In-Person and Recorded (IP-R) Checklist
Updated 8/19/24

Use this guide if you are on campus (or some other location) and want to have an in-person audience and record the meeting on the cloud using Zoom. This an alternative to Hybrid where the meeting is live in the classroom and live on Zoom at the same time.

With this alternative, it is easier for the leader to manage just the in-person audience and then the other enrollees can use the link to view the recording of the meeting.

Keep in mind that the recording for the viewing audience:
- Only sees what is show in the camera – so if the presenter steps out of camera, they viewing audience will not see them.
- Only hears what was said into a microphone – so if an audience member asks a question without a microphone, it might not be picked up in the Zoom recording.

Consider all the steps below. It is recommended that the leader have a Tech Host to assist with this but it can be done by just the leader.

Before meeting
- Start meeting in Zoom using the CSUS portal.

- Set up camera for podium only (this is so the folks watching the recording can see the speaker clearly).

- Maybe set up the second mic in the classroom for people to speak into. Many times, you can get someone in the classroom take on the role of walking the microphone around for questions or comments.

- Zoom should be set up for no audio. Click on **up arrow** next to microphone, then click on **Leave computer audio**. This is different than just muting which could allow feedback in the classroom.

- Click on the Host tools icon on the tool bar, then click **Lock Meeting** – this ensures that no one with the link comes in live during the meeting. This also stops the in-person audience from trying to "join" the Zoom meeting.

- Set the view so it is speaker view.
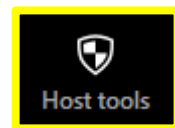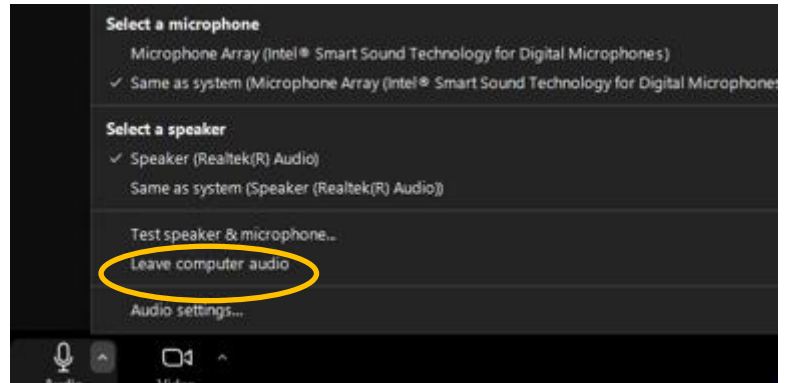
Start/During meeting
- Start the recorder on the CSUS cloud.

- Start the actual meeting in the classroom.

- The presenter must stay within the camera range, even when Share Screen is involved. That can be behind or in front of the podium.

- Share screen will work just fine.
- Make sure all questions or remarks from audience are done using a mic or repeated by leader so the folks watching the recording will hear everything.
- When the meeting is ended in the classroom, stop recorder.
- Later, trim the recording and email link to all the enrollees. Link below provides instructions [Sharing a Recording to the Cloud (csus.edu)](#)

Before the semester starts, be sure to email all the enrollees and let them know that the in-person session will be live but that will be recorded on Zoom for those that did not attend the live session. They cannot join by Zoom, but they will get a link to the recorded session.