

Speaker Tips

1. Confirm time, date and meeting link with teacher
2. Do a trial run to make sure technology works
3. Put your camera at eye level
4. Check your background and personal appearance
5. Turn on microphone and video
6. Turn on gallery view to see everyone in call (click on dots in upper right corner)
7. Share personal stories
8. Ask questions and pause a moment for answers
9. Use general examples that cover a broad audience (ie-not all students will choose the same post high school experience)

Tech Resources:

Presenter mic not working in Zoom: https://www.youtube.com/watch?v=Xqez_BaMgCM

Presenter video not working in Zoom: <https://www.youtube.com/watch?v=ovpgOSsJKA8>

Troubleshooting guide for Zoom: <https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>

Troubleshooting guide for Google Meet: <https://support.google.com/meet/answer/7380413?hl=en>

Zoom keyboard shortcuts: <https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>

How to Record a Video

PowerPoint - When you go to record, you will click on the “slide show” tab at the top. Under that, click on “record slide show”. Make sure your camera is turned on and then hit “record” when you’re ready. When you’re done, hit “stop” and go up to “file” and hit “export”. From there you can export the video.

Laptop – Type camera in search. Open camera, change to video. Start presenting; note that you cannot share your screen.

Zoom – Log into Zoom, click start a meeting, click record meeting, stop recording when finished, leave meeting. Go to home screen and click on recorded meetings; this shows the file path. Upload the file to a cloud service (Google, Dropbox, iCloud, etc). Send link to BestPrep.

How to Upload Video and Send Link to BestPrep

1. Open cloud service (Google, Dropbox, iCloud, etc)
2. Click add file/upload
3. Find file on your computer
4. Once upload is complete e-mail the sharable link to BestPrep