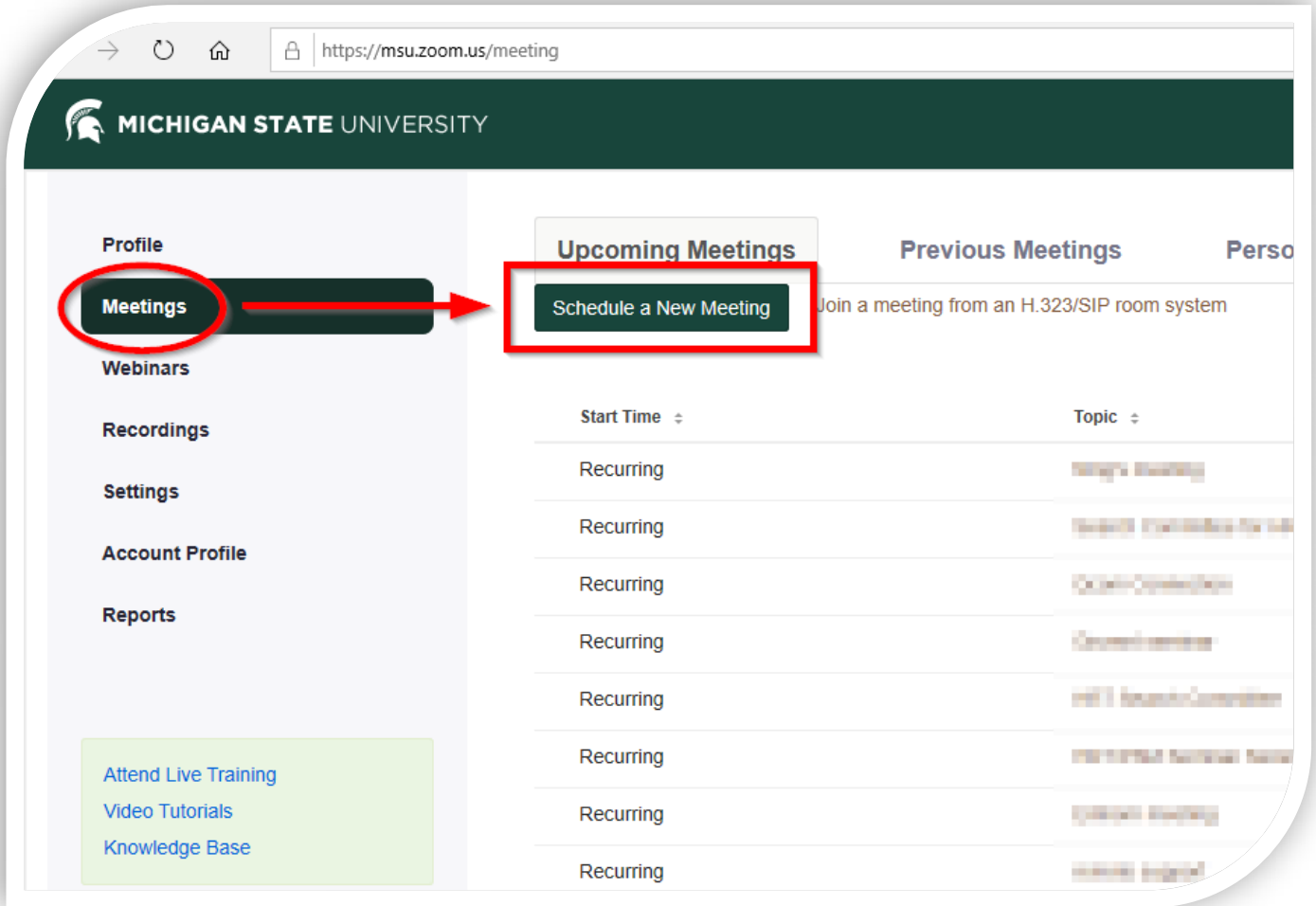


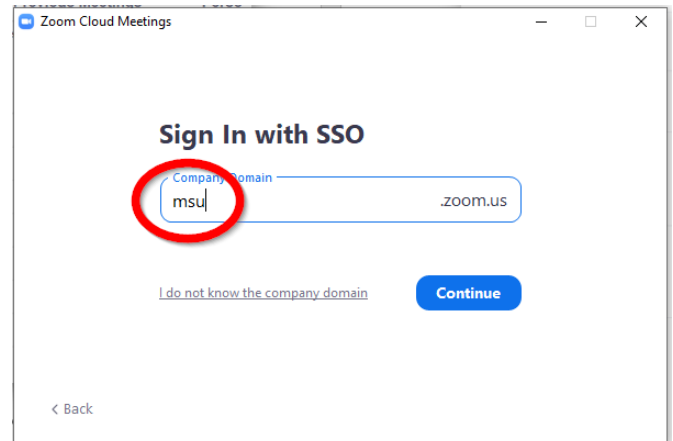
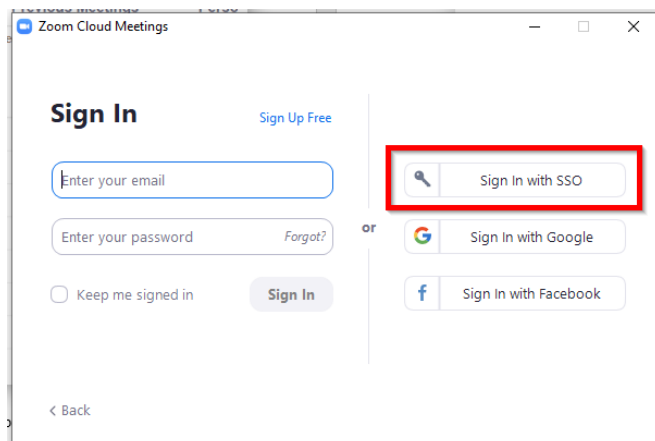
# Streaming and/or recording lectures during modified academic operations

-Dan Wyrembelski; 3/12/2020

1. Go to <https://msu.zoom.us/> and sign in with your MSU NetID. On the **Meetings** tab, Select **Schedule a Meeting**.



**\*\*Note:** If you've used/installed Zoom on your computer previously, you can also (similarly) perform steps 1-3 by opening the software directly from your Windows Start Menu or MacOS Applications folder. Make sure to use the SSO sign-in option.



2. Entering a title in the **Topic**. For the sake of simplicity, select the **Recurring meeting** checkbox with the **No Fixed Time** option. This means the meeting will exist until deleted. You may also want to check the box to **Mute participants upon entry**. Then click the big green **Save** button at the bottom.

## Schedule a Meeting

Topic

HRT 999

Description (Optional)

Enter your meeting description

When

03/12/2020

11:00

AM

Duration

1

hr

0

min

Time Zone

(GMT-4:00) Eastern Time (US and Canad

Recurring meeting

every day, until Mar 18, 2020, 7 occurrence(s)

Repeat every

End date

Daily

Daily

Weekly

Monthly

No Fixed Time

Registration

Required

Meeting Password

Require meeting password

Video

Host

on

off

Participant

on

off

Audio

Telephone

Computer Audio

Telephone and Computer Audio

3rd Party Au

Dial from United States of America Edit

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically on the local computer

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

3. If you plan to livestream your lecture, you'll find the **Join URL** to send to your students on the next page. The URL alone works well for most people – using **Copy the invitation** will include (often unnecessary) additional methods to join. Your meeting can be started from here, or back at the Meetings tab.

The screenshot shows the Zoom meeting management interface for a meeting titled "HRT 999". The page includes a "Start this Meeting" button in the top right corner. The meeting details are as follows:

- Topic:** HRT 999
- Time:** Recurring meeting
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 271-70...
- Meeting Password:** Require meeting password
- Invite Attendees:** A "Join URL: https://msu.zoom.us/j/27170..." is displayed, and a "Copy the invitation" button is circled in red.

The screenshot shows the Michigan State University Meetings page. The "Meetings" tab is selected in the left sidebar. The main content area displays a table of "Upcoming Meetings" with columns for "Start Time", "Topic", and "Meeting ID". The "Start" button for the first meeting is circled in red.

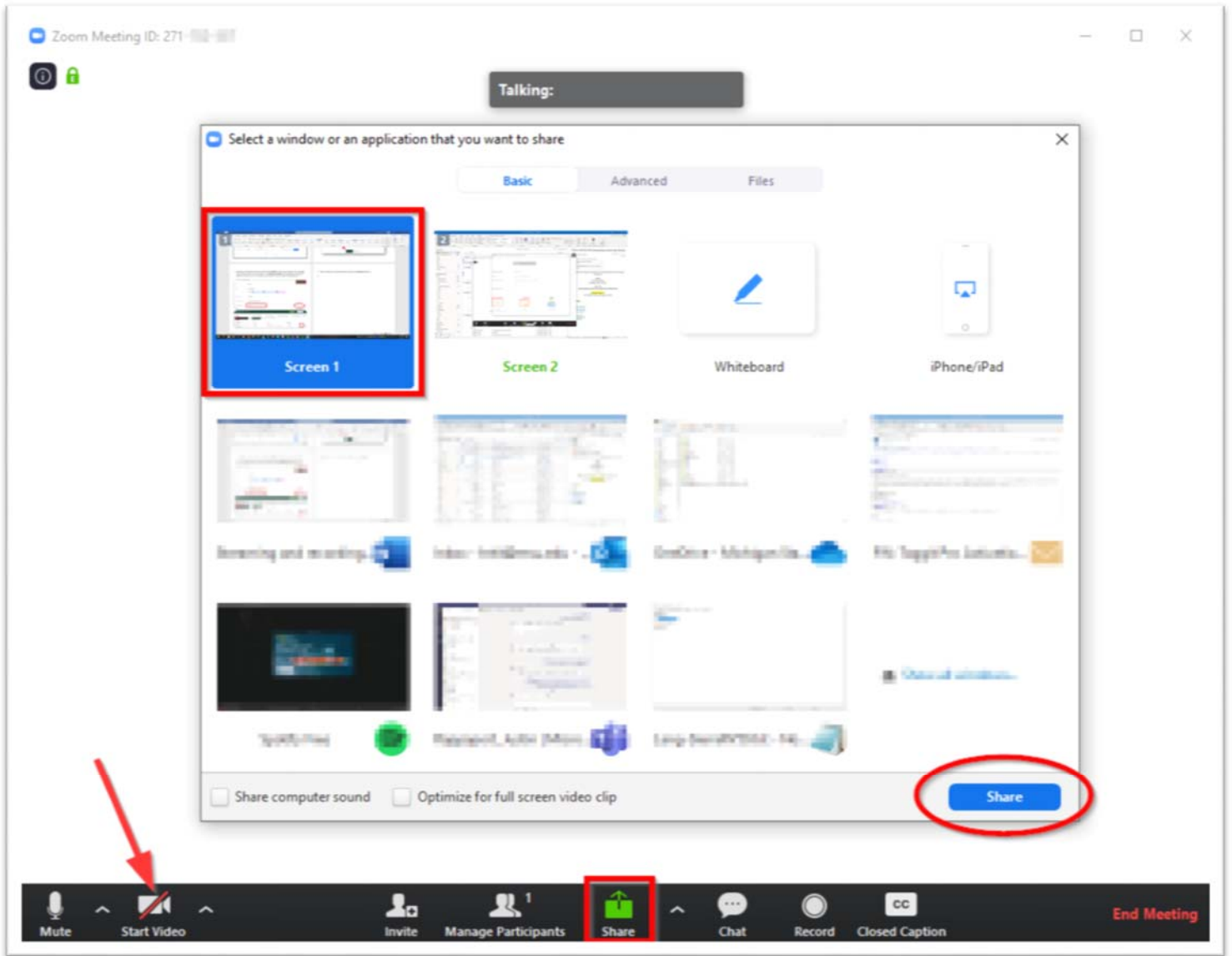
Start Time	Topic	Meeting ID	Start	Delete
Recurring	HRT 999	271-70...	Start	Delete
Recurring	Search results for HRT 999	271-70...	Start	Delete

4. After starting the meeting, you may get a popup box to **Join Audio**. It's a good idea to click the Test speaker and microphone button. This will allow you to make sure the correct hardware is selected.

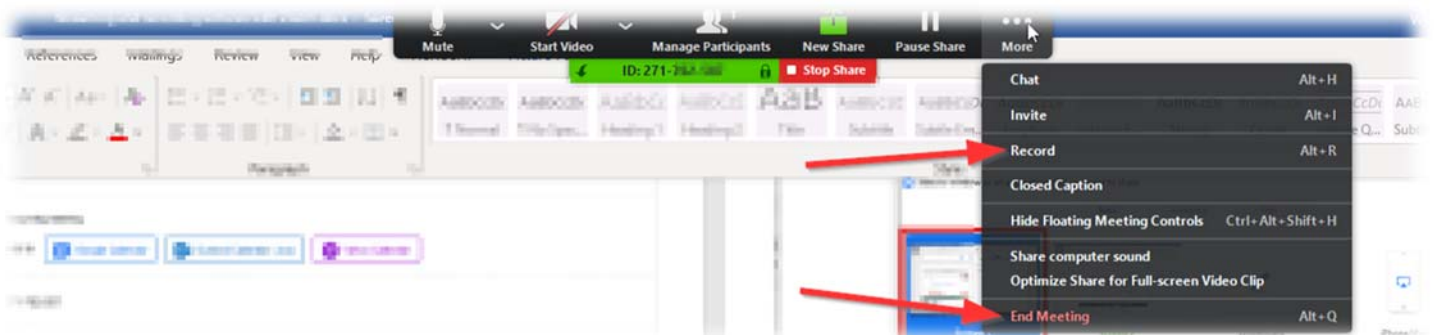
The first screenshot shows the "Choose ONE of the audio conference options" dialog box. The "Computer Audio" tab is selected. A red arrow points to the "Test speaker and microphone" button.

The second screenshot shows the "Testing speaker..." dialog box. It asks "Do you hear a ringtone?" with "Yes" and "No" buttons. Below this, the "Speaker 1" dropdown menu is highlighted with a red box, showing "Speakers (High Definition Audio Device)".

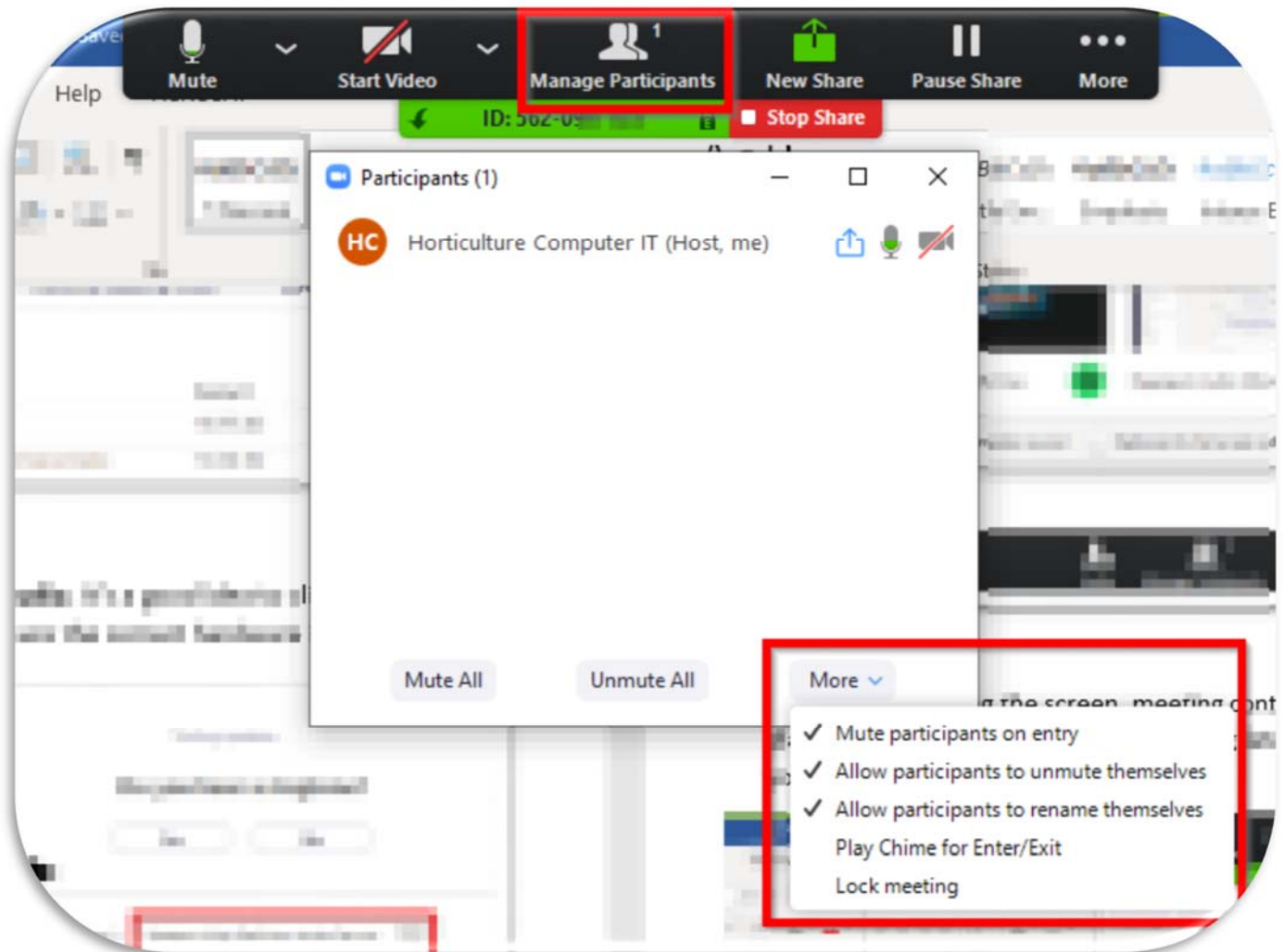
5. Next you'll want to use the **Share** button to display your PowerPoint slides, etc. to the participants. The default **Screen 1** option will work for most people. Optionally, you can turn on your camera at this point if you want your smiling face overlaid on the PowerPoint.



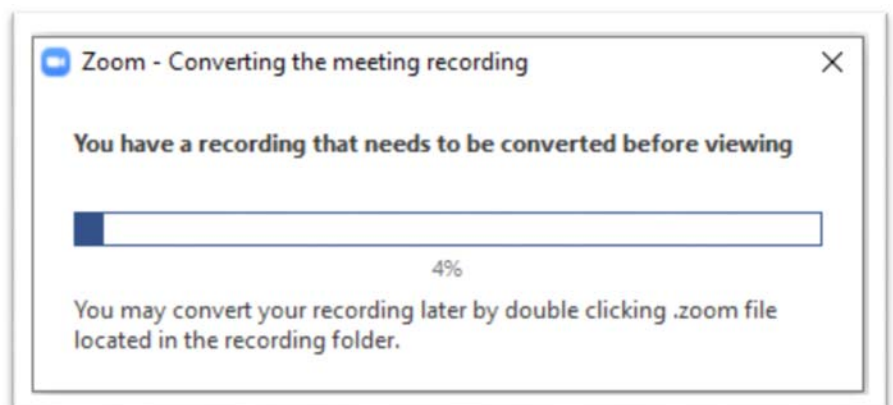
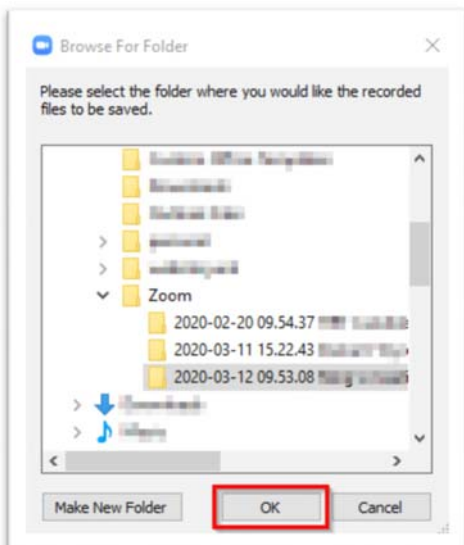
6. Once you're sharing the screen, meeting controls will move to the top. Here, you can click **Record** if you plan to post the lecture online for viewing later. If you aren't livestreaming, you can still record with only yourself in the meeting. You can also click **End Meeting** from here.



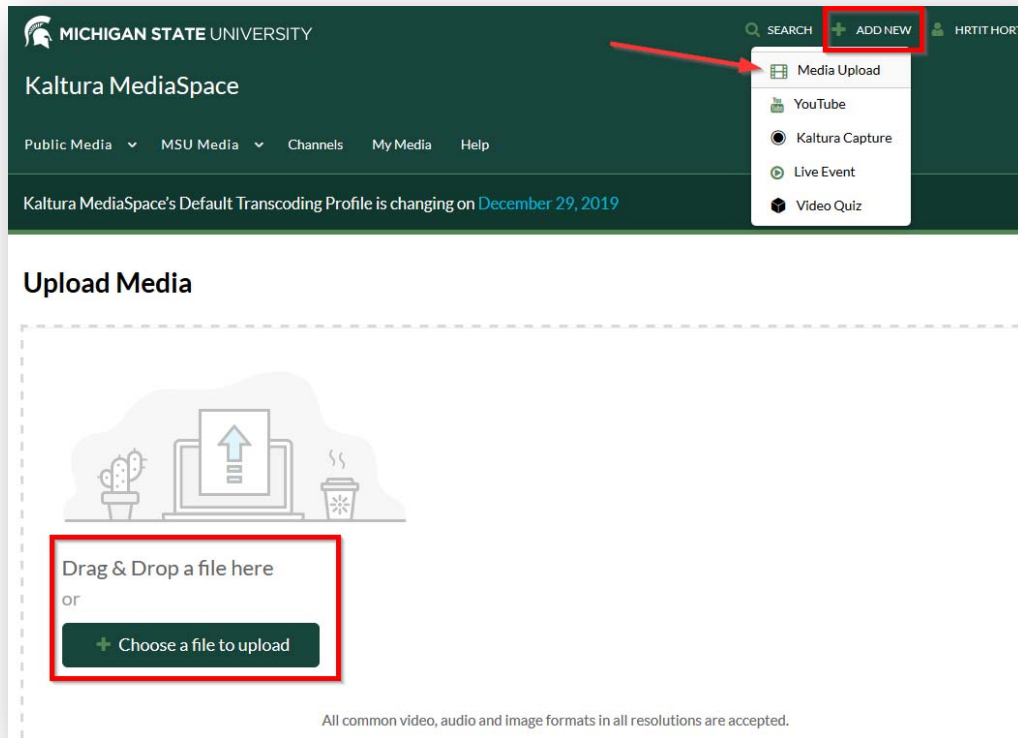
7. The **Manage Participants** button allows you to use administrative controls. You can click the **More** button at the bottom to control everyone – or click on an person’s name to mute or boot them individually.



8. Once you’ve ended the meeting, Zoom needs to process your video. Do not close the progress window or shut down your computer until this has completed or you could lose your recording. You may see a popup to choose a location, but most commonly the video will be saved to a Zoom folder within your Documents folder.



9. To share your video(s) with your students, go to <https://mediaspace.msu.edu/> and log in with your MSU NetID. Click **Add New** → **Media Upload** and then select the video file generated in step 8.

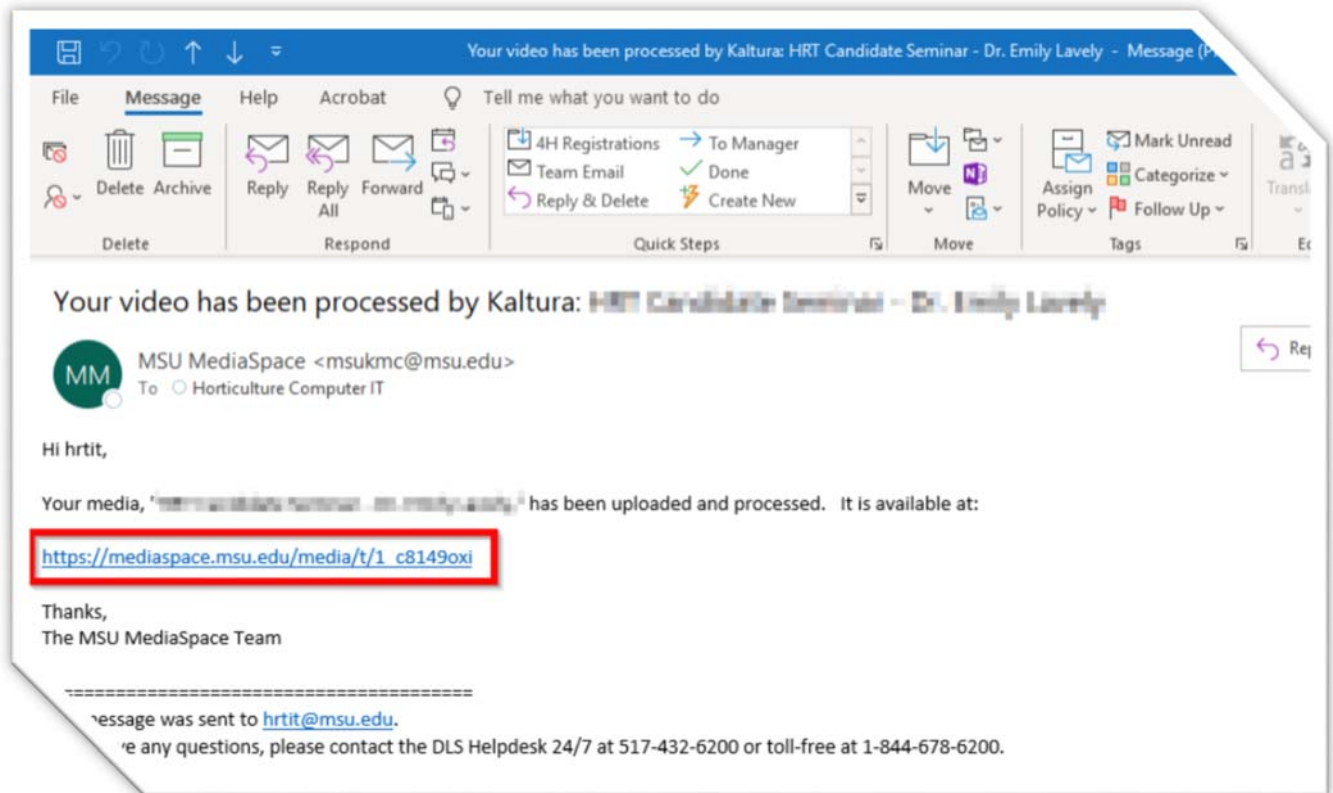


10. Once you've selected your file, you'll be able to add Name, Description, etc. You will also need to change the publish setting to **Unlisted** or nobody will be able to access it but you.

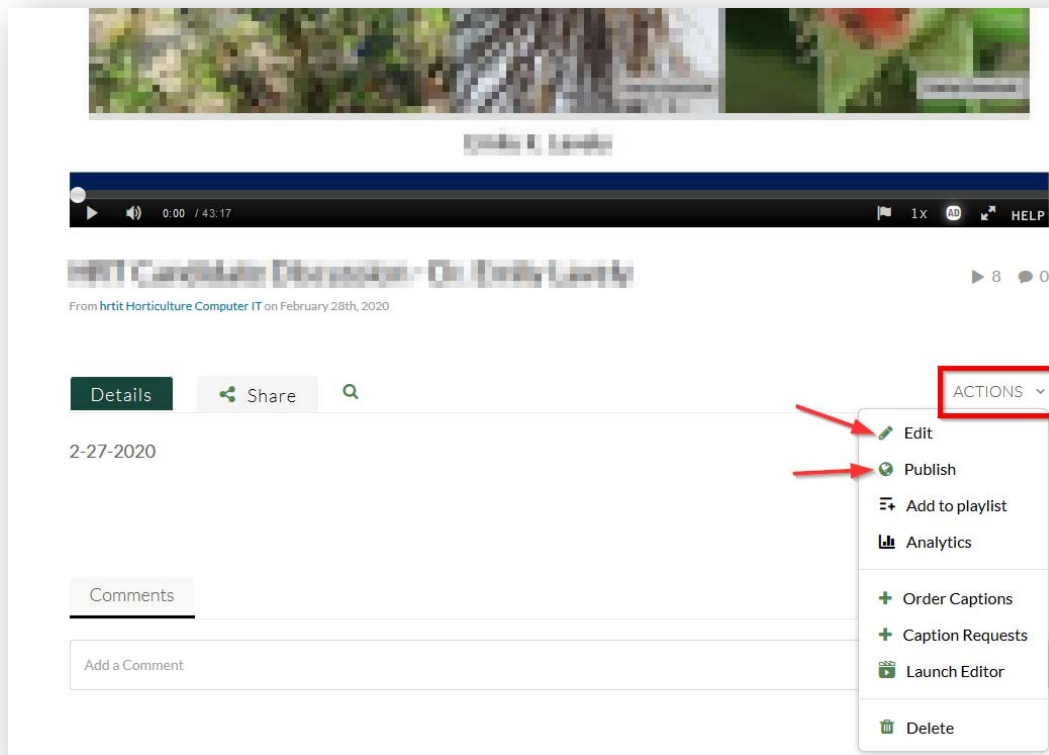
The screenshot shows the 'Upload Media' form with a file named 'HRT 999 - Lecture 1001.mp4' (61.56MB) uploaded. The 'Name' field is highlighted with a red box and contains the text 'HRT 999 - Lecture 1001'. Below the name field is a rich text editor for the description, followed by a 'Tags' field. The 'Publishing Schedule' section shows 'Always' selected. At the bottom, the 'Unlisted' option is selected and highlighted with a red box, indicating that the media page will be visible to anyone with a link to the page.



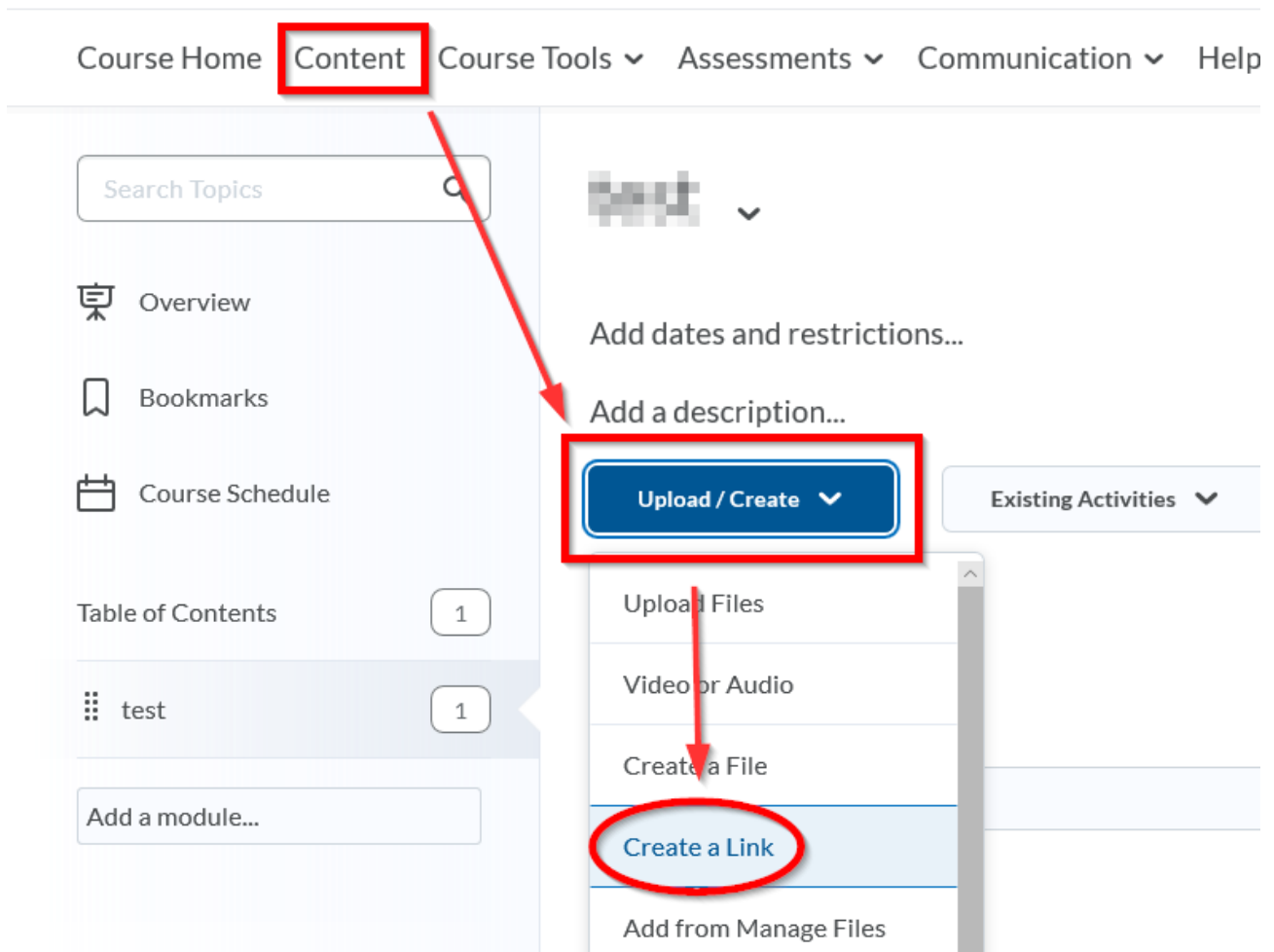
11. It will take some time for MediaSpace to process your video. Once complete, you'll receive an e-mail notification that contains the link for sharing. You can post this to D2L (see step 12), send in e-mail, etc.



**\*\*Note:** If you need to change the title, description, or publishing info, the easiest way is to click the link (make sure you're still logged into MediaSpace) and then use the **Actions** button on the right side.



12. To add this video into D2L, do the following: From the **Content** tab, in the folder you choose, click the Upload/Create button and choose **Create a Link**.



Next, fill out the title of the video and the URL (copy that from the e-mail you received in step 11). Do NOT check the box below the URL link if you want to be able to see student progress in watching the video. Then click the **Create** button.

The 'New Link' form is shown with a close button (X) in the top right. It has two required fields: 'Title \*' and 'URL \*'. The 'Title' field contains 'Lab Week 13' and the 'URL' field contains 'https://mediaspace.msu.edu/media/t/0\_yv'. Below these fields is a checkbox labeled 'Open as External Resource' which is unchecked and highlighted with a red box. Underneath the checkbox is the text 'User progress is not tracked for external resources'. At the bottom of the form, there are two buttons: 'Create' (circled in red) and 'Cancel'.