Assignment Assistance for Zoom (Student)

Has your instructor asked you to record a presentation using Zoom?

First prepare your presentation materials and visuals. Your instructor may specify elements that you need to include, such as graphics or research citations. You will be able to use the share screen feature within the Zoom meeting to display and therefore record these visuals.

Then you can use Zoom meeting tool to record an individual or group presentation and then share that recording with your class or instructor.

1. Create a meeting and invite group members if recording a group presentation. Or if you are recording just yourself, and not inviting others, you can use your personal Zoom meeting room.

   1. Go to Millersville’s Zoom web site.
      
      • From outside D2L:
      
      a. Go to: https://millersville.zoom.us/
      
      • From within D2L:
      
      a. In the navbar, click "University".
      b. In the menu that opens, click or tap "Zoom".

   2. Log in to Zoom.

      a. Click or tap "Manage".

      b. If prompted, enter your Millersville username and password, the same as you use for email and other Millersville University systems.
3. In the left column, click or tap “Meetings”.

4. Click or tap the “Upcoming Meetings” tab.

5. Click or tap the “Schedule a New Meeting” button.

6. In the “Topic” field, rename your meeting. If your meeting is for a course, be sure to include your specific course number and semester.
   
   Example: EDUC433 Spring 18
   
   Participants may see your meeting in a list with all their meetings from other courses and organizations. Use your meeting’s topic to clearly identify it.

7. (optional) Use the “Description” field to provide more information about this meeting.

8. Use the “When”, “Duration”, and “Time Zone” settings to schedule your meeting.
   
   Your meeting will not end automatically based upon what you choose for “Duration”. Your meeting will end when your or another host chooses to end it.

9. (optional) Adjust the settings for your meeting.
   
   - **Registration**: Check “Required” to require participants register in advance.
   
   - **Video**
     - **Host**: Set to “on” if you wish to enter the meeting with your webcam on automatically.
     - **Participant**: Set to “on” if you wish all participants to enter the meeting with their webcams on automatically.

   - **Audio**: Leave audio set to “Both”.

   - **Meeting Options**
     - **Require meeting password**: Check to set a password participants will need in order to join the meeting.
     - **Enable join before host**: Check to allow participants to enter your meeting room before you arrive.
     - **Mute participants upon entry**: Check to mute your participants’ microphones automatically as they join. **Recommended**.
     - **Use Personal Meeting ID nnn-nnn-nnnn**: Use your personal Zoom meeting room for this meeting. **Not recommended**.
     - **Enable waiting room**: Check to put every participant into a waiting room until you choose allow her or him in to the actual meeting room.
     - **Record the meeting automatically**: Check to avoid the need to manually start recording the meeting.

10. (optional) Use the “Alternative Hosts” field to make one or more other people hosts in your meeting with moderation capabilities equal to your own.

11. Click the “Save” button.

12. Share the access information for your meeting.
   
   a. Click or tap “Copy the invitation” to see the full access information for your meeting including the “Join URL”. Your participants will need the Join URL to enter the meeting. The last 9 digits are the unique code needed to join the meeting if a user is not
following a link to the meeting.

b. Copy the entire meeting invitation or, at a minimum, copy the Join URL.

c. Paste the meeting invitation (or Join URL) into:
   • an email message to participants
   • an Outlook meeting request
   • a D2L course within an announcement, content topic, discussion post, homepage widget, or other course area
   • etc.

How to I enter my own personal meeting room?

- From the Web
- From in D2L
  - Using the Zoom Link in the University Menu
  - Using the Zoom Widget
- From the Zoom Client

From the Web

1. Go to Millersville's Zoom page.
2. Click or tap "Manage".
3. Log in if necessary.
4. In the left column, click or tap "Meetings".
5. Click or tap the "Personal Meeting Room" tab.
6. Click or tap either the "Start Meeting" or "Start This Meeting" button.

From in D2L

Using the Zoom Link in the University Menu

1. Click or tap "University" in the navbar.
2. In the University menu that opens, click or tap "Zoom".
3. On the Zoom page that opens, click or tap "Manage".
4. In the left column, click or tap "Meetings".
5. Click or tap the "Personal Meeting Room" tab.
6. Click or tap either the "Start Meeting" or "Start This Meeting" button.

Using the Zoom Widget

1. Click or tap My Home to go to your My Home page.
2. Scroll down to the Zoom widget.
3. Click or tap "Manage".
4. In the left column, click or tap "Meetings".
5. Click or tap the "Personal Meeting Room" tab.
6. Click or tap either the "Start Meeting" or "Start This Meeting" button.

From the Zoom Client

1. Go to the Meetings tab.
2. Hover your mouse cursor over your personal meeting id near the top of the window.
3. Click the "Start" button.
2. The meeting host is responsible for recording the Zoom meeting. It is recommended that you record to the cloud and not your personal device. Open any materials and visuals you want to share during the presentation before you begin recording.

1. Click the Record button.
2. Choose either:
   - Record on this Computer
   - Record to the Cloud
3. (optional) If you want to stop recording temporarily, click the Pause Recording button.
4. When you have finished your meeting, or at least the portion you wish to record, click the Stop Recording button.

Breakout rooms will not be recorded automatically. If you use breakout rooms, and you wish to record the discussion and activities within them, you will need to have one person in each breakout room record that room.

Get help with Sharing your Zoom Screen during the Zoom meeting at support.zoom.us.

Be sure to end recording when done with your presentation.

3. After the recording is processed, the meeting host will receive an email notification. The meeting host may then go into Zoom and find the link to the recording. That Zoom recording link may be shared if your instructor has specified so as part of the presentation assignment instructions. Zoom recordings may be accessed using this Zoom link for only 90 days, at which time the recording will be automatically deleted.

Zoom automatically transfers new cloud recordings to MU Video. The creator (host) of the Zoom meeting may then access the recording from their MU Video My Media List both at MU Video or from inside D2L. As recordings in MU Video are not automatically deleted, it is recommended that students share the link to or embed of any recording from the media in MU Video instead of from Zoom.

1. Go to the Zoom site.
2. Click Manage.
3. Log in if prompted.
4. In the left column, click Recordings.
5. In the right column, on the Cloud Recordings tab, locate the recording you wish to share.
6. Click the Share... button for that recording.
7. Click the Copy To Clipboard button.
8. Go to where you wish to share the recording: within a D2L course, in an email message, etc.
9. Paste the recording information and link.

Only the person who recorded the Zoom meeting to the cloud (and not to a local device) can share the corresponding recording from their MU Video My Media list using these directions.

1. Click on "Assessment" in the navigation bar.
2. Select "Assignments" from the menu that opens.
3. In the list of assignments folders, locate the name of the folder to which you wish to submit your work.
4. Click the name of the assignments folder.
5. On the Submit Files page:
   a. Scroll down to the Comments box.
   b. Embed your MU Video item using Insert Stuff:
      i. Click the Insert Stuff button.

      Please access assignments from the Assessment menu in the navbar.

      The Insert Stuff button does not appear in the Comments box if you access an assignments folder from within the content tool.

      ii. In the Insert Stuff window that opens:
         a. In the left-hand column, click "My Media (MU Video)".
         b. Locate your MU Video item by scrolling through your list of media or using the "Search Media" box.
         c. Click the "<><>Embed" button in row of that MU Video item.
         d. If D2L shows a "We blocked this for you" message:
            i. Check the "Always trust this URL" box.
            ii. Click the Allow button.
         e. Click the "Insert" button.

Embed Media from MU Video into a Discussion Post using Insert Stuff

1. Go to the correct Discussion in your course.
2. Click "Start A New Thread" or "Reply" to open the text editor
3. Click insert stuff button in the text edit options menu.
4. Click "My Media (MU Video)" from list of stuff. A pop up window will open and display all your MU Video media. This may take a few seconds depending upon the volume of media on your list.
5. Locate the video you wish to display in D2L and click "</> Embed" button in row of that video.
6. A preview of your selection will display. Click "insert" button at bottom of window.
7. Finish adding text or other content within the edit frame as needed.
8. Click Post to save your new thread or reply.

See Assignment Assistance for Presentations (Student) for instructions on recording your presentation using MU Video Capture instead of through a Zoom meeting.