

ZOOM BREAKOUT ROOMS FOR EXAM SUPERVISION

What are Zoom breakout rooms?

Zoom breakout rooms provide separate meeting spaces for participants in a Zoom meeting. Only the Host can enable breakout rooms. Once setup, the host and co-host can move around to different rooms. A maximum of 100 breakout rooms can be setup in a single Zoom meeting, but **only up to 50 breakout rooms can be used for exam supervision**. This option is only for classes with 50 students or less, and there must be at least one invigilator for every 25 students.

Using Zoom Breakout Rooms to Supervise a Live Online Exam

Some online exams may require that exam takers be supervised. To use Zoom breakout rooms for this purpose, students can be assigned to individual breakout rooms within a Zoom meeting. In the breakout rooms, Students should share their UR Courses screen and turn on video. The host and co-hosts can move from room to room and interact with the student as necessary. Students cannot interact with each other while in an individual breakout room. Students who are finished early can click 'Leave Room' at any time to return to the main meeting window, and can then Leave the meeting.

A. Before the exam date

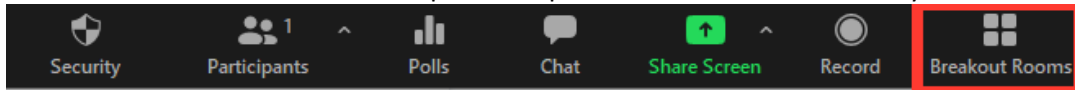
- a. Advise students of your plans regarding Zoom Breakout Rooms
 - i. They should be prepared to show photo ID to the camera during the exam
 - ii. Once in their breakout room, they should Share Screen so UR Courses is visible and Start Video so their image is visible
 - iii. They will be able to 'Ask for Help' while in a breakout rooms
- b. You may wish to request a "Class List – With Photo" that you can use to compare the student ID photo with the video of the student taking the exam
 - i. Faculty or Department admin staff can run the report, save as a .pdf and email to you. They would need the CRN for the class.
 - ii. Report is available in Caspur Reports: Student Reports Menu - Registration Menu – Campus-wide Registration Menu – Registration Lists (PROD) – Class lists by name tab – Enter CRN – Click 'Class List – with photo' – Export to PDF -Select location to save file – update file name — Click 'Publish'.
- c. Update UR Courses quiz setting to show student ID photo
 - i. In UR Courses and access the UR Courses quiz activity
 - ii. Click the 'Action Menu' (3 Blue Cogwheels)
 - iii. Click 'Edit Settings'
 - iv. Go to the 'Appearance' section
 - v. There will be a choice to "Show the user's picture" where you must choose "Large image" from the drop down menu
 - vi. At bottom of page click 'Save and return to course'

B. Start the Zoom meeting

- You may wish to start the meeting early and Set Meeting Parameters in section C before participants arrive
- All students should join the room at the designated time
- Provide reminders and exam instructions to the students

C. Set Meeting Parameters

1. Click 'Security' in the Zoom meeting bottom menu bar
 - a. Under 'Allow Participants to:', ensure there is a checkmark next to Share Screen, Chat, Unmute Themselves, and Start Video
2. Click up arrow next to 'Share Screen'
 - a. Under 'Who can share?' click 'Multiple Participants can share simultaneously' button

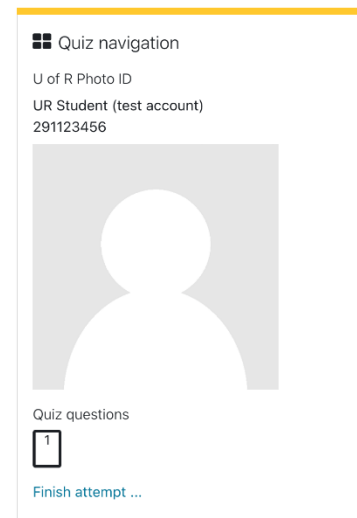


D. Move students to individual breakout rooms

1. Click 'Breakout Rooms' in Zoom meeting menu bar, at the bottom right. If you don't see Breakout Rooms, click the "...More" menu to see the Breakout Rooms option.
2. Enter the number of breakout rooms to be created, ensuring there is 1 for every student.
3. Click 'Create', and you will see a list of rooms
4. Click 'Options' at lower left
 - a. Ensure a check next to "Allow participants to return to the main session at any time"
 - b. Ensure a check next to "Automatically move assigned participants into breakout rooms"
 - c. Ensure a check next to "Countdown after closing breakout rooms"
 - d. Under 'Set countdown timer:' click dropdown arrow to change number of seconds to 120, to allow the maximum 2 minutes warning when closing rooms at end of exam
5. Click 'Open All Rooms'
6. Students will be moved from the main meeting to their individual room
7. If a student joins late, click 'Breakout Rooms' again, click "Add Room" and assign the participant to the new room

E. Verify identity and Supervise the exam in progress

1. Click 'Breakout Rooms' to see the list of current rooms in use
2. Locate the Room you wish to join
3. Click the Room Name, click 'Join', click 'Yes' to confirm
(Do not click 'Move To' as this would be to move the student to another breakout room)
4. Identity Verification
 - a. View the student taking the exam
 - b. View the student ID photo in UR Courses on the student's shared screen
 - c. View student photo on "Class list with photo" to confirm student identity
 - d. Interact with the student as needed
5. Exam supervision
 - a. View the student's shared screen, which should show the exam in UR Courses
 - b. Ensure the student name matches and the course name and exam are correct
 - c. Interact with the student as needed
6. Click 'Breakout Rooms' to see the list again and join the next room
OR Click "Leave Room" then "Leave Breakout Room" to return to the main window



F. Student asking for assistance

1. Students can click "Ask for Help" and you will see a popup "<name> in room # has asked for help"
2. Click "Join Breakout Room" to move to their room
3. Interact with the student as required
4. Click 'Breakout Rooms' to see the list again and join a different room
OR Click "Leave Room" then "Leave Breakout Room" to return to the main window

G. Broadcast Message to All Rooms

1. In the Breakout Rooms list, click "Broadcast Message to All" at the bottom
2. Enter the text of the message
3. Click "Broadcast"
4. All Students will see the message in a pop-up window in their breakout rooms

H. End the exam supervision

1. 2 minutes prior to the end of the examination time, click "Close All Rooms"
2. Students will be provided a countdown timer, for the 120 seconds you entered when creating breakout rooms
3. At the end of the countdown time all students will be returned to the main meeting window