Zoom inconveniences and workarounds when adapting for proctoring:

- Shifting order of participants in gallery view
- Splitting participants into smaller groups using breakout rooms
- Splitting participants into smaller groups by joining multiple TA Zoom meetings

Please always refer to UCLA Remote Assessment Recommendations and Checklist for guidance on assessments:

Update (4/26/19): Timed and remotely proctored exams are resulting in particularly high stress for students with broadband, hardware, and scanning/uploading issues. Many students who are worried about these technical difficulties during the exam are less able to concentrate on the exam.

We encourage you to consider these impacts when planning exams, and we are happy to discuss with you alternative assessments or ways of making even small adjustments to decrease these impacts.

We understand alternatives may not be possible in some cases, so we also provide best practices to implement remote testing in the most effective and fair manner.

Following is not part of the above guidance, but a SEASnet’s effort to minimize technical issues should you choose to adapt Zoom for video monitoring your students during exams. Before using any of the following techniques, it is important that your Zoom meeting settings follow the guidelines at UCLA Zoom Security Settings.

**Shifting order of the participants in gallery view**

- Depending on your CPU, you can display up to 49 participants in a single screen. We’ll refer to this # as MAX.
- Each set of MAX participants on a screen is not constant because the ordering of participants is continuously shifting based on microphone feedback. (Note: you can view all participants in gallery view, but you can only view up to MAX participants in a single screen - use the right or left arrows to view the next or previous screen.)
- To avoid microphone feedback to prevent the shifting of participants (after everyone has entered the meeting and the meeting is locked), you might be able to mute all participants, mute yourself/TAs, and do not allow participants to unmute themselves, but this is not 100% guarantee to work.
- So if (proctors + students) > MAX, consider splitting up the participants if the shifting effect is a problem for you.

**Splitting participants into smaller groups using breakout rooms**

- If pre-assigning attendees, you can create up to 50 breakout rooms with up to 200 attendees total (this is a Zoom bug and will be fixed soon). If your class has (proctors + students) > 200:
  - Assign attendees during in-meeting. The quickest way is with random automatic assignment.
  - Use multiple TA Zoom meetings instead (next section)
- Within breakout rooms, the Chat limitations applied to the main room are not applied due to the fact that breakout rooms are designed for discussion sessions.
- By default, Chat in breakout rooms allows participants to chat with host/co-hosts, privately with other participants, and everyone.
- You can remove “privately with other participants” by setting “Allow meeting participants to send a private 1:1 message to another participant” to OFF in your profile Settings at ucla.zoom.us before you start the meeting. You CANNOT toggle this setting ON during in-meeting in the main room and breakout rooms. The effects of OFF:
  - In the main room: 1) host/co-hosts/participants can chat with host/co-hosts or everyone, 2) host/co-hosts can chat privately with any participant, NOTE) you can restrict participants to chat with host only as usual
  - In breakout rooms: 1) host/co-hosts/participants can chat with host/co-hosts or everyone, 2) host/co-hosts cannot chat privately with any participant, NOTE) you cannot restrict participants to chat with host only
- You cannot remove “everyone”, so switch to multiple TA Zoom meetings (next section) if this is necessary.

**Splitting participants into smaller groups by joining multiple TA Zoom meetings**

1. Each TA: Create a Zoom meeting and give the join link to the instructor
2. Instructor: Let each student know which join link they should use (usually the link of their TA)
3. Each TA: Start the meeting
4. Instructor: Make sure you are not a host at any meeting (a present host status will prevent you from joining other meetings simultaneously). Join each of your TA meetings by clicking on the join link or navigating to https://zoom.us/join and entering the meeting ID (the Join button in the Zoom app will only work for the first meeting that you join).
5. Each TA: Make the instructor co-host.
**Assumption**: The class has several TAs and the instructor and TAs will test all these before an exam. For additional assistance proctoring your exam via Zoom, fill out this form.