

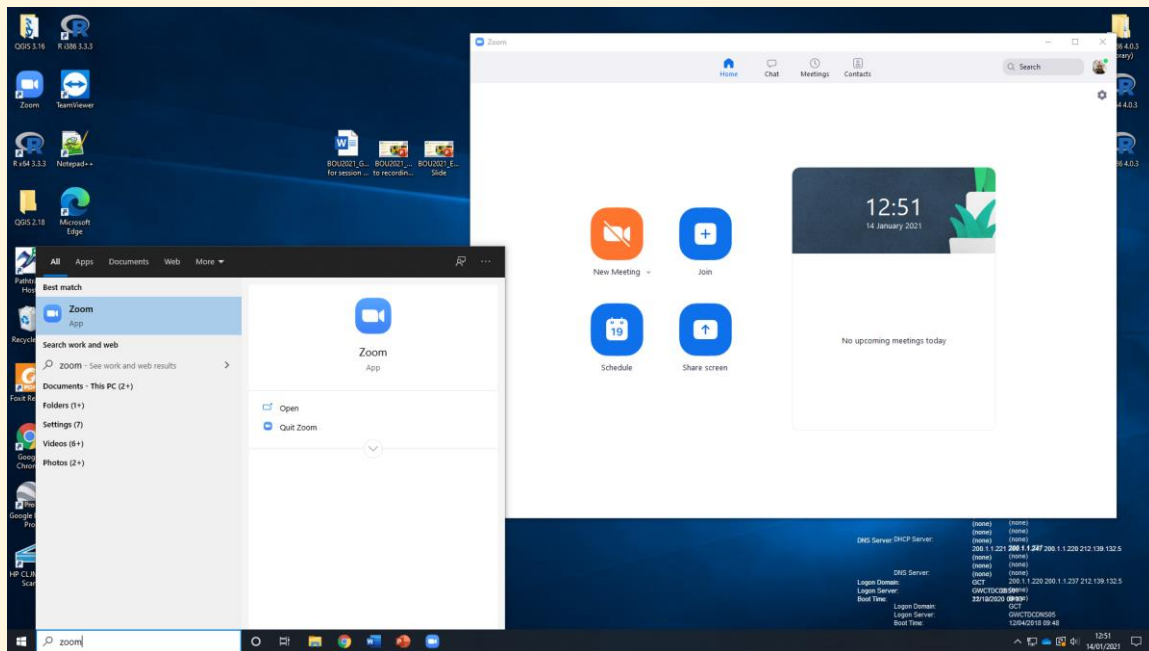


BOU guide to recording presentations in Zoom

1) Getting started

Signing in

- Go to <http://zoom.us> and click on Sign In or create an account.
- You can use the "e-mail" and "password" that you have created by setting up a zoom account or use your Google (Gmail or Google App) or Facebook account to sign in with.
- If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation.
- If you DO have the App installed- search for and open it





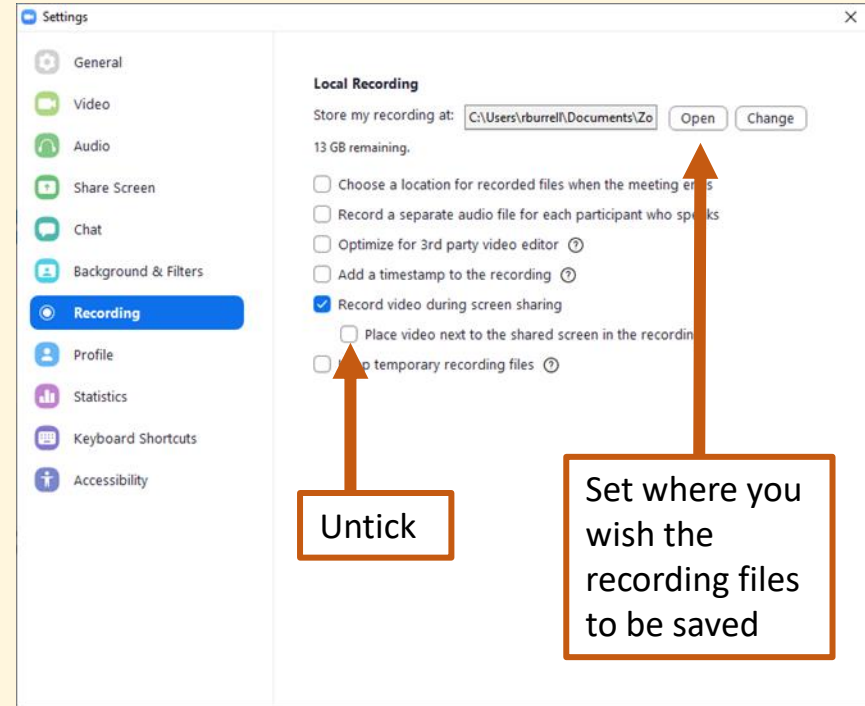
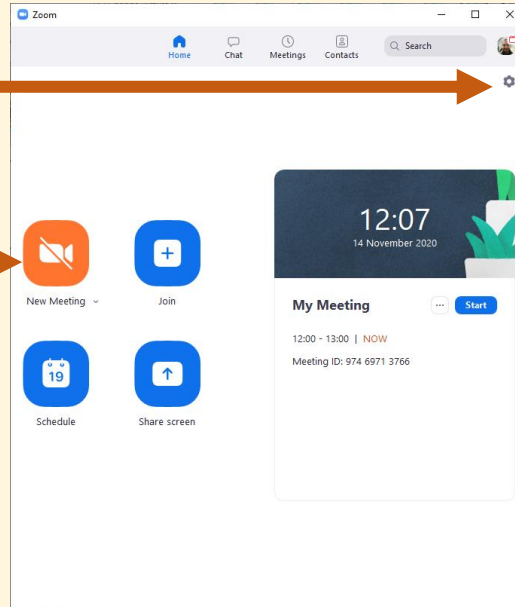
BOU guide to recording in Zoom

2) Setup – recording settings

Click the settings menu
in the zoom application

3) Start a new meeting

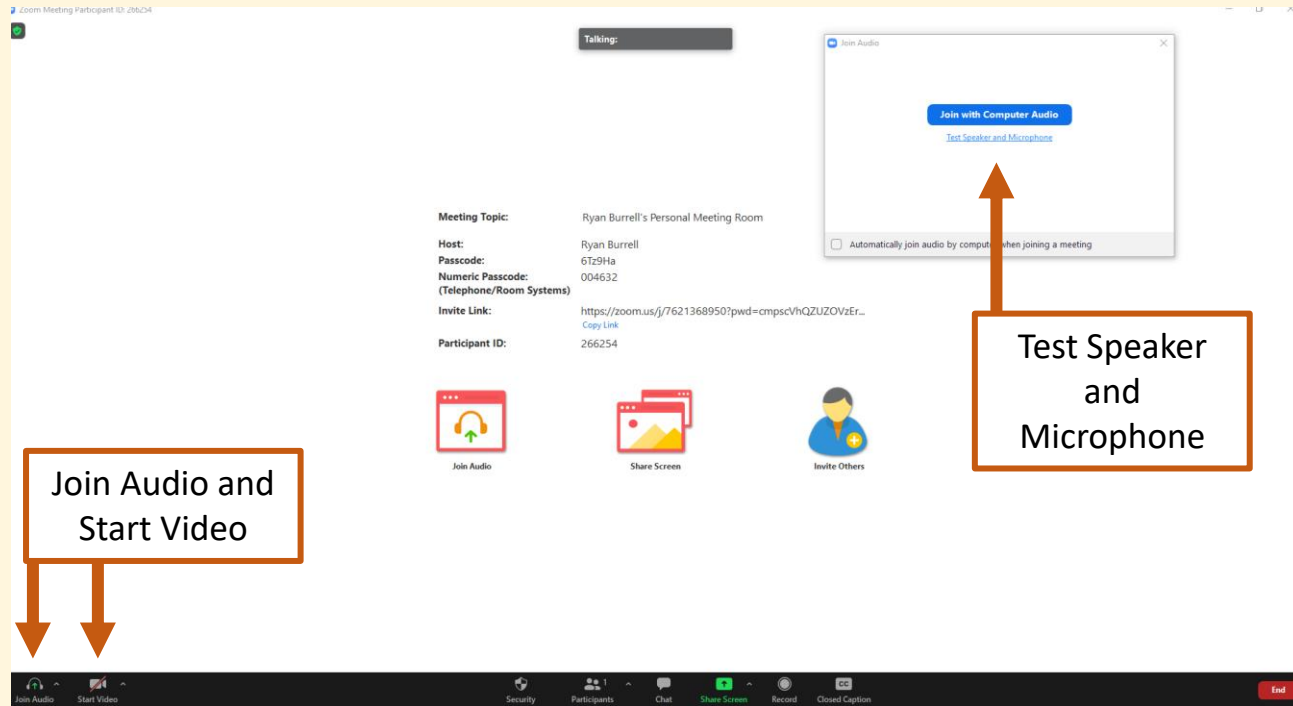
Click here



2) Setup – recording settings

If you have not set this to happen automatically, check and connect your audio and camera

- ...by clicking the icons in the bottom left.
- Test your microphone and speaker by using the up arrow on the Join audio button or clicking the link in the connect audio window.

A screenshot of a Zoom meeting interface. At the top, it says 'Zoom Meeting Participant ID: 266254'. Below this, there's a 'Talking:' status bar. The main area displays meeting details: 'Meeting Topic: Ryan Burrell's Personal Meeting Room', 'Host: Ryan Burrell', 'Passcode: 61z9Ha', 'Numeric Passcode: 004632', 'Invite Link: https://zoom.us/j/7621368950?pwd=cmPscVhQZUZOVzEr...', and 'Participant ID: 266254'. Below the details are three icons: 'Join Audio', 'Share Screen', and 'Invite Others'. At the bottom is a toolbar with icons for 'Join Audio', 'Start Video', 'Security', 'Participants', 'Chat', 'Share Screen', 'Record', 'Closed Caption', and 'End'. Two orange arrows point from a box labeled 'Join Audio and Start Video' to the 'Join Audio' and 'Start Video' icons in the bottom left. Another orange arrow points from a box labeled 'Test Speaker and Microphone' to the 'Test Speaker and Microphone' link in a 'Join Audio' window that is open in the top right corner. The 'Join Audio' window shows a 'Join with Computer Audio' button and the 'Test Speaker and Microphone' link, with a checkbox for 'Automatically join audio by computer when joining a meeting'.



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3) Setup – rename

Rename yourself if needed by clicking the “Participants” icon on the bottom menu if required

To remove the participants window just click the button again



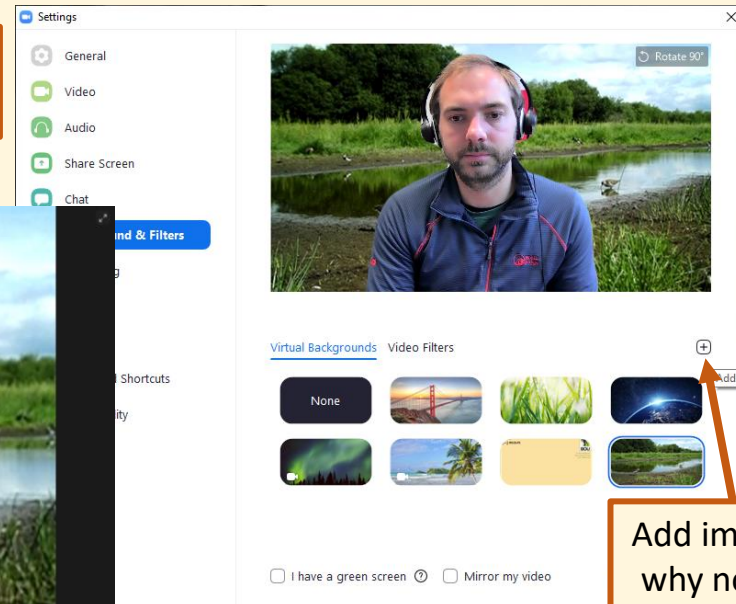
Click
More>
then
rename



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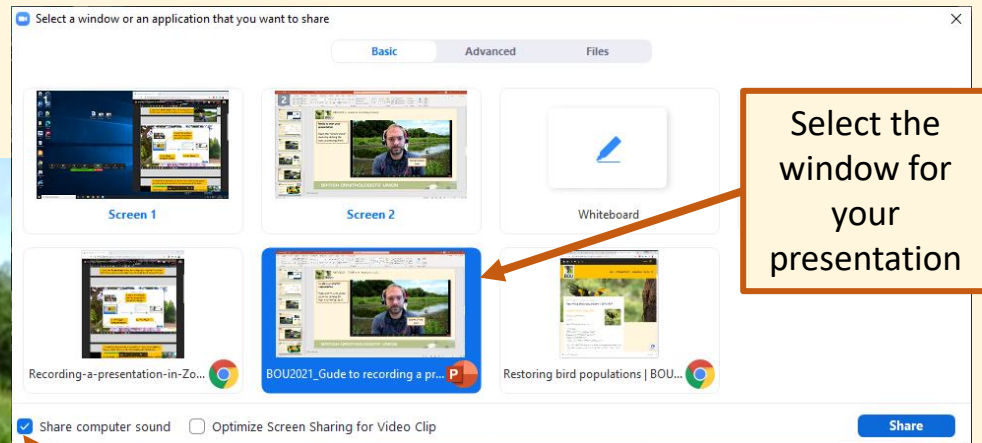
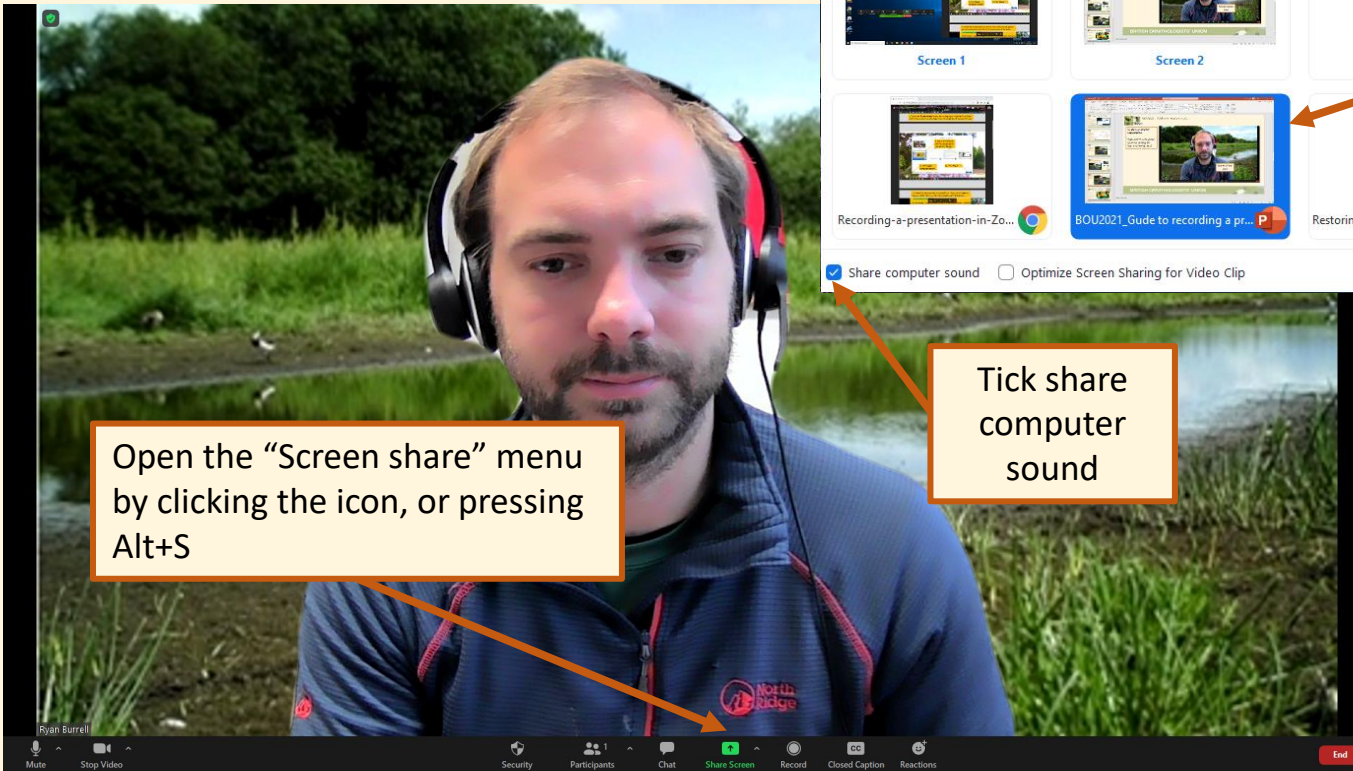
4) Setup – virtual background

Add a virtual background if you wish by clicking the up arrow next to Start/Stop video. Further guidance is available [here](#)



Add image or
why not use
the
conference
background

5) Setup – sharing presentation





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5) Setup – sharing presentation

Start your presentation as normal in your slide software.

You can move your video out of the way but note that it will be shown in the top right-hand corner of your slides.

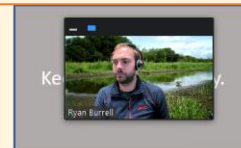


#BOU2021 - Sample Slide

16:9 Aspect ratio

Keep it simple

Be colour-blind-aware
– see presenter
guidelines



Keep this area empty if you are using closed captions

Listening...



6) Setup – starting recording

Move your cursor to reveal the zoom toolbar and click “...More” then “Record”.

Depending on your account you may also see “Record to Computer” or “Record to cloud”. Click the “Record to Computer”.

6) Stop recording

When you have finished, either navigate back to the toolbar or press “Alt+R” to stop the recording

#BOU2021 - Sample Slide

16:9 Aspect ratio

Keep it simple

Be colour-blind-aware – see presenter guidelines

CLIMATE & BIRDS

SOLUTIONS TO THE CRISIS

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Chat

Record

Meeting Info

Closed Caption

Disable Annotation for Others

Hide Names of Annotators

Hide Video Panel

Hide Floating Meeting Controls

Share computer sound

Optimize Screen Sharing for Video Clip

End

Alt + H

Alt + R

Ctrl + Alt + Shift + H

Alt + Q

captions

You are screen sharing

Stop Share

Listening...



6) End meeting and send your recording

Once you have stopped recording then please end the meeting. The zoom window will close, and the convert recording window (right) will open. Please let this complete.

Once complete, navigate to your recording files. Please watch the entire presentation through and check the following:

- 1) Is the audio and visual clear and understandable throughout?
- 2) Am I within the time limit set?
- 3) Am I happy with the content?

If you answer yes to all three then please send the “playback” file to the BOU conference team, Ryan Burrell ryan.burrell@bath.edu and Steve Dudley stevedudley@btconnect.com

