

# HOW DO I OFFER LIVE LECTURES?

## TIPS AND TRICKS

- Mute all participants when you begin class.
- Use a microphone to minimize surrounding noise.
- Use your webcam and encourage students to use webcams.
- Explore breakout rooms for smaller class discussions.
- Encourage Chat for short, quick interactions.
- Record your session and share with the class.



## GET STARTED

Get a Zoom account, if you do not already have one.

Web: <https://tech.rochester.edu/services/zoom>

## CREATE A MEETING INSTANCE

Log on to Zoom and create a scheduled Zoom session.

<http://rochester.zoom.us>

Schedule a New Meeting

Go to **My Meetings** and **Schedule a New Meeting**

Fill in the date, time, and details and settings. You may not need to change any of the default settings. Click Save.

This will generate a meeting instance.

Save the URL and/or meeting ID.

## SHARE THE MEETING INSTANCE

Copy the URL or full invitation. You can retrieve this anytime by logging into your Zoom account.

Meeting ID	<input type="text"/>
Meeting Password	<input type="text"/> Require meeting password
Invite Attendees	Join URL: <input type="text"/>
	<a href="#">Copy the invitation</a>

Share this information with your students.

## START THE MEETING

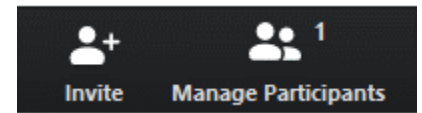
On the day and time of the meeting, use the URL to start the meeting. Be sure that you are logged into Zoom or you will not be the **host** of the meeting.

Join with computer audio if you have a microphone. Otherwise choose to call in by phone. If calling in by phone, be sure to include your **Participant ID** to link your identity to your voice.

## MUTE ALL PARTICIPANTS

Open the Participants window by clicking on **Manage Participants**.

At the bottom of the Participants window, choose **Mute All**. Confirm via the pop-up window.



Mute All

Unmute All

More ▾

## RECORD YOUR SESSION

Record your session by clicking on the **Record** button.

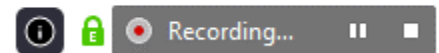
A recording notice will appear at the top left of the window.

Click the **Pause** (two lines) button to temporarily stop recording.

Click the **Stop** (square) button to finish recording.

End the Meeting to allow Zoom to process the recording.

Zoom Meeting ID: [redacted] 2

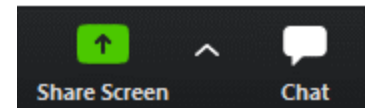


## SHARE YOUR SCREEN

Share anything on your computer by clicking **Share Screen**.

A secondary window will appear asking you which screen or application you wish to share. Choose and then hit Share.

To finish sharing, click the **Stop Share** tab.



## MONITOR CHAT AND HAND RAISE

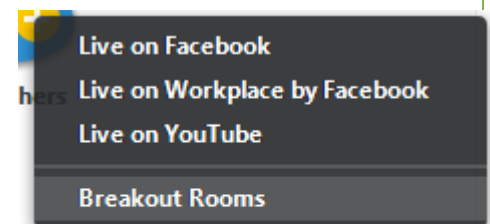
Click on the **Chat** button to open the Chat window. Be sure to watch this to see if students are asking questions via text.

Students may “raise their hand” – this will display in the Participant list.



## MANAGE BREAKOUT DISCUSSIONS

Use the **Breakout Rooms** feature to divide students into smaller groups for discussion.



## ENDING THE MEETING

Be sure to click **End Meeting** to close the meeting for all participants. This is required to stop the recording process, even if you already hit stop recording.

When you end the meeting, the recording will process. The amount of time this takes depends on how long your meeting session lasted. Once complete, you will have a recording file.

If you plan to share the recording, rename the resulting zoom\_0.mp4 file so that you can find it easily later. Follow the instructions to share any video recording with your class.

