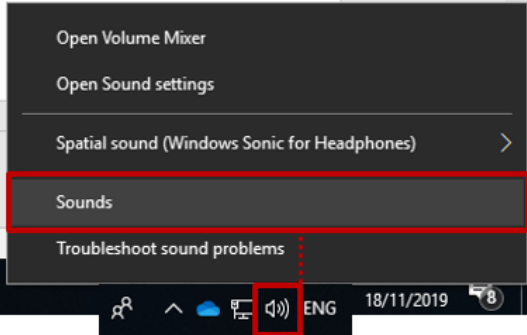
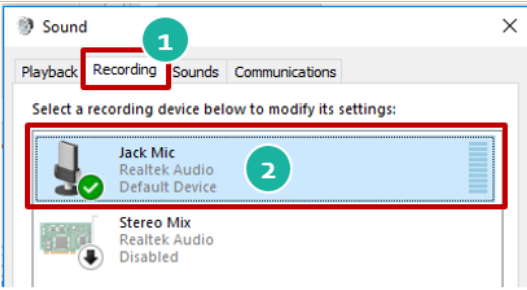
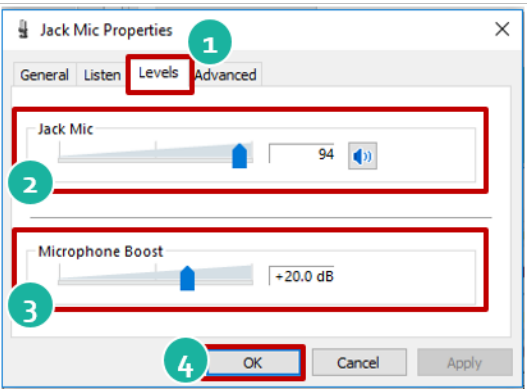
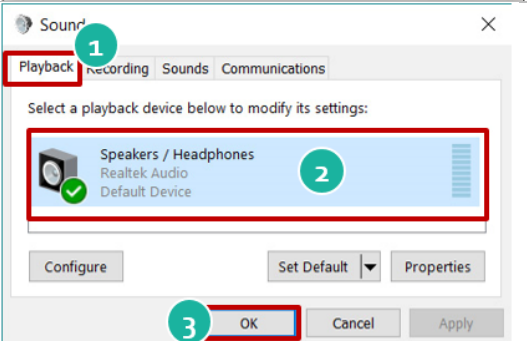


Quick Start Guide: Using Zoom for Pre-recorded Lectures

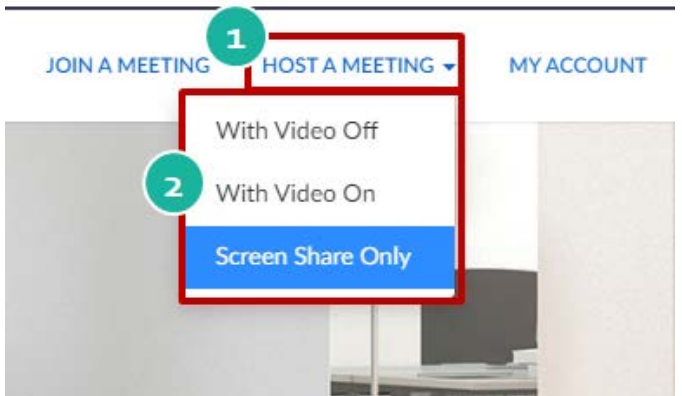
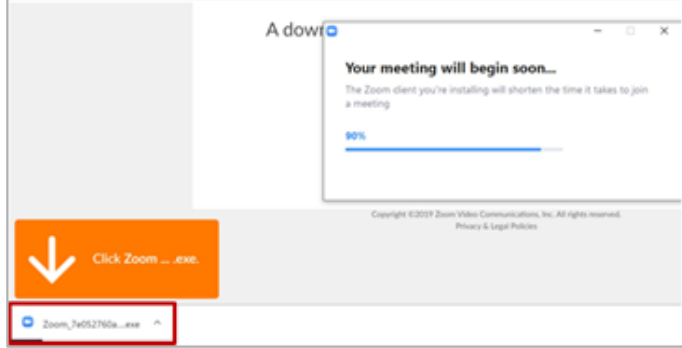
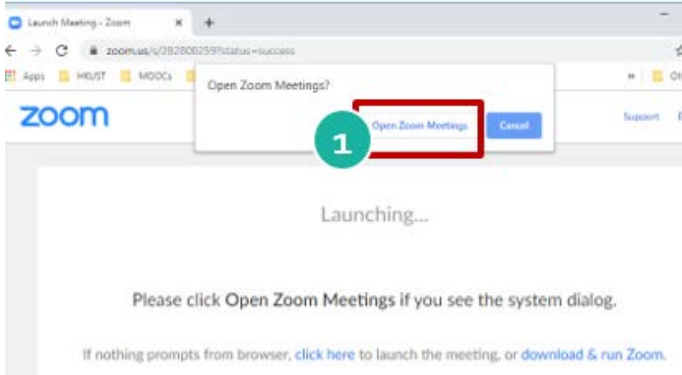
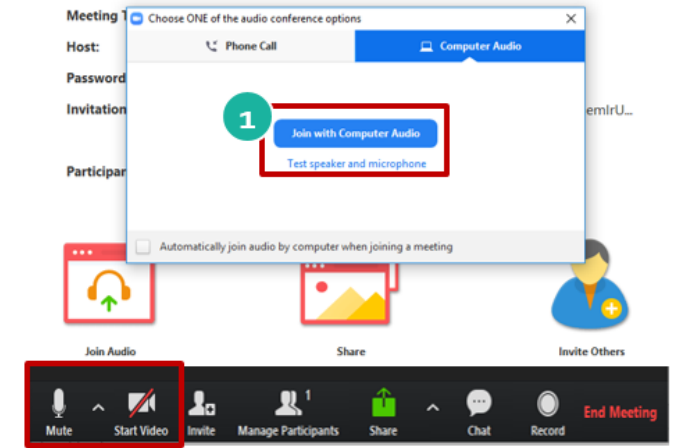
This guide will walk you through how to record your lecture using Zoom

1. Microphone and speaker settings
2. Accessing Zoom with your ITSC email
3. Recording a Lecture
4. Sharing Zoom recording with students via Canvas

1: Check the configuration of your microphone and speaker

Instructions	Reference
<p>Step 1: Right click sound settings at the bottom right side of your monitor OR you may access Sounds through Control Panel</p>	 <p>A screenshot of the Windows taskbar at the bottom right. The system tray shows the volume icon, which has been right-clicked to open a context menu. The menu items are: 'Open Volume Mixer', 'Open Sound settings', 'Spatial sound (Windows Sonic for Headphones)', 'Sounds' (highlighted with a red box and a '1' in a green circle), and 'Troubleshoot sound problems'. The taskbar also shows the date '18/11/2019' and the language 'ENG'.</p>
<p>Step 2: Click 'Recording Tab' and Double-click to select the microphone you're using.</p> <p>Speak normally to make sure the green bar reaches more than half while speaking.</p>	 <p>A screenshot of the Windows 'Sound' control panel window. The 'Recording' tab is selected and highlighted with a red box and a '1' in a green circle. Below the heading 'Select a recording device below to modify its settings:', there are two devices listed: 'Jack Mic' (Realtek Audio, Default Device) and 'Stereo Mix' (Realtek Audio, Disabled). The 'Jack Mic' device is highlighted with a red box and a '2' in a green circle.</p>
<p>Step 3: Click 'Levels' and adjust the microphone to a higher level. Suggest over 50 but less than 100, so the sound does not pop during your recording.</p>	 <p>A screenshot of the 'Jack Mic Properties' dialog box, specifically the 'Levels' tab. The 'Levels' tab is highlighted with a red box and a '1' in a green circle. There are two volume sliders: 'Jack Mic' and 'Microphone Boost'. The 'Jack Mic' slider is set to 94 and is highlighted with a red box and a '2' in a green circle. The 'Microphone Boost' slider is set to +20.0 dB and is highlighted with a red box and a '3' in a green circle. The 'OK' button at the bottom is highlighted with a red box and a '4' in a green circle.</p>
<p>Step 4: Select your speaker for playback when testing sound from your recording</p> <p>Click 'OK' to proceed</p>	 <p>A screenshot of the Windows 'Sound' control panel window, showing the 'Playback' tab. The 'Playback' tab is highlighted with a red box and a '1' in a green circle. Below the heading 'Select a playback device below to modify its settings:', there is one device listed: 'Speakers / Headphones' (Realtek Audio, Default Device). This device is highlighted with a red box and a '2' in a green circle. The 'OK' button at the bottom is highlighted with a red box and a '3' in a green circle.</p>

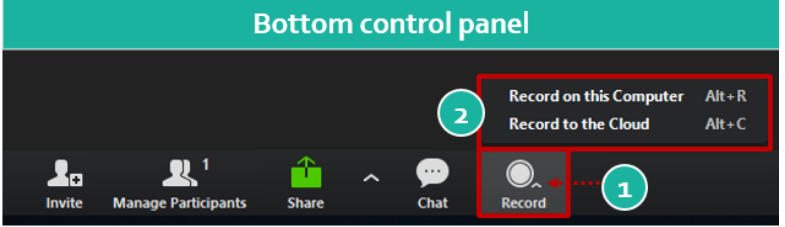
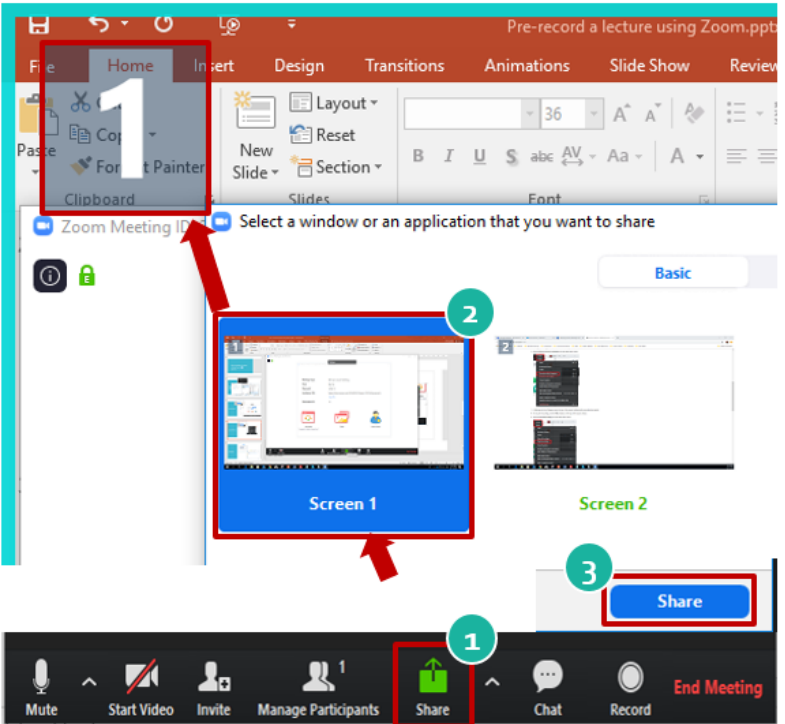
2: Accessing Zoom with your ITSC email

Instructions	Reference
<p>Step 1: Access Zoom through hku.zoom.us.</p> <ul style="list-style-type: none">Log-in with your HKUST ITSC e-mailClick 'Host a Meeting' on top rightSelect any option fit for your recording	
<p>Step 2: Download and install Zoom</p> <p>Zoom will download if you haven't already installed it.</p> <ul style="list-style-type: none">Follow instructions to install the player/controls	
<p>Step 3: Click 'Open Zoom Meetings'.</p> <p>Zoom player will appear.</p>	
<p>Step 4: Click 'Join with Computer Audio'.</p> <p>You can test microphone and video to make sure it works by following Zoom instructions provided.</p> <p>Please make sure you can hear your voice echo during the mic test. If you can't hear your voice echo, please check that your microphone is plugged in and go back to check the settings and set-up again.</p>	

3: Recording Lecture

[Quick Visual Help Video](#) | [Zoom Help videos](#)

- This may take a bit of practice before the real recording. Please test sounds and functions before real recording.
- Can turn on/off video to show face when talking directly to students and when not sharing screen.
 - Example: Turn on video to welcome students, turn it off to share PowerPoint/screen, or can have both video and PowerPoint/screen on when elaborating content on the screen. Video helps engage students.
- Can share screen and narrate through PPTs, websites, software, etc.
- Can annotate/write on the screen

Instructions	Reference
<p>Step 1: Before you record, you can choose where you'd like your recording to be stored.</p> <ul style="list-style-type: none">• In bottom control panel, click the record button• Suggest to select Record to the cloud. Also possible to Record to your computer. <p>NOTE: Zoom Cloud Recordings will be deleted after 6 months</p>	 <p>The screenshot shows the Zoom bottom control panel. A red box highlights the 'Record' button, which is circled with a '1'. A second red box highlights the recording options: 'Record on this Computer' (with keyboard shortcut Alt+R) and 'Record to the Cloud' (with keyboard shortcut Alt+C). The 'Record to the Cloud' option is circled with a '2'.</p>
<p>Step 2: To show your screen, PowerPoint, website, software, etc.</p> <ul style="list-style-type: none">• Click green 'Share' button on bottom control.• Select the screen number you'd like to share.• Click 'Share' at bottom right	 <p>The screenshot shows the Zoom screen sharing process. A red box highlights the 'Share' button in the bottom control panel, circled with a '1'. A red arrow points from this button to a 'Select a window or an application that you want to share' dialog box. In this dialog, a red box highlights the 'Clipboard' window, circled with a '1'. Another red arrow points from the dialog to a preview of 'Screen 1', which is circled with a '2'. A third red arrow points from the 'Screen 1' preview to the 'Share' button in the bottom right corner of the Zoom window, which is circled with a '3'.</p>

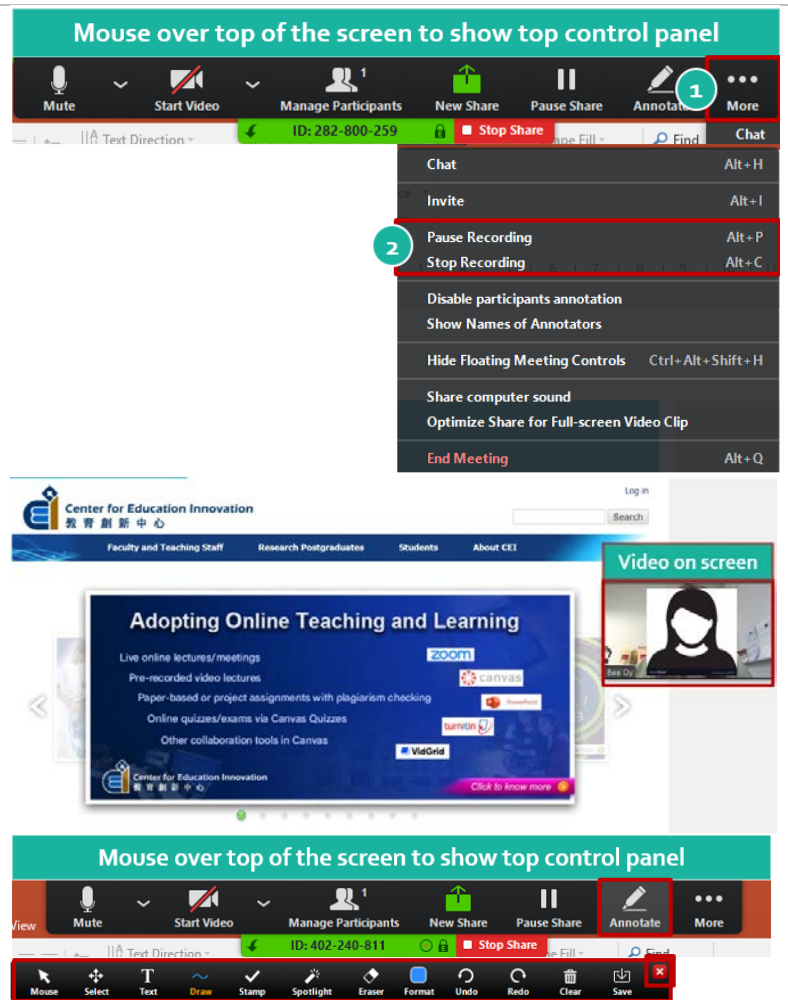
Step 3: Get familiar with Controls -

In 'Share' screen mode, mouse over the top middle part of the screen to show the top control panel. **Note: the control panels will not show up in the recording.**

- Click 'More' to show recording options
- Click 'Pause Recording' to pause anytime. **NOTE: Do not click 'Stop' recording in the same session or it will save multiple video files.**
- If you would like to rerecord from the beginning, click 'Stop Recording' and click 'Record' again.

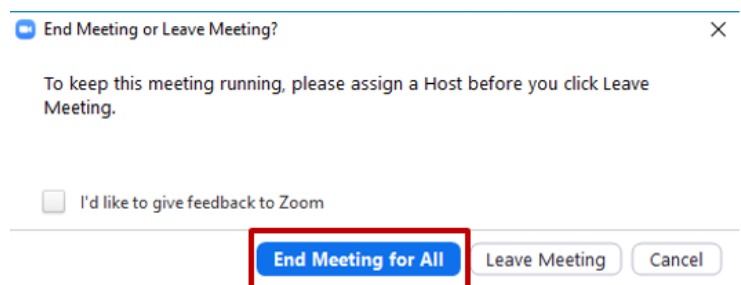
While in Recording Mode

- Click 'Start Video/Stop Video' if you would like to show/hide face anytime during the recording
- Click 'Annotate' if you would like to draw on the PPT/screen.
- Click 'Undo' or 'clear' to remove the annotations from the screen
- Click 'Mouse' to switch back to pointer



Step 4: When finished with recording,

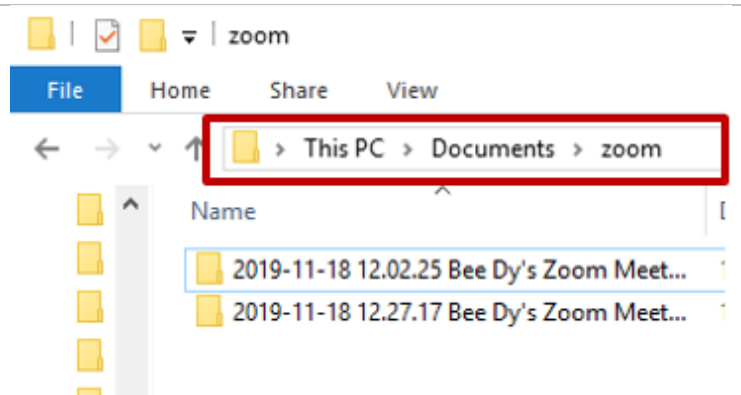
- Click 'More'
- Click 'End Meeting'
- Click 'End Meeting for All' and your recording will automatically start converting to .mp4 (video file)



Step 5a: Zoom will automatically save video files to your computer if you selected to record to computer

Documents → Zoom folder

The location and folder should automatically open once the video is done processing.



- Click **'zoom.mp4'** to play back your recording

- **Rename your file**, so it is meaningful to students and easy to identify each Week and each lecture segment for that week.
Ex: 1.1 Intro to__ 1.2 Strategy__ 1.3 Impacts
2.1__, 2.2__, 2.3__

Your recording is now ready for use.
Skip to next section

Step 5b: If you selected **Record to the cloud**, go to <https://hkust.zoom.us/recording>

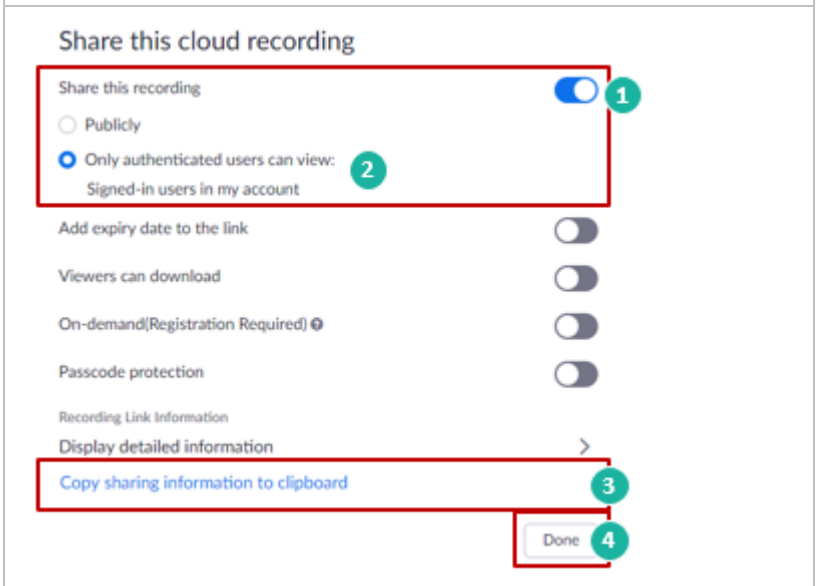
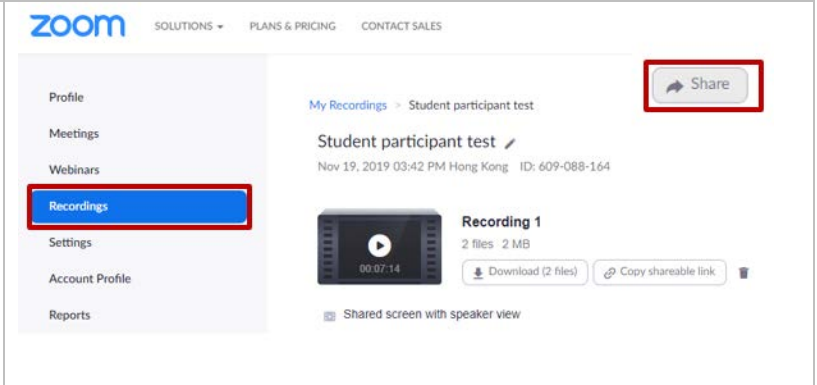
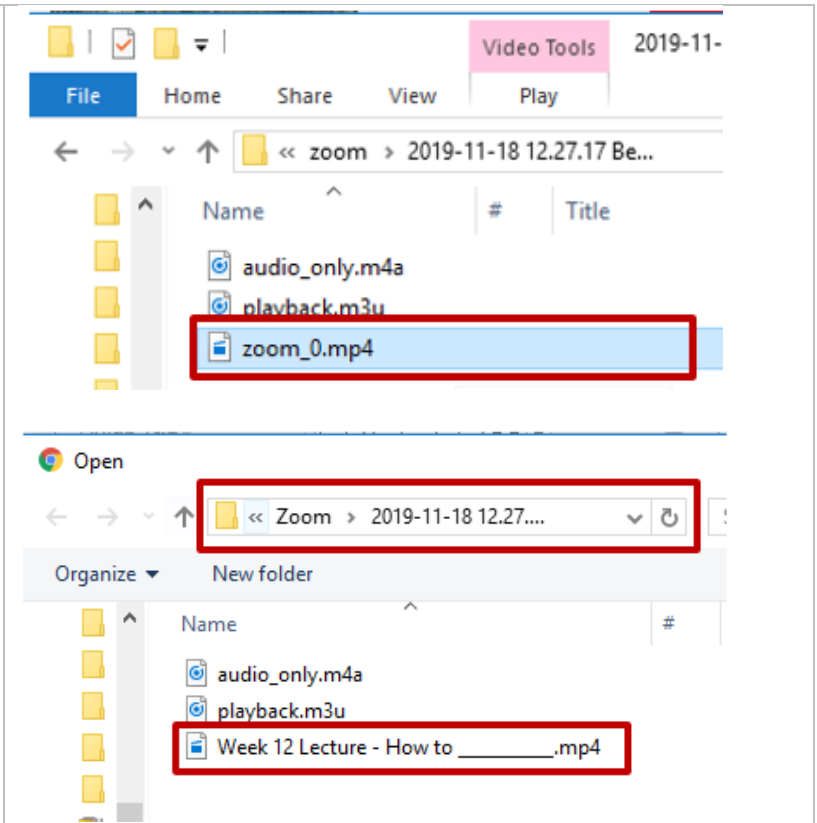
- Select your **recording file** from the list
- After, click **'Share'** to get recording link.

Note: Recording will be deleted after 6 months, please download a back-up to your computer.

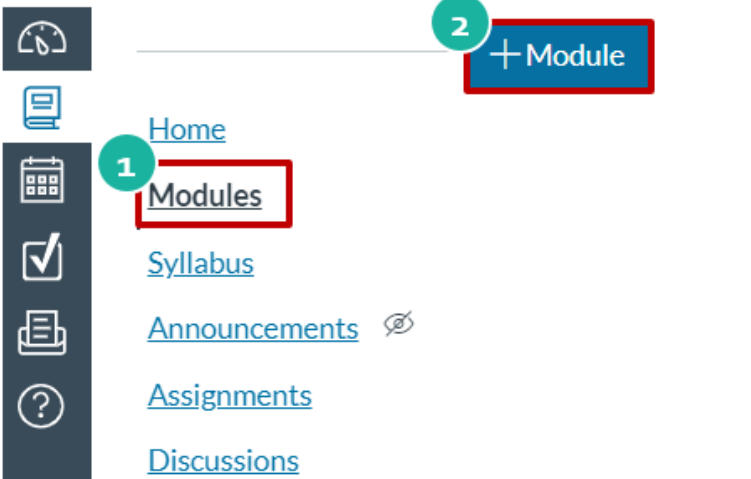
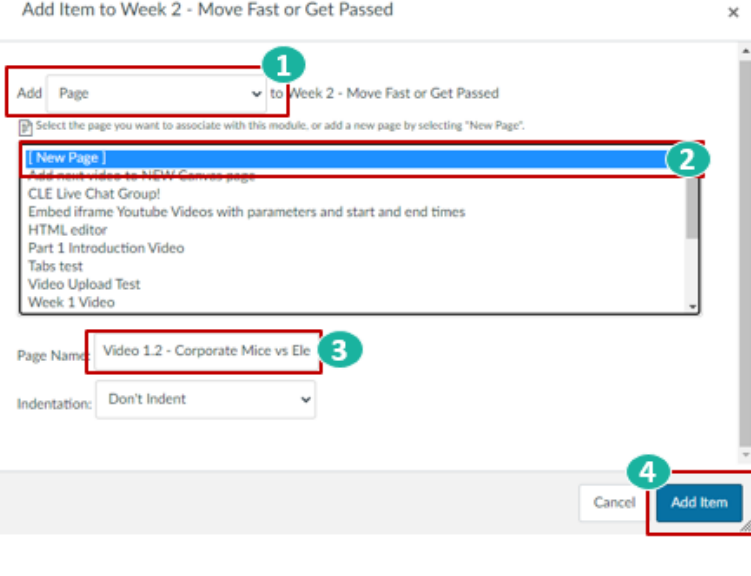
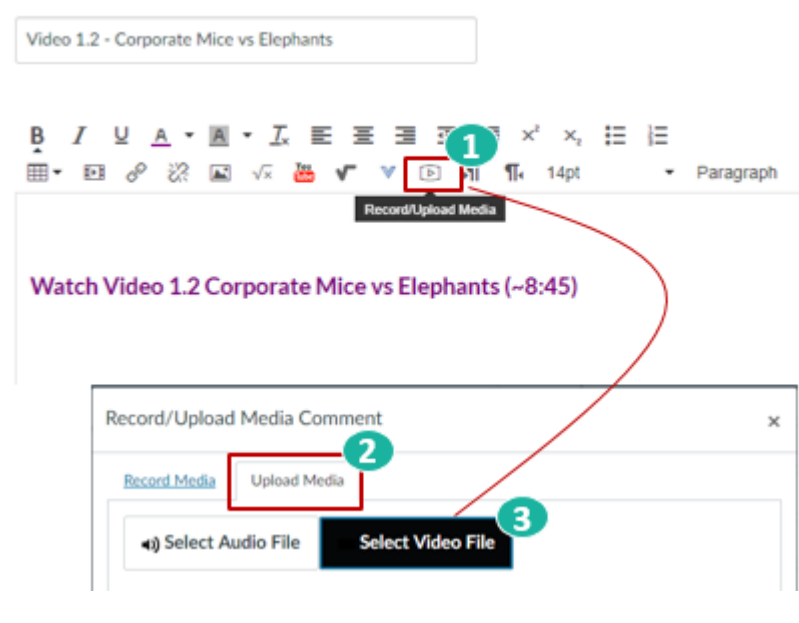
File settings and copy recording link

- Toggle on **'Share this recording'**
- Select **'Only authenticated users can view'**
- Select if students can **download your recording**
- Copy the **Meeting recording link**

You will use this link (in next section) to share with students via Canvas.

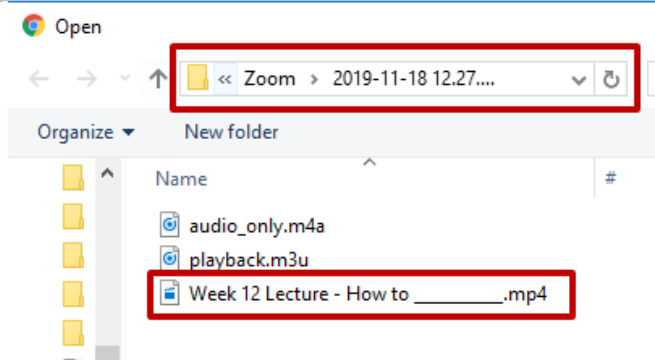


4a: Sharing with students using Canvas video upload

Instructions	Reference
<p>Step 1: To upload Zoom video to Canvas</p> <p>Create an item in your module</p> <ul style="list-style-type: none">Go into your Canvas course siteClick ModulesClick + Module and + a new item under that module	
<p>Step 2: Add video to a NEW PAGE to the Canvas Module</p> <ul style="list-style-type: none">Select 'Page' from the drop down menuSelect "New Page"Type in a name for the new video page ex: 1.2 Corporate__Click 'Add Item'	
<p>Step 3: Upload Media to New Page</p> <p>Add instructions</p> <ul style="list-style-type: none">Click 'Upload Media' iconClick 'Upload Media' tabClick 'Select Video File'	

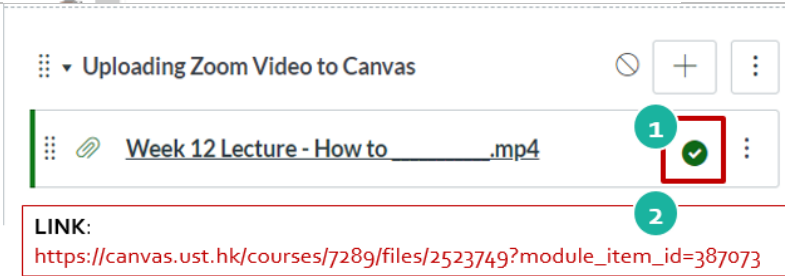
Step 4: Select File from Computer

- Find your saved file
- Choose your **Zoom video file** from folder
- Click **'Open'** to add the file to the new page



Step 5: Publish item and Send to Students

- **Publish** the Canvas item
- **Send Canvas announcement** to students with the link to the Canvas Module item



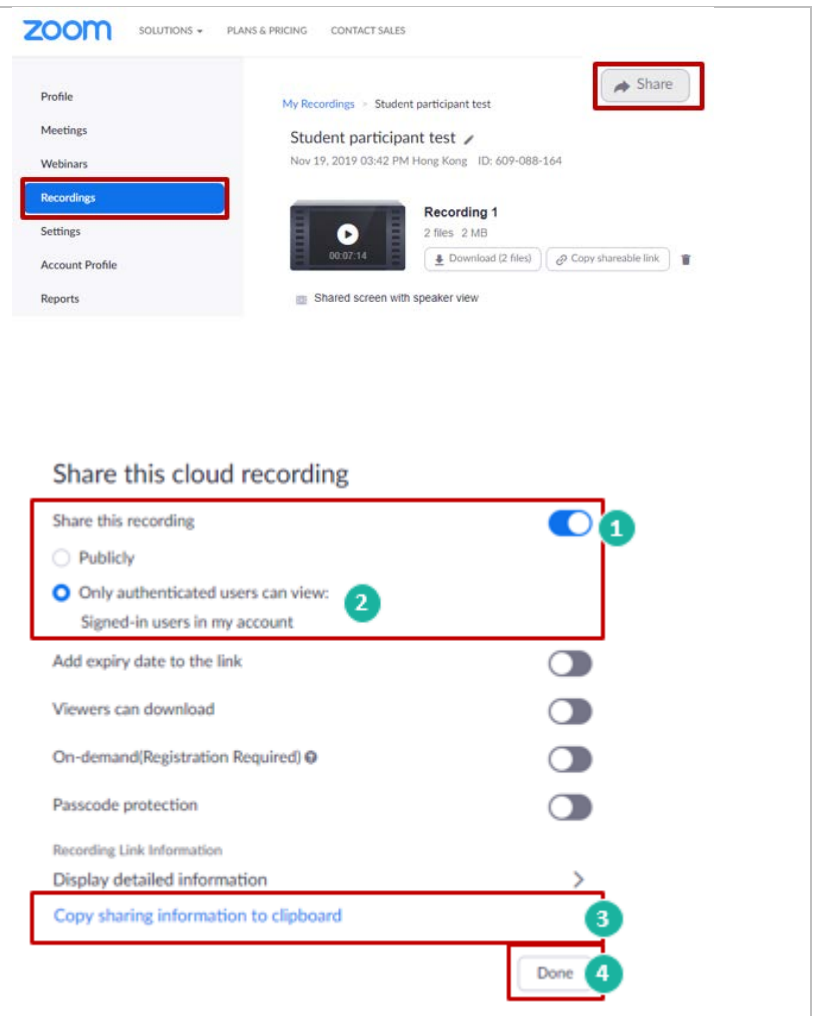
4b: Sharing with students using Canvas external URL

Step 1: Get Zoom recording link from Cloud

- Find recordings in <https://hkust.zoom.us/recording>
- Click into **recording file**
- Click **'Share'**

NOTE: Recording links are not permanent, please download a back-up to your computer.

- Toggle on **'Share this recording'**
- Select **'Only authenticated users can view'**
- Click **'copy sharing info to clipboard'**
- Click **'Done'**



Step 2: Create Module item to external link in Canvas

Create a module item by clicking **+ Module**

- **Select External URL**
- **Copy & Paste URL from previous step**
- **Name the Canvas page with a meaningful title**
- **Select to load in a new tab**

Alternatively, you can create a **NEW Page** and paste all the Zoom recording links for that week to **ONE** Canvas page.

Step 3: Publish item and Send to Students

- **Publish** the Canvas item
- **Send Canvas announcement** to students with the link to the Canvas Module item

The image shows two screenshots from the Canvas LMS interface. The top screenshot is a dialog box titled "Add Item to Uploading Zoom Video to Canvas". It has a dropdown menu set to "External URL" (circled 1). Below it, the URL field contains "https://hkust.zoom.us/recorder" (circled 2), the Page Name field contains "Week 12 Zoom Cla:" (circled 3), and the "Load in a new tab" checkbox is checked (circled 4). The "Add Item" button is circled 5. The bottom screenshot shows the "Uploading Zoom Video to Canvas" module item list. The item "Week 12 Lecture - How to .mp4" is circled 1, and its status is "Published" (circled 2). Below the list, the "LINK:" field contains the URL "https://canvas.ust.hk/courses/7289/files/2523749?module_item_id=387073".