

# Recommended Workflow: Live Stream Lectures and Making Videos Available to Students

By Engineering IT  
September 3, 2020

## 1. Schedule a Zoom Meeting

- a. Make sure you have Zoom integrated with your CourseLink. If not, follow along with [Enabling Zoom on CourseLink](#).
- b. Once integrated, go to the Zoom Module. Once open, click Schedule a New Meeting.
  - i. Enter a meeting topic and choose a starting date, time and duration.
    - You may wish to select Recurring Meeting and enter dates for future meetings to prevent having to reschedule the same meeting each week.
  - ii. Post an announcement on Course webpage and send an email invitation to students.
- c. **For more information on scheduling a meeting click [here](#).**

## 2. Run your Live Lecture

- a. In CourseLink under the Zoom Module, find the class you are about to start under Upcoming Meetings and click Start.
- b. Wait for students to join the class.
  - i. Open any presentations or documents you may need during the class.
  - ii. You may wish to mute your microphone and disable your camera while you wait for students to join.
  - iii. Click Record in the toolbar to record the class.
  - iv. In the Manage Participants tab select Mute All: you can prevent students from unmuting themselves by deselecting Allow Participants to Unmute Themselves.
- c. During the class
  - i. When you are ready to begin, turn your microphone and video back on.
  - ii. Ask students (both verbally and in the chat window) if they can hear you.
    - You may wish to instruct students to post questions in the chat to prevent interruptions during the lecture, just be sure to check the chat periodically.
  - iii. If using a presentation or slide deck, select Share Screen. Choose either share an open window or sharing your entire desktop.
- d. Ending your Class

- i. Ask if there are any questions and remind students of the next scheduled meeting.
- ii. When you are finished presenting, select the Stop button in the recording icon and end the meeting.

**e. For more information on hosting and recording a Zoom meeting click [here](#).**

### 3. Share your Recording

It is a good idea to make lecture recordings available to students after the scheduled lecture time. This allows students who were not able to attend the lecture or experienced tech or web issues to receive the same information.

- a. Access the video file, either in your computer files or through Zoom Cloud Recording.
- b. If using Zoom Cloud Recording:
  - i. The video will be available in the Zoom Module on your course page and should be accessible by students.
- c. If downloading the video file:
  - i. Upload the video to Microsoft Stream, making sure auto-generate a caption file is selected in the upload process.
  - ii. Once the video has finished processing and the captions have been generated, edit the captions to ensure they match the audio of the video.
  - iii. Under the Share tab, copy the embed link.
    - In CourseLink, select Upload/Create then Video or Audio.
    - Paste the copied link in under Web Video or Audio, add a title and click Save.
- d. For more information on using Microsoft Stream to share videos click [here](#).**