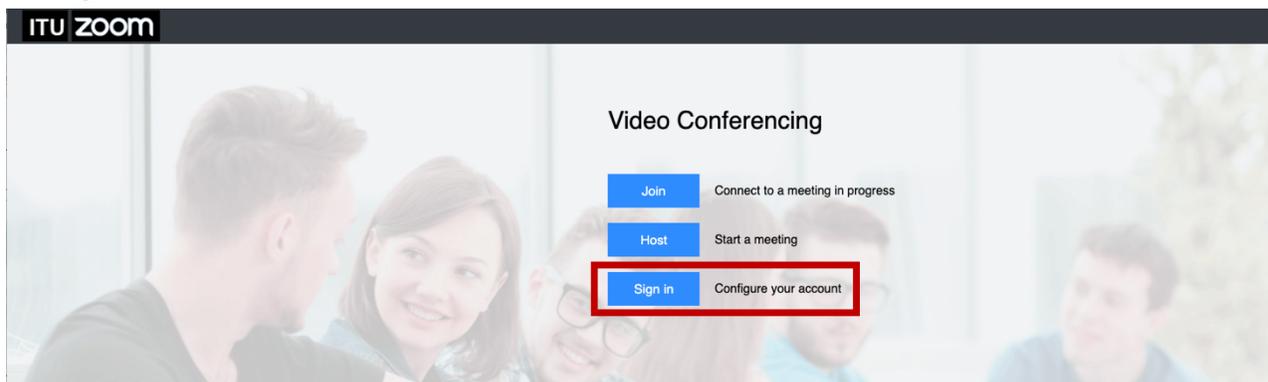


How to schedule oral exams in Zoom at ITU

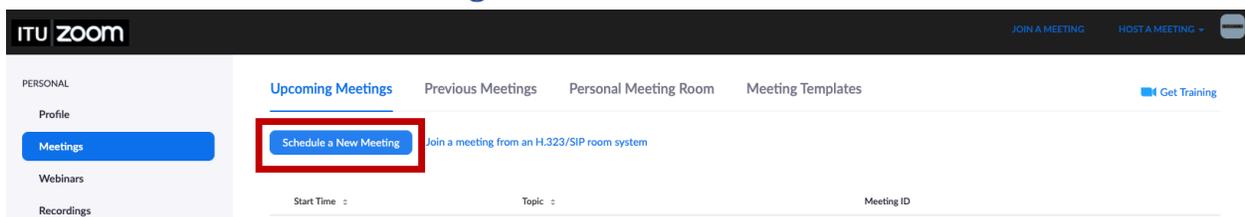
1. Sign in at Zoom website
2. Click “Schedule a meeting”
3. Enter details and select settings (add internal examiner(s))
4. Share the link for the meeting with students and external examiner(s)
5. Overview of meetings
6. Edit a meeting (change settings)

When setup you share the URL in learnIT

1. Sign in to Zoom



2. Click “Schedule a meeting”



3. Enter details and select settings (add internal examiner(s))

<p>My Meetings > Schedule a Meeting</p> <p>Schedule a Meeting</p> <p>Topic <input type="text" value="My Meeting"/></p> <p>Description (Optional) <input type="text" value="Enter your meeting description"/></p> <hr/> <p><input checked="" type="checkbox"/> Recurring meeting</p> <p>Recurrence <input type="text" value="No Fixed Time"/></p>	<p>Topic : Exam title</p> <p>Recurring meeting : “Checked”</p> <p>Recurrence : Choose “No Fixed Time”</p> <p>Having no fixed time for the meeting avoids situations meeting closes if you go over time. Also, you can use the same meeting-url for exams over multiple days.</p>
<p>Meeting ID <input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 591-993-3770</p> <hr/> <p>Meeting Password <input checked="" type="checkbox"/> Require meeting password <input type="text" value="10 digits"/></p>	<p>Meeting ID : Always use “Generate Automatically” for security purposes.</p> <p>Meeting Password : Always set a password for security purposes and share it via learnIT.</p>
<p>Video</p> <p>Host <input checked="" type="radio"/> on <input type="radio"/> off</p> <p>Participant <input type="radio"/> on <input checked="" type="radio"/> off</p> <hr/> <p>Audio</p> <p><input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both</p> <p>Dial from Denmark and other 2 countries Edit</p>	<p>Video : Default “On” for Host, Default “Off” for Participant</p> <p>Examiners should be approachable. Student should opt in when ready and relevant.</p> <p>Audio : Choose “Both” which allows for students to join via telephone in case of connectivity issues. Share the meeting ID and the telephone number +45 89883788 via learnIT.</p>
<p>Meeting Options</p> <p><input type="checkbox"/> Enable join before host</p> <p><input checked="" type="checkbox"/> Mute participants upon entry </p> <p><input type="checkbox"/> Enable waiting room</p> <p><input type="checkbox"/> Only authenticated users can join</p> <p><input checked="" type="checkbox"/> Breakout Room pre-assign 3 Breakout Rooms Edit</p> <p><input type="checkbox"/> Record the meeting automatically on the local computer</p>	<p>Mute participants upon entry : “Checked”, as student should opt in when ready and relevant.</p> <p>Breakout Room pre-assign : optionally “checked” but can also be done during meeting.</p> <p>Make breakout rooms to control the flow of the exam. Suggestion: one Exam Room, one Exit Room and perhaps one Group Waiting room.</p>

<p>Alternative Hosts <input type="text" value="Example: mary@company.com, peter@school.edu"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	<p>Save.</p>
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4. Share the meeting link with students and external examiner(s)

<p>My Meetings > Manage "My Meeting"</p> <p>Topic: My Meeting</p> <p>Time: Recurring meeting</p> <p>Add to: <input type="button" value="Google Calendar"/> <input type="button" value="Outlook Calendar (.ics)"/> <input type="button" value="Yahoo Calendar"/></p> <p>Meeting ID: 614-6974-2731</p> <p>Meeting Password: ***** Show</p> <p>Invite Attendees: Join URL: https://tucph.zoom.us/j/61469742731?pwd=a21hdS84K25DS1JwTlpQWKR1bERUUT09</p>	<p>Share the meeting URL in learnIT</p> <p>This URL includes password (encrypted) so you don't need to share the password separately. If you want to do that anyways just use the part of the url before "?pwd=..."</p>
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5. Overview of meetings

Start Time	Topic	Meeting ID	
Recurring	teachIT	12345678	<input type="button" value="Start"/> <input type="button" value="Delete"/>

6. Edit a meeting (change settings)

- × Only authenticated users can join
- × Record the meeting automatically on the local computer

Breakout Room 3 Breakout Rooms [View detail](#)

[Delete this Meeting](#)
[Save as a Meeting Template](#)
[Edit this Meeting](#)