

FAQs about Teaching Remotely - Zoom

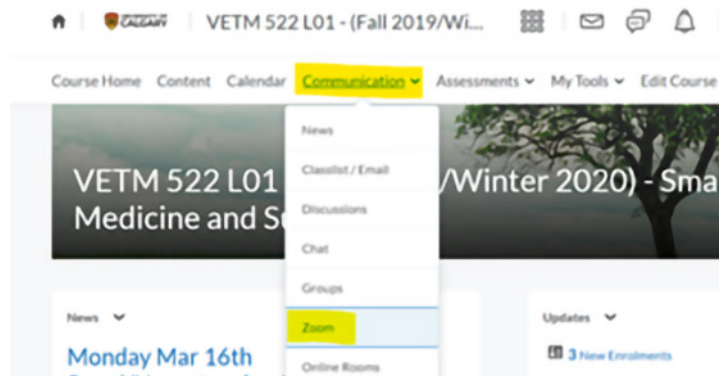
1. I can't log in to Zoom or get an invalid email (error #2216) error message



- a. To access Zoom, please log in at <https://ucalgary.zoom.us>. Click on Sign in to Configure your account (log in using your UCalgary details).

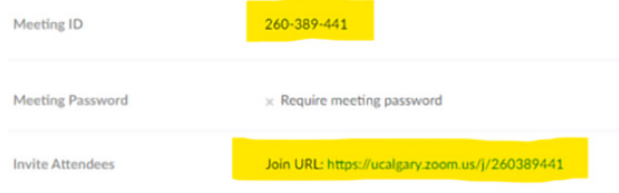
- b. After you configure your account, you can access Zoom by **logging into your course, and finding Zoom under the Communication Tab.** (You need to have Instructor access to the course).

If you are still having log in issues, restart your computer and try again. If issues persist, you may need to contact IT directly.

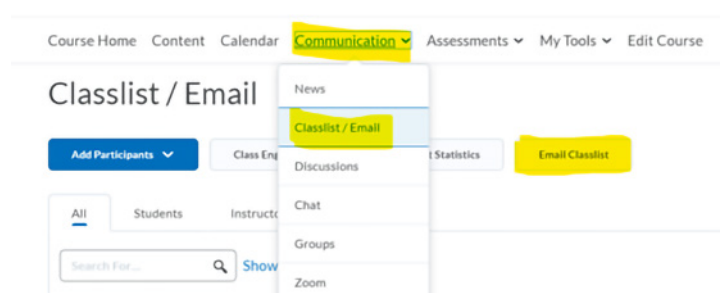


- c. Next, you will be able to schedule a meeting with the date and time. If you would like to RECORD your Zoom Meeting, be sure to select "RECORD THE MEETING AUTOMATICALLY" and then select "IN THE CLOUD"

- d. After you have created your meeting, you can click on the meeting to edit it. You will also be able to see the Join URL.



2. How do I notify the students about an upcoming lecture



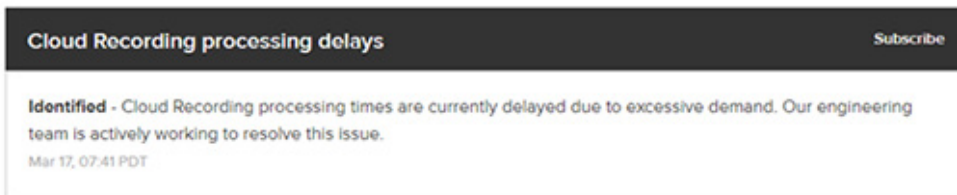
- a. It's best to email the class list (Communications, Email, Class list) with the session details.

3. I prefer not to have a LIVE meeting. How do I prerecord my Zoom class?

- a. Record your lecture with your Zoom account (i.e. from <https://ucalgary.zoom.us/> not from within the D2L course because everyone will be automatically alerted).
 - i. WHEN CREATING YOUR ZOOM MEETING BE SURE TO SELECT RECORD THE MEETING AUTOMATICALLY AND SELECT “IN THE CLOUD”**
- b. Another option - Record your lecture with YuJa (see #7 below or go to <http://elearn.ucalgary.ca/yuja/>)

4. How long does it take my prerecorded Zoom lecture to be processed

- a. This depends on your file size but generally takes a few hours (or even overnight)
- b. **I suggest that you record your session at least 1-2 days before your scheduled class.**

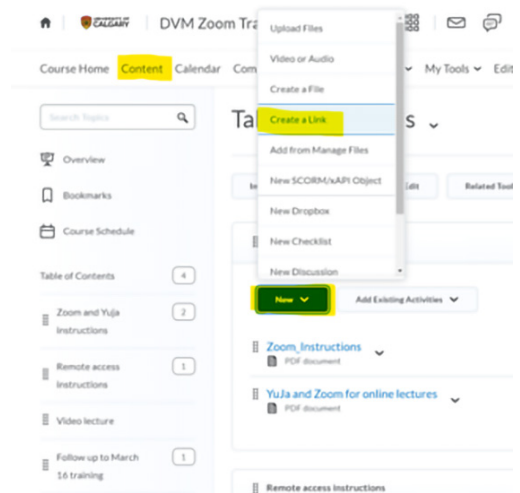
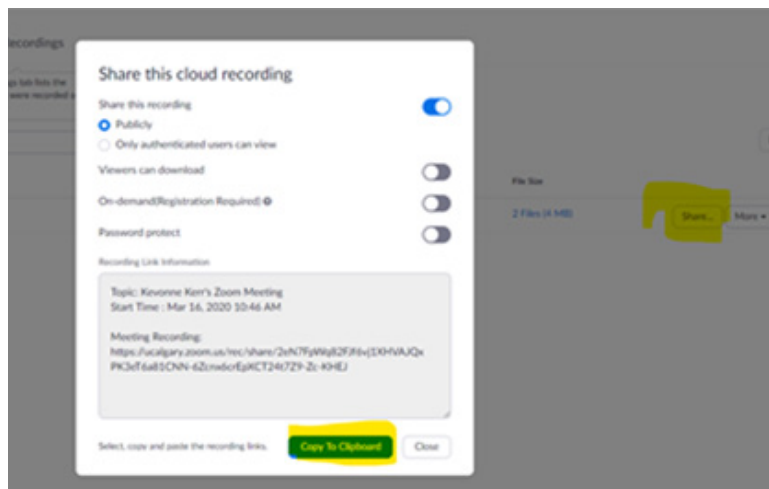


5. What is the video size capacity of D2L

- a. D2L accepts videos up to 1GB each

6. How do I share my prerecorded Zoom lecture on D2L

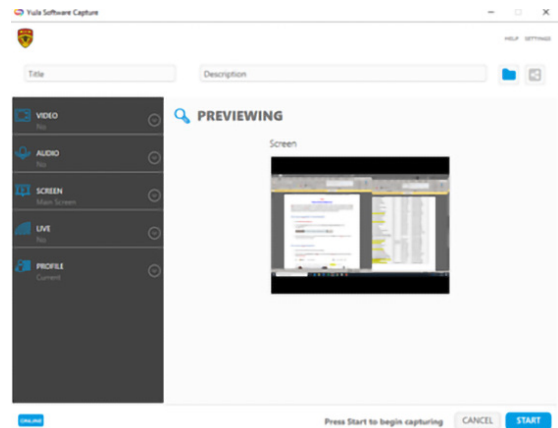
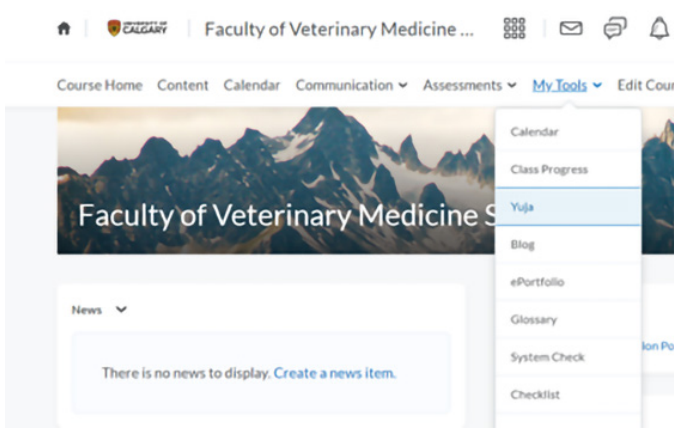
- a. Share a Link to your recording
- b. After the Recording has been processed. The file is saved automatically into the recordings. You can share the link to the file on D2L.



FAQs about Teaching Remotely - YuJa

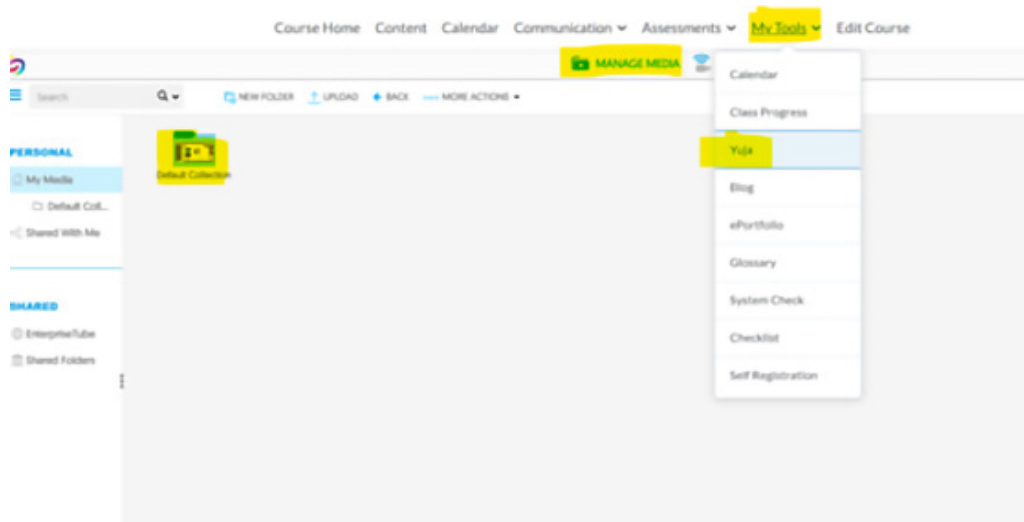
7. What is YuJa

- a. YUJA – Great for prerecorded sessions.
 1. YuJa can be accessed by logging into your course, and finding YuJa under the 'My Tools' Tab.
 2. Be aware that the first time that you install it that you may need IT authorization (depending on your computer).
 3. Choose your video, audio or screen in the settings.
 4. Start Recording



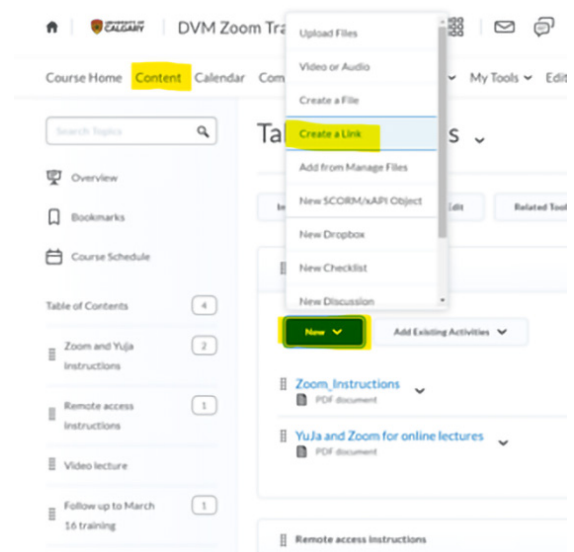
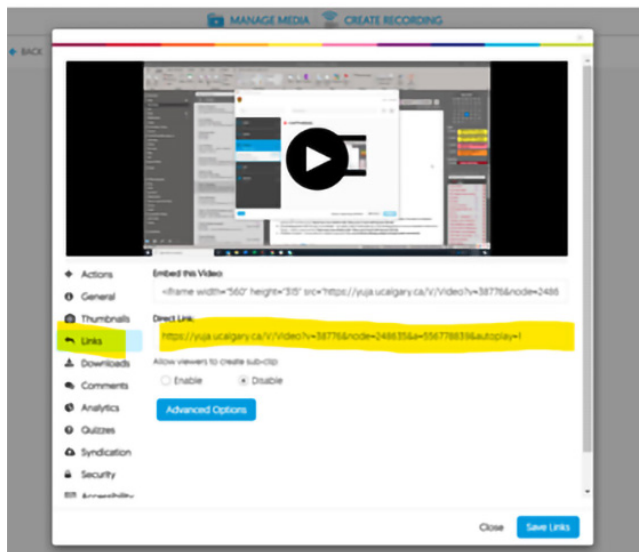
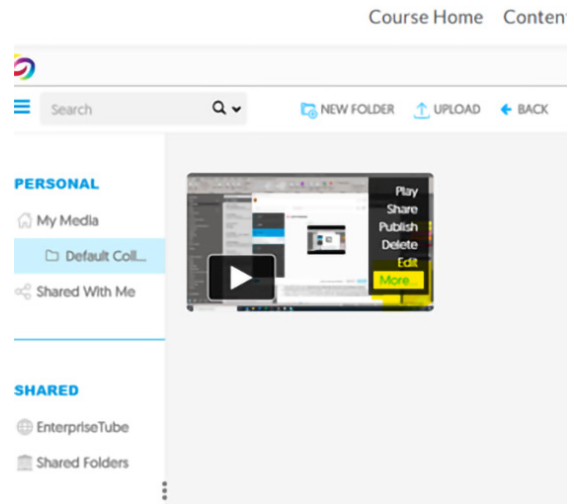
8. Where does my YuJa video save?

- a. After a few minutes (hours if it is a long recording), you should be able to see your video in the 'Default Collection' in Manage media



9. How do I share my YuJa video?

- a. Share a Link to your recording
 - i. Hover over your video and select 'More'.
 - ii. Go to 'Links' on the left side of the screen
 - iii. Copy the Direct Link
- b. You can share the link to the file on D2L.



UCalgary Great IT Resources

- <http://elearn.ucalgary.ca/zoom/>
- <http://elearn.ucalgary.ca/yuja/>