

# Zoom: Using for Lecture Capture

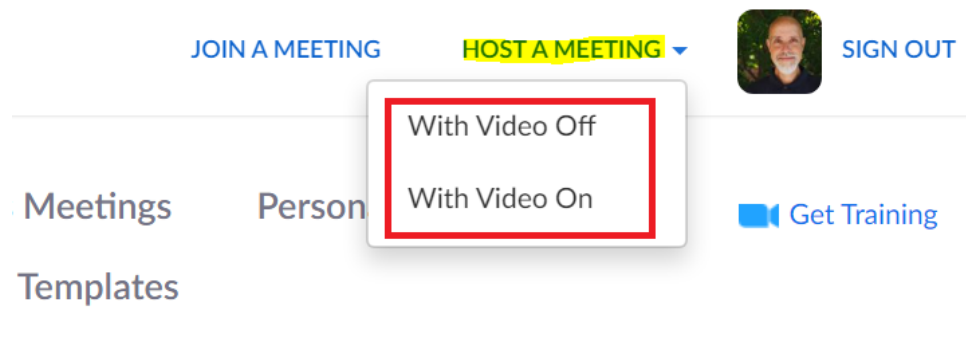
Though Zoom is integrated with AsULearn for synchronous online meetings with your students, some faculty use the Zoom web portal to start a meeting by themselves, share their desktop, and deliver a 'lecture' or presentation while recording it. The link to the recording can then be posted in AsULearn or otherwise shared with students.

**i** This process uses the Zoom web portal (<https://appstate.zoom.us>) rather than starting a session via the [Zoom activity in an AsULearn course](#). **Note: Recordings in the Zoom Cloud are retained for 30 days.** You can download recordings from the Zoom Cloud, and post them on your YouTube channel to retain the indefinitely should you wish. The videos are also automatically copied over to your Kaltura account and can be shared from there.

## Using Zoom for Lecture Capture

### Overview (summary of video above)

1. Log in with your Appalachian credentials at <https://appstate.zoom.us>. This automatically grants you a Zoom pro license (for faculty, staff, and student users). You can host an unlimited number of meetings, with up to 300 participants in each one, and record those meetings to the Zoom Cloud for later sharing.
2. On the Zoom dashboard, select Host a meeting, and choose Video On or Video Off.



ting from an H.323/SIP room system

**PLEASE NOTE: LIKE DEMONSTRATED IN THE VIDEO, IF YOU NEED TO MAKE MULTIPLE CLASS LECTURES THAN CREATE A MEETING AND GIVE IT A UNIQUE TITLE TO HELP IDENTIFY**

#### Meetings

Get Training

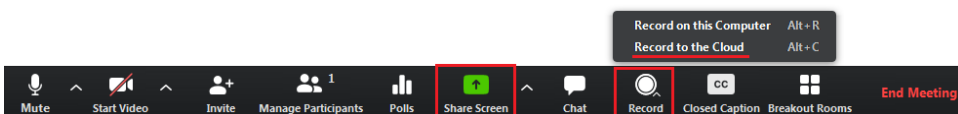
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Start Time to End Time

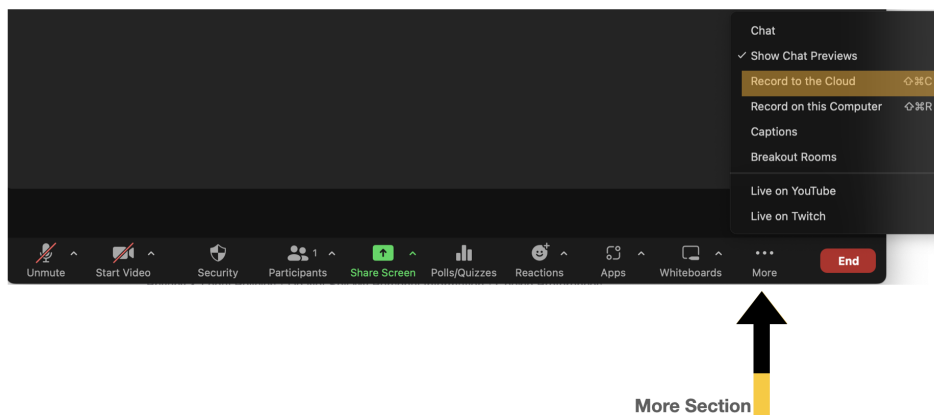
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3. Zoom will run (follow the prompts to start if you have not used Zoom on your computer before), and your meeting will open.
4. Use the tools along the bottom to 1) Start a recording. Always choose Record to the cloud, and 2) Share your screen



PLEASE NOTE THAT IF YOUR ZOOM SCREEN IS CONDENSED YOU WILL FIND THE RECORD OPTIONS IN THE *MORE* SECTION



5. With your screen shared, and your recording started, use your desktop to display any materials you need (PPT, Excel, PDF, website, AsULearn course, etc), and deliver your lecture, speaking as you would in class. Remember that if it is on your screen, it is being recorded, as is your audio. It is helpful to think that you have a student standing behind you looking at your display, and you are explaining content to them during an office hour. But here, you're in a meeting alone, sharing your screen and recording a lecture.
6. When you are finished, click the **End Meeting** link and the select **End meeting for all** in the pop-up window.
7. If you used the **Record to the Cloud** option, your Zoom meeting will appear on your Kaltura [My Media](#) page as soon as it completes processing, and can be shared with students directly from AsULearn.

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