Livestream and Record Your Class with Zoom

1. Navigate to zoom.us and click the Sign In link if you have a Zoom account. If not, click the Sign Up button to create an account. Note: Zoom accounts are free, but limited to 40 minutes unless you upgrade to a paid account. See your department head to inquire about whether you have access to a paid Zoom account.

SIGN IN   **SIGN UP, IT'S FREE**

2. Click "Schedule a New Meeting" to set up a new meeting for your class livestream.

Schedule a New Meeting

5. Enter the parameters for your course meeting time and days.
   - Topic is the title of your course
   - Description is a brief explanation of your course

Topic	MSIS 4033
Description (Optional)	Project Management

6. Use the calendar and time entry fields to specify the day and time your first course session meets.

08/18/2020   2:00   PM

7. Set the duration of your meeting. Note that if you are using a free account, you are limited to 40 minutes.

1 hr   0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now

☐ Do not show this message again

8. Click the "Recurring meeting" box to specify the days that your course repeats. This allows you to use a single meeting link and invitation for every course meeting time instead of creating new Zoom meetings for every course session.

☑ **Recurring meeting   Every week on Tue, Thu, until Dec 3, 2020, 32 occurrence(s)**

Recurrence	Weekly ⌄

Repeat every	1 ⌄ week

Occurs on   ☐ Sun ☐ Mon ☑ Tue ☐ Wed ☑ Thu ☐ Fri ☐ Sat

End date   ◉ By 12/03/2020 📅   ○ After 7 ⌄ occurrences

9. A passcode is set by default, and cannot be disabled. Students may need to enter this to join the meeting, and you can send it out along with your meeting announcement if needed. Enable video for the Host (you) but not the Participants (your students) unless you teach a very small course.

☑ Passcode 🔒   39YsQs   ☑ Waiting Room

Host	◉ on	○ off
Participant	○ on	◉ off

10. Click "Enable join before host" if you want your students to join the meeting before you arrive, and select "Mute participants upon entry" to automatically mute your students' microphones when they join the livestream.

☑ Enable join before host

☑ Mute participants upon entry ⬚

☐ Record the meeting automatically on the local computer

11. After the meeting is created, use the confirmation screen to copy the invitation link and then send it to your students. You can send it via email, Canvas Inbox, or post it as an announcement in Canvas. The parameters of the meeting can be changed by clicking "Edit this Meeting" at the bottom of the screen.

Meeting ID	895 0135 8488
Security	✔ Passcode ******** Show ✔ Waiting Room
Invite Link	https://us02web.zoom.us/j/89501358488?pwd=cnhJa0Fqa3grWGI3UitDeHA0aDNOZz09

↪ Copy Invitation

12. To begin livestreaming from an OSU classroom, login to the classroom computer using your O-Key account information. After logging in, navigate to zoom.us and click "Resources" and then "Download Zoom Client." This will download the Zoom app to the computer, which you can use to host your livestream.

.9666   RESOURCES ▼   S

Download Zoom Client

13. Open the Zoom app and login with your account information. You will see the class meeting along with any other meetings you may have scheduled. Click the Start button to begin the livestream.
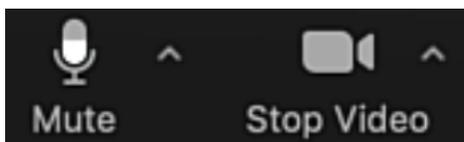
MSIS 4033

Recurring

Meeting ID: 895 0135 8488

[Start] [🗐 Copy Invitation] [✏ Edit] [Join from a Room]

14. After your session begins, use the control bar at the bottom-left of your screen to control the audio and video. Click the up arrow ^ next to Stop Video to show webcam options. Use this to switch between showing your video and the in-room Document Camera.

🎤 ^   📹 ^
Mute   Stop Video

15. Use controls at the bottom of your screen to show the Participants, display the Chat, and share your screen. Click the Record button to begin recording the livestream, which is saved to the Cloud in your Zoom account for viewing after the meeting ends.
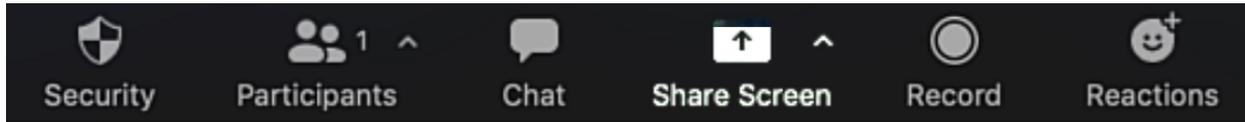
16. Click the End button to end the livestream.