Zoom Tips for Session Chairs

Allow Participants to Change their Display Names
1. Click on Security
2. In the section that says "Allow participants to" click next to "Rename themselves"
   a. If this is on, then there will be a check mark beside it -- see slide 11 of slide deck

Turning on Zoom Transcript (this option is not available for Zoom room 3)
1. Click 'Live Transcript' on the lower toolbar.
2. Then click 'enable'
3. Your attendees can then enable/disable the subtitles by using the menu in their toolbars. You can remind them of this!
   a. See slides 9 and 10 in the slide deck for screen grabs

Starting the Zoom Recording
1. Once you are a zoom host, you can start the recording whenever you are ready.
   a. There is an automatic audio-message to all participants that recording has started, but do warn the participants that it is coming.
2. On the toolbar at the lower edge of your screen:
   a. click Record -> Record on this Computer.
3. Zoom will announce that the meeting is being recorded. The recording will continue until you 'pause' or 'stop' it in the top left.
4. Once you leave the meeting, the recording will begin converting. This can take a while, so be patient!

   Note: *If a speaker does not want to be recorded, pause the recording for their presentation and resume. Stopping the recording will break the video into two files.*

Uploading Session Recordings:
1. Make sure to press the 'stop' button on top left in the zoom meeting (while recording). Once you leave the meeting, the recording will be downloaded and converted by your machine. By default, it will then land in a folder (usually your 'Documents') called 'Zoom'. In that folder, find the folder corresponding to the time and date of the recording.
2. Rename this folder to be 'Session_Name' using the session name from the calendar/schedule. For example, for 'Stars 2' the folder should be called 'Stars_2'.
3. Please go to https://bit.ly/sdss2021recordings and sign in with the password 'SDSS2021'.
4. At the top, click Upload -> Folders, then select the folder and click 'Choose for Upload'.
5. Done!