

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.