

PLAR Resource:

Testing your technology

Because PLAR is completed online, there are several technical requirements. You can follow these steps to prepare your computer for PLAR.

Please note that you will need a secure, stable Internet connection to complete these steps, and to complete the PLAR process.

1. Download Zoom onto your computer

Zoom is a secure desktop application used for making video calls over the Internet. Although it is also available for mobile, you must use it on your computer during the PLAR process.

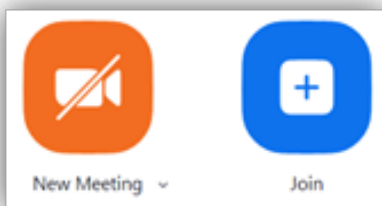
The application can be downloaded from [the Zoom website](#).

2. Practice opening and logging in to Zoom

Once you have downloaded the application, make sure that you know how to find it and open it on your computer. To locate the application, search for “Zoom” in your Start menu (on PC) or Apple menu (on Mac). You may need to create an account and choose how your name will appear on screen. You should use your own name as it appears on your PLAR application.

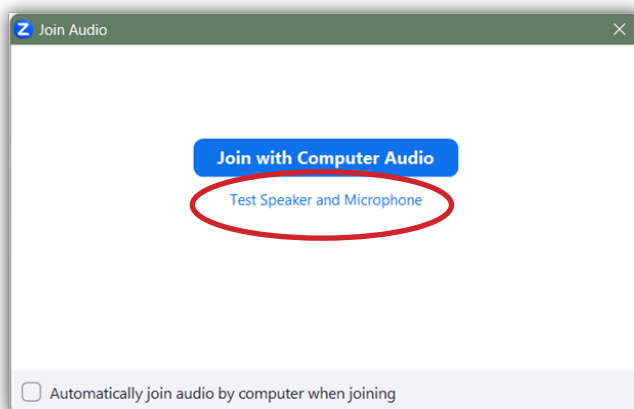
3. Try launching a meeting from the desktop app

Select **New Meeting** to start a video call. No one else will be able to see or hear you; this will simply give you the opportunity to explore the call functions and ensure your camera and microphone work.



- Connect your audio

Zoom will open a pop-up window from which you can choose your audio settings:

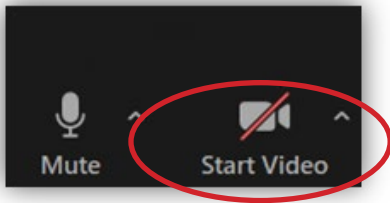


Select **Test Speaker and Microphone**, then follow the prompts on-screen to ensure that your speakers/headphones and microphone are working correctly. Use the **Select Speaker** and **Select Microphone** menus to try different input sources. If you plan to use headphones for PLAR, make sure you can hear the audio through the headphones.

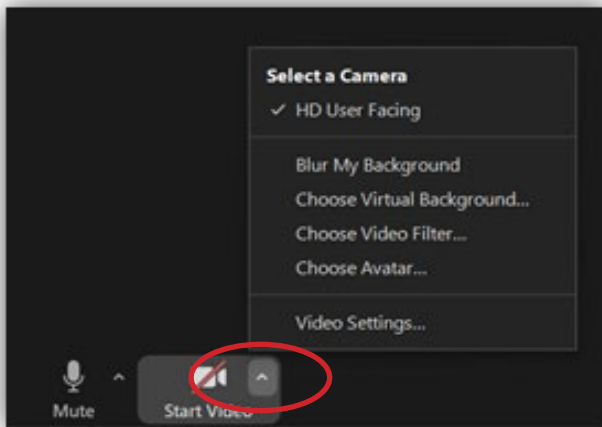
Once you have confirmed that your speaker and microphone are working, select **Join with Computer Audio**.

- Connect your video

If your camera does not turn on immediately, you may need to start it manually. Move your mouse around the Zoom window to see your microphone and camera options. You may need to select **Start Video**.



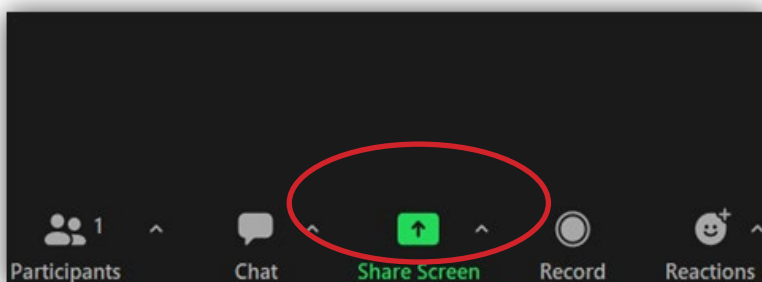
If you are still not able to see yourself on screen, select **the arrow on the Start Video button** to open another menu. From here, you can confirm that the correct camera is selected and troubleshoot other video settings.



Note that the use of blurred or virtual backgrounds is *not permitted* during PLAR. To better understand why, see *Completing the pre-test checks* in [Appendix E](#) in the main PLAR Resource Guide.

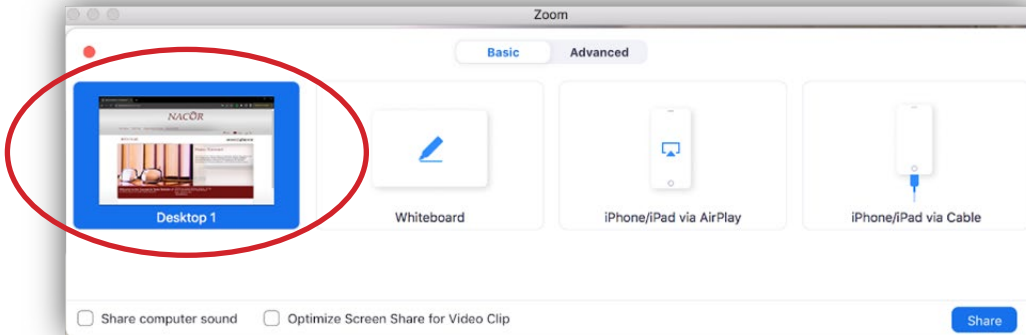
- Practice screen-sharing

Hover your mouse in the Zoom window again to find the **Share Screen** button.

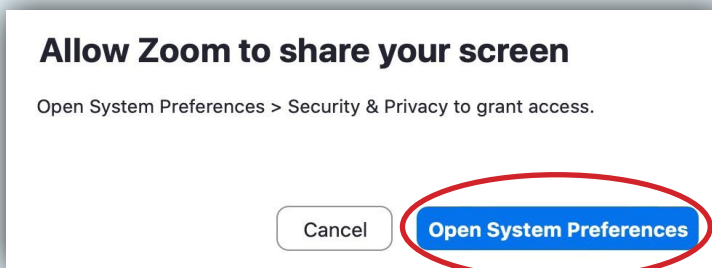


You will be required to share your screen for the entire testing period.

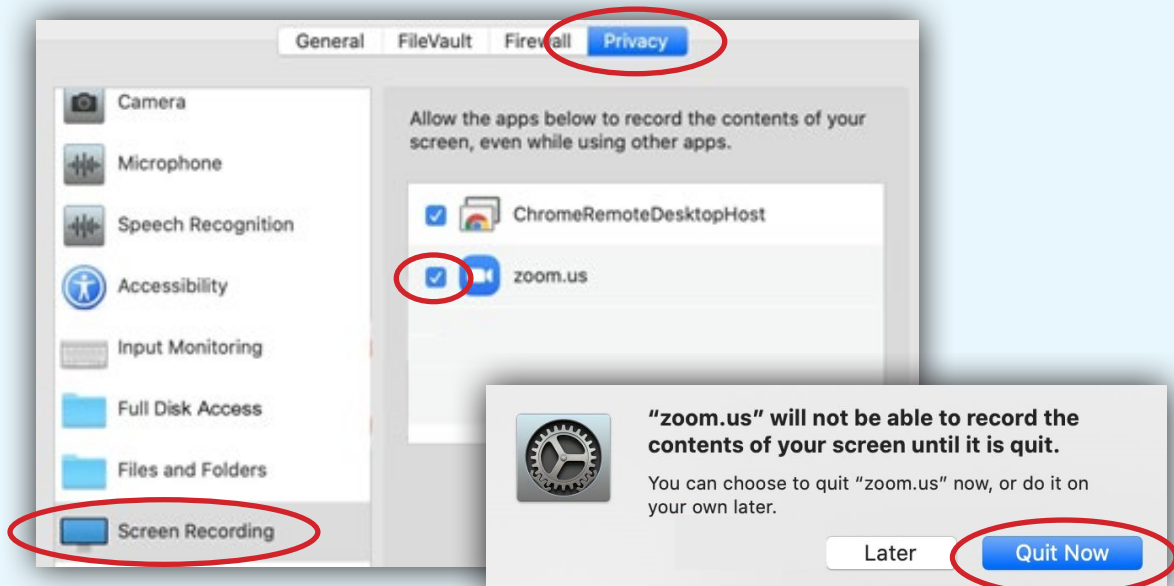
After selecting **Share Screen**, you will be prompted to choose which part(s) of your screen you want to share. You should share the entire desktop, not just a specific window or program. The best option is usually the first one.



In some cases, you may be asked to allow Zoom to share your screen. To do so, select **Open System Preferences**.

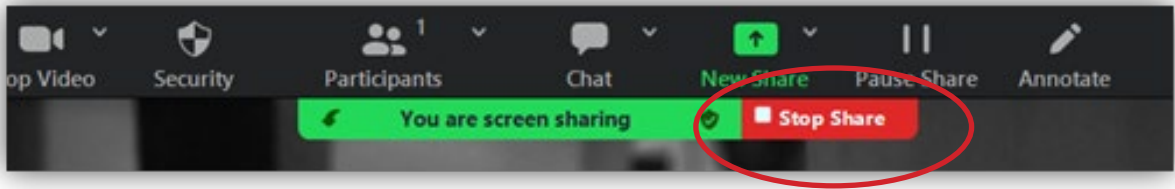


From there, navigate to the **Privacy** tab, select **Screen Recording** from the menu, and check the box next to "zoom.us."



If you are prompted to quit the program in order to proceed with screen-sharing, select **Quit Now** and then *restart* the steps to open the app and launch a meeting.

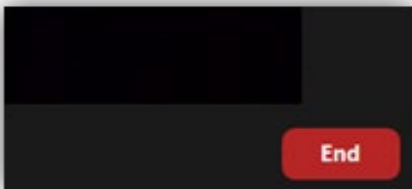
Once you have confirmed that your screen-sharing works, find and select the red **Stop Share** button to stop sharing your screen.



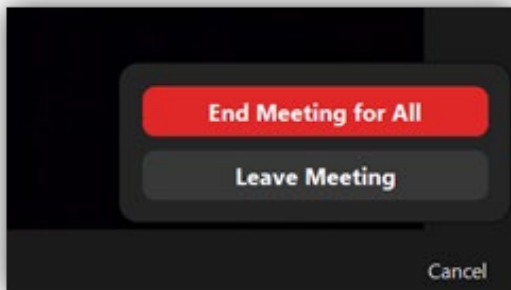
Screen-sharing will also automatically end when the Zoom call ends.

4. End the practice call

Once you have successfully connected your audio and video and practiced screen-sharing through Zoom, you can end the practice call by finding and selecting **End**.



If prompted, select **End Meeting for All**.



Your computer now meets the technical requirements for PLAR. To ensure a smooth testing experience, be sure to follow the additional setup steps detailed in [Appendix E](#) (found in the main PLAR Resource Guide) on your testing day(s).