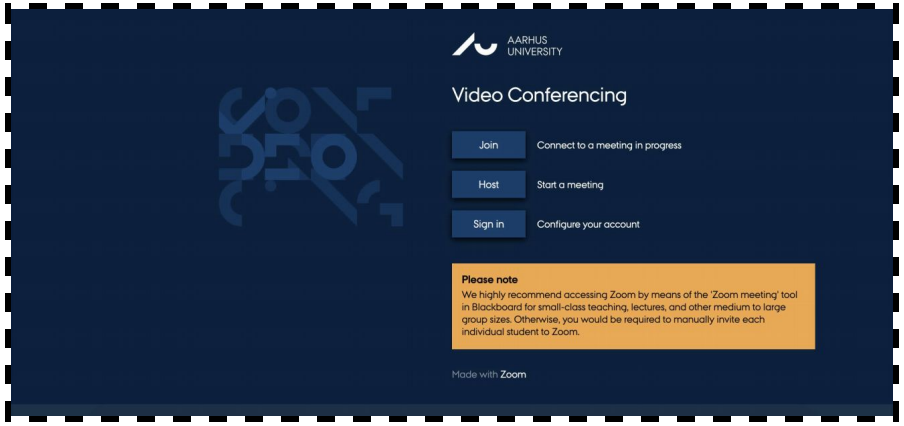
ZOOM-Guide - Creating an Exam room in Zoom

How to:

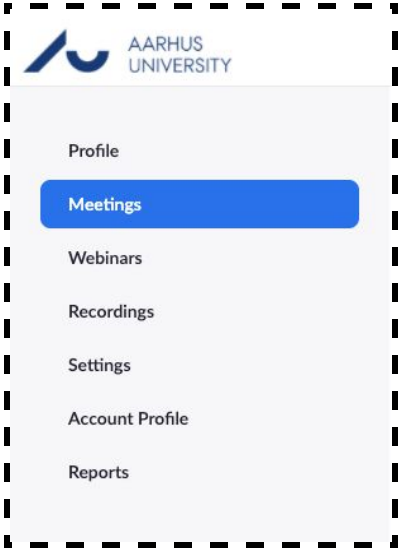
1)

Go to http://aarhusuniversity.zoom.us/
The following page will pop up.



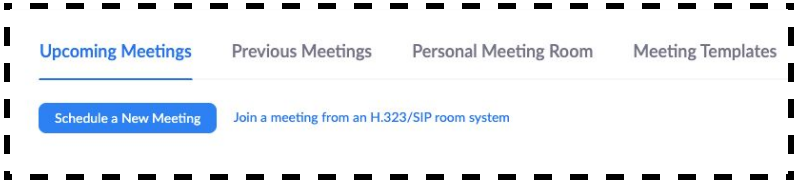
2)

To schedule your next meeting, you will first need to sign in. Click **Sign in**. If you are asked to sign in with WAYF, use the same login information that you use on mit.au and Blackboard. When you have signed in, click **Meetings** in the left hand menu.



3)

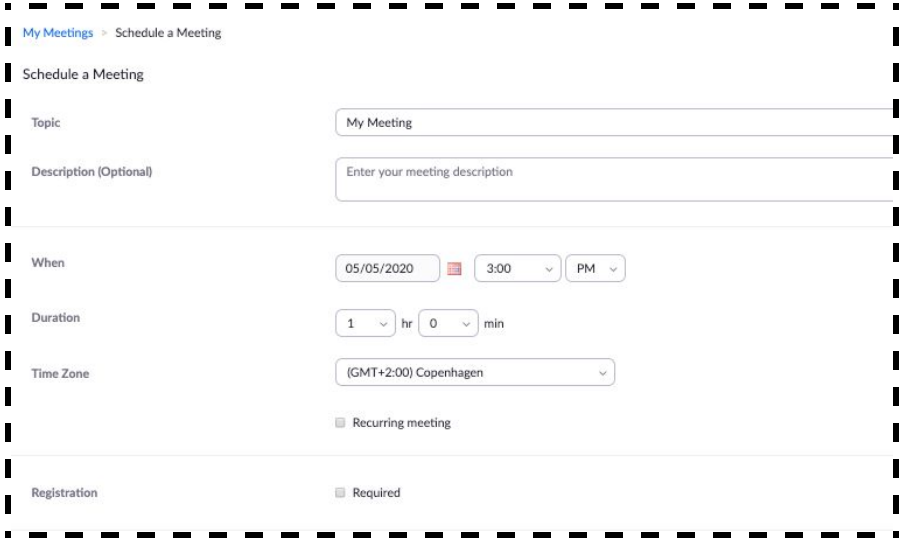
In this window you can get an overview of your upcoming meetings. To schedule a meeting click **Schedule Meeting** at the top of the page.



ZOOM-Guide - Creating an Exam room in Zoom

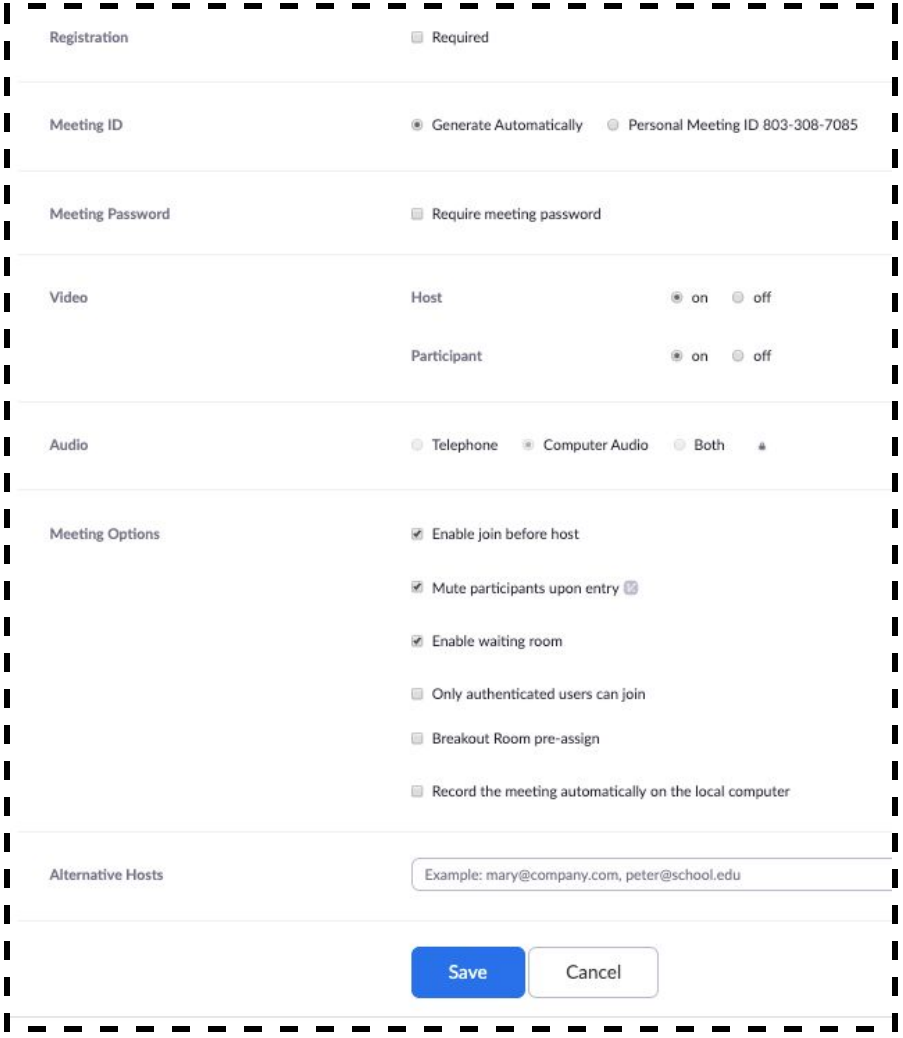
4)

You will now have a number of options for setting up the room. Enter topic/title under **Topic** and time under **When**. The meeting must **not** be set up as a recurring meeting.



The meeting must be set up with a check in **Enable waiting room**.

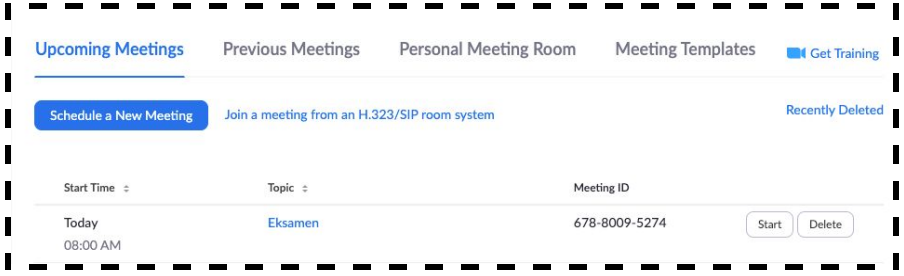
The personal meeting ID can **not** be used and meetings must **not** be recorded.



ZOOM-Guide - Creating an Exam room in Zoom

5)

Next, click '**Save**'. You will then be redirected to a window where you can get an overview of the room, that you just created.

Next to the **Invite Attendees** icon, you will find the link that should be shared with UVAEKA, who will make sure that it will be made available to students and co-examiners in the Digital Exam system. If you are performing a test, just share the link with the relevant parties.

You can always find the link again, by signing on to Zoom (see above) and finding **Meetings** in the menu. Here you will get an overview of all the scheduled meetings. When you on the relevant meeting, the link to that meeting will appear.