How to Record Lectures in G Hall and Pearlstein

IMPORTANT: Recordings must be made from the **podium PC**.

Bring your cell phone with you to the classroom as you may be prompted with a multi-factor authentication (MFA) challenge when starting the recording process.

Step 1: Getting Started

1. Sign in to the podium PC using your Drexel credentials.

Step 2: Start the Zoom Meeting

1. Browse to https://drexel.zoom.us.
2. Select **Sign in Standard** and use your Drexel credentials to access the site. If prompted, complete the MFA challenge.
3. Select **Meetings** from the menu on the left.
4. From the list of available meetings, hover over the correct class meeting and select **Start**.
   - Alternatively, you can select the meeting and then select **Start** at the bottom of the meeting page.

Step 3: Verify Audio Input

1. From the Zoom desktop application, select the up arrow to the right of the **Mute/Unmute** button.
2. Verify the correct microphone is selected:
   - In Gerri C. LeBow Hall (excluding 121, 205 & 406), the correct microphone is **Logitech Screen Share**.
   - In Pearlstein and Gerri C. LeBow Hall 121, 205 or 406, the correct microphone is either **HuddleCam HD** or **Cybertrack H3** depending on the room you're in.

Step 4: Verify the Recording has Started

1. From the Zoom desktop application, verify the **Record** button displays the **Pause/Stop Recording** option.
    - o If it is not, select the **Record** button to start the recording.

Step 5: Share Video & Content

1. From the Zoom desktop application toolbar:
    - o Verify the audio is not muted (the audio button should show **Mute**).
        - ▪ As you speak, the audio button should show a moving green bar.
    - o Verify the video feed is on (the video button should show **Stop Video**).
        - ▪ You should see yourself on the video portion of the Zoom screen.
2. Use the **Share Screen** button to share your content as you would in a normal Zoom meeting.