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Recording a Lecture Using Zoom

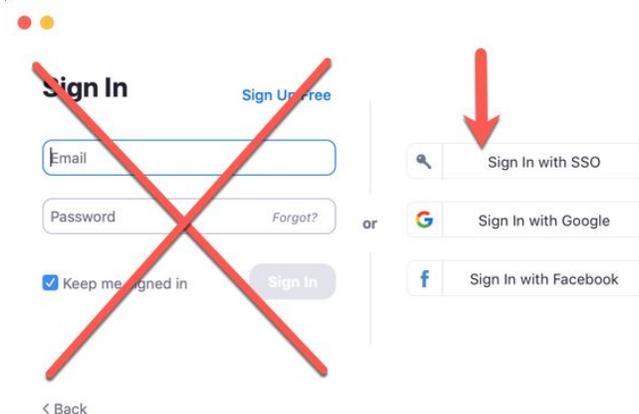
Use Zoom to record a lecture -- without students even being present. You can then post the recording as a video for students to watch later.

Step 1: Open the Zoom Software

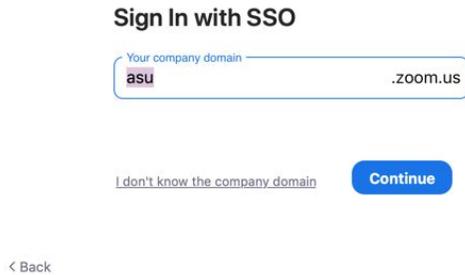
If you have not downloaded Zoom onto your computer yet, go to asu.zoom.us, then click Download. When you first open the software, it will prompt you to sign in.



Click “SSO”

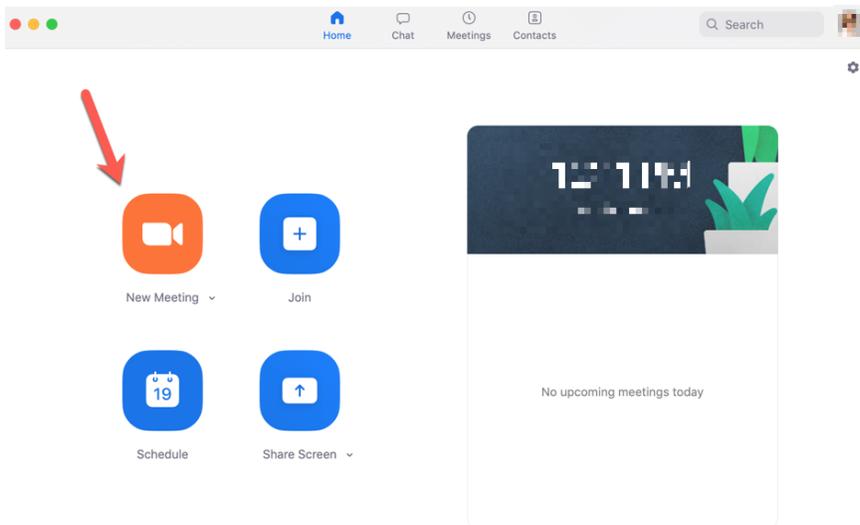


In the blank, type “ASU.” Then Continue



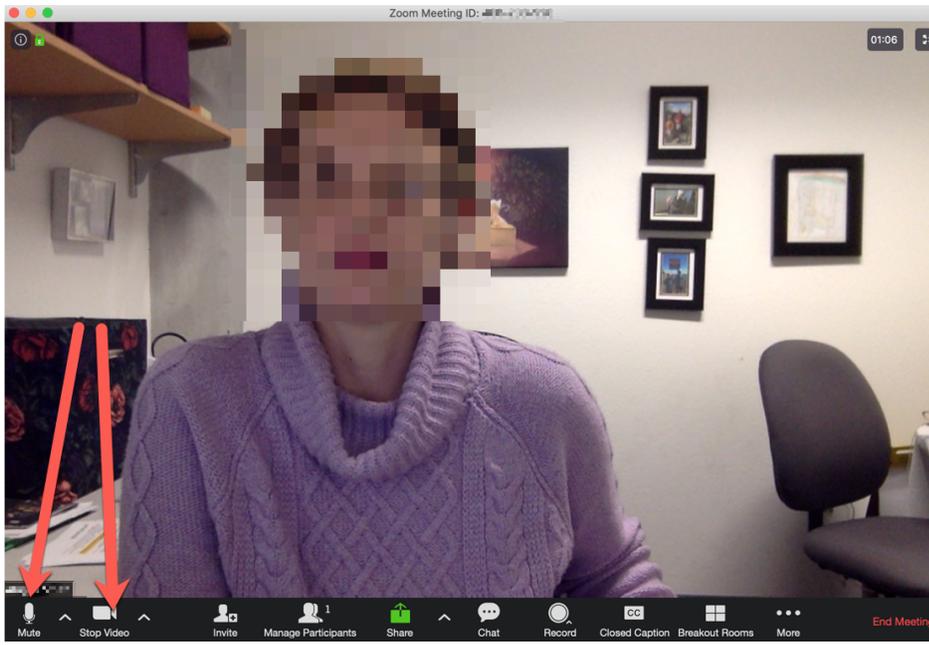
It will send you to your browser temporarily to log in with your ASURITE. If you are already logged in to My ASU or some other technology that uses single sign on, then it will just spin, and send you back to the software momentarily. You may be asked to accept a license agreement.

Step 2: Start a meeting room

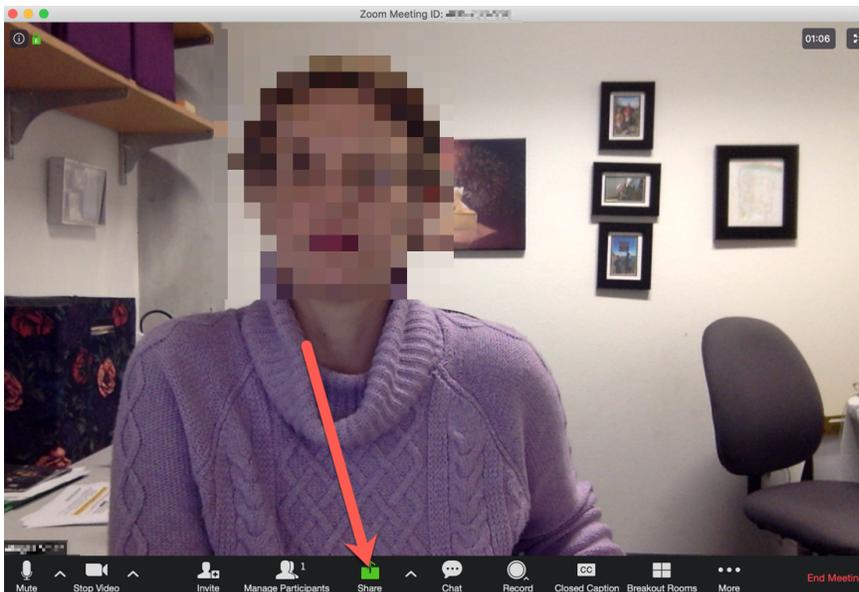


If you are using a slide presentation, open it now.

Make sure the microphone and webcam are working and are turned on. (Webcam is optional, but it can help build a sense of presence if students see you.) Both of these icons should be activated, and they should NOT have lines through them (pictured on the next page):



To ensure that students can see the slides, click “Share,” then select either your entire desktop or just the software that is presenting the slides.

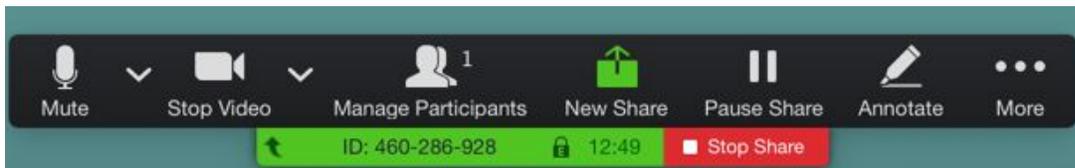


Make sure the neon green box is around the area where your slides are.

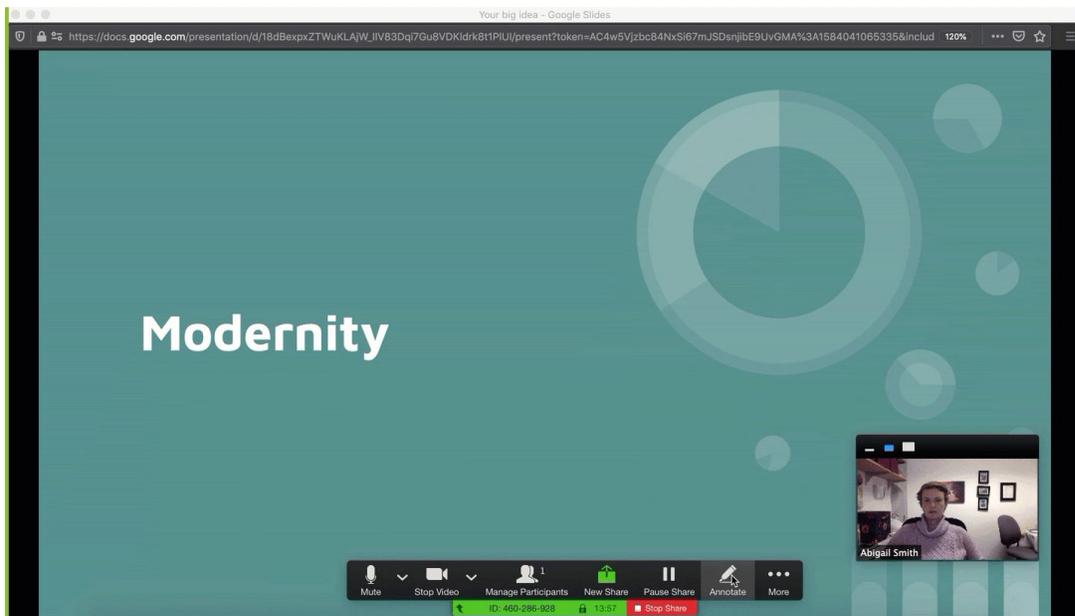
Step 3: Present while recording

Go to your slides and enter presenter mode. Drag the webcam image to a convenient place on the screen.

It may seem like Zoom has disappeared, but it has just collapsed to allow you to present your screen. There is a dark gray Zoom menu at the bottom, with various options.



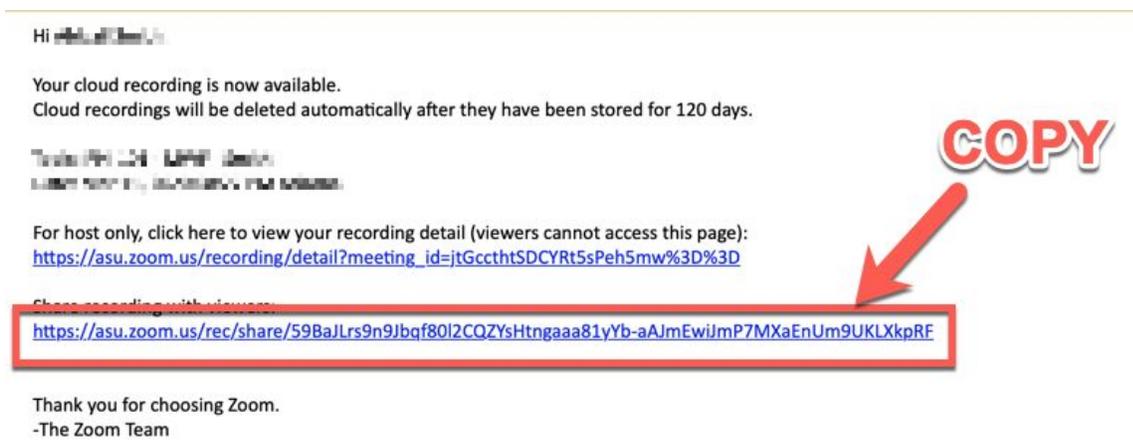
Find the record button. It may be in the “more” menu, depending on the size of your screen. Be sure to select “Record in the cloud,” so you don’t end up with an extremely large file on your computer.



Once the recording has started, present as normal! When you are finished, click “Stop Share,” and then “End Meeting.”

Step 4: Share the recording with students

In a short while (it can take up to a couple hours, but it is usually pretty fast), Zoom will send you an email with the link to share the video.



Copy that link and paste it into Canvas for your students to access.