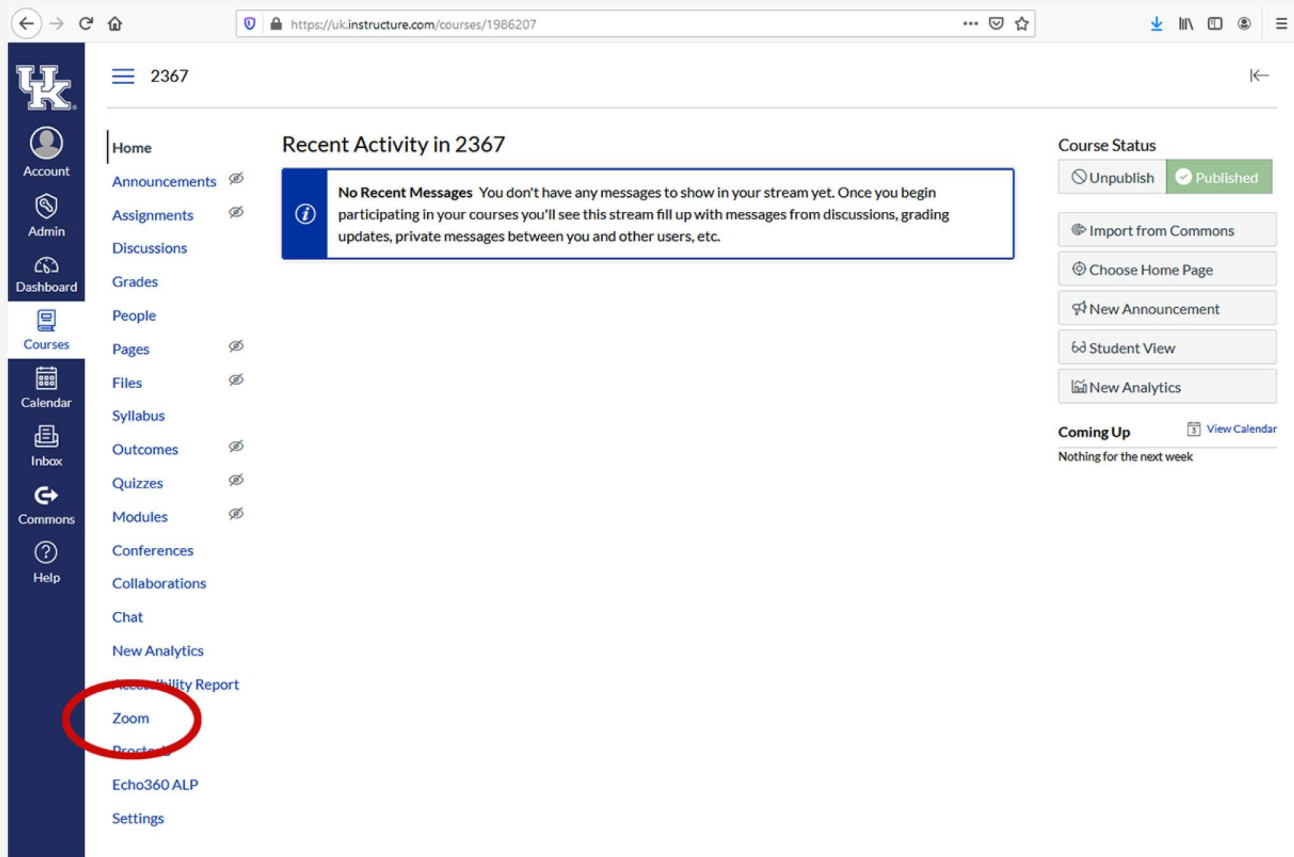
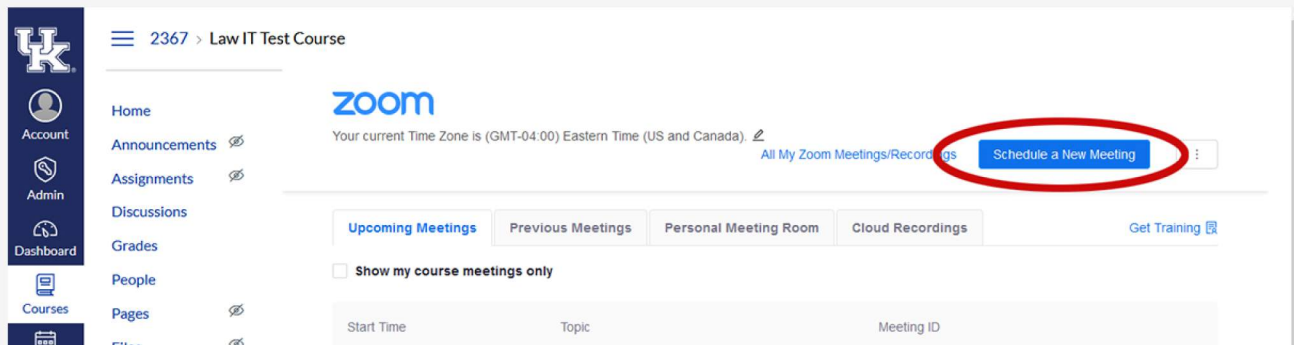


HOSTING A CLASS VIA ZOOM (with local recording)

- 1) Open Canvas via web browser (<http://uky.edu/canvas>)
- 2) Select "Zoom" in the left pane



- 3) Select "Schedule a New Meeting" in the top right corner



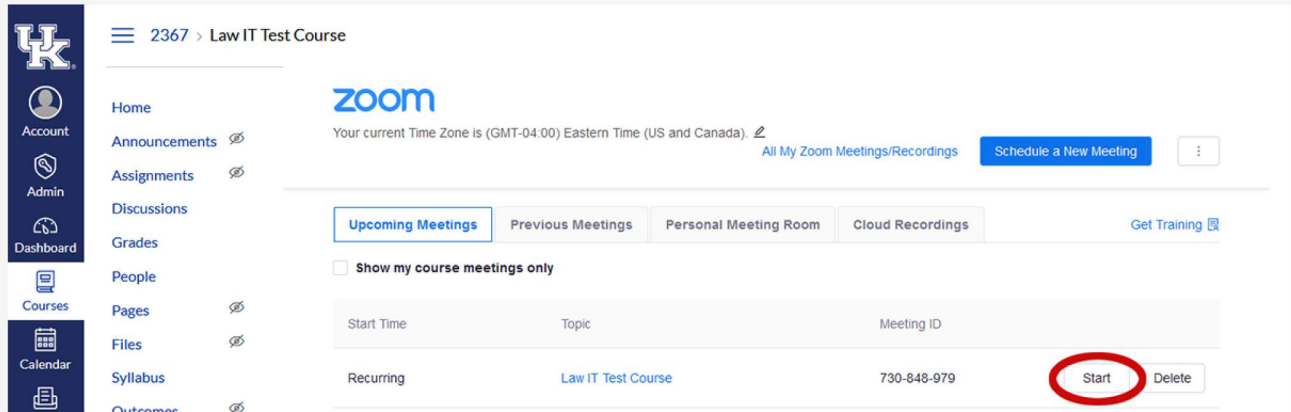
4) Check the 'Recurring Meeting' box and from the Occurance menu choose 'NoFixed Time'

The screenshot shows a course management interface for '2367 > Law IT Test Course'. The left sidebar contains navigation options: Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, New Analytics, Accessibility Report, Zoom, ProctorU, Echo360 ALP, and Settings. The main content area is for meeting configuration. The 'When' field is set to 03/10/2020 at 5:00 PM. The duration is 1 hour and 0 minutes. The time zone is GMT-04:00 Eastern Time (US and Canada). The 'Recurring meeting' checkbox is checked, and the occurrence is set to 'Every day, until Mar 14, 2020, 5 occurrence(s)'. A dropdown menu for 'Occurance' is open, showing options: Daily, Weekly, Monthly, and NoFixed Time. The 'NoFixed Time' option is selected and circled in red. Other settings include: Registration (Required checkbox), Video (Host and Participant both on), Audio (Both selected), Meeting Options (Require meeting password, Enable join before host, Mute participants upon entry, Enable waiting room), and a 'Save' button at the bottom.

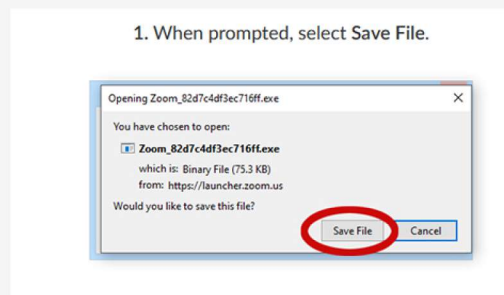
5) Check the following boxes:

This is a close-up of the 'Meeting Options' section from the previous screenshot. It shows the following settings: 'Require meeting password' (unchecked), 'Enable join before host' (checked), 'Mute participants upon entry' (checked), 'Use Personal Meeting ID 8440235328' (unchecked), 'Enable waiting room' (checked), and 'Record the meeting automatically' (checked). The recording location is set to 'In the cloud'. A red box highlights the 'Enable join before host', 'Mute participants upon entry', 'Enable waiting room', and 'Record the meeting automatically' checkboxes. Another red box highlights the 'In the cloud' radio button. Below this section is the 'Alternative Hosts' field with the example text 'john@company.com, peter@school.edu' and 'Save' and 'Cancel' buttons.

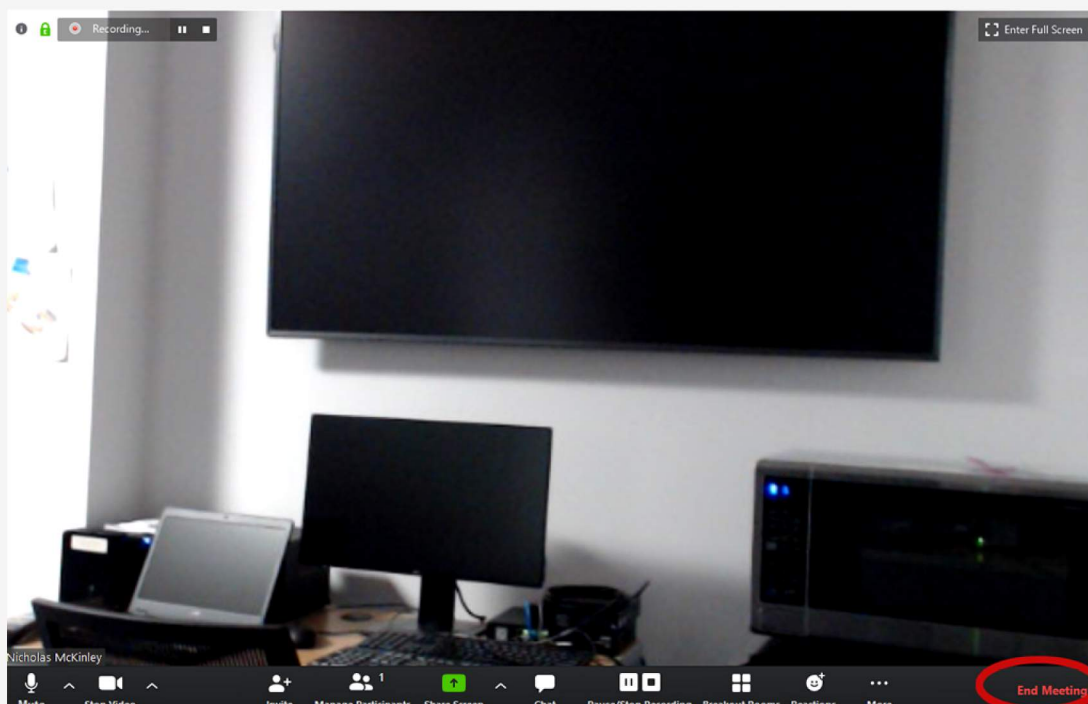
6) When you are ready to start your class each day, return to this page and press the 'Start' button



7) You may be prompted to save and install the Zoom software

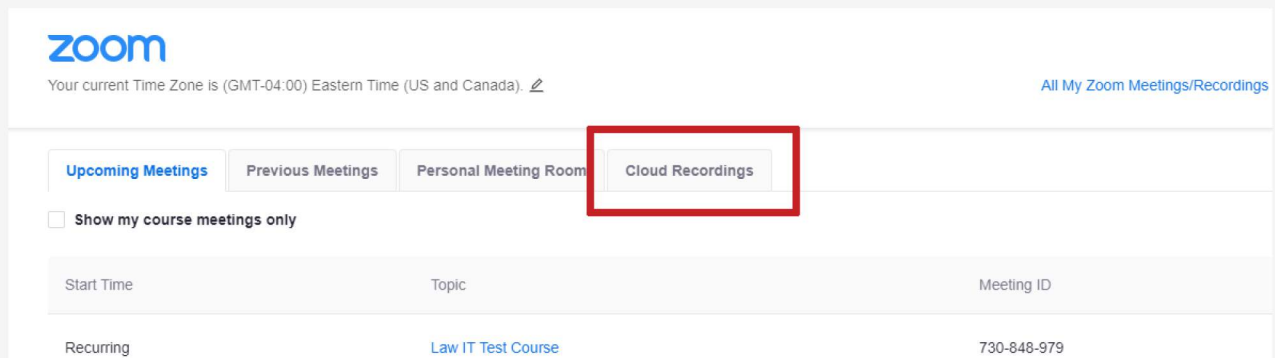


8) When your class has finished, press the 'End Meeting' button



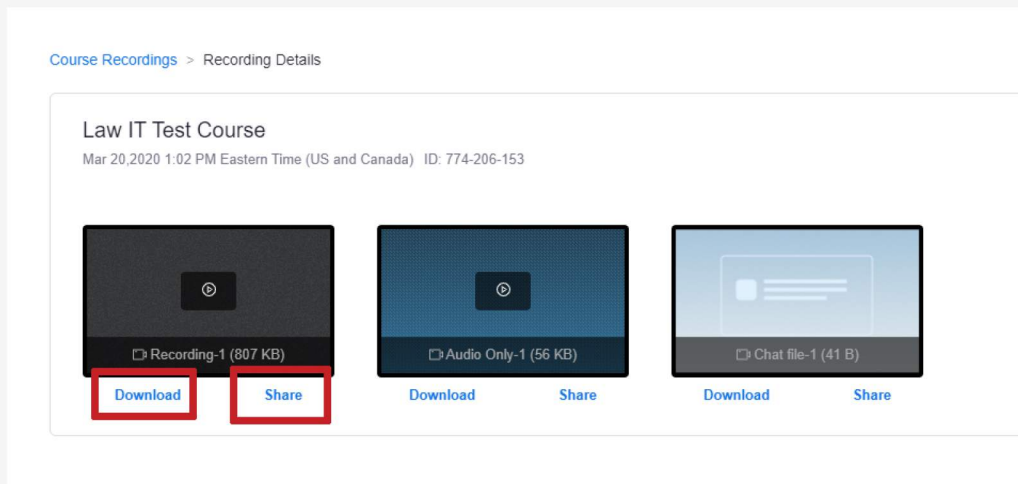
ZOOM VIDEO RECORDINGS

1) Open the Zoom tab in Canvas and select 'Cloud Recordings'



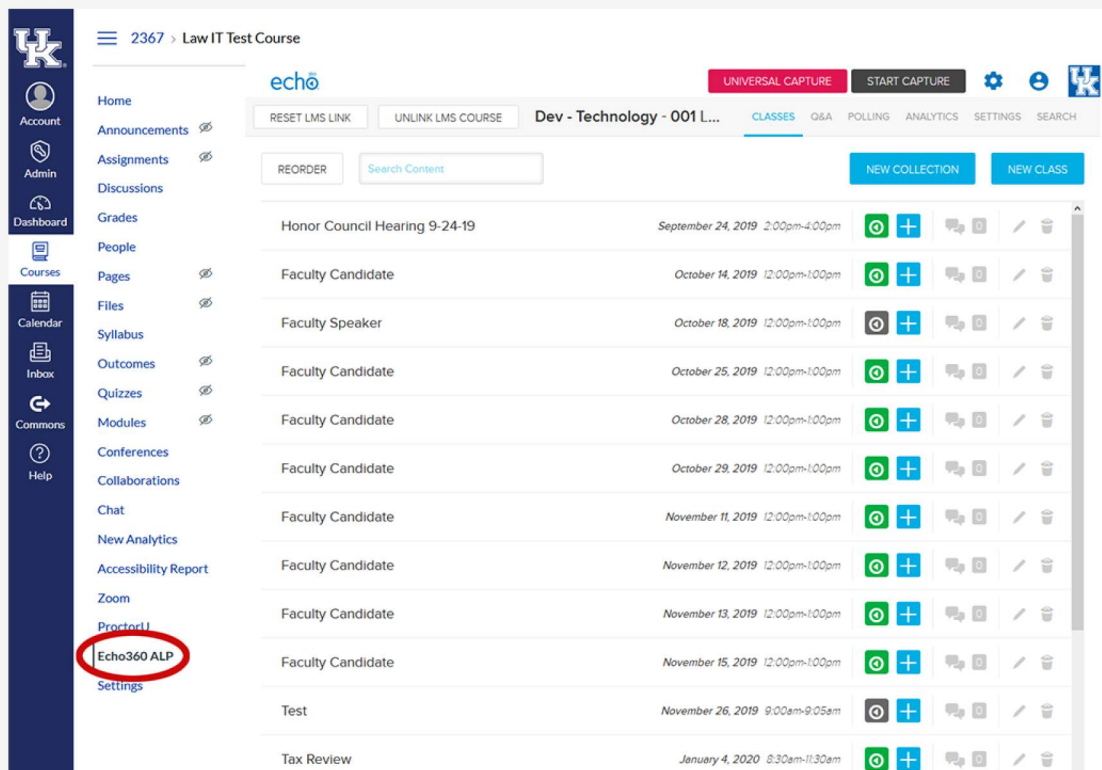
2) Select the recording you wish you share

3) You can download the recording to share via Echo360 or click the 'Share' button to receive a link the the video



UPLOADING LOCAL RECORDING TO ECHO360

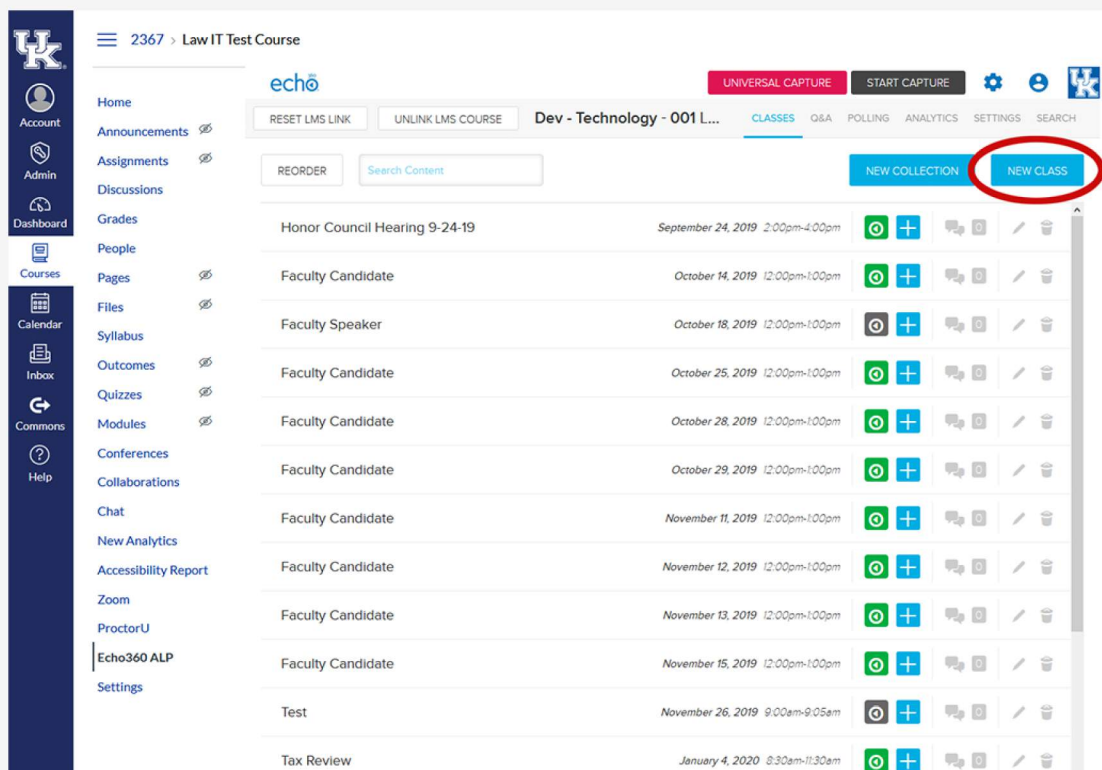
- 1) Open Canvas via web browser (<http://uky.edu/canvas>)
- 2) Select "Echo360 ALP" in the left pane



The screenshot shows the Echo360 interface for a course titled "2367 > Law IT Test Course". The left sidebar contains a navigation menu with the following items: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, Conferences, Collaborations, Chat, New Analytics, Accessibility Report, Zoom, ProctorU, **Echo360 ALP** (circled in red), and Settings. The main content area displays a list of recordings with columns for title, date, and time. The "NEW CLASS" button in the top right corner is also circled in red.

Title	Date	Time	Actions
Honor Council Hearing 9-24-19	September 24, 2019	2:00pm-4:00pm	[Icons]
Faculty Candidate	October 14, 2019	12:00pm-1:00pm	[Icons]
Faculty Speaker	October 18, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	October 25, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	October 28, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	October 29, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	November 11, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	November 12, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	November 13, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	November 15, 2019	12:00pm-1:00pm	[Icons]
Test	November 26, 2019	9:00am-9:05am	[Icons]
Tax Review	January 4, 2020	8:30am-11:30am	[Icons]

- 3) Press the "New Class" button in the top right corner



The screenshot shows the Echo360 interface for the same course. The left sidebar is identical to the previous screenshot, with "Echo360 ALP" circled in red. The "NEW CLASS" button in the top right corner is also circled in red.

Title	Date	Time	Actions
Honor Council Hearing 9-24-19	September 24, 2019	2:00pm-4:00pm	[Icons]
Faculty Candidate	October 14, 2019	12:00pm-1:00pm	[Icons]
Faculty Speaker	October 18, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	October 25, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	October 28, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	October 29, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	November 11, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	November 12, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	November 13, 2019	12:00pm-1:00pm	[Icons]
Faculty Candidate	November 15, 2019	12:00pm-1:00pm	[Icons]
Test	November 26, 2019	9:00am-9:05am	[Icons]
Tax Review	January 4, 2020	8:30am-11:30am	[Icons]

4) Fill in the appropriate information for the recording you will upload

New class

Name

March 10, 2020

Options

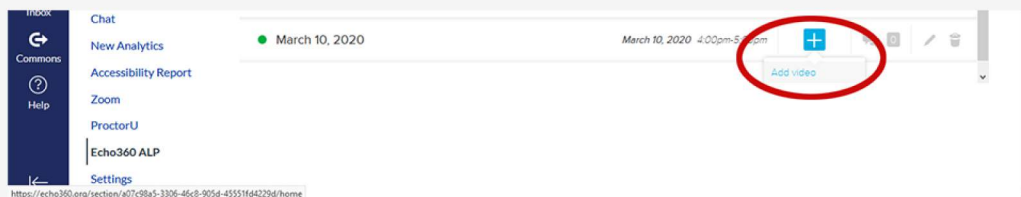
Start Date Start time Duration

03/10/2020 04:00 pm 1 hours 0 minut...

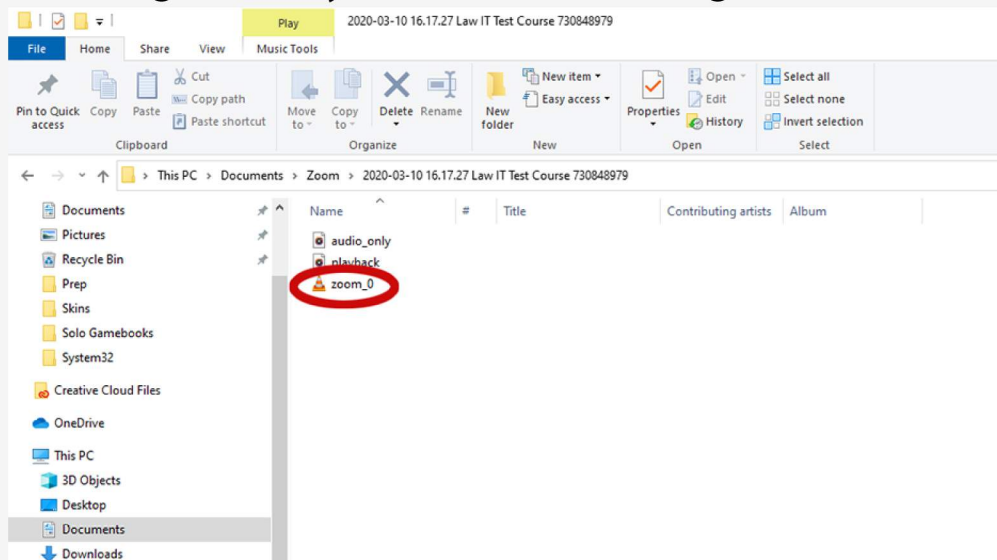
Description

CANCEL OK

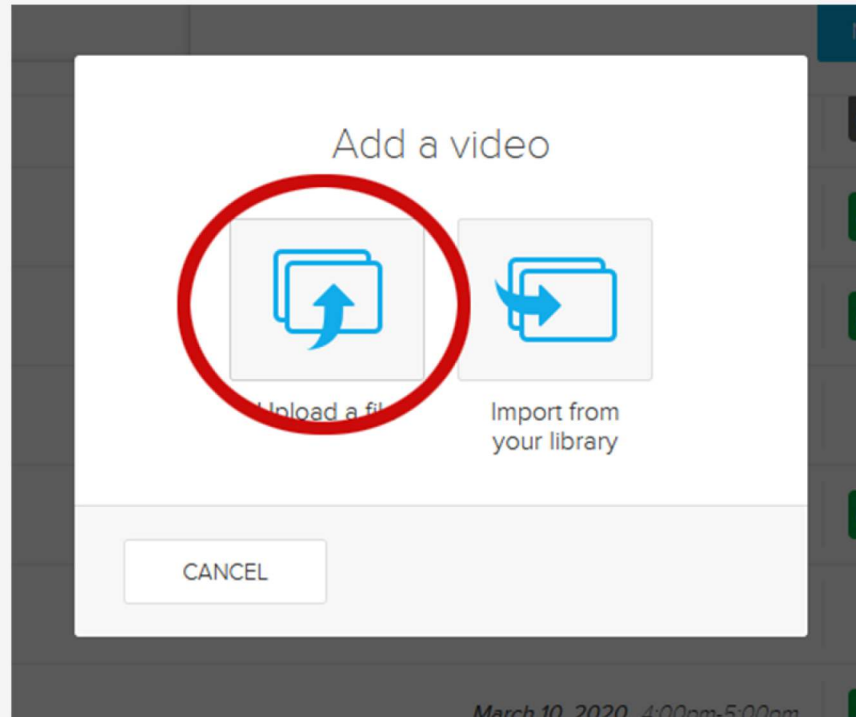
5) Find the new class you created and click button to 'Add Video'



6) Your zoom recording is located in your 'Documents' folder, each in its own folder organized by the date of recording



7) Choose 'Upload a file'



7) Drag the 'Zoom_0' video file from your recording into the square

