

Student-Facing Language for Students Pre-Recording Presentations

Uses a web camera, the built-in microphone on the computer, and screen sharing software combined to capture your face (in window) as well as the slides on your screen.

Directions:

Open Baruch [Zoom](#). (you may be prompted to log in)

Click Host a Meeting (don't worry, you don't need anyone else in the mtg!)

Be sure to activate audio and video (bottom left corner) When you activate video you will have a video window in the upper corner of your ppt where we can see you presenting the material

Turn on [Screen Sharing](#) (center bottom) and you'll be prompted to select what you want to share: go to your desktop (and select your PPT) or you may see your PPT as a direct option if you have the file open.

Hit record (bottom center screen) and select "send to cloud" (red record light appears at top of the screen)

When you finish your presentation, hit "end recording"

Within a few minutes, you'll receive two links in an email from the Zoom cloud: a shareable link and a second private link where only you can download your video file.

Save your file to the location of your choice and send me the presentation link. (note: recording can be done multiple times, so please feel free to practice)

More questions? Guide on [recording in zoom](#)

Want to use presenter notes?

Dual monitor screen sharing with ppt zoom [tutorial here](#)

Use Google slides by selecting to share *only* the window with the final slide deck and NOT to share the window that pops up with the presenter notes. (i.e. "squish" both windows so they could appear side-by-side)