

# Zoom Synchronous Streaming Instructions

It is recommended that you print these instructions out and have it next to your computer for your synchronous streaming sessions to ensure you do not forget important steps.

## Preparing Your Space

- Make sure there is adequate light in your space but no glare on your computer screen.
- You should be in a quiet space with no background noise. You may want to consider hanging a sign of sorts on your door so other family members don't interrupt your recording session. Make sure to turn off phone ringers (landline and cell).
- Have all materials within arms reach that you may need. (headset, earbuds, glass of water, etc.)
- Have all PowerPoints, documents, photos, etc. that you will be sharing with the class open and ready on your computer for easy access. You don't want to be fumbling around trying to open items when the session is underway.
- Close any application you are not using for your streaming session.
- Make sure your webcam is at eye level or higher, you don't want students to see the top of your head. Experiment with the best angle.

Note: you may want to have a timer to ensure you do not lecture past your scheduled meeting time.

**15 minutes before your scheduled meeting:**

## Opening Your Zoom Meeting

- Go to: [udel.edu/zoom](https://udel.edu/zoom) - Chrome or Firefox works best (Mac users: Safari does not support recording feature in Zoom)
- Click "Sign In"
- Click your "Meetings" tab on the left sidebar
- Under "Upcoming Meetings" you will see a list of all your scheduled meetings. By default your next scheduled meeting should be at the top. (if you don't select the correct meeting room, you students will see a notice that the host hasn't started the meeting and will not be aware that you are in a different meeting room).
- Click "start" next to the meeting you wish to start.
- You may be prompted to Open Zoom in a black box. If so, click "Open Zoom"
- You should see a video of yourself pop up. Click "Join with Video"
- Take a quick survey of your background by looking at what your video feed is displaying to ensure there is nothing in the webcam's view you don't want students to see or have 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

- Plan to start on time. Some students may have another class directly after your course and will need time to set up for their next class, so it is imperative that you do not go over your allotted time.
- Open your chat and participant box by clicking the icons in the black toolbar located at the bottom of your screen. Instruct students to do the same.
- Inform your students you are going to begin recording.
- Click the “Record” button by scrolling over the black toolbar at the bottom of your screen. Choose “Record to Cloud”. Students will be prompted to agree to be recorded via a pop up box on their screens. Allow about 30 seconds for students to complete this part.
- Your “Record” button in the toolbar should now be red.
- Instruct your students to open the “Chat Box” and “Participant Box” and type their name in the chat box. (This allows you to have a record of who attended the session when you save the chat at the end of the meeting)
- Have students mute their mic.
- You should go over your protocol for conducting your online course. (ex. how students can ask questions chat box vs mute/unmute mic)
- You are now ready to start your lecture, share your screen, etc.

## Ending Your Zoom Meeting

- You should plan to end your Zoom meeting a few minutes before your class actually ends.
- Inform your students you are ending the Zoom meeting.
- Scroll down to the toolbar and click “Stop Recording”.
- To save the Chat transcript, click the 3 gray dots on the right side of the chat window. The chat will save to your computer in a Zoom folder. To access the files, go to “Documents” on your hard drive and click the “Zoom” folder. There are subfolders that are named by date and will contain all saved chats for that date. **CHAT MUST BE SAVED BEFORE ENDING MEETING OR YOU WILL LOSE THAT CONTENT.**
- Click “End Meeting”. A popup box will display.
- Click “End Meeting For All”.
- Your scheduled meeting has now ended.

## Accessing Your Recorded Zoom Meeting

- Within a few hours, you will receive an email notification that your Zoom Audio Transcript is available.
- Within 24-hrs the recording should be available in your My Media folder which can be accessed through any of your Canvas courses.

## **Special Notes**

- All recordings should be transferred and renamed accordingly from your “My Media” to your “Media Gallery” (or another page on Canvas) by the next lecture day so that students have access to your recordings.
- If your recordings have not appeared in your “My Media” within 24-hrs of the recording time, contact **faculty-commons@udel.edu** immediately!
- For instructions on how to rename and transfer your recordings from “My Media” to “Media Gallery” (or another page on Canvas), refer to the “Publishing My Recordings on Canvas” instructions.