

## **Student Recording - Recording Your Role Play Using Zoom**

Zoom's web conferencing can be used to self-record your role play assignment. Below you will find instructions on how to set up and record using Zoom.

Once you record your role play locally to your computer, you can then self-upload to Mediathread. For instructions on uploading to Mediathread, please consult the "Mediathread Resources" on your Canvas page and review the ["How Do I Upload a Video to Mediathread?"](#) document.

### **Before Recording Role Play (Setting Up Zoom)**

**Please complete the below steps prior to recording your role play. Both you and your student partner will need to download Zoom.**

#### **Step 1: Tech Checklist**

Please review the following and be prepared to use your technology. We strongly recommend using a laptop, ethernet connection, webcam, and headset.

### **WHAT DO I NEED?**

- **Compatible & updated browsers:**  
(Safari, Chrome, Firefox, Explorer/Edge)



- **Hard-wired connection**  
(Do not use Wi-Fi)



- **Headset w/ microphone**  
(Prevent any echo)



- **Webcam: plug-in or built-in**  
(Be ready to share your camera)



## Step 2: Sign Up For A Zoom Basic Account

You can sign up for a free basic Zoom account through Columbia.

Step 2a: Go to <https://columbiauniversity.zoom.us/>

Step 2b: Select “Sign In (Configure your account)” and log in using your Columbia UNI and password.



Step 2c: Follow any prompts to finish setting up your Zoom account.

## Step 3: Test Zoom Settings

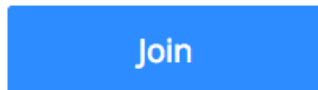
Step 3a: Before recording your role play, you will first have to test your Zoom setting to ensure your audio and video are working *before* your Role Play assignment.

1. Select the following link to join a test Zoom meeting: <https://zoom.us/test>

2. When prompted, click “Open Zoom Meetings.” A test meeting will display as a pop-up window to test your speakers and video.

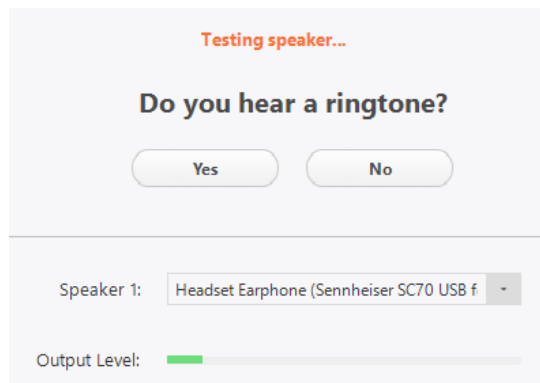
## Join Meeting Test

Test your internet connection by joining a test meeting.

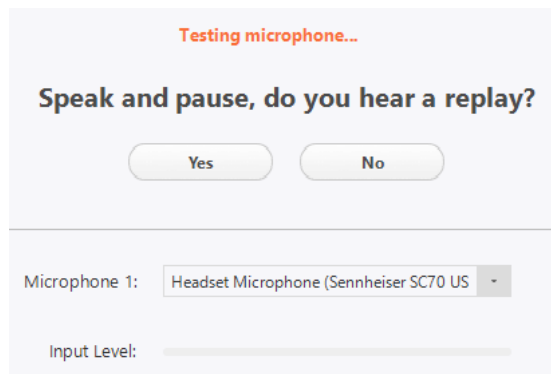


If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

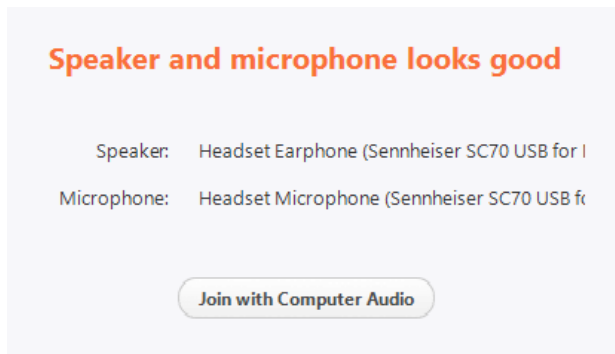
3. If you don't hear the ringtone, use the drop-down menu or click “No” to switch speakers until you hear the ringtone. If you hear the ringtone, click “Yes.”

A screenshot of a Zoom speaker test interface. At the top, it says "Testing speaker..." in orange. Below that is the question "Do you hear a ringtone?" in bold. There are two buttons: "Yes" and "No". Below the buttons is a section for "Speaker 1:" with a dropdown menu showing "Headset Earphone (Sennheiser SC70 USB f)". At the bottom, there is an "Output Level:" slider with a green bar indicating the current level.

4. Next test your microphone. If you don't hear an audio reply, use the drop-down menu or click “No” to switch microphones until you hear the replay. When you hear the replay, click “Yes.”

A screenshot of a Zoom microphone test interface. At the top, it says "Testing microphone..." in orange. Below that is the question "Speak and pause, do you hear a replay?" in bold. There are two buttons: "Yes" and "No". Below the buttons is a section for "Microphone 1:" with a dropdown menu showing "Headset Microphone (Sennheiser SC70 US)". At the bottom, there is an "Input Level:" slider.

5. Click “Join Computer Audio” to join the test meeting with the selected microphone and speakers.



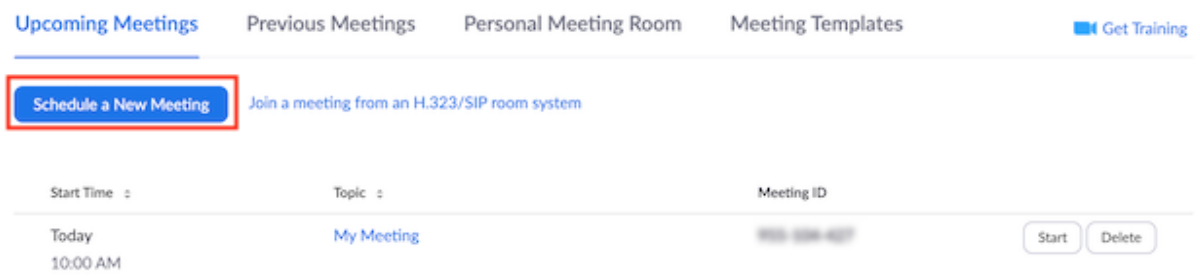
If you experience issues with your audio and video when testing Zoom, please consult the [Zoom Getting Started guides](#), the [Audio, Video, and Sharing guides](#), and the Zoom video tutorial on [Joining & Configuring Audio and Video](#)

## Recording Role Play (Scheduling a Meeting and Recording)

### Step 1: Schedule your Role Play Meeting

Step 1a: After setting up Zoom, you can schedule a Zoom meeting to record your role play.

1. Sign into the Zoom web portal.
2. Click “Meetings,” and click “Schedule A New Meeting.”







3. Select the meeting options.
  - Topic: Enter a topic or name for your meeting (i.e. Role Play)
  - Description: Enter in an option meeting description.
  - When: Select a date and time for your meeting.

- Duration: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- Time Zone: By default, Zoom will use the time zone set in your profile. Click the drop-down menu to select a different time zone.
- Meeting ID: Select Generate Automatically
- Host Video: On
- Participant Video: On
- Audio Options: Both
- Enable join before host: Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) Zoom account users if 3 or more people join the meeting.

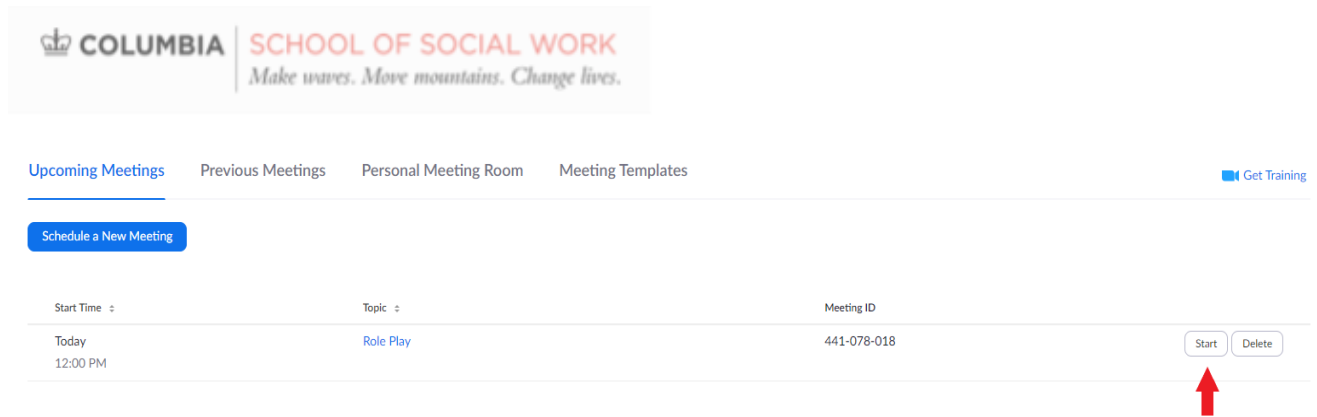
#### 4. Click “Save” to finish.

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select Copy The Invitation to send out the invitation to your Zoom meeting.

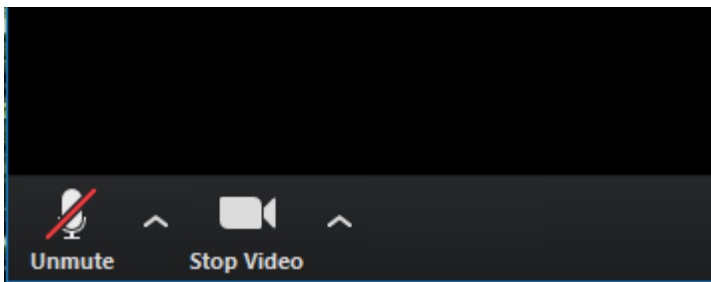
Time	Apr 9, 2019 12:00 PM Pacific Time (US and Canada)		
Add to	 Google Calendar	 Outlook Calendar (.ics)	 Yahoo Calendar
Meeting ID	586-981-6226		
Join URL:	<a href="https://aidancrosbie.zoom.us/j/5869816226">https://aidancrosbie.zoom.us/j/5869816226</a>		 <a href="#">Copy the invitation</a>

## Step 2: Joining Your Role Play

Step 2a: The host who scheduled the meeting will have to start the meeting. To start the role play meeting, select “Start.” Your student partner can join using the meeting ID you shared with them.

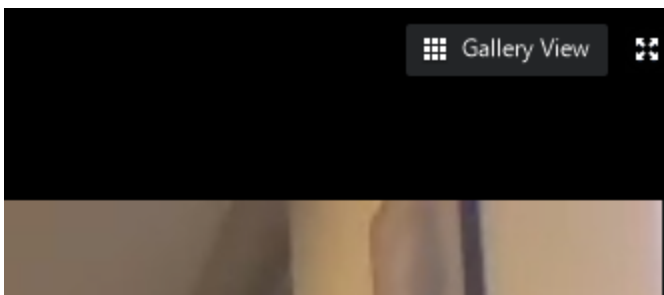


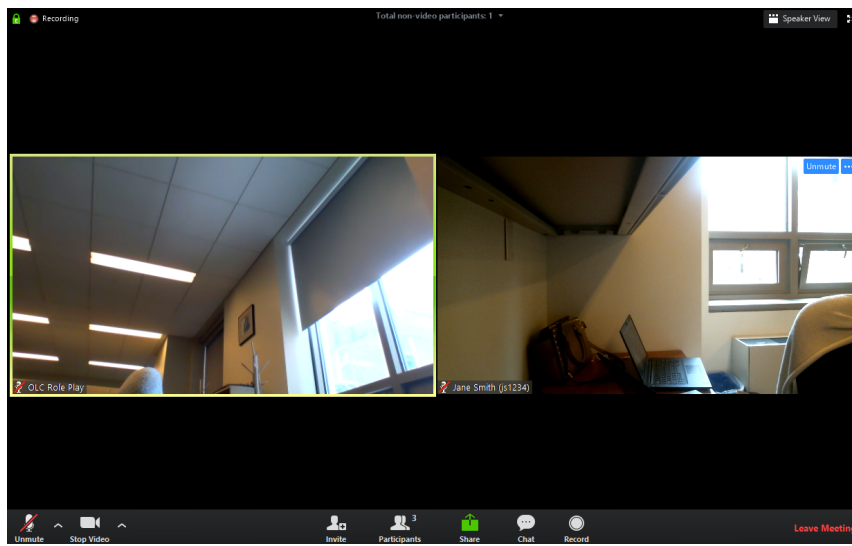
Step 2b: Ensure both you and your partner's audio and video is turned on. You can turn your video on by selecting **“Start Video”** and unmute yourself by selecting **“Unmute.”**



### Step 3: Setting your Zoom View

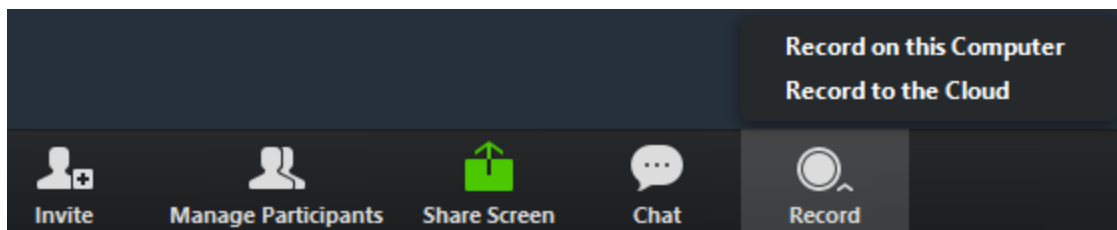
Step 3a: Once you enter the meeting, you will want to ensure your computer is in “Gallery View” on the top right hand corner. Your screen will then look as it does below. This is the view that will then be recorded.





#### Step 4: Starting your local recording.

Step 4a: Select “Record on this Computer” on the Zoom toolbar on the bottom of your Zoom screen.



The host will see the below image on their top left-hand corner when Zoom has started recording.



Participants will see the following indicator in the top-left corner while the recording is active.

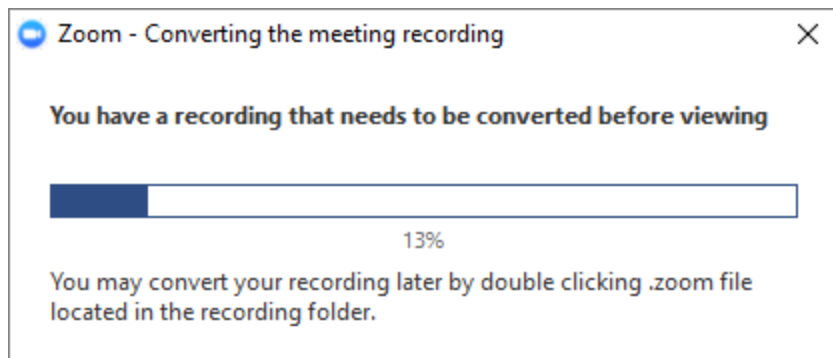


**\*\*\*Important Note\*\*\* : If you and your partner are both conducting the role plays, you can either schedule two separate meetings or stop the recording and start a new one.**

Step 4b: You can now begin your role play. Please note that you are recording and everything will be included in your recording.

#### **Step 4: Process your local recording and upload to Mediathread**

Step 4a: Once you have finished your role play and have ended the meeting, Zoom will convert the recording so you can access the files.



Step 4b: Once the conversion process is complete, the folder containing the recording files will open. Note: By default, the audio/video file (MP4) will be named Zoom\_0.mp4.

Step 4c: Rename your file and follow the instructions to upload your recording to Mediathread. Review the [“How Do I Upload a Video to Mediathread?”](#) document for instructions on how to upload.

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If you can't find the answer to your question using the information above, you're welcome to contact the Office of Computing and Instructional Technology at [swav@columbia.edu](mailto:swav@columbia.edu).

Thank you and well wishes!