



## Invigilating an Exam with Lockdown Browser and Zoom (Two Options)

### Table of Contents

|   |          |
|---|----------|
| <b>Table of Contents</b> .....                              | <b>1</b> |
| <b>Settings needed in Zoom</b> .....                        | <b>2</b> |
| <b>Create a Zoom session and get the meeting link</b> ..... | <b>4</b> |
| <b>Use Zoom + LockDown Browser on TWO devices</b> .....     | <b>5</b> |
| <b>Use Zoom + LockDown Browser on ONE device</b> .....      | <b>6</b> |
| <b>Setting up lockdown browser</b> .....                    | <b>6</b> |
| <b>Students' view</b> .....                                 | <b>7</b> |

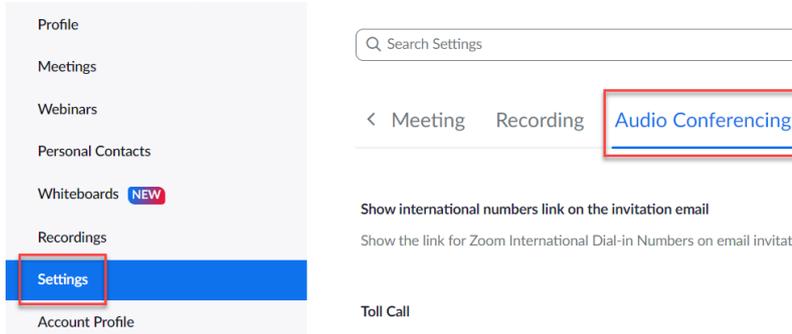
This document provides instructions on opening a live zoom session with students when using the Respondus Lockdown Browser during an exam. Note that before using it, instructors need to update their Zoom to the newest version.

#### **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 **Audio Conferencing**.

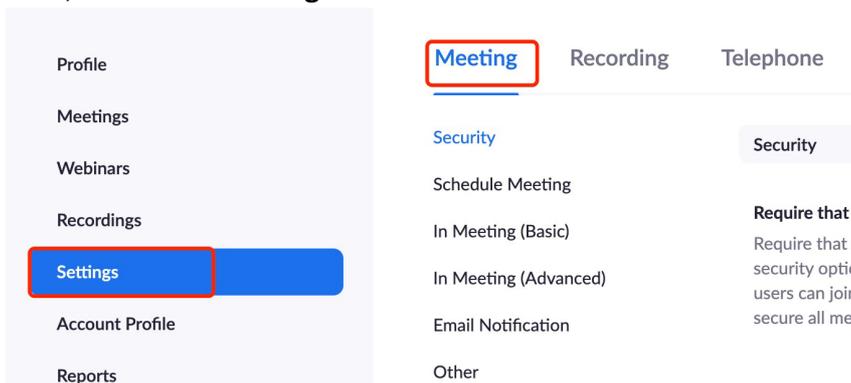


Make sure to **ENABLE Mask phone number in the participant list** to protect students' privacy

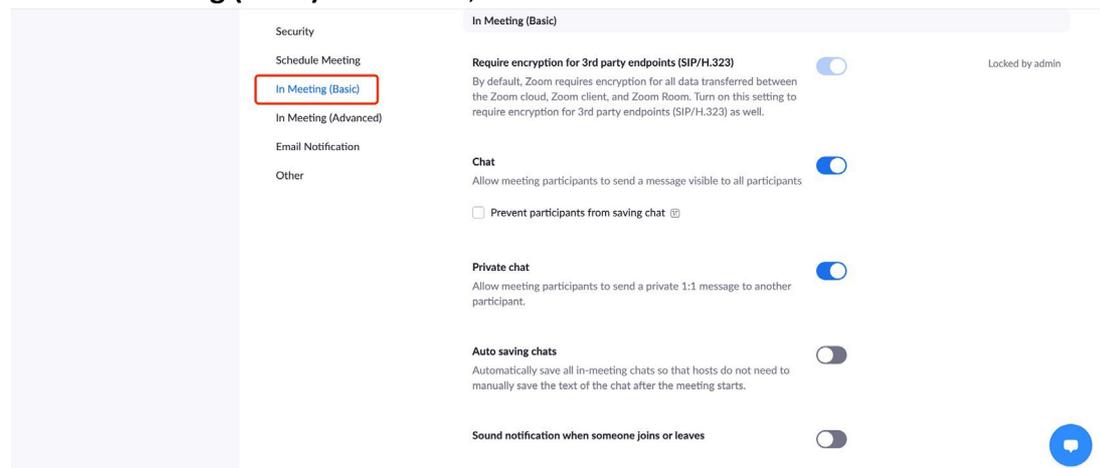
**Mask phone number in the participant list**

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



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



- a. **DISABLE Direct Messages** function to prevent students from private chatting.

**Meeting chat - Direct messages**

Allow meeting participants to send direct messages to other participants

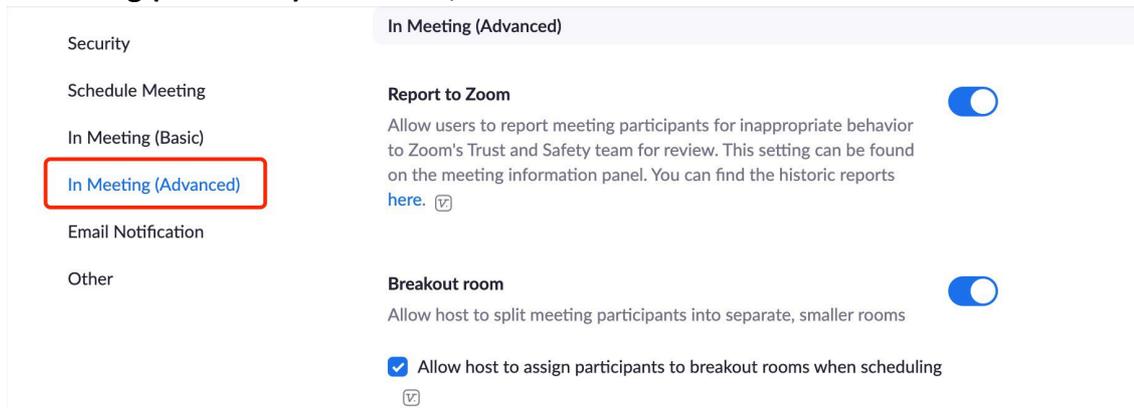
- b. **ENABLE Always show meeting control toolbar** so that host and co-host can easily access the meeting control toolbar.

**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,



The screenshot shows the 'In Meeting (Advanced)' settings page. On the left, a sidebar lists various settings categories: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (highlighted with a red box), Email Notification, and Other. The main content area is titled 'In Meeting (Advanced)' and contains three settings:

- Report to Zoom**: A toggle switch is turned on (blue). Description: '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](#). 
- Breakout room**: A toggle switch is turned on (blue). Description: 'Allow host to split meeting participants into separate, smaller rooms'. Below this is a checked checkbox: 'Allow host to assign participants to breakout rooms when scheduling' with a help icon 

- 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.

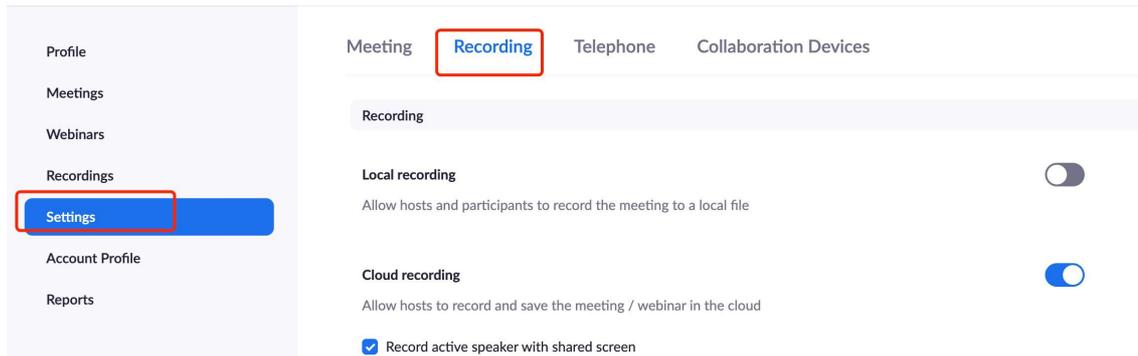
**Show a "Join from your browser" link**   
 Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser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



- Under Cloud Recordings, check-off **Record active speaker, gallery view and shared screen**.

**Cloud recording**

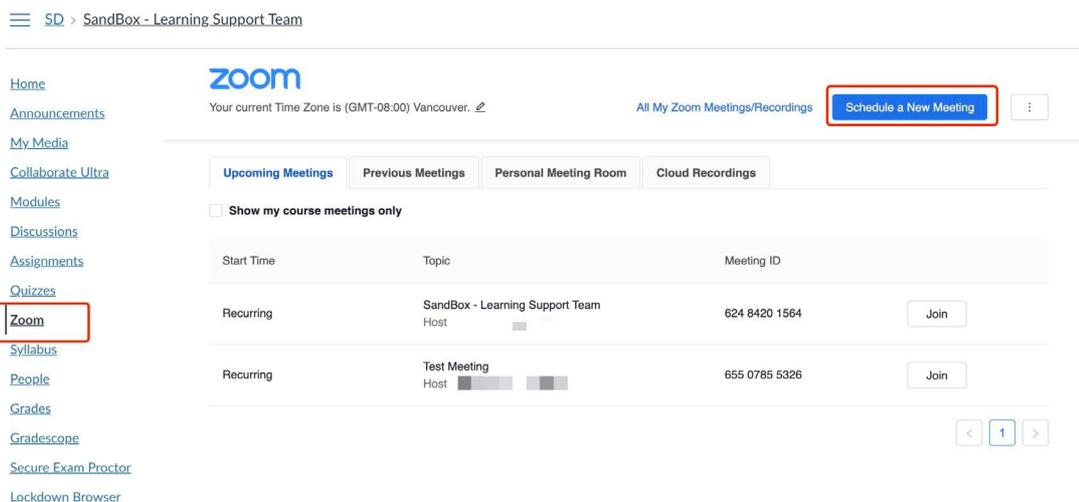
Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen ?
- Record active speaker, 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”**



- When creating a meeting, please
  - Adjust the time frame to accommodate technical difficulties

**When**     
 60 to 30 mins earlier than actual exam start time

**Duration**  hr  min  
 30 mins longer than actual exam duration

Time Zone

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   
 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

4. Then, click Save

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



Course Meetings > Manage "SandBox - Learning Support Team"

Topic SandBox - Learning Support Team

Time Mar 12, 2021 6:00 AM Vancouver

Add to

Meeting ID 666 4892 5209

Invite Attendees

Security  Passcode    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

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**”.

The screenshot shows the Canvas interface for setting up lockdown browser. On the left, a sidebar contains navigation links: Home, Announcements, My Media, Collaborate Ultra, Modules, Discussions, Assignments, Quizzes, Zoom, Syllabus, People, Grades, Gradescope, Secure Exam Proctor, **Lockdown Browser** (highlighted with a red box), Rubrics, and ComPAIR. The main content area displays a list of exams with their lockdown browser settings. The 'Practice Exam' is expanded, showing 'LockDown Browser Settings' with two radio buttons: 'Don't require Respondus LockDown Browser for this exam' and 'Require Respondus LockDown Browser for this exam' (selected and highlighted with a red box). Below these are sections for 'Password Settings' (with an 'Access code for this exam (optional)' text box) and 'Advanced Settings'. 'Save + Close' and 'Cancel' buttons are at the bottom. Other exams listed include 'Post-course Survey', 'Pre-course Survey', 'Proctoria (Remotely Proctored)', and 'Quiz 1 for DUE/AVAILABILITY', all marked as '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.

Practice Exam - Requires Respondus LockDown Browser

LockDown Browser Settings

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 [\[explain\]](#)

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 [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)

Save + Close Cancel

- 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

Canvas

Practice Exam - Requires Respondus LockDown Browser

Started: Mar 12 at 7:59am

Questions

Time Running: Hide  
45 Minutes, 1 Second

Quiz Instructions

Please enter this zoom session using the link here:

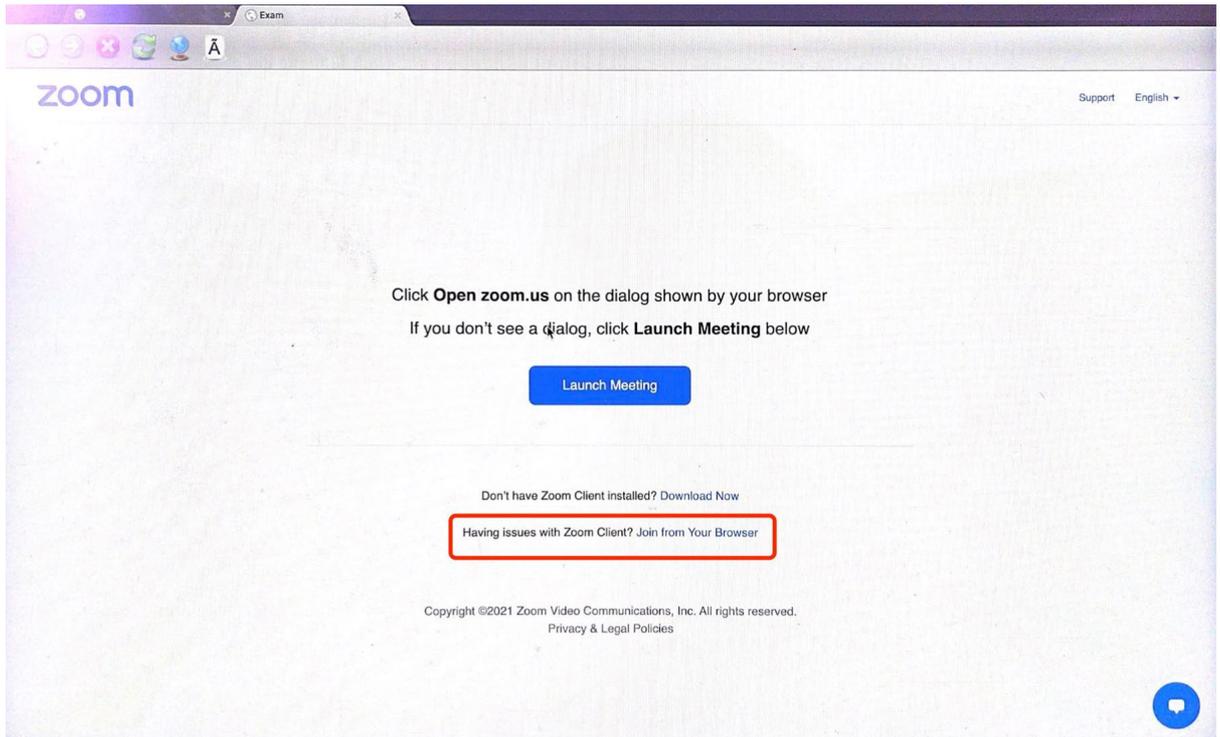
<https://ubc.zoom.us/j/66648925209?pwd=UGlCd1k9eM3FLd1h4eVZkZz09>

NOTE THAT:

- 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.
- Your exam attendance will be counted according to your zoom attendance.

Not saved Submit Quiz

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



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

