

Step-by-Step Guide to Setting up, Hosting, and Recording your Classes in Zoom

Step 1: Pre-recording Set-up (cloud storage only). Before recording, you must decide to store the recording locally or to the cloud. Cloud recordings will be automatically copied to Sakai after a one-time set up BEFORE your first recording. Follow the instructions at: [Getting Zoom Recordings into Sakai](#).

Step 2: Check your Zoom Settings. Follow the Zoom security instructions at [Epidemiology Tech Support](#) to prevent uninvited guests from joining your session. See [Keep Teaching: Securing Zoom](#) for additional recommendations.

Step 3: Scheduling the Class. Follow the instructions to [Schedule a Meeting](#).

- a) When scheduling the meeting, check that the option for participants to share video is turned off, unless you're expecting students to share their screen.
- b) If you need breakout groups, you will need to [Pre-Assign Participants to Breakout Rooms](#). If you use this feature, see: [Getting Started with Breakout Rooms](#).
- c) If your course has a TA, you may set them as [Alternative Host](#) (Onyen@email.unc.edu) when scheduling the meeting email or [promote them to co-host](#) when you are in the meeting.

Step 4: Sending out the Zoom Invitation. [Copy the meeting invitation](#) and email it to your students post it to your Sakai site.

Step 5: Starting the Class. Sign in to Zoom ([UNC Zoom Browser](#) or [UNC Zoom Client](#)), select the meeting, and click the Start button.

Step 6: At the Beginning of Class. Before recording, you may want to adjust some settings: [Share your Screen](#), view/save [In-Meeting Chat](#), and limit participant sharing (Share Options > Advanced Sharing Options > select Only Host). Many [Managing Participants in a Meeting](#) options can be set as default (Step 2) so you don't need to adjust them at the beginning of every meeting.

Muting Participants: At the beginning of the meeting, click on the Manage Participants button, navigate to the bottom of the participant list, and click the [Mute All](#) button.

Step 7: Recording. Follow the step-by-step instructions ("How do I start a cloud/local recording?") found at: [Recording in Zoom](#).

Step 8: Sharing the Recording. After going through Step 1, cloud recordings are automatically copied to Sakai. Local recordings can be moved to Sakai ([Getting Zoom Recordings into Sakai](#)) or you can email your students a link to the video (see Steps 9-12 at [UNC Teach: Zoom Share with Students](#)).

*FERPA Compliance:

Public recordings cannot capture any student-identifying data (including images, names and voices) without express written consent from the students. Please submit the [media release form \(PDF\)](#) to receive consent. Visit [Rice University's FERPA and Lecture Capture FAQs](#) for more details.