

Zoom for Group Presentations

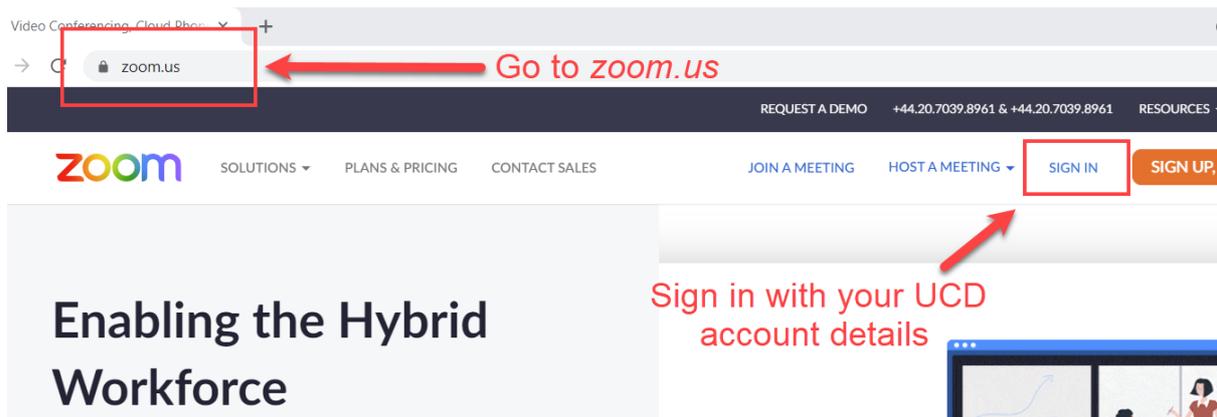
Your Zoom account allows you to schedule meetings and record presentations with your group members for projects and assignments. The steps below detail how you can use Zoom to record and submit your group presentation assignments to your module on Brightspace.

Step 1 - Before you get started, it's important to nominate a meeting host. This person will be the member of the group that does the following:

- Schedule the meeting via Zoom and send out the meeting link to all team members.
- Start / Stop / Pause the recording.
- Upload the recorded video file to Brightspace.

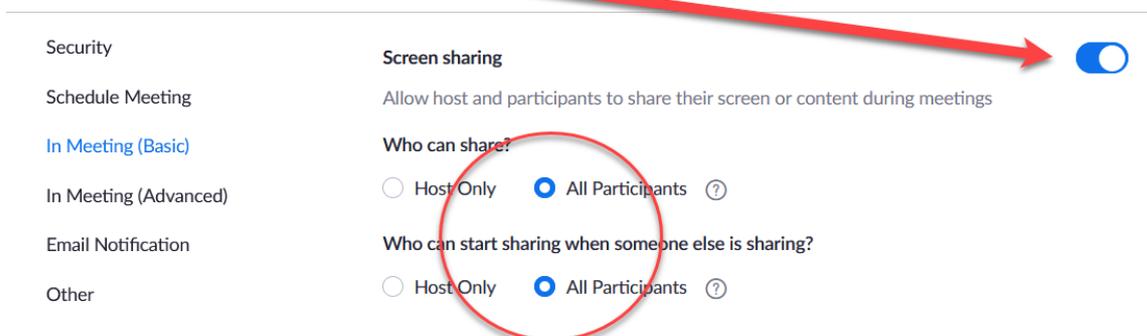
Step 2 - Check Zoom settings to enable Screen share.

Login to your UCD Zoom account at zoom.us with your UCD account details.



Go to *Settings > In Meeting (Basic)* and allow *Screen sharing for All Participants*.

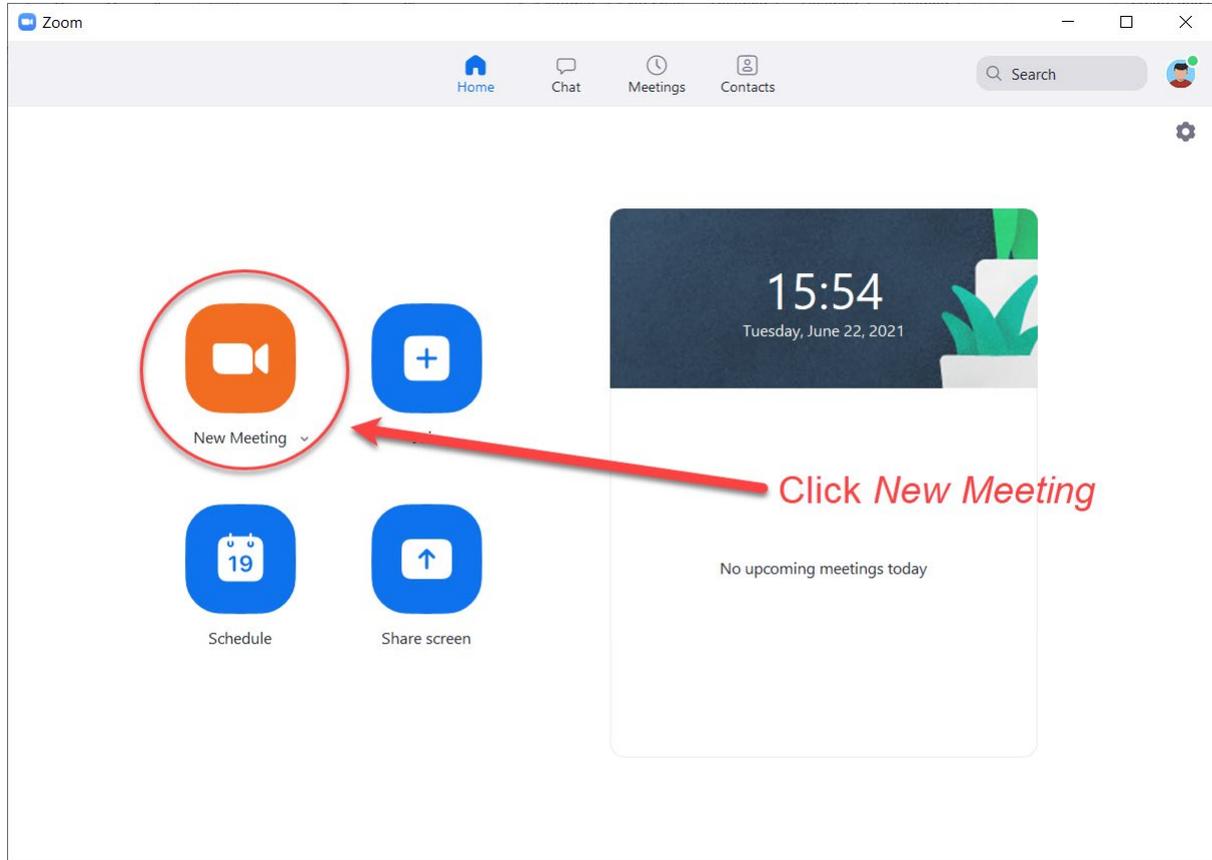
Allow Screen sharing



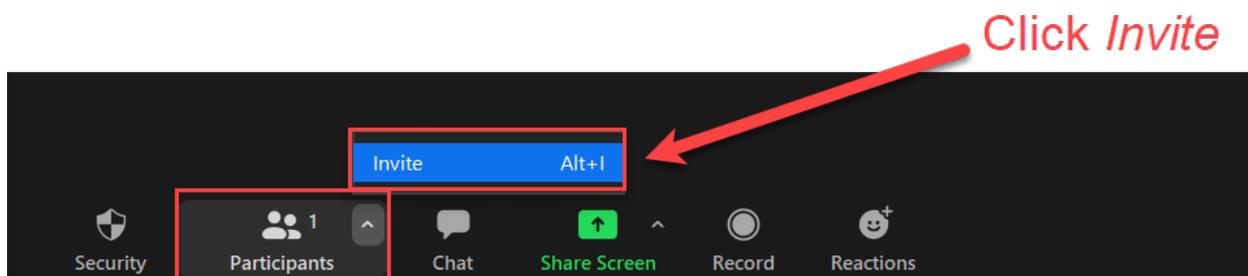
Step 3 - Create a Zoom meeting.

Once your presentation is ready, arrange a time when everyone in your group can meet to record the presentation.

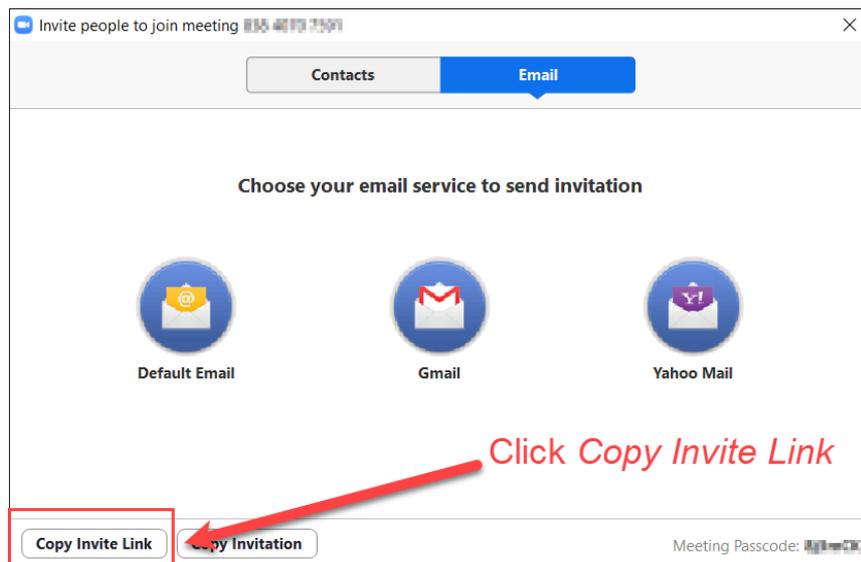
Launch the Zoom application and click *New Meeting*



Click the up arrow of the *Participants* icon on the Zoom Control bar and select *Invite*.



Click the *Copy Invite Link* and email the link to your group members.

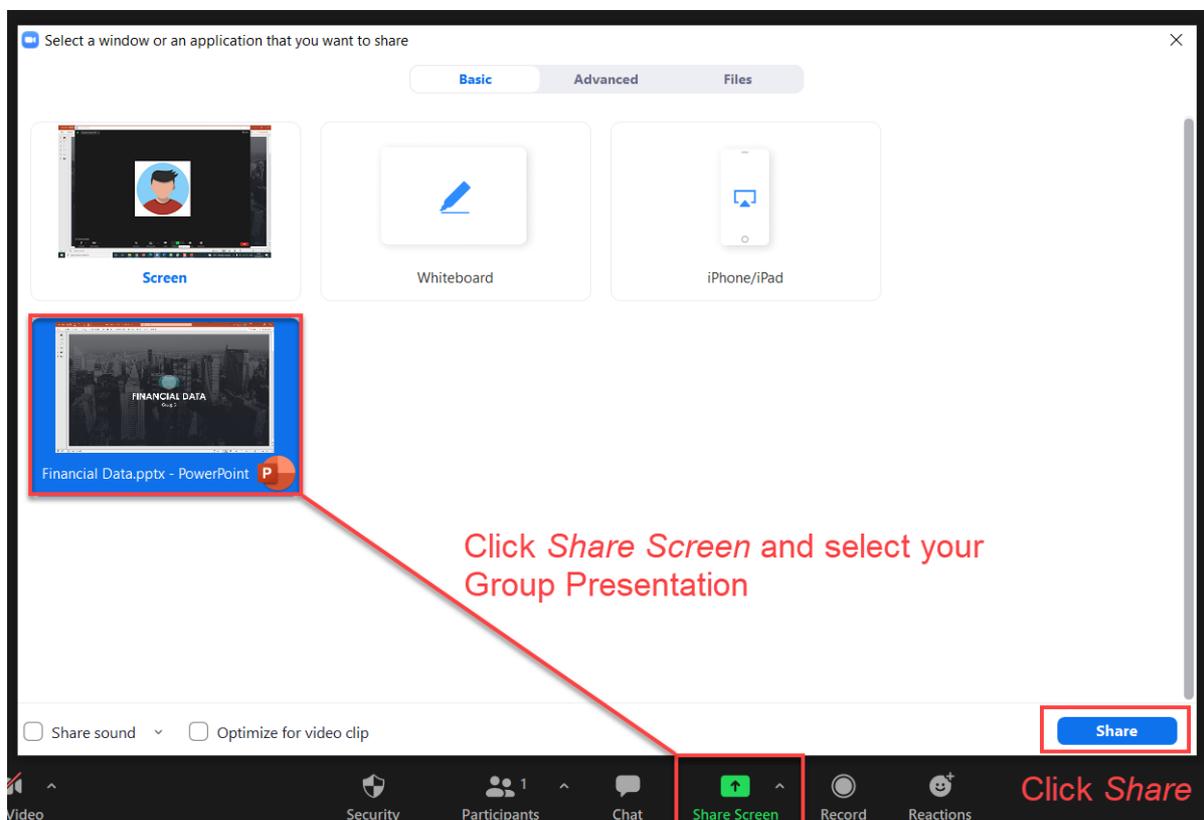


Step 4 - Record the group presentation.

Before you record your presentation, it is a good idea to have at least one practice round so that you can rehearse the smooth transitions between presenters.

Click *Share screen* from the Zoom Control bar and select your presentation.

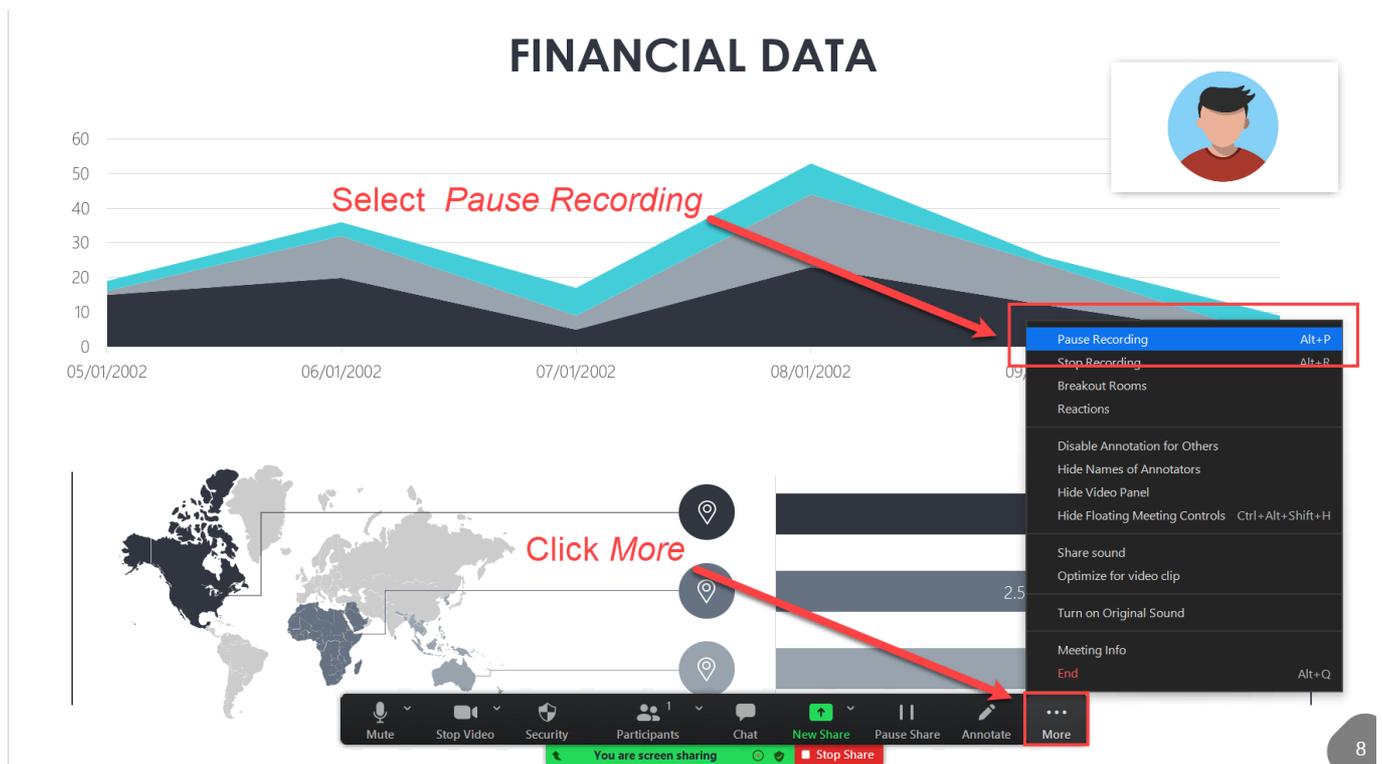
Click *Share*.



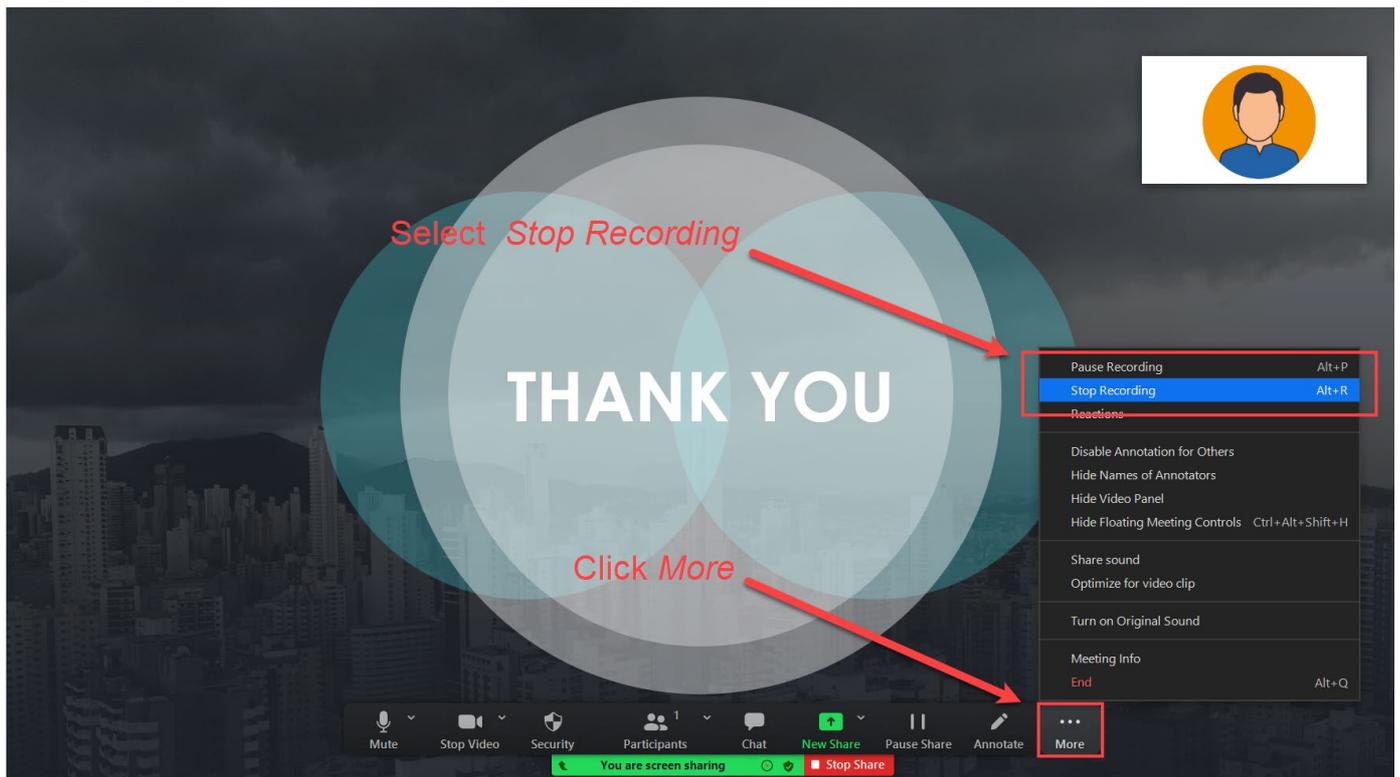
When you are ready to begin recording your presentation, click *More* from the Zoom Control bar and select *Record*. Deliver your presentation.



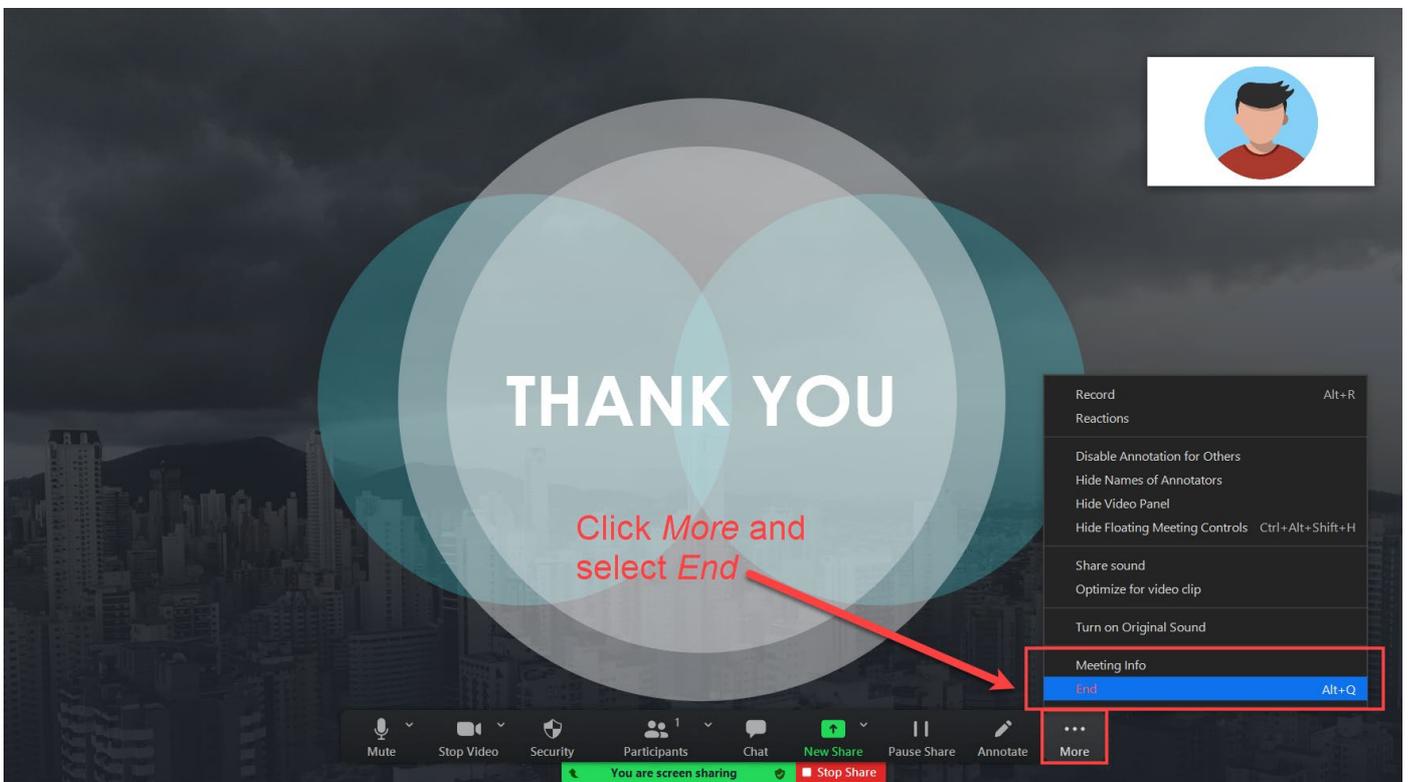
Click *More* and select *Pause Recording* to ensure a smooth transfer between group members. Pausing the recording during the changeover helps to make a more polished final recording.



When the group have finished the presentation, click *More* and select *Stop Recording*.

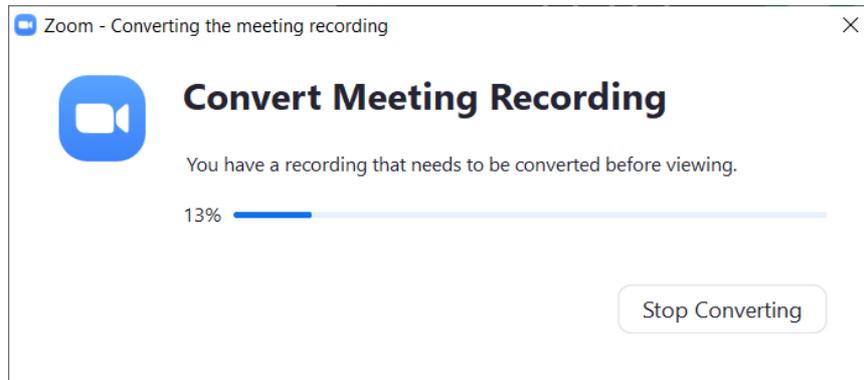


To end the meeting click *More* and select *End*.



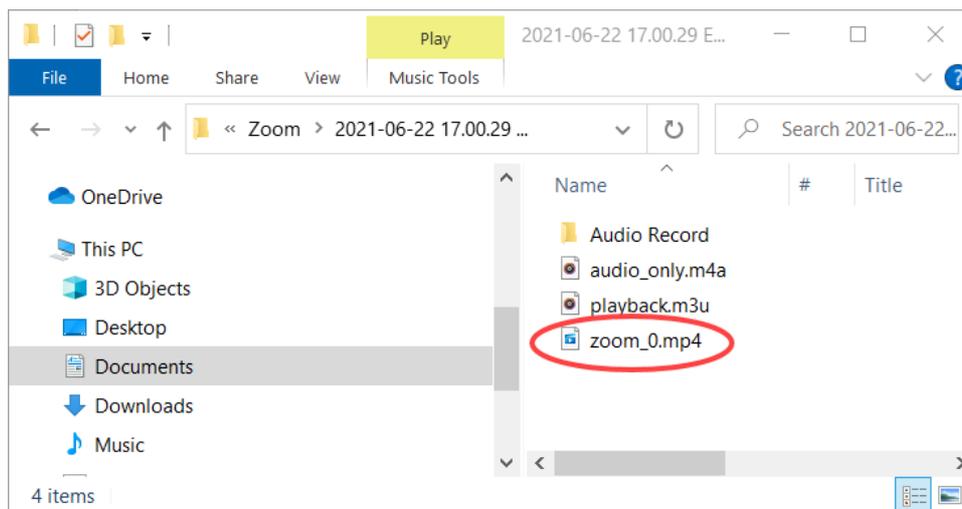
Step 5 - Upload your recording to Brightspace.

When the meeting ends the recording will automatically begin processing.



Once the conversion process is complete, the folder containing your recording should open automatically. By default, local recordings will be placed in the Documents\Zoom folder of the hosts computer.

- **Windows:** C:\Users\[Username]\Documents\Zoom
- **Mac:** /Users/[Username]/Documents/Zoom



The **.mp4** is the video recording of the group presentation that you will submit. Rename the file from *zoom_0.mp4* to something more recognisable. Submit the video along with any accompanying documents and files in Brightspace.

Submission ID	Submission(s)	First Name, Last Name	Date Submitted ▼
1280413	 Group 5 Video.mp4 (11.9 MB)	Bird Test Student1	22 June 2021 9:01 PM
	 Group 5 Presentation.pptx (3.33 MB)		
	 Group 5 Notes.docx (527.11 KB)		