These are the steps for faculty to record a lecture in the classroom using *Zoom* and to share the recording via *Panopto*.

SETUP BEFORE CLASSES START
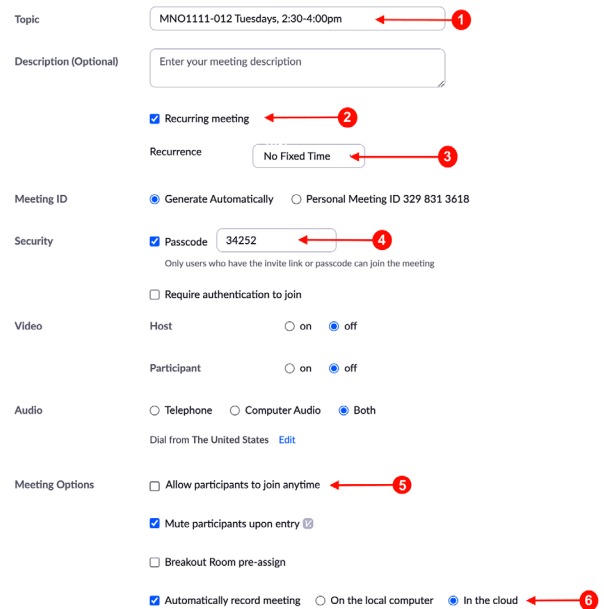
SETUP A ZOOM MEETING OUTSIDE OF THE CANVAS COURSE

1. Log in to Zoom at *smu.edu/zoom*.

2. Schedule a Meeting.

> SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾

3. Set the following options in your meeting:

1 TOPIC: ENTER COURSE NUMBER AND MEETING TIME.

2 SELECT REOCCURRING MEETING.

3 RECURRENCE: NO FIXED TIME.

4 PASSCODE: (ENTER ANY CODE YOU PREFER)

5 UNSELECT ALLOW PARTICIPANTS TO JOIN ANYTIME.

6 SELECT AUTOMATICALLY RECORD MEETING, IN THE CLOUD.

Topic	MNO1111-012 Tuesdays, 2:30-4:00pm ← **1**
Description (Optional)	Enter your meeting description
	☑ Recurring meeting ← **2**
	Recurrence No Fixed Time ▾ ← **3**
Meeting ID	⦿ Generate Automatically ○ Personal Meeting ID 329 831 3618
Security	☑ Passcode 34252 ← **4**
	Only users who have the invite link or passcode can join the meeting
	☐ Require authentication to join
Video	Host ○ on ⦿ off
	Participant ○ on ⦿ off
Audio	○ Telephone ○ Computer Audio ⦿ Both
	Dial from The United States Edit
Meeting Options	☐ Allow participants to join anytime → **5**
	☑ Mute participants upon entry Ⓘ
	☐ Breakout Room pre-assign
	☑ Automatically record meeting ○ On the local computer ⦿ In the cloud ← **6**

4. Select Save.

> **Save**   Cancel

DURING CLASS

FOR CLASSROOMS WITHOUT THE DTEN MONITOR:

1. Log into the lectern computer with your SMU credentials.
2. Select the **Zoom** icon on the lectern computer and sign in with your SMU credentials.
3. Select the **Zoom** meeting created previously and press **start**.
4. Share your screen in Zoom to ensure it appears in the recording.
5. When class is finished, end the meeting.

FOR CLASSROOMS WITH THE DTEN MONITOR:

1. Log into the lectern computer with your SMU credentials.
2. Log into the previously created Zoom meeting on the lectern computer.

> 🔇 **DO NOT JOIN AUDIO** ON THE LECTERN.

3. Log into the Zoom meeting using the DTEN by taping **join meeting** and entering the meeting ID and passcode.
4. Tap the DTEN and ensure the microphone is on.
5. Make sure to share your content on Zoom to ensure it is viewable in the recording.
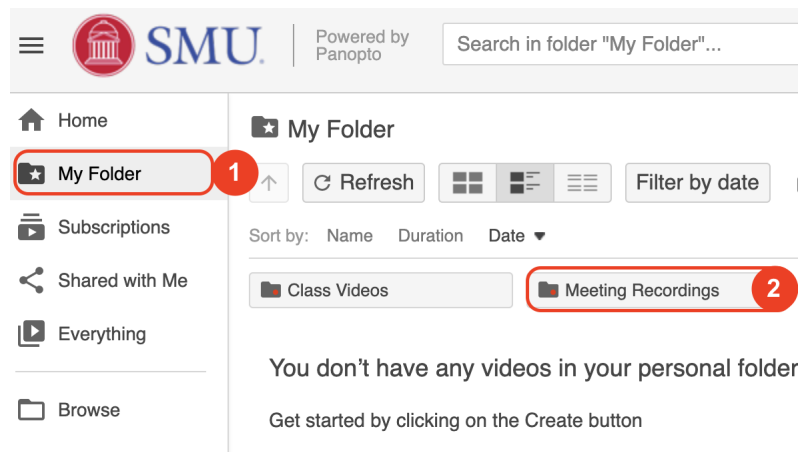
SHARING A SPECIFIC ZOOM VIDEO WITH A STUDENT

1. Log into Panopto:

   » Go to Panopto through a Canvas course and click on the square with the arrow (far right of screen)
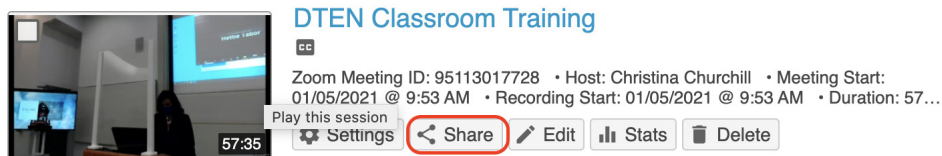
   OR

   » Go to *https://smu.hosted.panopto.com*
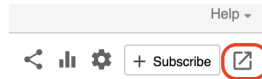
2. Click on **My Folder**. 1
3. Click on **Meeting Recording**. 2
4. Find the video in the list of recordings by looking at the titles, date, and time.

   DTEN Classroom Training

   Zoom Meeting ID: 95113017728 • Host: Christina Churchill • Meeting Start: 01/05/2021 @ 9:53 AM • Recording Start: 01/05/2021 @ 9:53 AM • Duration: 57...

   Play this session

   ⚙ Settings | ⤴ Share | ✏ Edit | ⅠⅠ Stats | 🗑 Delete

5. Highlight the video to share and select **Share**.

6. Select **Change** under Who Can Access this Video.

7. Select the sharing option:

   » Select **Public** to not require a login to view the video.

   » Select **Your Organization (unlisted)** to require a login with SMU credentials to view the video.

8. Select **Copy Link**.

9. Paste the copied link and send it to the student via email.