

## Zoom Room Presentation Recording Instructions

### COMM 395 Business Communications

This instruction sheet will explain how COMM 395 presentations will be created remotely. All presentations will be recorded live and in small groups using Zoom during class time:

#### RECORDING YOUR PRESENTATION

1. Your instructor will allocate you to a Zoom Room group. Prior to class, connect with your roommates and nominate one group member to create a Zoom meeting invitation and to send the invitation to all members of the group.
2. Go straight to the Zoom Room and not the online classroom on presentation day. Log into the room shortly before class is scheduled to start and agree on the speaking order.
3. **Speakers must share their screen so that their slides are visible to the audience.**
4. All presenters must stand, so test your camera and microphone levels before class starts. Strive for the best quality video and audio quality.
5. **Use a timer on your phone.** Hit start and begin speaking, moving your slides as needed.
6. At the end of your presentation, audience members will initiate a Q&A session. **Every audience member must ask at least one question for a total of six questions for each speaker.**
7. Repeat this process for each person in the Zoom room until everyone has spoken.

**NOTE: YOU MUST HIT RECORD AT THE BEGINNING OF THE SESSION. IF YOU HIT PAUSE AFTER A SPEAKER, DON'T FORGET TO CLICK RECORD AGAIN OR THERE WILL NOT BE A VIDEO FILE TO GRADE.**

**Zoom limits calls to 40 minutes. You will need to stop and start the meeting once to complete everyone's presentations. Don't start a presentation unless you have at least 15 minutes of recording time left. If not, end the call and reconvene it.**

#### SAVING THE FILE

Once the final person has presented, end the meeting. Zoom will automatically create an MP4 video file which the Zoom Room host should upload to the Media Gallery on Canvas:

1. Go to Media Gallery
2. Click Media tab next to Home tab
3. Click + Media
4. Click Add New (aqua button top right)
5. Click Media Upload
6. Upload the file, name according the convention below, select copyright permission, Save

**IMPORTANT:**

**ONLY UPLOAD YOUR FILE ONCE.** Don't panic if your file does not appear in the Media Gallery right away. It will only be visible once your instructor changes a setting and approves the submission.

**NAMING CONVENTION:** It's important that you name your files using the following convention:

COMM 395(Section Number)(Name of Assignment)(Each presenter's initials plus the last 5 digits of their student numbers)

**e.g.**

**COMM395,107,Informative,(JS)12345,(EH)76980,(PB)07532**