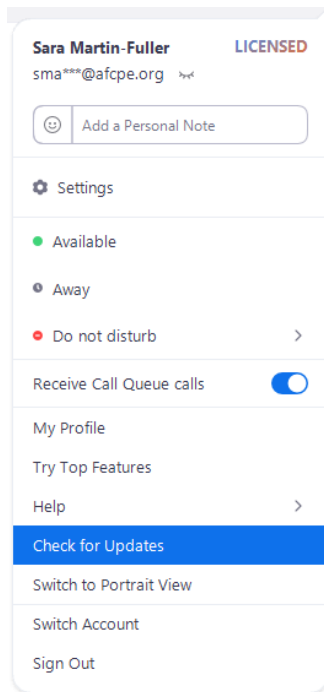


Instructions for Recording a Zoom Presentation (with Host and Presenter)

- **Prior to beginning** – Both Host and Presenter should update Zoom to the most current version (click on profile icon in the top right corner of screen & click on “check for updates”. As of 10/11/2020 latest Zoom version is 5.3.1)



- Join Zoom meeting via corresponding link

Host: Preparing the Zoom meeting room

1. Click on the ‘Participants’ button at bottom of screen. The list of participants will pull up on right side of screen.
2. Hover over the Presenter’s name with your cursor. Click on the blue ‘More’ button. Click on ‘Pin Video.’ This allows the Presenter’s video/image to be the only one that becomes visible during the recording. Another way you can do this is to hover over the Presenter’s video, right click, and click ‘Pin Video.’
3. Again, from the More button, select “Allow to Record” to give your presenter permission to record the meeting.
4. Click on the ^ symbol next to the ‘Share Screen’ button at the bottom of your screen. Select ‘Multiple participants can share simultaneously.’ This allows the presenter has permissions to share their screen.

Presenter: Preparing to present

1. Open your PowerPoint presentation.
2. Click on 'Share Screen' at the bottom of your screen.
3. A new window will pop-up. Select the PowerPoint presentation as the item you will share. (If you have any video/audio components embedded in your PPT, click the 'Share Computer Sound' option at the bottom of the window. This will allow participants to hear the video audio through your computer.)
4. Once you've shared your PowerPoint, click on the 'Slide Show' button and select "From Beginning."

Presenter View (optional): If you are working from a single computer monitor (e.g. you do not have presentation notes available on another monitor, you may want to select the Presenter View option, which allows you to see your current slide and corresponding notes, plus an image of the upcoming slide. The recording from the host will only show the active slide being presented, not the notes and upcoming slide that you see.

- To activate Presenter Mode: Once your slides are shared, you will see a subtle row of buttons available at the bottom of your PowerPoint. Click on the ... option.

- Once you click the ... option, you can select the 'Show Presenter View' option.

Host: Starting the Recording

1. Once the presenter starts sharing, you should be able to see at the top of the screen "Viewing (Presenter's Name's) screen. Next to this, click on 'View Options.'
2. Make sure the 'Side-by-Side' mode is selected. This allows the presenter and the presenter's slide show to be side-by-side from the Host view. Make sure you toggle the bar to make them about equal size so that the recording reflects the presenter video and slides to be about the same.
3. Click the 'Record' button at the bottom of your screen.
4. Select 'Record to this computer.'