How to use Zoom to attend Exams?

Important Note: <u>It is required to Start the Zoom Meeting</u> prior to opening Respondus Lockdown Browser.

You will receive an email as shown below from your Instructor along with the **Meeting link** and **Password**:

Required As the	Thu 04/16/2020 11:00 AM Test Meeting e meeting organizer, you do not need to respond to the meeting.
When	Thursday, April 16, 2020 11:00 AM-1:00 PM Location https://us02web.zoom.us/j/86305076088
11 ^{AM}	Test Meeting
12 ^{PM}	https://us02web.zoom.us/j/86305076088
AUD IT	Γ Help Desk is inviting you to a scheduled Zoom meeting.
Join Zo	oom Meeting
https:/	//us02web.zoom.us/j/86305076088
Meetin	ng ID: 863 0507 6088
Passwe	ord: 012988

Click on the **Zoom Meeting link** to join the Meeting. This will take you to the zoom web page to download and run Zoom. If Zoom is already installed in the computer, then it opens the meeting in Zoom Application and it prompts for meeting password.



Please click OK if you see the system dialog.	Enter meeting password X
Launching	Enter meeting password
If nothing prompts from browser, download & run Zoom.	Join Meeting Cancel

Once you have joined the Meeting, you will see a screen as shown below Click "Join with Computer Audio":

Join Audio	Х
Join with Computer Audio	
Test Speaker and Microphone	
 Automatically join audio by computer when joining a meeting 	

Now You are joined into the Meeting,

As per the Professor's instructions you can either "Turn On" or "Off" the Video and the Microphone



Finally, this is your screen during the Exam time.



After the Exam is over, you can Click "Leave Meeting" to leave from the Meeting

Important Note: <u>It is recommended to Start the</u> <u>Zoom Meeting prior to opening Respondus</u> <u>Lockdown Browser.</u>

BB Lockdown Browser instructions for Students

Lockdown Browser application Installation:

Open any browser and open AUD Blackboard web page and login.

Install Lockdown Browser application in the Computer being used to take the test.



After login, Click My Institution Tab, Click Download Application, Click Install Now



The Installer file will be downloaded. Open the Installer file.

Respondus LockDown Browser 2 - InstallShield Wizard	_	×
Choose Setup Language Select the language for the installation from the choices below.		
English (United States) French (Canadian) German Italian Portuguese (Brazilian) Spanish		
InstallShield ————————————————————————————————————	<u>l</u> ext >	Cancel

Choose Language as English and Click Next

Respondus LockDown Browser 2 - InstallShield Wizard	×
License Agreement Please read the following license agreement carefully.	
LockDown Browser Terms of Use BY CLICKING THE ACCEPTANCE BUTTON OR INSTALLING OR USING THE LOCKDOWN BROWSER SOFTWARE ("SOFTWARE"), THE INDIVIDUAL OR ENTITY LICENSING THE SOFTWARE ("LICENSEE") IS CONSENTING TO BE BOUND BY AND IS BECOMING A PARTY TO THIS END USER LICENSE AGREEMENT ("AGREEMENT"). IF LICENSEE DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, THE BUTTON INDICATIN NON-ACCEPTANCE MUST BE SELECTED, AND LICENSEE MUST NOT INSTALL OR US THE SOFTWARE. AS USED IN THIS AGREEMENT, "RESPONDUS" and "LICENSOR" SHALL MEAN RESPONDUS, INC.	
 I accept the terms of the license agreement ☐ I do not accept the terms of the license agreement 	nt
InstallShield < <u>B</u> ack <u>N</u> ext > C	ancel

Select I accept the terms of the license agreement and Click Next

Respondus LockDown Browse	er 2 - InstallShield Wizard
	InstallShield Wizard Complete The InstallShield Wizard has successfully installed Respondus LockDown Browser 2. Click Finish to exit the wizard.
	< <u>B</u> ack Finish Cancel

Click Finish

Now the LockDown Browser Application is installed in the Computer being used to take the test.



Once LockDown Browser has been installed, students should locate the "LockDown Browser" icon on their device and double-click it. (Windows users can find it on their desktop; Mac users can find it in their Applications folder.)

Alternatively, Windows users can go to "Start", locate "All Programs," select "Respondus," and click "Respondus LockDown Browser."

If prompted to close a blocked program (e.g. screen capture, instant messaging), choose **Close Process** when prompted.



At start-up, LockDown Browser will automatically go to the login page for the AUD Blackboard web page. Login using your AUD Blackboard credential.





Choose your **Course Name->Content Area->**Choose the Test/Exam provided by the Professor.

egin: Test_Ro	bi (**Webcam**) - Requires Respondus LockDown Browser	
TRUCTIONS		
Force Completion	This test can be saved and resumed later.	
Multiple Attempts	This test allows multiple attempts.	
Click Begin to start: Test_	:oobi (**Webcam**) - Requires Respondus LockDown Browser. Click Cancel to go back.	
Click Begin to start. Clici	Cancel to quit.	Cancel Begin

Click Begin to start the Exam

Webcam Check ×		×
	LockDown Browser	
	This exam requires a password. Enter the password provided by your instructor.	
	Continue	

Enter the **Password** If provided and click **Continue**

Webcam Check × ← → X C 3 3		
	🎴 LockDown Browser	
	STEP 1: TERMS OF USE	Terms of Use
	STEP 2: WEBCAM CHECK	A
	STEP 3: FACIAL DETECTION CHECK	RESPONDUS MONITOR STUDENT TERMS OF USE
	STEP 4: BEGIN EXAM	These Terms of Use ("Terms"), which incorporate the <u>Respondus Help Center Terms of Use</u> ("Help Center Terms") included at the end of these Terms, are an agreement between you and Respondus, Inc. ("Respondus"), and between you and your learning institution or your school ('your Institution'), regarding your use of Respondus Monitor®. By using Respondus Monitor, you agree to these Terms in full and that you are age 14 or older, or age 16 or older in the EEA. Respondus Monitor is a cloud-based service ("Respondus Monitor Services") and software ("Respondus Monitor Software") (also collectively referred to in these Terms as "Respondus Monitor"), that work together to provide an online interactive database of video, audio, and other data captured during student assessment to sessions for use in monitoring students. The Respondus Help Center is a group of services ("Help Services") provided by Respondus, Inc. that enable users of LockDown Browser and Respondus Monitor to troubleshoot technical issues. The Help Services include, for example, a webcam check, system check, the ability to report an issue to Respondus, and links to a knowledge base and technical support. REQUIREMENTS OF YOUR INSTITUTION (e.g., your school)
		As part of an effort to use available technology to improve your learning experience by providing

Click Agree



Click Yes



Click Record Five Second Video and wait for 5 seconds to record.



Click Continue



Click Continue if success

🔒 LockDown Browser		
STEP 1: TERMS OF USE	~	Begin Exam
STEP 2: WEBCAM CHECK	\checkmark	The exam will now begin. Good luck!
STEP 3: FACIAL DETECTION CHECK	~	Begin Exam
STEP 4: BEGIN EXAM		

Click Begin Exam

Question Completion Status:	
QUESTION 1	10 points Section
1 Who determined the exact sneed of light	
⊛ a.a. Albert Einstein	
b. b. Albert Michelson	
c. c. Thomas Edison	
d. d. Guglielmo Marconi	
QUESTION 2	10 points Saved
2.what is the capital of UAE	
💿 a. a. Dubai	
💿 b. b. Sharjah	
💿 c. c.Ajman	
🛞 d. d.Abu Dhabi	
	\frown
QUESTION 3	10 points Saved
3.What year was the AUD founded	
⊛ a. a.1995	
b. b. 1996	
💿 c. c.1997	
💿 d. d.1998	
And Same and Submit to some and submit And Same All Answers to some all answers	

Answer the questions and save the answers and Click Save and Submit

XCOM			Q
Question Completion Status:			
QUESTION 1			10 points 🔗 Saved
1.Who determined the exact speed of light			
a. a. Albert Einstein			
 b. b. Albert Michelson 			
c. c. Thomas Edison			
💿 d. d. Guglielmo Marconi			
QUESTION 2			10 points 🗸 Saved
2.what is the capital of UAE	Server Message	×	
🔵 a. a. Dubai			
🔘 b. b. Sharjah	Test submission confirmation: Click Cancel to re OK to submit assessment.	eturn to the test. Click	
💿 c. c.Ajman			
⊛ d. d.Abu Dhabi		OK Cancel	
QUESTION 3			10 points V Saved
3.What year was the AUD founded			
a. a. 1995			
b. b. 1996			
c. c. 1997			
💿 d. d. 1998			
Click Save and Submit to save and submit. Click Save All Answe	rs to save all answers.		
		Save All	Answers Close Window Save and Submit

Click \mathbf{OK} to submit the assessment

Provide Feedback × $\leftarrow \Rightarrow \times \mathbb{C} \mid \textcircled{3} \mid \textcircled{4}$	
	LockDown Browser
Yo	ur webcam recording is complete!
Но	w did LockDown Browser and the webcam work during this session?
	All went smoothly. No issues to report. Some minor issues but nothing too serious
	Ouch! I had significant problems (describe below).
	Provide feedback to Respondus if you experienced a technical problem with LockDown Browser. Instructors DO NOT see this feedback, so don't comment on the exam content itself.
	Submit

Click Submit