

# Using Zoom to Make a Recorded Lecture

## *An Abbreviated Guide*

Using Zoom as an option for a self-recorded lecture is appropriate if all the following statements are true:

- You are already comfortable working with Zoom.
- You have a USB headset and can produce quality audio recordings.
- You can't meet CTL studio recording deadlines or you prefer to create your own recorded lectures.

## Preparation

Before creating your lecture's Zoom recording(s), please take the following steps:

- Log into Zoom and make certain you have the [most recent Zoom client](#) installed on your computer/device.
- Make sure the Zoom [Meeting](#) room you are going to use does *not* have "Record the meeting automatically" selected. (You will want to manually start and stop the recording.)
- Make sure that your presentation and/or any programs, files and websites you want to capture in your recording are ready and OPEN. Maximize these resources on your screen. CLOSE all other programs and alerts/notifications that you don't want recorded.
- Launch (Start) your Zoom Meeting. If this is going to be an interview, make sure the person(s) being interviewed can connect to the meeting room.
- Check your audio and video [settings](#) to test your microphone, speakers and webcam.
  - Under Audio Settings, make certain "Automatically adjust volume" is selected.
  - Make sure your camera is capturing you in a good light and at a good angle.
- Check your recording options in the settings menu.
  - Make certain "Record video during screen sharing" is selected, unless you don't want any webcam video displaying in your saved recording when you are sharing your screen or whiteboard.
  - If you choose to record the video during screen sharing, and want your webcam video displayed alongside shared screen or whiteboard, select "**Place video next to shared screen in the recording**".
- Be familiar with the [Lecture Delivery Best Practices Checklist](#).
- Be familiar with CTL's [Recording Tips for Independent Recording](#).
- Create a good, clean sample audio recording on the device where you will be recording your lecture. *RECOMMENDATIONS: Use a USB headset. Be in a quiet room, free of background noise. Listen to the [intro of an NPR podcast](#) and then listen to your sample recording. If you need to change the volume between listening to them both, then you need to go back and adjust your microphone settings!*

## Recording

When you are ready, [create the recording](#) of your lecture's Zoom Meeting. Start by taking these steps:

- Unmute your microphone and start your webcam video.

- If you are interviewing someone in the recording, make certain your guest has already connected to the Meeting.
- If you want to share your screen or Zoom's whiteboard, select the [Share icon](#).
  - Ideally, select "Desktop".
  - Make certain "Share computer sound" is selected if you want to capture any audio coming from the program, presentation, or other file you're recording as you share your screen.
- Start your Zoom Recording
  - If you have a Pro account, opt to [Record to the Cloud](#) for easier sharing and simple editing.
- Create a separate recording for each (10 to 20 min) segment of lecture.
- Finish your presentation/interview and stop your recording.

If you have a Pro account, you can edit your [cloud recording](#) in Zoom. However, you can only trim off the beginning and end of your recording. Otherwise, you can use 3rd party software to edit a local recording (or downloaded cloud recording).

If your recording is longer than 10 to 20 minutes, consider breaking the recording into two or more files (using a 3rd party video editing tool), even if one of them is much smaller than the other!

## Sharing/Exporting

Once the Zoom presentation is finalized, you should share your recording directly with your Instructional Designer (ID).

Follow the instructions from Zoom on [sharing a Local Recording](#) or [sharing a Cloud Recording](#).

- Cloud recording?
  - Share the link for "Shared Screen with Speaker View" (or other \*.mp4) directly with the Instructional Designer.
  - Because the Zoom recordings eventually expire (delete automatically) from storage, download Shared screen with Speaker view (or other \*.mp4) file to your computer.
  - Transfer downloaded .mp4 file to another site (e.g., OneDrive or Box) to have as a backup. (You can also share this link with your Instructional Designer.)
- Local recording?
  - Transfer downloaded .mp4 file to another site (e.g., OneDrive or Box) and share its link with your Instructional Designer.

## Placement in CoursePlus

Zoom recordings can be shared with students in CoursePlus three ways: as videos in the Lecture Materials section of a Lecture Page, as videos in the Online Library, or as hyperlinks anywhere on the course site. **Ideally, faculty should opt to share their videos (ideally less than 20 min in length) in the Lecture Materials module** which is the most universally accessible option. Here students will be able to view the videos with interactive transcripts inside of the CoursePlus video player. They can also opt to download the video, text transcript, or MP3 export of the videos. In addition, each time an item hosted in this Lecture Materials section is accessed by a student, this action is logged by the CoursePlus reporting features.

Sharing through the Lecture Materials Section, with interactive transcript, *two weeks or more before a lecture opens*:

- Faculty must share the MP4 videos with the ID. Most likely, these videos will be very large file sizes so you will need to use a cloud service, such as [OneDrive](#), to share these if not already a Zoom cloud recording.
- The Instructional Designer and CTL will convert the videos, order the transcripts, and get these uploaded onto the Lecture Page inside the Lecture Materials module.

Sharing through the Online Library:

- Upload the MP4 (Mobile) versions of the lecture video(s) in the Online Library. If the files are too large, create a publicly accessible weblink to each video file stored in OneDrive or other cloud service.
- Link the lecture video(s) or link library resources to the Lecture Page.

Sharing the hyperlinks to the lecture videos stored in the cloud:

- Obtain publicly accessible hyperlinks to the lecture's videos stored in OneDrive or other cloud service.
  - Remember -- Zoom will automatically delete cloud recordings so it is best not to share the links provided by your Zoom account!
- Share the hyperlinks to the lecture videos via:
  - the Online Library and then link these (logically titled) Library items to the lecture page;
  - the Lecture Materials module of a Lecture Page (requires assistance from CTL);
  - or inside a Custom Section on the lecture page, edited to include a logical title for each lecture section before inserting the "Share link" as a hyperlink to the titles' text.

***If you want to share a PDF version of your lecture's PowerPoint(s), you will need to upload the PDF files to the Online Library and link these to the Lecture Page.***