

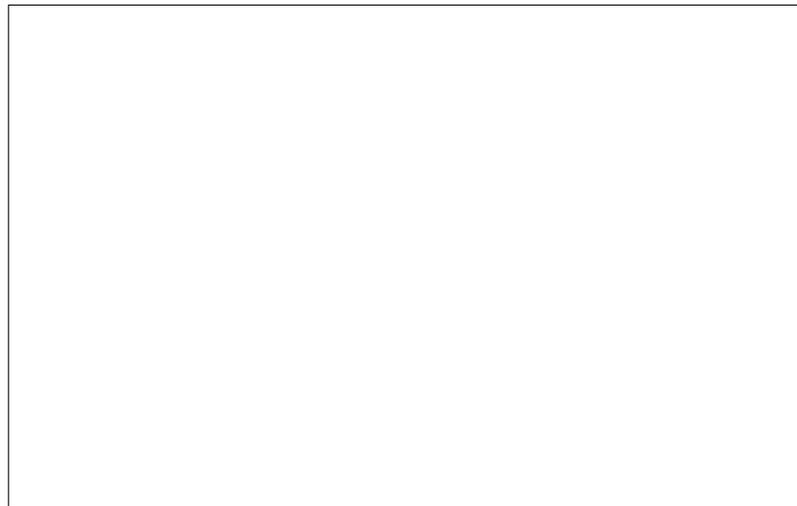
**Due: Saturday, March 14 at 11:59 PM**

Submit your solution in **PDF** format to “Zoom” on Gradescope.

- Begin the solution for each question in a new page. Do not put content for different questions in the same page. You may use multiple pages for a question if required.
- **Only PDF** uploads to Gradescope will be accepted. You may use  $\text{\LaTeX}$  or Word to typeset your solution, or scan a neatly handwritten solution to produce the PDF.

## 1 Cal ID

Please scan the front of your Cal ID in the box below. If you are scanning with a phone, please ensure that the scan is **legible** and **clear**, and make sure to use a scanning app.



## 2 Workspace

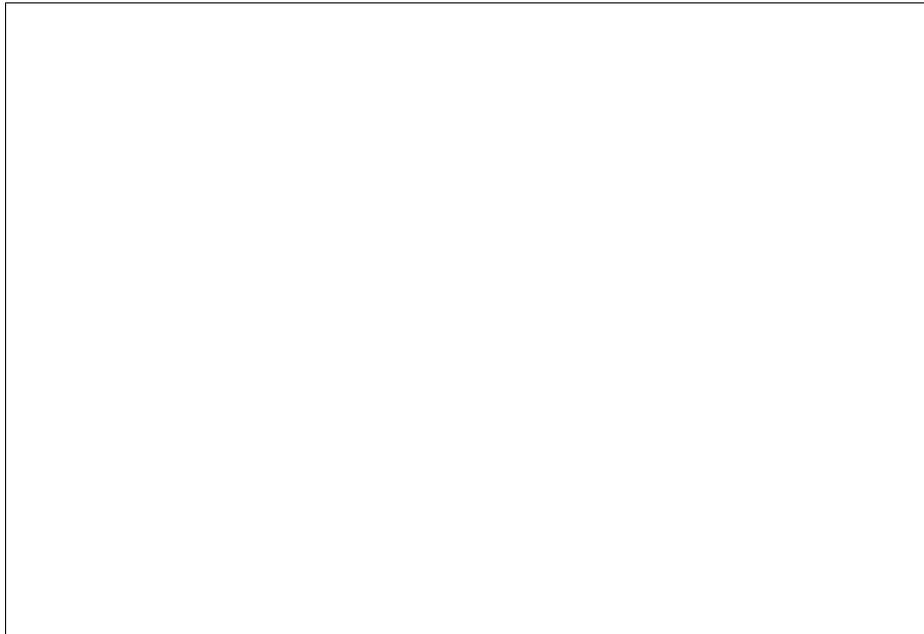
You must take the exam in quiet space at a desk or table (no café, public space, living/common room, etc.) with very reliable internet access. You may not share a room with anyone else taking the exam, nor with anybody who might speak during the exam.

During the exam, you must make sure you can position your laptop so your webcam can see your eyes, your upper torso, your workspace, your exam, and your cellphone at all times. You must keep it that way throughout the exam. We recommend angling the camera 45 degrees from you.

Here is an example.



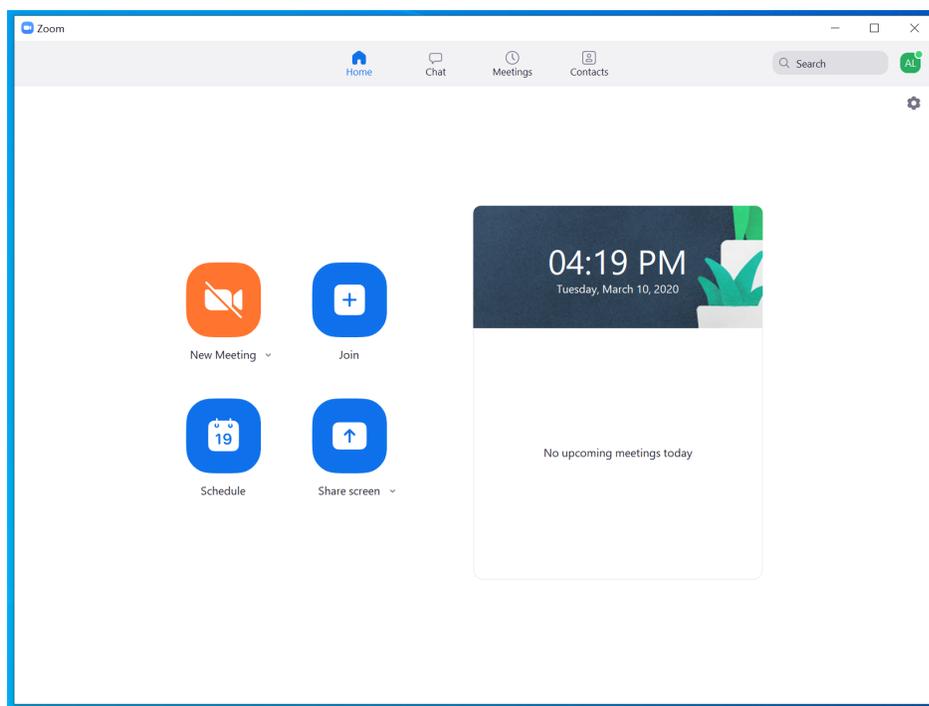
Following the instructions above, please provide a picture of you and your workspace using the webcam you will be using for the examination.



### 3 Zoom Application Install and Account Creation

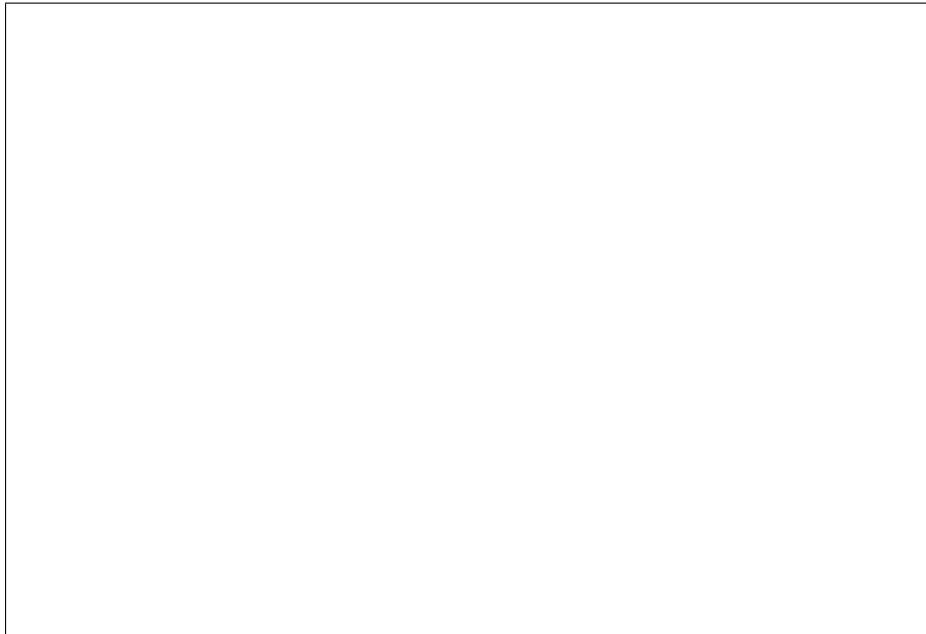
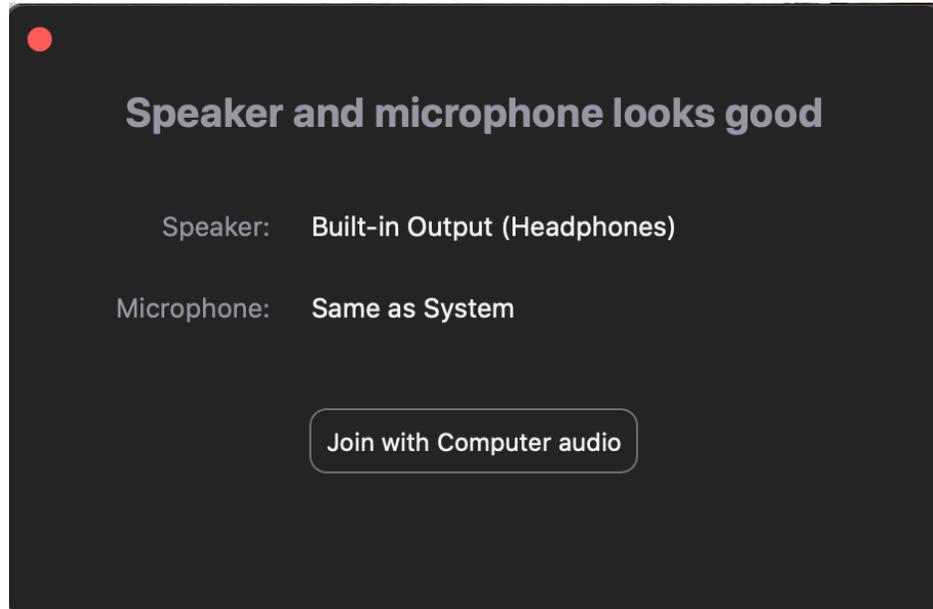
The University has provided you with a free Zoom account. You can access this account by visiting <https://berkeley.zoom.us/>.

Once you have done this, you are **required** to use the Zoom **application**. This is **not** the same as the in-browser zoom portal. Some of the features that we will be using during the exam are only available via the full Zoom application. You can download and install the Application from here: <https://zoom.us/download>. The correct installation is "Zoom Client for Meetings." You will not be able to complete some parts of this assignment without the application. The in-browser zoom interface will not suffice. Once you have the application installed, sign into your Berkeley-provided Zoom account. You can do this by selecting the Single Sign on (SSO) option. Enter "berkeley" when asked for the group. Once signed in, you should see something like this.



## 4 Testing 1, 2, 3...

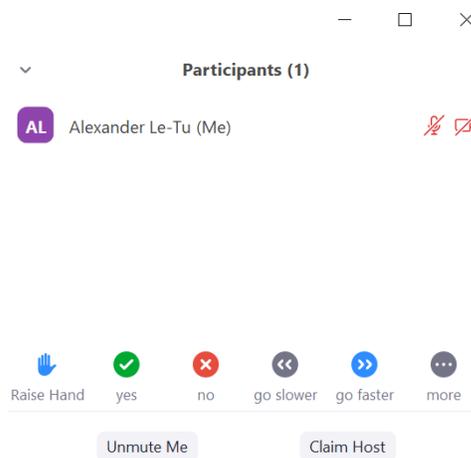
You are required to test your microphone and speakers to ensure that they work correctly. This may seem trivial, but there will not be time to troubleshoot if it doesn't work when we release the midterm. Join a new Zoom meeting and click "Test Speaker and Microphone." Then attach a screenshot like the one below.



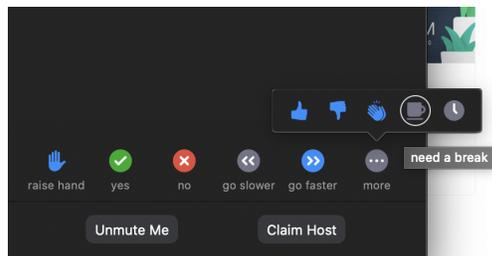
## 5 Break It Out! (Questions, Clarifications, and the Bathroom)

During the exam, you will be required to notify the proctor if you need to use the bathroom or if you have a question. In order to notify the proctor you will be using Zoom’s “Non-verbal Feedback” feature.

- Join the following sample Zoom Meeting. You can do this by entering the meeting ID 4099381915 on the Zoom App (Go to “Home”, then select “Join”), or by following the link <https://berkeley.zoom.us/j/4099381915> (which should prompt you to open the Zoom App).
- On the Zoom Menu Bar (where the mute/unmute options are), there should be an option to view “Participants.” Click on that, and a panel should open and look similar to the following.



- During the exam, if you need to ask the proctor a question, you will click on the “Raise Hand” option. You should see a hand symbol next to your name. At this point during the exam, a proctor will place you in a private “breakout room” so that you may speak privately without disturbing other students.
- During the exam, if you need to use the restroom, instead of raising your hand, you will select the option “need a break.” You first need to select the “more” option which will open a menu displaying the option to select “need a break” (see below). At this point during the exam, a proctor will place you in private “breakout room” and provide further instructions on what to do.



- Breakout rooms are like mini-rooms within the larger proctoring session. We will be using them to facilitate private communication between students and proctors so as to not disturb other working students. When you request to use the bathroom or ask a question a proctor will place you in one of these rooms. However, on your end you must accept the invitation. It will look like this:



- During the exam, clarifications will be given via the “Chat” feature. In the Zoom menu bar (where the mute/unmute options are), you should find the option “Chat.” Clicking on this should open another panel displaying the chat log. Proctors will use this chat feature to send any clarifications.

Assignment for you: Join the Zoom meeting (ID and link provided above). You are required to do the following to demonstrate that you understand how to ask questions, use the restroom, and receive clarifications.

1. Use the **raise hand** feature and attach a screenshot of the result in the left box below. We should be able to see your name with the handle symbol adjacent to it.
2. Use the **need break** feature and attach a screenshot of the result in the right box below. We should be able to see your name with the coffee cup adjacent to it.

3. View the chat log by selecting the option from the menu bar. Send any message that you would like and attach a screenshot of the result in the box below.



## 6 Submission...

Please scan your submission **CLEARLY** and ensure all text is **LEGIBLE**. You must use a third-party scanning app that produces a PDF file. You cannot submit raw pictures. When we have the actual midterm it is **your responsibility** that your submission is legible and easy to understand. If it is too blurry to understand and the staff cannot interpret your answer due to an illegible scan, we will interpret your answer as **incorrect (zero credit)**. There are plenty of scanning apps available. For free options, we recommend “CamScanner,” available for both iOS ([App store link](#)) and Android ([Google Play link](#)) devices.

As a tip, please make sure that the boundaries of the scan line up with the edges of the paper.

Additionally, **check** the scan **before** submission. Rescan any pages that look blurry. If in doubt, rescan. You will **not** have a chance after the submission period to update anything.