Student Guide: Vodcasting using Zoom

Overview:

The guide will illustrate how to record a video of a group discussion meeting for a group assignment using Zoom tool.

What is Zoom?

Zoom is a video conferencing platform which can be used through a computer desktop or mobile app. It allows users to hold and record online meetings, share contents, deliver presentations and to communicate and collaborate on tasks. For more details see Zoom site.

How do I access Zoom?

Note: This step to be completed by all group members.

Signing up for Zoom

- Go to https://zoom.us.

- Click the **Sign up Free** button at the top right of the screen.

- Enter your UoM email address.

- Create a password. (Don't use your University password)

- You will receive an email from Zoom asking you to verify your account.
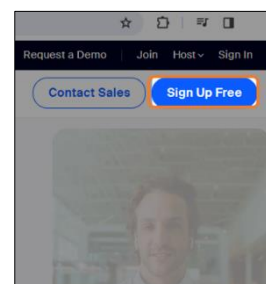
Download the Zoom Desktop App:

To download Zoom on Windows and Mac

- Go to https://zoom.us/download.

- Click the Download button.

- Once download, open the App.

- Sign in with Zoom username and password. (Note: you may prompt to One-Time Passcode window, the code will be emailed to your Outlook inbox, enter the code to verify)

Download the Zoom Mobile App:

For Android or iOS devices, you can install the Zoom mobile app from the Google Play Store or Apple Store, respectively

- Once download, open the App.

- Sign in with Zoom username and password. (Note: you may prompt to One-Time Passcode window, the code will be emailed to your Outlook inbox, enter the code to verify)
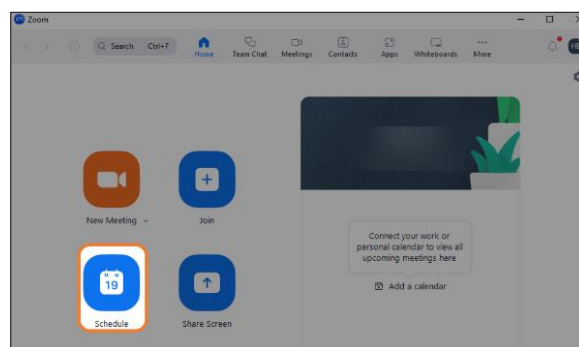
How do I schedule a Zoom meeting?

Note: This step to be completed by only one member of the group.

In your group, only one student need to schedule a meeting in Zoom (through a desktop app, web browser or mobile app) and email the invite to other group members.

1. Open **Zoom app** from your desktop. (Note: You may need to sign in)
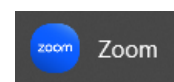
2. Click on the **Schedule** icon.

Schedule Meeting window appears

3. Edit **Schedule Meeting** details:

    A. Enter a **topic/title** for your meeting.

    B. Select a **date, start time and end time**.

    C. Optional, set a **security** passcode for your meeting

    D. By default, **video** options are on for both the host and the participant

    E. By default, **audio** option for telephone and computer is on

    F. By default Outlook **calendar** is selected.

    G. Press **Save** button once finished editing.

How do I invite participants to a Zoom meeting?

Note: This step to be completed by the person who initially scheduled the meeting.

There are few options on how to invite participants to a Zoom meeting, however for this guide, two options considered.

Option 1: Once, as soon as the **Save** button clicked in the previous step, an Outlook meeting appointment triggered at the taskbar at the bottom of desktop screen.

1. Click on **Outlook** icon from the taskbar

An Outlook meeting appointment would open.

A. Add **participants** by typing their names and selecting from the autocomplete menu, or enter their email addresses.

B. Click **Send** button. This will send an email invitation to participants including all joining meeting's details. The meeting appointment will appear on your and their Outlook calendars.
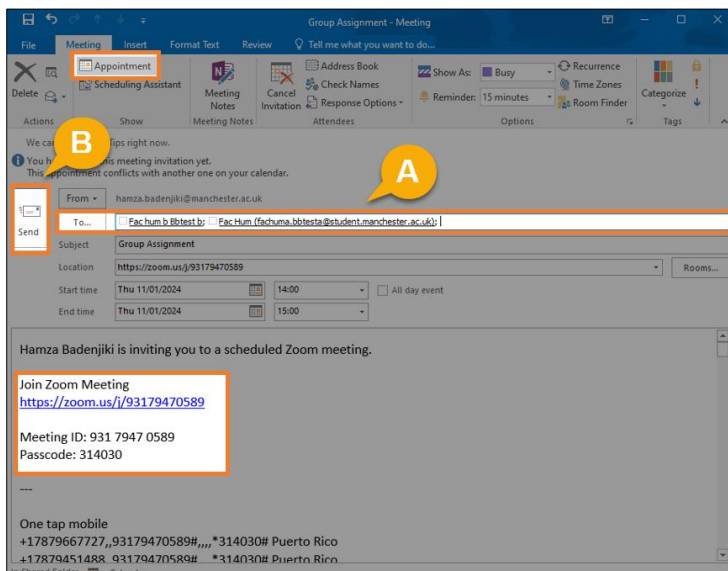
Option 2: In Zoom desktop app.

1. Click **Meeting** button from the top menu.

2. Click **Copy Invitation** button.

3. Go to Outlook calendar, open a new meeting appointment and paste the invitation in the text body using Ctrl + V on your Window keyboard or Command + V on Mac keyboard.

4. Remember to add the **participants, date and times** and a **subject**.

5. Click **Send** button once finished. [See more details on how to schedule a Zoom meeting]
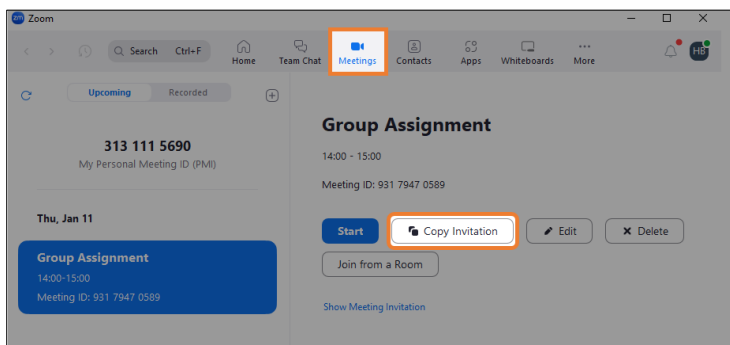
How do I join a Zoom meeting?

Note: This step to be undertaken by all group members.

You can join Zoom meeting from different devices: a desktop Zoom app, web browser or mobile app. (Note: for the purpose of this guide, desktop Zoom app is recommended for a better experience)

1. Go to your Outlook inbox and select the **Calendar** button there. Please select the appropriate meeting link (example pictured on the right).
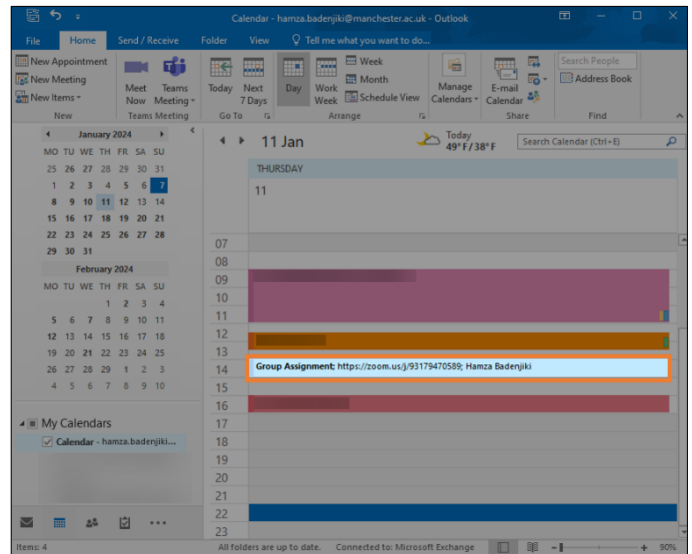
2. Click the blue URL link under **Join Zoom Meeting** (example pictured on the right).
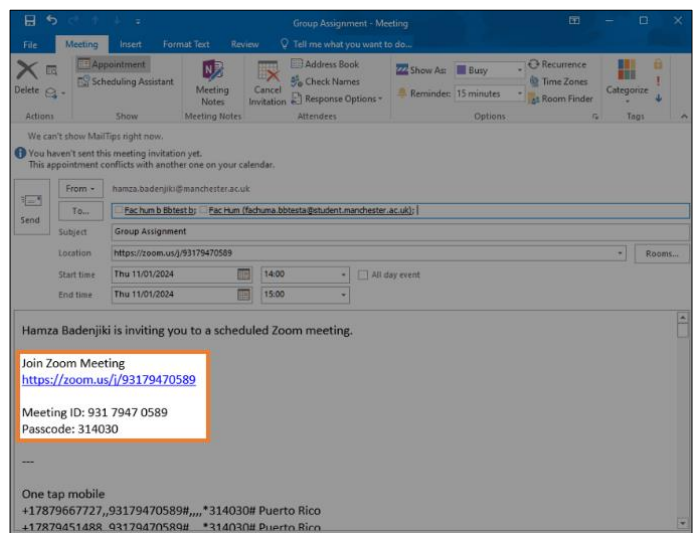
3. The link will be opened in your default browser. You will then see a prompt message to open a Zoom app. Click **Open Zoom Meetings** button. (Note: If you experience a difficulty in joining with the Zoom app, click **Cancel** button and select **join from Your Browser** link at the end of the screen)
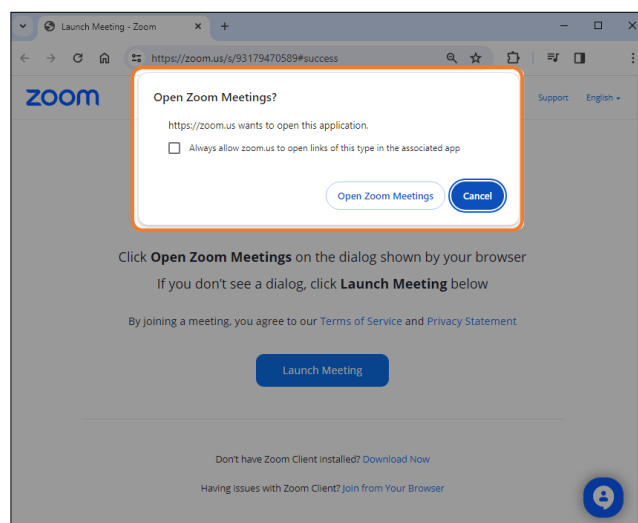
Before joining the meeting you will see a similar screen (pictured on the right)

A. First, Click **Test Speaker and Microphone** button to test the settings.

B. Click **Join with Computer Audio** button.
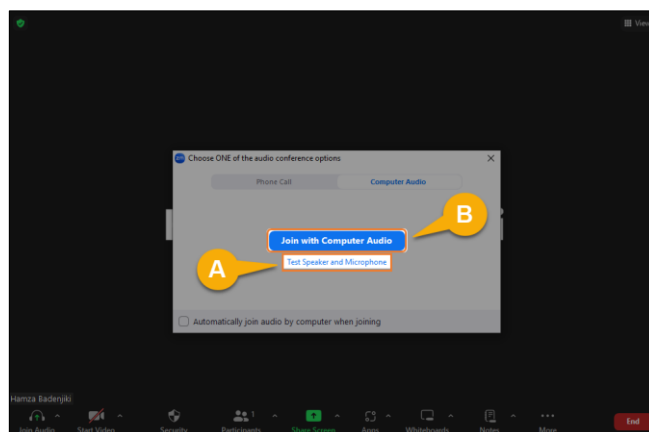
How do I adjust audio and video settings?

1. Click the **arrow ^** next to the **Start/Stop Video** toggle button to select the appropriate input device for the webcam.

2. Click **Video Settings** to check/set up your webcam settings.

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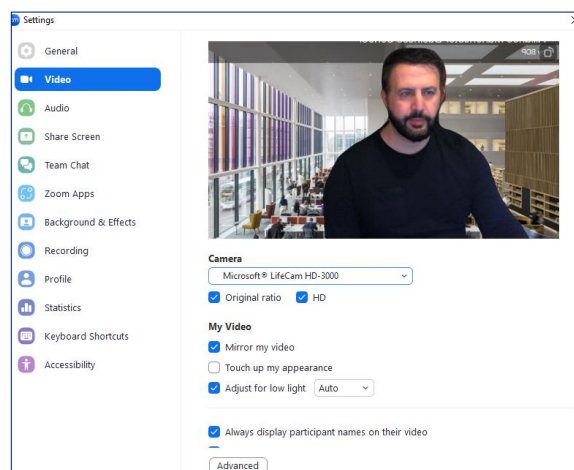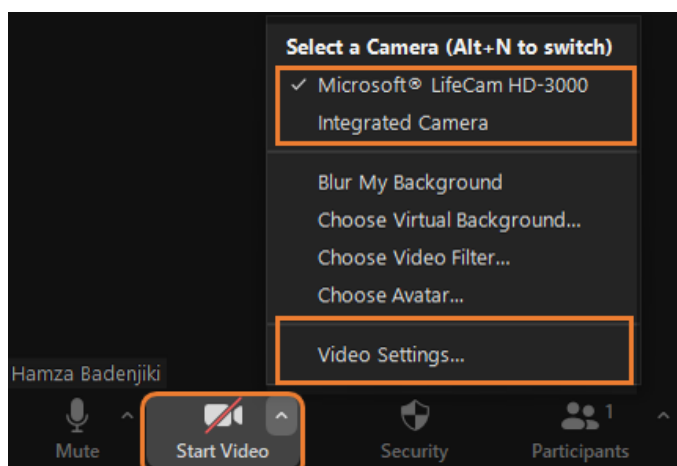
3. Click **Start/Stop Video** toggle button to show your webcam.

4. Click the **arrow ^** next to the **Mute/Unmute My Audio** toggle button to select the appropriate input device(s) for the microphone and the speaker.

5. Click **Audio Settings** to check/set up the speaker and the microphone settings.
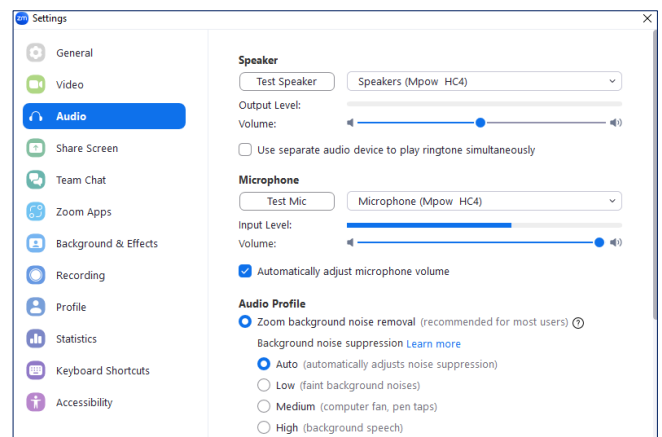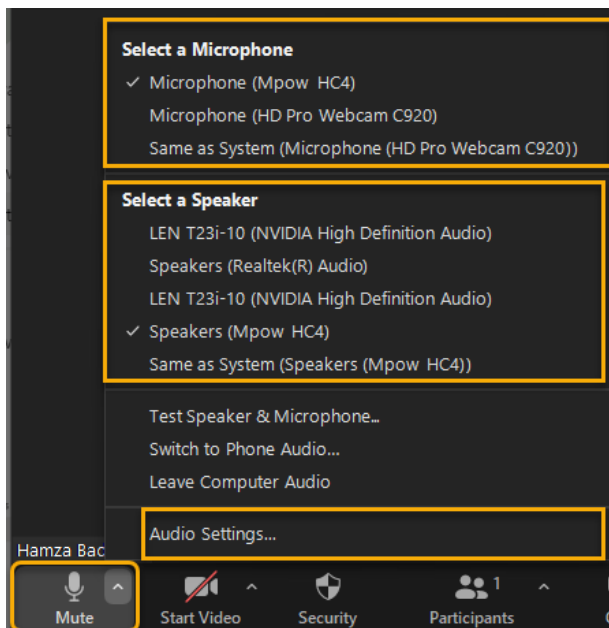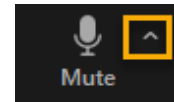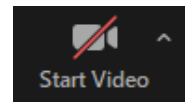
[See more guidance on how to join a Zoom meeting and how to adjust audio and video settings]

How do I record a Zoom meeting?

Note: This step to be completed by the meeting host (i.e. the person who originally scheduled the meeting), however, other participants can record as far as an adequate permission given by the host (see these guidance)
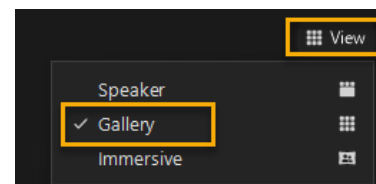
1. Before recording the discussion meeting, make sure all group members' webcams and microphones are functioning ok and the meeting's **view** is set to **Gallery**

2. Once every one is ready, start recording the meeting, by pressing **Record** button.

   Zoom meetings can saved to your **local desktop** or saved to the **cloud**.
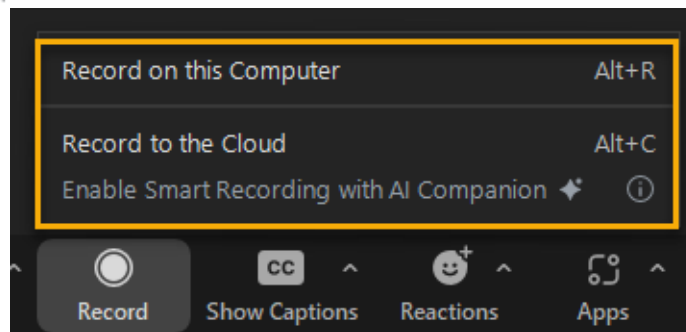
Note: Undergraduate students would have a basic account which enables them to hold meetings of up to 40 minutes and to save the recording locally to their own desktops, provided that, sufficient hard drive space is available, hence, **Record on this Computer** would be the only visible option for them. Postgraduate students are entitled to a full Zoom Licence which will allow them to save the recording either to the desktop or to the cloud. (NB: The information is valid as of the date of publishing this guide)

Local Recording:

A. Click **Record on this Computer** button to start recording

B. Click **Stop Recording** button once finished. (Note: Recording can be paused and resumed as needed)

C. Click **End Meeting for All** button, to close the meeting.
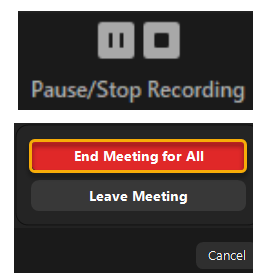
After the meeting ends, the recording will automatically be saved to the student's computer (i.e. the person who pressed the recording button) and a folder icon would show in their taskbar at the bottom of their screen.

Zoom will convert the recording and place it in a folder inside the **Zoom** folder in a **Documents** folder (example pictured below).

Important Note: You must copy/move the video file with MP4 format to your SharePoint OneDrive to avoid any unexpected hard disk desktop failure.

Cloud Recording:
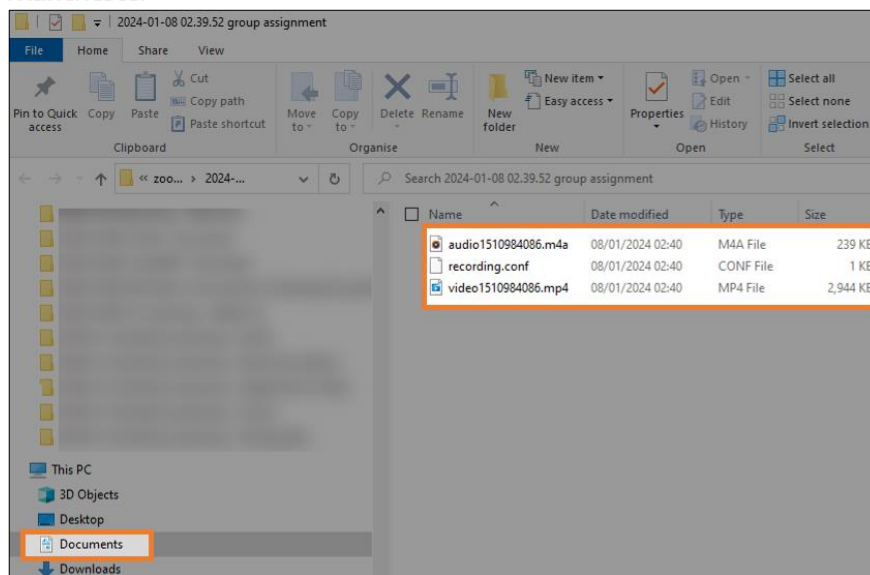
A. Click **Record to the Cloud** button to start recording

B. Click **Stop Recording** button once finished. (Note: Recording can be paused and resumed as needed)
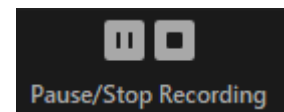
C. This message (pictured on the right) would show, Select **Yes** or **Cancel** if you want to continue recording.
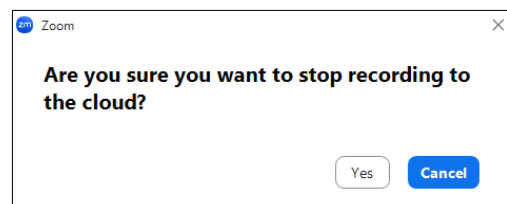
D. To close the meeting, click **End Meeting for All** button.

After you stopped recording and ended the meeting, you will see the **Convert Meeting Recording** message:
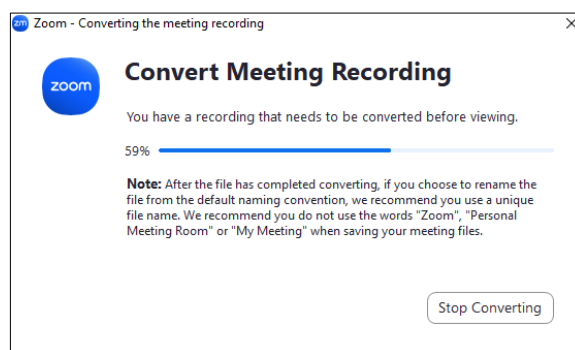
Once the recording is ready for viewing, you will see a confirmation message with a **View** link to watch the recording.
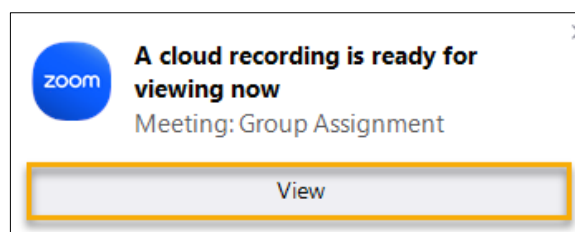
E. Clicking the **View** link will open a Zoom portal in a web browser. The recording will show in the **Recording** section.

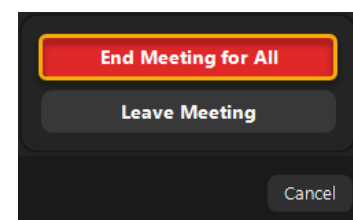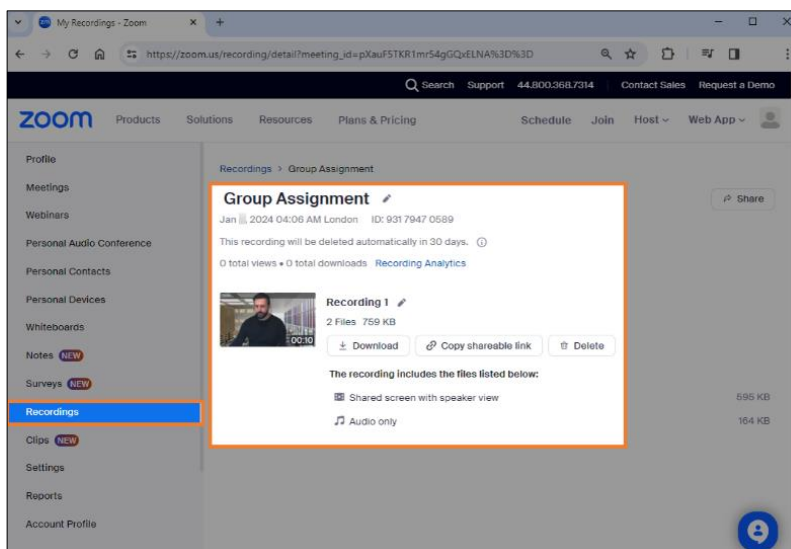**Important Note:** Cloud recordings will automatically be deleted after 30 days; hence, you **must** download it to your SharePoint OneDrive within this 30 days period.

[See more guidance on Zoom recording]

How do I download the video recording?

Note: The person who pressed the recording button (e.g. the meeting host or the authorised participant) will get the video recording either to his local desktop or to the Cloud (Zoom portal).

Assuming the host who intimated the recording. If the meeting has been recorded to a **local desktop**, then the video file in MP4 format will be downloaded to host's local desktop folder, however, if the meeting has been recorded to a **cloud**, then the meeting host will be able to download the recording from Zoom portal by clicking the **Download** button.
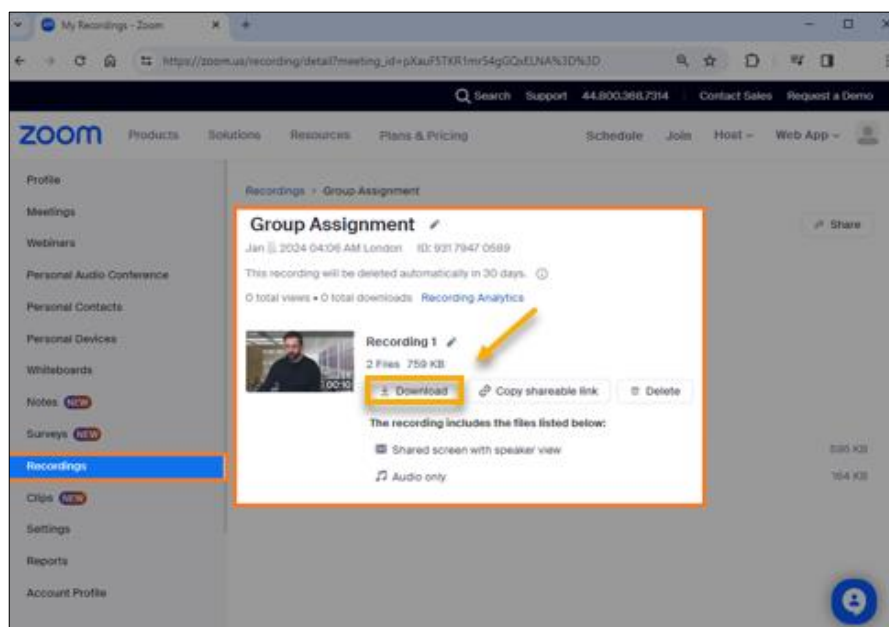
The video will be saved to your default **Downloads** folder on your desktop, unless another folder set up for files download.
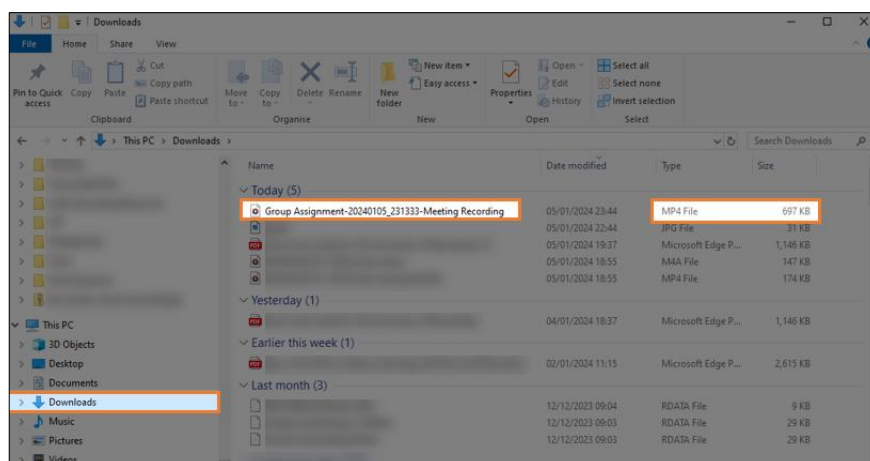
Note: The video file will be saved in MP4 format (MP4 file format is a universal video format that does a good job of balancing video quality and video file size).

Note: Recordings stored in Cloud can be shared with other participants to watch and download.

[See more guidance on how to access cloud recordings and how to share cloud recordings]

How do I edit the video recording?

Note: This step to be completed on one desktop by either one member or more (working together).

Edit the video recording if necessary. Few free applications are available for basic editing:

- **Shotcut**: Download Shotcut. See the user guide and watch the tutorials.

- **VideoPad**: Download VideoPad. Watch the tutorials.

- **Lightworks**: Download Lightworks. See the tutorials.

Note: the applications above are self-learning tools and not supported by the university.

You could also book a video editing suite with Media Services to use Adobe Premiere Pro (please note this is a more advanced video editing tool and is not suitable for beginners, however Media Services team would give a demonstration, if requested) . To book a suite contact, Media Services via this email address: mediaservices@manchester.ac.uk

How do I upload the recording to the video portal and submit the recording video in Blackboard assignment?

Note: This step to be completed by one of the group members on behalf of the group. It consist of two sub-steps:

1. Upload the video recording to the video portal. Transcription and subtitles will be available when you select 'Generate subtitles' tick box following the instructions in the guide below, however, Download Transcription and Subtitles links may take few minutes to show on your video under 'Options' button.

2. Submit the embedded code of your video to group assignment link on Blackboard course.
(Note: Your Course Leader will provide you with more details on the assignment)
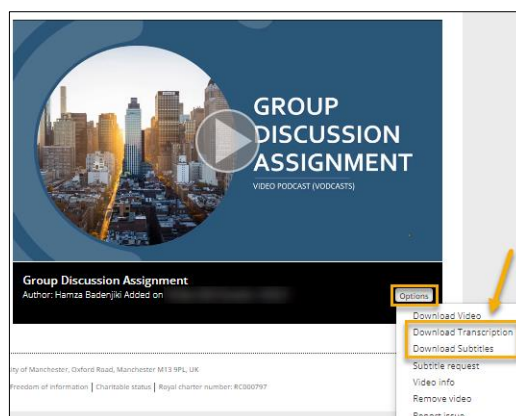
Follow the instructions in this guide to complete the two sub-steps above:

Student Guide: How to Submit a Video to a Blackboard Assignment using the Video Portal (Embed Method)

Helpful Checklist:

Prepare

- Ensure everyone in your group can access Zoom. [See How do I access Zoom? section]

- Set a time for your vodcast recording.

- You may find it helpful to do a Doodle poll to find a time that works for everyone.

- Set up a Zoom meeting and ensure everyone has the link.

- It is highly recommended that you practice your discussion before recording, prepare notes and/or allow yourself multiple recording attempts to get more familiar with Zoom and confident in presenting/discussing ideas while being recorded [See these quick wins]

- Allow plenty of time to resolve any technical difficulties such as network, Zoom access, webcam and headset.

- You may even want to schedule enough time to do multiple takes with your group.

On the day:

- Check that each member of the group has working audio and video before starting the recording.

- Adjust your video settings and input device. [See How do I adjust audio and video settings? section]

- Adjust your audio settings and input device. [See How do I adjust audio and video settings? section]

- Remind everyone to **mute** their microphones when not speaking to reduce background noise.

- **Location:**

  o Plan well in advance where you're going to be recorded. Use a quiet location with little background noise. Avoid areas with lots of echoes. The audio recording is just as important as the video recording.

  o Make sure the room you choose is tidy, as possible, and use a clean and simple background. Choose a non-distracting background. Avoid windows, moving objects, people in the background.

- **On-Camera Presence:**

  o Keep your hand movements/gestures to a minimum.

  o Sit up straight, avoid seats with wheels/swivels, overstuffed cushions, or are squeaky.

- o Look directly into the camera lens when speaking and not at the video of yourself or classmates.
- o Avoid clothing with colours that blend in with your background, that have patterns and accessories that make noise.
- o Start and end with a smile, avoid awkward faces.

- **Set the View:**
  - o The person who will press the record button would need to set the meeting to Gallery View to display participants' webcams in a grid layout, so that reactions to other groups members' contributions can be captured.

- **Recording:**
  - o Begin and end your recording with a brief moment of silence to allow room for any editing that may be needed.
  - o The Zoom meeting host or a chosen member of the group would start recording the session at the beginning. They will be asked whether they would like to 'Record to Cloud' or 'Record to Computer' depends on their Zoom licence accounts [See How do I record a Zoom meeting? section]

After the meeting:

The person who recorded the session will receive the MP4 (video file) either to their computer or online on their Zoom account (depending on whether they have chosen the Record to Cloud or Record to Computer option.)

- Copy/download the MP4 (video file) to your SharePoint OneDrive.
- Edit the video recording if necessary. [See How do I edit the video recording? section]
- Upload the video recording to the video portal and make a submission to Blackboard [See How to upload the recording to the video portal and submit the recording video in Blackboard assignment section]

Remember, flexibility is key when filming remotely. Be prepared for unexpected situations and try to maintain a relaxed and enjoyable atmosphere for the whole group.