CLASS PRESENTATIONS WITH ZOOM

1. INTRODUCTION

This document provides simple instructions for class presentations using Zoom. Ideally, class presentations will be done during workshops/tutorials, and your tutor will invite your group to a meeting (see section 2).

In case you cannot present during tutorial hours, Zoom will allow you to record video of yourself, other people, and/or your computer screen. If your group is available to record together at the same time, you can simply record the meeting (see section 3). Alternatively, each member can record their part and then merge all recordings into a single video (see section 4).

Note: These instructions presume you are using a **desktop** or **laptop** computer with access to a microphone and camera. You can use Zoom in a browser or by using the Zoom Client for Meetings app for Windows, Mac, or ChromeOS**.**

1.1 SETTING UP ZOOM ON YOUR DEVICE

To set up zoom on your laptop/desktop;

1. Install the zoom client application. This can be found on the zoom website https://zoom.us/download.
2. Launch the Zoom app, click **Sign in** and choose **Sign in with SSO**.

3. Enter **ed-ac-uk.zoom.us** as the company domain. This should take you to the university login page where you can login as usual and be returned to the Zoom app.

## 1.2 ADVICE FOR ALL PRESENTATIONS (LIVE/RECORDED)

- It is good etiquette to join a zoom call with your camera turned on and your microphone off.
- Please ask all participants who are not presenting to turn their microphones off.
- Ensure you are positioned in a well lit area and avoid backlight if possible.

2. LIVE PRESENTATIONS

For live presentations on Zoom, you will be provided with a meeting ID and password from the course organiser. Please make sure you have set up Zoom on your device ahead of time. To access the meeting simply open the zoom application, click **join**, enter the meeting ID and password when prompted. Then wait for the host to let you enter the meeting from the waiting room.

2.1 SHARING YOUR SCREEN

If you wish to share your screen during the presentation you can do this by selecting **screen share** on the bottom panel.
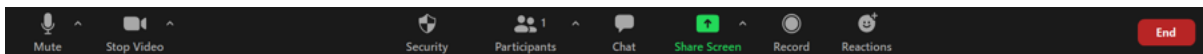
You will be presented with a series of basic and advanced options regarding exactly what elements of your screen you wish to share with your audience. Please choose whichever is the most appropriate then click **share**.
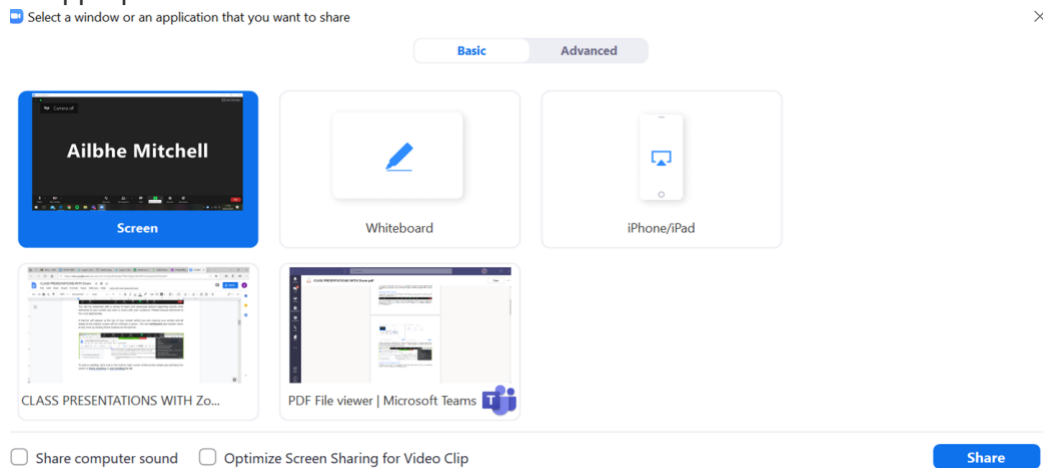
A banner will appear at the top of your screen whilst you are sharing your screen and all areas of the shared screen will be outlined in green. You can **end/pause** your screen share at any time by clicking these buttons on the banner.
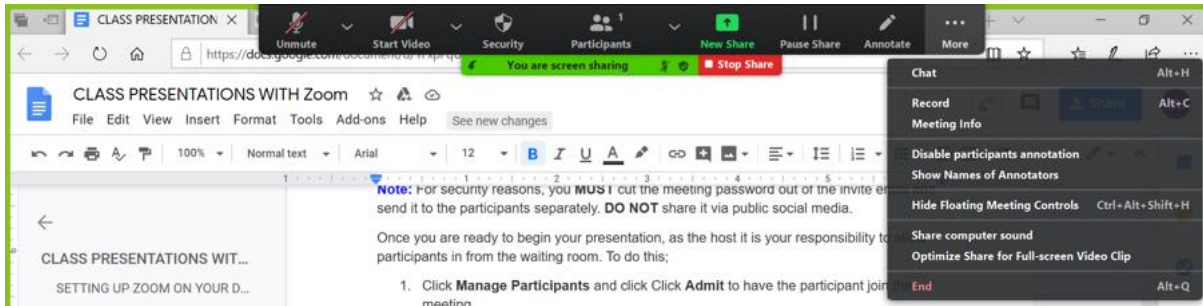
To end a meeting, click end in the bottom right corner of the screen where you will have the option to **leave meeting** or **end meeting for all**.

3. RECORDING A PRESENTATION WITH ZOOM

For security reasons, downloading recordings of meetings directly is **disabled** for the University's Zoom service. Instead, you can record "to the Cloud", which saves the meeting to the Host's profile in the University's Zoom web interface.

Note: Only hosts and co-hosts can start a Cloud recording. Recordings started by co-hosts will still appear in the Host's recordings in the Zoom web portal. Hosts must read through and follow the guidelines on their responsibilities surrounding meeting recording.

3.1 SCHEDULE A MEETING

The most organised way to start a group meeting is to schedule it and invite participants in advance.

1. Launch the **Zoom** client application and click on **Schedule**.
2. Complete the topic, date/time and preferences for the meeting as desired. Note that the **Require Meeting Password** feature is enabled and locked by default.
3. The **Enable Waiting Room** feature (under 'Advanced Features') is enabled by default, this allows the host to manage who is in the call.
4. To add a Co-Host for the meeting, enter the email address they will be joining with in the 'Alternative Hosts' section (under 'Advanced Features').
5. Under **Calendar**, select the type of calendar to open the invitation in (typically Outlook).
6. Press **Schedule**.

7. In the email invite that is created, add the people you are inviting (your group members).

> **Note:** For security reasons, you **MUST** cut the meeting password out of the invite email and send it to the participants separately. **DO NOT** share it via public social media.
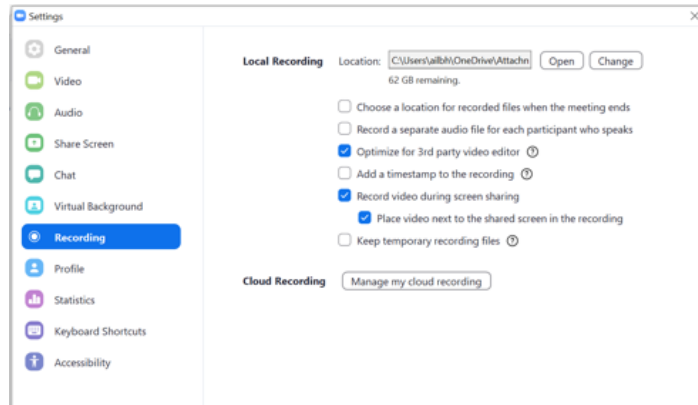
Once you are ready to begin your presentation, as the host it is your responsibility to allow participants in from the waiting room. To do this;

1. Click **Manage Participants** and click click **Admit** to have the participant join the meeting.
2. Alternatively you may click **Admit all** to add everyone from the waiting room into the meeting.

3.2 STARTING A RECORDING

To record a meeting to the Cloud:

1. If you are using slides, you can share your screen (see section 2.1). You can switch between who shares their screen during the presentation but we recommend to only have one person (e.g. the host) doing this for a smoother presentation.
2. It is up to you and your group if you wish to use your camera during your presentation. If you choose to do so please make sure to configure your settings in the following way:
   a. Click on the **settings symbol** on the upper right hand corner of the zoom app.
   b. Select the **recordings** tab and make sure you have selected;
      i. **Optimize for 3rd party video editor.**
      ii. **Record video during screen sharing.**
      iii. **Place video next to the shared screen in the recording.**

    c. Select the video tab and select **spotlight my video when I speak.** This will help you know who is presenting.

3. When you are ready to begin the presentation, click the **Record** button and select **Record to the Cloud** to begin recording.
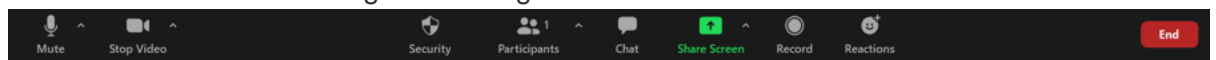

4. To stop recording, click **Pause/Stop Recording** or **End Meeting**. The recording is then processed by Zoom and saved to the Cloud.

3.3 MANAGE AND SUBMIT YOUR CLOUD RECORDINGS

Once you have completed your presentation, the recording will be saved to the Cloud of the host's Zoom page. To access it, the host needs to:

1. Log into the [University's Zoom web interface](#).
2. Click on **Recordings** (on the left menu) to find existing meeting recordings, and click on the recording.
3. Click **Share** on the top right of the screen and activate the **Password Protection** option.
4. Generate a password (that you can remember later!). Click **Save** and then **Done**.
5. Click on **Copy shareable link**. You will then be able to copy the password-protected link to your recording to the corresponding Learn submission page. You will need to provide the password too.
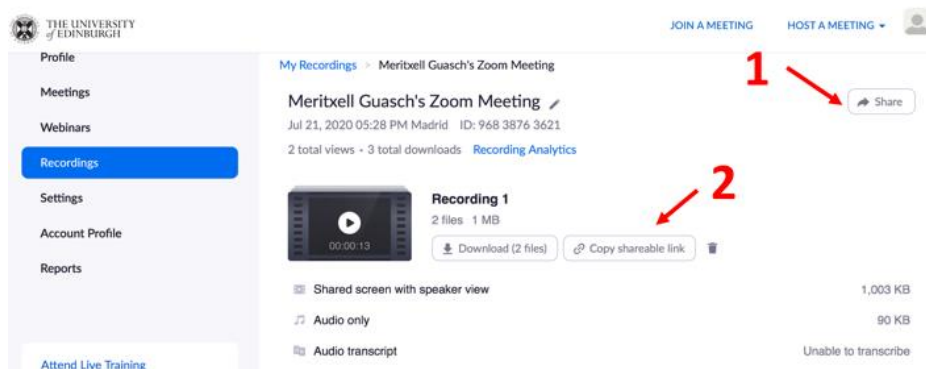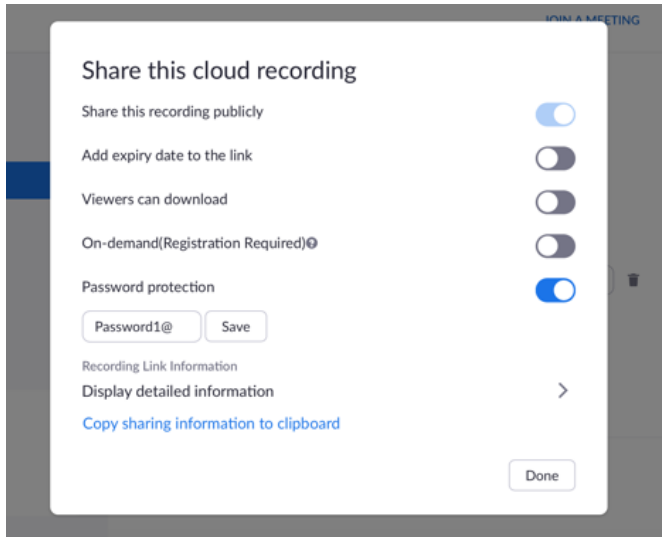
4. RECORDING GROUP PRESENTATIONS SEPARATELY

If the members of the group are not able to record simultaneously, each member can record their part of the presentation following the instructions in section 3.2, but with no participants other than the host.

4.1 DOWNLOAD YOUR CLOUD RECORDINGS

Each member should download their recording from their Zoom web portal. To download a recording:

1. Log into the University's Zoom web interface.
2. Click on **Recordings** (on the left menu) to find existing meeting recordings, and click on the recording.
3. Click on **Download files**. The recording will be automatically saved as an .mp4 file to your Downloads folder.

Note: If your are using a University computer, the Downloads folder will be **emptied** when you log out, so you should save your downloaded recordings elsewhere.

4.2 EDIT AND SUBMIT YOUR RECORDINGS

Finally, one member of the group should combine the recordings into a single video. This can be easily done with simple video editors. MovieMaker for Windows and iMovie for MacOS will do the job (see links for detailed instructions).

To submit your presentation, you can then submit the final .mp4 video to Learn. Alternatively, upload it to your One Drive account and submit a shareable link to Learn. To do so,

1. Log into your One Drive account (you can access it from Outlook).
2. Upload your presentation and select the uploaded file.
3. Click on **Share** on the top left of your screen.
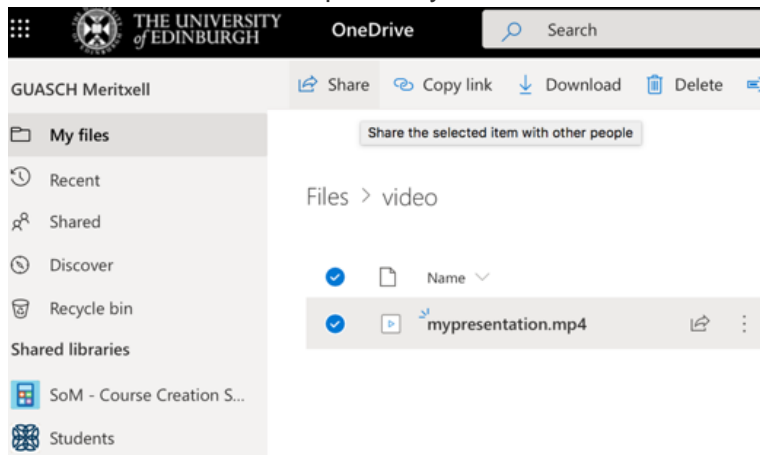
4. Click on **People you specify can view** and select **People in the University with the Link**. Click **Apply**.
5. Finally, click on **Copy link**. You can then paste the link on the Learn submissions page.