

## How to CLAIM HOST status in a Zoom classroom – Allows for recording to the Zoom cloud

1. As a Zoom pro user sign in with [griffith.zoom.us](https://griffith.zoom.us) and go to your Zoom Profile.

The screenshot shows the Zoom Profile page with the following sections:

- Profile:** Includes a profile picture placeholder with a "Change" link and a blue rectangular placeholder for a profile picture.
- Personal Meeting ID:** A blue rectangular placeholder with the text "x Use this ID for instant meetings" below it.
- Personal Link:** Displayed as "Not set yet."
- Sign-In Email:** A blue rectangular placeholder with "Linked accounts: 350" below it.
- User Type:** Displayed as "Licensed" with a help icon.
- Capacity:** Displayed as "Meeting 300" with a help icon.
- Language:** Displayed as "English".
- Date and Time:** Includes "Time Zone" (No option selected), "Date Format" (mm/dd/yyyy), and "Time Format" (x Use 24-hour time).
- Calendar and Contact Integration:** Includes the text "You can integrate with 3rd party services or apps, such as C" and a button labeled "Connect to Calendar and Contact Service".
- Host Key:** Displayed as "\*\*\*\*\*" with a "Show" link. This section is circled in red.

2. Scroll down to Host Key and click [Show](#) and your six digit pin number will be revealed – copy this no.

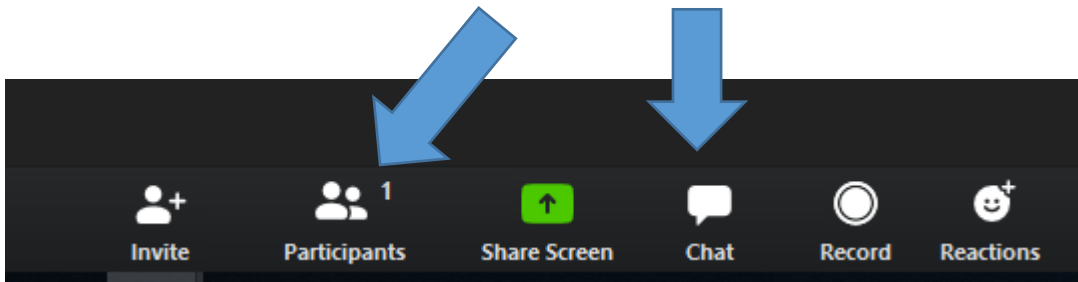
The screenshot shows a user profile page with the following sections:

- Calendar and Contact Integration:** A button labeled "Connect to Calendar and Contact Service".
- Host Key:** A field containing the value "034431" and a "Hide" link. This field is circled in red.
- Signed-In Device:** A button labeled "Sign Me Out From All Devices" with a help icon.

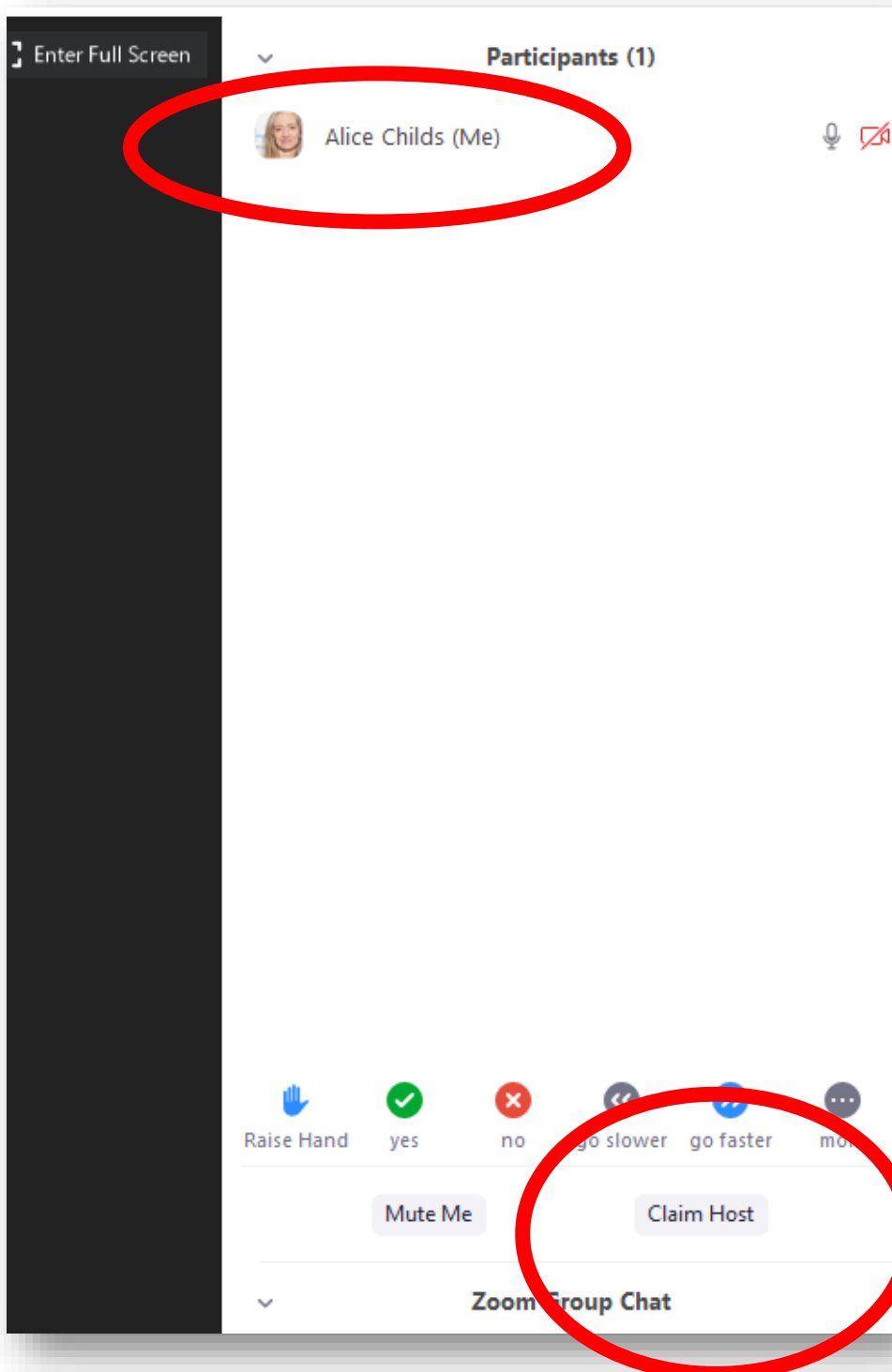
3. Click the meeting link, or Start the meeting via the Moodle LTI link and join in the usual way.

The screenshot shows a meeting interface with a dialog box titled "Choose ONE of the audio conference options". The dialog box has two tabs: "Phone Call" and "Computer Audio". The "Computer Audio" tab is selected. Below the tabs, there is a blue button labeled "Join with Computer Audio" and a link labeled "Test Speaker and Microphone". At the bottom of the dialog box, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked. In the background, there are icons for "Return to Meeting" (an orange arrow), "Schedule" (a blue calendar icon with the number 19), and "Call a Room" (a grey briefcase icon).

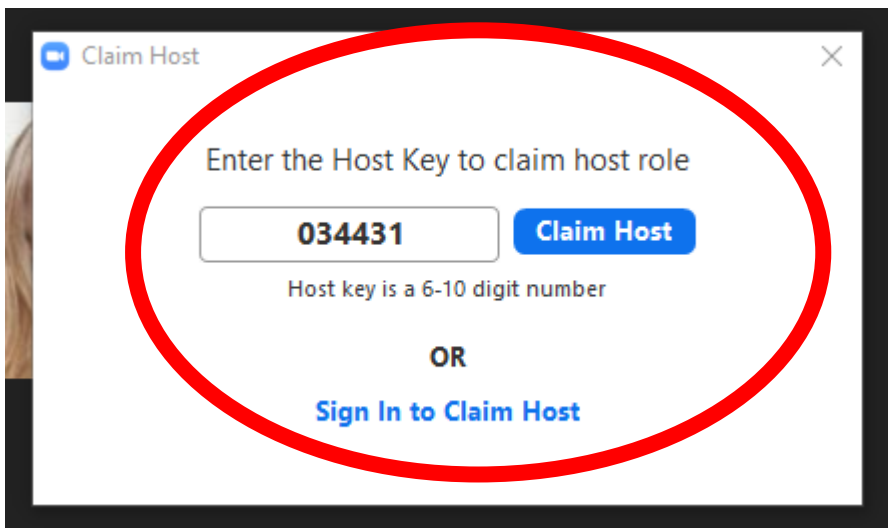
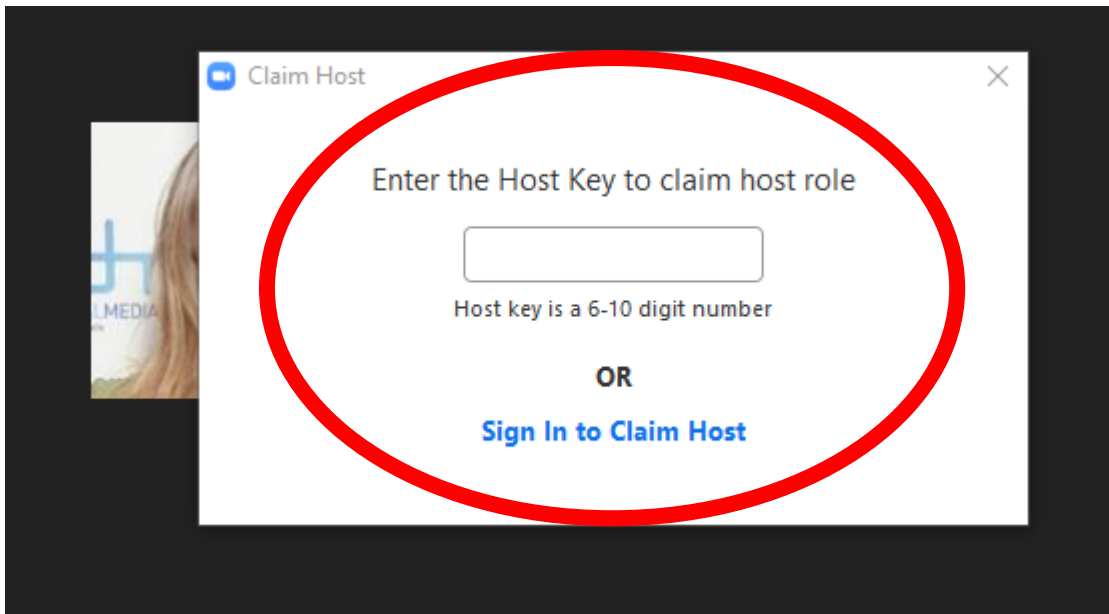
4. When in the Zoom classroom click on Participants and Chat to create the side bar (on the Right Hand Side)



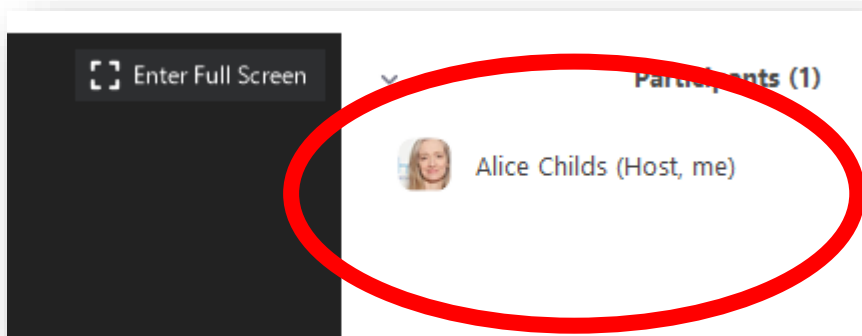
5. You will then see whether you are host or not and if not should click on "Claim host"



6. Sign-in Pops up into dashboard.



7. Having added the six digit pin you will now become meeting host with the ability to make one other co-host.



8. As meeting host you have extra access; most importantly you can now record the meeting to the **Zoom Cloud**.