Zoom for Remote Classroom

With Zoom it's possible to have students join a classroom class remotely, through the internet. That is, they need not be on campus to attend your class. To have this you will need to have a camera, and perhaps a microphone set up that can capture what is said and done in class. The Canisius College Media Center can provide support for this.

Here, you will find options and instructions for configuring a set of meetings in Zoom to accompany your class.

Screencasting (with or without Webcam) a Slidedeck Presentation using PowerPoint

You may wish to record a class lecture or present it to students over the internet in real-time, using Zoom. Minimally, this can capture your voice and perhaps slides in Powerpoint. Over this you could superimpose a small video of yourself. Lastly, you could break from your slides at intervals to have full-screen video where you might write on a chalkboard or whiteboard.

You will likely want a good quality microphone. For a good quality video of yourself, whether it be just your head and shoulders, or a larger image of you writing on a board, you need a good quality camera. Webcams with good microphones, an all-in-one unit, are quite common today.

Here's the basic steps:

With your PowerPoint presentation open on-screen - but not presenting - start a Zoom Meeting, with or without Video (webcam).

If you wish to record your lecture, set zoom to record either to your computer or Zoom’s cloud storage.

Using the Zoom meeting controls, choose Share Screen, and in the Screen Sharing Dialog Box, click the screen option wherein you see your PowerPoint slidedeck, in the PowerPoint editor.
Once you are sharing your screen in Zoom you will have complete control of your PC, including Powerpoint. Start your PowerPoint presentation. If you have two screens or a projector, Powerpoint will create a second desktop for the presented (audience-view) slides.

You can PowerPoint’s Presenter view to control the presentation (and see notes, if you have any.) But you need to make certain Zoom is properly recording your presented slides, rather than the presenter screen. In the Zoom menu, click New Share. From the Screen Sharing Dialog Box, choose Desktop 2 where you should see your PowerPoint slides presented to the audience.
For the rest of the recording, you can jump between your slides and your webcam by clicking New Share, and then choosing either Desktop, or Select a Camera.

**Other Useful Features**

**Recurring Meeting**

Allows you to schedule dates and times when meetings are run.

Does not create separate meeting spaces for each class; it creates a single meeting space that is used repeatedly. Within your Meeting list, though, you will see a list of meeting times - notice that the Meeting ID is the same for each. It simply keeps the meeting available for longer than a month, and creates an invitation that reflects the recurring meetings.

- Meeting times must either be “used” or cancelled. You cannot simply skip a meeting time.
- If you used registration and then cancel a meeting time, Zoom sends enrolled participants a cancellation

**Registration**

Provides easy way to enroll students.

Provides each student with customized "name-tag" URL. When they log in, they are automatically identified by their name as entered when enrolled.

When setting up the meeting, click the checkbox to make registration required.

- For most classes, "Attendees register once and can attend any of the occurrences" is best.

Registration URL: this takes you to a web page where you or students can enroll them in the course.

- If students are to enroll themselves, this link is included with the Zoom-generated invitation.
- If you enroll students, Zoom sends them an enrollment confirmation that contains their individual URL (and a calendar .ics file.)

**Password**

Discourages misuse.