

MONITOR YOUR ONLINE EXAM USING ZOOM AND LOCKDOWN BROWSER ON TWO DEVICES

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OVERVIEW

Respondus Lockdown Browser is a browser that prevents students from accessing any external resources while writing a quiz within Canvas. Zoom is a video conferencing tool that can be used for real time communication.

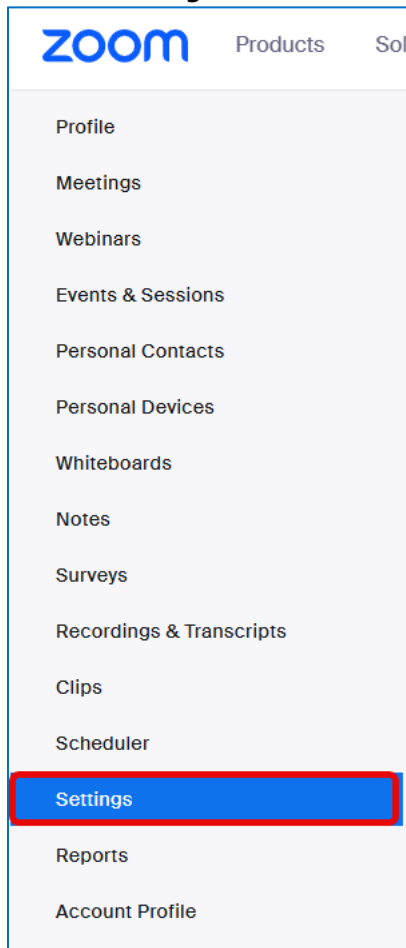
This document will lay out instructions on how to enable the settings so that students can access a Zoom meeting on a separate device while they run the Respondus Lockdown Browser application on their desktop computer to access an exam in Canvas.

Note: Please take the time to review the section on "[Monitor your Online Exams with LockDown Browser and Zoom](#)" for a list of things to consider, helpful checklists and frequently asked questions.

SETTINGS NEEDED IN ZOOM

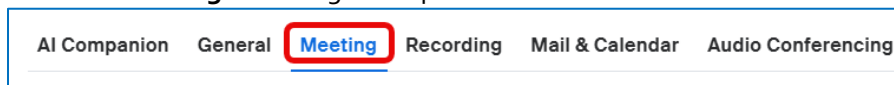
These are recommended settings when using Zoom for invigilating exams. The following instructions are found under the **Settings** area of your Zoom account. Please note that these recommendations are optimized for exam situations and should be reverted back to your preferred Zoom settings once the exam is completed.

1. Log in to your UBC Zoom account at <https://ubc.zoom.us/>
2. Click on **Settings** from the menu on the left



MEETING TAB SETTINGS

3. Click the **Meeting** tab along the top



4. Disable chatting class-wide by selecting **Host and co-hosts** under the **Meeting chat** setting. This will prevent students from privately messaging one another.

Meeting chat

Allow meeting participants to send chat messages

By default, allow participants to chat with

Host and co-hosts

5. **Important:** Enable **Show a “Join from your Browser” link** to allow students to open the **Zoom link** through a browser.

Show a “Join from your browser” link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

AUDIO CONFERENCING TAB SETTINGS

6. Click the **Audio Conferencing** tab along the top

General

Meeting

Recording

Mail & Calendar

Audio Conferencing

Zoom Apps

7. Enable **Mask phone number in the participant list** to ensure the privacy of students.

Mask phone number in the participant list

Phone numbers of users dialing into a meeting will be masked in the participant list. For example: 888****666

RECORDING TAB SETTINGS (OPTIONAL)

If you plan on recording the Zoom session, we suggest the following settings on your UBC Zoom account.

Note: Only Cloud recording is permitted in Zoom. Recording the breakout rooms must be avoided as there are a few constraints while recording the breakout rooms.

1. Click the **Recording** tab along the top

General

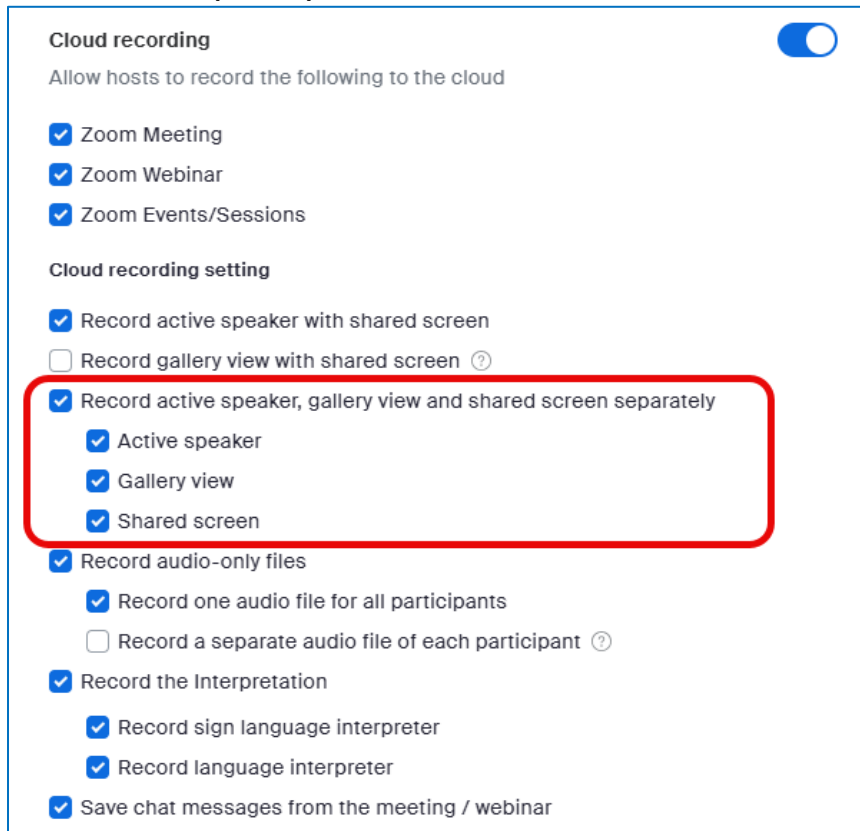
Meeting

Recording

Mail & Calendar

Audio Conferencing

2. Under **Cloud recording**, check-off the following: **Record active speaker, gallery view and shared screen separately**.



The screenshot shows the 'Cloud recording' settings in Zoom. At the top, there is a toggle switch for 'Cloud recording' which is turned on. Below it, the text 'Allow hosts to record the following to the cloud' is displayed. Under this, three options are listed with checked boxes: 'Zoom Meeting', 'Zoom Webinar', and 'Zoom Events/Sessions'. A section titled 'Cloud recording setting' follows. It contains several options: 'Record active speaker with shared screen' (checked), 'Record gallery view with shared screen' (unchecked), 'Record active speaker, gallery view and shared screen separately' (checked and highlighted with a red box), 'Record audio-only files' (checked), 'Record one audio file for all participants' (checked), 'Record a separate audio file of each participant' (unchecked), 'Record the Interpretation' (checked), 'Record sign language interpreter' (checked), 'Record language interpreter' (checked), and 'Save chat messages from the meeting / webinar' (checked). The 'Record active speaker, gallery view and shared screen separately' option is expanded, showing three sub-options: 'Active speaker' (checked), 'Gallery view' (checked), and 'Shared screen' (checked).

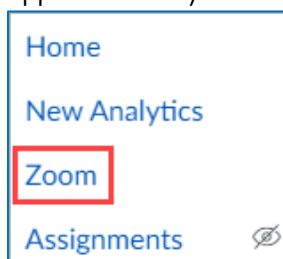
HOW TO CREATE A ZOOM SESSION

Your Zoom session can be created through either:

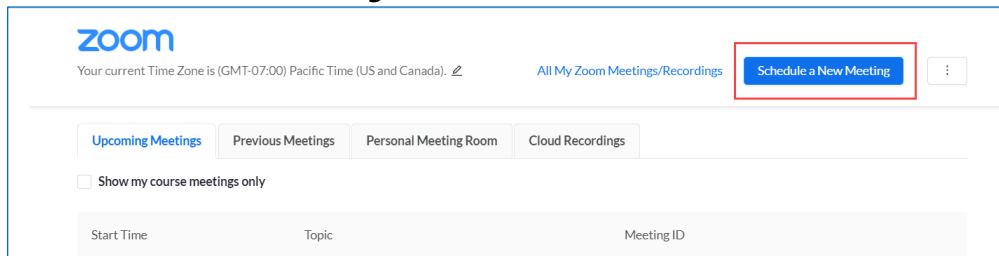
1. The Zoom integration within Canvas OR
2. The Zoom Desktop App. **If you are recording the session**, it's recommended that you create it in the Zoom Desktop App

OPTION 1: CREATING THE MEETING FROM THE ZOOM INTEGRATION WITHIN CANVAS

1. In your Canvas course, go to **Zoom** from the course menu ([Instructions](#) on how to enable applications in your course menu.)

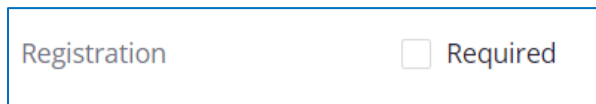


2. Click **Schedule a New Meeting**



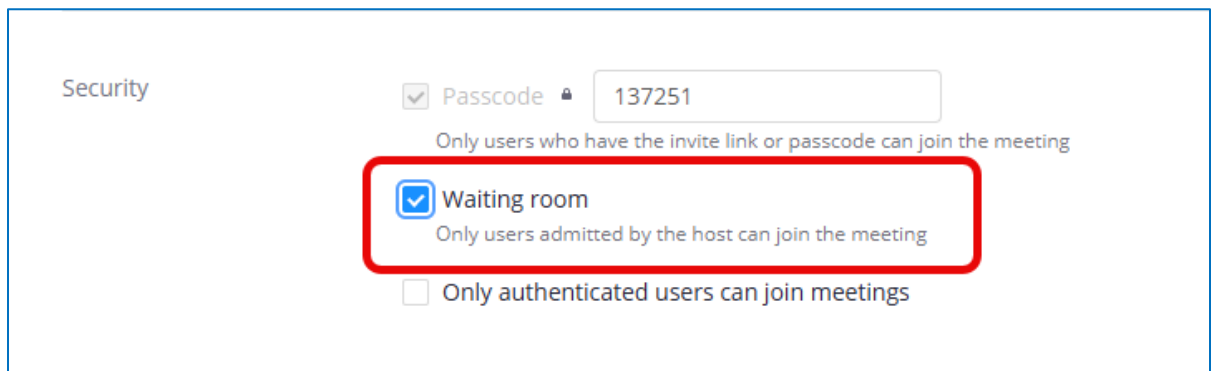
The screenshot shows the Zoom web interface. At the top, the Zoom logo is on the left, and the text 'Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada)' is in the center. To the right of the time zone is a link 'All My Zoom Meetings/Recordings' and a button 'Schedule a New Meeting' which is highlighted with a red rectangular box. Below this is a navigation bar with tabs: 'Upcoming Meetings' (selected), 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. Under 'Upcoming Meetings', there is a checkbox 'Show my course meetings only'. At the bottom, there is a table with headers 'Start Time', 'Topic', and 'Meeting ID'.

3. Fill in the form accordingly with the appropriate date, time, duration, etc.
4. In registration, ensure that it is unchecked. Putting a check mark on this option will force students to create a Zoom account



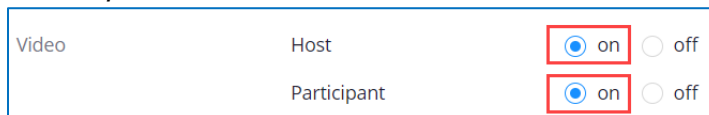
The screenshot shows the 'Registration' section of the Zoom meeting setup. It contains a label 'Registration' and a checkbox labeled 'Required'. The checkbox is unchecked.

5. In security, ensure **Only authenticated users can join meetings** is unchecked. You may choose to enable **waiting room** depending on how you want your exam to be invigilated. When enabled, students will remain in the waiting room until they are admitted by the host.



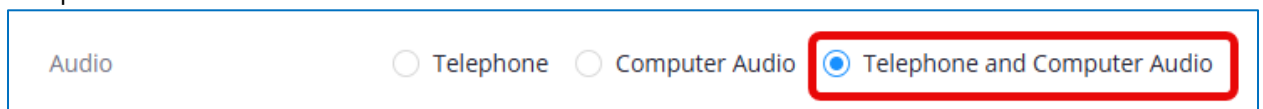
The screenshot shows the 'Security' section of the Zoom meeting setup. It has a sub-header 'Security'. Below it, there is a checked checkbox for 'Passcode' with a text input field containing '137251'. Below the passcode is the text 'Only users who have the invite link or passcode can join the meeting'. Below that is a checked checkbox for 'Waiting room' with the text 'Only users admitted by the host can join the meeting'. At the bottom, there is an unchecked checkbox for 'Only authenticated users can join meetings'. The 'Waiting room' section is highlighted with a red rectangular box.

6. In Video, we recommend the cameras to be turned on for the host and participants.



The screenshot shows the 'Video' section of the Zoom meeting setup. It has a sub-header 'Video'. Below it, there are two rows. The first row is for 'Host' and the second row is for 'Participant'. Each row has two radio buttons: 'on' and 'off'. For both 'Host' and 'Participant', the 'on' radio button is selected and highlighted with a red rectangular box.

7. In Audio, choose "Telephone and Computer Audio" to allow participants to join via phone and computer audio.



The screenshot shows the 'Audio' section of the Zoom meeting setup. It has a sub-header 'Audio'. Below it, there are three radio buttons: 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio'. The 'Telephone and Computer Audio' radio button is selected and highlighted with a red rectangular box.

8. In Meeting Options, the only two options we consider enabling is **Muting participants upon entry (Recommended)** and **Record the meeting automatically (Optional)**, if you choose to record the meeting: ensure that it is being recorded **in the cloud**. These suggestions are at your

discretion and are completely Optional on how you would like to monitor the exam.

Meeting Options	<input type="checkbox"/> Enable join before host
	<input checked="" type="checkbox"/> Mute participants upon entry
	<input type="checkbox"/> Use Personal Meeting ID 3999287415
	<input checked="" type="checkbox"/> Record the meeting automatically <input type="radio"/> On the local computer <input checked="" type="radio"/> In the cloud

9. If you would like to grant your TA host-like permissions to help invigilate during the exam, add them as an **Alternate Host**. Your TAs can request for a UBC licensed account by sending an email to av.helpdesk@ubc.ca. Insert their email that is associated with their UBC licensed account.

Alternative Hosts	<input type="text" value="Example: john@company.com, peter@school.edu"/>
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10. Click **Save**

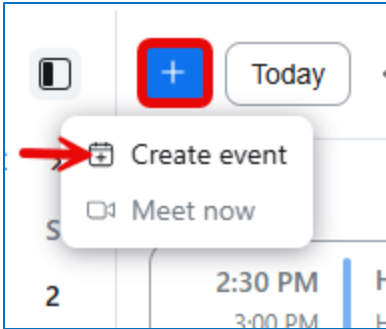
<input checked="" type="button" value="Save"/>	<input type="button" value="Cancel"/>
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11. Scroll up and make a note of the **Meeting ID** and the **Invite Attendees** link. It is also recommended to provide the **Passcode** to your students.

Meeting ID	637 0205 8886
Invite Attendees	Join URL: https://ubc.zoom.us/j/63702058886?pwd=KlrwDRli61I8Hg6Zu2kZ56MpwPeslW.1 Copy Meeting Invitation
Security	<input checked="" type="checkbox"/> Passcode ***** Show <input checked="" type="checkbox"/> Waiting room <input checked="" type="checkbox"/> Only authenticated users can join meetings

OPTION 2: CREATING THE MEETING THROUGH THE ZOOM DESKTOP APP

1. Open **Zoom Desktop App > Meetings**
2. Click on the '+' sign button and select **Create event**



3. Fill in the form accordingly
4. In **Meeting Security**, enable the **Waiting Room**. This will allow for better control of who is entering the meeting.

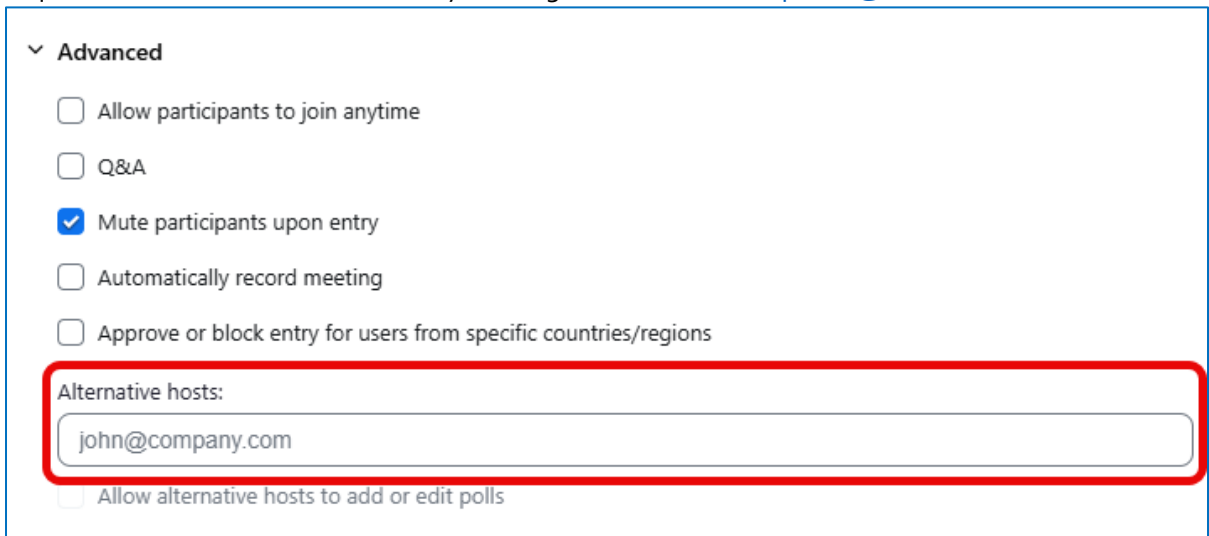
Do not check off **Only authenticated users can join: Sign in to Zoom**

5. In **Video**, we recommend the cameras to be turned on for the host and participants.

6. In **Audio**, choose **Telephone and Computer Audio** to allow participants to join via phone and computer audio.

7. To allow a TA to have host-like access, add them as an **alternative host** ahead of time by expanding the options for **Advanced Options** and by inputting their UBC email address.
Note: TAs must have UBC licensed Zoom accounts to be added as alternative hosts. TAs can

request for a UBC licensed account by sending an email to av.helpdesk@ubc.ca.



Advanced

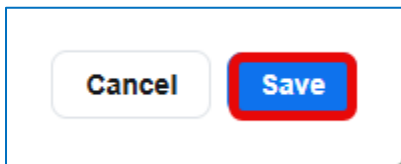
- ☐ Allow participants to join anytime
- ☐ Q&A
- ☒ Mute participants upon entry
- ☐ Automatically record meeting
- ☐ Approve or block entry for users from specific countries/regions

Alternative hosts:

john@company.com

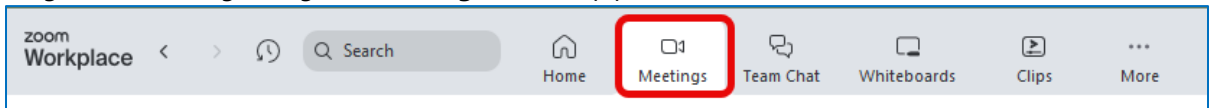
☐ Allow alternative hosts to add or edit polls

8. Click on **Save**.

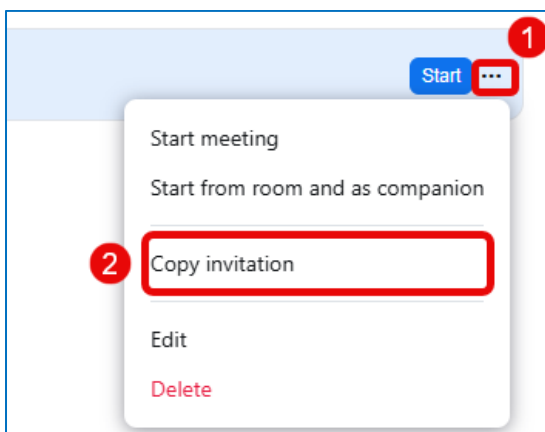


Cancel Save

9. To get the meeting link, go to **Meetings** in the top panel of Zoom



10. Find the exam meeting from the meeting list in the panel on the left
11. Click on the three dots [1] next to the **Start** button for the meeting
12. Click on **Copy Invitation** [2]



SHARING THE ZOOM LINK WITH STUDENTS

IMPORTANT: Your students will access the Zoom link through a **secondary device**. It is recommended to distribute the Zoom link, meeting ID, and passcode through **multiple** channels. We have listed a few examples below:

1. Send an email through Canvas "Inbox"
2. Post the Zoom link in Canvas Announcements
3. Paste the Zoom link in the "Quiz Instructions"

Sample Quiz instructions for your students on using Zoom: "In addition to LockDown Browser, you will be monitored in Zoom. The Zoom link provided below must be accessed through your secondary device and be placed in a location where the invigilator can see both the screen and your workstation. Please enroll in the [Arts ISIT Exam Practice Run](#) course and attempt the practice quiz to ensure your computer can access LockDown Browser without any issues.

We strongly recommend downloading the Zoom app in advance.

- To download Zoom on your iPhone, visit: [App Store](#)
- To download Zoom on your Android phone, visit: [Google Play Store](#)

ZOOM LINK FOR THE EXAM:

<https://ubc.zoom.us/j/67922618939?pwd=ZG9EQTVQTmwvTTkwUEdTLzRUMjdtQT09>

Meeting ID: Zoom meeting ID: 679 2261 8939

Meeting Password: 297807"

SETTINGS REQUIRED IN RESPONDUS LOCKDOWN BROWSER

After having created your quiz in Canvas, enable Lockdown browser for your quiz.

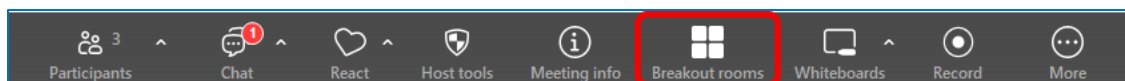
1. Click **LockDown Browser** in the Course Navigation.
If you don't see this option, follow the steps for [enabling LockDown Browser](#) in your course.
2. Click to **Authorize Respondus** (the company that runs LockDown Browser) and, if prompted, Continue to LockDown Browser.
3. Find the quiz you would like to have require LockDown Browser, click the 'down' arrow to the left of it, and select **Settings**.
4. Select **Require Respondus LockDown Browser** for this exam.
5. To comply with FIPPA requirements, click **Advanced Settings** and check the box for "**Lock students into the browser until exam is completed**". This setting keeps student data protected throughout the exam.
6. Click **Save + Close**.

THINGS TO CONSIDER

1. If you have a large class of 300 + students, **Large Meeting Add-On** will need to be activated for your Zoom account. Contact av.helpdesk@ubc.ca to temporarily upgrade your account.
2. Each breakout room should have one Invigilator. The invigilators can be TAs or instructors and they should have host/co-host access. Co-host access role may be provided in the session by the host.
3. Make sure to establish and clearly communicate how the invigilation team can interact with each other.
4. For courses that have a large number of students, stagger the start times of the exam by at least five minutes per group of students. This will help with performance of the exam in Canvas. [Contact us](#) for assistance on how to bulk assign by student time zone, section, group, last name, etc. for your upcoming exam.
5. If you wish to use recording, only cloud recording is permitted in the main room. Avoid recording in breakout rooms. If you require to record breakout rooms, the workaround is to create multiple zoom sessions. Additional zoom sessions may be created by the TA or invigilator as long as they are UBC licensed accounts. [Contact us](#) for assistance on creating additional Zoom sessions.
6. Consider using the waiting room as a way to take attendance and match the names of the students with your class list. If you have a large exam, consider other options such as taking attendance in breakout rooms.

CREATING BREAKOUT ROOMS

1. Start your Zoom session on the day of your exam. Note that self-assigned breakout rooms cannot be created beforehand and must be created on the exam day.
2. Click the **Breakout Rooms** icon at the bottom of your screen to assign students to breakout rooms.



3. **Select the number of rooms** you would like to create and how you would like to assign your participants to those rooms. Students can be re-assigned later.
 - a. *Assign automatically:* Zoom will randomly assign your students to the breakout rooms. The students are evenly split.
 - b. *Assign manually:* You will manually assign students to the breakout rooms.
 - c. *Let participants choose room (Recommended):* This option will allow students to join a specific room. If you choose this option, communication should be sent to students ahead of time, so they know which room to join. The names of the breakout rooms should be easily identified by the student (Examples: TA's name, Discussion/Lab, First name A – E).

Create Breakout

Select the number of breakout rooms

Create 3 breakout rooms

☐ Assign automatically **a**

☐ Assign manually **b**

☒ Let participants choose room **c**

Create

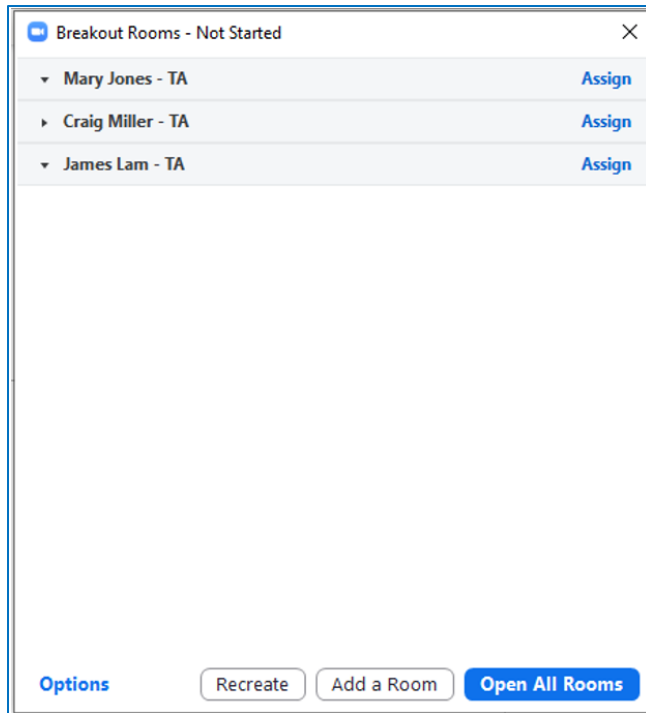
4. Click **Create**. Your breakout rooms will be created but not yet open to students.
5. (Optional) Rename the breakout rooms, so students can identify which room they need to join. An example has been provided below where the breakout rooms have been renamed.

Breakout Rooms - Not Started

Room 1	Rename	Delete	Assign
Room 2			Assign
Room 3			Assign

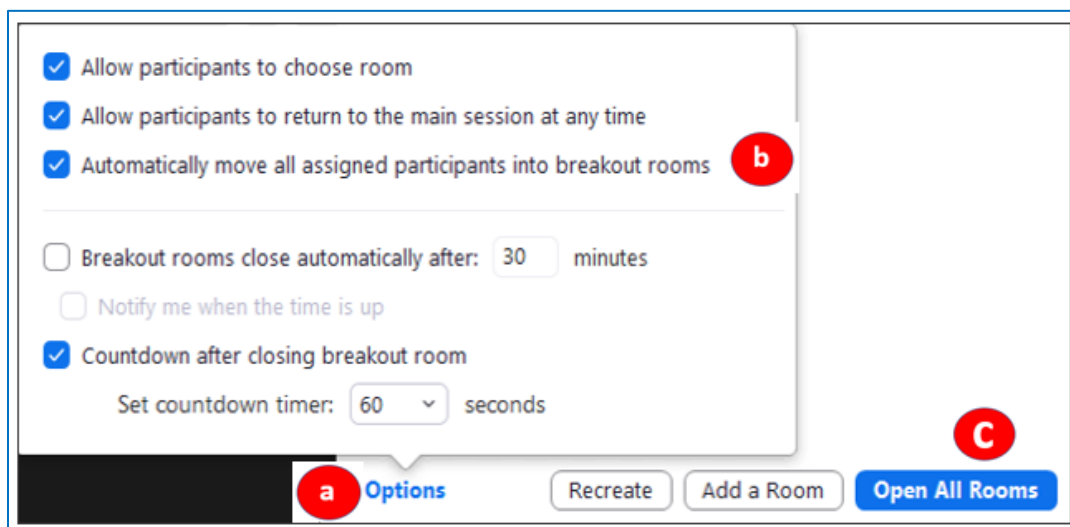
Options

Recreate Add a Room Open All Rooms



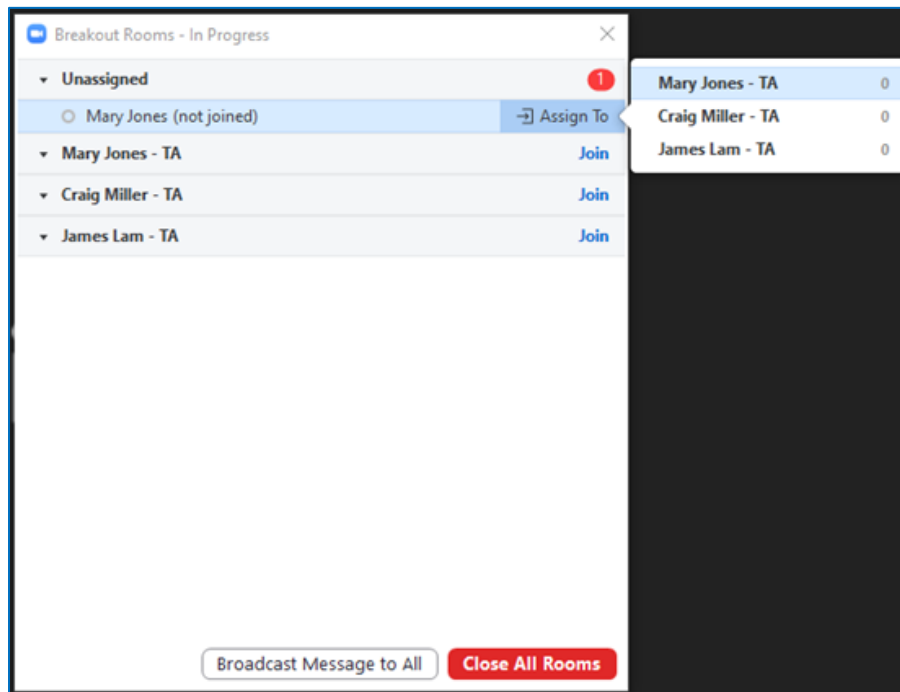
6. To manage breakout rooms,
 - a. Click the **"Options"** icon
 - b. Check the box for "Automatically move all assigned participants into breakout rooms".
 - c. Click **Open All Rooms** to start the breakout rooms

Note: Additional breakout rooms cannot be created while the breakout rooms are in progress. You will be forced to close all rooms before adding more rooms.



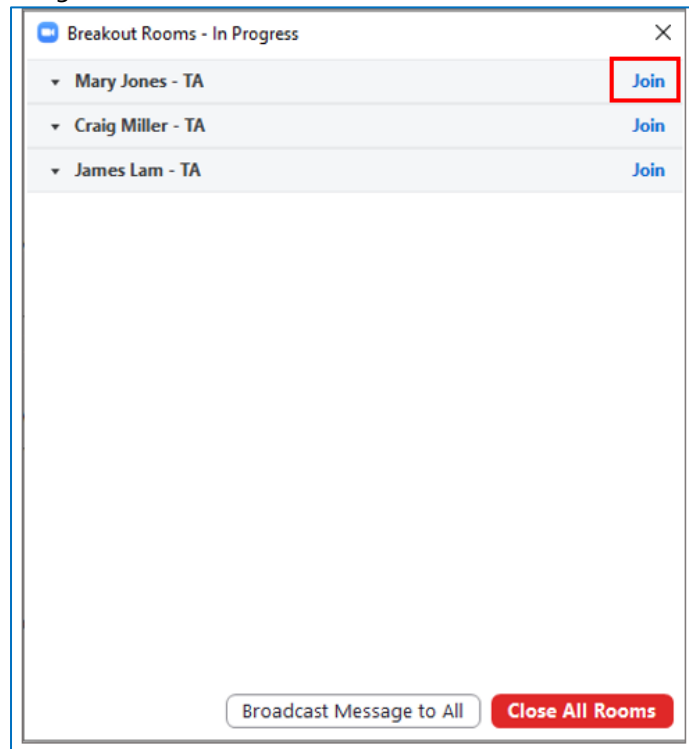
7. The invigilators can be assigned to the breakout rooms by one of the following methods:

1. The instructor (host) can assign the co-invigilators (TAs) to the Breakout Rooms by clicking the **Breakout Rooms** icon --> **"Assign to"** beside the TAs name-->Selecting the **Breakout Room**.



2. As co-hosts, the invigilators (TAs) can assign themselves to a breakout room by clicking on **Breakout Room** icon and selecting **"Join"** beside the appropriate room they are

assigned to monitor.

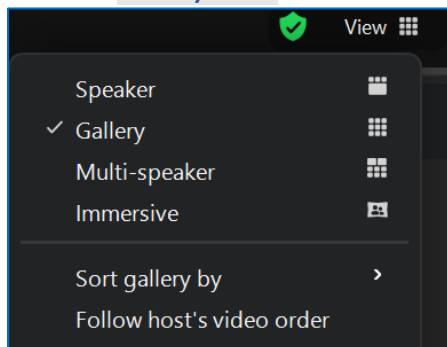


Things to Note:

- The hosts and the co-hosts can move between the rooms at any time by clicking on the Breakout Room icon and by clicking on "Join" displayed beside the room.
- Since students would be focused on the exam, communication to students will need to be done verbally. Remind students to keep the volume up on the device that is running Zoom.
- If the host ends the session for everyone, the breakout sessions will end as well.

MANAGING BREAKOUT ROOMS

1. Click the **Gallery View** to see all the students.



2. You may take attendance and verify IDs here.

- a. Communicate to students that they must hide the first four digits of their student number or ID to preserve their privacy.
3. (Recommended) Communicate to students to turn their microphones off as background noise can be distracting for others writing the exam. It is important that the volume on their device is still up so they can hear announcements. Ensure your mic is turned on in the event that you, as the invigilator, wants to make an announcement.
4. The broadcast message can be used to communicate general instructions to room invigilators such as when they can start the exam or to provide periodic updates of the time remaining. To do this, click the **Breakout Rooms icon** and then **Broadcast Message to All**.
5. To end the breakout room, select **"Close all Rooms"**. This will bring all participants back to the main room.

The following image displays steps 4 & 5:

