

Carnegie Mellon University

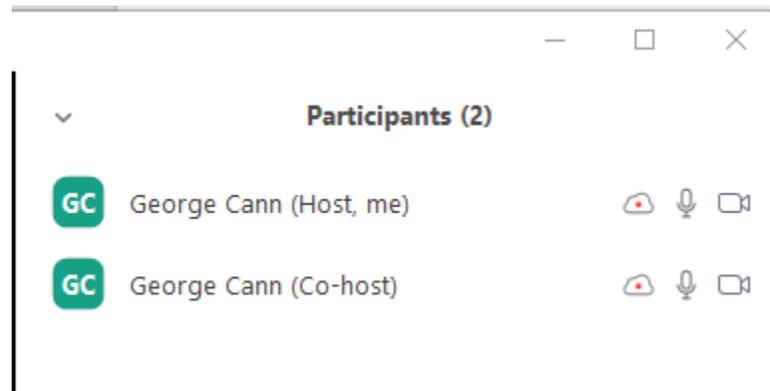
Dietrich Computing and Operations

Advanced Zoom Lecture Setup— Two Devices or More

This setup is most appropriate for teaching styles that require screen sharing a **PowerPoint** (or other document) with a second device acting as an additional camera for handwritten teaching. The second camera can be either pointed at a **physical whiteboard** or a **notepad on a desk**. ***This process can be repeated if you would like to use three or more devices.*** Please refer to our **Zoom -Mount-Smartphone-Camera** documentation for help mounting devices. Contact Dietrich Computing if you need us to supply a desk mount.

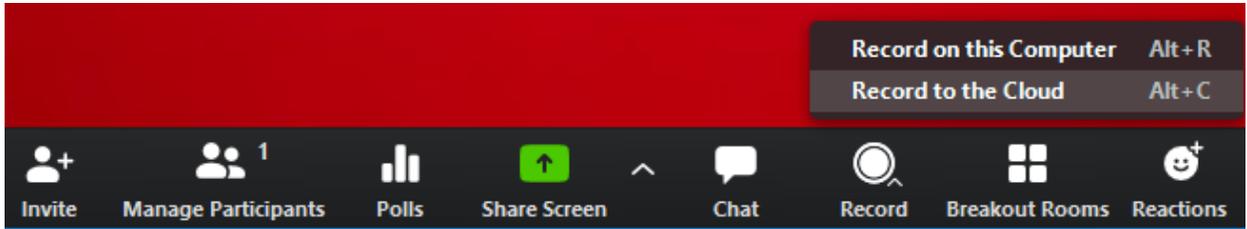
If you have a second touch capable device with stylus, you can use this as virtual whiteboard, which is covered at the end of this document.

1. Log into Zoom on your main device.
2. Launch a **New Meeting**. If you followed our **Initialize Zoom Instructions** your meeting ID will always be the same.
3. Launch and log into Zoom on your second device.
4. On the second device, select **Join a Meeting** in Zoom. Enter the meeting ID created in step #2. This will add the second device as a **co-host** to the meeting.
5. Both of your devices should now be added to the meeting. If you click the **“Manage Participants”** button, you should see yourself as a **Host** and a **Co-Host**. Repeat steps 3-4 for every device you want to use as a **Co-host**.

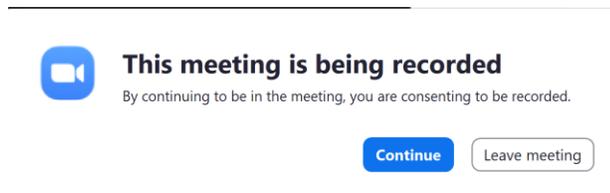


6. As your students start to join the session, you will see the list of participants fill in along the top. By default, it will show on the screen of whoever is talking. We recommend you select which one of your devices you want to be displaying to everyone and right click on it (Normal Click on a Mac) and select **Spotlight Video**. This will broadcast that device to everyone, and it will not switch screens if someone begins speaking or makes noise. You can switch between screens by right clicking on the screen to share (normal click on a Mac) and select **“Spotlight Video.”**
7. Ask your students to mute their mics. The **Zoom - Student Best Practices & Etiquette** documentation for students on how to set their mics and how to behave during a Zoom class.

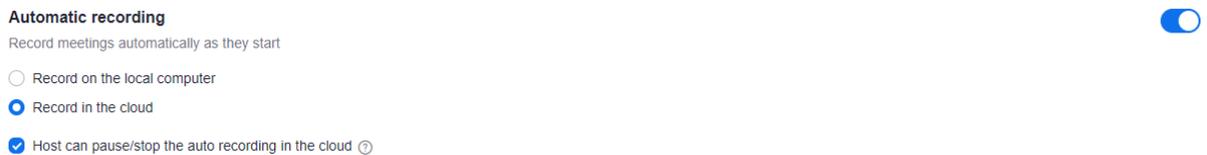
8. If you plan on recording the lecture, click the **record button** and then select “**Record to the Cloud.**” *If your recordings get over 1GB in space, you will start to get a warning, you can ignore this - there is no space limit on your account.*



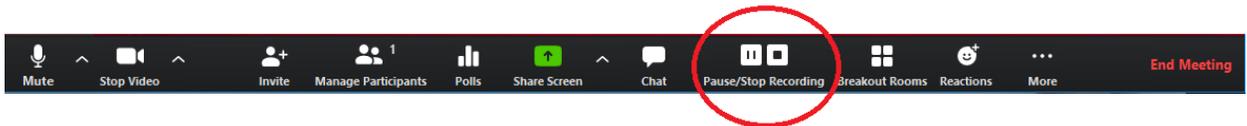
9. If you plan to record the lecture, tell your students that the lecture will be recorded when class begins. When a student enters a **Zoom** session that is being recorded they get the following warning:



If you always plan on recording your lectures you can set your Zoom Client to **auto record all sessions**. To do this, log into Zoom on the web (cmu.zoom.us). Go to Settings and select “**Recording**” from the top menu. Turn on “**Automatic Recording.**” Make sure “**Record in the Cloud**” is selected.



10. While recording a lecture, I use the buttons in the “Controls” to stop or pause the recording.

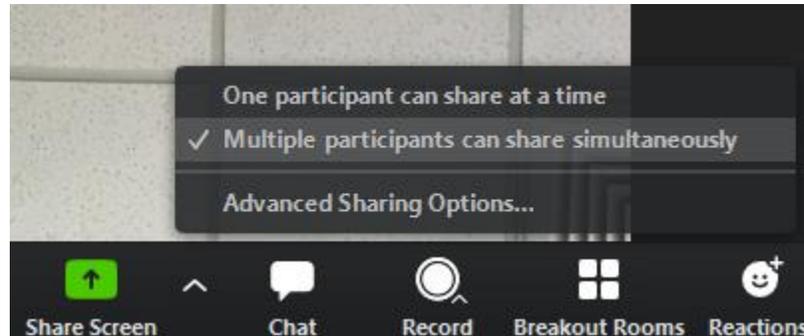


11. Ask students to add questions to the chat. When you are addressing one of the questions, ask that student to unmute and/or start video to engage or interact.

12. Double check that your video and audio are on, if not please refer to our **Zoom** Initialization Document. The highlighted icons should be white without a red line.



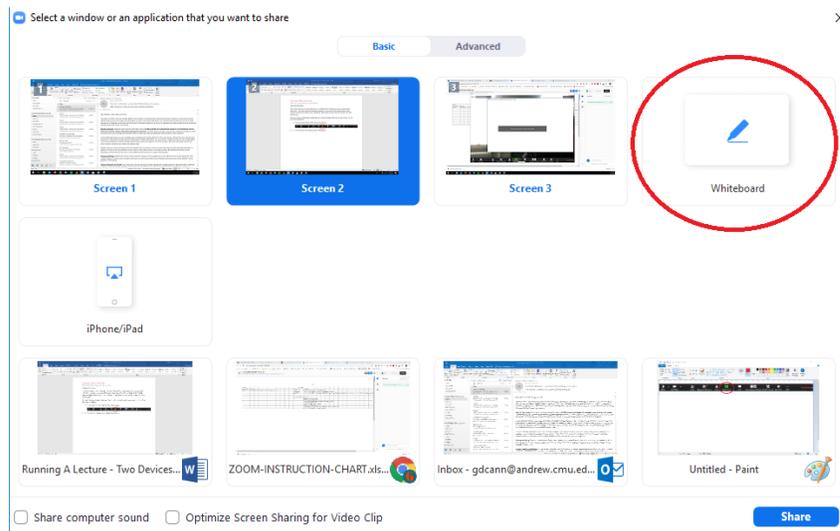
13. Click on the arrow next to the **Share Screen** Button, and select “**Multiple participants can share simultaneously**”



14. If you want to screen share on your first device, on your first device select **Screen Share**.



15. Once you click the **Share Screen** Button, you have a few options:



From this menu select which option you would like to share. You can select to share a whole screen or you can select a specific application to share.

16. If you want to **share a screen** on your second device, you can follow **steps 13 and 14 again** on the second device. If you just want to use the second device as a document camera, then you will not need to share a screen on the second device, it will just use the camera.

17. Once you have your two devices (or more) set up and sharing, all can be used in the session. You want to make sure your students have their **Zoom** Client set to View both screens simultaneously.

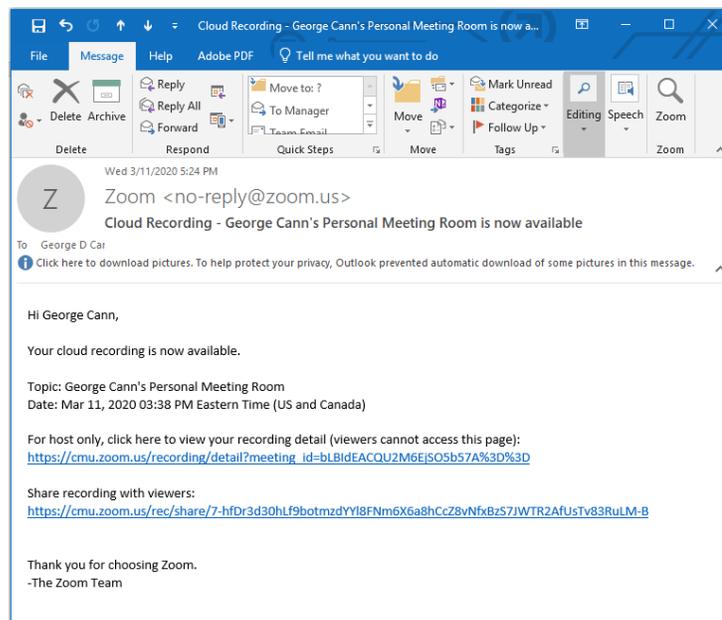
This step is also included in our **Zoom - Student Best Practices & Etiquette** documentation, so the students should be aware of this setting.

18. Once the session is over, you can use the “**End Session**” button to finish. If you are the host, this will end the session for everyone.

Locating and Sharing Zoom Recordings

Once you locate your Zoom class recording. To ensure we comply to all relevant privacy guidelines for students, you should share the link through your Canvas course. Only your students who attend a particular class should have access. Canvas is the best way to ensure compliance. You can choose to share the link to the Zoom recording in Canvas or opt to download then upload your course.

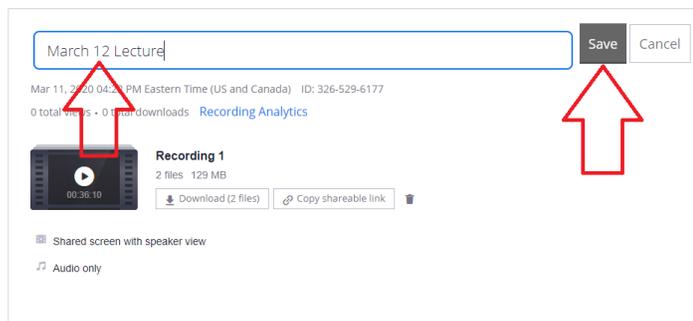
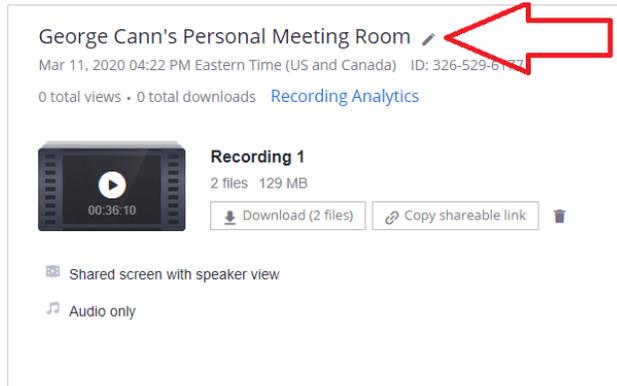
1. After you finish the session, **Zoom** will process the recording in the cloud. Once the processing is completed you will receive an email from **Zoom** saying your recording is available. You can click the link in the email to view the recording. Previous recordings are also available in the Zoom Web Client (<https://cmu.zoom.us>).



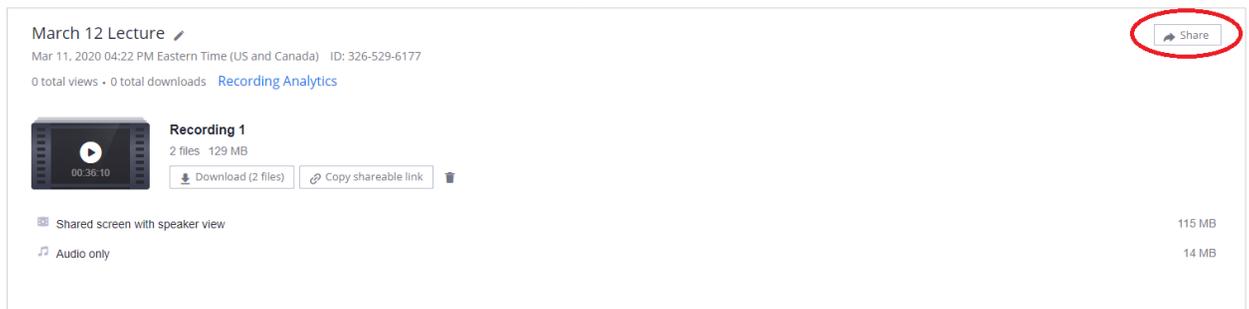
Carnegie Mellon University

Dietrich Computing and Operations

2. Once in the **Zoom Web Client**, we first recommend you rename the lecture. From **the Zoom Web Client** click the Edit button next to the recording name, type in a name and hit **Save**.



3. After changing the name, click the Share button along the right hand side.



Carnegie Mellon University

Dietrich Computing and Operations

4. In the **Sharing Settings**, you want to turn on **Share** this recording, and make sure **Publicly** is checked. Then you want to turn on **Password Protect**, and we recommend you use the class number as the password, enter your class number and hit **Save**. Make sure you hit **Save** and see the **Access** password in the info box at the bottom, as the password does not get set until you hit Save. This makes the video available at the link you see in the info box, you can also hit **Copy to Clipboard** to copy the link.

To share in Canvas, you simply need to copy the link to the meeting record into your Canvas course.

Share this cloud recording

Share this recording

- Publicly
- Only authenticated users can view

Viewers can download

On-demand(Registration Required)

Password protect

123456 Save

Recording Link Information

Topic: March 12 Lecture
Date: Mar 11, 2020 04:22 PM Eastern Time (US and Canada)

Meeting Recording:
https://cmu.zoom.us/rec/share/9epNDenT521f4nW1U_bQq0klYveX6a8gHQc-fELmk7psNdxMfifPQJ3CT0dY4t

Access Password: 123456

Select, copy and paste the recording link: [Copy To Clipboard](#) Close

If you **DO NOT** want your students to be able to download the lectures, you will turn Viewers can download to **OFF**.

Share this cloud recording

Share this recording

- Publicly
- Only authenticated users can view

Viewers can download

On-demand(Registration Required)

Password protect

123456 Save

Recording Link Information

Topic: George Cann's Personal Meeting Room
Date: Mar 13, 2020 04:33 PM Eastern Time (US and Canada)

Meeting Recording:
https://cmu.zoom.us/rec/share/--tcBOv3z0jXoGVtALOfjQNDN3eeaa80SAX-PtemEt2mDg6lc8jw85WZGosg-fl

Access Password: 123456

Select, copy and paste the recording link: [Copy To Clipboard](#) Close

Carnegie Mellon University

Dietrich Computing and Operations

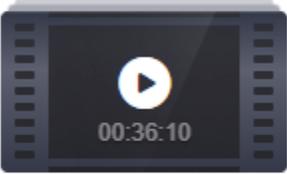
5. If you want to download the video file as well you can click the **Download Button**, you have a choice to download only the audio or video and audio for your session.

You can then log into Canvas and upload this video to your course.

March 12 Lecture

Mar 11, 2020 04:22 PM Eastern Time (US and Canada) ID: 326-529-6177

0 total views • 0 total downloads [Recording Analytics](#)



Recording 1

2 files 129 MB

 Download (2 files)  Copy shareable link 

 Shared screen with speaker view

 Audio only

If you have any issues or concerns please contact hsshelp@andrew.cmu.edu, or call 412-268-5136.