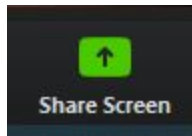


# Working in Zoom During an Exam

## Getting into Zoom

You will use the following link to access the Zoom meeting for our class: <https://zoom.us/j/241845128> The first time you use Zoom, you will be prompted to install the Zoom app on your device. If you are prompted for meeting ID, use the numbers in the link (241845128). Call me on my cell phone if you need help accessing the Zoom meeting. **Tip:** prior to your meeting, you can test Zoom access and your computer's camera and audio, by going to a Zoom "test" meeting at <https://zoom.us/test>

1. To get help, you may call your instructor on his cellphone or ask for help in Zoom (see below).
2. To take your exam, you need a quiet space, free of distractions, with a reliable Internet connection.
3. For the test, **login to Zoom using your computer on which you will be taking the exam. Your computer should have a camera and a microphone.** If you do not have a computer with a camera and mic, you will need to log in with both your computer and with a phone or device with a camera and mic.
4. When you join Zoom, you will be in the Main Session. You will see classmates in this session. For some exams, the instructor may have you stay in the main session. For other exams, he may assign you to a Breakout room.
5. For the exam you should unmute your audio and unmute your video. Your instructor should be able to hear all activity in your room and see you.
6. **If you are in a breakout room:**
  - In a breakout room, you will share your computer screen as shown. You should see the following button at the bottom when you are in ZOOM. Click it, then select the screen to share



- Select Desktop on the next screen
  -
7. **Asking for help in Breakout room**
    - The following screenshot shows how to ask for help in a Zoom breakout room. You may also call the instructor in his cell phone.

## Asking for help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.



2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.

