



Conducting and Recording a Class Session with Zoom

From within NYU Classes

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Setting up and Recording a Session

The screenshot shows the Zoom interface within the NYUClasses portal. A navigation menu on the left includes options like Course Home, Course Materials, Announcements, Class Email, Class Contacts, Panopto, Lessons, Zoom, Settings, Media Gallery, Gradebook, Chat Room, Forums, Tests & Quizzes, Calendar, Assignments, Attendance, and Help. The main content area displays a Zoom account overview with a 'Schedule a New Meeting' button and tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A table lists upcoming meetings with columns for Start Time, Topic, and Meeting ID. The first meeting is highlighted in light blue, and its 'Start' button is pointed to by a yellow circle with the number '1' and a callout box.

Enable Zoom recordings on your account via the [Feature Request Form](#). To learn more about recording limitations, see the [Recording in Zoom kbbase article](#).

zoom
Your current Time Zone is (GMT-05:00) Eastern Time (US and Canada). [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings [Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID	Start	Delete
Mon, Mar 9 2:00 PM	Practical Law Skills: Class 5	533-138-719	Start	Delete
Wed, Mar 11 1:00 PM	Practical Law Skills: Class 6	934-695-401	Start	Delete
Mon, Mar 16 2:00 PM	Practical Law Skills: Class 7	762-490-267	Start	Delete
Wed, Mar 18 1:00 PM	Practical Law Skills: Class 8	851-443-699	Start	Delete

1
Click Start on the desired session

Setting up and Recording a Session (cont.)

Prepare in Advance Before Starting Session

The screenshot displays the Zoom interface during a session. On the left, the meeting details are visible: Meeting Topic: Practical Law Skills, Host: Johan Starr, and Invitation URL: https://nyu.zoom... Below this, there are buttons for 'Join Audio' (Computer Audio Connected) and 'Share'. The main area shows a 'Select a window or an application that you want to share' dialog box. This dialog has three tabs: 'Basic', 'Advanced', and 'Files'. Under the 'Basic' tab, there are four options: 'Screen 1' (highlighted with a purple box), 'Screen 2', 'Whiteboard', and 'iPhone/iPad'. Below these are thumbnails for 'Recording...' (0:01:15), 'Launch Meeting - Zoom...', and 'Login'. At the bottom of the dialog, there are checkboxes for 'Share computer sound' and 'Optimize for full screen video clip', and a blue 'Share' button. A yellow circle with the number '2' is next to a callout box that says 'Choose the screen or application you want to share with students', with an arrow pointing to the 'Screen 1' option. Another yellow circle with the number '3' is next to a callout box that says 'Click Share if you are ready to share your screen', with an arrow pointing to the 'Share' button in the dialog. At the bottom of the Zoom interface, there is a toolbar with icons for 'Unmute', 'Start Video', 'Invite', 'Manage Participants', 'Polls', 'Share' (highlighted with a purple box), 'Chat', 'Record', 'More', and 'End Meeting'.

Setting up and Recording a Session (cont.)

Prepare in Advance Before Starting Session

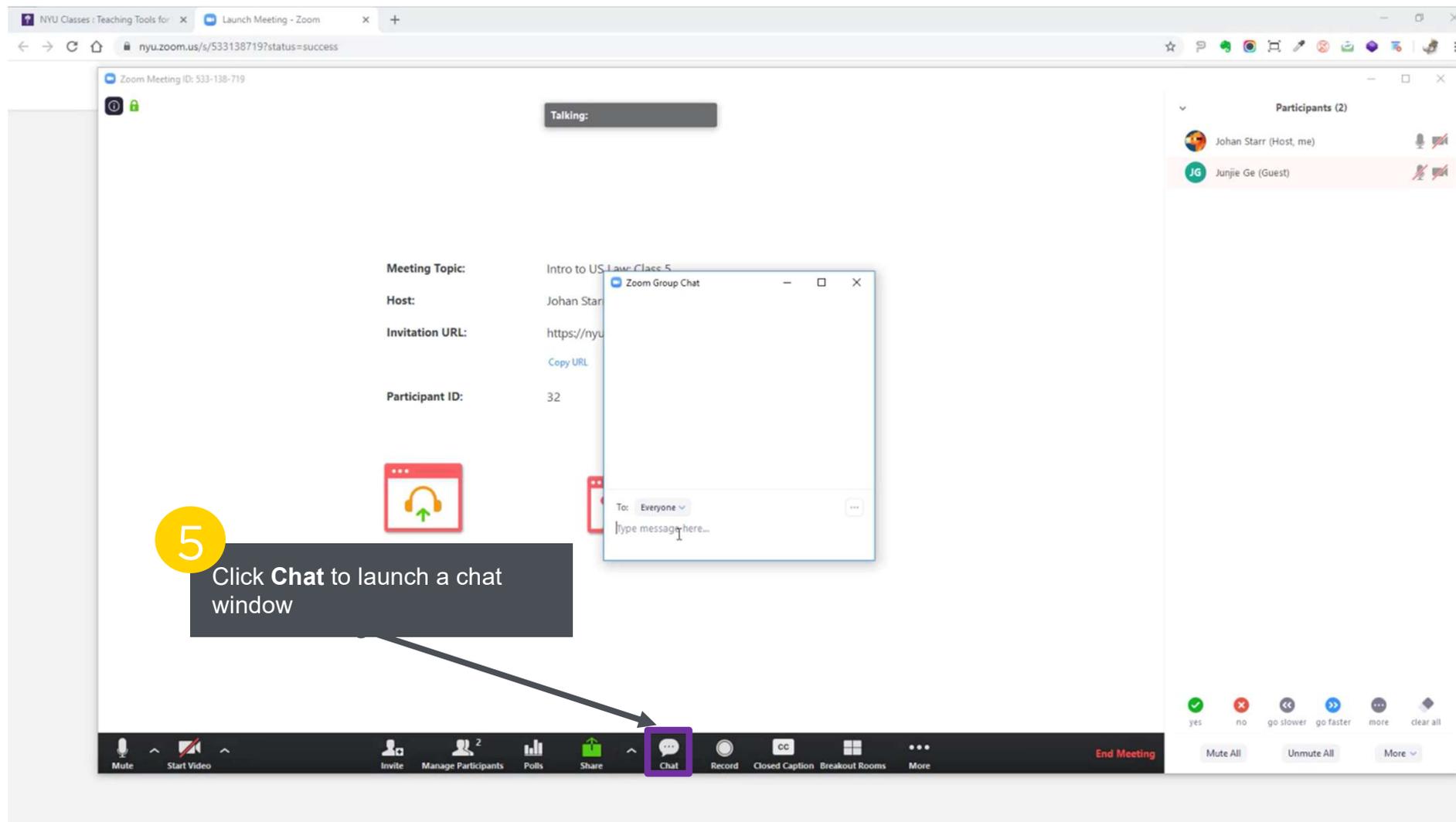
The screenshot shows a Zoom meeting window with the following details:

- Zoom Meeting ID:** 533-138-719
- Meeting Topic:** Intro to US Law: Class 5
- Host:** Johan Starr
- Invitation URL:** <https://nyu.zoom.us/j/533138719>
- Participant ID:** 32

The interface includes a 'Talking:' box, a 'Share' button, and an 'Invite Others' button. A callout box with a yellow circle containing the number '4' points to the 'Start Video' button in the bottom toolbar. The callout text reads: "Unmute yourself if you are muted, and click on **Start Video** to join with video". The bottom toolbar also features buttons for Mute, Invite, Manage Participants, Polls, Share, Chat, Record, Closed Caption, Breakout Rooms, More, and End Meeting. A 'Participants (2)' sidebar on the right lists Johan Starr (Host, me) and Junjie Ge (Guest).

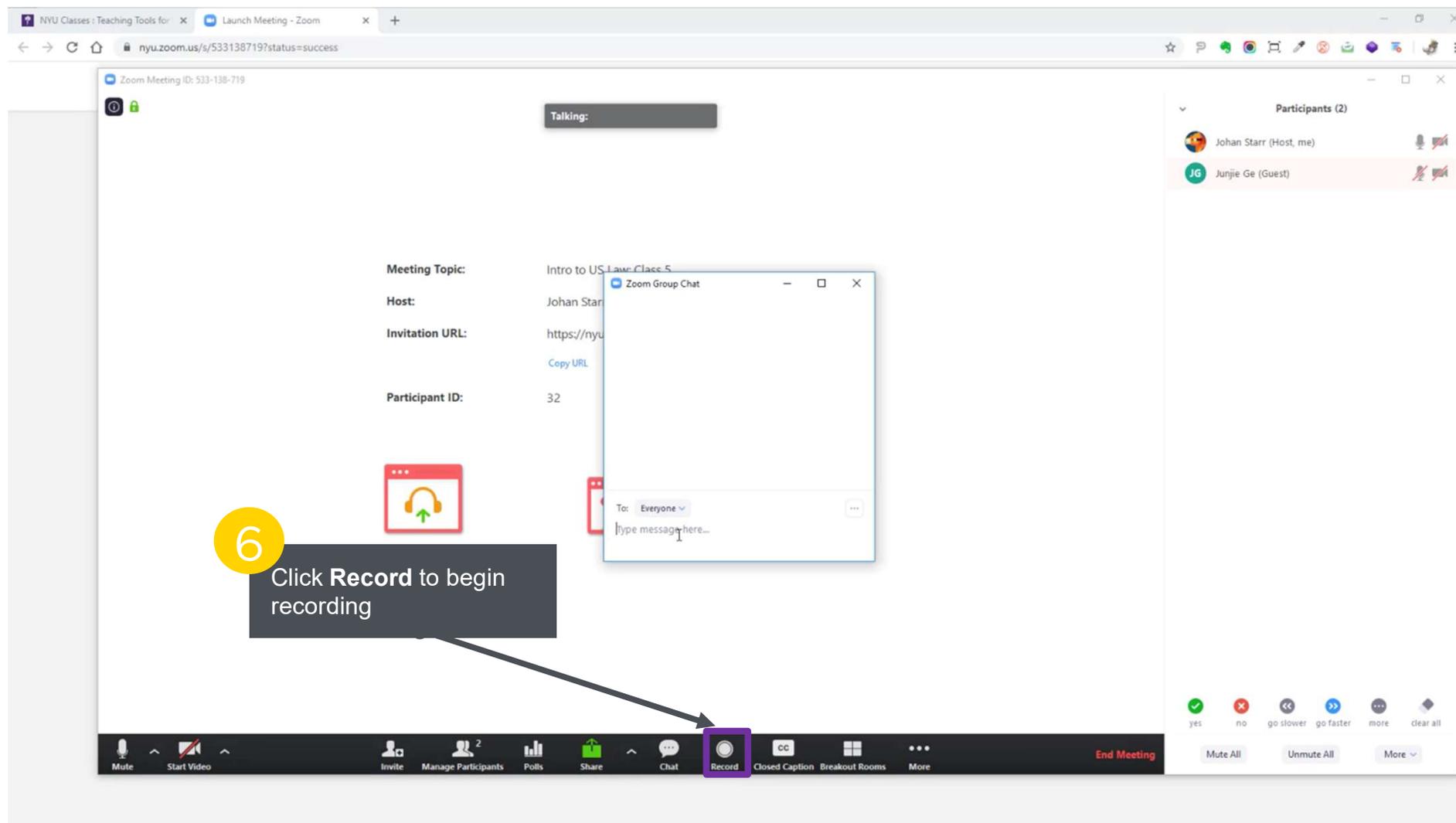
Setting up and Recording a Session (cont.)

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.



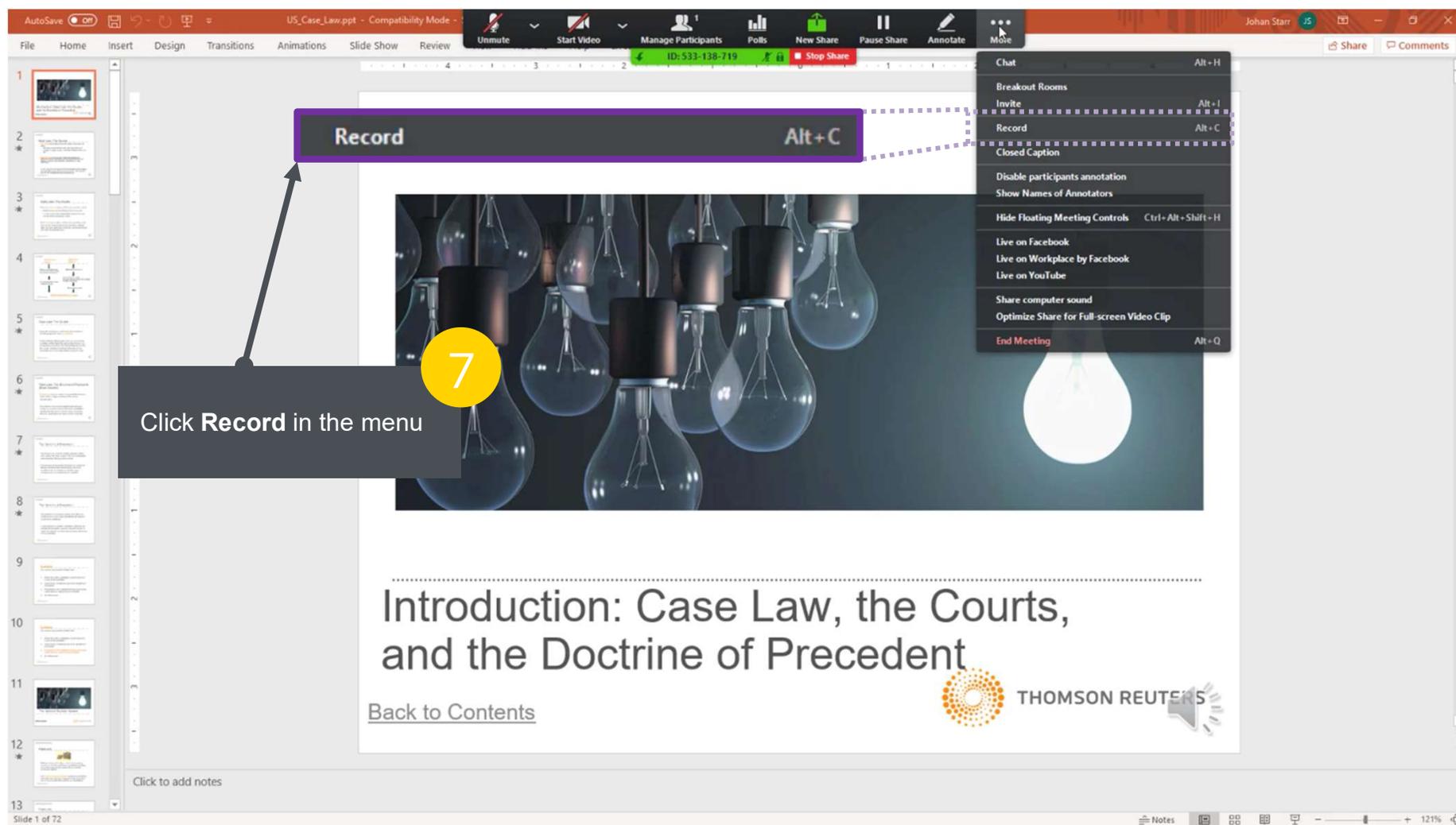
Recording the Class Session

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



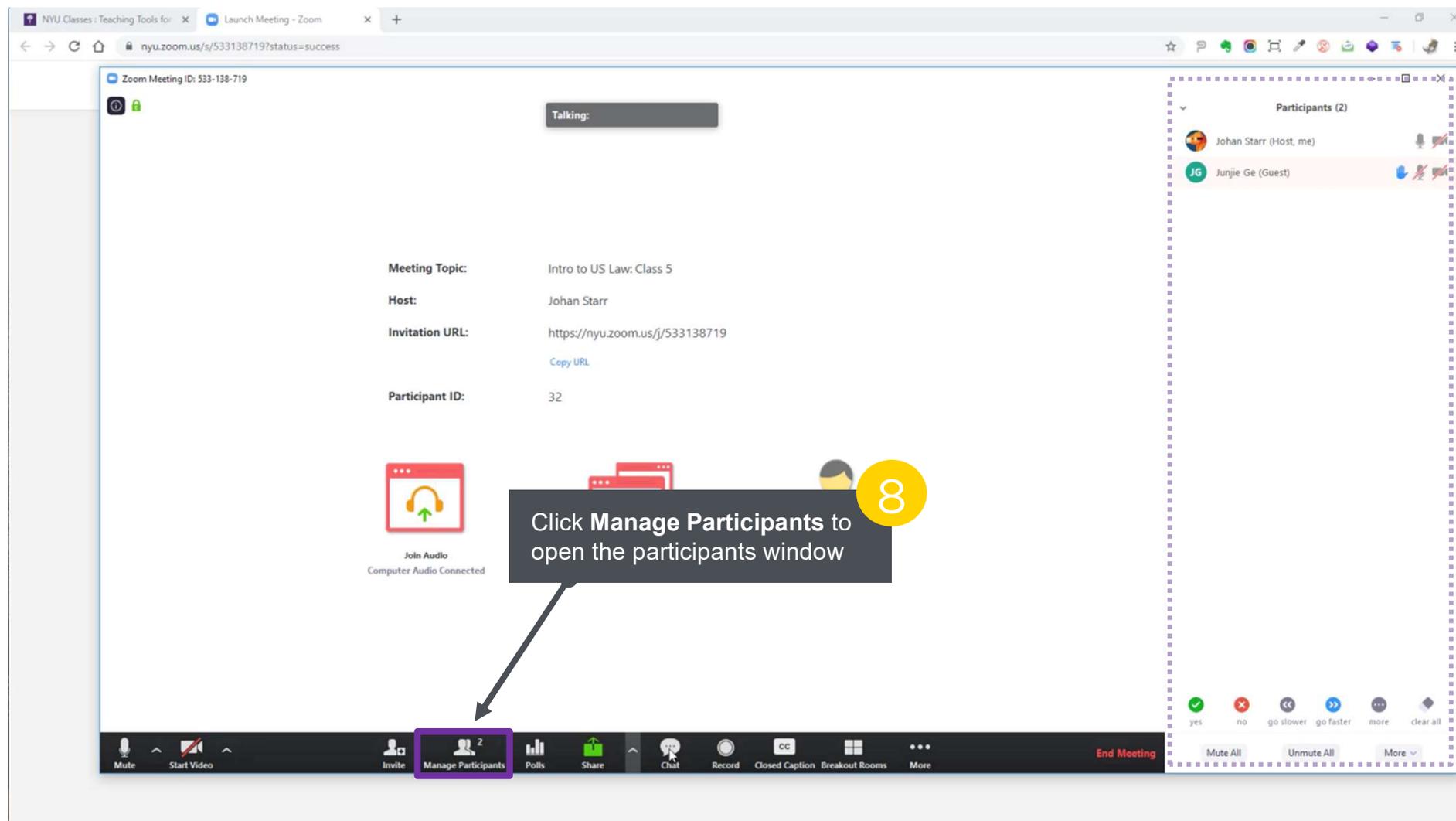
Recording the Class Session

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



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**.



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- Host:** Johan Starr
- Invitation URL:** <https://nyu.zoom.us/j/533138719>
- Participant ID:** 32

The **Participants (2)** window is open on the right, showing:

- Johan Starr (Host, me)
- Junjie Ge (Guest)

An annotation box with a yellow circle containing the number '8' points to the **Manage Participants** button in the bottom toolbar. The button is highlighted with a purple box. The toolbar also includes buttons for Mute, Start Video, Invite, Polls, Share, Chat, Record, Closed Caption, Breakout Rooms, and More. The **End Meeting** button is visible in the bottom right corner.

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.**

The screenshot displays a Zoom meeting interface with a PowerPoint slide titled "Introduction" showing a flowchart of the court system. The flowchart is as follows:

- Federal Court System** (top left)
- ↓
- District courts (trial-level) (e.g., Southern District of New York, District of Minnesota)
- ↓
- Courts of appeals for the 13 federal circuits
- ↓
- United States Supreme Court (bottom left)
- State trial-level courts** (top right)
- ↓
- Most, but not all, states have at least one level of intermediate court(s) of appeal(s)
- ↓
- State supreme court
- ↓
- United States Supreme Court (bottom right)

A callout box with a yellow circle containing the number '9' points to the 'Annotate' button in the Zoom toolbar, with the text: "Click **Annotate** and draw using your mouse to add annotations". A blue hand-drawn scribble is visible on the slide, connecting the 'Federal Court System' and 'State trial-level courts'.

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**

The screenshot shows a Zoom meeting interface with a PowerPoint slide titled 'Introduction' and 'Federal Court System' and 'State Court Systems'. The Zoom toolbar is visible at the top, and the 'More' menu is open, showing various options including 'Disable participants annotation'. A yellow circle with the number '9' is placed over the 'More' button. A black box with white text says 'Click Disable participants annotation to disallow participants adding annotations'. The slide content includes a flowchart of the court system and the Thomson Reuters logo.

Disable participants annotation

Federal Court System

State Court Systems

9

Click **Disable participants annotation** to disallow participants adding annotations

all-level courts

Most, but not all, states have at least one level of intermediate court(s) of appeal(s)

Courts of appeals for the 13 federal circuits

State supreme court

United States Supreme Court

THOMSON REUTERS

Ending a Session

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

The screenshot shows a Microsoft PowerPoint window in Compatibility Mode. The title bar indicates the file is 'US_Case_Law.ppt' and the Zoom meeting ID is '533-138-719'. The 'Stop Share' button is highlighted with a red dashed box and a red callout box. A yellow circle with the number '1' is placed over the callout box. The slide content includes a flowchart of the court system:

- Introduction**
- Federal Court System** and **State Court Systems**
- District courts (trial-level)** (e.g., Southern District of New York, District of Columbia) and **State trial-level courts**
- Courts of appeals for the 13 federal circuits** and **State supreme court** (Note: all states have at least one level of intermediate court(s) of appeal(s))
- United States Supreme Court**

At the bottom of the slide, there is a Thomson Reuters logo and a speaker icon. The status bar at the bottom shows 'Slide 4 of 72', 'Notes', and a 109% zoom level.

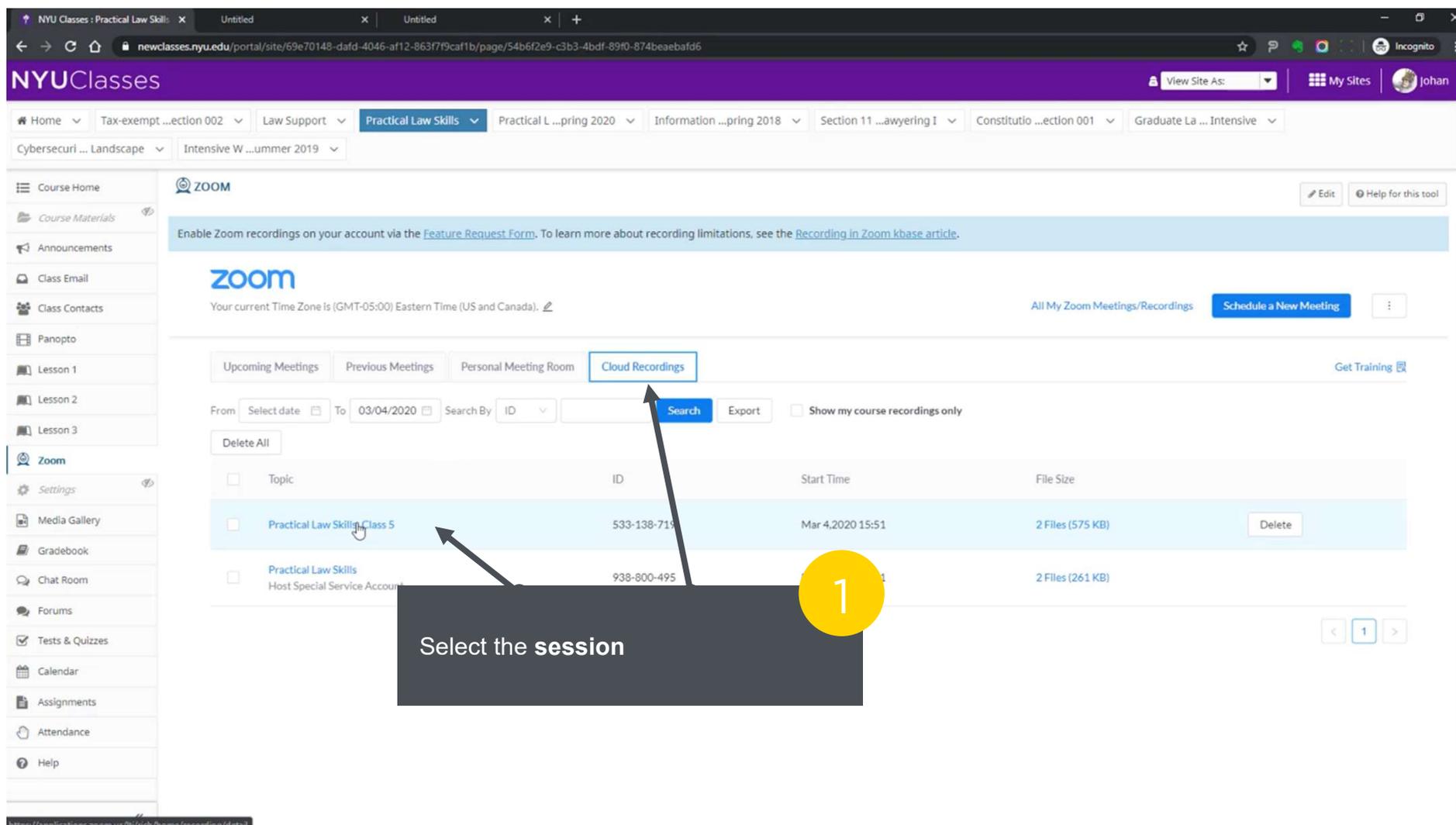
Ending a Session (cont.)

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.

The screenshot displays the Zoom meeting control bar at the bottom of the screen. The 'End Meeting' button is highlighted with a purple border. A callout box with a yellow circle containing the number '2' points to this button, with the text 'Click End Meeting to end recording'. Above the control bar, the 'Join Audio' button is labeled 'Computer Audio Connected', and the 'Share' button is visible. The background shows a slide titled 'Federal trial le...' with text 'ed States S...' and 'e courts.'.

Downloading a recording

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



The screenshot shows the NYUClasses portal with the Zoom tab selected. The 'Cloud Recordings' sub-tab is active, displaying a table of recordings. A callout box with a yellow circle containing the number '1' points to the first row of the table, with the text 'Select the session'.

Topic	ID	Start Time	File Size
Practical Law Skills Class 5	533-138-719	Mar 4, 2020 15:51	2 Files (575 KB)
Practical Law Skills Host Special Service Account	938-800-495		2 Files (261 KB)

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.

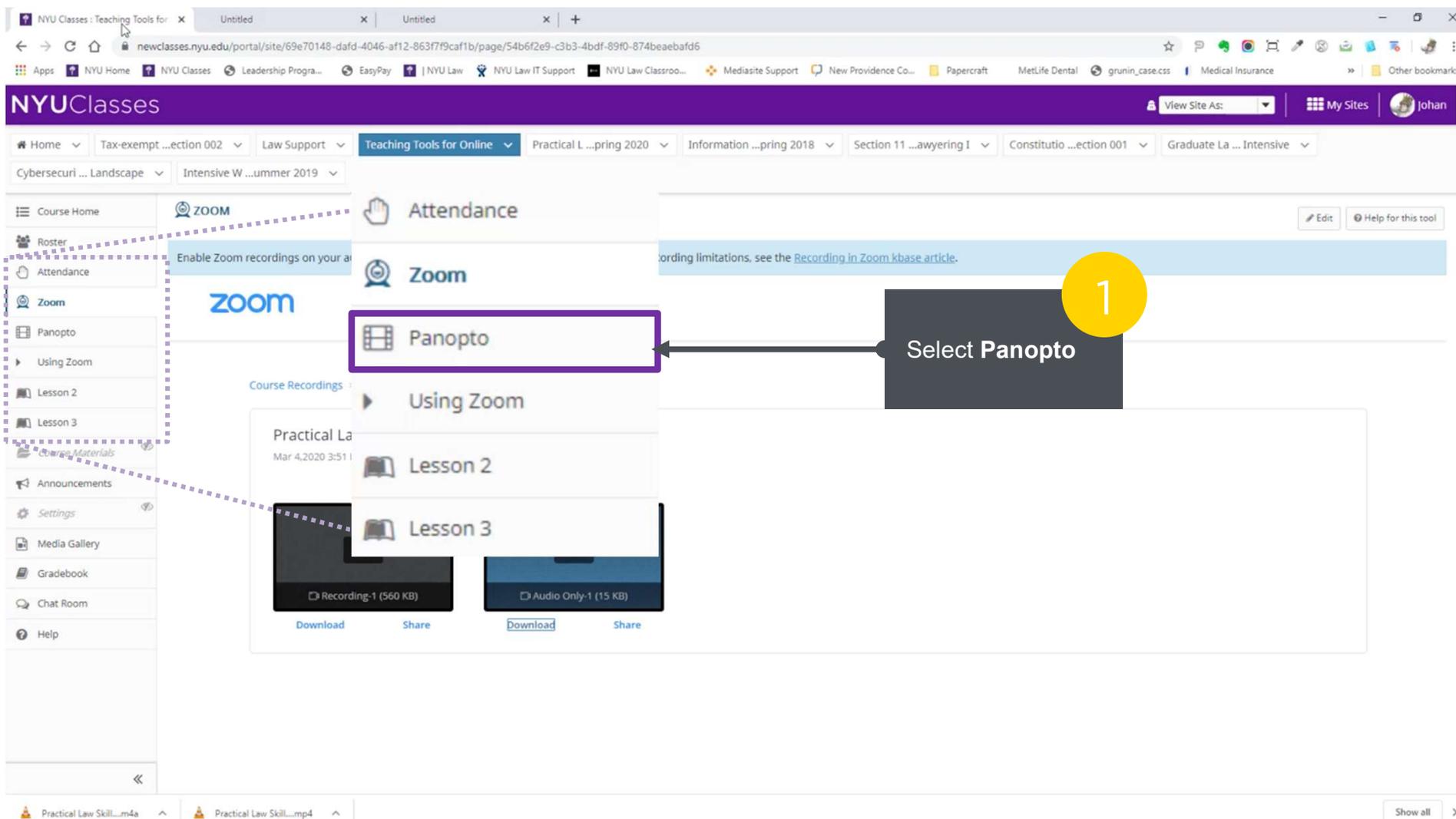
The screenshot shows a web browser window displaying the NYUClasses interface. The page title is "NYUClasses" and the user is logged in as "Johan". The navigation menu includes "Home", "Tax-exempt ...ection 002", "Law Support", "Practical Law Skills", "Practical L ...pring 2020", "Information ...pring 2018", "Section 11 ...awyering I", "Constitutio ...ection 001", and "Graduate La ... Intensive". The left sidebar contains various course-related options like "Course Home", "Course Materials", "Announcements", "Class Email", "Class Contacts", "Panopto", "Lesson 1", "Lesson 2", "Lesson 3", "Zoom", "Settings", "Media Gallery", "Gradebook", "Chat Room", "Forums", "Tests & Quizzes", "Calendar", "Assignments", "Attendance", and "Help".

The main content area shows the Zoom logo and a message: "Enable Zoom recordings on your account via the [Feature Request Form](#). To learn more about recording limitations, see the [Recording in Zoom kbase article](#)." Below this, the "Course Recordings > Recording Details" section is visible, showing a recording titled "Practical Law Skills: Class 5" with the date "Mar 4, 2020 3:51 PM Eastern Time (US and Canada)" and ID "533-138-719".

Two recording options are displayed: "Recording-1 (>60 KB)" and "Audio Only-1 (15 KB)". Each option has a "Download" button and a "Share" button. A callout box with a yellow circle containing the number "2" points to the "Download" buttons, with the text "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.

The screenshot shows the Panopto web interface. At the top, there are browser tabs for 'NYU Classes : Teaching Tools for...', 'Practical Law Skills : Panopto', and two 'Untitled' documents. The address bar shows the URL: `nyulaw.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx?embedded=1#folderID="3760949e-8b26-4f60-8b73-a8e200fabf86"`. Below the address bar is a navigation bar with various links like 'Apps', 'NYU Home', 'NYU Classes', 'Leadership Progra...', 'EasyPay', 'NYU Law', 'NYU Law IT Support', 'NYU Law Classroo...', 'Mediasite Support', and 'New Provide'. The main interface features the Panopto logo, a search bar, and a 'Create' button. A dropdown menu is open from the 'Create' button, listing options: 'Record a new session', 'Upload media', 'Webcast', 'Scheduled recording', 'Build a session', 'Playlist', and 'New Folder'. The 'Upload media' option is highlighted. A callout box with a yellow circle containing the number '2' points to the 'Create' button and the 'Upload media' option, with the text 'Select Create and click Upload media'.