

ITV/ZOOM BEFORE CLASS CHECKLIST



Complete the steps below for each individual class session you'll be teaching via ITV/Zoom.

- Log in a few minutes before class starts by going to the <https://sfasu.zoom.us> page, clicking the *Sign in* button, clicking *Meetings* in the left menu, and finding the meeting for that class. Alternatively, you can go to the Zoom launcher and join the meeting using the *Past Meeting* dropdown.
- Check to make sure your camera feed is working, your microphone is working, and that you have opened any files (e.g. PowerPoint presentations, documents, etc.) you want to share.
- Double check to ensure that grades, email, and private documents are not open and thus will not be shared accidentally.
- Record only to the Zoom Cloud unless there is a very good reason not to. (If you can answer the question 'Why am I recording to a local device?' with a definite and specific answer, then move forward with recording. If not, always record to the cloud.)
- If you are recording, make sure you click the record button only when you are ready to start. Avoid recording personal conversations.
- When you are finished with the meeting, make sure to first end the recording by clicking *Stop Recording*. Then, end the meeting by clicking the *End Meeting* button on the bottom left.
- Make sure you log out of your Zoom account if you are on a public machine (e.g. in a classroom).
- After processing the video, Zoom will send you an email. It will send a subsequent email after processing the audio transcript. If you do not receive these emails, sign into sfasu.zoom.us and click *Recordings* in the left menu to see if Zoom has completed the processing of your recording.