Guide to Using Zoom for Online Proctoring

1. Create your quiz or exam in Canvas using the Quizzes feature. For more information, see https://community.canvaslms.com/docs/DOC-26504-how-do-i-create-a-quiz-with-individual-questions

2. Create a Zoom meeting for the date and time when the students are supposed to take the assessment.
   a) Log into your Zoom portal (uchicago.zoom.us, chicagobooth.zoom.us, or uchicagomedicine.zoom.us).
   b) Click Settings.
   c) Click Meeting.
   d) Click In Meeting (Basic).
   e) In the section for In Meeting (Basic) settings, find the Screen Sharing feature in the list.
      i. Turn on screen sharing.
      ii. Under Who can Share? select All Participants.
      iii. Under Who can start sharing when someone else is sharing? select All Participants.

3. During the examination:
   a) Once the meeting has started, give participants permission to share.
   b) Click on the up arrow, next to the green “Share Screen” button.
   c) Select “Multiple participants can share simultaneously”.

4. Request student streams
   a) Ask your students to share their webcams.
   b) Ask your students to share their entire desktop screens. You should check to make sure each student is sharing his/her entire desktop screen and not just a single tab on a browser.
   c) View student desktops one by one by selecting them from a drop-down menu.
   d) Periodically view different students by selecting from the drop-down menu.
   e) Have another proctor or a separate laptop to view the student webcams in gallery view so that you can see all of their faces at the same time.

5. Record the proctoring session
   a) Log into your Zoom portal (uchicago.zoom.us, chicagobooth.zoom.us, or uchicagomedicine.zoom.us)
   b) Click Settings.
   c) Click the Recording tab.
   d) In the section for Cloud Recording settings, find the Record active speaker, gallery view and shared screen separately feature in the list.
      i. Check this feature.
      ii. Also check the active speaker feature.
      iii. Also check the gallery view feature.
      iv. Also check the shared screen feature.
   e) Scroll down and click Save.

6. Please note the following:
   a) Recordings will be automatically deleted after 90 days.
   b) If a student only shares one tab, you will be unable to see it if s/he navigates to another tab or is using tools on another tab.
c) If a student only shares one tab and minimizes the tab, the tab still appears to be up because the screen share has been paused.

d) If a student has dual monitors/devices set up, they can open up other items on the other monitor. You can only see the first monitor the student is sharing and not the second.

e) We recommend allowing additional setup time for your exam and testing Zoom proctoring with students before the exam.

f) Proctoring a practice exam with your students will help ensure everyone is familiar with the process.