

Present a Course in Zoom

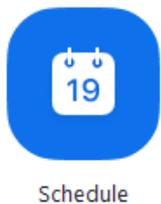
If you have not claimed your Kenan-Flagler Zoom Pro account or installed zoom, please use the instructions on the [Zoom Video Conferencing IT](#) page to do so

Why Lecture in Zoom?

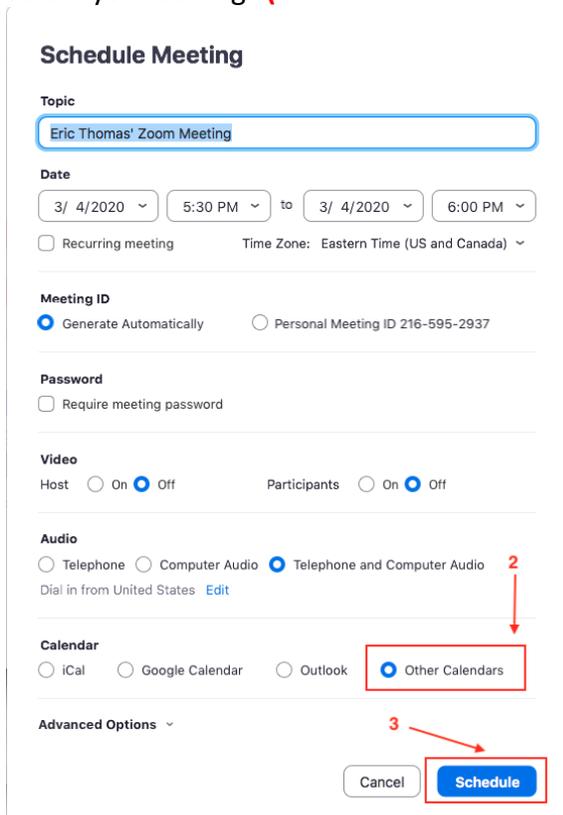
Zoom is video communications software that lends itself well to online lecturing; It allows up to 300 participants (instructor included) and provides a streamlined interface for presenting your lecture to your class, even when you cannot make it to the classroom. It has been used through incimate weather and campus closures to much success, and allows you to present a slide deck in the same way as in the classroom.

Scheduling a course in Zoom

1. Click on the **Schedule** icon in the Zoom client (**this will open the scheduler window**)



2. Select your settings (**Make sure "Other Calendars" is selected as the calendar type**)

A screenshot of the Zoom 'Schedule Meeting' window. The window has a white background and a blue header. The 'Topic' field contains 'Eric Thomas' Zoom Meeting'. The 'Date' section shows '3/ 4/2020' from '5:30 PM' to '6:00 PM'. The 'Meeting ID' section has 'Generate Automatically' selected. The 'Password' section has 'Require meeting password' unchecked. The 'Video' section has 'Host' and 'Participants' both set to 'Off'. The 'Audio' section has 'Telephone and Computer Audio' selected. The 'Calendar' section has 'Other Calendars' selected, which is highlighted with a red box and a red arrow labeled '2'. The 'Advanced Options' section is collapsed. At the bottom, there are 'Cancel' and 'Schedule' buttons, with the 'Schedule' button highlighted by a red box and a red arrow labeled '3'.

3. Click **Schedule** to finish, this will provide a link to your course session
4. Click **Copy Invitation** to copy the link to your clipboard; you can copy just the link if preferred:

Your meeting has been scheduled

MEETING INVITATION

Hello,

Eric Thomas is inviting you to a scheduled Zoom meeting.

Topic: Eric Thomas' Zoom Meeting

Time: Mar 4, 2020 06:00 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://kenan-flagler.zoom.us/j/2165952937>

Join By Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 669 900 6833

Meeting ID: 216 595 2937

International numbers available: <https://kenan-flagler.zoom.us/j/adWzrDxpgN>

Join by iPhone one-tap :

US: +16465588656,,2165952937# or +16699006833,,2165952937#

Meeting Link



Open

Close

Copy Invitation

4



Providing the Link to Students

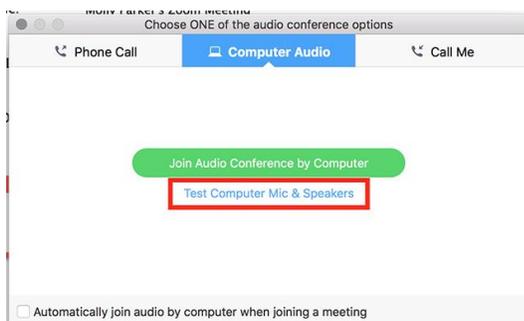
Canvas should be leveraged to send the link to your students; please utilize announcements and course events to keep students updated. Announcements allow you to notify all students of the link, while course events will put the event on your course's calendar.

1. Post an announcement in your Canvas course providing the link copied from Zoom.
 - a. You can use these instructions to [add a Canvas Announcement](#) to your course.
2. Create a calendar event in your course site and add the Zoom URL to it, this will allow you to set a date and start end/times for the session in your Canvas site.
 - a. You can use these instructions to [create a calendar event](#) in your Canvas course.

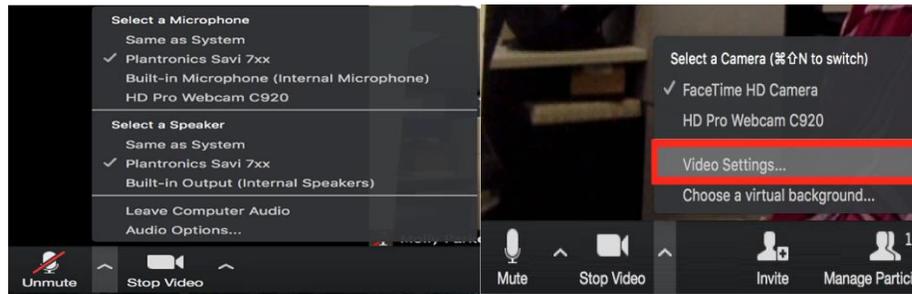
Testing Audio and Video when Joining/Starting a Course:

When joining a course in Zoom, if you haven't selected to always join audio by computer, a prompt will appear.

1. To test your speaker and microphone, click **Test Computer Mic & Speakers**.



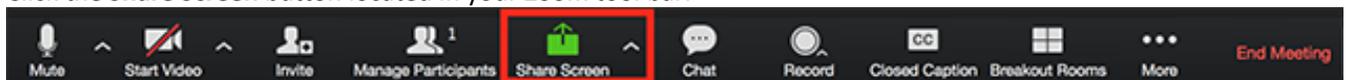
2. This will walk through testing the microphone and speakers on your computer
3. You can find additional audio/video settings once you have joined the audio by clicking the arrow to the right of the **Microphone** and **Video** icons at the bottom left of the window. This will allow you to set your Audio input and Output devices (**Computer Audio Only**) or the video device (**If multiple webcams are present**).



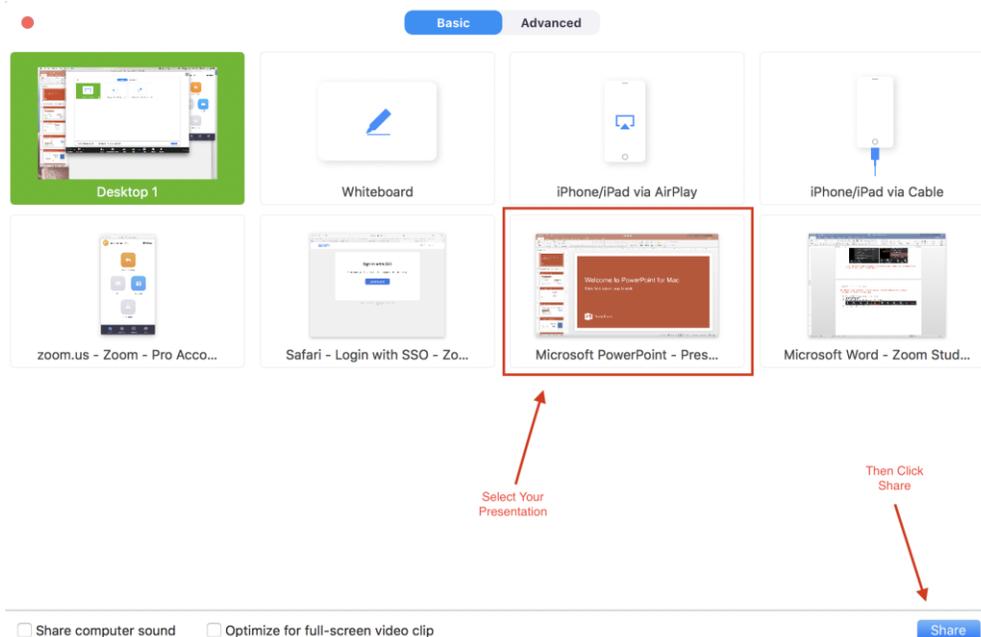
Use the “Audio Options” selection on this menu to find additional settings and tests for your audio configuration; and the “Video Settings” selection to find additional video

Sharing Your Presentation in Zoom:

1. Open your PowerPoint presentation on your computer
2. Join the Zoom Session
3. Click the **Share Screen** button located in your Zoom tool bar.



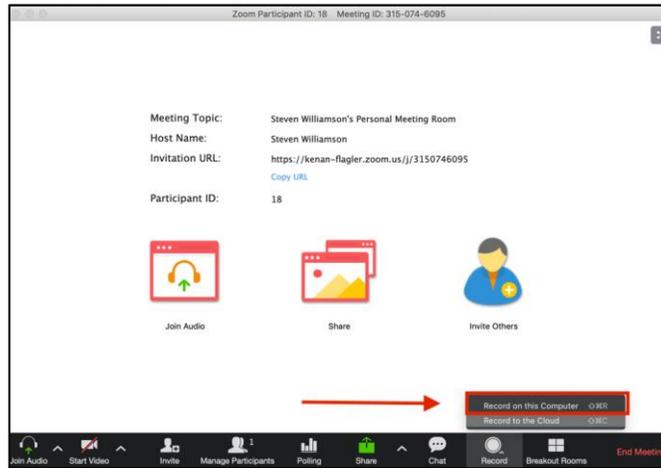
4. Select your PowerPoint presentation in the prompt, and click the Share button to start sharing:



5. Use the Slide Show button in PowerPoint to begin presenting

Recording your Presentation

1. In the main window, click the **Record** button and select **Record In the Cloud** (Zoom will immediately begin recording)
 - a. **It is highly recommended to record to the cloud; recording to your computer makes it much harder to distribute the recording.**



- Once you are done presenting, you can exit Zoom. You will be notified via email when your recording has finished processing

Retrieving Link for Cloud Recordings and Posting to Canvas

- Log into the Kenan-Flagler Zoom Web Portal and Navigate to [My Recordings](#)
- Locate the appropriate recording and click **Share**

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Personal Meeting Room		May 10, 2019 11:35	2 Files(713 KB)	Share... More▼
<input type="checkbox"/>	Personal Meeting Room		Apr 04, 2019 14:19	4 Files(996 KB)	Share... More▼
<input type="checkbox"/>	Personal Meeting Room		May 17, 2018 20:16	2 Files(822 MB)	Share... More▼

- Click **Copy To Clipboard** to copy the text, highlight the URL and copy it if Topic and Start Time are not needed (**Leave this window open in case**)
- Share this URL via a Canvas announcement to provide access to your recording

Additional Share Options

Share this cloud recording

Share this recording

Publicly

Only authenticated users can view: **1**
Signed-in users in my account

Viewers can download **2**

On-demand(Registration Required)

Password protect **3**

Recording Link Information

Topic: Eric Thomas' Personal Meeting Room
Date: Nov 22, 2019 03:23 PM Eastern Time (US and Canada)

Meeting Recording:
https://kenan-flagler.zoom.us/rec/share/38Ztdq_0ltJHI3gy1_yW6t5D9m_eaa8hyAZrviMmhq-0nvAZ__VbXhrPHYzLXG

Copied!

[Copy To Clipboard](#) [Close](#)

1. Share This Recording
 - **Publicly:** This will allow anyone with the link to view the recording
 - **Only Authenticated users can view:** This option will require a Kenan-Flagler login to see the recording.
****This option will not work if there are non-business students enrolled in the course****
2. **Viewers can Download:** This setting enables users to download the recording
3. **Password Protect:** This sets a password that must be entered to view the recording, it could be distributed via email or Canvas announcement. Those who have the password would be able to access the video.