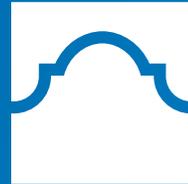


Keep Teaching

To Zoom or Not to Zoom:
Using Zoom For Assessments



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Malcolm Baldrige
National Quality Award

2018 Award Recipient



Webinar Objectives

By the end of this webinar, you will be able to:

- Using the Chat
- Use breakout room for assessments
- Live Proctored Online Exams using Zoom
- Creating Polls
- Saving Documents
- Printing Reports



Chat Box

- Use chat to send group messages or private messages to students.
- Zoom chat is a great way to share links, clarify something said on the video call or post lists or large blocks of text.
- Zoom chat is available unless the host has disabled the function for the meeting or webinar.

Hello everyone!

From Amber O'Casey to Everyone:

Hi Nadia!

From Eryn Berger to Everyone:

Hey!

From Amy Gates to Everyone:

Hello!

From Rudy Lopez to Everyone:

Good afternoon!

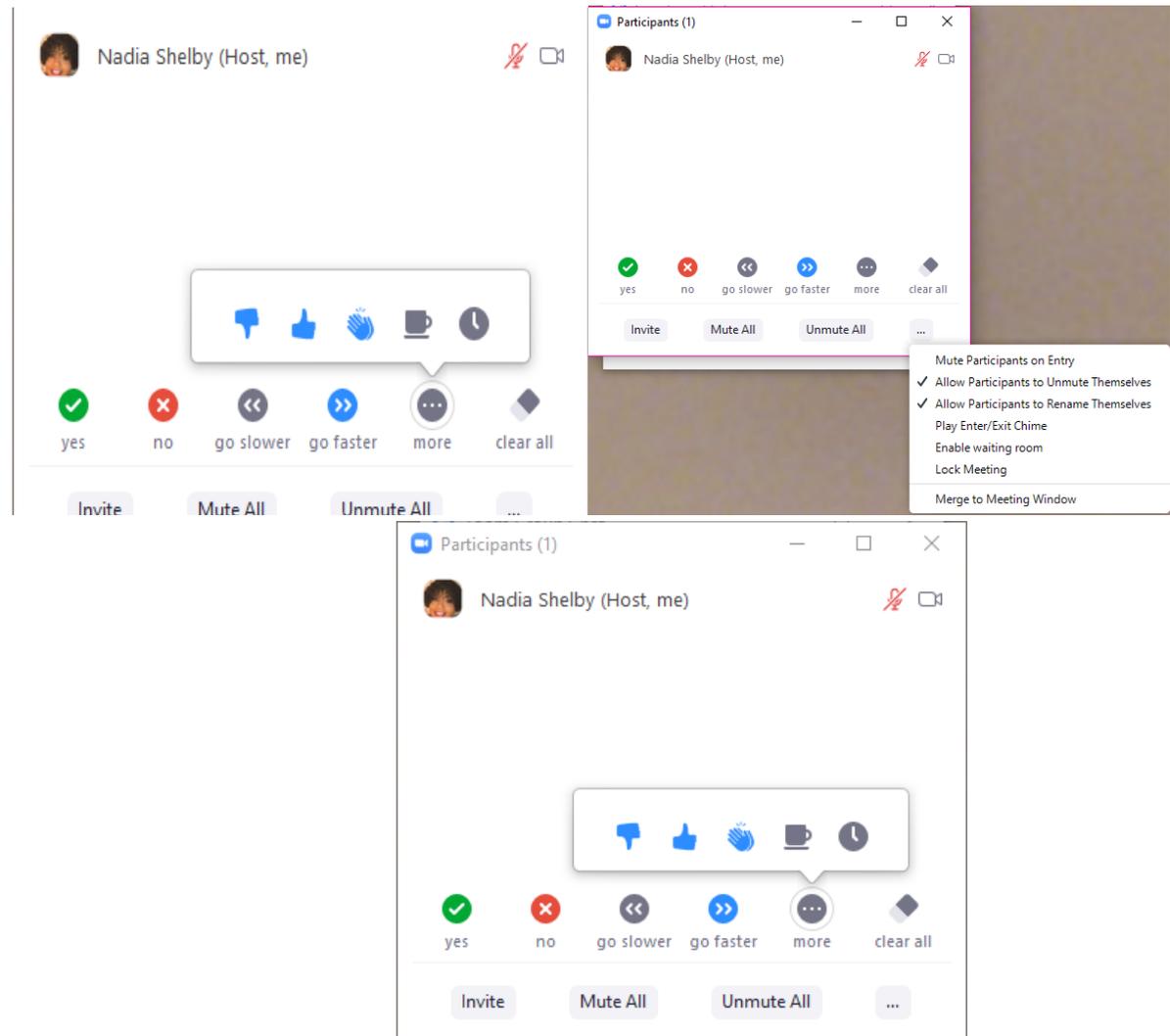
To: Everyone ▾

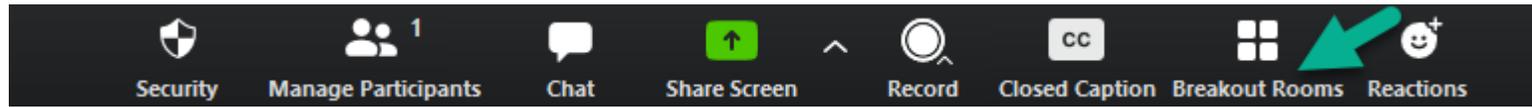
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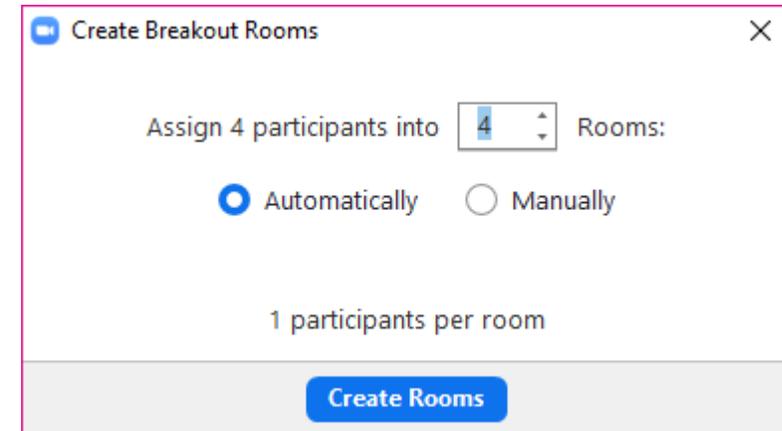
Chat Box Options

- Host can react to messages by adding an emoticon.
- Host can mute participants on entry.
- All participants to unmute and rename themselves.
- Enable waiting room.
- Lock the meeting.

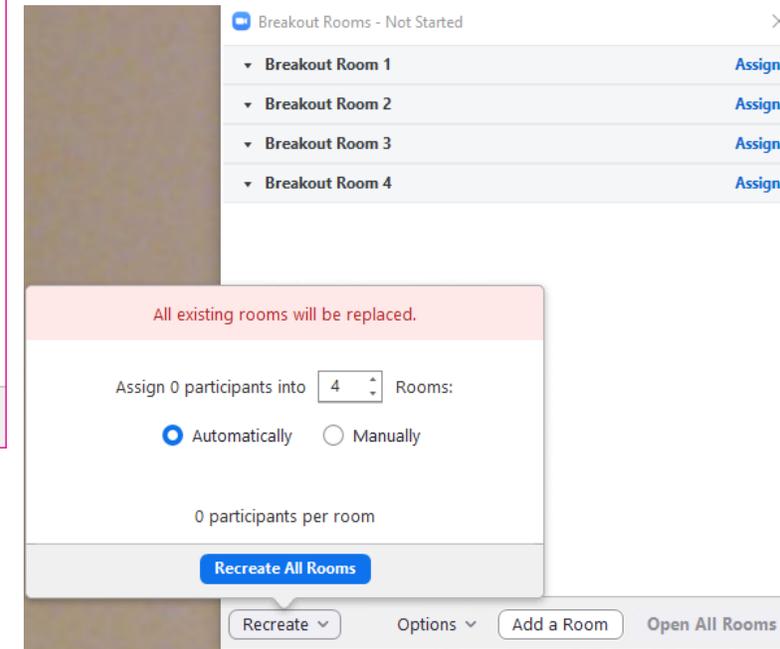
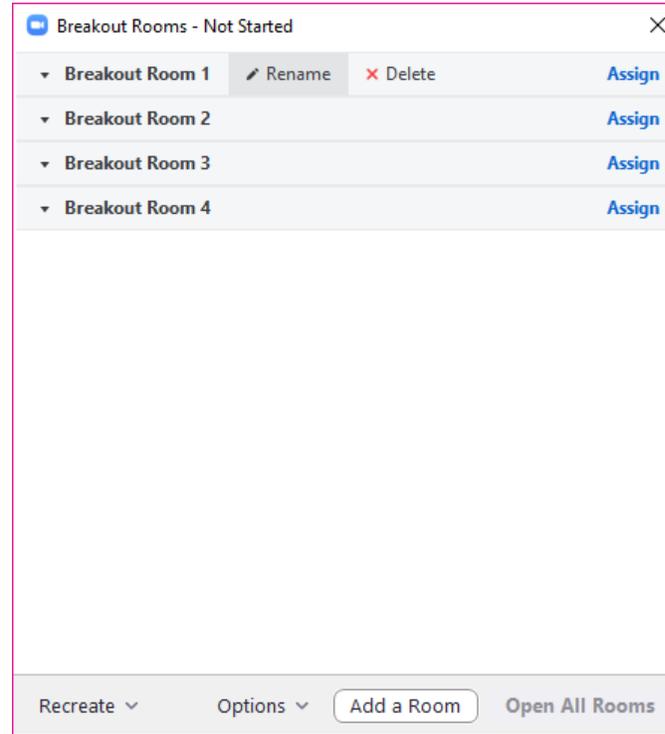




- Allows host to put students in small groups.
- Students are able to share their screen if they are presenting slides.
- A breakout room in Zoom can provide a confidential space for presenting or feedback.

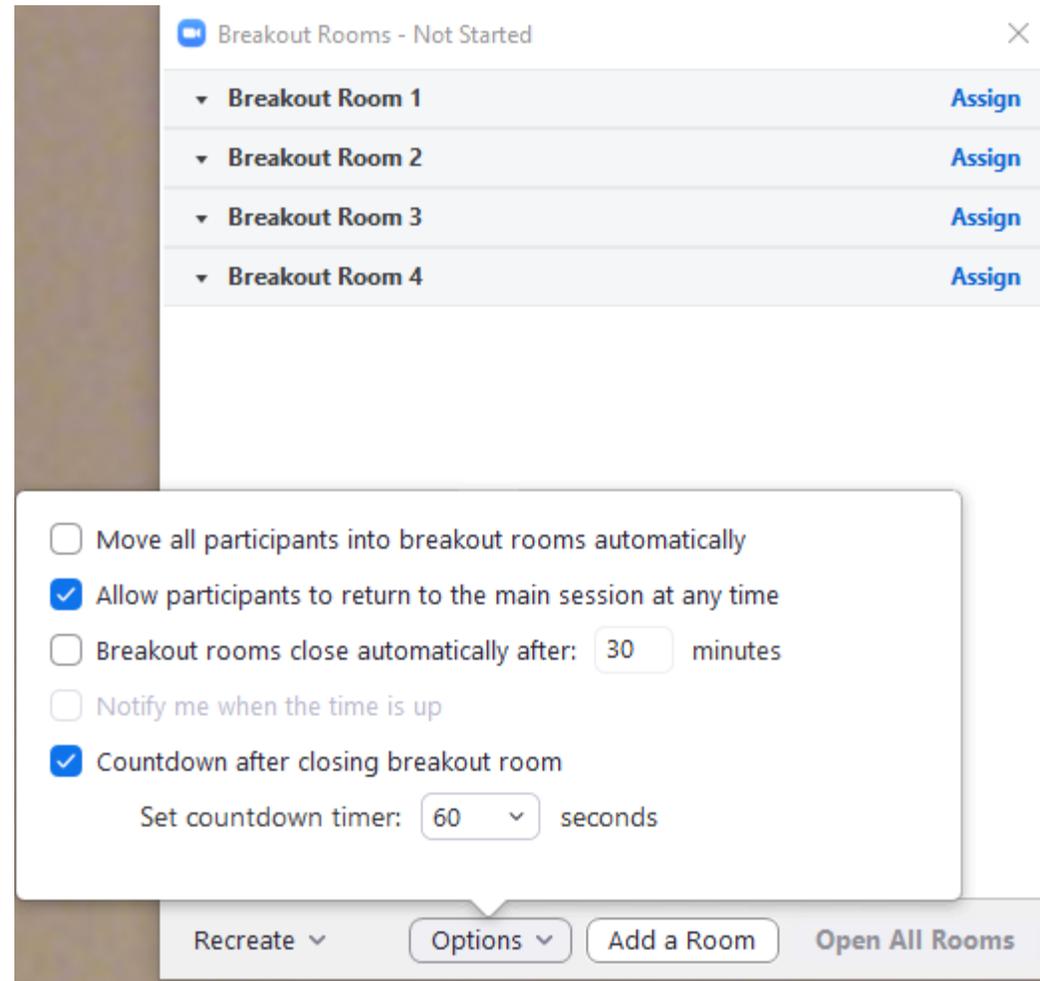


- Host can **Rename** or **Delete** Breakout Rooms.
- Move to: Move student to a room.
- Exchange: Move student to another room or swap students.
- Delete Room: Delete the selected room.
- Recreate: Deletes existing breakout rooms and creates new ones.
- Add a Room: Add another breakout room.
- **Remember:** Open all rooms to start the rooms.



To Zoom or Not to Zoom Using Breakout Rooms Options

- Move all participants into breakout rooms automatically.
- Allow participants to return to the main session at any time.
- Breakout rooms close automatically after x minutes.
- Notify me when the time is up.
- Countdown after closing breakout rooms.



The screenshot shows the Zoom Breakout Rooms settings interface. At the top, it says "Breakout Rooms - Not Started" with a close button. Below this, there are four breakout rooms listed: "Breakout Room 1", "Breakout Room 2", "Breakout Room 3", and "Breakout Room 4". Each room has a dropdown arrow on the left and an "Assign" button on the right. A settings panel is open in the foreground, containing the following options:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room

Below the "Countdown after closing breakout room" option, there is a "Set countdown timer:" field with a dropdown menu set to "60" and the unit "seconds". At the bottom of the interface, there are buttons for "Recreate", "Options", "Add a Room", and "Open All Rooms".



- Schedule Zoom meeting and allow a buffer of at least 30 minutes.
- Participant video: **ON**
- Mute participants upon entry.
- Record the meeting automatically to the cloud.

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry [?](#)

Enable waiting room

Only authenticated users can join

Record the meeting automatically On the local computer In the cloud

Discipline Discussion

Alternative Hosts



Preparing for Live Proctored Online Exam

Prepare an exam alert to students through Canvas announcements, which includes:

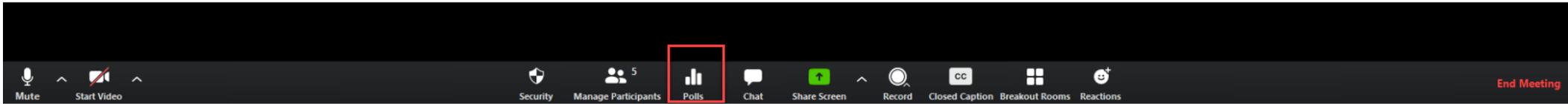
- **Exam logistics** (Zoom meeting link)
- **Exam Details** (Topics being covered in exam, exam type, question type)
- **Ground Rules** (Leaving webcam during exam, no virtual backgrounds, etc.)
- **Items** allowed or needed for exams (calculator, pen/paper)
- **Procedure** to ask questions to Instructor during exam (using chat box or asking verbally)

Reminders

- **Start the Zoom** meeting 15 minutes early.
- **Set the group** chat to “**Host only**”, the group chat is only for receiving inquiries from students during the exam
- **Check** if students’ set-up is appropriate (webcam is **on** and is in a proper position, student name in the Zoom meeting must be the official name, microphone is on).
- **Remind** students to keep the speaker **ON** for receiving instructions/announcements during the exam.
- **Ensure** the Zoom meeting recording is in progress.
- **‘Mute All’** during the exam to avoid disturbance.



To Zoom or Not to Zoom Launching a Poll



- **Select** the poll you would like to launch
- **Click** Launch Polling

A screenshot of the Zoom 'Polls' window. The window title is 'Polls'. The poll is titled 'Polling 1: Sample Poll' with an 'Edit' link. It contains three questions, each with multiple-choice options:

- 1. What location do you work? (Multiple choice)
 - DSO
 - SAC
 - NLC
 - PAC
 - NVC
- 2. Are you working remote? (Multiple choice)
 - Yes
 - No
- 3. Do you own pets? (Multiple choice)
 - Yes

A blue 'Launch Polling' button is at the bottom.

- The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
- To stop, click **End Poll**

Zoom Polls interface showing a poll in progress. The poll title is "Sample Poll in Progress" and the timer shows 0:08. The status indicates "Attendees are now viewing questions" and "0 of 4 (0%) voted".

1. What location do you work? (Multiple choice)

DSO	(0/0) 0%
SAC	(0/0) 0%
NLC	(0/0) 0%
PAC	(0/0) 0%
NVC	(0/0) 0%

2. Are you working remote? (Multiple choice)

Yes	(0/0) 0%
No	(0/0) 0%

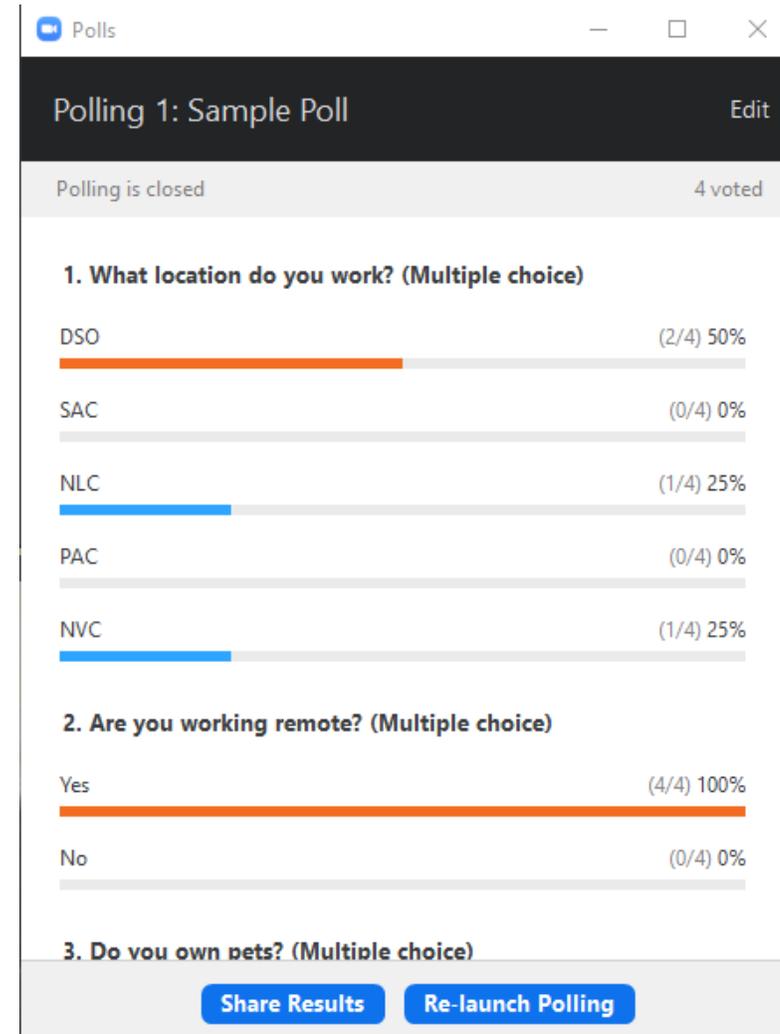
3. Do you own pets? (Multiple choice)

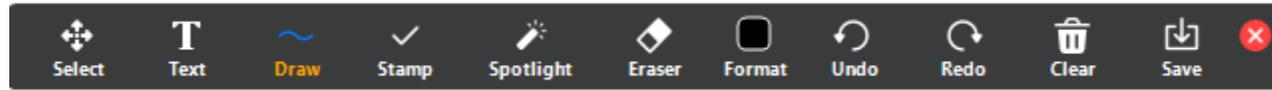
End Polling



To Zoom or Not to Zoom Launching a Poll

- To share the results with participants, click **Share Results**.
- Participants will then see the results of the polling questions.





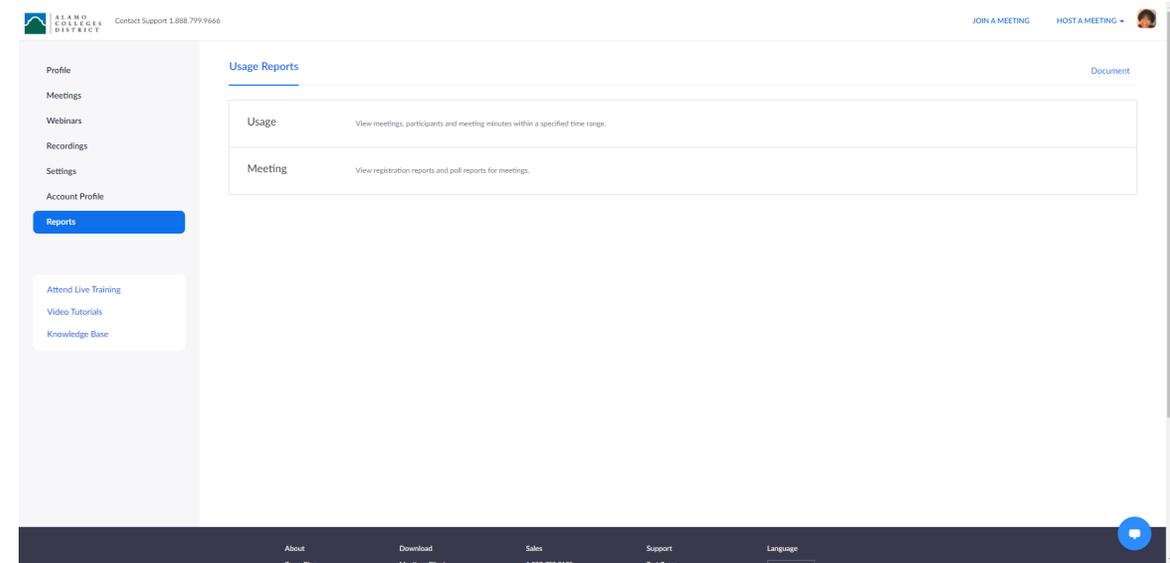
Faculty and Students can save whiteboards by choosing **Save** icon located in “**Annotate**” options.



Usage Report

Usage: The Usage report option, allows you to I a list of meetings, participants, and meeting minutes for meetings you have hosted.

There is option to “**Export**” report for saving and printing purposes.



Questions?



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Thank You!



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