

Pre-session checklist



UNIVERSITY OF
NEWCASTLE

The below is a quick checklist to guide you in ensuring your Zoom supervised quiz is set up. Please ensure you have reviewed the [Supporting Online Assessment Security Using Zoom](#) resource.

24+ hours before

Ensure Canvas quiz is set up with an availability time range and an access code, if required

Meeting scheduled with correct date, time, and duration and Zoom settings (see above)

Passcode set and Zoom meeting link shared with students via Canvas

Student instructions sent – camera requirements, ID, suitable environment, Zoom set up instructions

Student room or session allocations communicated, if using multiple sessions or breakout rooms

Co-hosts briefed on their role and room assignments

Breakout rooms pre-assigned via CSV if applicable

Recording confirmed and students notified if the session will be recorded

30 minutes before

Zoom updated to the latest version

Confirm device settings

Attendance list open and ready alongside Canvas password

Focus mode and all screens mode enabled in session, if planning to use it

At the start

- Admit students from waiting room, verify names against enrolment list
- Open breakout rooms, confirm co-hosts are in their assigned rooms and ready to record, if applicable
- Switch to Gallery view
- Brief verbal welcome and any session instructions given

At the end

- Make a note of student departure if applicable
- Announce verbally when time is up
- Stop the recording
- Export the chat log if needed
- Use End Meeting for All (not just 'Leave') to close the session for everyone at once.