Conducting and Recording a Class Session with Zoom

From within NYU Classes

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Setting up and Recording a Session

Click **Start** on the desired session

Setting up and Recording a Session (cont.)
Prepare in Advance Before Starting Session

2 Choose the **screen or application** you want to share with students

3 Click **Share** if you are ready to share your screen

Setting up and Recording a Session (cont.)

Prepare in Advance Before Starting Session

**4** **Unmute** yourself if you are muted, and click on **Start Video** to join with video

Setting up and Recording a Session (cont.)

Launch a chat window that will not obscure the entire desktop. Launch PowerPoint in a tab that will take most of the screen, but not be blocked by the chat window. Toggle between PowerPoint and a white board if desired.

**5** Click **Chat** to launch a chat window
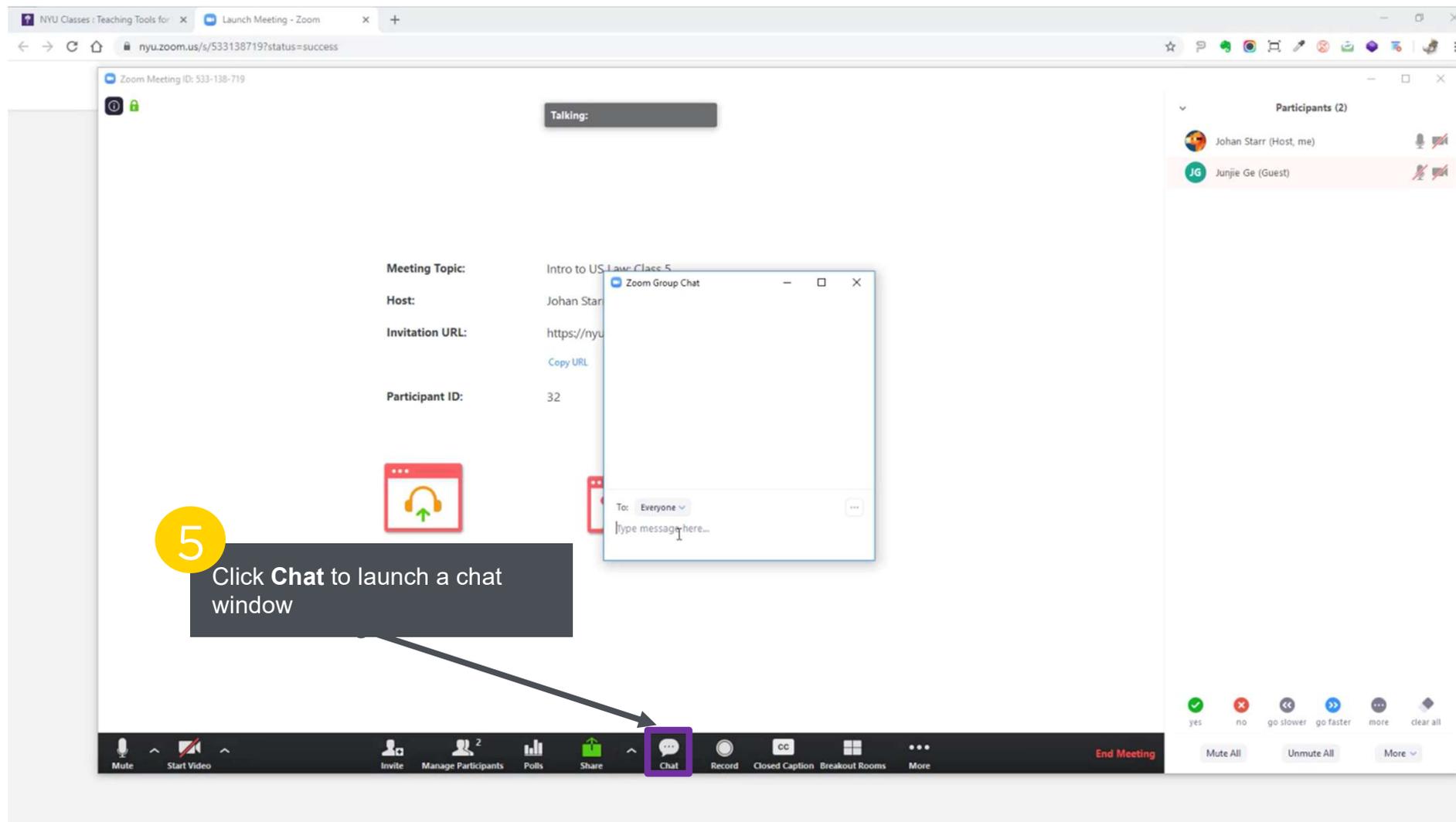
Recording the Class Session

If you have not shared your screen, click the **Record** button located in the Zoom toolbar.
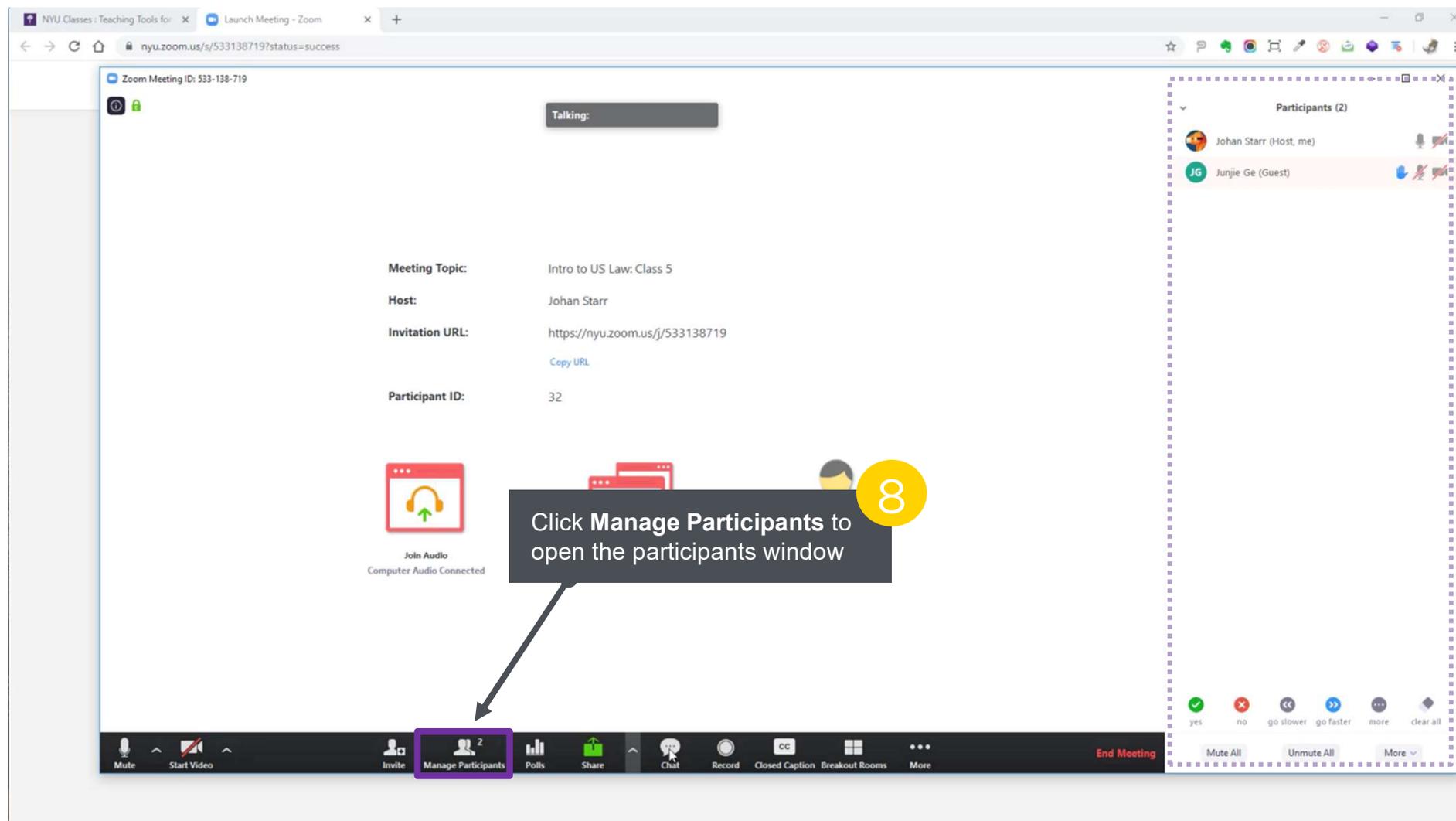*(See next slide if you have shared content)*

6 Click **Record** to begin recording
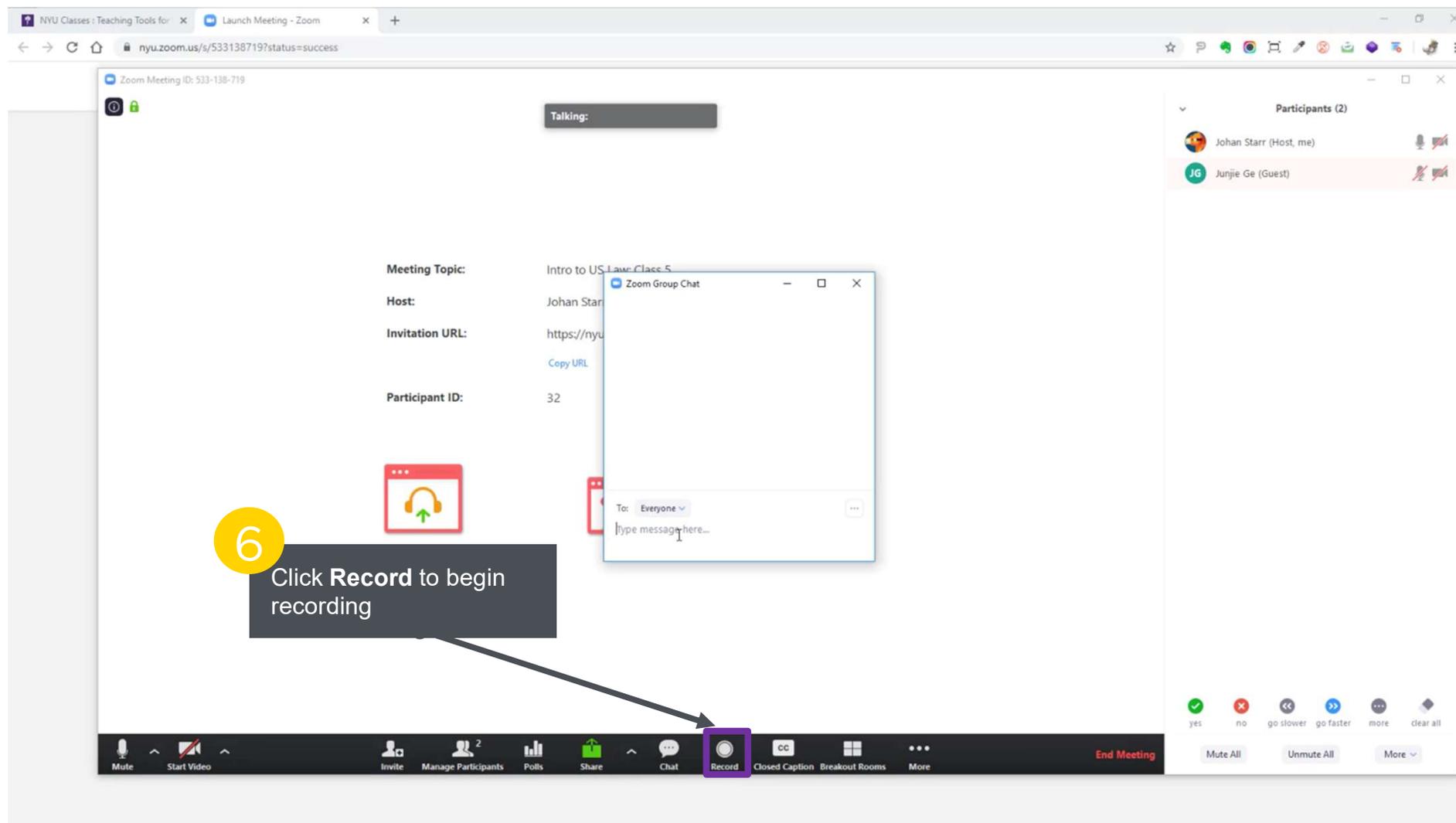
Recording the Class Session

<u>If you have shared your screen</u>, the record option is located in the Zoom toolbar docked at the top of your screen by default. Click on **Record** to begin recording.

Click **Record** in the menu
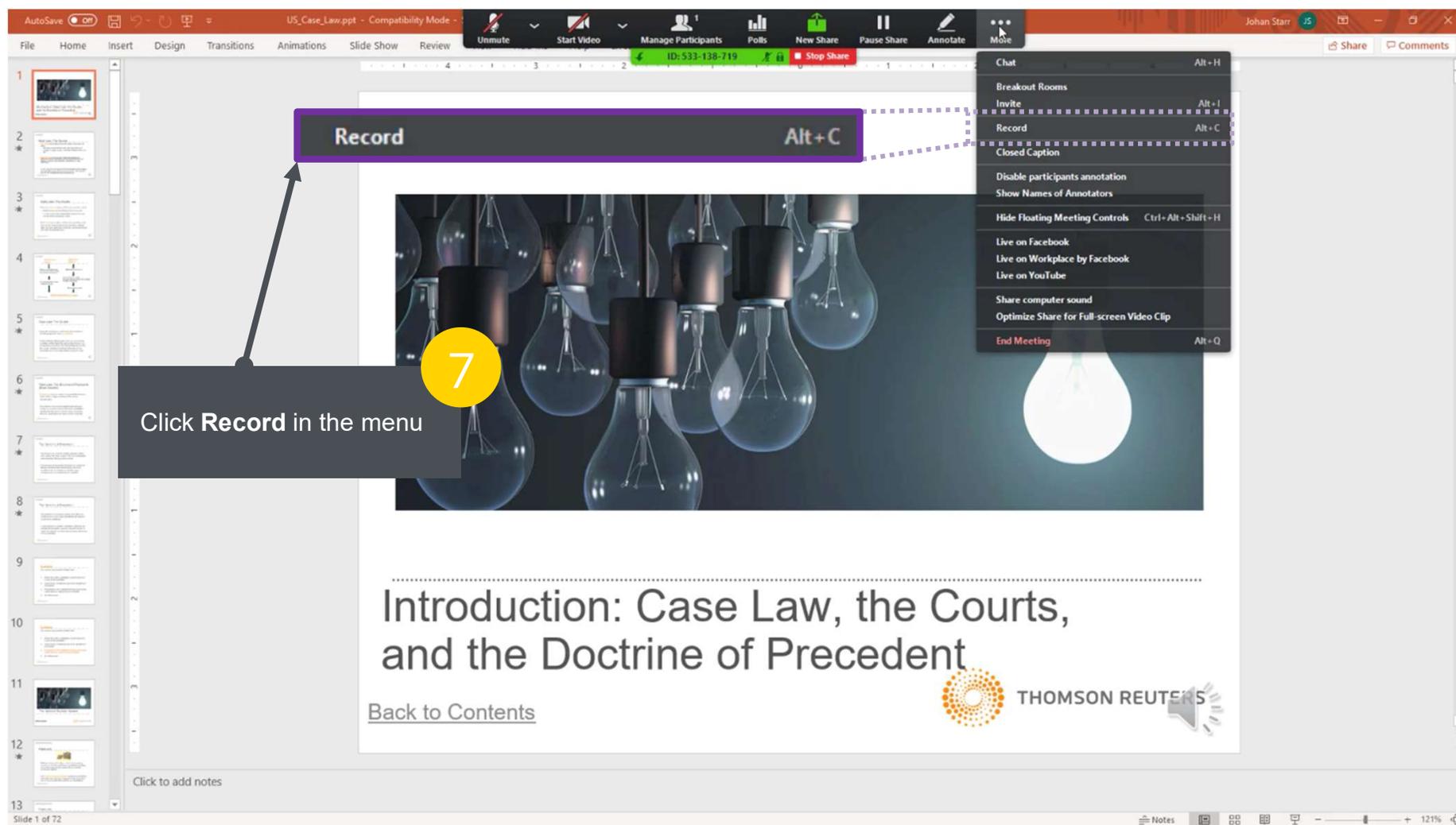
Interacting with Students During Class

For attendance purposes, click on **Manage Participants** to review students who are in the session. Tell students to **being with their mics muted**, and have them **indicate in chat when they have a question**. When you wish to have a student speak, do so by calling their name vocally. Remind them to **mute their mic after the conversation**.

Click **Manage Participants** to open the participants window

Using Tools during the Session

You can use your tool bar at the top of the screen to pause/resume screen sharing, start a poll, or add annotations. To add annotations, click on the **Annotation** button on the tool bar. **Note that your participants can also add annotations.**

Click **Annotate** and draw using your mouse to add annotations

9

Using Tools during the Session (cont.)

If you don't want your participants to be able to add annotations, click on the **more** button on the tool bar, and select **Disable participants annotation**

Ending a Session

To end screen sharing, click on **Stop Share**

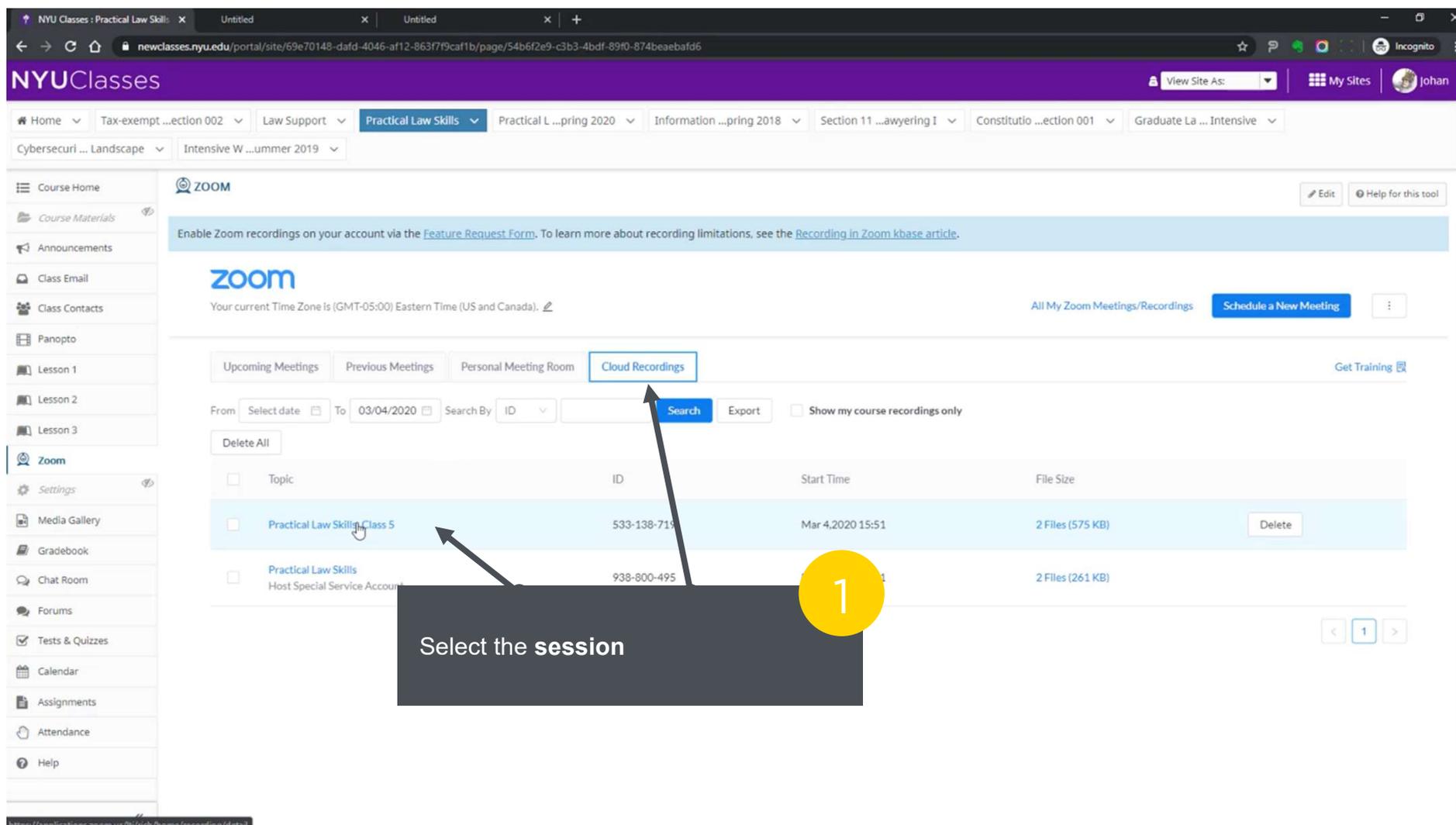Click **Stop Share** if you are done sharing your screen

Ending a Session (cont.)

When you are done recording, click on End Meeting button to end the session. Once you have ended the session, it will be available to view on NYU Classes under Zoom tab and in Cloud Recording section. Depends on the length of the recording, it might take a while for the recording to appear.

Downloading a recording

To download a recording, click on Cloud Recordings under Zoom tab. Select the session that needs to be downloaded.

Select the **session**

Downloading a recording (cont.)

The recording is available in both a MP4 video file and an audio only file. Click download on the filetype you want to download. Note that the file is available for 30 days after the recording.
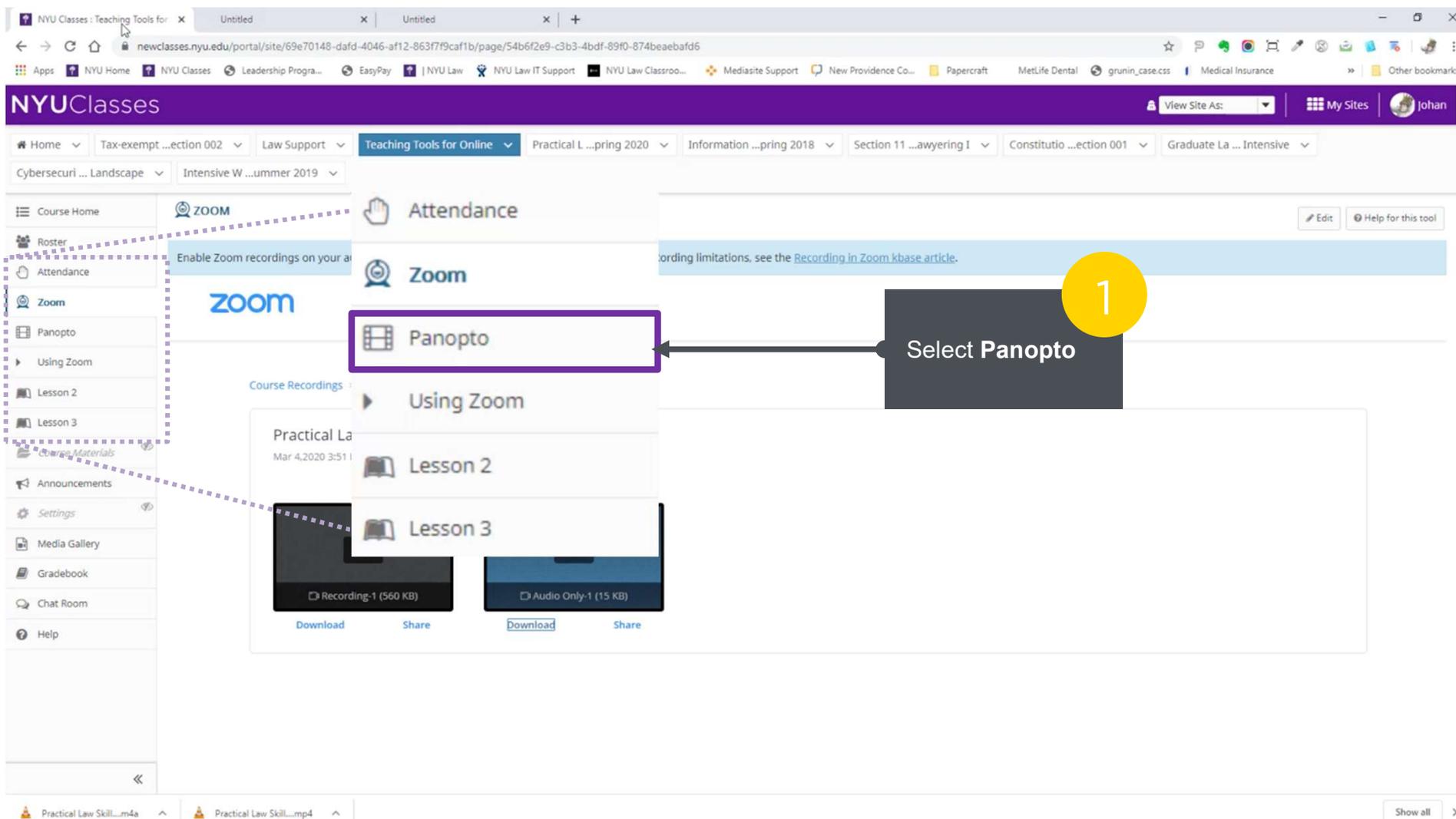

Download the file in the desired format

Upload to Panopto

After you have a recording downloaded, you can upload it to Panopto. Select Panopto to open Panopto folder associated with that course.

Upload to Panopto (cont.)

To upload a document, select the **Create** button and click on **Upload media**. Multiple files can be uploaded at the same time. Wait for the upload to finish before closing the pop-up window. Depending on the length of the file, it might take an hour or more to process the file before it becomes available.