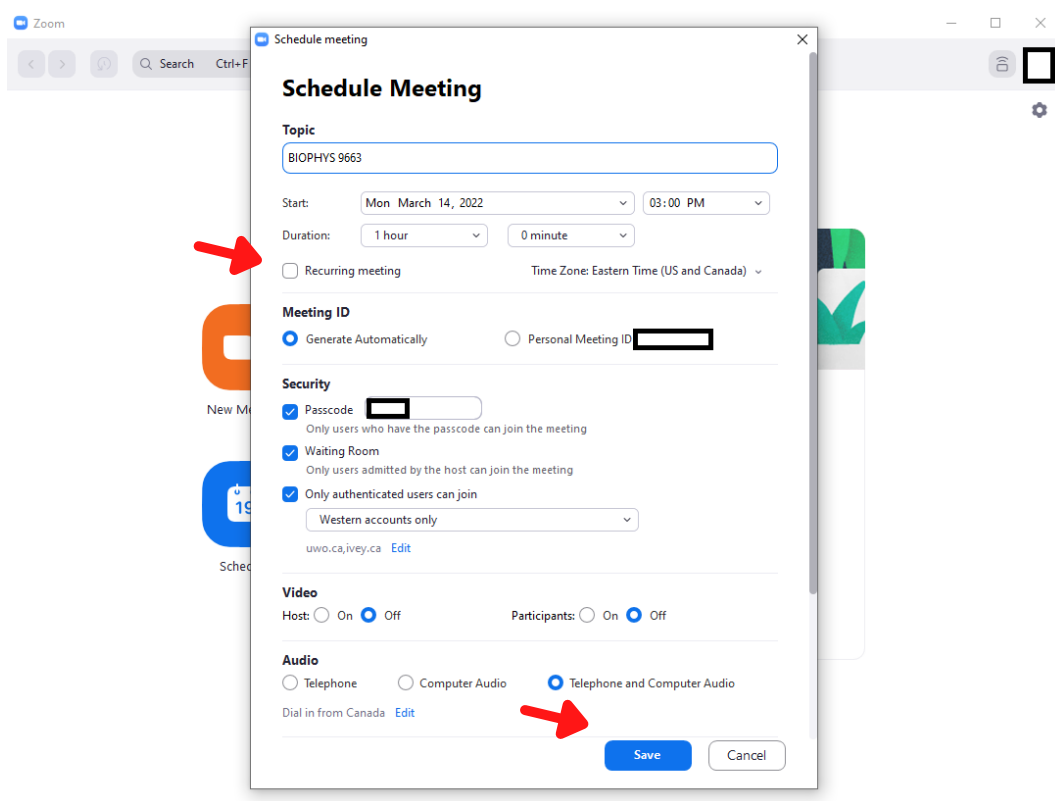


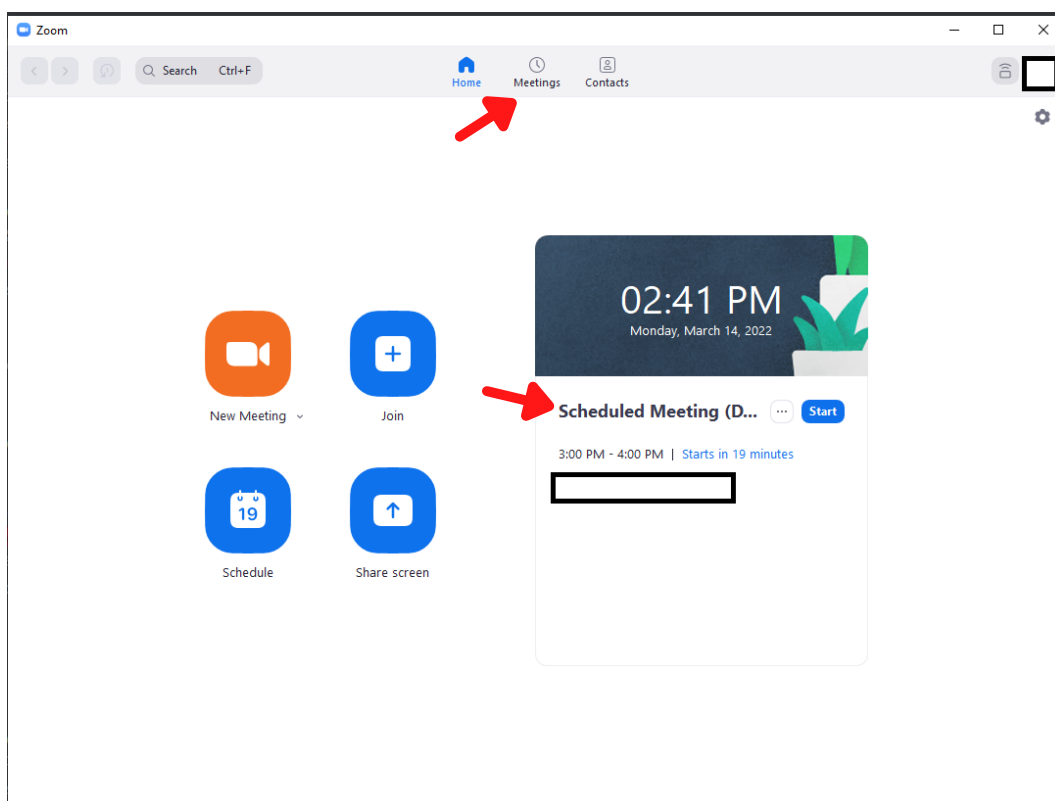
1

Start by scheduling a meeting for your class



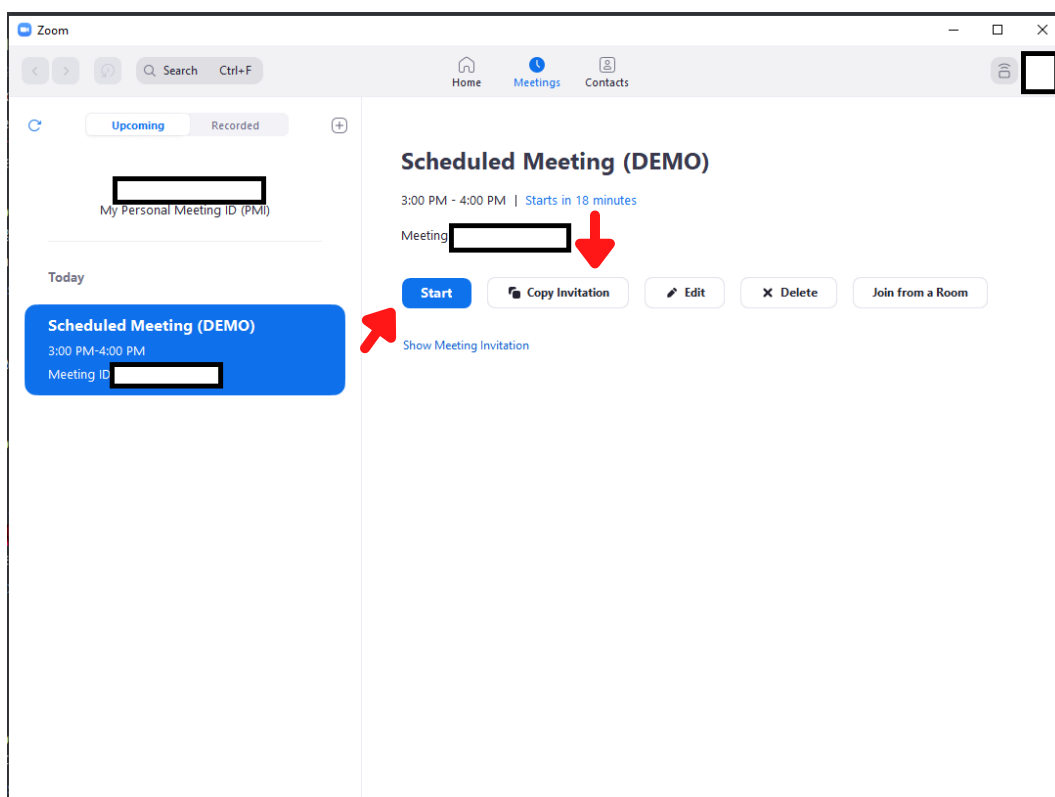
2

Create a meeting with your set time (checking recurring meeting will schedule a meeting at the same time each week)



3

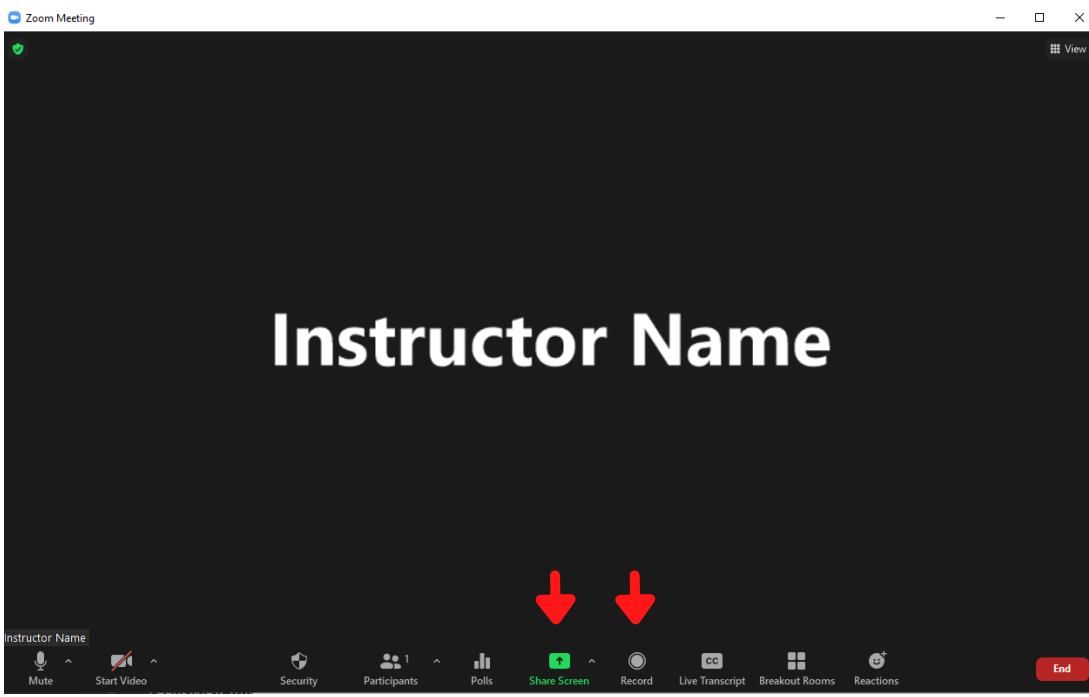
After creating the meeting, it should appear on the home page and if you click "Meetings"



4

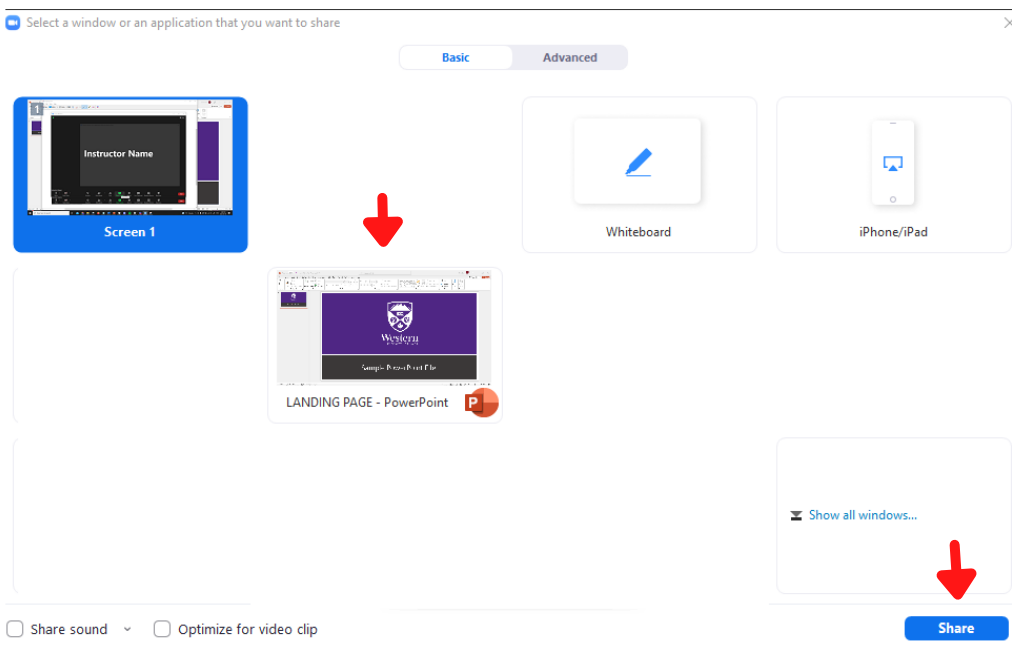
On the meeting page you can copy the link to the meeting by clicking on "Copy Invitation" to send to students/faculty

To start the meeting click on Start on the "Meetings" page on Zoom



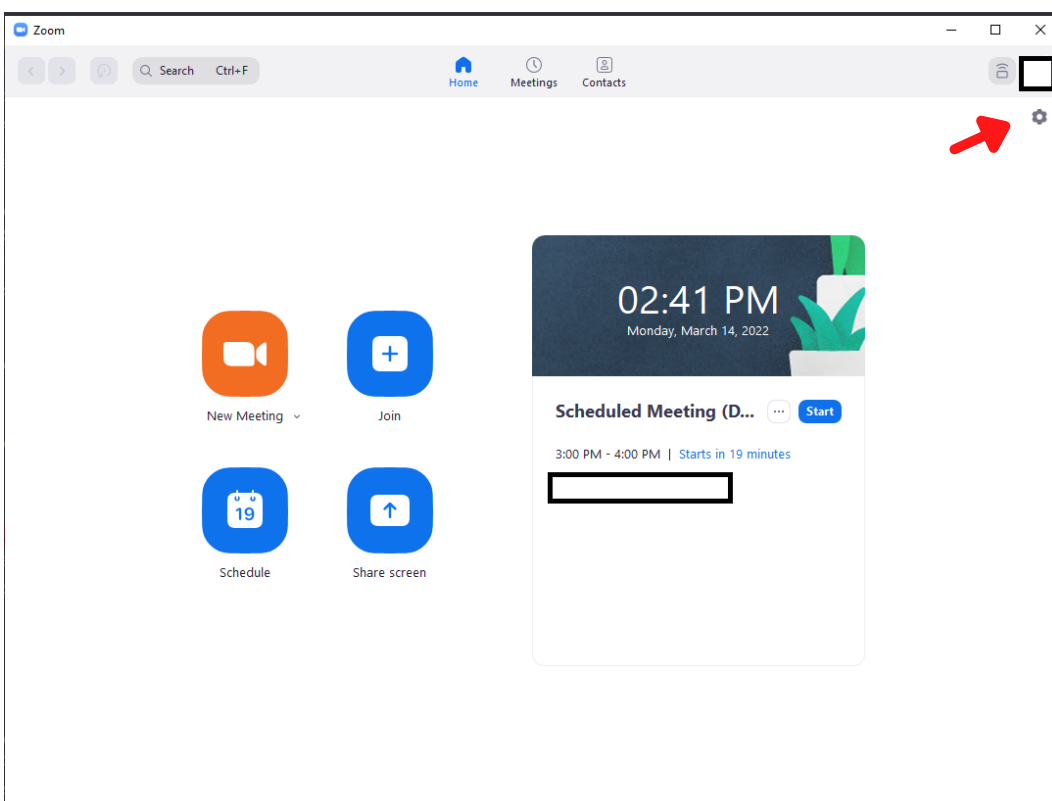
5

To record the screen, first click on "Record" and then on "Share Screen"



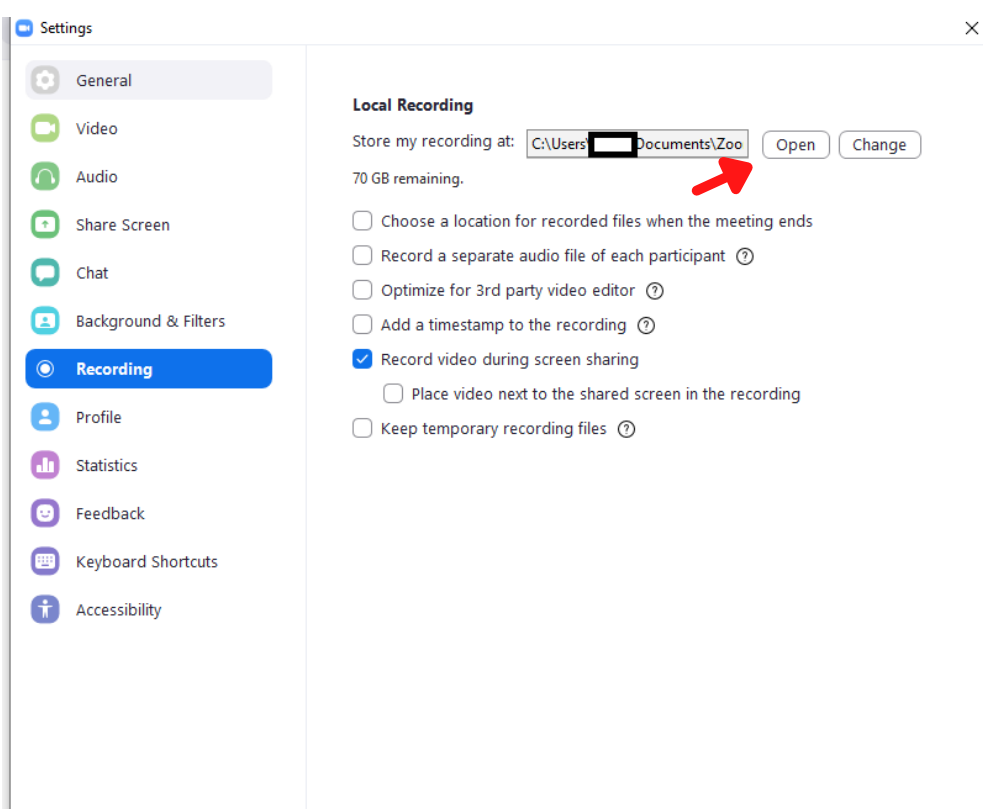
6

Select the Powerpoint/PDF/presentation window to share ONLY the presentation while recording



7

After completing the meeting, you can see where the recorded file is saved by clicking on the Gear icon in the top right



8

Click on the "Recording" tab, and click on "Open" to see the file location where the video is stored

This file can be sent to students or uploaded onto OWL/SchulichVOD/YouTube

For any questions or assistance with setting up HyFlex classrooms, feel free to reach out to a DMI!