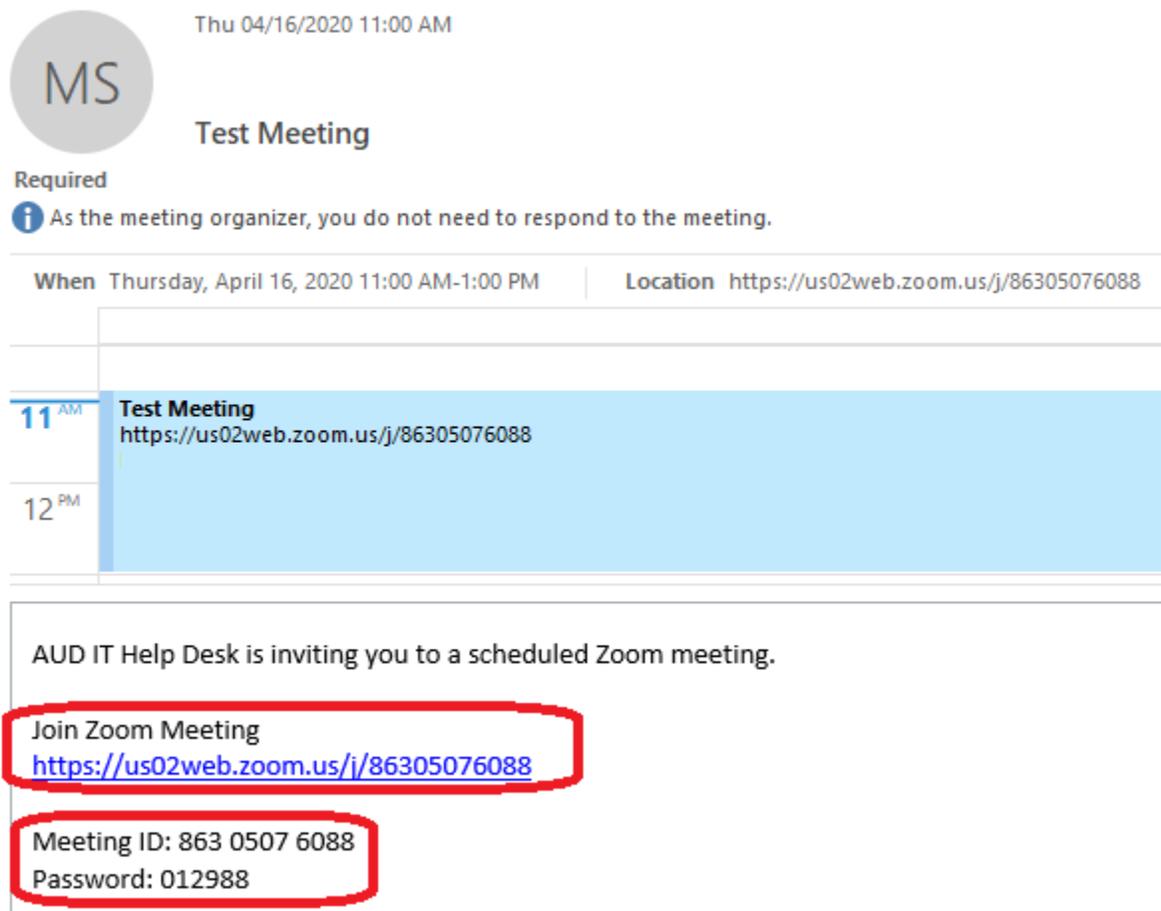


## How to use Zoom to attend Exams?

**Important Note: It is required to Start the Zoom Meeting prior to opening Respondus Lockdown Browser.**

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



The screenshot shows an email invitation for a Zoom meeting. At the top left is a circular profile picture with the initials 'MS'. To its right, the date and time 'Thu 04/16/2020 11:00 AM' are displayed. Below this is the meeting title 'Test Meeting'. A 'Required' status is indicated with an information icon and the text 'As the meeting organizer, you do not need to respond to the meeting.' The meeting details include 'When Thursday, April 16, 2020 11:00 AM-1:00 PM' and 'Location https://us02web.zoom.us/j/86305076088'. A calendar-style view shows a blue block for the meeting from 11 AM to 12 PM. Below the calendar, the text 'AUD IT Help Desk is inviting you to a scheduled Zoom meeting.' is followed by a 'Join Zoom Meeting' button and the link 'https://us02web.zoom.us/j/86305076088'. Below that, the 'Meeting ID: 863 0507 6088' and 'Password: 012988' are listed.

MS Thu 04/16/2020 11:00 AM

**Test Meeting**

Required  
As the 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**  
https://us02web.zoom.us/j/86305076088

12 PM

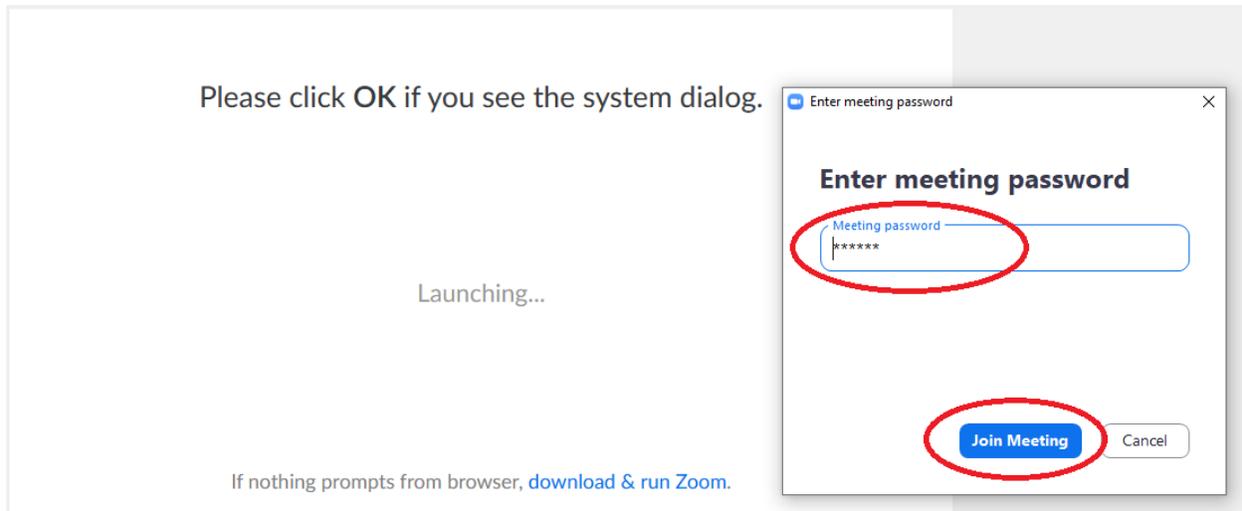
AUD IT Help Desk is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://us02web.zoom.us/j/86305076088>

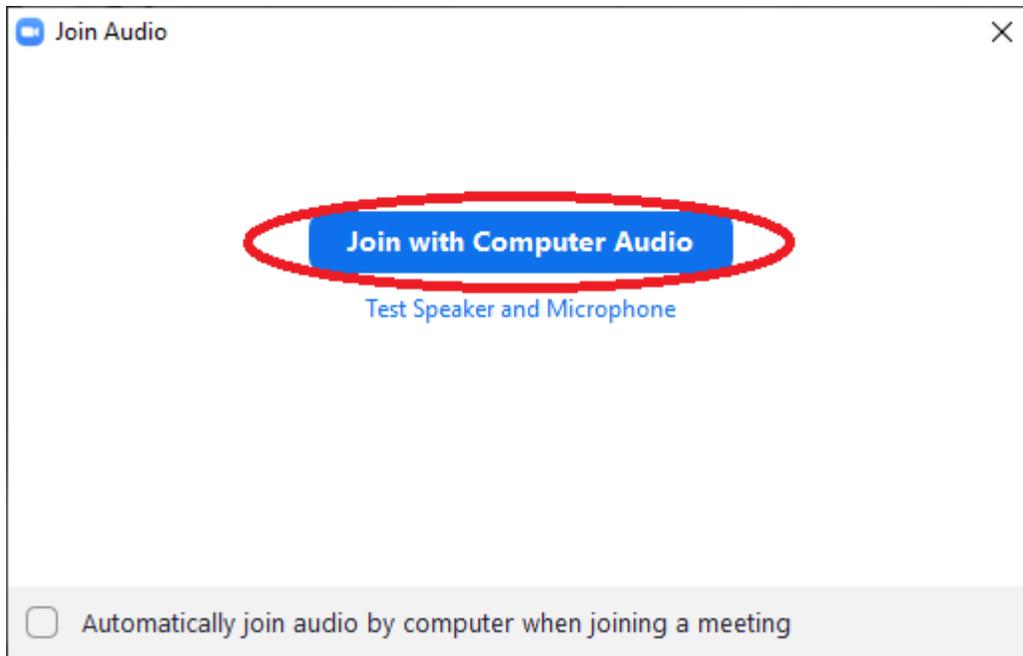
Meeting ID: 863 0507 6088  
Password: 012988

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.

Input the **Meeting password** and click “**Join Meeting**” as shown below:

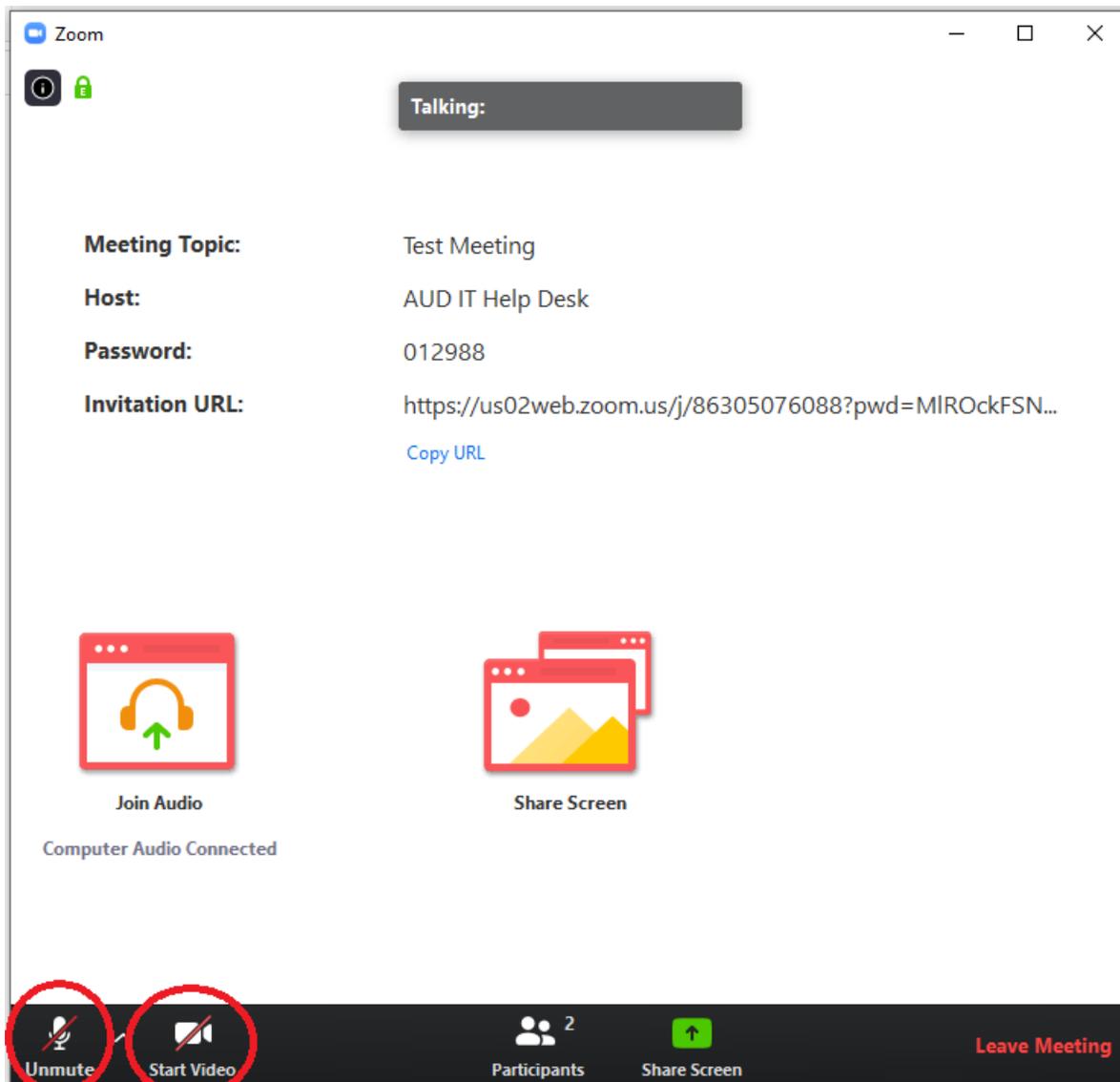


Once you have joined the Meeting, you will see a screen as shown below Click “**Join with Computer Audio**”:

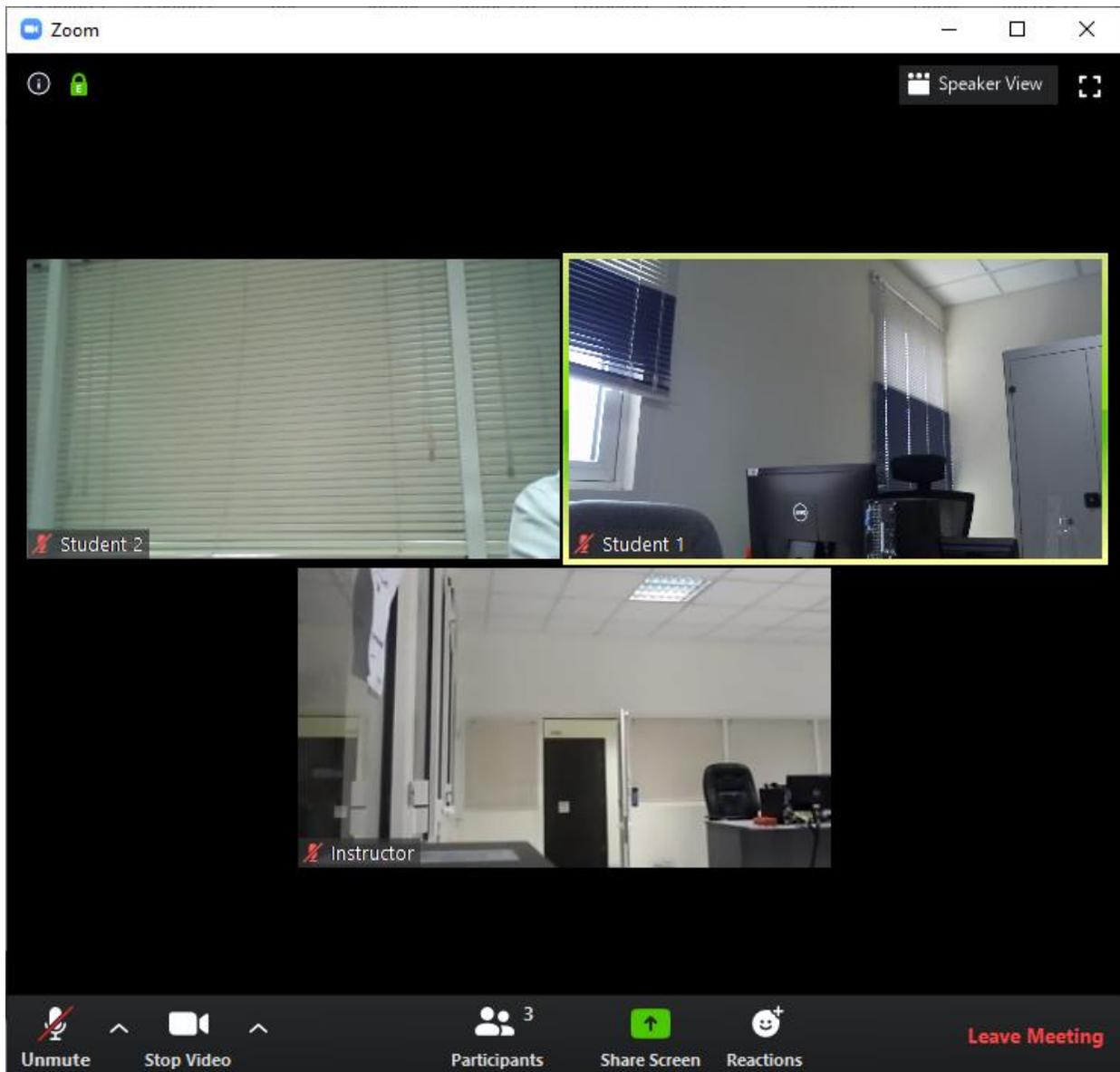


Now You are joined into the Meeting,

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

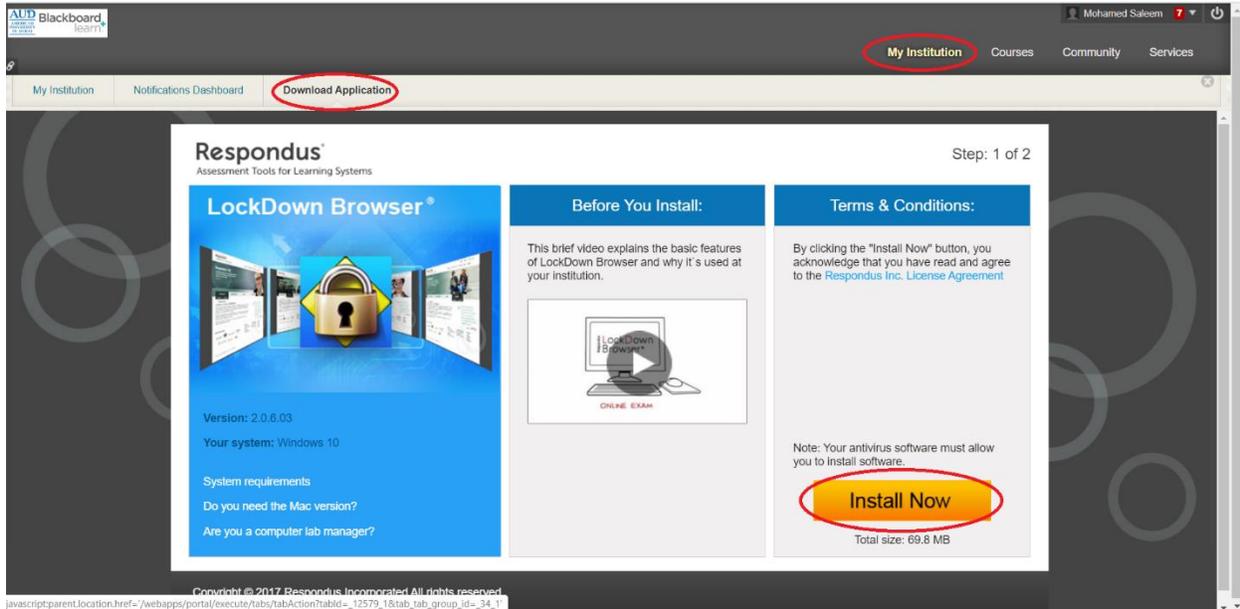
**Important Note: It is recommended to Start the Zoom Meeting prior to opening Respondus Lockdown Browser.**

**BB Lockdown Browser instructions for Students**

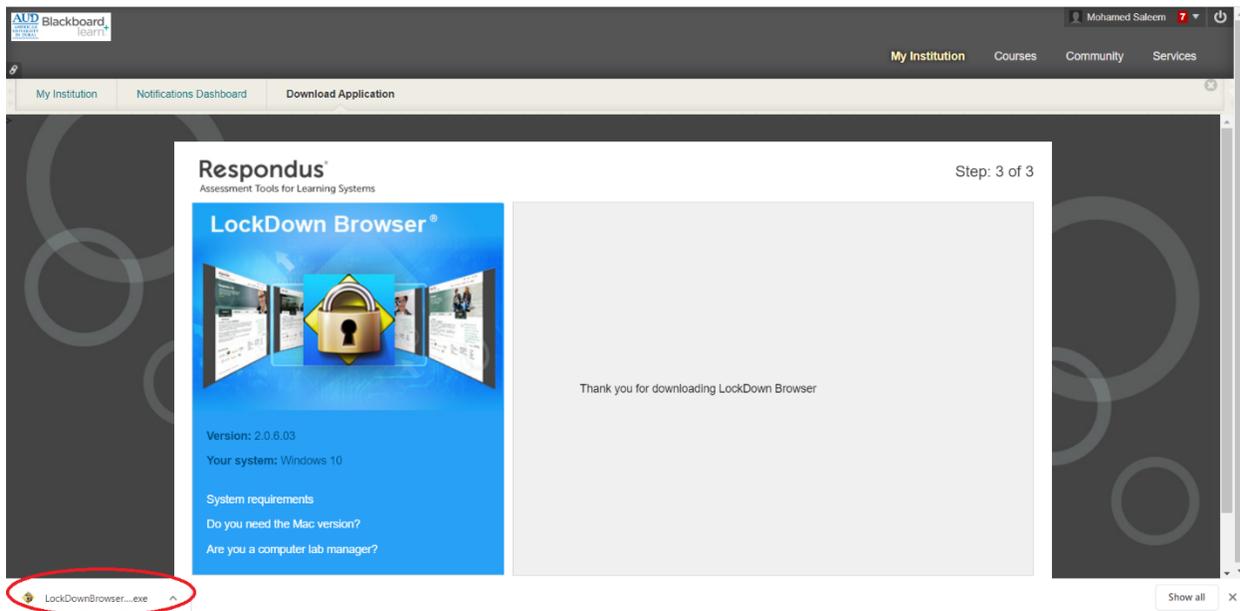
## Lockdown Browser application Installation:

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

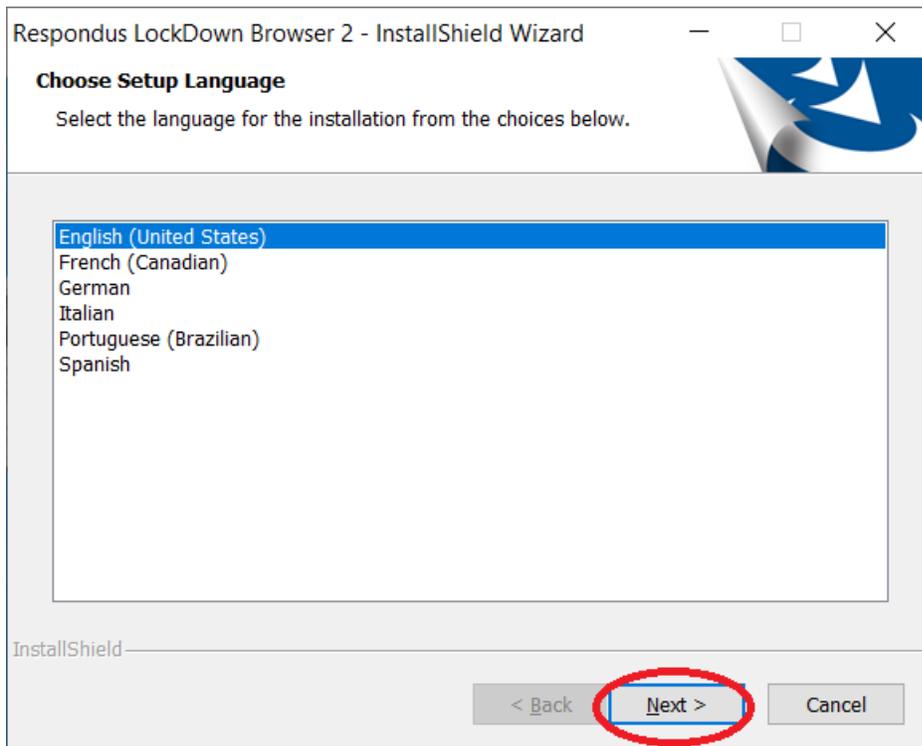
Install Lockdown Browser application in the Computer being used to take the test.



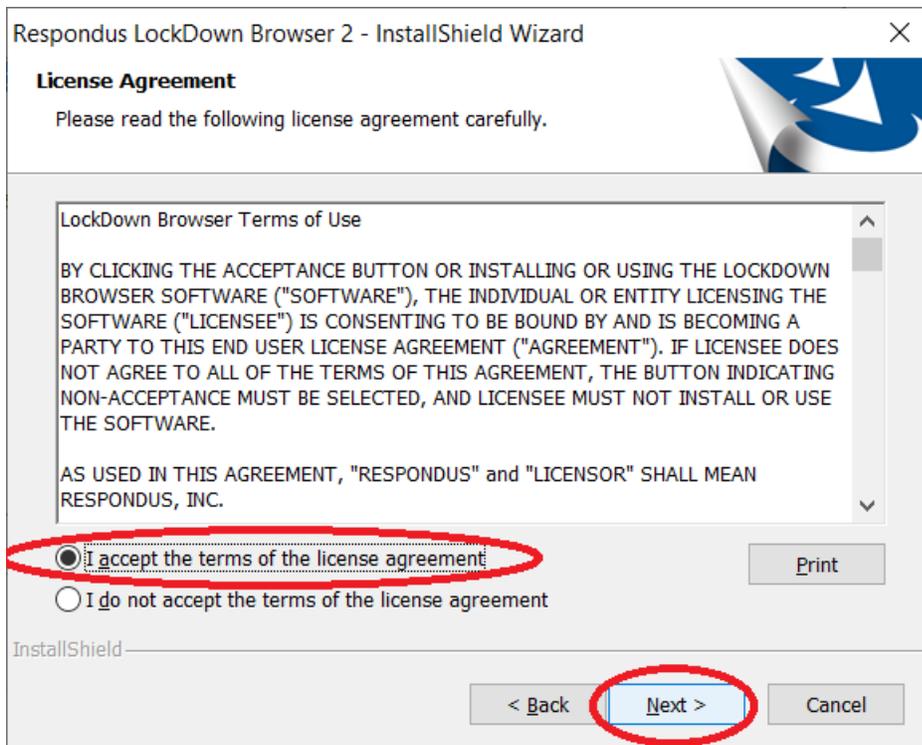
After login, Click **My Institution** Tab, Click **Download Application**, Click **Install Now**



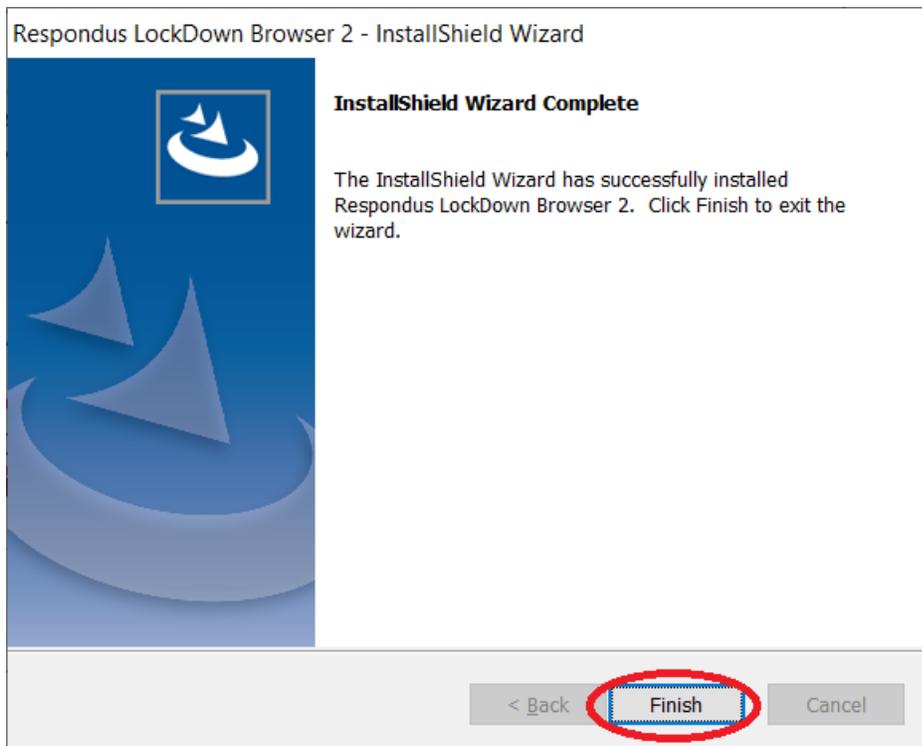
The Installer file will be downloaded. Open the Installer file.



Choose **Language as English** and Click **Next**



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



Click **Finish**

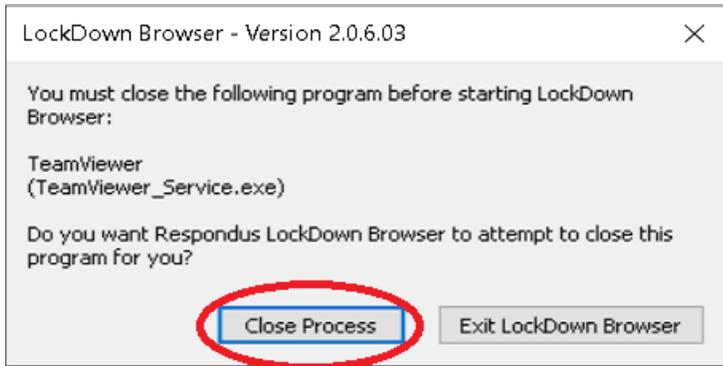
Now the LockDown Browser Application is installed in the Computer being used to take the test.



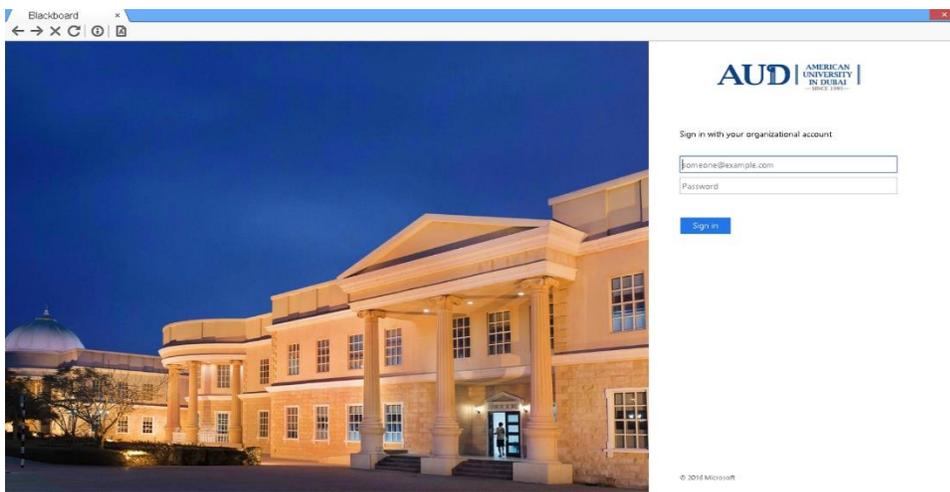
Once LockDown Browser has been installed, students should locate the “**LockDown Browser**” icon on their device and **double-click it**. (Windows users can find it on their desktop; Mac users can find it in their Applications folder.)

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.

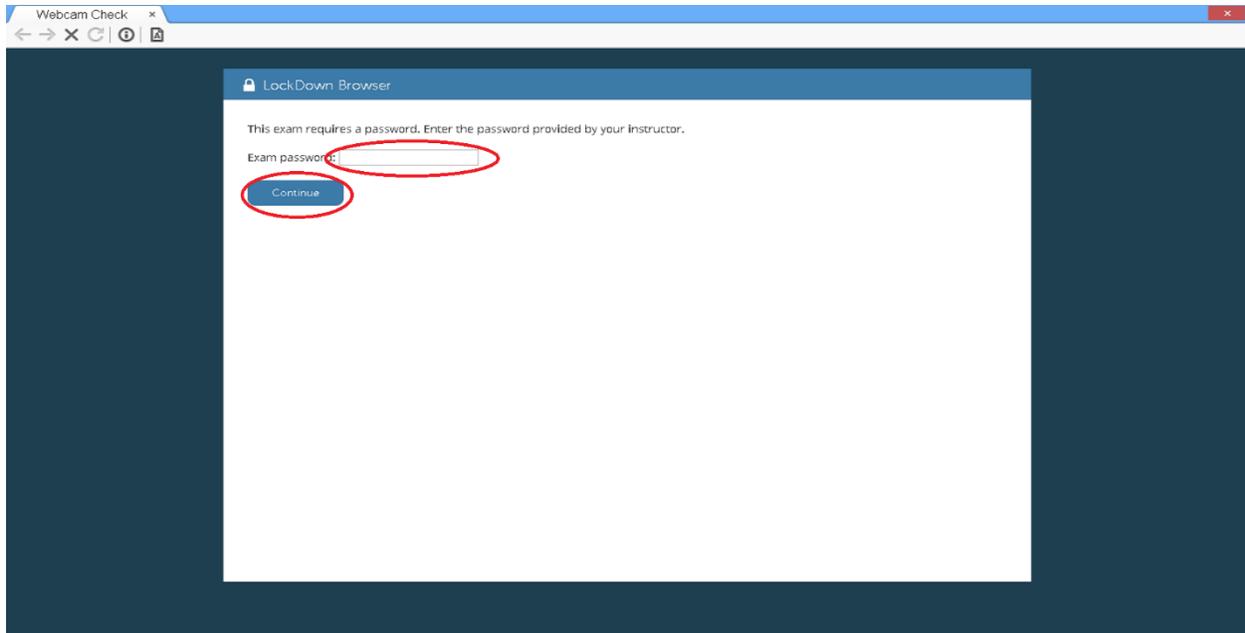


The screenshot shows the Blackboard interface. On the left is a navigation menu with the following items: **BB C Evaluation** (circled in red), Home Page, Announcements, Discussions, Ebrary, Help, Course Evaluation, **Content Area** (circled in red), and my tools. The main area is titled "Content Area" and lists several items: "ww" (with URL "www"), "hhh" (with attached file "bb folder test (106.406 KB)"), "55555" (with attached file "IX-December.pdf (123.227 KB)"), "Normal1", "Test\_Roobi (\*\*Webcam\*\*) - Requires Respondus LockDown Browser" (circled in red), and "Blackboard Collaborate Ultra".

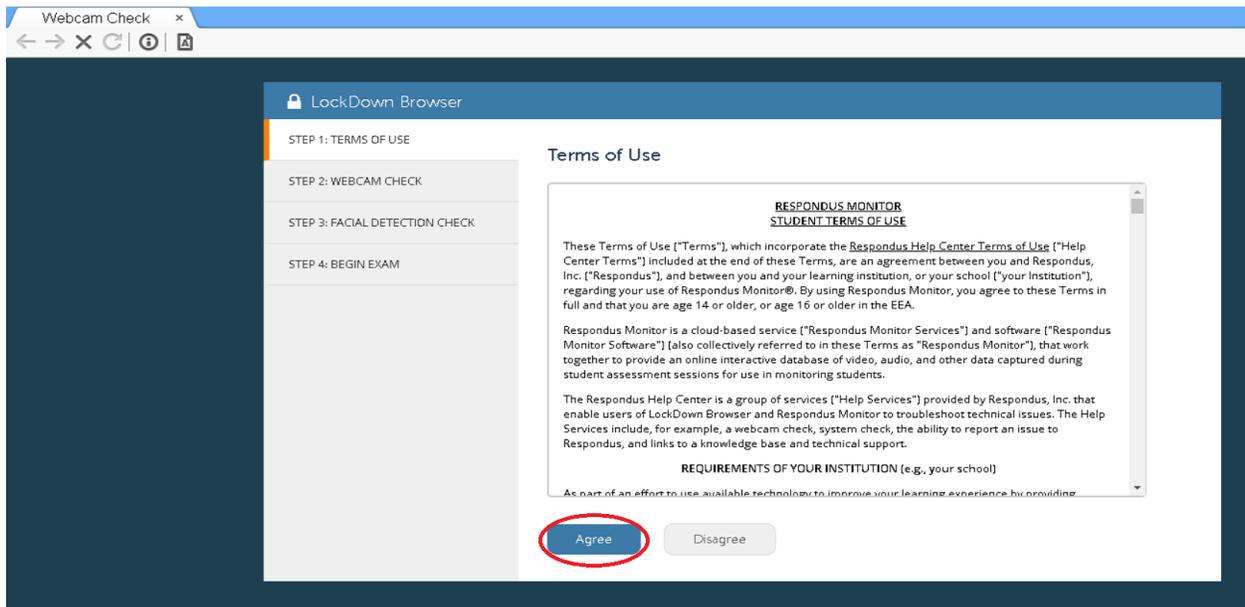
Choose your **Course Name**->**Content Area**->Choose the Test/Exam provided by the Professor.

The screenshot shows a browser window with the Blackboard interface. The title bar says "Blackboard". The page title is "Begin: Test\_Roobi (\*\*Webcam\*\*) - Requires Respondus LockDown Browser". Under the heading "INSTRUCTIONS", the text reads: "Force Completion This test can be saved and resumed later.", "Multiple Attempts This test allows multiple attempts.", and "Click **Begin** to start: Test\_Roobi (\*\*Webcam\*\*) - Requires Respondus LockDown Browser. Click **Cancel** to go back." At the bottom right, there are two buttons: "Cancel" and "Begin" (circled in red). A small red dot is visible below the "Begin" button.

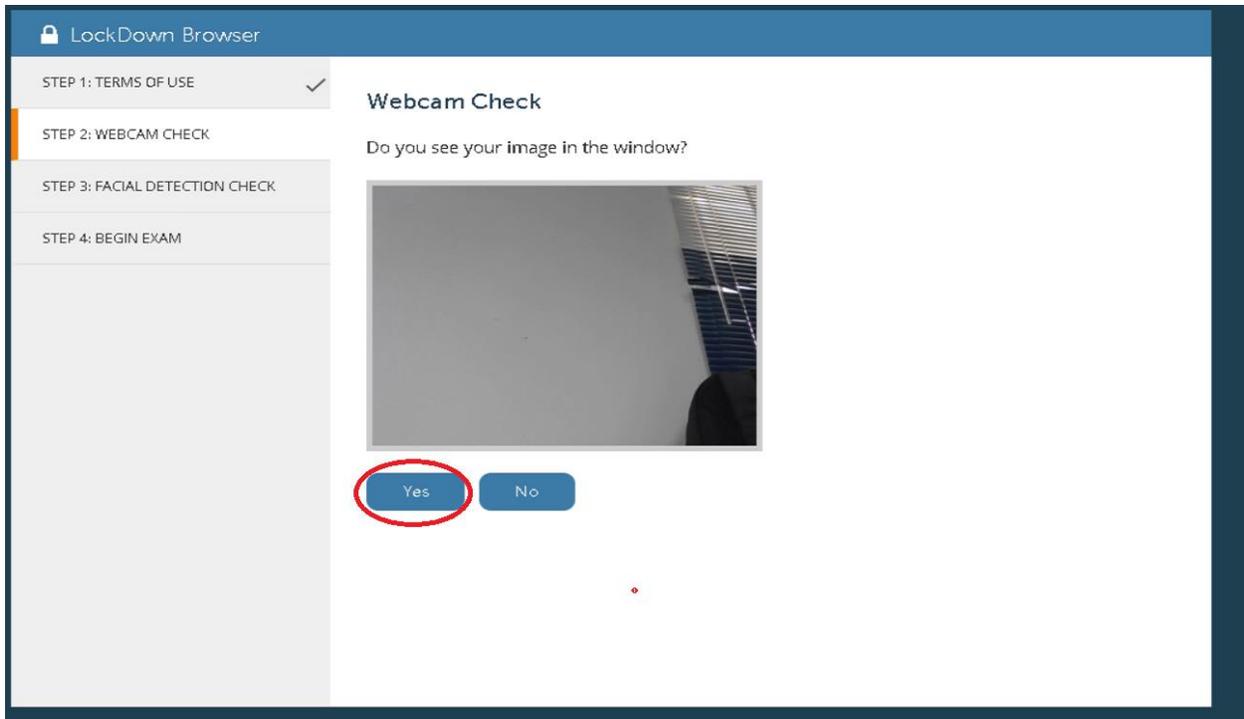
Click **Begin** to start the Exam



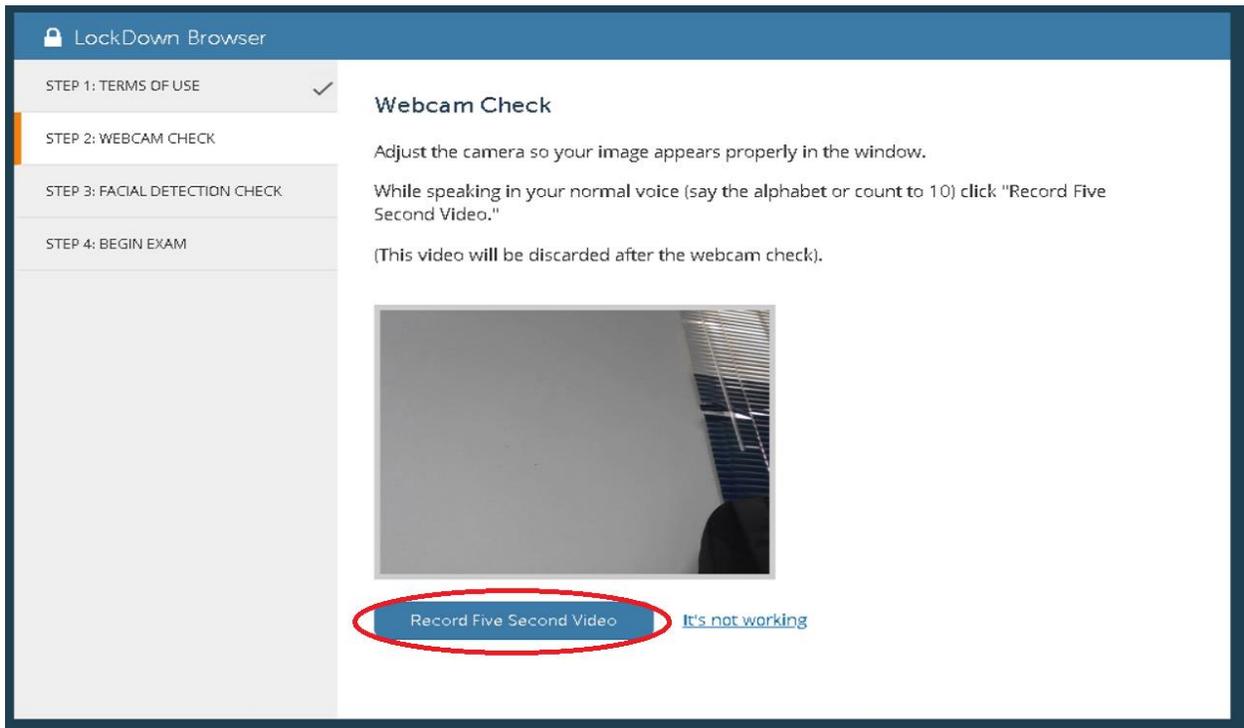
Enter the **Password** If provided and click **Continue**



Click **Agree**



Click **Yes**



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

LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK

STEP 3: FACIAL DETECTION CHECK

STEP 4: BEGIN EXAM

### Webcam Check

Watch the five second video to ensure the video and audio was recorded properly. Then click "Continue."

If necessary, adjust your camera and/or microphone settings and select "Try Again" to record another five second video.



**Continue** Try Again [It's not working](#)

Click **Continue**

LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK ✓

STEP 3: FACIAL DETECTION CHECK

STEP 4: BEGIN EXAM

### Facial Detection Check

Your face needs to be well positioned in the video window and clearly visible during the exam. You may proceed once facial detection is successful.

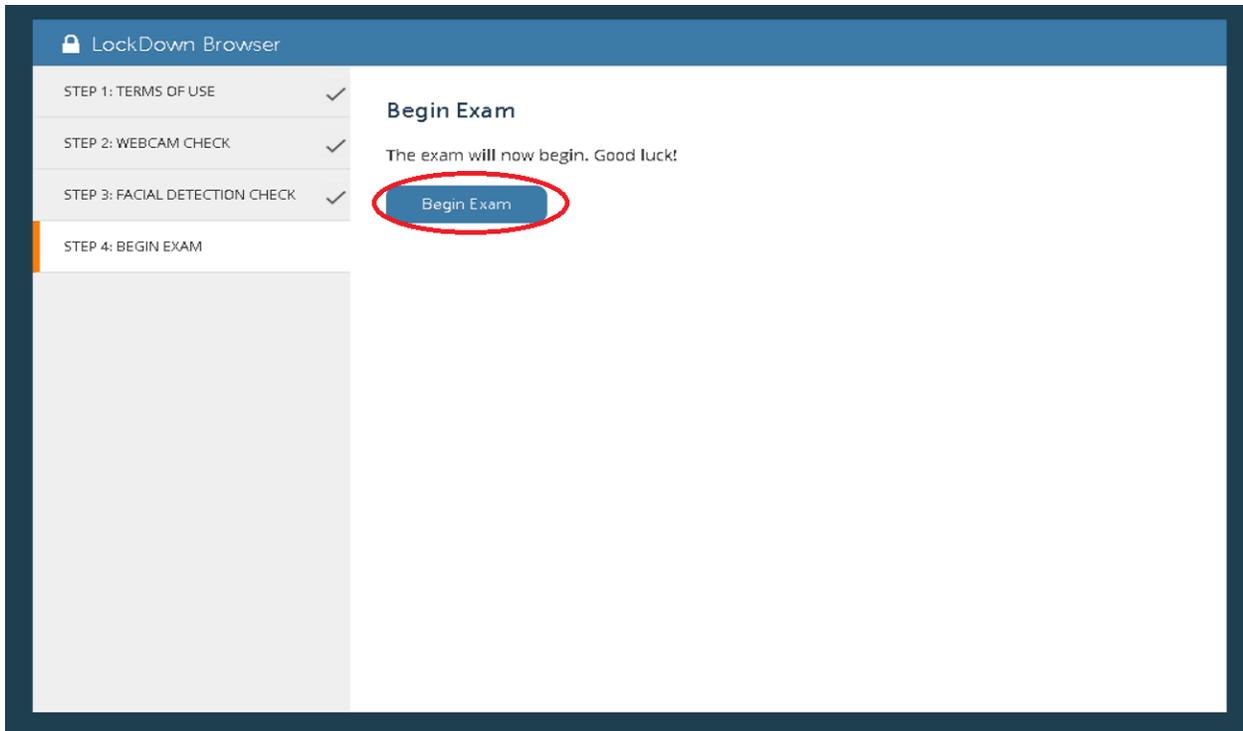


**Continue**

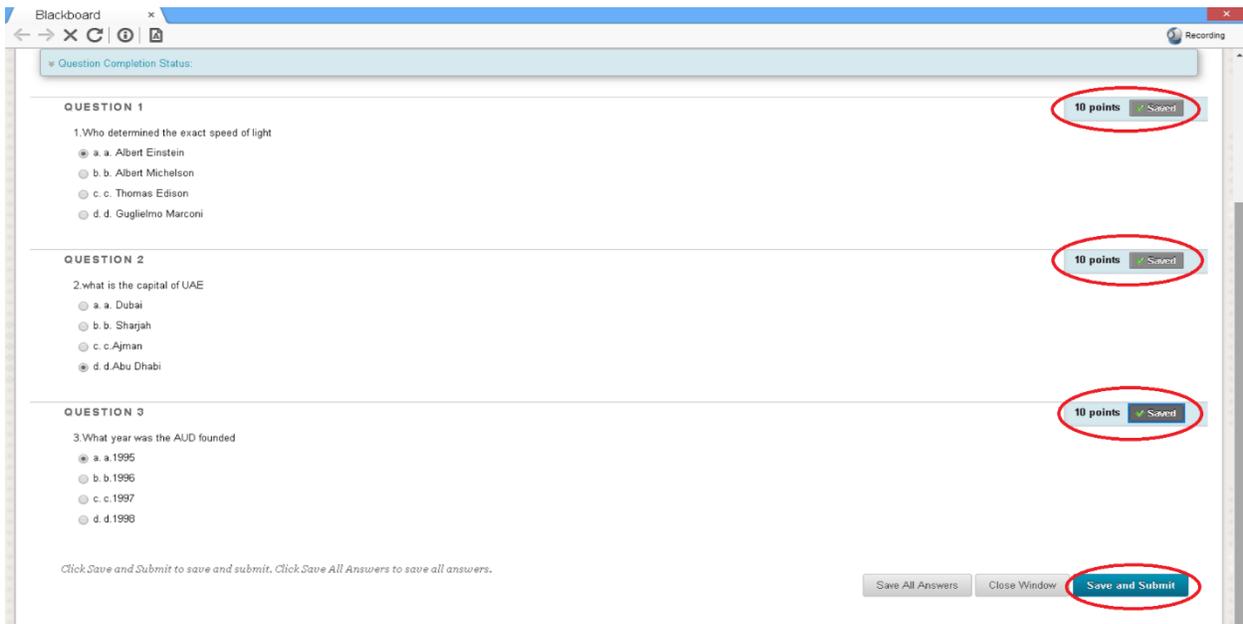
 

**Success!**  
Click Continue to proceed

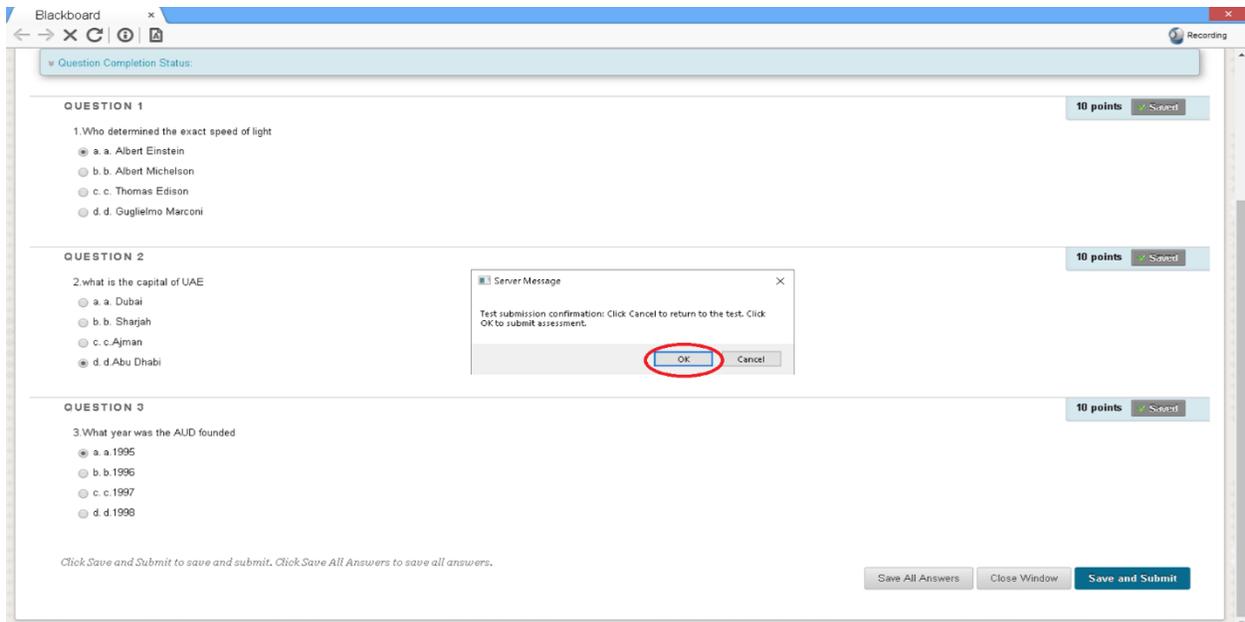
Click **Continue** if success



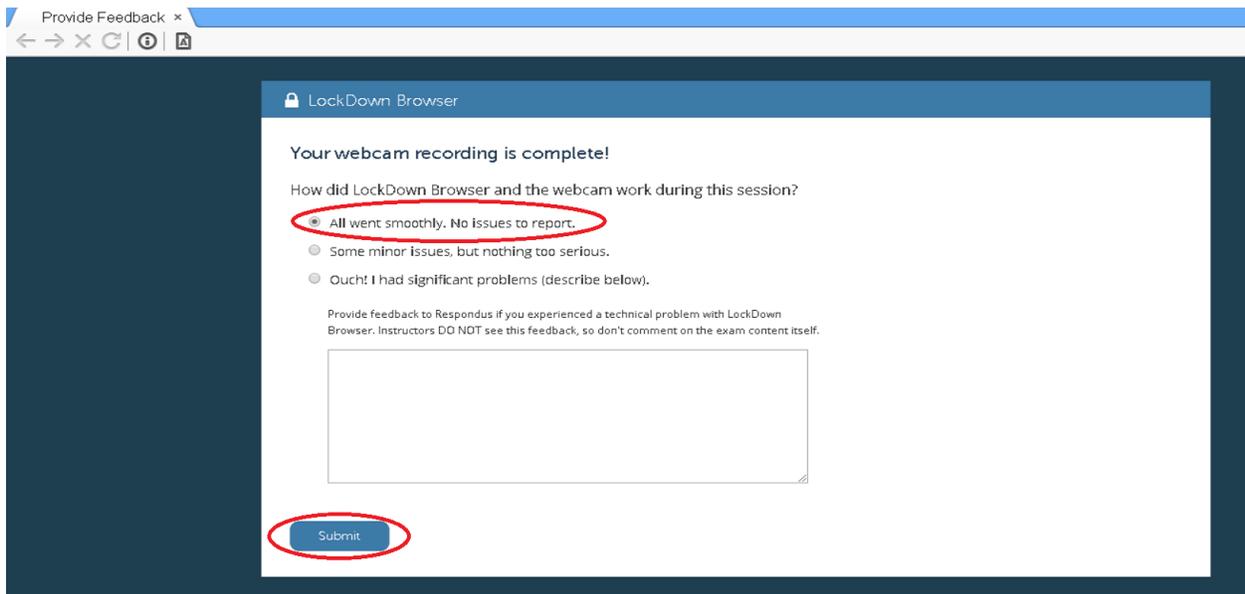
Click **Begin Exam**



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



Click **OK** to submit the assessment



Click **Submit**