Self-Recording a Presentation using Zoom

Zoom is an excellent application for delivering presentations to groups or individuals. Zoom has tools that make screen sharing, recording, and annotation simple. This document outlines the basics of self-recording a presentation, using Zoom's recording features. It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.

Step 1: Sign-up to Zoom

Step 2: Download the Zoom web browser client

Step 3: Open the Zoom client (app) and sign-in
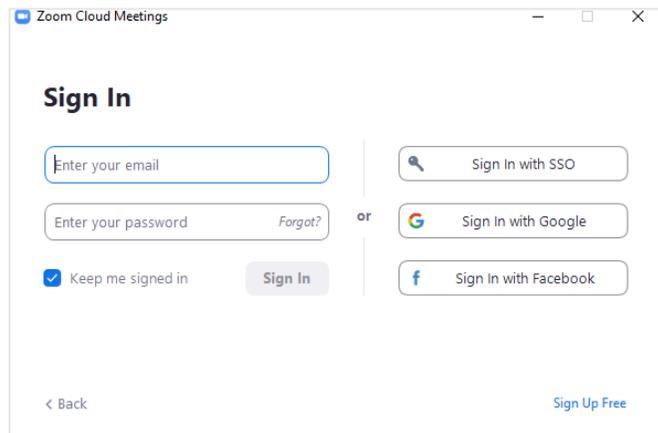
Step 4: Click "New Meeting" (Firewalls may block this function)
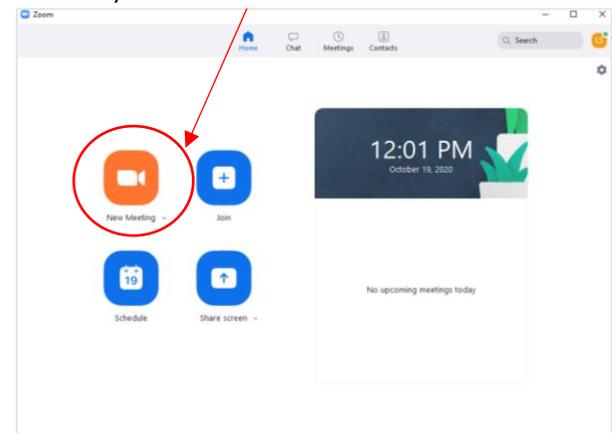
Step 5: Click "Join with Computer Audio" button
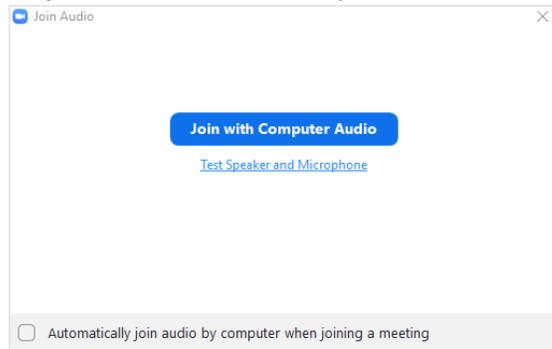
It helps to use a headset or earbuds for Zoom meetings for better audio quality. If this is the first time you have used Zoom with your current microphone or speakers/headphones, it is a good idea to check your audio quality before recording. You can do so by selecting "Test Speaker and Microphone" and walking through the prompts.

Step 6: Click the "Share Screen" button in the tool bar at the bottom of the screen to switch between the recording from your webcam to your computer screen.
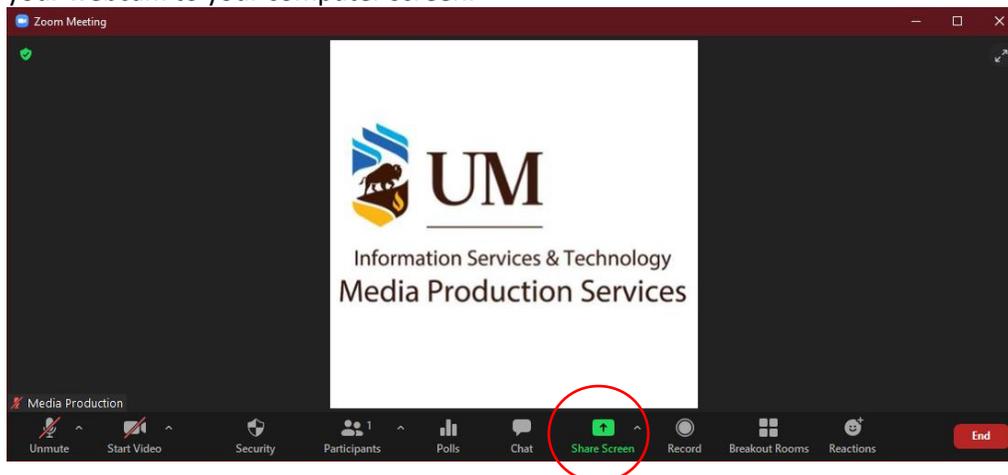
Step 7: From the pop-up window, select a window or application (i.e. PowerPoint) that you want to share. Then click on the blue "Share" button in the lower right corner of the window.
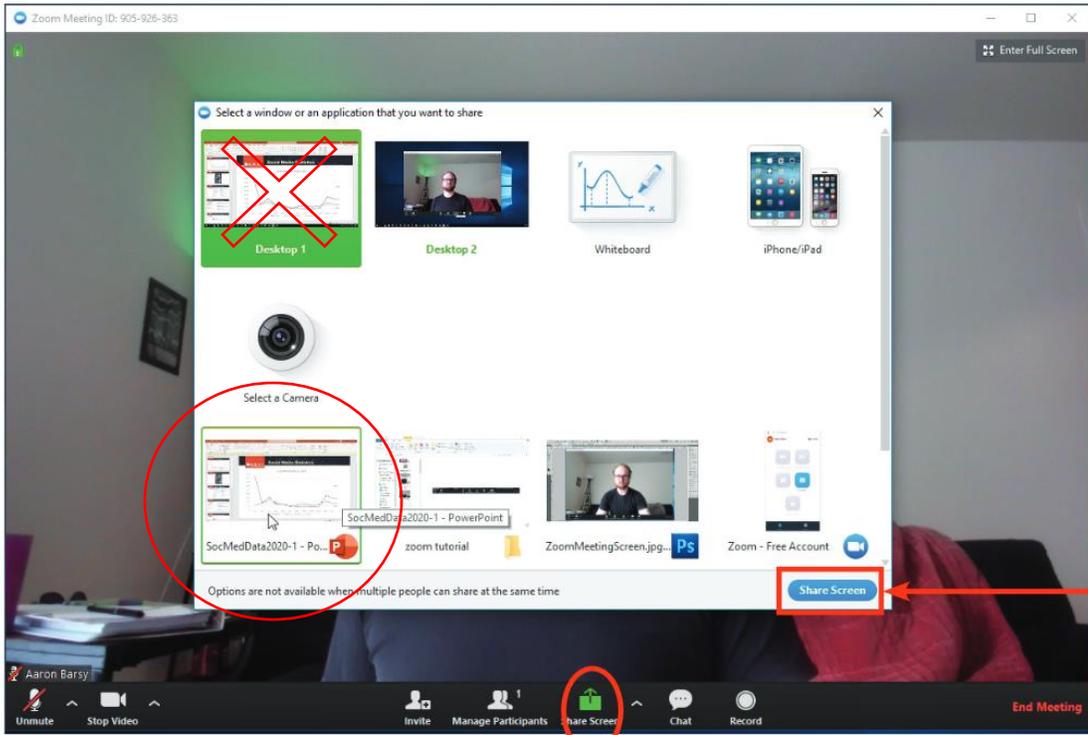
Be sure to select the PowerPoint window (not Desktop) to show slides.

In the PowerPoint toolbar, select "Slide Show" > "Set Up Slide Show". In the pop-up window, select "Browsed by an individual (window)". This will allow you to toggle between Normal and Slide Show views while you share your screen (especially important if working with a single screen) and to have your webcam layered on your screen while you record.

Select "Slideshow" > "From Beginning" to start slide show and enter full screen mode before recording.

Step 8: Record your presentation. Once you are sharing your screen, you'll notice a slightly different, floating tool bar that will enable you switch to a new share, pause/stop your screen share, and make annotations on your presentation. When a window is being "shared" in Zoom (i.e. recorded), the control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.
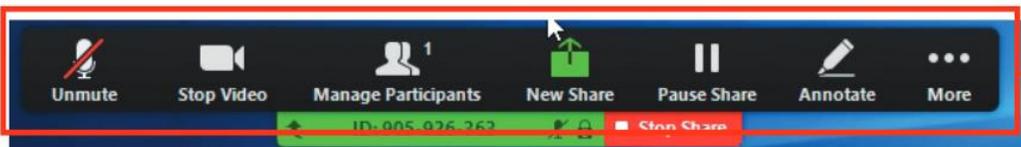
When you are ready to begin recording, select "More" and then "Record" from the list.
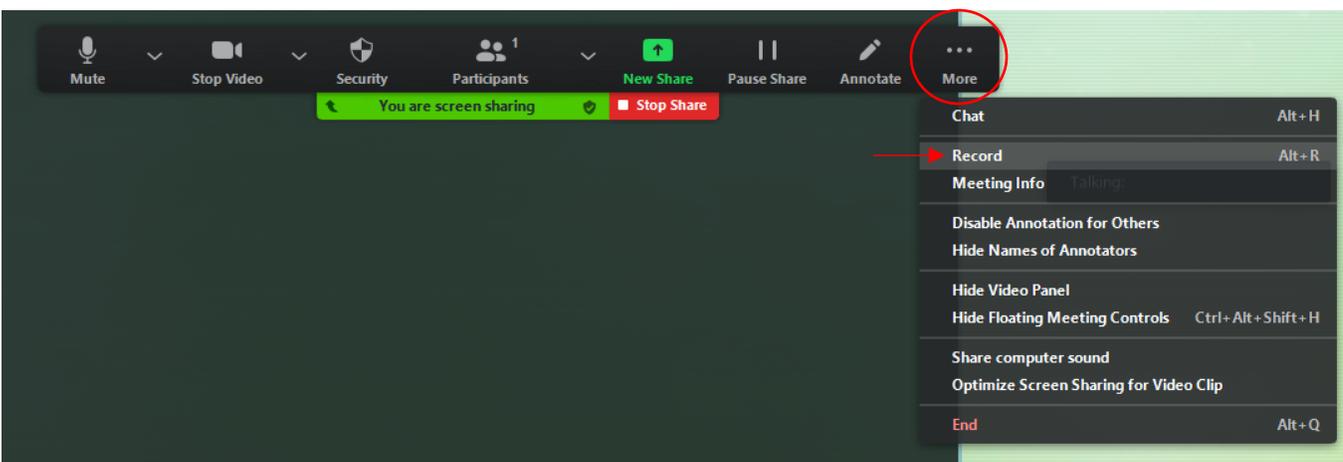
When Zoom is recording you will see a small red dot at the top left of the meeting window. Be sure to turn off phones and notifications that could cause distractions during recording. The webcam feed will be recorded regardless of whether it is positioned within share screen or not. You can reposition and resize the webcam video window as needed.

Step 9: Finish Recording.

When you are done recording, click the "Stop Recording" button in the control bar. Then select the red "End" button in the bottom right corner of the window and click "Leave Meeting". This will end the meeting, which will allow Zoom to begin the processing of the video file.
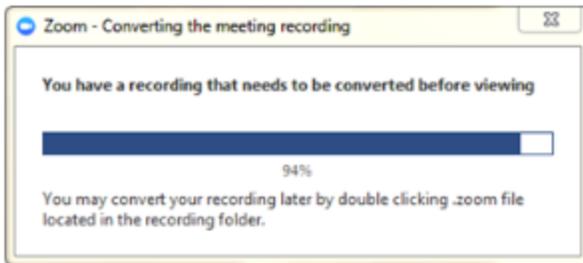
A window will automatically pop up showing you the progress of the file conversion.

Step 10: Review your video recording.

When Zoom is done processing the video, you'll be able to access an MP4 video file (.mp4) on your local Documents in a new folder labelled "Zoom". You can also access your recorded files on the Zoom client, by selecting "Meetings" from the toolbar at the top, and then "recorded" on the left side. If there are mistakes, try recording again.

Step 11: Submit your recorded video presentation to MAC using this OneDrive Folder.

Other Useful Resources

Zoom has a ton of great online resources on their website and YouTube page. They keep them up to date too, especially since the start of the pandemic and their services have been highly used.
- Zoom on YouTube – "Recording a Zoom Meeting" - https://www.youtube.com/watch?v=lZHSAMd89JE
- Zoom's YouTube Channel - https://www.youtube.com/user/ZoomMeetings/featured
- Searching "Zoom Self-Recording" on YouTube or Google will also yield lots of useful information

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