WESTERN SYDNEY UNIVERSITY

Recording a Zoom Session in the Learning Studio

1. Schedule a Meeting

This step would normally be completed well in advance of your teaching session.

a) Using a PC, open the **Zoom Client** application and **Sign In**.
You may be prompted to enter your credentials again – use your staff number and password.

b) Select **Schedule** from the icons available.

c) Complete meeting details and click **Schedule.**

d) Zoom will generate an **invitation** email.

e) Send the invite to your meeting participants.

2. Set up Web Conferencing

When you select any content source a 'Send To' pop up will prompt you to choose which display/s you would like the source deployed to.
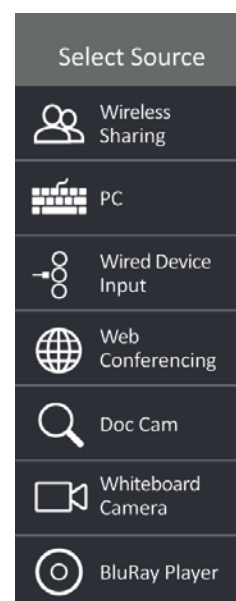
a) Select **Web Conferencing** from the source list.

b) Select which display/s to send the source to.

c) Use the mouse and keyboard to wake the PC, instructors can login to the PC with their staff credentials.

d) Use the web conferencing software. The PC is room audio and video enabled.

e) Select one of the three rear camera views;

Whole Room, Half Room or Lectern.

3. Start Your Zoom Session

a) From the Control Deck PC, open the **Zoom Client** application and **Sign In**.
You may be prompted to enter your credentials again – use your staff number and password.

Start without video   Start with video

b) **Start** your Zoom session (with or without video).

Unmute   Invite   Manage Participants   Share Screen   Chat   Record   Breakout Rooms   End Meeting

c) Note the **Toolbar** at the bottom of the screen providing options for your Zoom session and check whether your microphone is muted or not. The microphone should identify as *Tesira* at the Control Deck PC.

d) Consider how you will record any shared content. The easiest option is to Share the screen (full desktop) of the PC and then use the Control Deck PC to view the Whiteboards around the room, Solstice, the Document Camera etc.

e) Select the **Record** button to begin recording – *some versions of Zoom allow you to choose between saving to your device or to the cloud.*

f) Select **End Meeting** when finished – *recordings will save and can take a few minutes to compile.*

You will receive an email once the recording is available when saving to the cloud or be taken to the folder your Zoom recording was saved to if you chose to save to your device.

For further assistance, please contact the IT Service Desk
Website: myit.westernsydney.edu.au
Live Chat: myit.westernsydney.edu.au
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