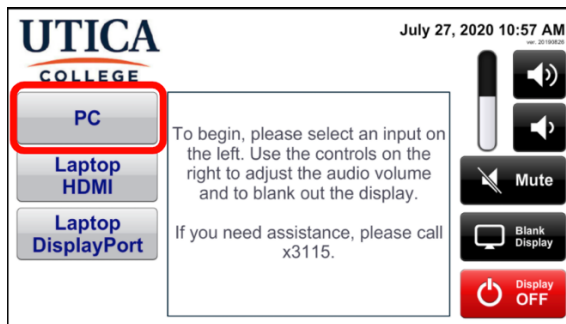


Streaming your Campus-Based Courses using Zoom from inside Engage

This document outlines how to use Zoom to stream and record your live sessions from the classroom.

1. Use the touch panel to power on the classroom technology and select PC.

You will have one of two touch panels in your classroom.



2. Open all of the materials you plan on using on the classroom computer.
3. Log in to Engage and navigate to your course.
4. Locate the Zoom Web Conferencing section and click on Zoom | Scheduled Meetings and Recordings.

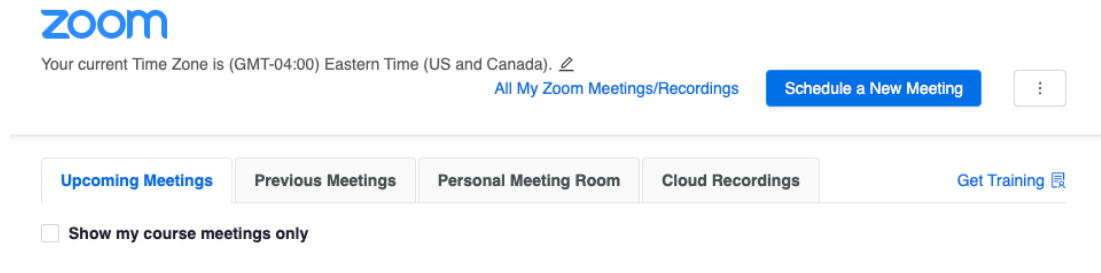
Zoom Web Conferencing

Zoom

Zoom | Scheduled Meetings and Recordings

5. Click on schedule a new meeting.

Best practice... you can create your meetings ahead of time to save time while in the classroom.



6. Give your meeting a topic. It will default to the course name but you will want to give it a specific topic that corresponds to your class meeting.

Example: MAT-301 Class Meeting – Tuesday 8-25-2020

Keep all other settings as is except for the waiting room. Uncheck the check box in front of **Waiting Room**.

Note: If you are creating your meeting space ahead of time, you will want to put the date and time in the **When** fields.

Click save at the bottom of the page.

Please see image on next page.

Topic

MAT-301 Class Meeting - Tuesday 8-25-2020

Description (Optional)

Enter your meeting description

When

08/25/2020



1:00



PM



Duration

1



hr

0



min

Time Zone

GMT-04:00 Eastern Time (US and Canada)



Recurring meeting

Registration

Required

Security

Passcode

Waiting Room

Video

Host



on



off

Participant



on



off

Audio



Telephone



Computer Audio



Both

Meeting Options

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 3153370782

Only authenticated users can join

Record the meeting automatically

Alternative Hosts

Example: john@company.com, peter@school.edu

Save

Cancel

7. Click **Start this Meeting**.

[Course Meetings](#) > Manage "MAT-301 Class Meeting - Tuesday 8-25-2020"

Topic MAT-301 Class Meeting - Tuesday 8-25-2020

Time Aug 25, 2020 1:00 PM Eastern Time (US and Canada)

Add to

 Google Calendar

 Outlook Calendar (.ics)

 Yahoo Calendar


Meeting ID 995 8627 5019

Invite Attendees Join URL: <https://zoom.us/j/99586275019>

Security Passcode Waiting Room

Video
Host off
Participant off

Audio Telephone and Computer Audio

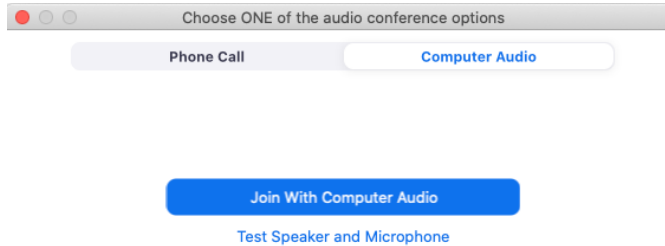
Meeting Options
 Enable join before host
 Mute participants upon entry 
 Use Personal Meeting ID 3153370782
 Only authenticated users can join
 Record the meeting automatically

 Delete this Meeting

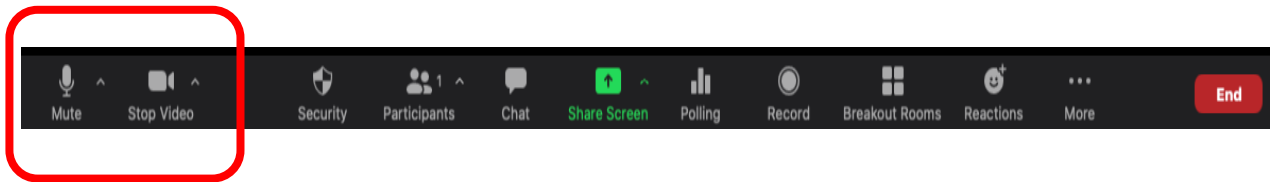
 Edit this Meeting

Start this Meeting

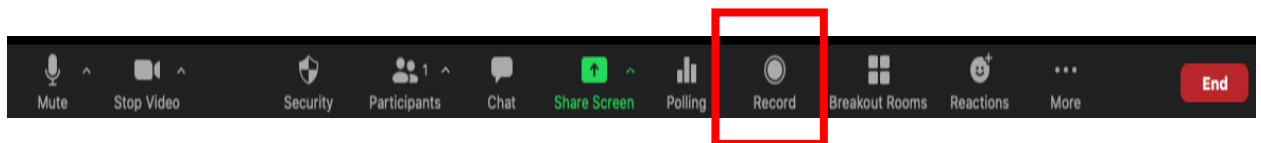
8. Click on **Join with Computer Audio**.



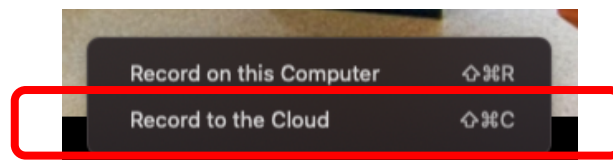
9. Be sure the **Microphone and Video** are turned on. You will know this by looking at the menu bar at the bottom of the Zoom screen. Be sure there is not a red diagonal line through either one of them. If there is, click on it and it will turn either or both of them on.



10. Turn on record.

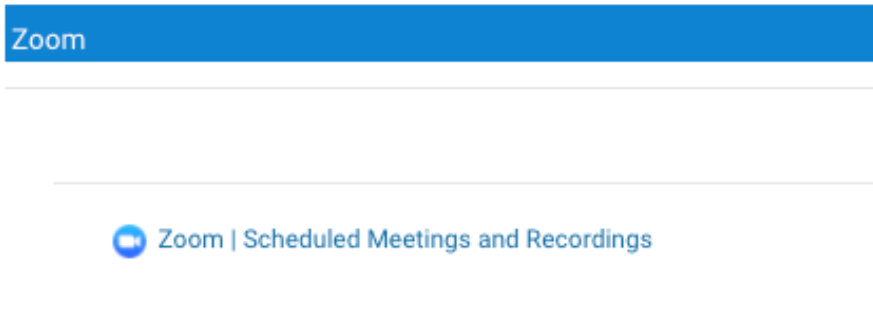


11. You will be asked whether you want **record on this computer** or **record in the cloud**. You want to always choose **record to the cloud**.

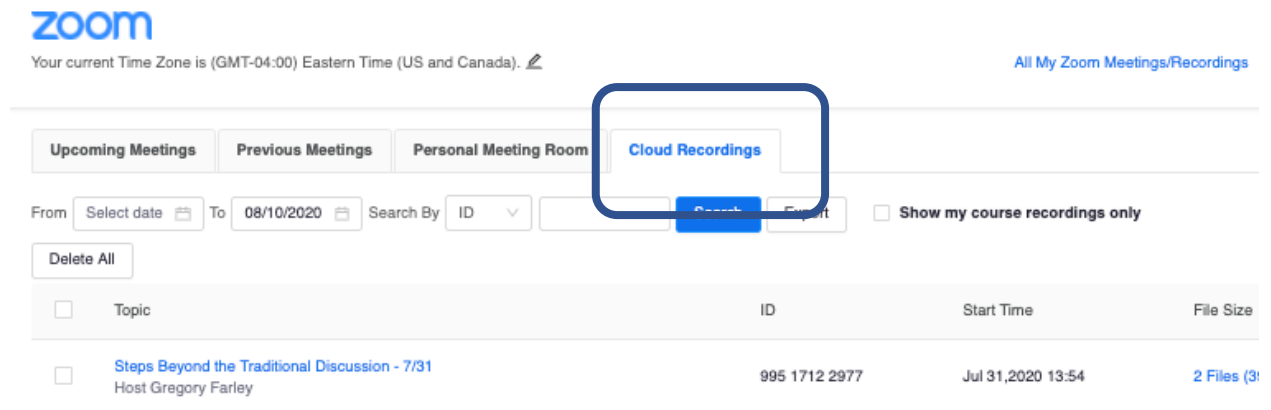


- When you are finished click on **End** and the recording will begin processing. You will receive an email once the recording has finished processing in the cloud. You do not need to do a thing. The recording will automatically be loaded into your Engage course. It can be found by clicking on **Zoom | Scheduled Meetings and Recordings**.

Zoom Web Conferencing



Then click on the **Cloud Recordings** tab.



There will be two files: one file is just an audio file and the second file is the full recording with audio and video.