




The PE Instructor can Virtually Proctor PE Class Final Exams at the end of a Zoom videoconference.



## Zoom Chat

- The exam can be given at the end of the last class
- Simply share the hyperlink with the students through the Zoom Chat
- The students can take the test at that moment and submit it for grading


The instructor can “virtually proctor” the students while they take the test while still in the videoconference using Gallery View



## Prepare

1. Request an invitation from the E-Directorate to the template copy. Contact [Gregory Fonzeno](#) to obtain exam
2. Copy the template copy from the E-Directorate Google Drive to your Google Drive
3. Rename and Save on your Google Drive
4. If necessary, edit exam for your state questions

Reference: E- Directorate What's New...Using Google Forms for the Online ABS Final Examination – Gregory Fonzeno  
. Gregory.Fonzeno@cgauxnet.us



**Summary of Steps**

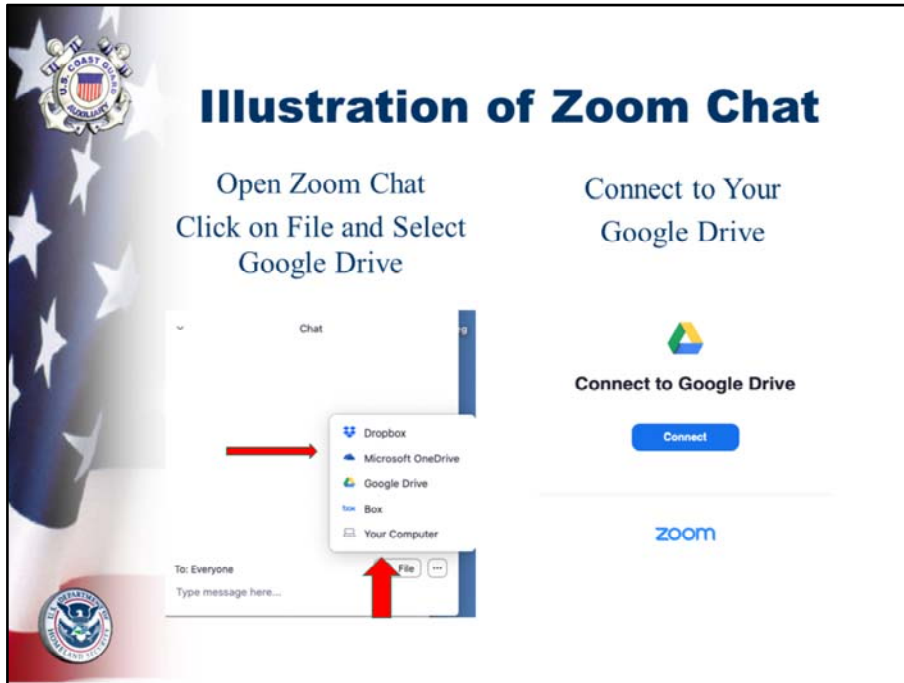
1. Open Zoom Chat
2. Access Google Drive
3. Copy Exam Hyperlink
4. Paste Hyperlink in Chat
5. Students Take Test and Submit




## Detailed Steps

Zoom Chat > File > Google Drive > Connect >  
Authorize > Exam > Anyone with Link >  
Allow Sharing > Exam > Copy and Paste >  
Paste in Chat > Give Test > Submit








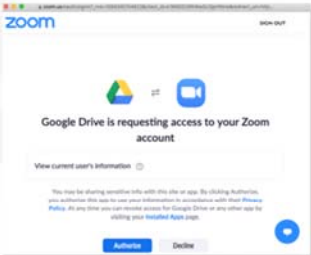
Open Zoom Chat and select File...follow prompts to Connect to your Google Drive



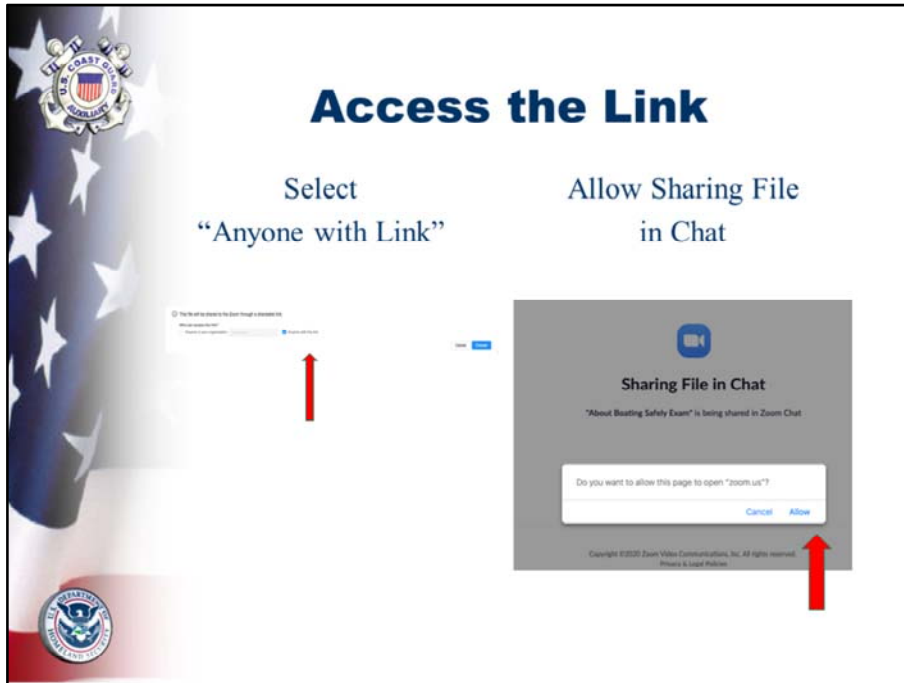
# Access Your Google Drive

Authorize Zoom  
Access to your  
Google Drive

Find and click on Exam  
on your Google Drive

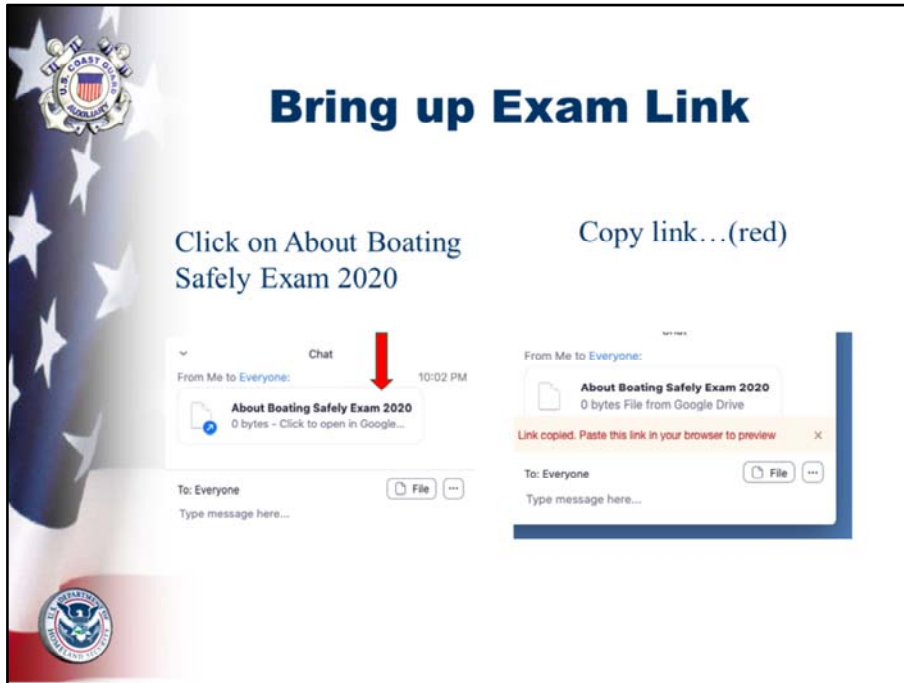


Authorize Google Drive and Zoom to interact...locate the Exam on your Google Drive.




Select Anyone with Link and Allow Sharing File in Chat...





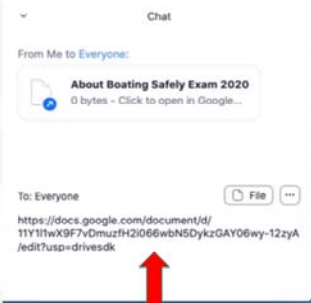
Click on the Exam 2020 or whatever you renamed it...and go to the Link copied. Paste this link in your browser to preview. Copy Link and paste in your Chat to Everyone...



## Paste Link – Give Test

Paste on Chat to Everyone

Give out Test with Instructions



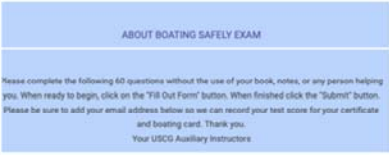
Chat

From Me to Everyone:

**About Boating Safely Exam 2020**  
0 bytes - Click to open in Google...

To: Everyone

<https://docs.google.com/document/d/11Y11wX9F7vDmuzH2i066wbNSDykzGAY06wy-12zyA/edit?usp=drivesdk>




ABOUT BOATING SAFELY EXAM

Please complete the following 60 questions without the use of your book, notes, or any person helping you. When ready to begin, click on the "Fill Out Form" button. When finished click the "Submit" button. Please be sure to add your email address below so we can record your test score for your certificate and boating card. Thank you.  
Your USCG Auxiliary Instructors

**FILL OUT FORM**

Copy the link and paste in your Zoom Chat to Everyone...this will give the link to all your students in the class. They will see the message you previously prepared on the Exam. (If a student had to leave early, you can copy the link and send it to them by email.)



# Take the Test and Submit

**Click on Fill Out Form and Hyperlink**

ABOUT BOATING SAFELY EXAM

Please complete the following 60 questions without the use of your book, notes, or any person helping you. When ready to begin, click on the "Fill Out Form" button. When finished click the "Submit" button. Please be sure to add your email address below so we can record your test score for your certificate and boating card. Thank you.

Your USCG Auxiliary Instructors

FILL OUT FORM  
<https://docs.google.com/...>

**Student takes Exam— Click Submit at end**

ABOUT BOATING SAFELY EXAM

Please complete the following 60 questions without the use of your book, notes, or any person helping you. When ready to begin, click on the "Fill Out Form" button. When finished click the "Submit" button. Please be sure to add your email address below so we can record your test score for your certificate and boating card. Thank you.

\* Required

**Email address \***


Your email:

**1. Before fueling a boat with a built-in fuel tank, you should** 1 point


- Close all portholes, doors, and hatches.
- Keep all smokers at least three feet away.
- Turn on the bilge blower, if so equipped.
- Open all portholes, doors, and hatches.

**2. Constantly watch the wake of your boat because:** 1 point

- You are responsible for injuries or damage to property caused by the wake of your boat.
- Your wake should never be more than three inches high.
- It can disturb the smooth operation of personal watercraft.
- You may see beautiful colors created by the oxidation of phosphorus in the water.




Click on the Fill Out Form and then on the hyperlink...and the student can take the Exam. At they end they click submit.



## Gallery




- Once each student has copied the link, switch to Gallery and observe them taking the test.
- This is a “Virtual Proctor”
- As they complete the test and get their grades, they may leave or wait until all finish...your choice.

This is a “Virtual Proctor” which can be used immediately after the last session. It allows the student to take the exam immediately after the last session. It allows the instructor to “virtually” hand the exam out directly to each student and to be seeing them on the Gallery screen as they would a classroom with everyone sitting in the same room.



**Congratulations!**

- You have successfully given the test to your students to complete the Class!
- Bravo Zulu!



## **Schedule Training**

To schedule individual training classes,  
group training

Resource for questions, practice,  
trouble-shooting

[Hortensia Sampedro](#), DIV6, SO-MT  
(305) 742-8221

Feedback and observations welcome

Please let me know if there are any aspects of this training about which you would like to learn more.