

Participate in a Zoom exam

Advice and good practice

- When you participate in a meeting, it is possible to use your computer's in-built microphone but the quality of the sound will be improved if you connect an external microphone or headset (e.g. the type of headset that comes with most mobile phones).
- Plug the headset and/or external microphone into your computer before the meeting and restart your computer and restart your computer well in time for the exam.

Installing Zoom and logging in the first time

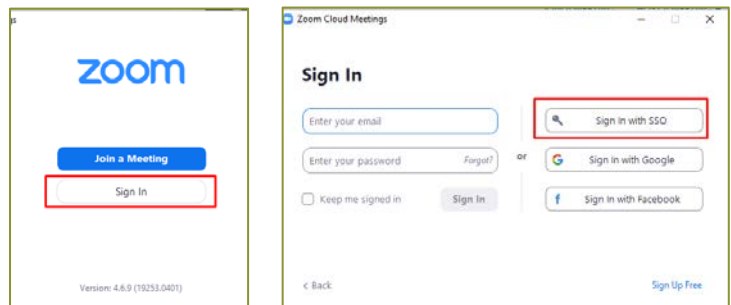
1. Download the Zoom application.

- a. [Windows](#)
- b. [MAC](#)

2. When the installation file (.exe) has been downloaded, click on it to open it and follow the instructions.

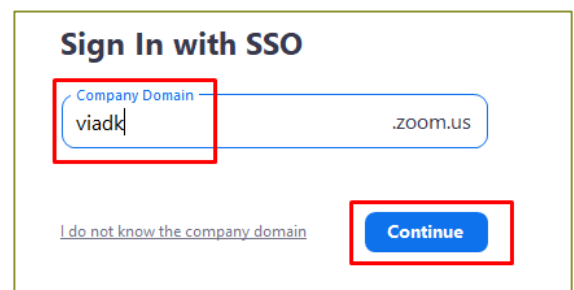
3. Open Zoom and choose the 'Sign In' option.

4. On the 'Sign In' page select 'Sign in with SSO'.



5. Type **viadk** in the 'Company Domain' field and click 'Continue'.

6. Log in with your VIA ID and password.



The Zoom app has now been installed on your machine and you are ready to take part in online Zoom meetings.

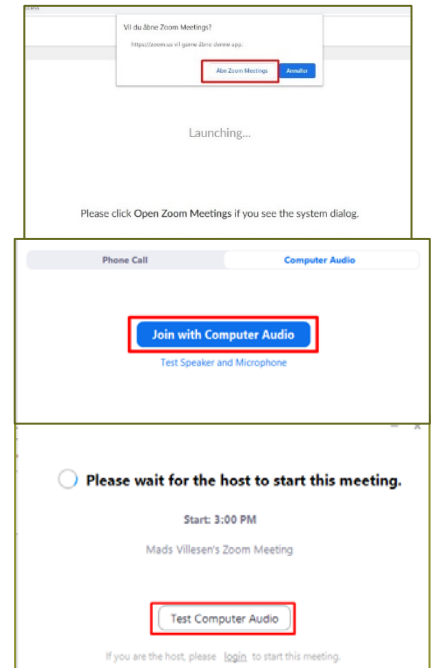
Participating in an exam

7. Click on the exam link that has been made available to you.
8. Click on 'Open Zoom Meetings' option.

9. **Select the 'Join with Computer Audio' option**

If the meeting host has opted to use the virtual lobby, you will be asked to wait there until the host lets you into the meeting.

Use the time in the lobby to test the computer audio by clicking on the 'Test Computer Audio' button in the window to ensure the audio is ready when you are let into the meeting.



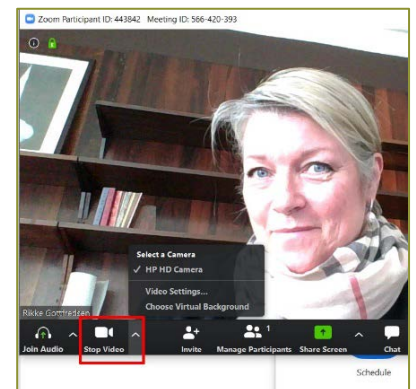
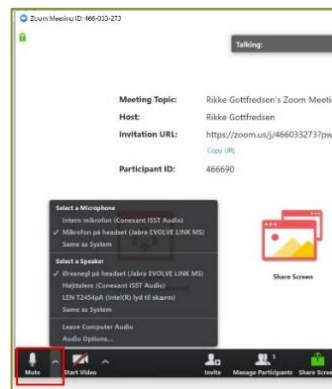
Options for participants during meetings

10. **Turn your microphone on and off**

Check whether your microphone is switched on or off by looking at the microphone icon. If you experience issues with the sound, then click on the little arrow and select an alternative microphone and speaker.

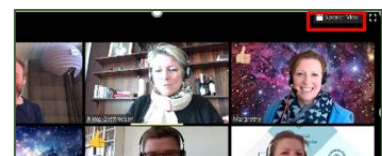
11. **Turn your webcam on and off**

Check whether your webcam is switched on by looking at the camera icon. Click on the arrow next to the icon to select which webcam you wish to use if there are more than one option.



12. **Participant display options (controls the display on your machine only)**

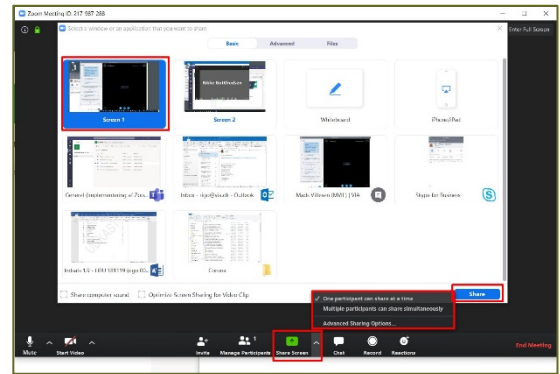
- Select the 'Speaker view' option to highlight the participant who is talking. The video of the person talking will be enlarged and other displays will reduce in size to highlight the person who is talking.
- Select the 'Gallery view' option to see the videos of all participants (up to 49 participants).



13. Share screen / presentation

- Click on the green 'Share' icon on the toolbar.
- Select the screen you wish to share with the other participants.
- Click the blue 'Share' button to start sharing your screen.

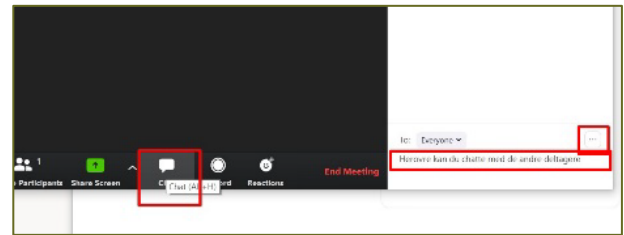
Different share options are accessible by clicking on the little arrow next to the green 'Share' icon on the meeting toolbar.



14. Write in the chat field

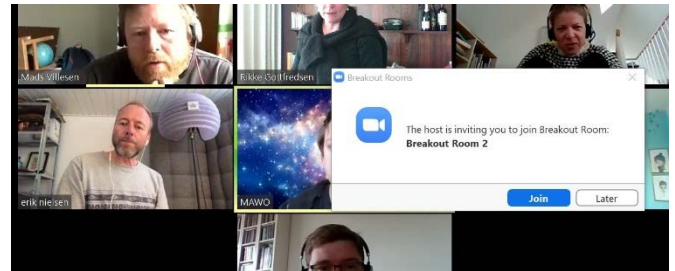
You can also participate during the meeting through the chat option.

Explore the different chat options by clicking on the three dots at the bottom of the chat field.



15. Group exams – if several groups are being examines at the same time and the examiner has created a group room for each group

- You will be assigned to a room by the meeting host.
- Click the 'Join' option to join the group you have been assigned to.
- From the room, you can call on the host to join you.
- The host may also join the room at any time.



16. When the exam has finished

- After the examination, the examiner will remove you from the meeting and send you to the 'Waiting room' or virtual lobby. You will be let into the meeting again to receive the results of the exam.
- When the exam is finished, click on 'Leave Meeting' in the bottom right hand corner of the meeting window to exit the meeting.

