

Center for Learning and Teaching

How can I use Blackboard (Bb) Tests and Zoom to proctor my students' online exams?

If you are giving your students an online test in Blackboard:

Hardware Requirements	<ol style="list-style-type: none"> 1. A desktop computer or a laptop, a webcam, a microphone (built-in or external), and a smartphone, if you plan to use Respondus LockDown Browser. 2. A reliable internet connection (preferably a wired connection) <p>NOTE: Tablets and Chromebooks are not compatible with some Bb testing options.</p>
Software Requirements	<ol style="list-style-type: none"> 1. Chrome, Firefox, Edge, or Safari 2. Zoom application for Windows or Mac. Make sure to update your Zoom application.
Practice Test Session	<ol style="list-style-type: none"> 1. Schedule a practice test session with your students. 2. Be mindful that some students might feel anxious taking online proctored exams.
Poll your students	<ol style="list-style-type: none"> 1. Use Bb Survey or the Zoom Poll feature to ask your students if they have all the hardware requirements. 2. Consider alternative assessments for students who do not have the hardware requirements. See the Online Assessment Options document for online testing methods, tips, strategies, and instructor/student requirements.
Prepare your exam in Blackboard	<ol style="list-style-type: none"> 1. Create your test and add your questions in Blackboard. 2. Set up the test availability and options in Blackboard (availability, announcement, attempts, force completion, dates, and an access password.) 3. Add clear instructions on how your students are required to take the test: date and time, exam type (open/closed book), number of questions, number of attempts, time limit, honor code, etc. 4. Use Respondus LockDown Browser to prevent students from using other applications during the test.
Schedule your exam in Zoom	<ol style="list-style-type: none"> 1. Create a secure and private Zoom session. See How do I keep my Zoom meetings private and secure? on the Keep Teaching FAQs. 2. Share your Zoom meeting link and details – date and time, exam type (open/closed book), use of Zoom for proctoring, time limit, honor code, etc. – for the test via a Bb announcement. 3. Open your Zoom meeting at least 15 minutes before the exam time. 4. Record the Zoom session (Check "Record video during screen sharing" option) and remind your students that you are recording the session. 5. Set group chat to "Host only" from the meeting's Chat window.
Ask your students...	<ol style="list-style-type: none"> 1. ...to prepare their exam environment in advance (water, tissues, bathroom, etc.).

	<ol style="list-style-type: none"> 2. ...to make sure their devices are fully charged. 3. ...to log in into both Blackboard and the Zoom desktop application, using their MIDASID, at least 10 minutes before the exam time. NOTE: If you are using Respondus LockDown Browser, your students will need to use their smartphone to login into Zoom, after they login into Blackboard. 4. ...to show their ODU student ID (optional). 5. ...to turn ON video and audio. 6. ...to turn OFF the virtual background. 7. ... to show their work area/room (rotate their webcam 360 degrees so that you can see the entire room, including their computer screen, desktop view, and under the desk/table). 8. ...to keep their webcam focused on themselves while they are taking the exam. Students should not change the webcam's position or turn off the webcam. 9. ...to use Zoom Chat to ask faculty questions about the exam or to report technical issues. 10. ...to close all other applications on their devices. 11. ...not to exit the Zoom session during the exam.
Proctor your exam	<ol style="list-style-type: none"> 1. Remind your students of the exam's ground rules. 2. Remind your students how/where to access and complete the exam online. 3. You can use the Zoom waiting room feature to control who gets into the meeting 4. Provide the Blackboard test access password (either verbally or in Zoom Chat) 5. Mute the students' microphones once the exam starts. Then, periodically, "Unmute All" to ensure that the exam is going well. 6. Use the Gallery view in Zoom to monitor your students while they are taking the exam. Zoom can display up to 49 students per screen. 7. Inform your students that you will conduct random checks during the exams. 8. Take attendance in Zoom under Manage Participants. 9. Remind students to alert you when they are done and to submit the exam before they leave the Zoom meeting. 10. Remember to allow extra time for your students who need more time. 11. If you need to keep your exam open for 24 hours, use the Self-Enrollment option in Blackboard Groups to create signup sheets and ask your students to self-enroll based on their availability. <p>Note: keep in mind that some students will find creative ways to cheat, even in individually proctored exams. As posted on Reddit, cheating suggestions vary from printing notes on plastic transparency and sticking it to their computer screens, to renaming folders with mathematical formulas.</p>
Proctor a large class	<ol style="list-style-type: none"> 1. Use multiple test proctors to allow all of your students to take the test at the same time: <ol style="list-style-type: none"> 1.1. Option 1: Create one Zoom session in which you and your "proctors" join and proctor a specified subset of students. If you select this option, you can use Zoom's Breakout Rooms.

	<p>1.2. Option 2: Have each proctor create the Zoom meeting(s) for their session(s). Divide your students by proctor. Remember: each Zoom account can host only one meeting at a time.</p> <ol style="list-style-type: none"> 2. Add a 30-minute buffer between each exam session. Do not schedule back-to-back sessions. 3. Remember to change the Test Questions for each session. See Bb: Assignments, Tests, and Grading
<p>Ask your students to record themselves for later review</p>	<p>Note: If you need to proctor your exam during a 24-hour exam window, ask your students to record their exam session using the <i>self-recording option</i>. <i>By using this option, you will be able to review your students' exam sessions without having to be present during the exam time. Make sure to let students know how to ask for help if they have any issues with their exams.</i></p> <ol style="list-style-type: none"> 1. Create a separate assignment in Bb for students to submit their recording once it is available (Suggested title: Recording Submission). <ol style="list-style-type: none"> a) Recordings can take up to 24 hours to appear on odu.zoom.us. b) Set due date for recording submission to at least 24 hours after exam closes to allow for link availability. 2. Provide clear instructions to students (see Appendix B), including information on recording settings, requirements for the recording itself (i.e., show work environment before beginning test, camera angle, submission of link, etc.). 3. Hold Zoom meeting to review and demonstrate instructions/expectations. 4. Create practice assignment for students to submit a practice recording. 5. Review recordings: to speed up your review, you can watch your students' recordings at a 2.0x speed. <p>4. Download recordings of students who exhibited questionable behavior.</p>

Have questions on how to handle your specific exam? Email clt@odu.edu for a consultation.

Appendix A

Sample announcement/email for students who will be taking a Blackboard/Zoom proctored test
Please customize as you see fit, as there are many nuances associated with each exam.

Dear student,

You will take your next exam on ___(date) ___. The exam will contribute ___(X)___% of your total course grade. This exam will cover the materials from Week ___(X)___ to Week ___(X)___ . This is a (___closed/open___) book exam.

Before your exam, please complete the following tasks:

1. Prepare your exam environment in advance (water, tissues, bathroom, etc.).
2. Make sure that your devices are fully charged and that you have a reliable internet connection.
3. Log in to both Blackboard and the Zoom desktop application, using your MIDAS ID, at least 10 minutes before the exam time. (INSTRUCTOR: If you are using Respondus LockDown Browser, your students will need to log in into Blackboard, and use their smartphone to log in to Zoom.)
4. Have your ODU student ID nearby.
5. Be sure that your name on Zoom is your official ODU name (i.e., the name that is on your campus ID).
6. Turn ON video and audio.
7. Turn OFF any virtual background.
8. Show your work area/room (rotate your webcam 360 degrees so that you can see the entire room, including your computer screen, desktop view, and under the desk/table).
9. Keep your webcam focused on yourself while you are taking the exam. Do not change the webcam's position or turn off the webcam.
10. Use Zoom Chat to ask faculty questions about the exam or to report technical issues.
11. Close all other applications on your devices.

Please note that your exam will be proctored. Here are the instructions:

1. You will be proctored by the instructor/TA through your webcam in Zoom during your exam.
2. On the test date, you will find the exam under 'Announcement' in our Blackboard course site.
3. Have your student ID on your desk, since you may be instructed to show the ID to the instructor/TA for an identity check.
4. You (___may/may not___) refer to any notes, textbooks, or internet resources during the exam.
5. Exam announcements will be made verbally through the Zoom meeting; be sure that your speaker is ON.
6. You should not communicate with anyone by any means during the exam.
7. In case you have inquiries during the exam, you should contact the instructor through the 'Group Chat' function in Zoom.
8. Be sure to submit your exam before you leave the Zoom meeting.
9. Do not leave the Zoom meeting until the instructor allows you to do so.

Appendix B

Sample instructions/expectations for students *if they are using the Self-Recording Option*

Please customize as you see fit, as there are many nuances associated with each exam.

Updated from Appendix A to accommodate the testing window for non-live proctored sessions:

Dear student,

You will take your next exam during the testing window of _ (availability date(s) & times) _. The exam will contribute ___(X)___% of your total course grade. This exam will cover the materials from Week ___(X)___ to Week ___(X)___ . This is a (___closed/open___) book exam.

Recording Your Exam Instructions:

1. Update your **Zoom Recording Settings**:
 - a. Sign in to odu.zoom.us.
 - b. Select **Settings** from the menu.
 - c. Select **Recording** tab.
 - d. Under **Cloud Recording** turn on (checkbox) the following settings:
 - i. Record active speaker with shared screen.
 - ii. Under **Advanced cloud recording** settings, also turn on (checkbox):
 1. Add a timestamp to the recording.
 2. Display participants' names in recording.
 3. Record thumbnails when sharing.
 - e. Select **Save**.
2. Start Meeting with Video and Audio ON.
 - a. Desktop Client – Select **New Meeting**.
 - b. Zoom Web (odu.zoom.us) – Select **Host a Meeting**.
3. Select **Record to the Cloud** from Meeting Control Bar at bottom of Zoom meeting window.
 - a. Verify you are recording (you should see the word Recording and a cloud icon with a red blinking dot in the top left of your Zoom window).
4. Show your student ID.
5. Show your work area/room (rotate your webcam 360 degrees so that you can see the entire room, including your computer screen, desktop view, and under the desk/table).
6. For online exams:
 - a. Select **Share Screen** from Meeting Control Bar at bottom of Zoom meeting window.
 - b. Select **Screen** (not just program) and then select **Share** button.
 - c. Position your webcam to show a wide view of yourself and your work area.
7. For paper and pencil exams:
 - a. Position your webcam to show a wide view of yourself and your work area.
8. You (___may/may not___) refer to any notes, textbooks, or internet resources during the exam.
9. You should not communicate with anyone by any means during the exam.
10. Be sure to Submit your exam before you leave the Zoom meeting.
11. Select **End Meeting** after you submit your exam, which will stop your recording.

To submit your recording to me:

NOTE: You have 24 hours from the close of the exam to submit your recording via the (insert assignment name) in Blackboard.

1. When you receive the email notification, copy the URL and password under **Share recording with viewers** within your email.
2. Sign into Blackboard.
3. Navigate to and select assignment.

4. Select Write Submission.
5. Paste the video URL and password from your email into the text field.
6. Select Submit.