

## OTHER ZOOM RECORDING SETTINGS FOR CLASSROOM RECORDING

### CHOOSE ZOOM AUDIO AND VIDEO RECORDING DEVICES

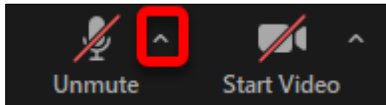
In each classroom, before your first Zoom meeting, ensure your microphone and Video are set to the room audio and video. Once set in a room, each additional Zoom meeting should use the same settings.

#### For larger classrooms, Rooms:

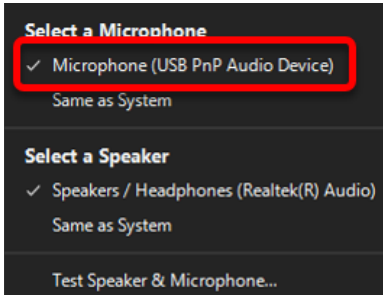
AGS 102, AGS 104, AMA 13, AMA 15, CC 301 CC 331, CC 335, CC 401, CC 428, CC 429, CC 433, HELC 9, MMNH 189, NSB 101, NSB 102, NSB 103

#### Setup for Audio:

Select the up arrow next to the microphone.

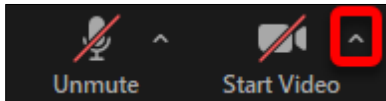


Select the option for **Microphone (USB PnP Audio Device)**

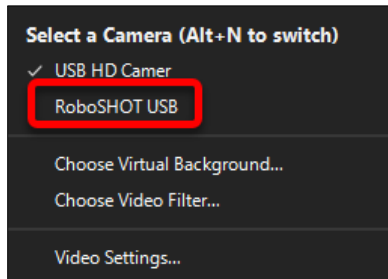


#### Setup for Video:

Select the up arrow next to the video camera.



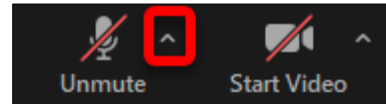
Select the option for **RoboSHOT USB**



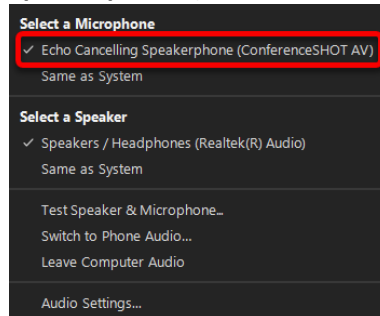
#### For smaller classrooms, all others not listed at right:

#### Setup for Audio:

Select the up arrow next to the microphone.

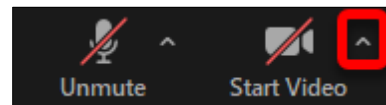


Select the option for **Echo Cancelling Speakerphone (ConferenceSHOT AV)**

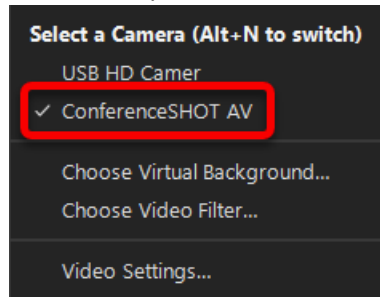


#### Setup for Video:

Select the up arrow next to the video camera.



Select the option for **ConferenceSHOT AV**



## OTHER: USING THE CLASSROOM DOCUMENT CAMERA OR ZOOM WHITEBOARD

Do not write on the board in the classroom. Your students online will not be able to see it in the recordings. Consider using the Document Camera (Doc Cam) or using the Zoom whiteboard to write on using the annotation tools provided with the new ViewBoard monitor.

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### USING THE DOCUMENT CAMERA

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If using the Document Camera (Doc Cam), do not select it from the source on the touch panel that turned on the projector to display on the screen – keep the source as Computer.

To use:

- A. **Power on** the document camera as usual and **prepare your documents** for viewing.
- B. **Open the application on the desktop** to run from the computer. Depending on the brand of Doc Cam, look for the icon (see 3 doc cam brand icons below) on the desktop.




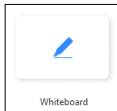
- C. Viewing the document camera from the podium computer allows your virtual students to see the doc cam through Zoom.

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### USING THE ZOOM WHITEBOARD

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1. Click the **Share Screen** button located in your meeting tool bar. 
2. Click **Whiteboard**.



3. Click **Share**.
4. The [annotation tools](#) will appear automatically, but you can press the whiteboard option in the meeting controls to show and hide them.



5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.



**Note:** Only the participant or host that started sharing the whiteboard has access to create and switch pages.