Setting up Zoom before your class

You will need:

✓ A laptop with Zoom software installed

✓ To have completed the registration with ICTO

✓ To be signed into your UM Zoom account ([video tutorial](#))

✓ To create a Zoom meeting link for your class in UMMoodle ([guide](#))

Video tutorial:

Setting up Zoom before your class

Next, connect your laptop to the audio video system in the classroom.

✓ Connect to the HDMI or VGA cable on the desk. See video [guides](#) from FMM

✓ Instructors will need to be standing directly in front of the laptop. Microphones on a laptop may only pick up voices that are within one meter.
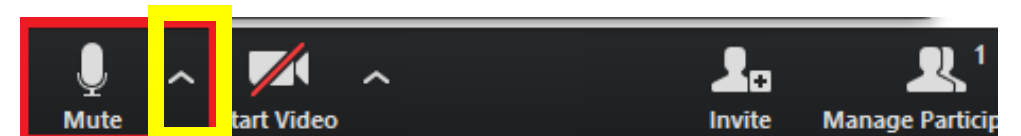
Video guides:

操作示範

課室影音觸控屏簡易示範

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Test your Zoom meeting.

✓ Click on the Zoom meeting link in UMMoodle and the Zoom app should start.

✓ Start your video (camera)

✓ Select the audio source by clicking

     ✓ microphone array (Realtek)

     ✓ speaker (Realtek)

     ⓘ AV Support Hotline (FMM) at 8822-2511

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Give students information on how to join the meeting.

✓ Refer students to two FAQ articles:

    ✓ [How to join a Zoom meeting in UMMoodle](#)

    and

    ✓ [How to join the Zoom meeting in Mainland China](#)?
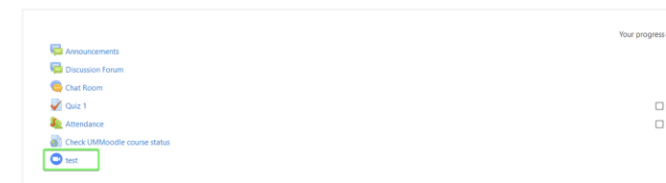
Start your meeting in UMMoodle

In-class: start Zoom

✓Click on the Zoom meeting link in UMMoodle and the Zoom app should start.
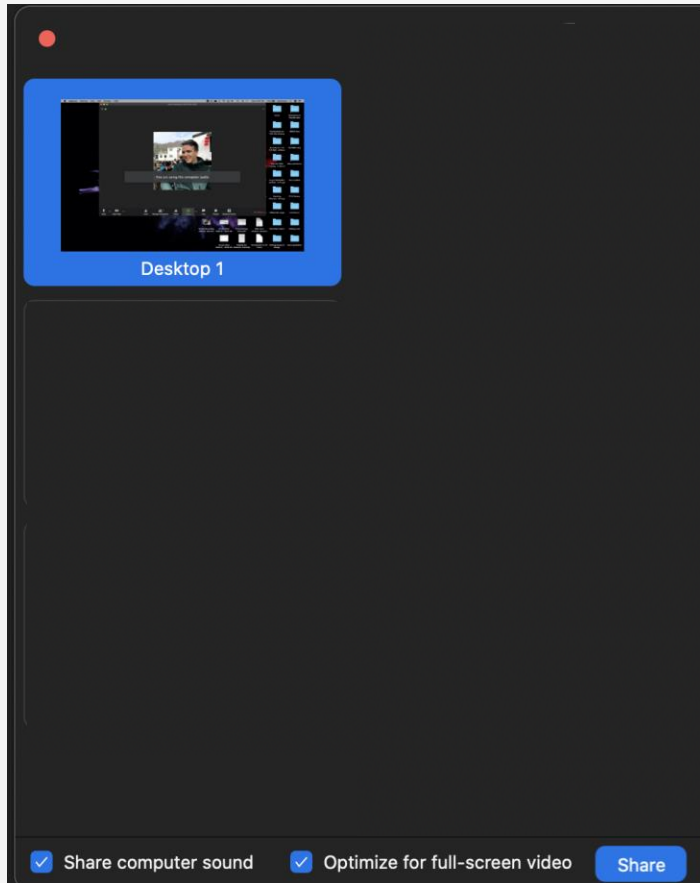
✓Start your video (camera)

✓Select the audio source by clicking 🎤^ .

In-class: share your screen

To start screen sharing,

✓click the Share Screen icon,

✓choose your desktop (everything on your screen),

✓tick share computer audio,

✓then Share.
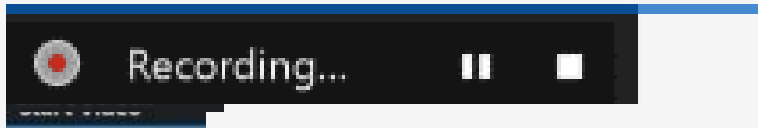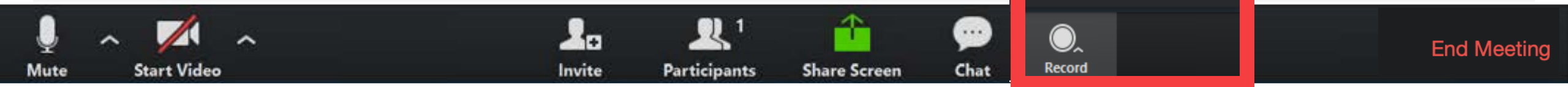
In-class: record your meeting
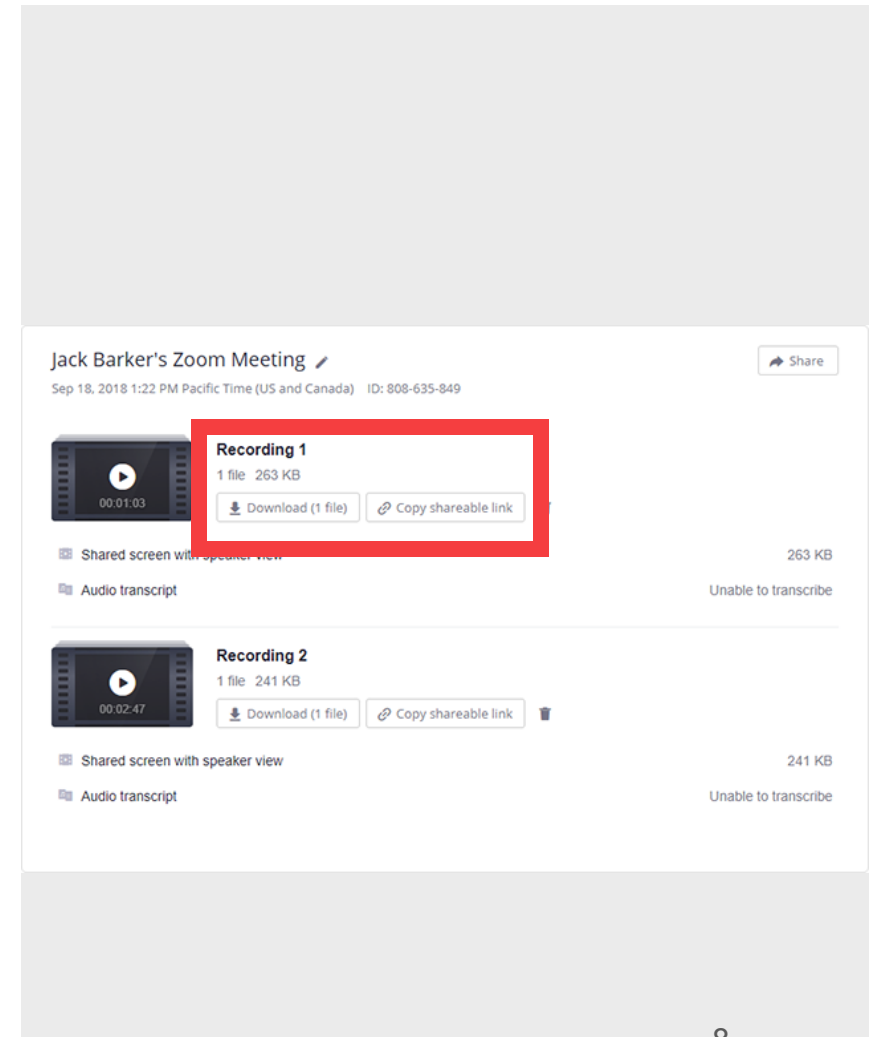
✓Click the record button, then select record to the cloud.

✓You will see a recording indicator in the upper-left part of the screen

✓After class, click end meeting for all. This will end the meeting for all students and the Zoom app will start to upload the recording to umac.zoom.us/recording.

After class

✓ When your recording is uploaded to the cloud, you will receive an email notification – with a link to the recording. (Be Patient to receive the notification)

✓ You can also login to umac.zoom.us/recording and click on Cloud Recordings to view and edit your recordings.

✓ Click on the button **copy shareable link,** and share that link in your course in UMMoodle.

✓ For your records and due to limited cloud storage space, we recommend that you **download your recordings** to your computer. Recordings will be automatically deleted after 30 days.

How to record a lecture using Zoom

Contact Points:

ICTO Help Desk

https://icto.um.edu.mo/help-desk-services/

Telephone: 8822-8600

Email: elearning@um.edu.mo