**How to Record a Group Presentation on Zoom – Marketing 4050**

**Before the presentation:**

The host

* One student in the group is chosen to serve as host.
* The host sets up the meeting and sends the invitation to other group members.
* When setting up the meeting, select Video for Host to On and Video for Participants to On.
* The host sends the meeting invitation to group members
* If an initial practice meeting up is set up as a recurring meeting, the group can use the same meeting for both practice and the actual presentation

The PowerPoint/Google Slides manager

* Someone besides the host is designated to be PowerPoint manager and run the PowerPoint slides for the presentation.
* At the time of the meeting, the manager will open the PowerPoint file on his/her computer and select the full screen view for PowerPoint.
* This person will be responsible for advancing the slides throughout the entire presentation.

All group members

All members of the group verify that they have a working microphone and working camera on their computer. If not, contact the instructor immediately for further guidance.

**To start the presentation meeting.**

Each student joins the meeting.

All group members must have the microphone unmuted and should click on Start Video when they join the group.

The Host

* after starting the meeting, click on the up arrow next to the green Share Screen icon. Click on Advanced Sharing options. For How many participants can share at one time? select One participant. For Who can share? Select All Participants. For Who can start sharing when someone else is sharing? select All Participants. Then close the advanced options window.
* make sure all group members’ video is visible on the right side of the screen. At the very top of the first participant’s video feed is a black bar; if some participants aren’t visible, click on the rightmost icon in this bar.
* when the group is ready to begin recording the presentation, click on Record and select Record on This Computer.

The PowerPoint manager

* before joining the meeting, open up the PowerPoint deck
* in PowerPoint, click the Slide Show tab in the top menu bar; select Set Up Show; select Browsed by an Individual; click OK.
* in PowerPoint, select View Slideshow; resize the window so that it takes up about 50% of your screen
* join the Zoom meeting; in Zoom, click the Share Screen icon (either the green Share Screen icon in the black menu bar or the red and orange Share Screen icon that may appear in the middle of the screen)
* you will then see an array of various screens; choose the one that shows the PowerPoint file.
* click Share at the bottom right of the screen (blue button); all group members should now be able to see the PowerPoint slides
* near the top of your Zoom window, you should see View Options; click on the down arrow and choose Side-by-side Mode; you now have two panes in Zoom—one showing PowerPoint and one showing group members. Adjust the size of the panes to enlarge the videofeeds of group members
* PowerPoint slides can be advanced using the right arrow key on your keyboard

Participants

All group members should see the PowerPoint slide in the main part of the screen, and video feed for each group member to the side.

**At the end of the presentation**

The host stops the recording of the presentation by selecting Stop Recording.

Once the meeting is ended, Zoom will prepare a file of the recording that should appear automatically on your computer desktop. You may see several files; the one you want will be titled zoom\_0.mp4. (If you made some trial recordings during the meeting, the file name will be slightly different, but it will be an mp4 file.)

Upload the mp4 file on Canvas as Project Assignment #17b.

Congratulations! You have just learned a skill that will become increasingly important in the days ahead.