

ZOOM-Guide - Creating an Exam room in Zoom

How to:

1)

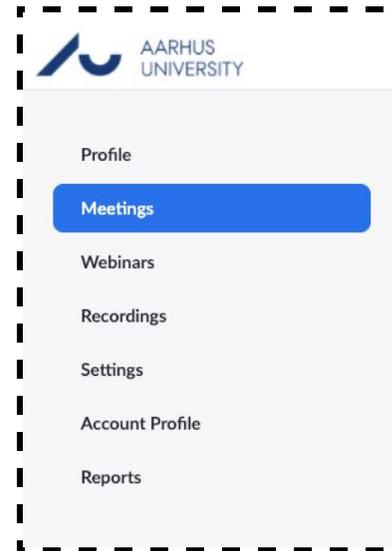
Go to <http://aarhusuniversity.zoom.us/>

The following page will pop up.



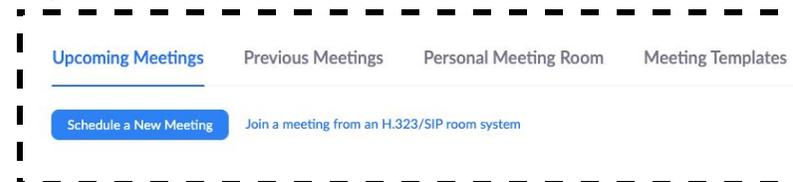
2)

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)

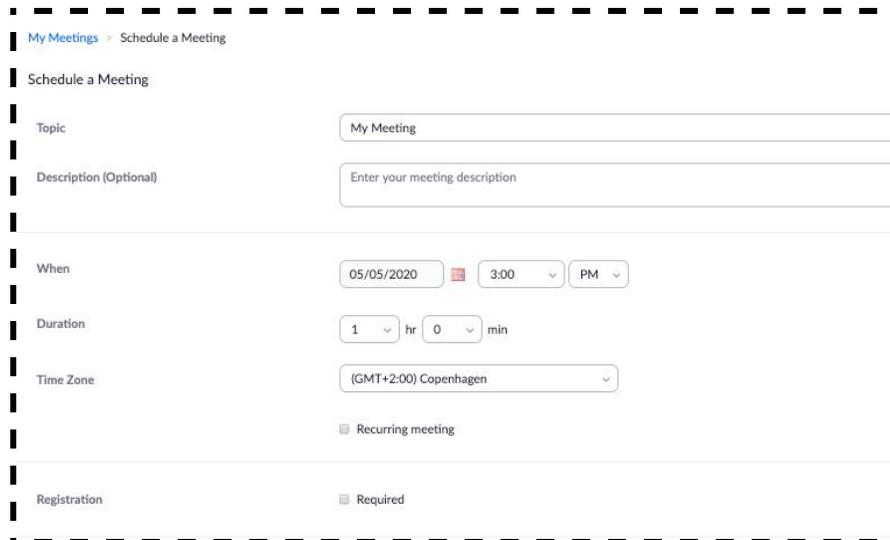
In this window you can get an overview of your upcoming meetings. To schedule a meeting click **Schedule Meeting** at the top of the page.



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4)

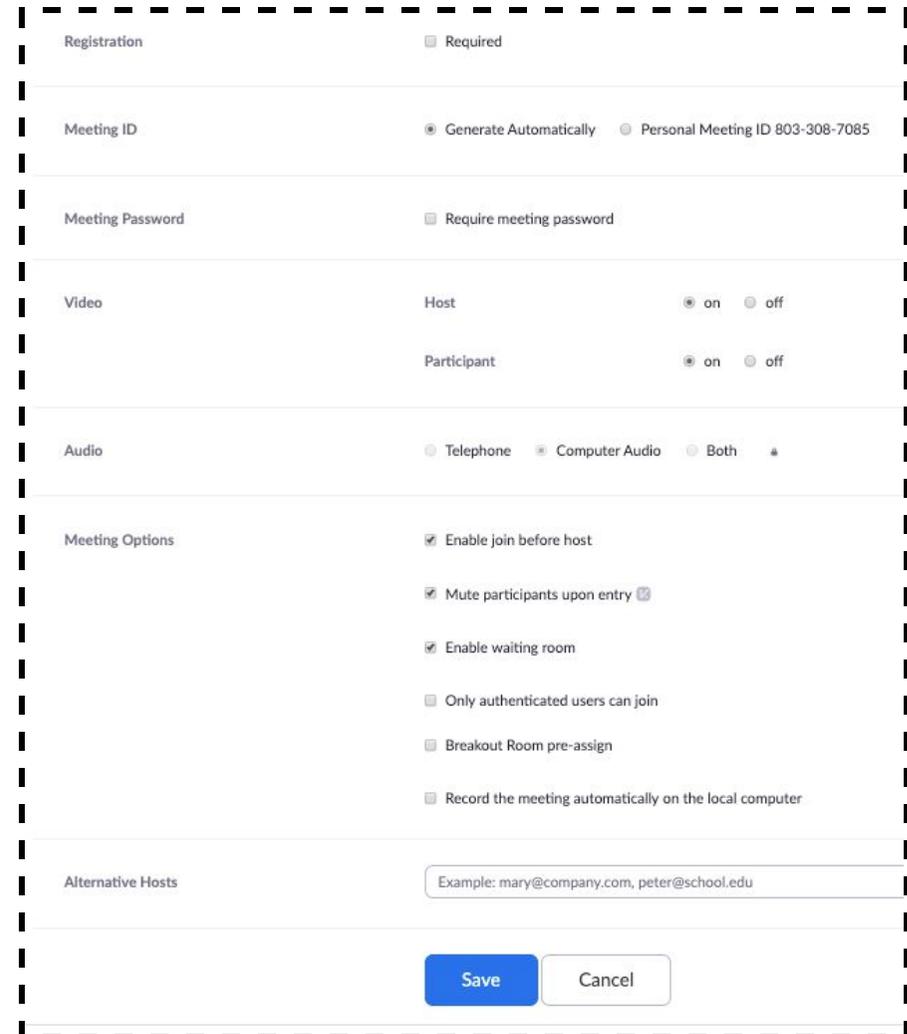
You will now have a number of options for setting up the room. Enter topic/title under **Topic** and time under **When**. The meeting must **not** be set up as a recurring meeting.



The screenshot shows the 'Schedule a Meeting' form in Zoom. The 'Topic' field contains 'My Meeting'. The 'Description (Optional)' field is empty. The 'When' section shows the date '05/05/2020', time '3:00', and 'PM'. The 'Duration' is set to '1 hr 0 min'. The 'Time Zone' is '(GMT+2:00) Copenhagen'. The 'Recurring meeting' checkbox is unchecked. The 'Registration' checkbox is checked.

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.



The screenshot shows the 'Meeting Options' section of the Zoom form. The 'Registration' checkbox is checked. The 'Meeting ID' section has 'Generate Automatically' selected. The 'Meeting Password' section has 'Require meeting password' checked. The 'Video' section has 'Host' set to 'on' and 'Participant' set to 'on'. The 'Audio' section has 'Computer Audio' selected. The 'Meeting Options' section has 'Enable join before host', 'Mute participants upon entry', and 'Enable waiting room' checked. The 'Alternative Hosts' field contains 'Example: mary@company.com, peter@school.edu'. The 'Save' and 'Cancel' buttons are at the bottom.

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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 are on the relevant meeting, the link to that meeting will appear.

