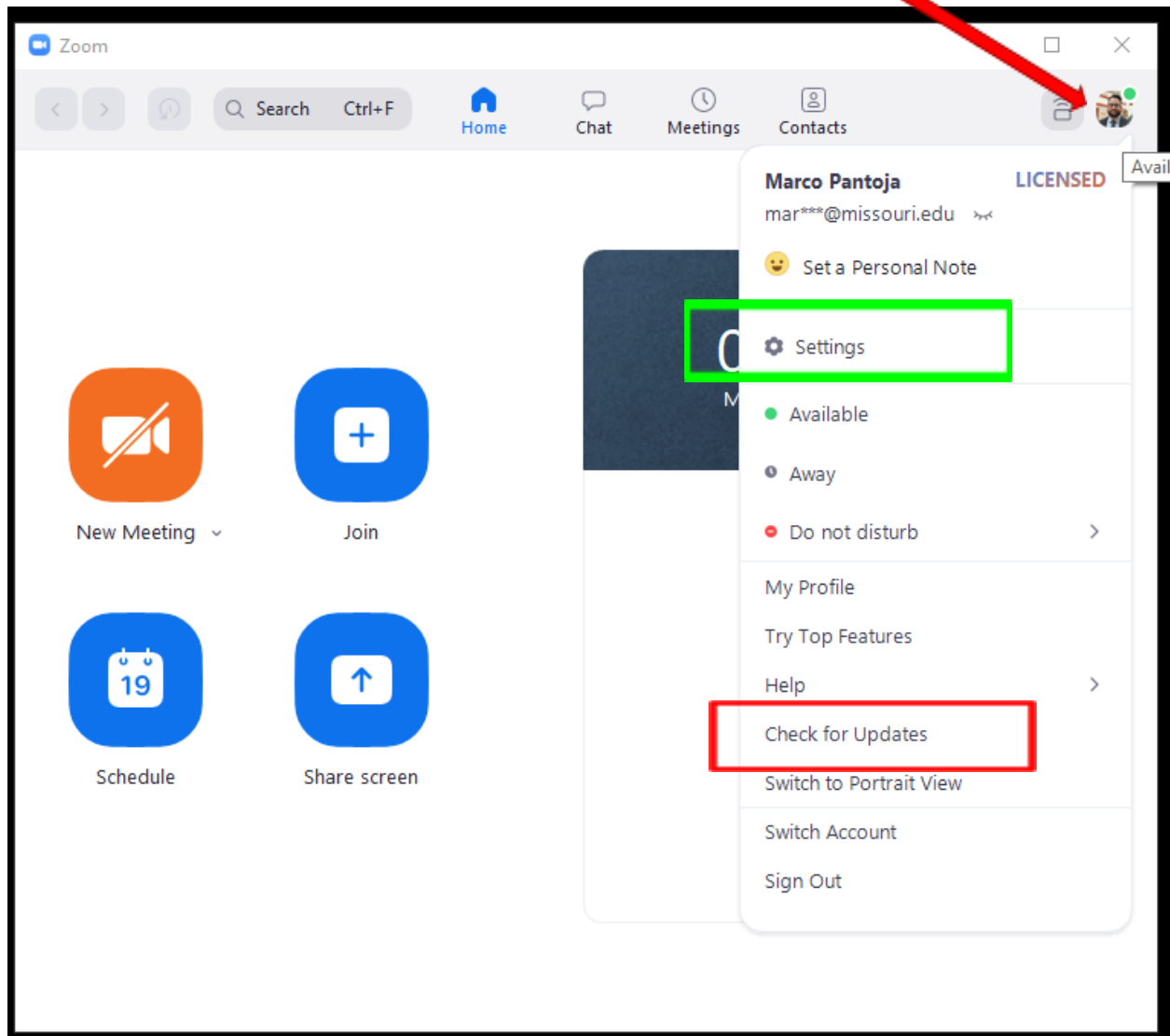


Instructions for using Zoom to record your virtual presentation.

First, if you haven't already installed the zoom app on your computer, do so from this website:

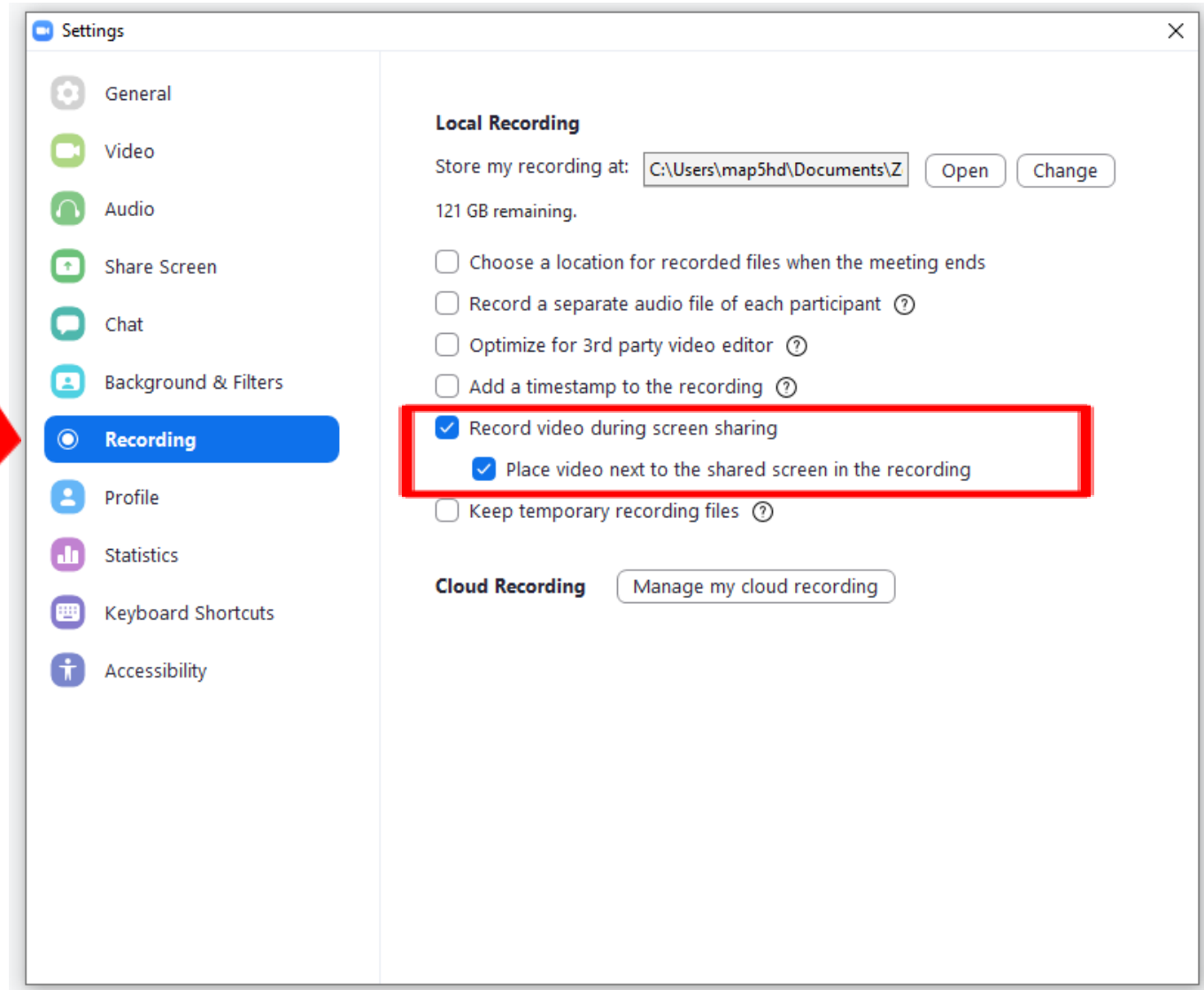
https://zoom.us/download#client_4meeting

If you already have the app installed, verify you have the most recent updates by selecting "Check for updates" (red box below) after clicking on your profile icon.



After installing or updating, open settings by clicking on the "Settings" button with the gear icon (green box above).

Once the settings menu is open, select the “Recording” menu. Verify that the two boxes “Record video during screen sharing” and “Place video next to the shared screen in the recording” are checked, as shown below in the red box.



To record your presentation,

1. Start a zoom.
2. Share your screen and display the presentation while having the camera on you.
3. Start recording your presentation.
4. Give your presentation as if your camera was your audience.
5. When done, stop recording.

6. If you save recordings to your computer, find the appropriate video file, if you save recordings to the cloud, find and download the video file. Verify the video file is what you want to submit.
7. Upload video file to canvas with the script.

Suggested Tips:

Lighting - Find a light source that can sit in front of you and illuminate your face.

Audio - Use a good external microphone.

Practice - Run through your presentation a few times, give it to your roommates/friends and see what they think before you complete your final recording.

Timer - Set a clock up with a timer so you can easily keep track of your time limit (practice will help you get the timing down too).