

## GENERAL PROCEDURE FOR STUDENT SHOWCASE ZOOM PRESENTATIONS

1. To prepare for the presentation, please have an outline or script ready along with the graphics/PowerPoint/visual aids ready to share.
2. Also prepare the **Showcase VIDEO Title Page slide**. This was sent to you by email and is available on the Showcase Virtual Resources website. Please fill it out with the name(s) of the student(s), Department, Faculty Sponsor(s), and Title of project. After hitting record, this slide will be shared on your screen for 10-15 seconds BEFORE you begin speaking.
3. To schedule the meeting and invite participants ahead of time (please ask your faculty sponsor if s/he wants to be in the meeting), follow the instructions below:
  - Log into Zoom. Zoom is available through MavZone.
  - Schedule a meeting
  - Topic: use the naming convention Primary Student Contact Last Name.Student.First Name.Shortened description of title (up to 3 words).
  - Description: Same as above
  - Choose the time and date of the meeting and make sure the time zone is set to MST
  - Do not set the meeting to recur
  - Do not require registration
  - Auto generate meeting ID
  - Do not require a password
  - Video Host ON
  - Video Participant ON
  - Audio BOTH
  - Do not set the meeting to record automatically
  - Enable join before host - your choice
  - Mute participants upon entry - no
  - Enable waiting room - no
  - Only authenticated users can join - no

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  - Add to your calendar and copy the invitation to email to the all people who need to be on the Zoom video

OR to simply start a meeting without scheduling it in advance.

**We highly recommend doing a short test run to make sure everyone understand the flow of the Zoom meeting and are able to share your screens.**

At the meeting time:

1. Have your Showcase VIDEO Title Page slide open and ready to share.
2. Have your edited on-screen graphic/PowerPoint/visual aids open and ready to go. Once you start the meeting and you all both present, take the time you need to get settled.
3. Bring up your Showcase VIDEO Title Page slide, share your screen and press RECORD. Leave the Title Page slide on the screen for about 10 seconds.

4. Continue with the presentation/performance: the student(s) can share their screen and talk over it or begin their performance/presentation using their web camera.

At the conclusion of the presentation, read the ending script and stop recording. *An mp4 should automatically generate.* Please name it according to the following convention: Student Last Name.Student.First Name.Shortened description of title (up to 3 words). We recommend that you save a copy of your video file to your computer or to your OneDrive so that it doesn't get lost!

5. Upload just that MP4 file to the H (Download) drive into the folder that has the primary student contact's username, sharing it with us. NEW OPTION: You may also save your MP4 file to your OneDrive. If you save it to your OneDrive, you must give Dr. Aparna Palmer ([aparna@coloradomesa.edu](mailto:aparna@coloradomesa.edu)) and Ms. Andrea Keck ([akeck@coloradomesa.edu](mailto:akeck@coloradomesa.edu)) permission to access the file AND send both us emails to let us know that you have saved your presentation to your OneDrive.
6. Your project must be on the H Drive or in your OneDrive by 5 pm on May 1 in order to ensure that it is included into the virtual showcase.

If you have any questions, please contact Laura Bradley at [lbradley@coloradomesa.edu](mailto:lbradley@coloradomesa.edu) or Dr. Aparna Palmer at [aparna@coloradomesa.edu](mailto:aparna@coloradomesa.edu).