

# Quickstart Lectures



zoom

TASK FORCE  
HYBRID TEACHING

# Lecture without recording

## 1. Before the lecture

1. Start the system, beamer and laptop as usual
2. Take the desired microphone
3. Start PPT
4. Start ZOOM via desktop client and start the meeting of the lecture
5. Click on "Share Screen" and select "Screen" and "Share"

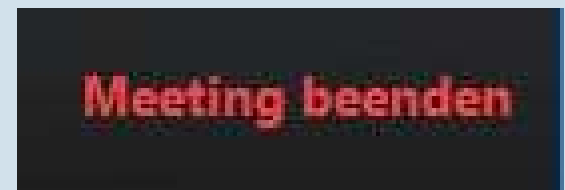


## 2. During the lecture

1. You can operate PPT as usual
  2. Repeat questions and contributions of the students present on site
  3. The contributions of the ZOOM participants are audible via the loudspeakers
- Optional: Use question tools such as [mentimeter](#)

## 3. After the lecture

1. Exit ZOOM



# Lecture with recording

## 1. Before the lecture

1. Start the system and the beamer as usual
2. Use your own laptop
3. Take the desired microphone
4. Start PPT
5. Start ZOOM and the meeting of the lecture
6. Select "More ..." at the bottom of the taskbar and "Record" in the menu
7. Click on "Split Screen" and select "Screen" and "Split"

## 2. During the lecture

1. You can operate PPT as usual
  2. Repeat questions and contributions from the students present on site
  3. The contributions of the ZOOM participants are audible via the room loudspeakers
- Optional: Use question tools such as [mentimeter](#)

## 3. After the lecture

1. Exit ZOOM
2. Your laptop needs about 30% of the lecture time to convert the data into a video file.
3. You can find the file under Documents/ZOOM/[date of recording].
4. Rename the file: HS20\_VL\_NAME\_ TITLE\_YYYYMMDD\_COMPLEMENT
5. Upload the file to [SWITCHtube](#)

