

Securing Zoom Rooms During Online Exams

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.

Enabling a Zoom room for questions is not without its security concerns. You can take several steps to ensure that students are not communicating with each other and that only students in that course are entering the Zoom session, among them:

Jump Menu

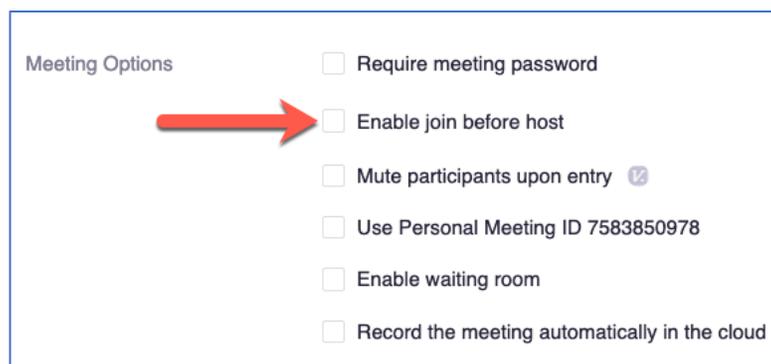
1. [Disable join before host](#)
2. [Enabling the waiting room](#)
3. [Removing unwanted participants](#)
4. [Locking a meeting](#)
5. [Controlling chat permissions](#)
6. [Changing sharing options](#)

You can choose to use to use one or all of these options based on your judgement.

We also have tips on how to manage Zoom rooms during online exams in courses with large enrollments [\[insert link to other document\]](#)

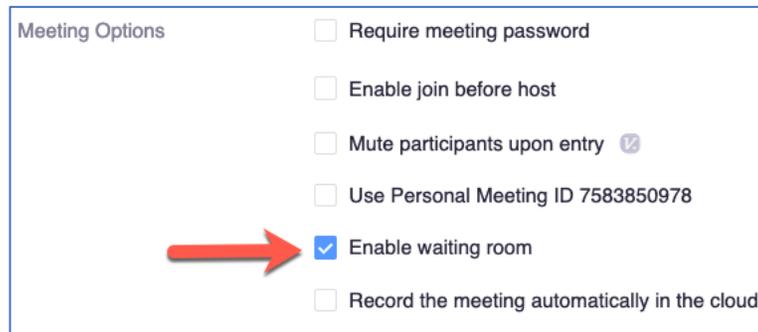
Part 1: Disabling Join Before Host

When creating you Zoom session you have several options, one of them is allowing participants to join before the host. To avoid any side-bar conversations from taking place before you get into the Zoom session, disable this option (ensure that box is NOT checked).



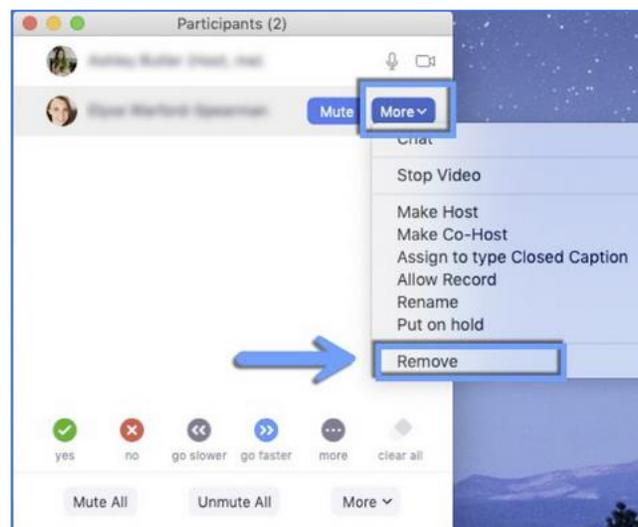
Part 2: Enabling the Waiting Room

To make sure that only the students that are supposed to be in this session are entering you can enable the waiting room which means that you will receive a notification when someone is trying to enter the session. You can then manually admit them one by one as they come in. This allows you more control over who is trying to gain access to the session and can verify that each person is supposed to be in the session.



Part 3: Removing Unwanted Participants

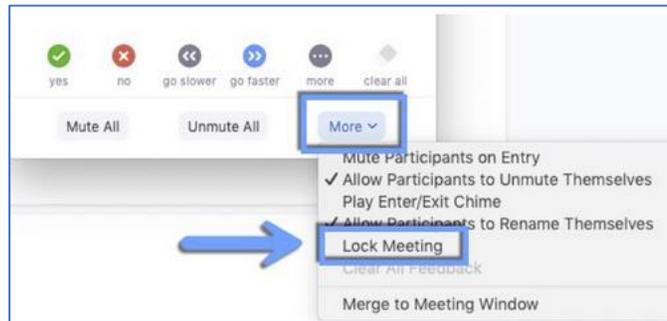
In the participants' menu, you can hover your mouse over a participant's name, and several options will appear, including Remove. Click Remove to kick a participant out of the meeting. They can't get back in if you then click Lock Meeting.



Part 4: Locking a Meeting

When you're in the meeting, click "Participants" at the bottom of your Zoom window. In the participants' pop-up box, you will see a button that says Lock Meeting. When you lock the

meeting, no new participants can join, even if they have the meeting ID and password. You can do this once all your participants have joined to avoid having others join.



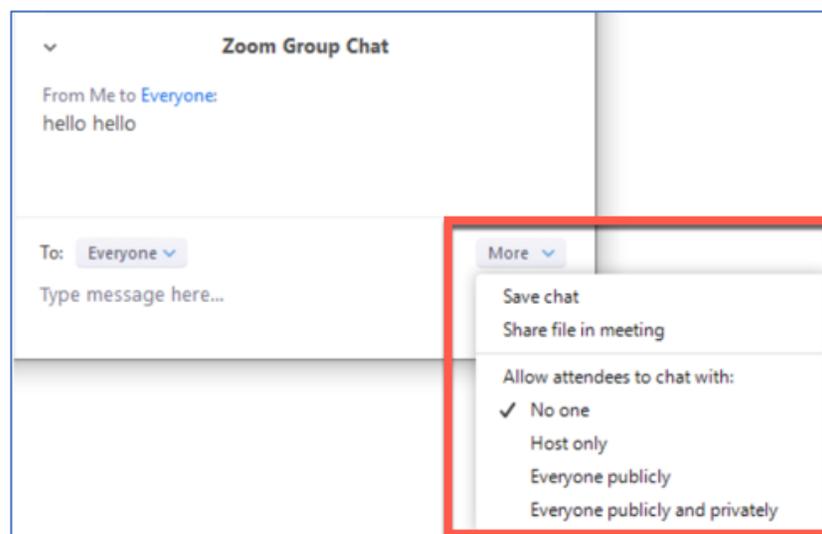
Part 5: Controlling Chat Permissions

Once you have controlled who is in the session, you may consider locking some features that are normally available to participants. By default, participants can send chat messages to everyone in the session, but they can also send a direct message a particular participant. In an exam situation, you most likely want to avoid having students chat amongst each other.

1. First you must click on the Chat feature in the Zoom toolbar.



2. Next you want to click on the “More” button found towards the right of the chat box. You can choose to not allow attendees to chat with anyone or with the Host only (this may be more appropriate in this scenario).



Part 6: Changing Sharing Permissions

Due to the recent 'Zoom-bombing' reports, as of March 26th the screen sharing settings have automatically defaulted to "Only Host". This setting gives hosts sole permission to share content within their meetings by default. If you want to change this setting you will have to go into the Advanced Sharing Options.

