. It works best if you have either a digitiser 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.

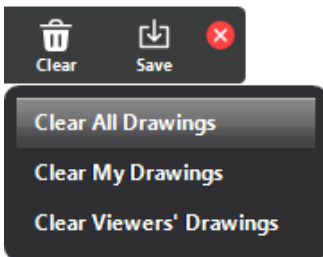
6. If you have a digitiser tablet, make sure it is installed and connected with your computer.



7. Select **Share Screen** > **Whiteboard**



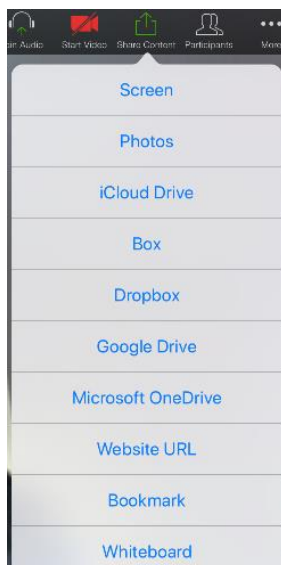
Now you can use the digitiser tablet or touchscreen to write and draw on the whiteboard. If you need to delete the contents of your Whiteboard, select **Clear** > **Clear All drawings**.



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:

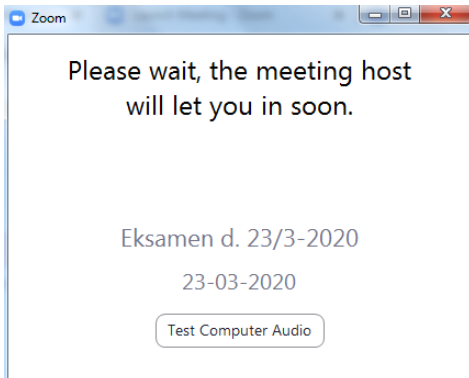
1. Download the app, *Zoom Cloud Meetings*, for iOS or Android.
2. Click the link to the meeting room from your iPad/tablet, and select **Join without Video** (as you are still using your computer to display a video of you and possibly a presentation).
3. As you do not need to use the audio from your 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.

Leave Meeting