

# Fielding Student Questions With Zoom During Online Exams

## Managing Large Classes (up to 260 total participants)

If you are administering an online exam and would like to answer student questions, you could create a Zoom session to tend to your students while they are taking their exam in Canvas. This option is only viable if you ARE NOT using Respondus LockDown Browser. If you want to enable LockDown browser, your students will not be able to access anything other than the Canvas exam; therefore, they would not be able to send questions to you.

The following strategies can be used when administering an online exam with a large number of students.

### Part 1: Assign Multiple Co-Hosts

When you create a Zoom session you have several settings that you can edit. One of them is adding Alternative Hosts.

When you create or edit a Zoom Meeting, scroll to the bottom of the page to find a text box where you can add as many co-hosts (aka alternative hosts) as you need. In the case of large enrollment classes, try to add enough co-hosts to allow for a manageable number of students to be assigned to each co-host. **You must use the Stevens email of those you wish to make co-hosts. Other emails will not work.**

Meeting Options

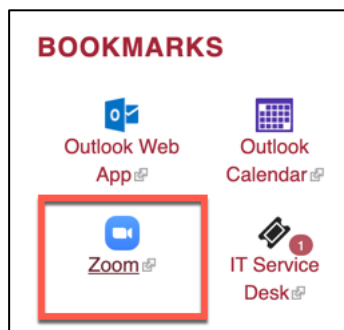
- Require meeting password
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 7583850978
- Enable waiting room
- Record the meeting automatically in the cloud

Alternative Hosts

## Part 2: Create Breakout Rooms Before Exam

Breakout Rooms allow you to subdivide large groups into smaller, more manageable ones. The best way to manage student questions during exams at this time would be to create the breakout rooms prior to the meeting and have your students sign on, at least 15 minutes prior to the exam start time. This will allow the host(s) sufficient time to assign the desired number of students to each breakout room.

1. The version of Zoom found in your Canvas shells only allows for certain settings to be edited, creating breakout rooms prior to the meeting is, unfortunately, not one of them. To create break-out rooms for this case you will need to access Zoom from my.stevens.edu dashboard.



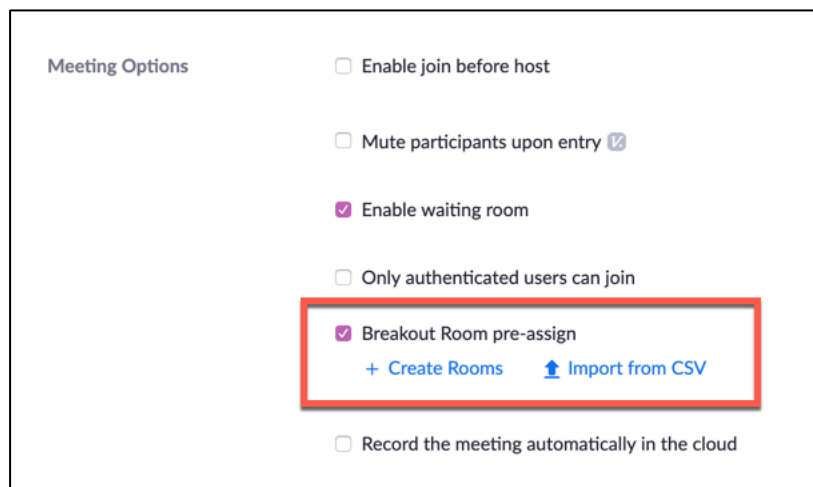
2. In the dashboard that appears you will find all your scheduled sessions, regardless of which Canvas shell they are being hosted in. Click on the room that you will use during the Final Exam

Start Time	Topic	Meeting ID	
Recurring	Future Trends Forum	246-688-410	Start Delete
Recurring	Showcase Update Meeting	507-837-444	Start Delete
Recurring	Showcase Update Meeting	248-792-585	Start Delete
Today 02:00 PM	Final Exam	676-605-104	Start Delete

3. At the bottom of the next page, scroll to the bottom and click “Edit This Meeting”

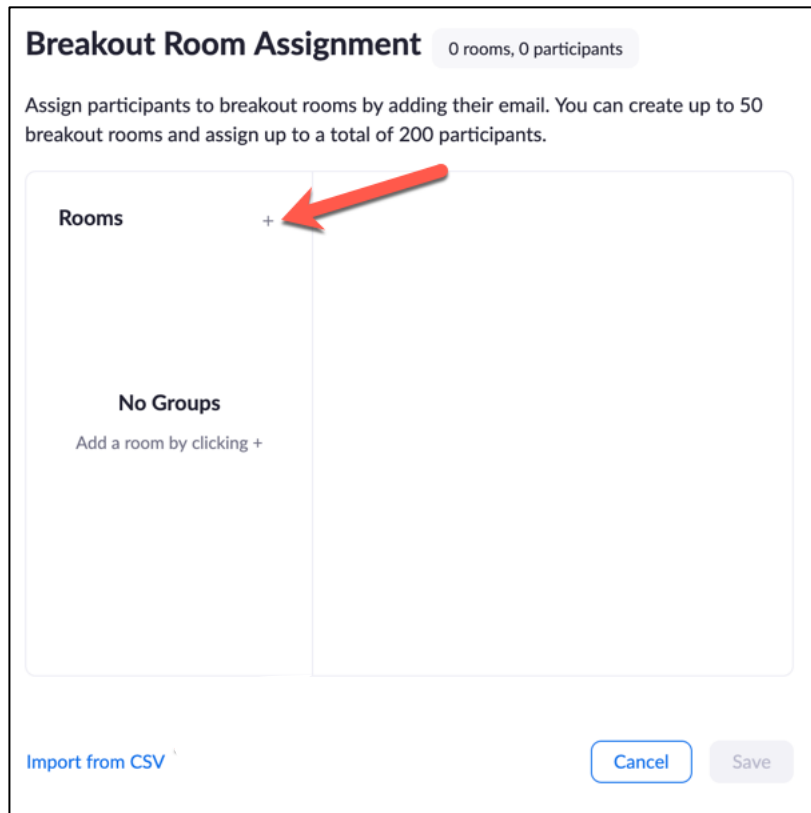


4. Scroll down to the Meeting Options portion of the page and you will see that new options appear, including “Breakout Room Pre-Assign”.

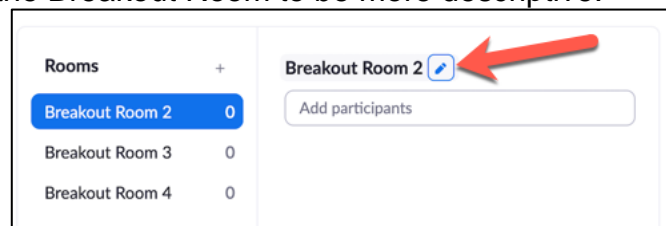


5. You can Create the Rooms by clicking on “Create Rooms”.

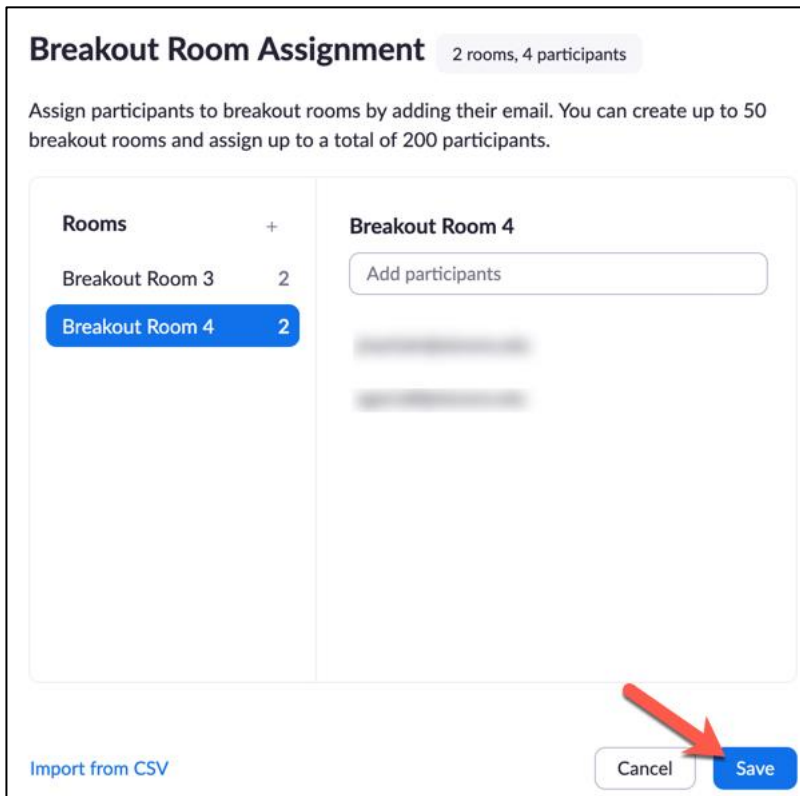
6. In the next window, you can click on the + sign to begin creating rooms.



7. When you hover near the title of the room, a pencil icon will appear. You can edit the name of the Breakout Room to be more descriptive.



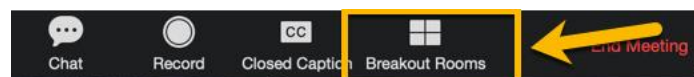
8. Once you have finished creating the appropriate number of breakout rooms and renaming them (optional), click Save at the bottom of the window.



### Part 3: Using Breakout Rooms During the Exam

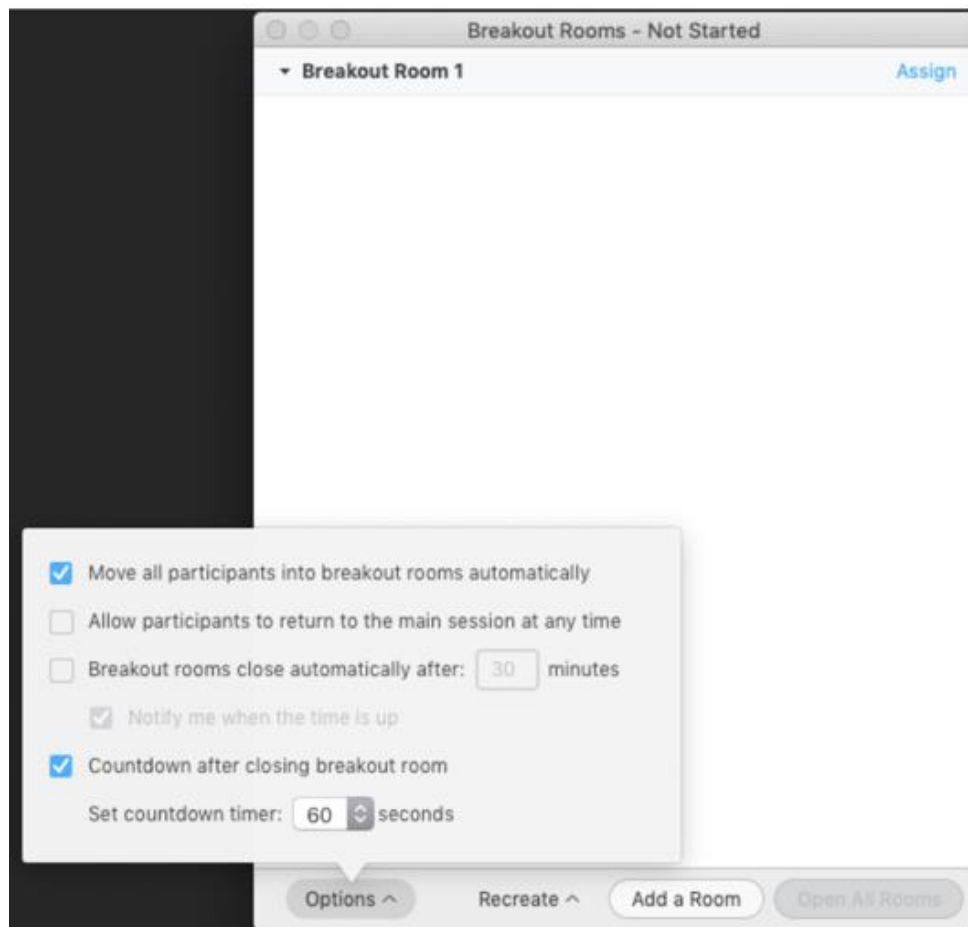
Some planning will go a long way to ensuring a smooth experience for your students and support staff. You should meet with your co-hosts prior to the exam and determine which of them will be assigned which room. In this way, no breakout room is left without a “moderator”.

Once the session has started, you can begin the breakout rooms and the hosts can hop into the room they have been assigned. Co-hosts can hop around to all the breakout rooms, but for consistency it would be best for each co-host to be assigned to a specific room and stay there for the duration of the exam.

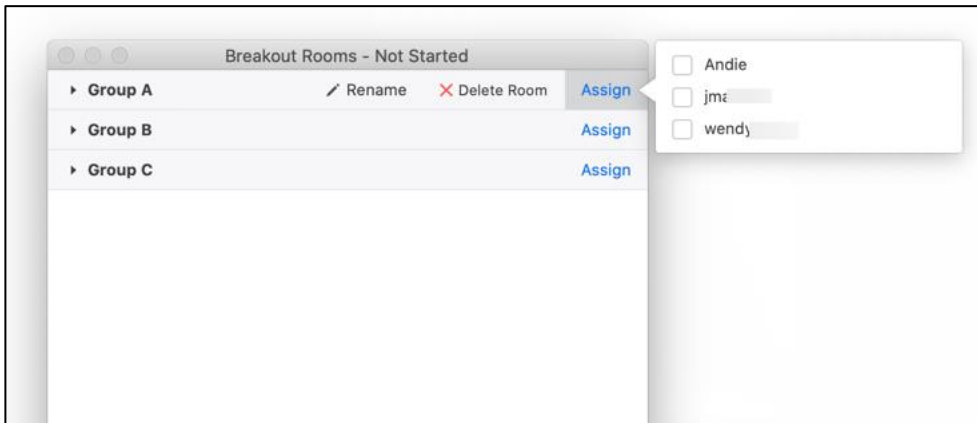


1. Once you click on the Breakout Rooms icon you will see the following window. Here you can

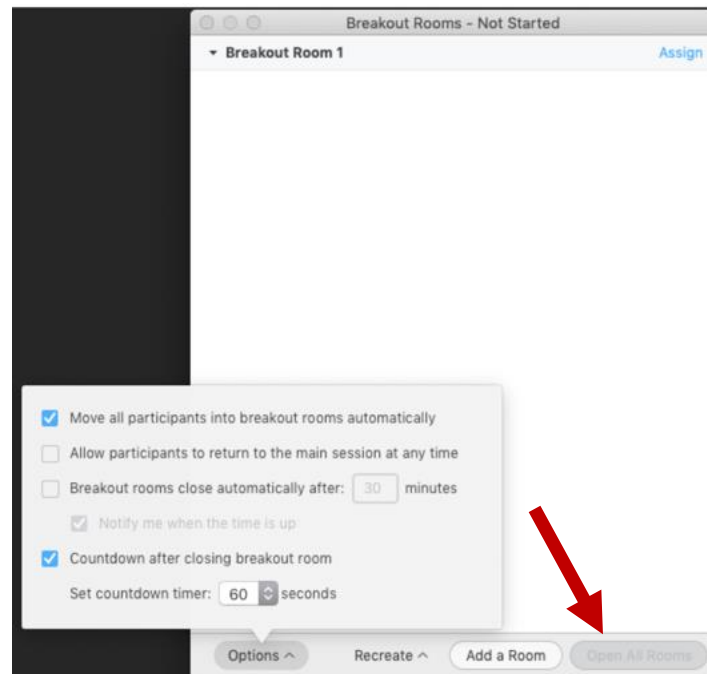
- Assign students to the breakout rooms
- Move all participants into breakout room automatically
- Allow participants to return to the main session at any time (not recommended in this scenario)
- You can choose when to close the breakout rooms by setting a time limit (not necessary in this situation)
- Countdown after closing breakout room – this setting is useful if you want to notify all students that they will be returned to the main session. It will provide them a 60 second countdown (by default, but you can edit) before returning them to the main session.



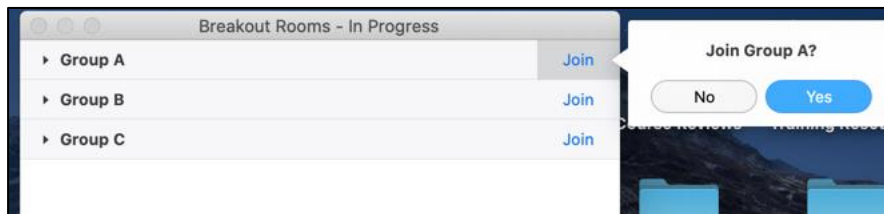
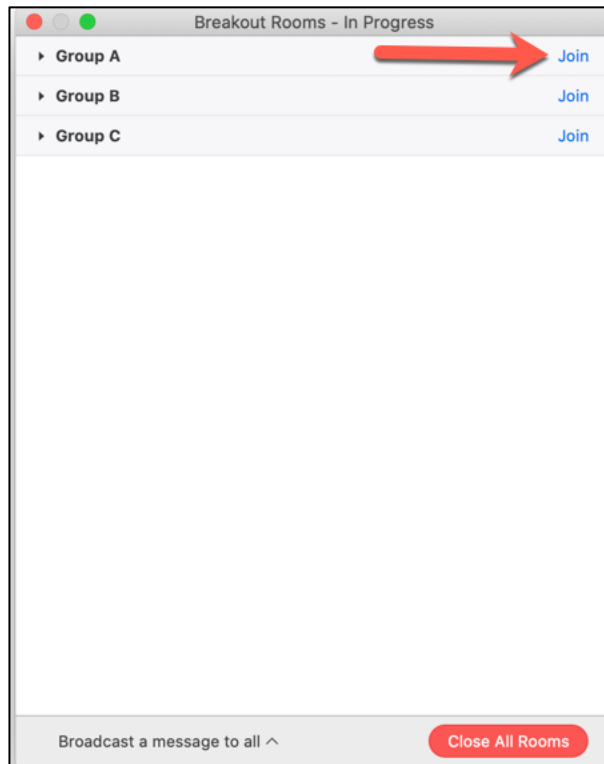
2. To the right of each room’s name you will see “Assign”. Clicking on this link will show you all available people that can moved into this breakout room.



3. Once you have finished editing the settings and assigning students, you can click on "Open All Rooms".

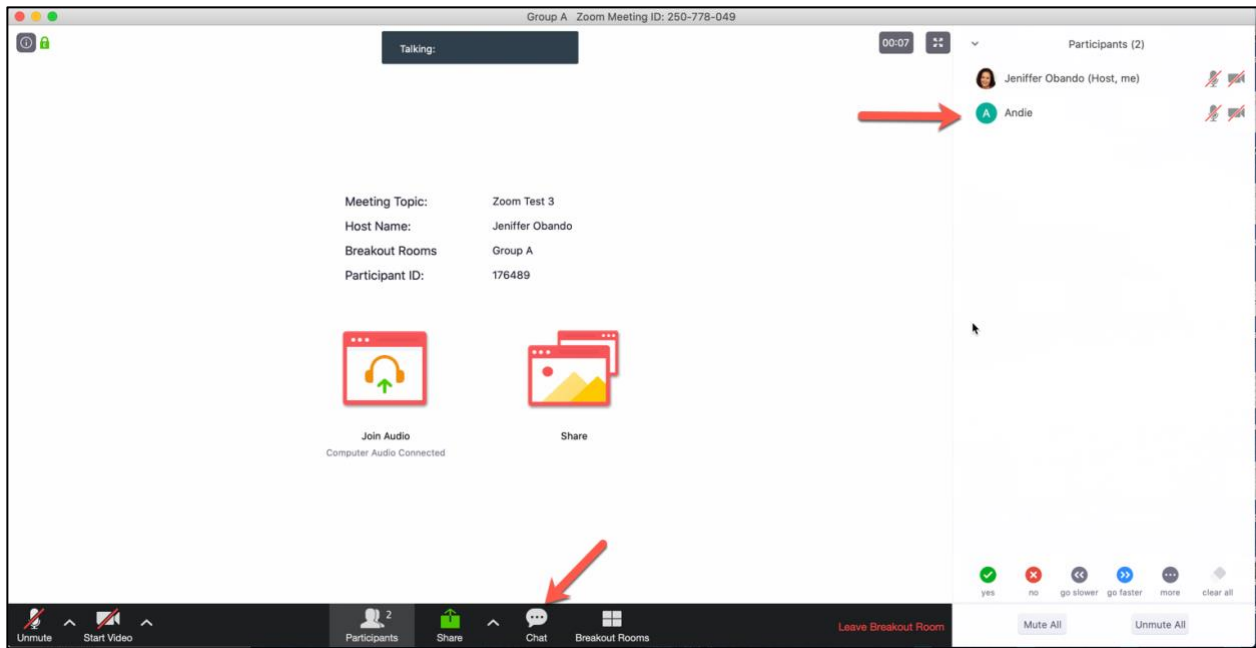


4. As a host, you can visit each of the breakout rooms. Simply click on the word "Join" found to the right of the breakout room you want to visit. It will ask you to confirm that you want to leave the main session and join the breakout room. Click Yes.



5. You will notice that the breakout room setup is very similar to the main room. The exception being that you will have fewer participants in this room. Click on Chat to communicate with your students. Note that you have the ability to use microphones and webcams here as well, but for this scenario, using the chat box is best.

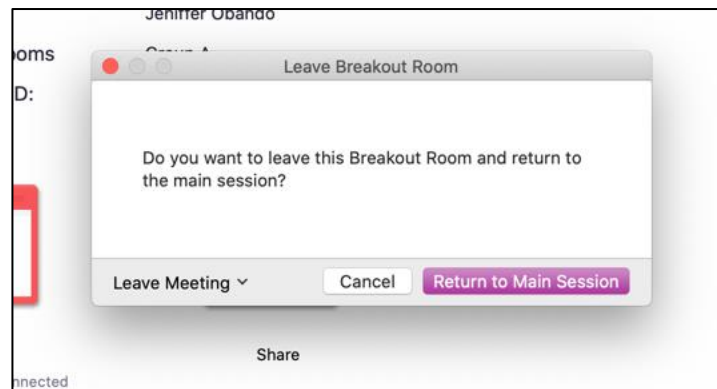




- When you are ready to visit another breakout room, click on “Leave Breakout Room” found at the bottom of your control panel.

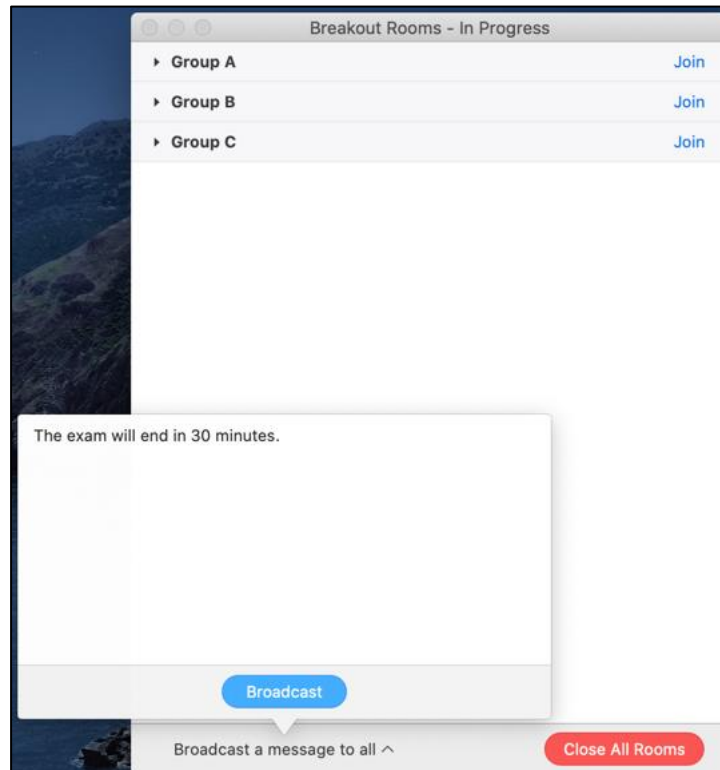


- You will be asked to confirm that you want to return back to the main session. Click on “Return to Main Session”.



- It is a good idea to remind your students about how much time is left in the exam. A good practice is to send a reminder at the 30-minute mark, 15-minute mark, and 5-minute mark. You can alert all participants, regardless of which breakout

room they are in, by clicking on “Broadcast a Message to All”. In this example, I want to notify students that 30 minutes remain in the exam. Then I would click the blue “Broadcast” button.



9. When you are done with visiting the breakout rooms, you can choose to end all breakout rooms and return all participants to the main session.

