Invigilating an Exam with Lockdown Browser and Zoom (Two Options)
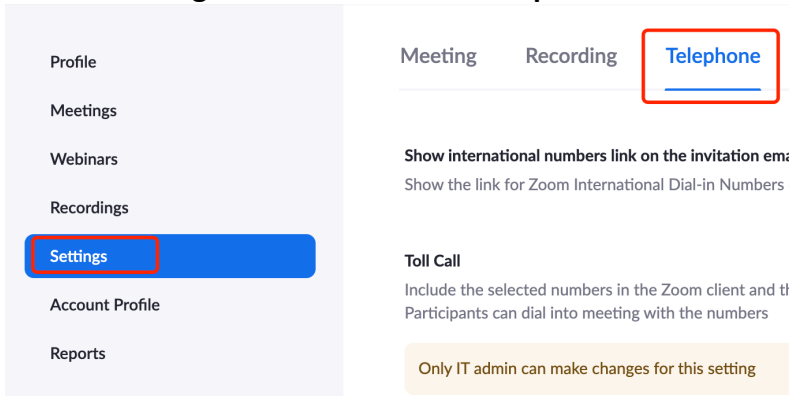
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This document provides instructions on opening a live zoom session with students when using the Respondus Lockdown Browser during an exam. Note that before using it, instructors need to update their Zoom to the newest version.

> *NOTE THAT:*
> - *Students can only enter the Zoom session after the meeting session starts, so please make sure to start your meeting before the exam.*
> - *We have found that if students click the Zoom link in Respondus BEFORE starting the quiz, it may cause an error. Thus, please make sure that students know to begin the quiz and then open the Zoom link.*
> - *The Zoom link will bring them to a Captcha, so it is advisable to have some additional time to complete the midterm in case this causes issues.*
> - *One LockDown browser instance serves for one quiz attempt; thus, students will need to restart the LockDown browser again and log in the Canvas to be able to access another attempt.*
> - *Students can only join zoom session when they choose to join from their browser (please refer to the screenshot under the section of Students' view)*
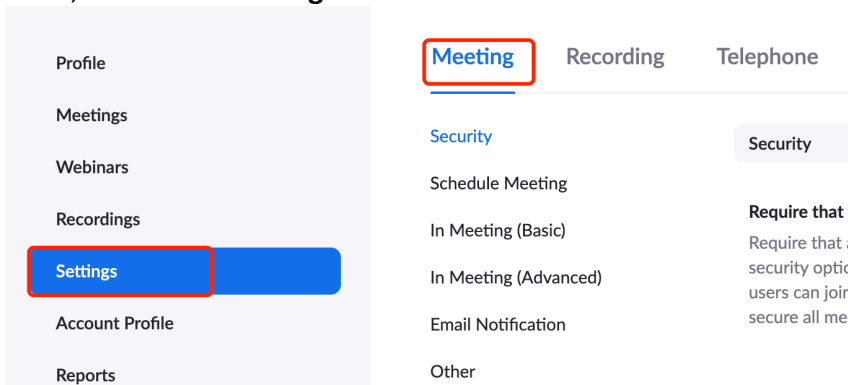
Settings needed in Zoom

1. Login your account via https://ubc.zoom.us/
2. Click on **Settings** and then switch to **Telephone**.

Profile	Meeting	Recording	**Telephone**
Meetings			
Webinars	Show international numbers link on the invitation emai		
Recordings	Show the link for Zoom International Dial-in Numbers o		
Settings	**Toll Call**		
Account Profile	Include the selected numbers in the Zoom client and th Participants can dial into meeting with the numbers		
Reports	Only IT admin can make changes for this setting		

Make sure to ENABLE **Mask phone number in the participant list** to protect students' privacy

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

3. Then, switch to **Meeting** tab

Profile	**Meeting**	Recording	Telephone
Meetings			
Webinars	Security		Security
Recordings	Schedule Meeting		
Settings	In Meeting (Basic)		**Require that a**
Account Profile	In Meeting (Advanced)		Require that a security optio users can join secure all mee
Reports	Email Notification		
	Other		

4. Go to **In Meeting (Basic)** subsection, and

	In Meeting (Basic)		
Security			
Schedule Meeting	**Require encryption for 3rd party endpoints (SIP/H.323)**		Locked by admin
In Meeting (Basic)	By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.		
In Meeting (Advanced)			
Email Notification	**Chat**		
Other	Allow meeting participants to send a message visible to all participants		
	☐ Prevent participants from saving chat		
	Private chat Allow meeting participants to send a private 1:1 message to another participant.		
	Auto saving chats Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.		
	Sound notification when someone joins or leaves		

    a. DISABLE **Private chat** function to prevent students from private chatting.

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

    b. ENABLE **Always show meeting control toolbar** so that host and co-host can easily access the meeting control toolbar.

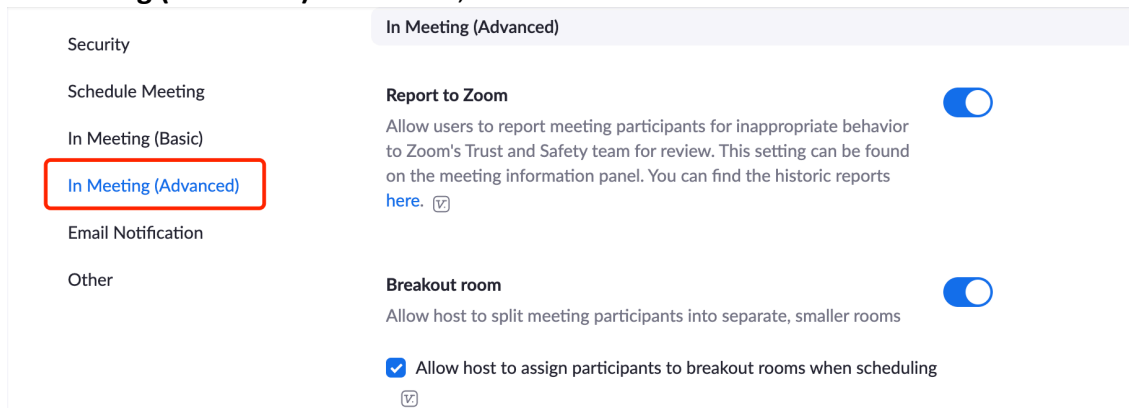**Always show meeting control toolbar**

Always show meeting controls during a meeting

    c. DISABLE **Remote Control** to prevent students from controlling each other's shared screens.

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

5. **In Meeting (Advanced)** subsection,

Security	**In Meeting (Advanced)**
Schedule Meeting	
	Report to Zoom
In Meeting (Basic)	Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel. You can find the historic reports here.
In Meeting (Advanced)	
Email Notification	
Other	**Breakout room**
	Allow host to split meeting participants into separate, smaller rooms
	☑ Allow host to assign participants to breakout rooms when scheduling

6. DISABLE **Virtual background** to prevent students from looking at surroundings.

Virtual background

Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

7. Make sure to ENABLE Show a "**Join from your browser**" link so that students can enter zoom sessions via lockdown 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

Recording

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

Note: Only Cloud recording is permitted in Zoom. And recording the breakout rooms must be avoided

1. Go to Recording setting
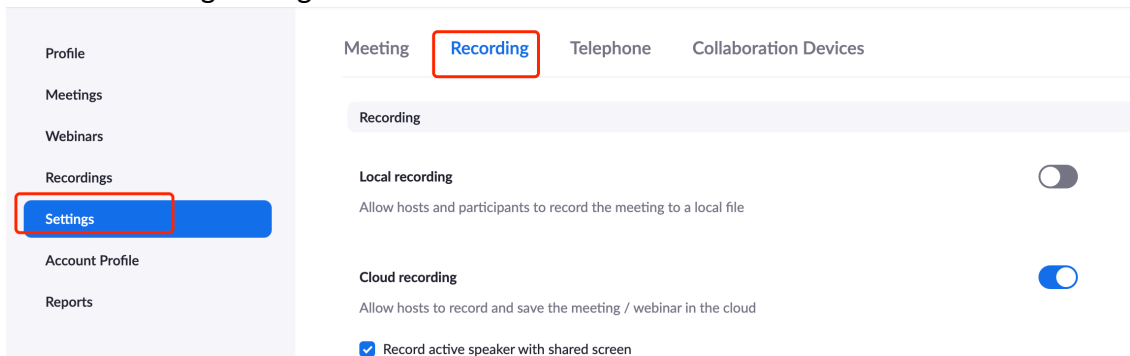
2. Under Cloud Recordings, check-off **Record active speaker**, **gallery view and shared screen**.

## Create a Zoom session and get the meeting link

Instructors can choose either to create a Zoom session through Zoom integration on Canvas, Zoom desktop, or Zoom web portal. Since session settings on these three platforms are similar, here we take Canvas Zoom integration as an example.

1. Login to your canvas course and navigate to **Zoom**. Then click "**Schedule a New Meeting**"
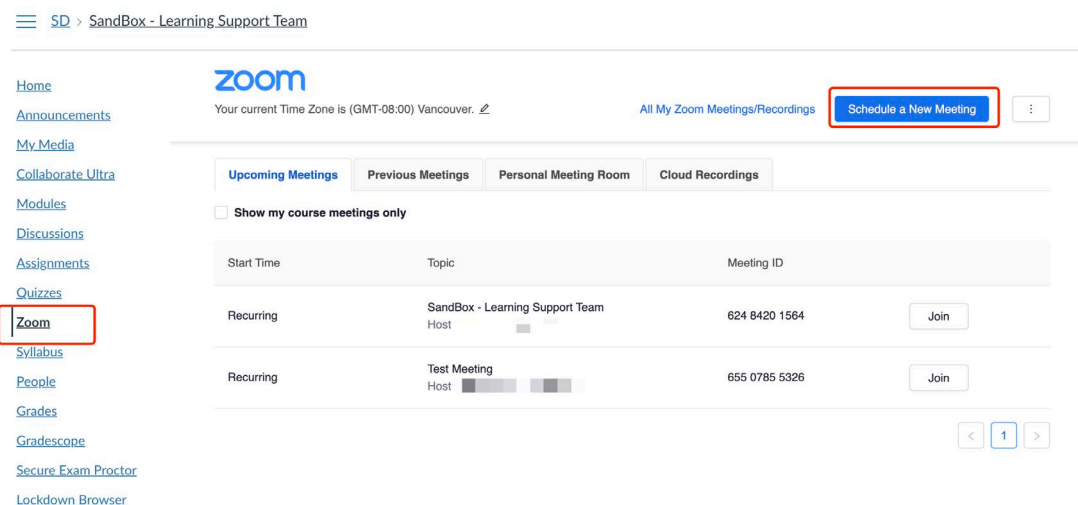
2. When creating a meeting, please

    a. Adjust the time frame to accommodate technical difficulties

When	03/12/2021 📅	6:00 ⌄	AM ⌄
	60 to 30 mins earlier than actual exam start time		
Duration	1 ⌄ hr	0 ⌄ min	
	30 mins longer than actual exam duration		
Time Zone	GMT-08:00 Vancouver ⌄		
	☐ Recurring meeting		

        i. Set the start time that is 60 to 30 mins earlier than the actual start time.

        ii. Add 30mins extra time for the actual exam duration.

    b. Enable the waiting room

Security	☑ Passcode 🔒 863003
	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
	☐ Require authentication to join

3. Assign your TAs as alternative hosts if you hope them to help invigilate during the exam.

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

4. Then, click Save

💾 Save   Cancel

5. Then, you need to copy the invitation URL and save it for the steps afterwards.

ZOOM

Course Meetings > Manage "SandBox - Learning Support Team"

Topic	SandBox - Learning Support Team
Time	Mar 12, 2021 6:00 AM Vancouver
	Add to 📅 Google Calendar 📧 Outlook Calendar (.ics) 📧 Yahoo Calendar
Meeting ID	666 4892 5209
Invite Attendees	Join URL: https://ubc.zoom.us/j/66648925209?pwd=UGlCdk9oM3FLd1hnMVd5a1h4eVZkZz09 📋Copy the invitation
Security	✔ Passcode ******** Show ✔ Waiting Room
	✕ Require authentication to join

Use Zoom + LockDown Browser on TWO devices

In this case, students will do the quiz on LockDown Browser using one device and enter the Zoom meeting room through **a secondary device**. Most likely, students will do their quiz

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exam on laptops/computers and enter the Zoom meeting room using their phones or tablets.

It is recommended for instructors to distribute the Zoom link, meeting ID, and passcode in advance through multiple channels such as:
1. Send an email through Canvas "Inbox"
2. Post the Zoom link in Canvas Announcements
3. Paste the Zoom link in the "Quiz Instructions"

Use Zoom + LockDown Browser on ONE device

If students don't have a second device, they can also use Zoom + LockDown Browser together on one computer. In this case, instructors are required to set up lockdown browser in advance.

Setting up lockdown browser

1. Navigate to the **Lockdown browser** and find your exam. Then select "**Require Respondus LockDown Browser for this exam".**

2. Then, extend **+Advanced Settings** and select Allow access to specific external web domains. In the box, type in "**ubc.zoom.us**" and "**ubc.zoom.us/wc/join/meetingID**"

into the text box for web domains.
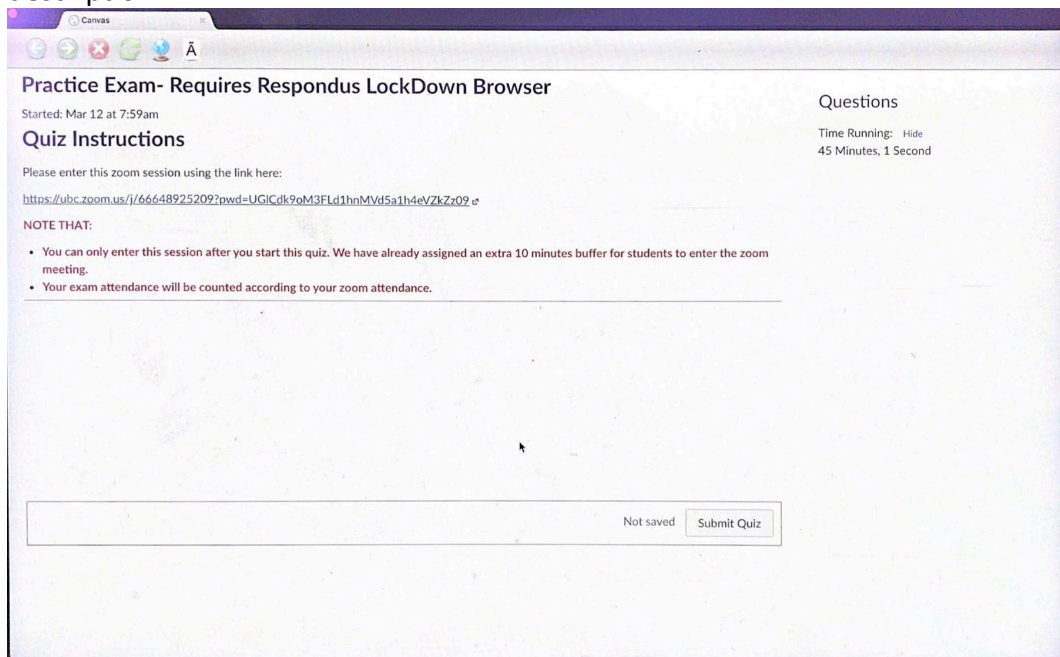

   a. Please do not add any space besides the comma. You can also directly copy
       the following text:
       ubc.zoom.us,ubc.zoom.us/wc/join/meetingID
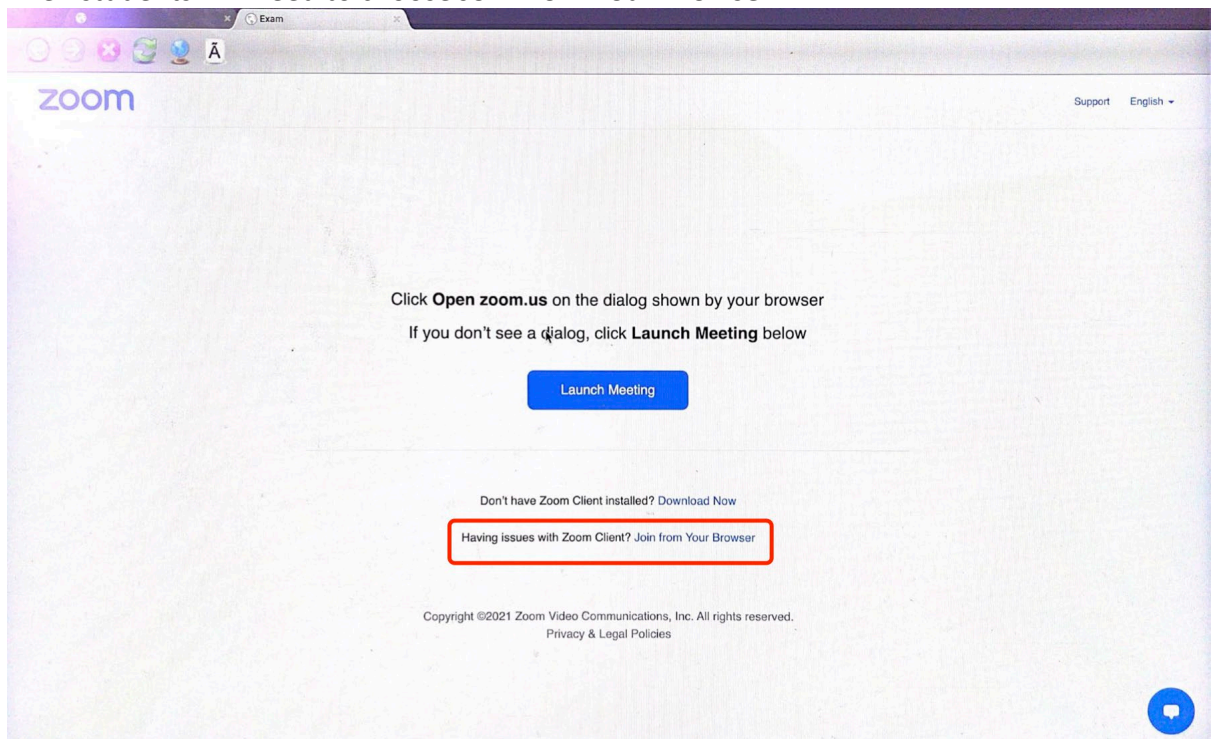3. Then, click **Save + Close**

Student view

Here we present screenshots of students' view using a demo session.

1. Students will first start their quiz, and then click the zoom session link in the quiz description

2. Then students will need to choose **Join from Your Browser**

3. After entering their name, students will enter the zoom meeting session.