

# 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 <a href="https://ubc.zoom.us/">https://ubc.zoom.us/</a>
- 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 the 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		
	Security	Security
Webinars	Schedule Meeting	
Recordings	In Macting (Pasic)	Require that a
	In Meeting (Basic)	Require that a
Settings	In Meeting (Advanced)	security optio users can join
Account Profile	Email Notification	secure all mee
Reports	Other	

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

Security	in Meeting (basic)	
Schedule Meeting In Meeting (Basic) In Meeting (Advanced)	Require encryption for 3rd party endpoints (SIP/H.323) 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.	Locked by admin
Email Notification Other	Chat 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	0

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  $\overline{(V)}$ 

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
In Meeting (Advanced)	on the meeting information panel. You can find the historic reports here.
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

4					
1.	Go to Recording setting	g			
	Profile	Meeting Recording Telephone Collaboration Devices			
	Meetings	Recording			
	Webinars				
	Recordings	Local recording			
	Settings	Allow hosts and participants to record the meeting to a local file			
	Account Profile	Cloud recording			
	Reports	Allow hosts to record and save the meeting / webinar in the cloud			
		✓ Record active speaker with shared screen			
2.	Under Cloud Recording	gs, check-off <b>Record active speaker, gallery view and s</b>	hared		
	screen. Cloud recording				
	Allow hosts to record an	d save the meeting / webinar in the cloud			
	Record active speaker with shared screen				
	Record gallery view with shared screen ⑦				
	Record active speake	er, gallery view and shared screen separately			
	Record an audio only	/ file			
	Save chat messages	from the meeting / webinar			

# 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.

 Login to your canvas course and navigate to Zoom. Then click "Schedule a New Meeting"

Home Announcements	ZOOM Your current Time Zone is (	GMT-08:00) Vancouver. 🖉	All My Zoom Meetings/Recordings	chedule a New Meeting
<u>My Media</u> Collaborate Ultra	Upcoming Meetings	Previous Meetings Personal Meeting Room	Cloud Recordings	
Modules	Show my course mee	tings only		
Discussions				
Assignments	Start Time	Торіс	Meeting ID	
<u>Quizzes</u> Zoom	Recurring	SandBox - Learning Support Team Host	624 8420 1564	Join
Syllabus People	Recurring	Test Meeting Host	655 0785 5326	Join
Grades				

2. When creating a meeting, please

a. Adjust the time frame to accommodate technical difficulties



- 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	
	Vaiting Room	ve the invite link or passcode can join t	he meeting
	Require authen	d by the host can join the meeting	

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
Then, click Save	

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

Course Meetings > Mar	nage "SandBox - Learning Support Team"	
Торіс	SandBox - Learning Support Team	
Time	Mar 12, 2021 6:00 AM Vancouver Add to Google Calendar (.ics) Yahoo Calendar	
Meeting ID	666 4892 5209	
Invite Attendees	Join URL: https://ubc.zoom.us/j/66648925209?pwd=UGICdk9oM3FLd1hnMVd5a1h4eVZkZz09	Copy the invitation
Security	<ul> <li>✓ Passcode ******* Show ✓ Waiting Room</li> <li>× Require authentication to join</li> </ul>	

# 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

4.

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".

Home	V Post-course Survey	Not Required
Announcements	V Practice Exam	
<u>My Media</u>	LockDown Browser Settings	
Collaborate Ultra		
Modules	Don't require Respondus LockDown Browser for this exam     Require Respondus LockDown Browser for this exam	
Discussions		
Assignments	Password Settings	
Quizzes	Access code for this exam (optional)	
Zoom	⊕ Advanced Settings	
<u>Syllabus</u>		
People	Save + Close Cancel	
Grades		
<u>Gradescope</u>	V Pre-course Survey	Not Required
Secure Exam Proctor		
Lockdown Browser	Proctoria (Remotely Proctored)	Not Required
Rubrics		
<u>ComPAIR</u>	✓ Quiz 1 for DUE/AVAILABILITY	Not Required

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.

LockDown Browser Settings
$\odot$ Don't require Respondus LockDown Browser for this exam
Require Respondus LockDown Browser for this exam
Password Settings
Access code for this exam (optional)
Advanced Settings
Require LockDown Browser to view feedback and results
□ Lock students into the browser until exam is completed [ <u>explain]</u>
Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [explain]
Allow access to specific external web domains [explain]
Enter one or more web domains, separated by commas (e.g. algebra-ebooks.com, calculus-ebooks.com)
Enable Calculator on the toolbar [ <u>explain]</u> Enable Printing from the toolbar [ <u>explain]</u>
Save + Close Cancel

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

Canvas ×	
🕒 🖸 😢 🚰 👷 Å	
Practice Exam- Requires Respondus LockDown Browser	Quality
Started: Mar 12 at 7:59am	Questions
Quiz Instructions	Time Running: Hide 45 Minutes, 1 Second
Please enter this zoom session using the link here:	
https://ubc.zoom.us/j/66648925209?pwd=UGICdk9oM3FLd1hnMVd5a1h4eVZkZz09 et	
NOTE THAT:	
<ul> <li>You can only enter this session after you start this quiz. We have already assigned an extra 10 minutes buffer for students to enter the zoom meeting.</li> <li>Your exam attendance will be counted according to your zoom attendance.</li> </ul>	
Not saved Submit Quiz	

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

C Exam		and the state of the lower of the state of t
0 0 🛛 😋 🔮 者		
zoom		Support English -
	Click Open zoom.us on the dialog shown by your browser	
	If you don't see a dialog, click Launch Meeting below	
	Launch Meeting	
	Don't have Zoom Client installed? Download Now	
	Having issues with Zoom Client? Join from Your Browser	
	Copyright ©2021 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies	

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

