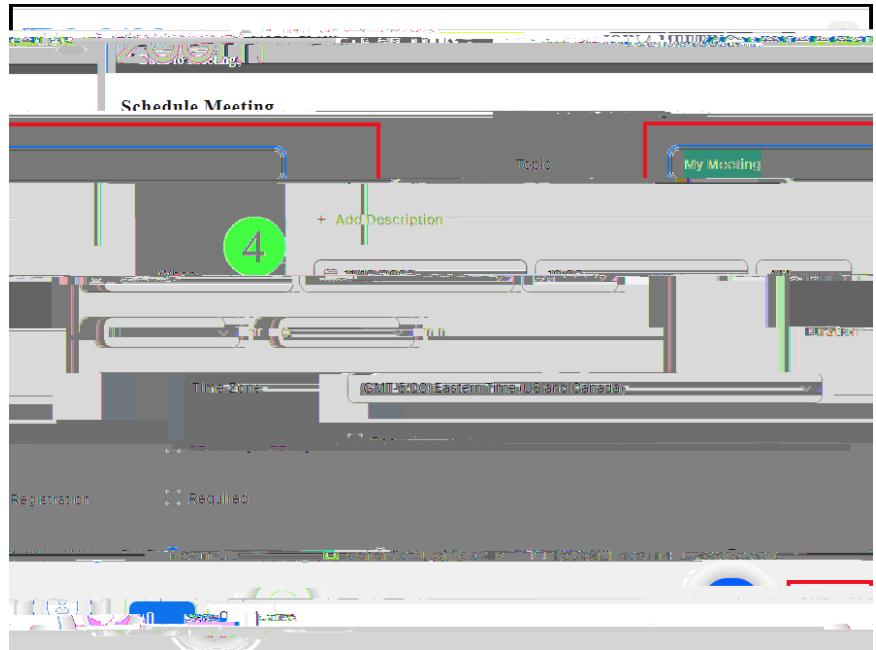
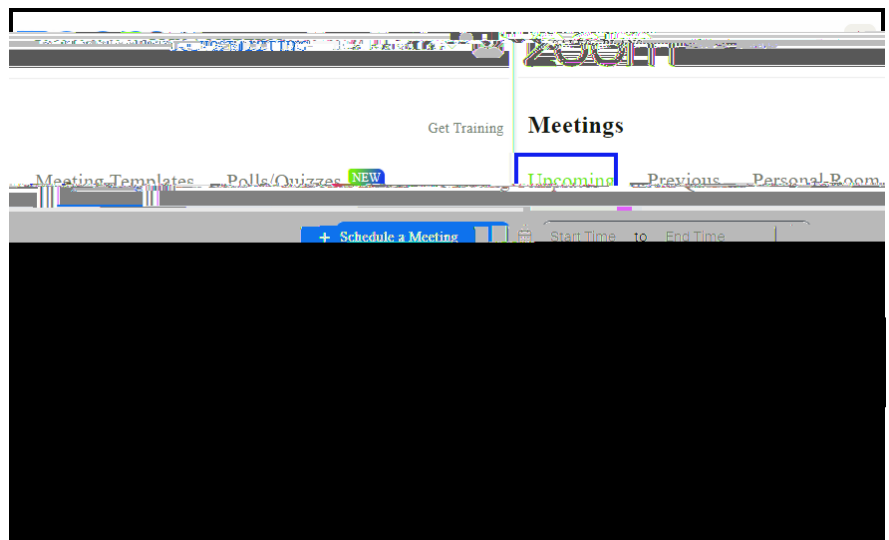


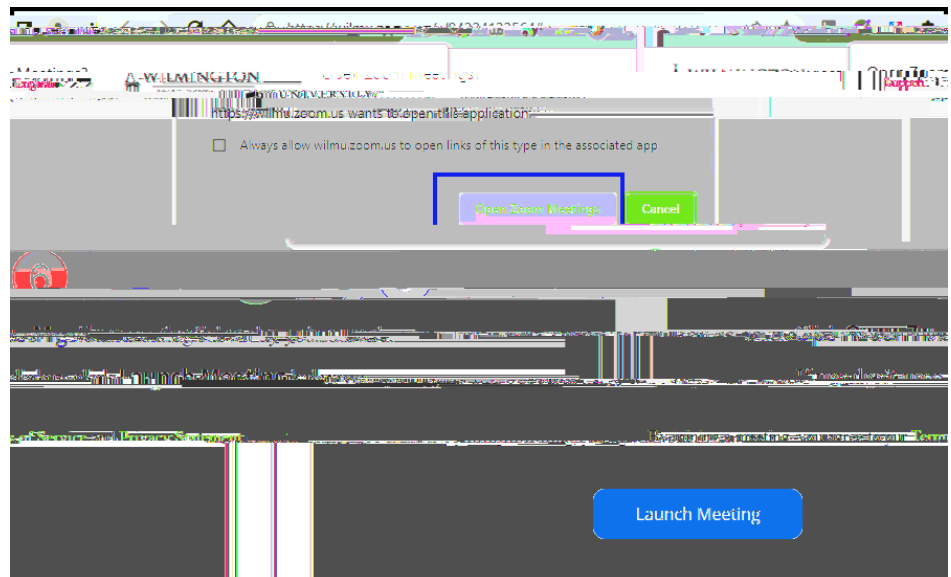
4. Fill in your meeting details.
Click Save.



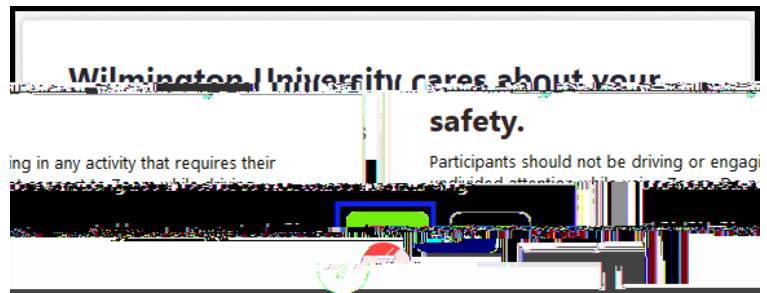
5. On your meeting page, mouse over your scheduled meeting to see the Start button. Click Start.



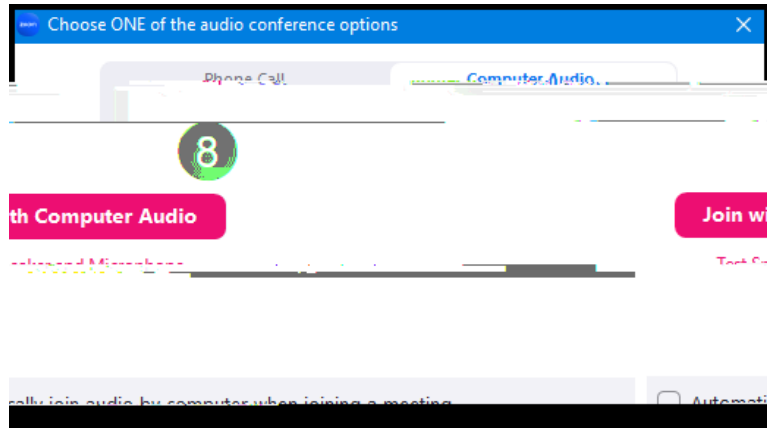
6. The next window you will see a prompt. From the pop-up window, click the button **Open Zoom Meetings**.



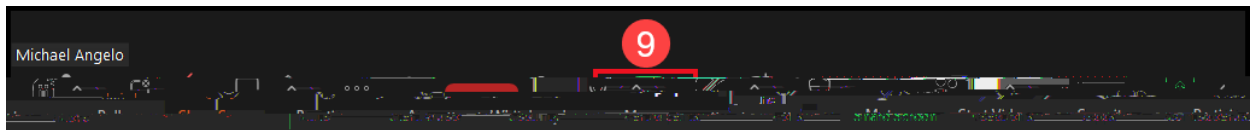
7. Click **Agree** to the Safety reminder.



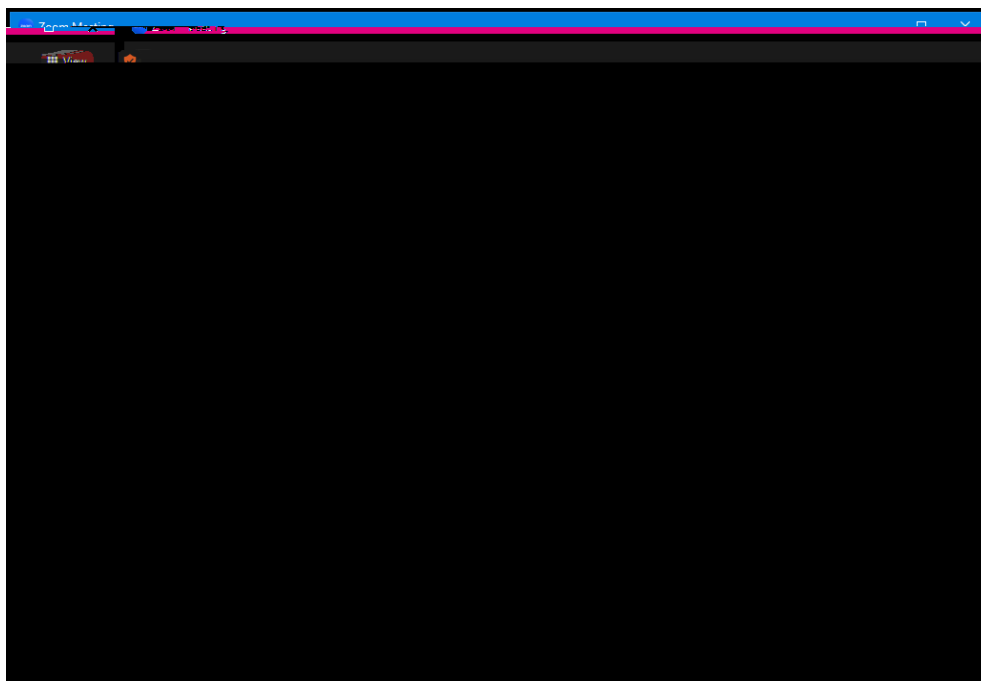
8. Click the button to join with computer audio. At this time, you may test your Speaker and Microphone, or do it within the Zoom room.



9. If you have a document or a PPT to present and record, get that ready on your computer. In the Zoom room, click Share Screen.

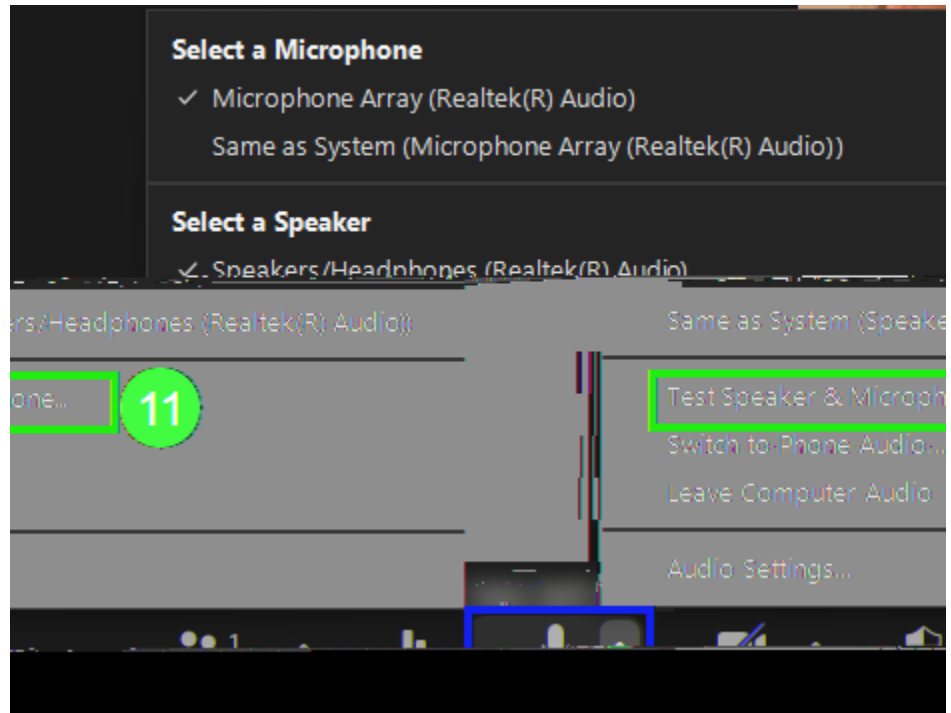


10. On the screen share page, select your Monitor, click Share at the bottom right of the screen.



11. Before recording, check your audio settings in Zoom. Make sure you have tested those settings. You can access your audio settings and test your audio when you are already in a meeting.

- a. In the meeting controls, click the **arrow** next to microphone Mute/Unmute.
- b. Click **Test Speaker & Microphone**; this will open your audio settings.



Checking your computer speakers

- a. Click **Test Speaker** to play a test tone.
- b. If you cannot hear it, select a different speaker from the menu or adjust the **Volume**.

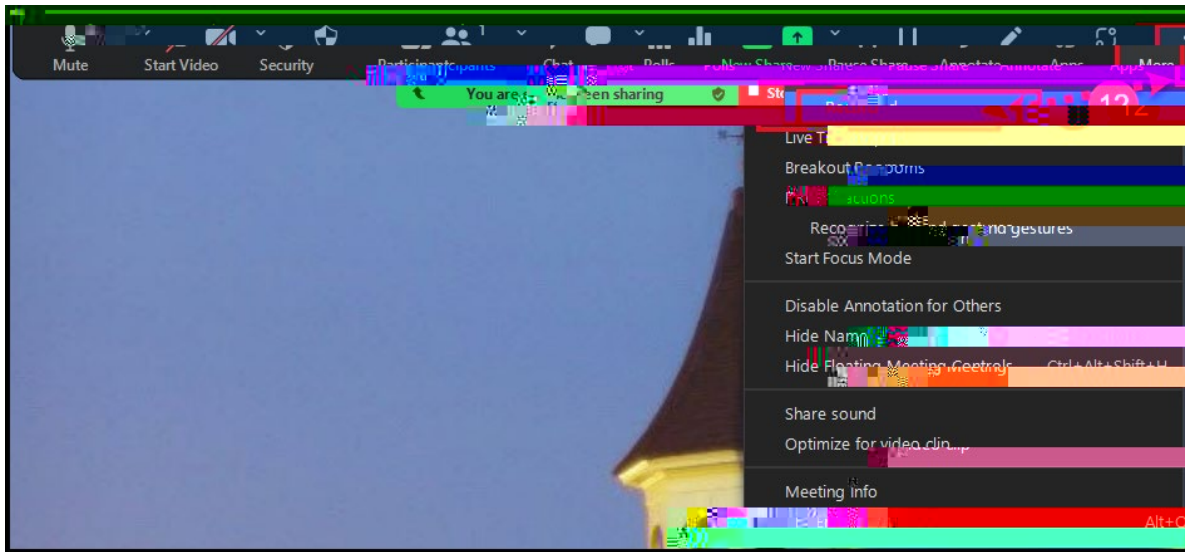


Adjusting your computer microphone

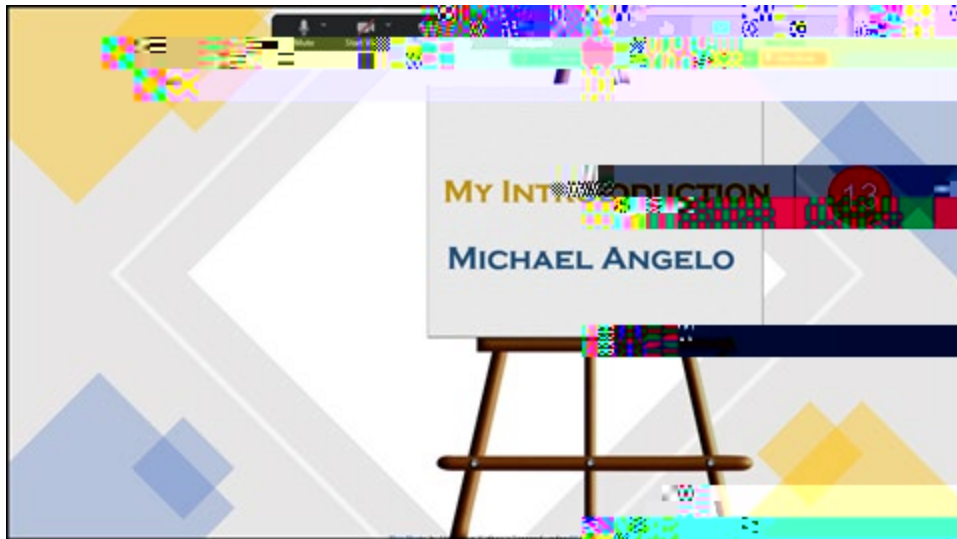
- a. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.
- b. Click **Test Mic** to test your microphone.
- c. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
- d. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.



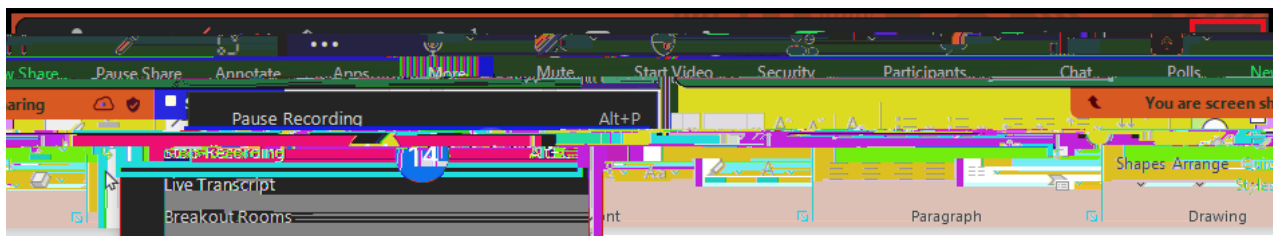
12. Then, look at your Zoom settings toolbar. Click on More. Select Record from the menu.



13. If presenting a PPT, launch slide show view and narrate your slides.



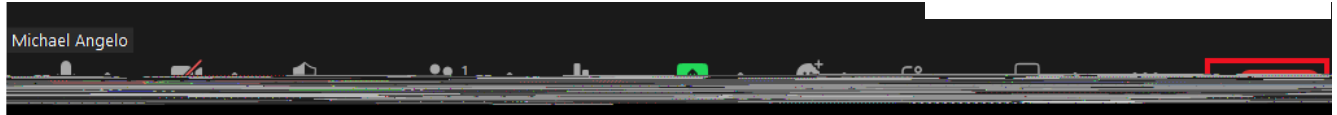
14. When done narrating your slides, click on the toolbar to Stop Recording.



15. Then, click Stop Share.



16. Then, click **End**. - - and **End Meeting for All** or **Leave Meeting**.



17. Next, click on My Media found on the global menu. Here, you will see your Zoom recording video in your My Media repository.



Finally, you may choose to Edit your video by clicking the pencil icon and Launch the Editor, adjust any misspelling in Captioning. After any editing, the video can be shared in a Canvas Assignment, page, Announcement, etc.

- Please review this tutorial on how to Edit parts of the timeline:
https://knowledge.kaltura.com/help/kaltura-video-editing-tools---editor-tab#multi_stream
- If you need to edit Captions, please review this information:
https://learning.kaltura.com/media/How+to+edit+captions/1_wgk4idbt/115993681

Submitting a Kaltura Video in an Assignment (for Students):

1. Navigate to your Canvas Assignment.
Click the green button **START Assignment**.