



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

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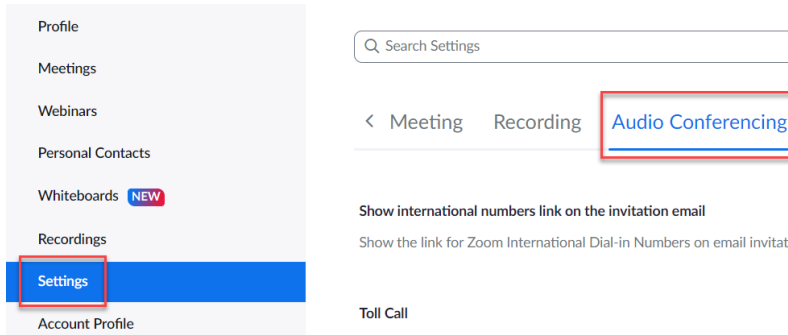
This document provides instructions on opening a live zoom session with students when using the Respondus Lockdown Browser during an exam. Note that before using it, instructors need to update their Zoom to the newest version.

NOTE THAT:

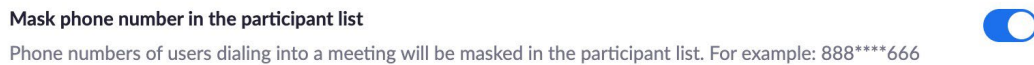
- *Students can only enter the Zoom session after the meeting session starts, so please make sure to start your meeting before the exam.*
- *We have found that if students click the Zoom link in Respondus BEFORE starting the quiz, it may cause an error. Thus, please make sure that students know to begin 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

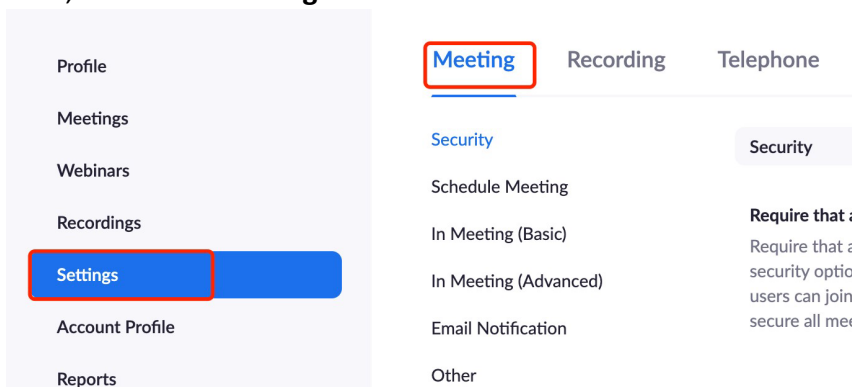
1. Login your account via <https://ubc.zoom.us/>
2. Click on **Settings** and then switch to **Audio Conferencing**.



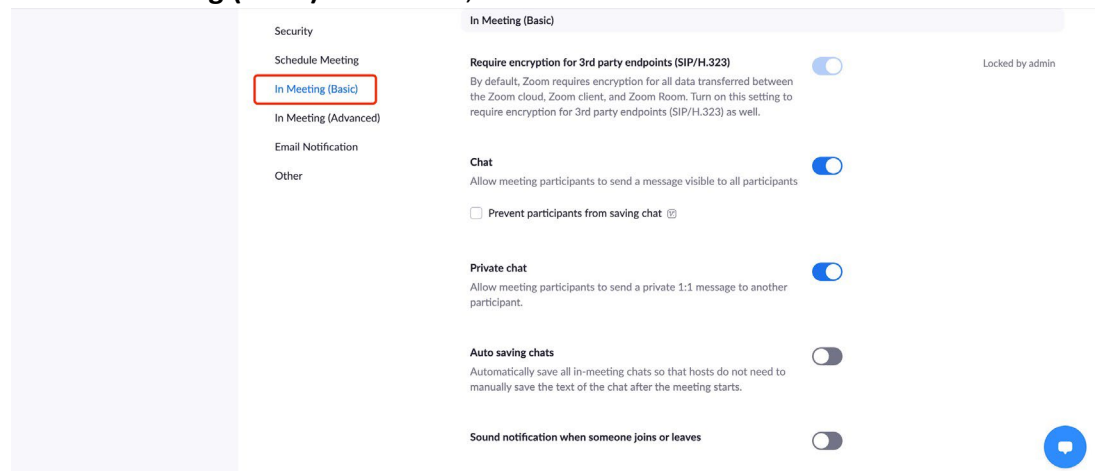
Make sure to **ENABLE Mask phone number in the participant list** to protect students' privacy



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. **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	
	<input checked="" type="checkbox"/> 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.

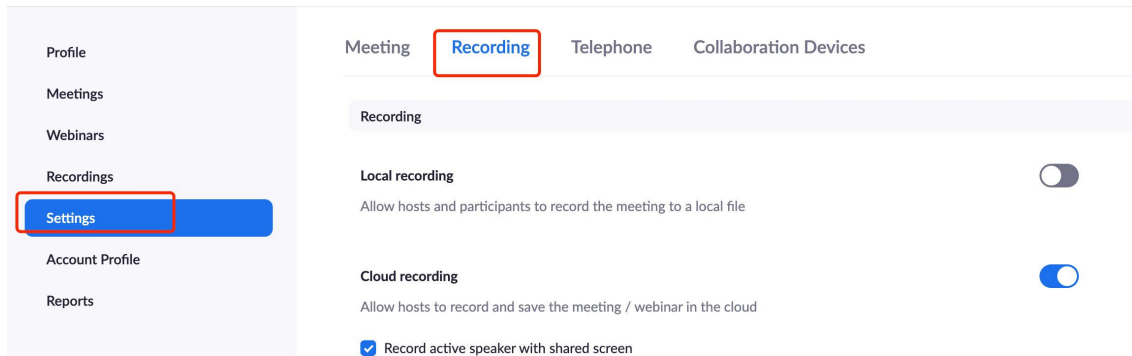
Show a "Join from your browser" link 
 Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser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

Cloud recording

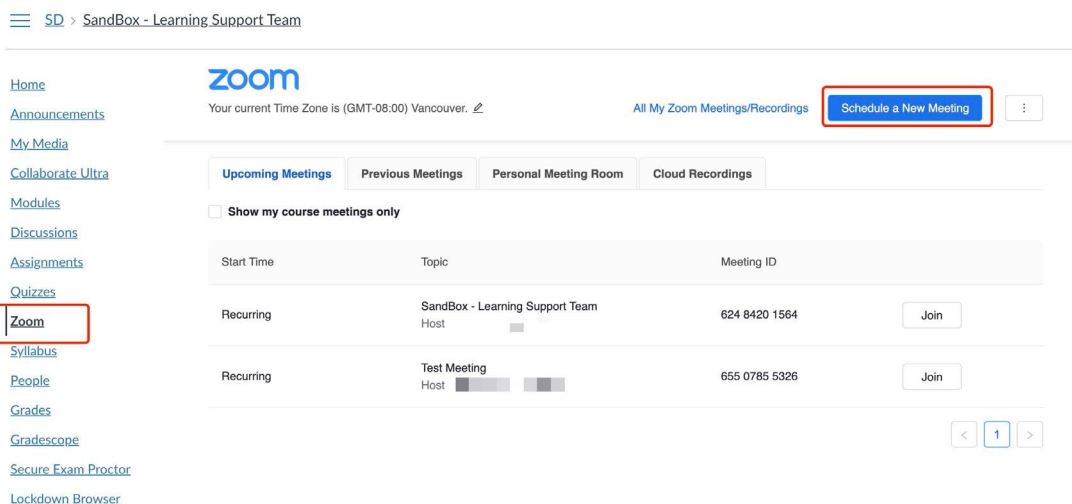
Allow hosts to record and save the meeting / webinar in the cloud

- 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.

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
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	<input type="button" value="Google Calendar"/> <input type="button" value="Outlook Calendar (.ics)"/> <input type="button" value="Yahoo Calendar"/>	
Meeting ID	666 4892 5209	
Invite Attendees	<input type="text" value="Join URL: https://ubc.zoom.us/j/66648925209?pwd=UGICdk9oM3FLd1hnMVd5a1h4eVZkZz09"/>	<input type="button" value="Copy the invitation"/>
Security	<input checked="" type="checkbox"/> Passcode ***** <input type="button" value="Show"/> <input checked="" type="checkbox"/> Waiting Room <input checked="" type="checkbox"/> 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 LMS interface. On the left sidebar, the 'Lockdown Browser' link is highlighted with a red box. The main content area shows the 'Practice Exam' settings. Under 'LockDown Browser Settings', the option 'Require Respondus LockDown Browser for this exam' is selected and highlighted with a red box. Below this, there are sections for 'Password Settings' (with an 'Access code for this exam (optional)' text box) and 'Advanced Settings'. At the bottom of the settings panel are 'Save + Close' and 'Cancel' buttons. The top right of the settings panel indicates '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)

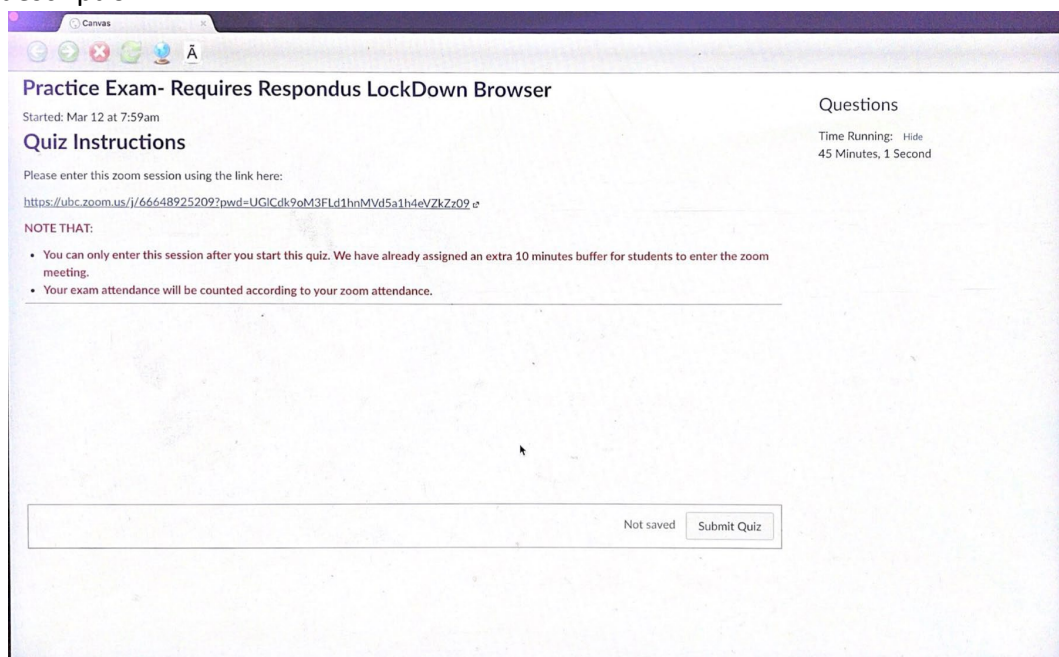
Enable Calculator on the toolbar [\[explain\]](#)
 Enable Printing from the toolbar [\[explain\]](#)

- 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**

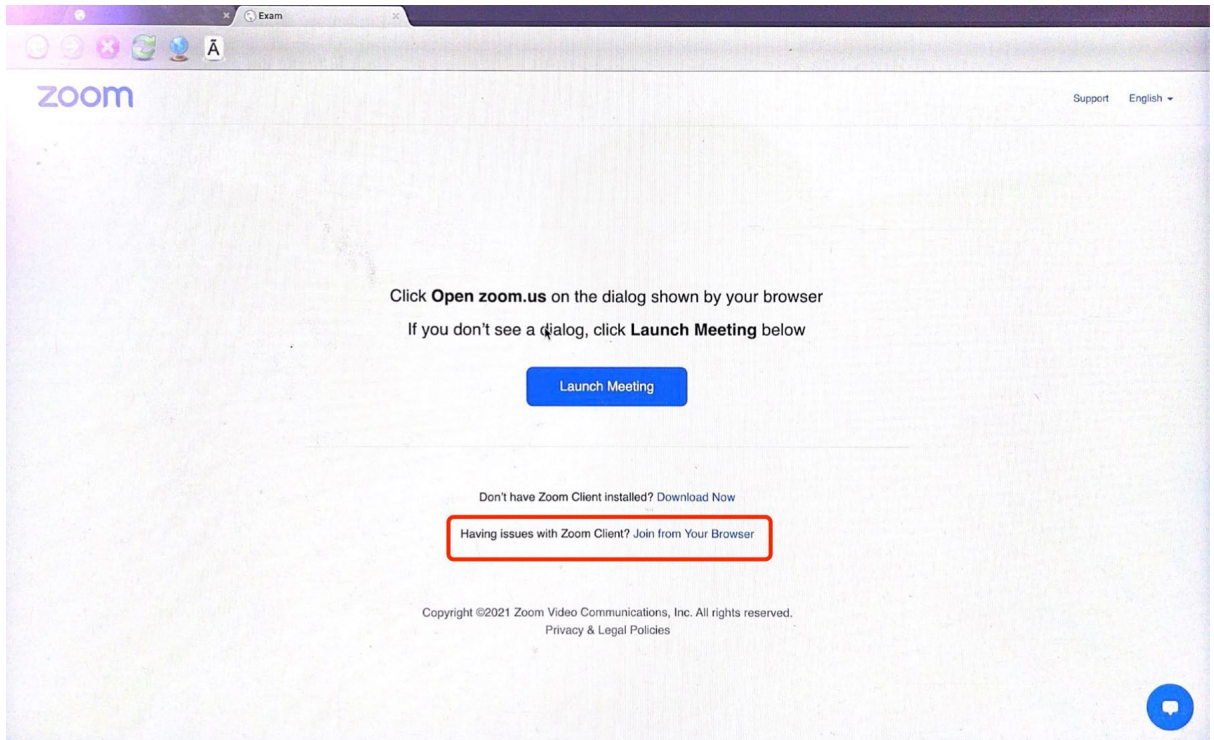
Student view

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.

