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.