

Classroom Recording Guide

A step-by-step tutorial for instructors to successfully record lectures using the in-room podium and Zoom.

Step 1: System Startup

Wake up the Podium

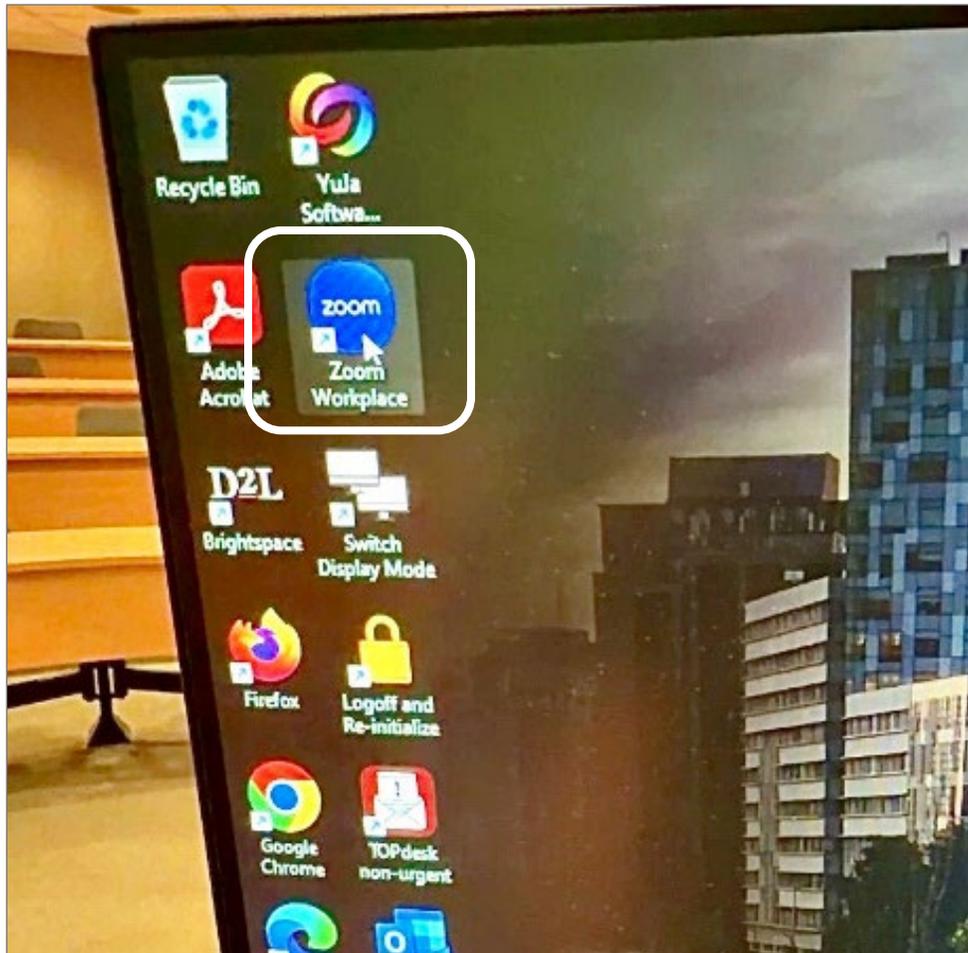
Arrive at the podium and locate the main Crestron touch panel. Tap anywhere on the screen displaying the university logo to activate the room's audiovisual system.



Step 2: Launch Zoom Application

Access the Software

Once the podium PC is powered on, look at the desktop monitor. Locate and double-click the blue **Zoom Workplace** shortcut to open the application.

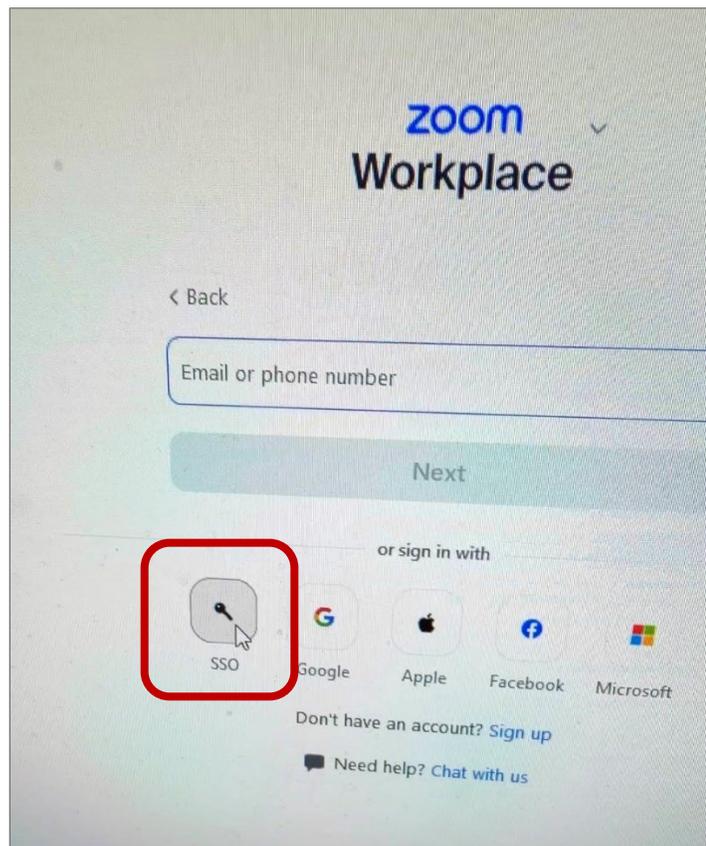


Step 3: Secure Sign-In (SSO)

Log in to your Faculty Account

To ensure access to cloud recording privileges, you must log in via Single Sign-On.

1. On the Zoom sign-in screen, click the **SSO icon** (the key symbol).
2. Do **not** use the Google or Apple login buttons.
3. **If** prompted for a company domain, enter: uottawa-ca.zoom.us

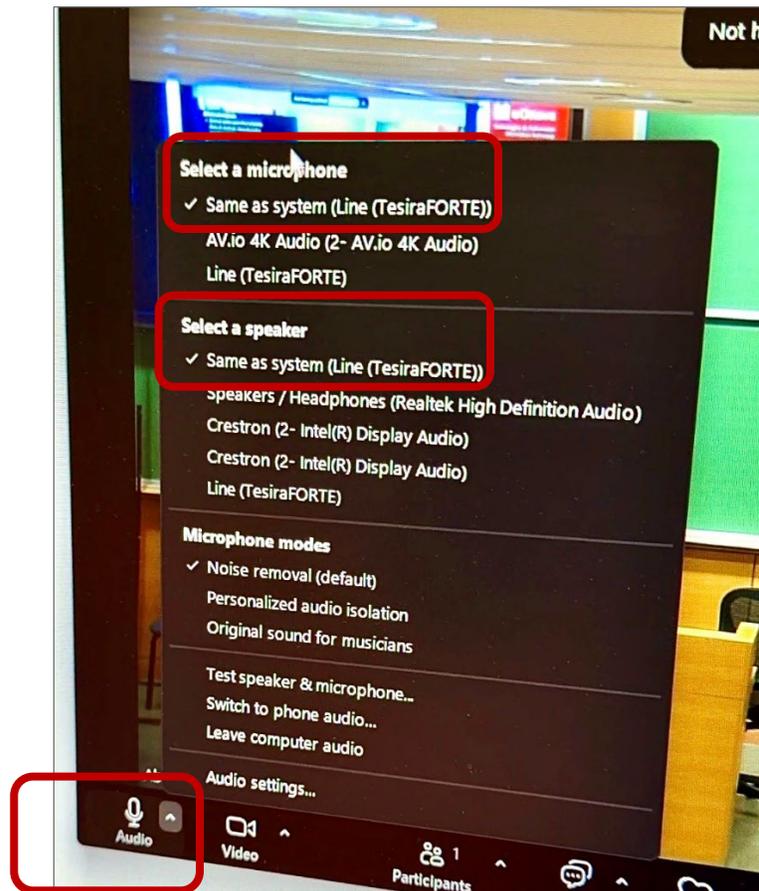


Step 4: Audio Configuration

Verify Classroom Audio

Before starting, ensure Zoom is using the room's ceiling microphones and speakers.

1. In Zoom, **click the upward arrow ^** next to the microphone icon.
2. Verify that **both** the Microphone and Speaker are set to: **Same as system (Line TesiraFORTE)**

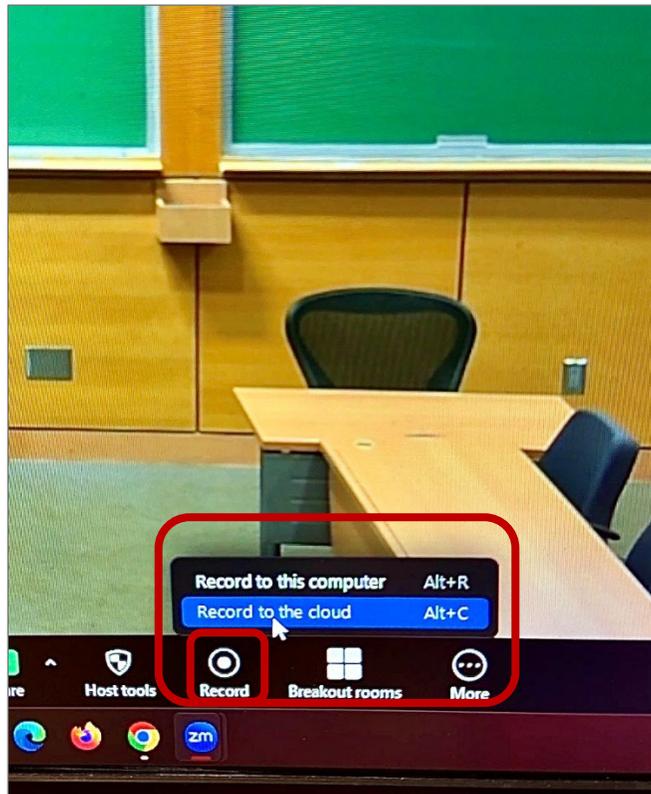


Step 5: Share your Screen and Begin Cloud Recording

Start Your Session

Share your screen as usual to display your presentation. When ready to begin teaching:

1. Click the **Record** button (or "More" > "Record") on the Zoom toolbar.
2. Select **Record to the cloud**. *(Note: Cloud recording ensures the video is processed online and sent to your email, rather than saved locally on the podium PC.)*



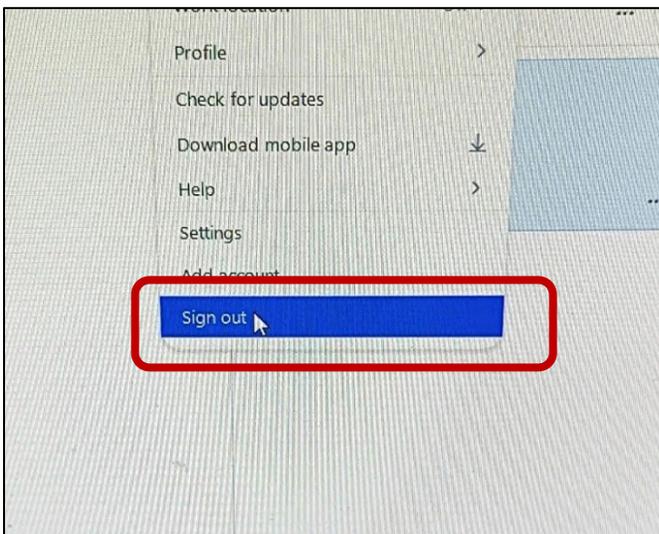
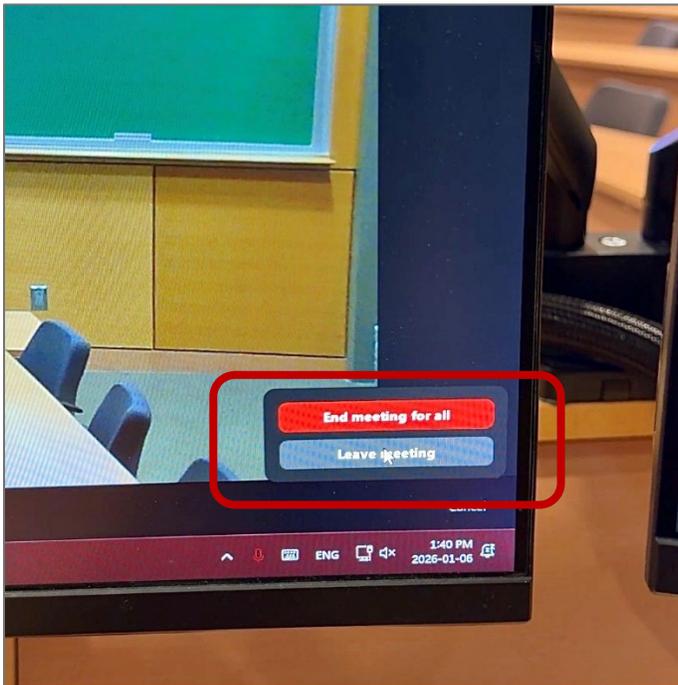
Step 6: End Session & Secure Logout

Wrap Up Correctly

When your class is complete, it is vital to end the meeting for everyone and log out of the computer to protect your account.

1. End the Zoom Meeting: Click the red **End** button and select **End meeting for all**.

2. Sign Out of all your accounts → Click your user profile icon → Select **Sign out**.



Step 7: System Shutdown

Power Down the Room

As you leave, ensure the room is reset for the next user. On the Crestron touch panel, press the red **System Shutdown** button in the top right corner.



Support with teaching technologies

Get immediate help when in the classroom with the podium or any other audiovisual classroom material:

- Call **5900** from classroom phone (on the side of the podium) or [613-562-5900](tel:613-562-5900) from your personal phone