

Zoom Quick-Start for Synchronous Streaming

This is a quick-start guide to use as reference once you have reviewed the complete written instructions. It is recommended that you print this out and have it next to your computer each time you record a synchronous Zoom meeting for later upload to Canvas.

Prep Your Space

- Check lighting and look for screen glare
- Gather Headset/earbuds, water, timer, etc.
- Quiet spot - close door, silence phones
- Close apps you are not using
- Open all PowerPoints, slide, documents needed for meeting
- Adjust webcam for best angle

15 minutes before your scheduled meeting:

Open Your Zoom Meeting

- Go to: udel.edu/zoom (Chrome or Firefox - No Safari) and sign in.
- Select the meeting you are opening and click “start”
- Click “Open Zoom” if prompted
- Click “Join with Video”
- Survey your background and remove anything you don’t want to be recorded
- Click “Join with Computer Audio”. Test your audio to be sure the microphone and speaker are working properly.
- You are now **LIVE** and students are able to join your scheduled meeting.

Hosting (Starting) Your Zoom Meeting

- Start on time.
- Open your chat and participant box and instruct students to do the same.
- Inform students you will be recording.
- Click the “Record” button in the bottom toolbar. Choose “Record to Cloud”. Allow students to accept recording terms.
- Check that the “Record” button is red in the toolbar.
- Instruct students to open the “Chat Box” and “Participant Box” and type their name in the chat box.
- Remind students to mute their mic.
- Go over live-streaming protocol.
- Begin lecture.

Ending Your Zoom Meeting

- Wrap up Zoom meeting a few minutes early and inform students you are stopping the recording.
- Click “Stop Recording”.
- Save the Chat transcript (3 gray dots on the right side of the chat window)
- Click “End Meeting”.
- Click “End Meeting For All”.
- Your scheduled meeting has now ended.