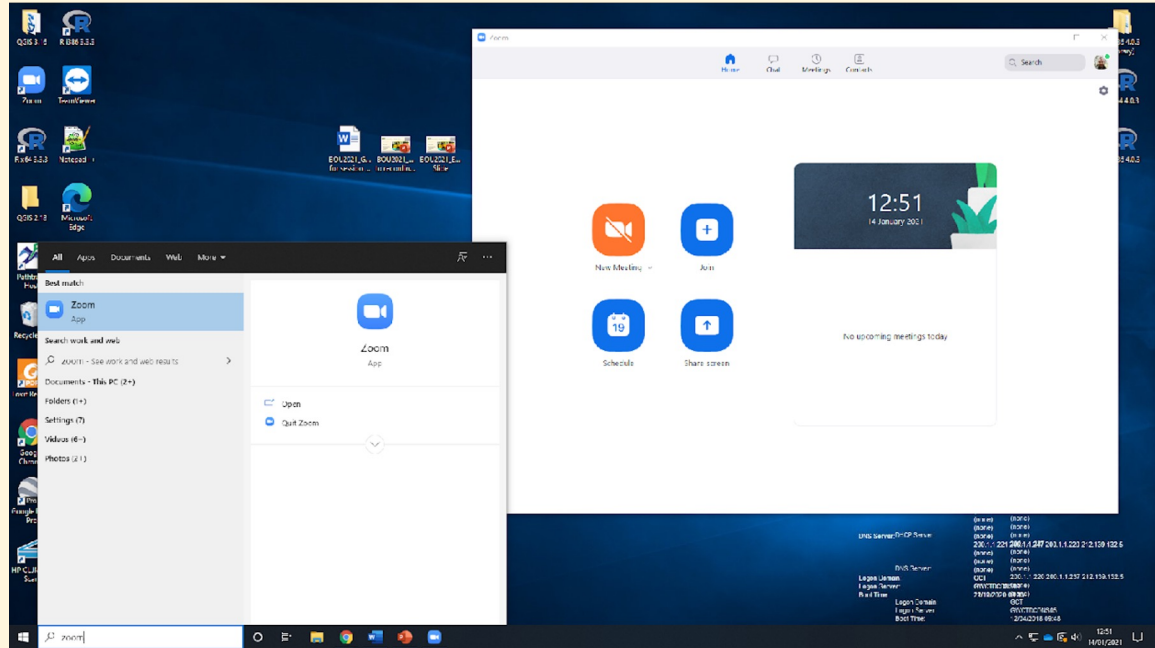


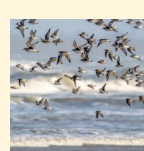
BOU Guide to recording presentations in Zoom

1) Getting started

Signing in

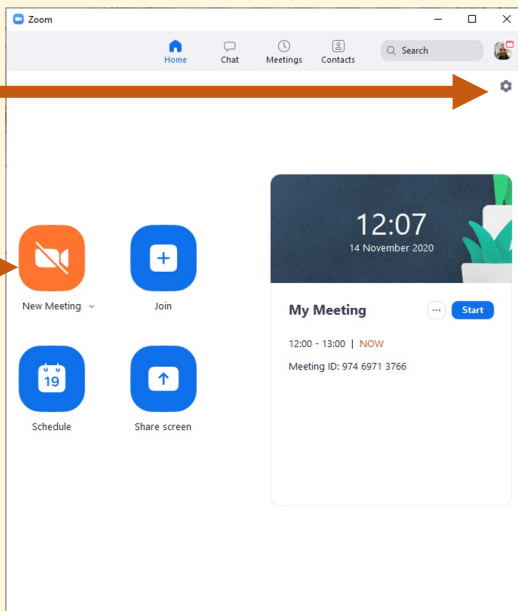
- Go to <http://zoom.us> and click on Sign In or create an account.
- You can use the "email" and "password" that you have created by setting up a zoom account or use your Google (Gmail or Google App) or Facebook account to sign in with.
- If you do NOT have the Zoom app installed, go to zoom.us and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





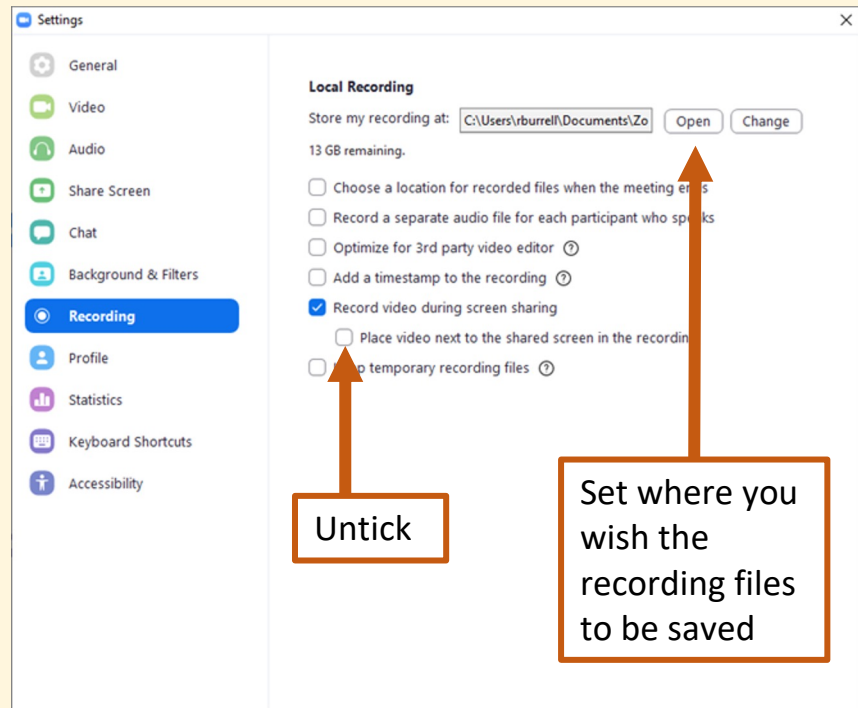
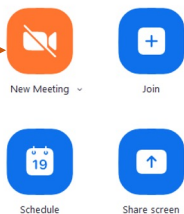
2) Setup – recording settings

Click the settings menu in the zoom application



3) Start a new meeting

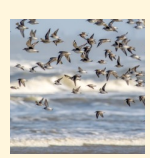
Click here



Untick

Set where you wish the recording files to be saved





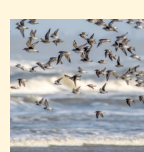
2) Setup – audio and camera

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.

The screenshot shows the Zoom meeting interface. At the bottom left, there are two buttons: 'Join Audio' and 'Start Video'. A brown box labeled 'Join Audio and Start Video' has two arrows pointing down to these buttons. In the center, there is a 'Join Audio' window with a blue button 'Join with Computer Audio' and a link 'Test Speaker and Microphone'. A brown box labeled 'Test Speaker and Microphone' has an arrow pointing up to this link. The meeting details on the right include: Meeting Topic: Ryan Burrell's Personal Meeting Room; Host: Ryan Burrell; Passcode: 6Tz9Ha; Numeric Passcode: 004632; Invite Link: https://zoom.us/j/7621368950?pwd=cmpscVhQZUZOVzEr...; Participant ID: 266254. The bottom toolbar contains icons for Security, Participants, Chat, Share Screen, Record, and Closed Caption, along with an 'End' button.



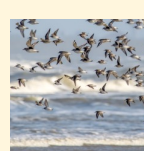


3) Setup - rename

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

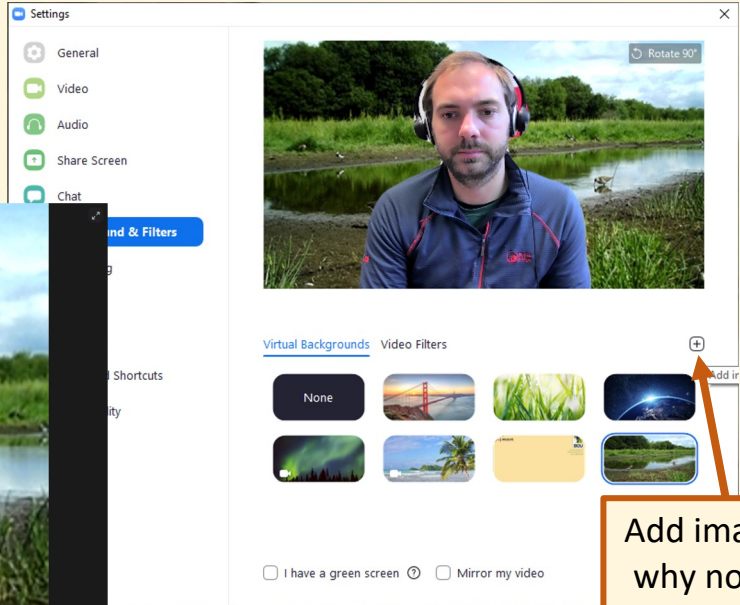
To remove the participants window just click the button again





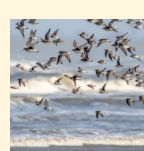
4) Setup – virtual background

Add a virtual background if you wish by clicking the up arrow next to Start/Stop video



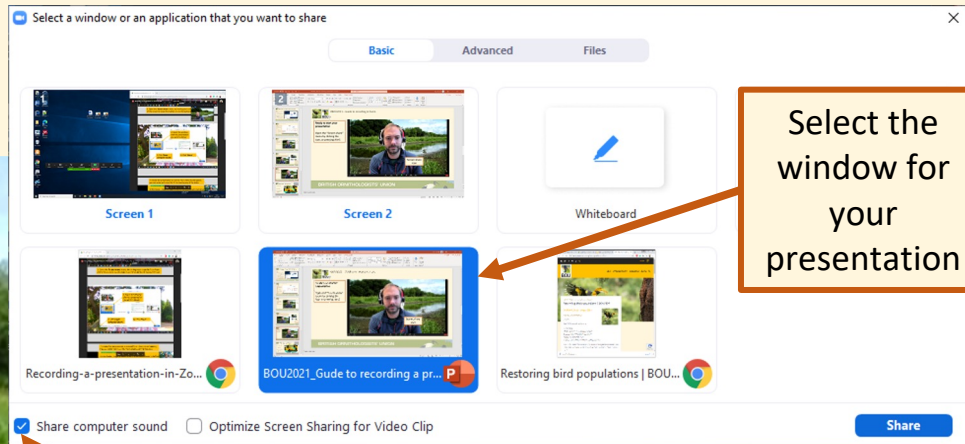
Add image or why not use the conference background





#BOUsci23 – Guide to recording in Zoom

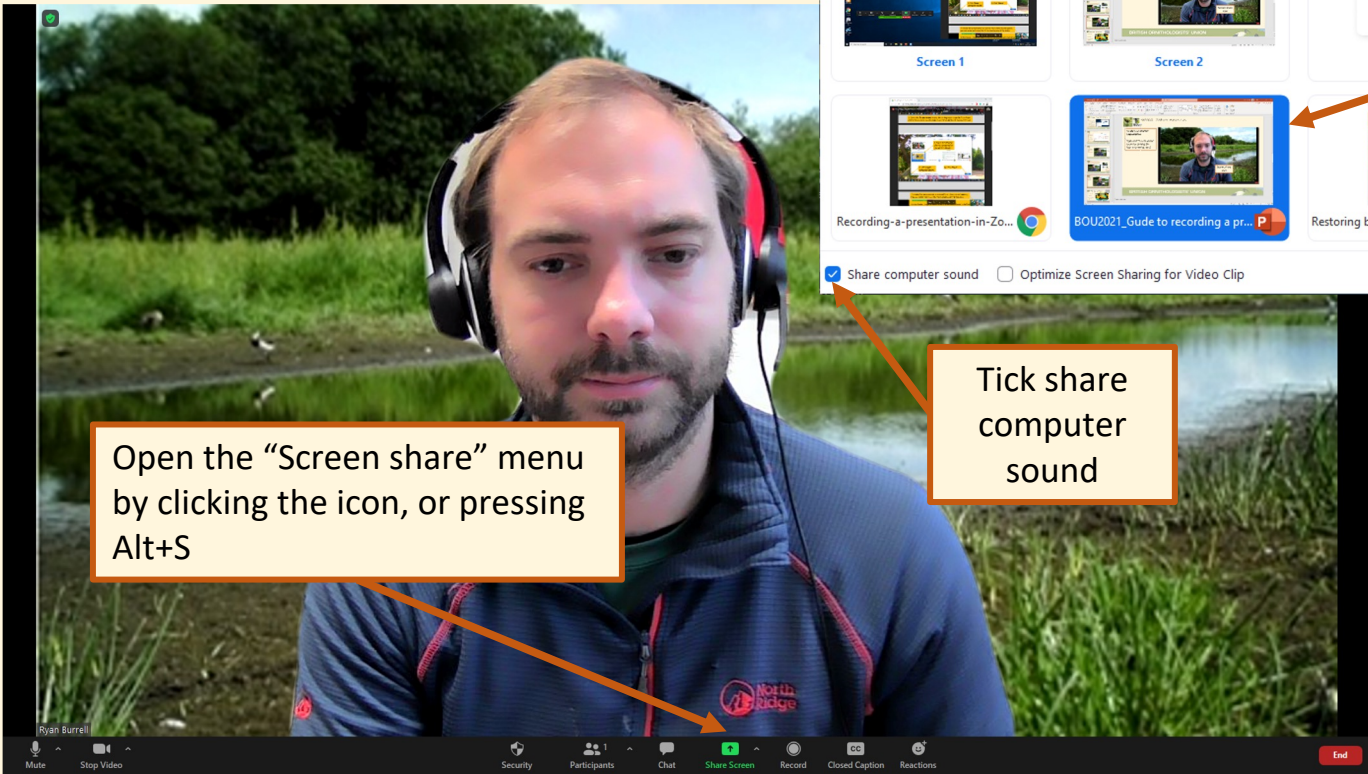
5) Setup – sharing presentation

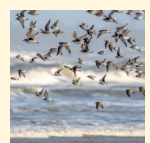


Select the window for your presentation

Tick share computer sound

Open the "Screen share" menu by clicking the icon, or pressing Alt+S





#BOUsci23 – Guide to recording in Zoom

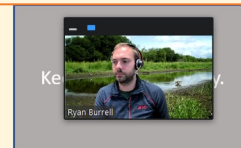
5) Setup – sharing presentation

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

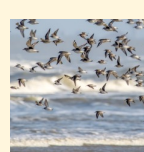
Be colour-blind-aware – see presenter guidelines



Keep this area empty if you are using closed captions

Listening...





#BOUsci23 – Guide to recording in Zoom

5) Setup – start recording and start presenting (good luck!)

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

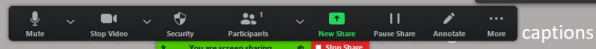
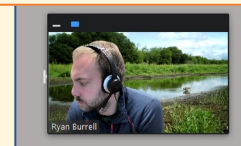
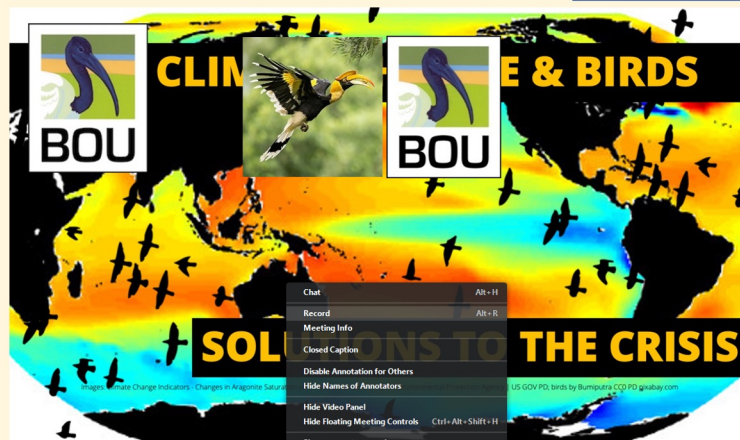


#BOU2021 - Sample Slide

16:9 Aspect ratio

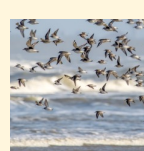
Keep it simple

Be colour-blind-aware
– see presenter guidelines



Listening...





5) End meeting and sharing 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) Are you within the time limit set?
- 3) Are you happy with the content?

If you answer yes to all three, then please send the “playback” file to the BOU conference team via Leila Walker leilawalker@bou.org.uk

