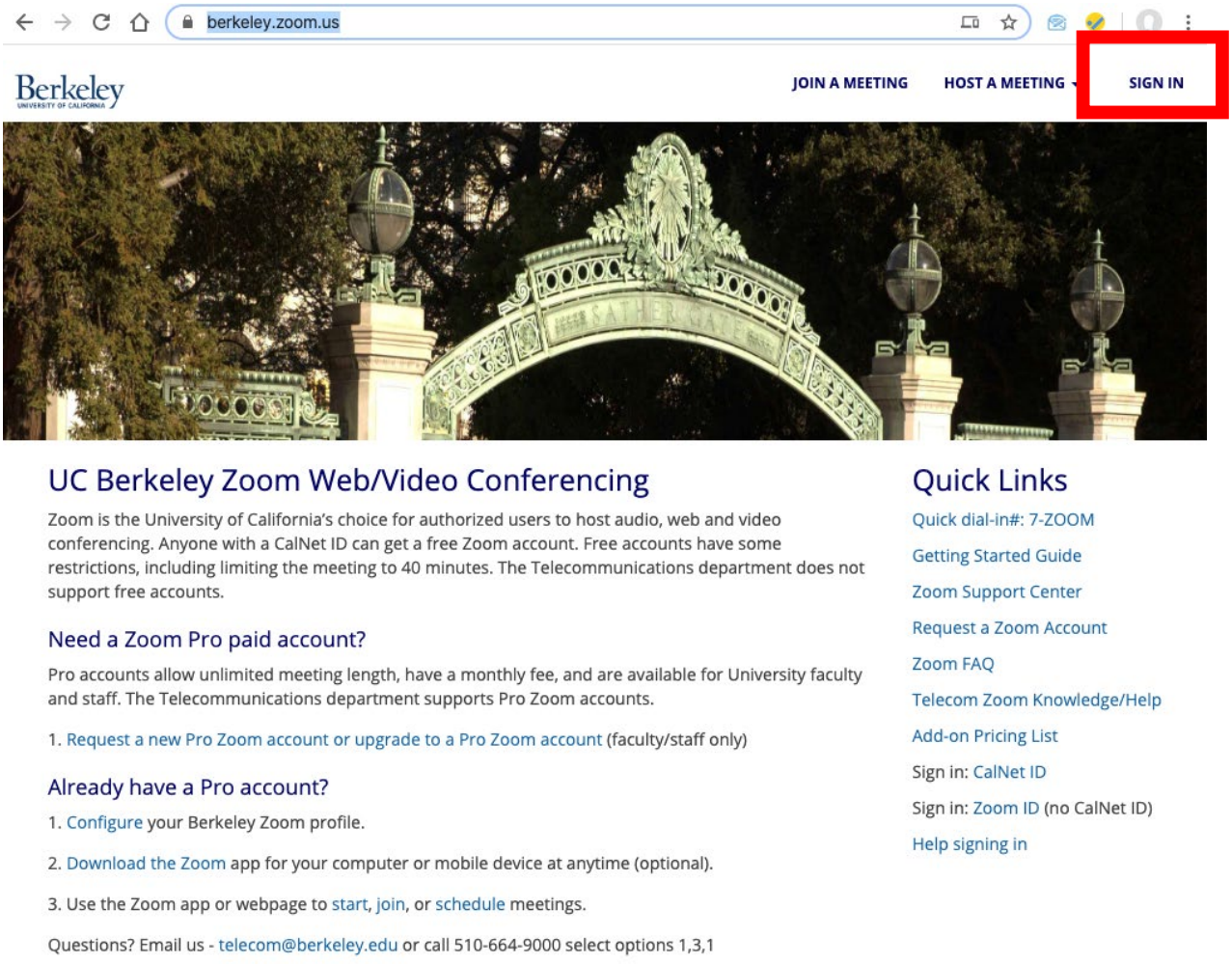
Basic steps to create and manage Zoom meetings. For more information please visit law.berkeley.edu/videoconference.

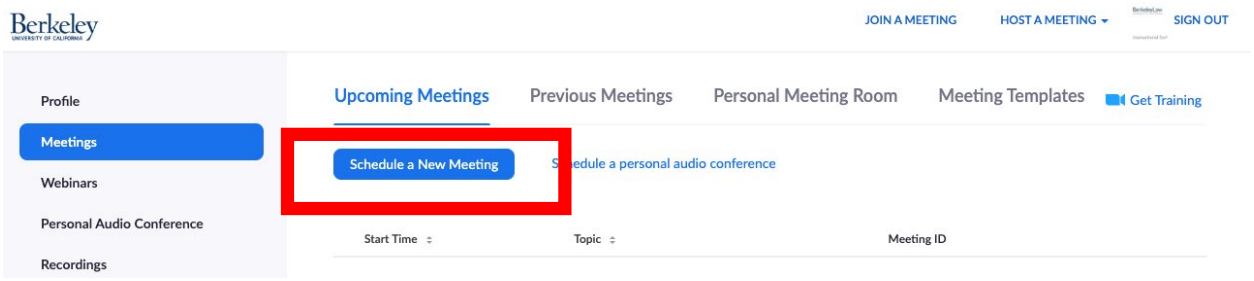
1. Before the meeting: Login to your Zoom account

Go to Berkeley.zoom.us and sign in using your Calnet ID (or Zoom ID if you have a shared departmental account). See the marked rectangle region below.



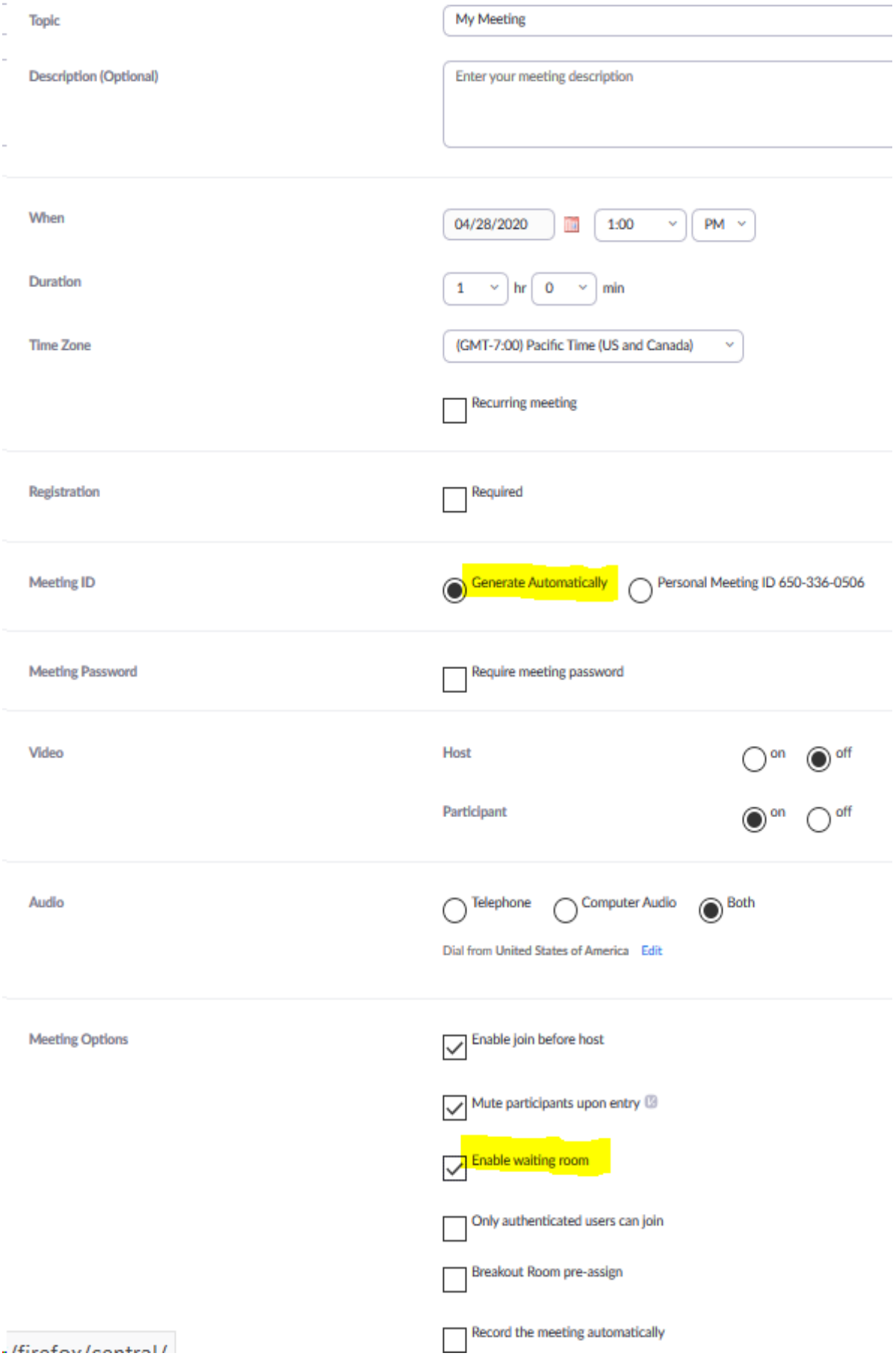
2. Before the meeting: Schedule your meeting

Click on **Schedule a New Meeting** to schedule a new one.



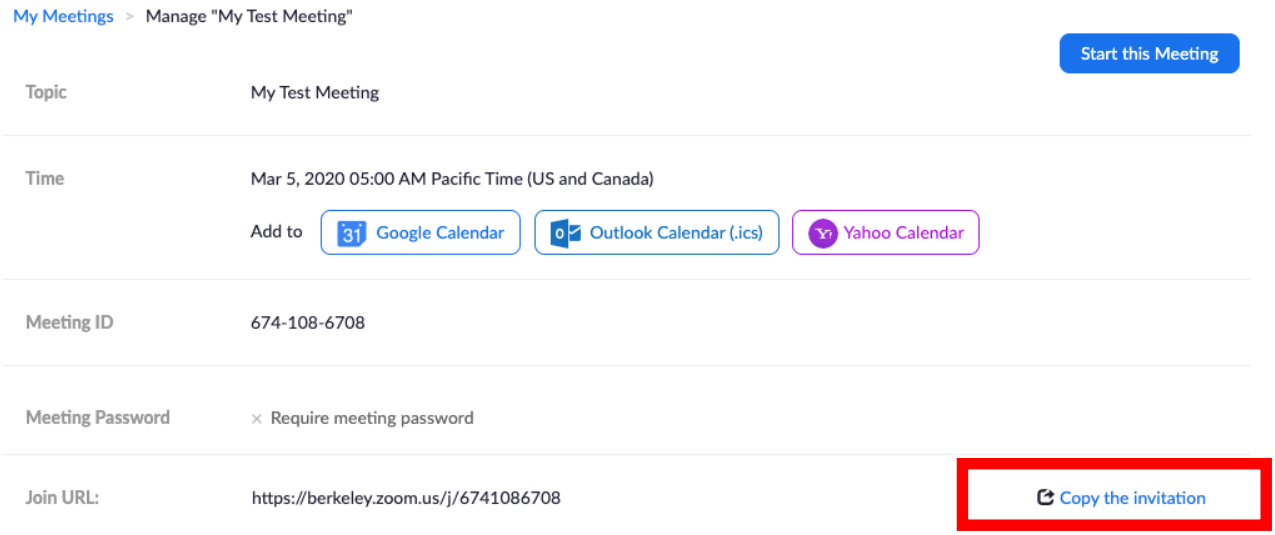
3. Before the meeting: Enter main meeting details

Enter details for your meeting and save. Adjust security settings (e.g., Require meeting password, Enable waiting room, etc) based on the explanations provided in the https://www.law.berkeley.edu/information-systems-technology/instructional-technology/covid-19-remote-teaching-resources/

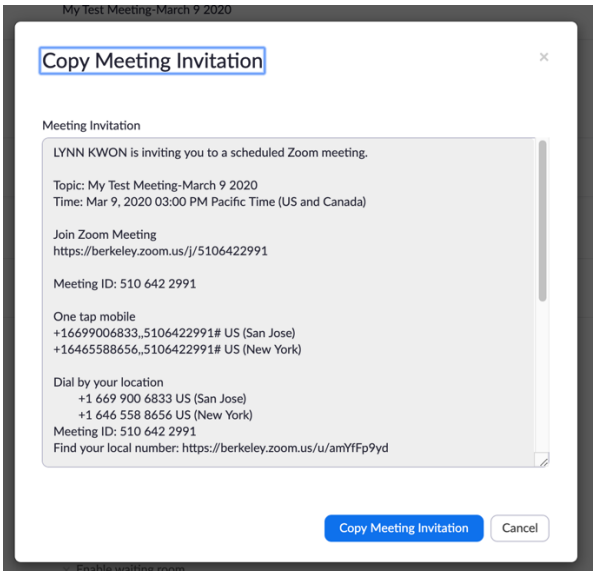

Topic
My Meeting
Description (Optional)
Enter your meeting description
When
04/28/2020
1:00
PM
Duration
1
hr
0
min
Time Zone
(GMT-7:00) Pacific Time (US and Canada)
Recurring meeting
Registration
Required
Meeting ID
Generate Automatically
Personal Meeting ID 650-336-0506
Meeting Password
Require meeting password
Video
Host
on
off
Participant
on
off
Audio
Telephone
Computer Audio
Both
Dial from United States of America
Edit
Meeting Options
Enable join before host
Mute participants upon entry
Enable waiting room
Only authenticated users can join
Breakout Room pre-assign
Record the meeting automatically

4. Before the meeting: Share your meeting details with other participants

Once you save the meeting details, you will see a meeting summary like below.



If you click the "Copy the Invitation" link in the red-rectangle mark above, you will be prompted with the meeting invitation information (see below) which you can copy and paste into your announcement page in bCourses.



5. Before the meeting: Testing your setup

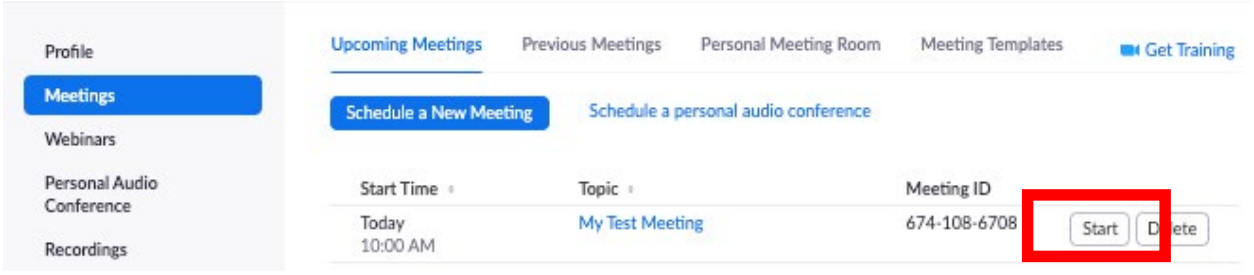
- A stable internet connection is required. You can test your internet connection by joining a test meeting: https://zoom.us/test.
- If at all possible, use a headset or at least headphones to improve the sound quality and reduce feedback.
- A webcam is recommended but not necessary, you can use audio only as well as share your screen.

Other pre-flight check!

- Close as many programs on your computer as possible.

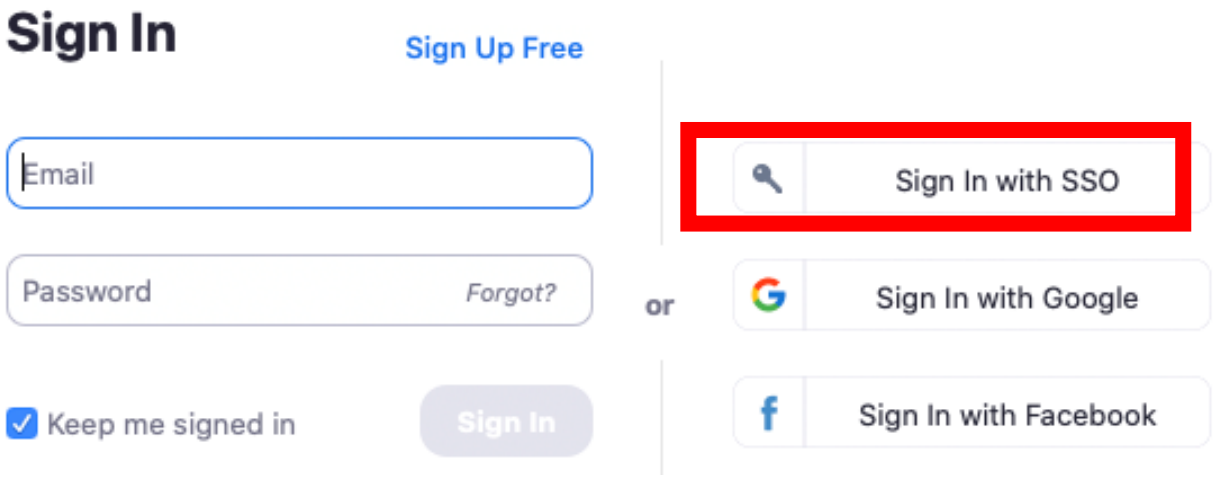
6. Starting the meeting (using the web browser)

At meeting time, hosts should log in to berkeley.zoom.us using the same account you used to schedule the meeting and click on Start so other participants can join.

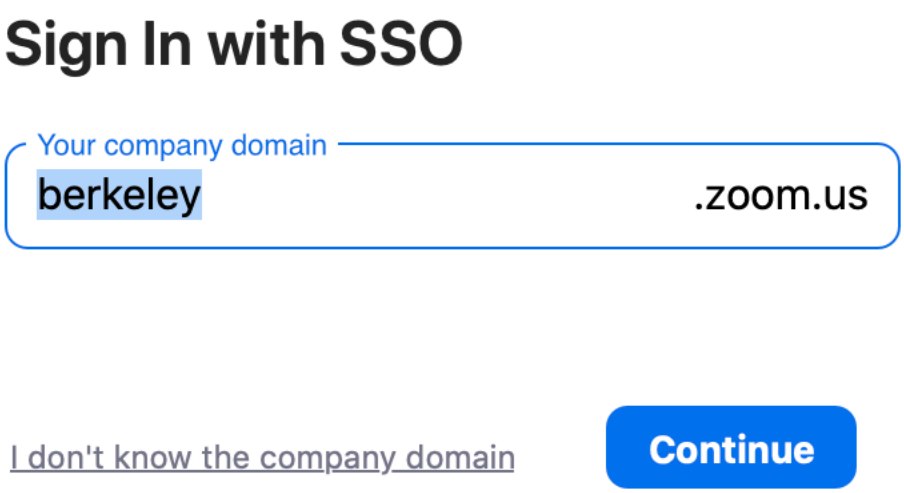


7. Starting the meeting (using the Zoom app)

Hosts can also start the meeting using the Zoom app once it's installed on your computer or mobile device (Download the Zoom app). Click “Sign in with SSO” in your Zoom app.

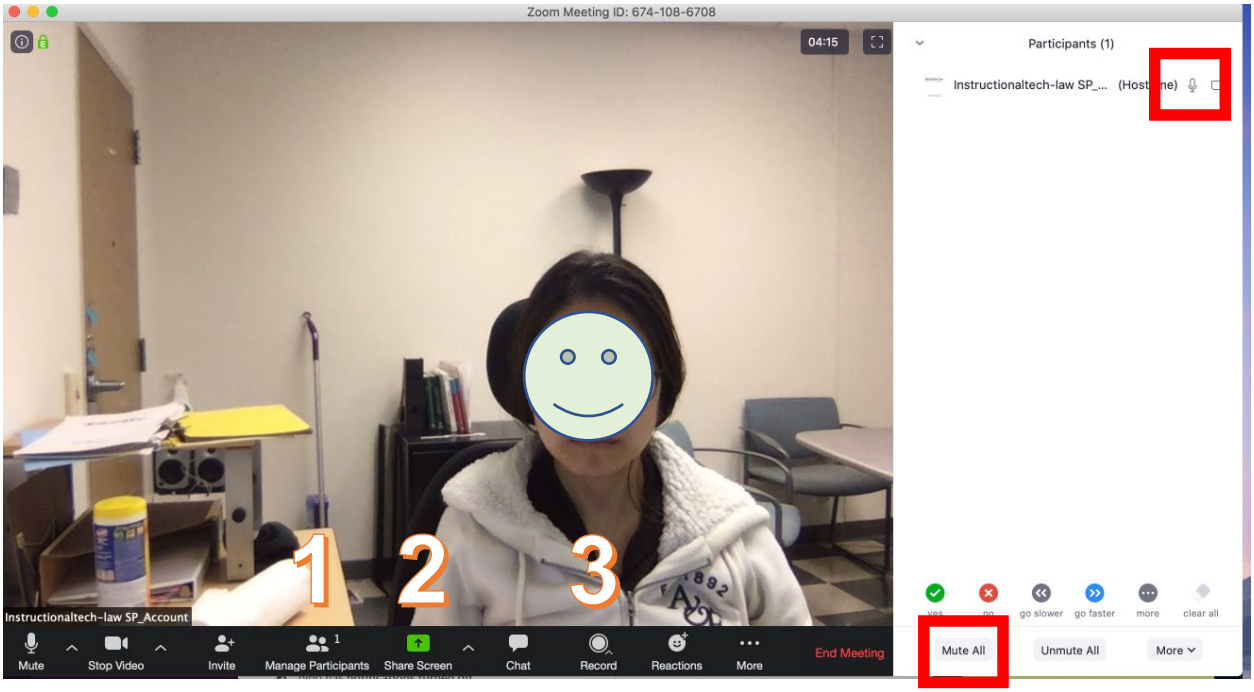


Enter following information and click Continue which will take you to Calnet authentication for Zoom log-in.



8. During the meeting: Host Controls and Recording

The host controls will appear at the bottom of your screen once you start the meeting.



(1) Manage Participants: If you have a large number of students you may want to mute them all and then unmute as needed. First, click “Manage Participants” icon in the host control toolbar so that list of participants would appear on the right side panel, along with non-verbal feedback icons on the bottom including “raise hands” icon (this specific icon will only appear on the participant-end).

Then click “Mute All” in the right-hand panel at the bottom or click/unclick the mic next to specific student, if necessary.

(2) Share Screen: Click on this to start a screen share. Select specific application (e.g., Powerpoint) you want to share.

(3) Record: It is important that you record each class. Click Record to record video. Two recording options will appear when you click the record button: Record on this Computer and Record to the Cloud.

1. **Record on this Computer:** This is suitable if you want long term ownership of your recordings
2. **Record to the Cloud:** This is more suitable if you want to share the recording simply through link and not as much interested in long term archiving

Note: The quickest way to get the recording to students is to record your video to the cloud and post the recording link to bCourse Announcement. If you are interested in uploading actual recording files to bCourse Media Gallery, go to https://www.law.berkeley.edu/information-systems-technology/instructional-

technology/covid-19-remote-teaching-resources/

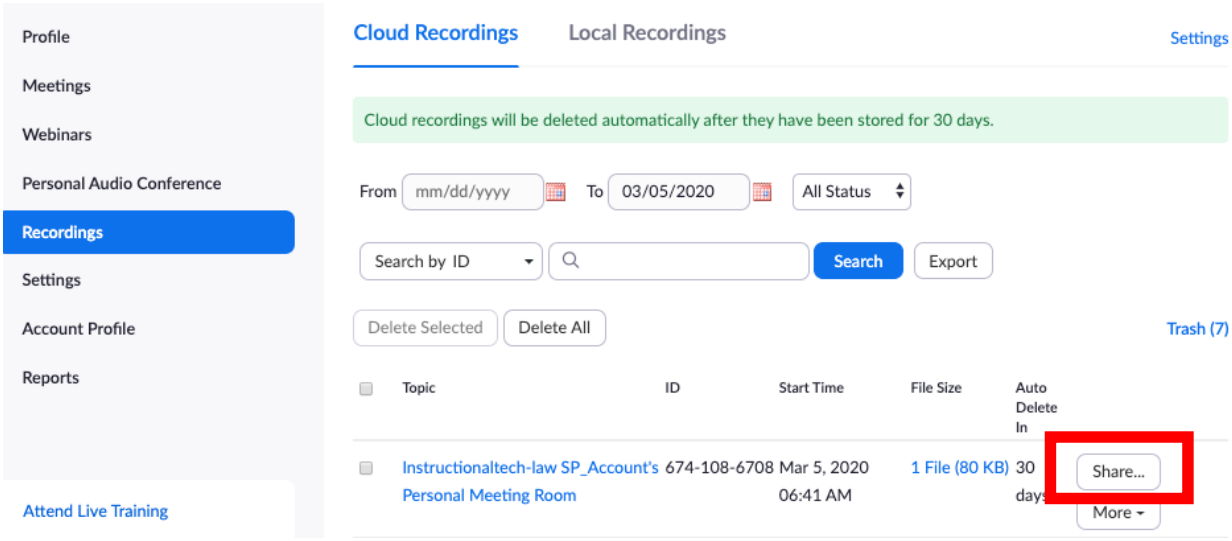
When your class is done: Click End Meeting or Stop Recording to finish your recording.

9. After the meeting: Retrieving Meeting Recording

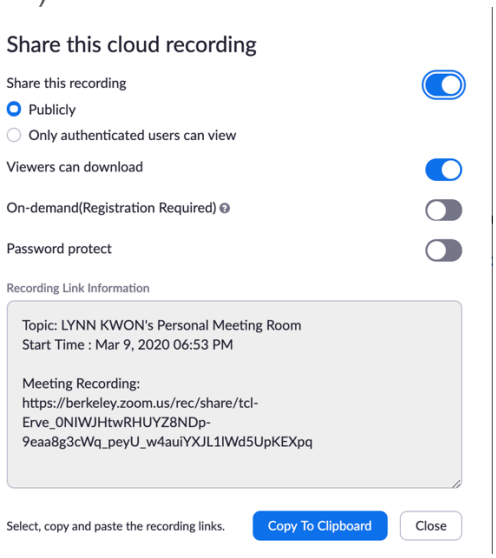
After the meeting, please note that it will take some time for your recording to appear on your dashboard. There are two ways to retrieve your recording, using the browser or the Zoom application:

Option 1: Retrieve recording using the web browser

Log in to berkeley.zoom.us. Click the Recordings menu button and locate the meeting recording that you want to retrieve. Click “Share” option (see below marked red-rectangle region) to generate a meeting recording URL.



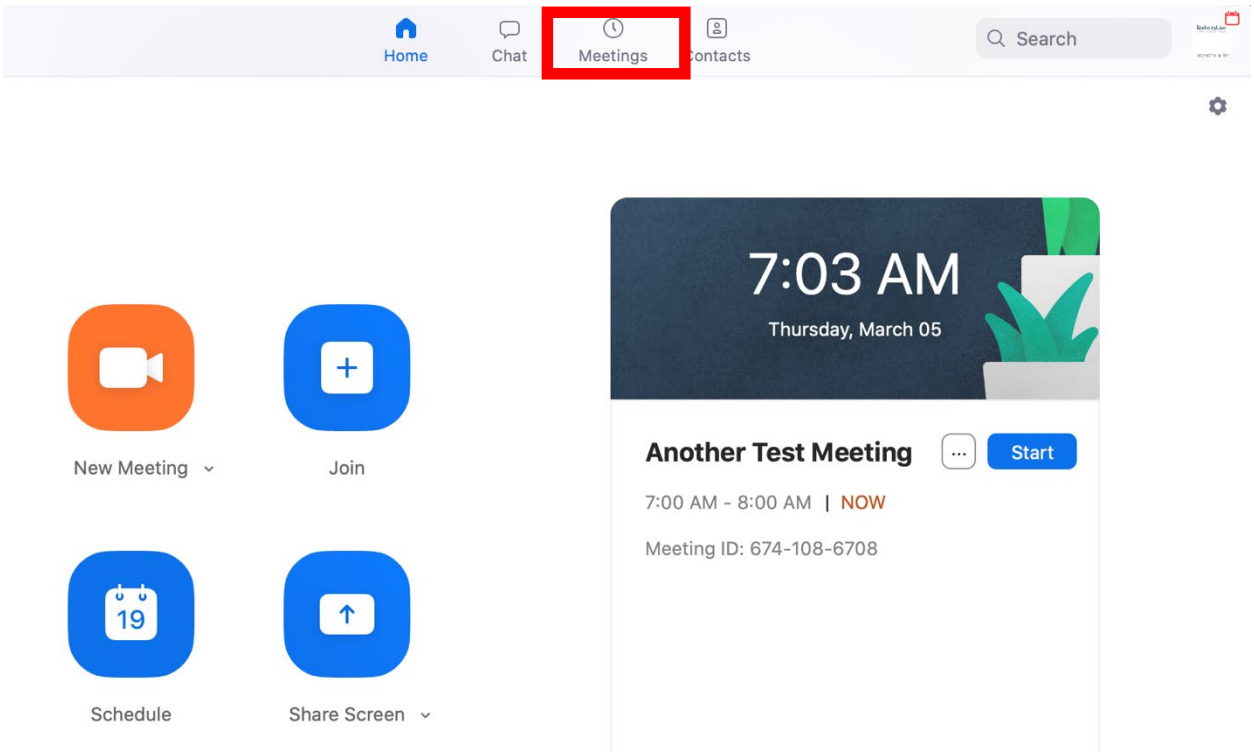
When you click “Share”, you will see something like below. (* Note: When you click “More” which is below the “Share” button, you will find downloadable recording files)



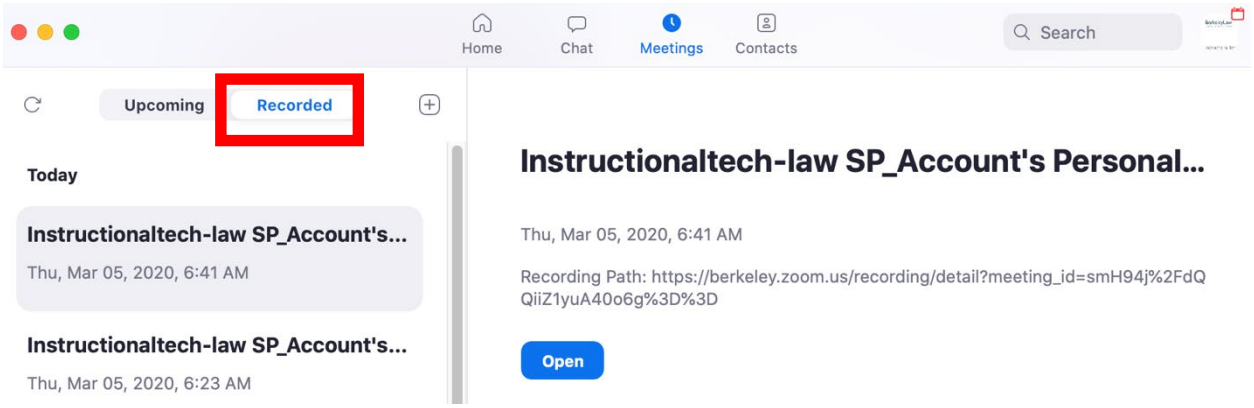
Send that recording link information via a bCourse announcement to students, or post it to a specific week in your bCourses modules, or however you normally communicate with your students.

Option 2: Retrieve recording using the Zoom app

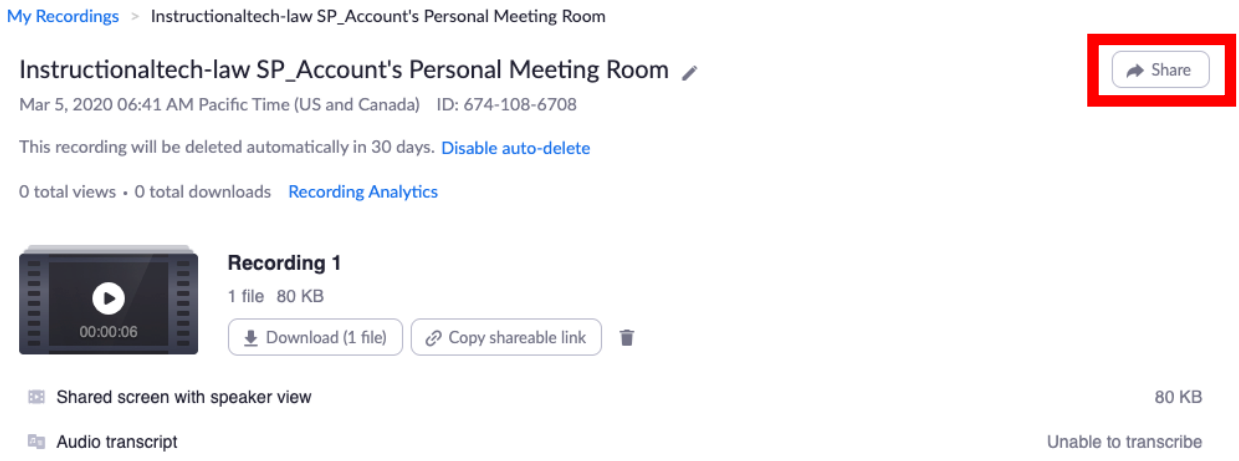
Log in to Zoom app and click “Meetings” on the top.



Once you click “Meetings”, you will see “Recorded” menu button appear in the panel on the left. Choose the appropriate meeting room recording.



After you open the appropriate meeting room, click “Share” to share the meeting recording URL with students by posting it to bcourse announcements, modules, or other appropriate bcourse locations.



If you have any trouble at all or have any questions, send an email to bcourses-support@law.berkeley.edu to request help or to sign up for group session.