

Using Zoom to Record your Presentation (and then what to do with the video after you recorded)

To record your presentation correctly with the proper settings in Zoom follow the steps below.

1. Go to drexel.zoom.us and then click on "SIGN IN STANDARD"
2. Click on Settings in the left column (left Green arrow below)
3. Then click on Recording at the top (top Green arrow below)
4. Make sure you have the following items (where the red arrows are indicating) either selected OR NOT selected as shown
 - Cloud Recording should be ON in case your local hard disk space on your computer is limited
 - "Record active speaker with shared screen" should be on. This is 1 recording version with slides and your video married together. We use this as a back-up recording if needed.
 - "Record active speaker, gallery view and shared screen separately" should be checked along with at least ACTIVE SPEAKER and SHARED SCREEN selected. This will allow us to get a recording of the slides and you on camera as separate files to edit it all together, positioning it in any way we like.
 - Make sure "Add a timestamp" AND "Display participant's name" is NOT selected. We don't want that covering up your video.

The screenshot shows the Zoom Settings page for Recording. The left sidebar has a green arrow pointing to the 'Settings' button. The top navigation bar has a green arrow pointing to the 'Recording' tab. The main content area shows the following settings:

- Local recording:** Allow hosts and participants to record the meeting to a local file. (Annotated with a red arrow: "Can be on or off")
- Cloud recording:** Allow hosts to record and save the meeting / webinar in the cloud. (Annotated with a red arrow: "ON")
- Recording options:**
 - Record active speaker with shared screen
 - Record gallery view with shared screen
 - Record active speaker, gallery view and shared screen separately
 - Active speaker
 - Gallery view
 - Shared screen
 - Record an audio only file
 - Save chat messages from the meeting / webinar
- Advanced cloud recording settings:**
 - Add a timestamp to the recording
 - Display participants' names in the recording (Annotated with a red arrow: "NOT Selected")
 - Record thumbnails when sharing
 - Optimize the recording for 3rd party video editor
 - Audio transcript
 - Save panelist chat to the recording

At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow labeled "Selected AS SHOWN" points to the checked options in the recording options section.

RECORDING YOUR PRESENTATION

1. Schedule a meeting and then Start it from your account so you are the host of the meeting. Just you can be in the meeting OR if anyone else is in the meeting make sure their mic is muted.

TIP: If only you are in the meeting then the call will only stay active for 40 minutes and will hang up automatically. Be prepared for this and you may need to record in 2 or more sessions. We can edit the 2 sections together. You don't have to limit your presentation to 40 minutes. If you let us know we can join the meeting and assist and the call will stay up for as long as you like.

2. If you set the meeting to record, then it should start to record automatically. You will see a notification of this on screen. Since you started the meeting from your account then you are the Host and you can Pause or Resume recording as much as you like with the record button in Zoom. If the meeting is not recording, then go to RECORD at the bottom of Zoom and start recording "In the Cloud"

3. Share your slides (or anything) so they are recorded.

TIP: If you want to record audio from your computer or any sounds in your slideshow then before you share your slides make sure to click on "Share Computer Sound" from the bottom of the Share screen.

4. You can point to things on your slides with your mouse but unlike Camtasia we cannot get rid of your mouse cursor so if you don't want it recorded move it off-screen.

5. Make sure you are positioned in the camera shot nicely and also there is enough light on you from the front. Avoid backlight or windows from being behind you.

TIP: It's always good to do a 1 minute recording and then download it from the cloud just to make sure it sounds and looks good. You will have to wait a few minutes until the recording is ready but it's better than recording for 50 minutes and then finding out the next day that something was wrong.

TIP: Press gently on the keys when advancing slides so the annoying keyboard click isn't heard throughout. This can be edited out if you are not talking over it, but it's best to just avoiding loudly banging on the keyboard as you record in the first place.

WHAT TO DO WITH THE RECORDING WHEN YOU ARE FINISHED RECORDING.

- You can directly share the Zoom recording(s) with us to post or do any editing
- You can download the recording(s) and edit it yourself if you know how
- You can download the recording(s) and share it with us via OneDrive

Below are instructions how to do each.

HOW TO SHARE THE DIRECT ZOOM RECORDING WITH US

1. Log into your <https://drexel.zoom.us> account and go to Sign in Standard.
2. Click on RECORDINGS from the left menu
3. Find your recording in the main section.
4. If the recordings are not ready it will say "Processing" so check back later.
5. If the files are ready, then you will see something like "4 Files (2.64 GB)" with a SHARE and MORE button next to them.

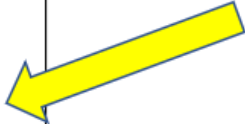
<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Intersession II - Tuesday Sessions	810-659-886	Mar 24, 2020 01:42 PM	4 Files (2.64 GB)	Share... More ▾

Share this cloud recording



Share this recording

Publicly
 Only authenticated users can view


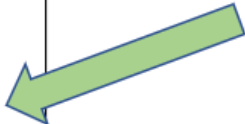
Add expiry date to the link

Viewers can download 

View recording on demand (registration required)

Passcode protection
*****  

Sharing Information Show ▾

[Copy Sharing Information](#)  [Done](#) 

7. Make sure to turn ON "Viewers can download" (the yellow arrow above)
8. Click on "Copy Sharing Information" (the purple arrow above) and email that to us.
9. Make sure to click the DONE box (green arrow above) to save the settings.

HOW TO DOWNLOAD YOUR RECORDING

1. Log into your Drexel.zoom.us account and go to Sign in Standard.
2. Click on RECORDINGS from the left menu
3. Find your recording in the main section.
4. If the recordings are not ready it will say "Processing" so check back later.
5. If the files are ready, then you will see something like "4 Files (2.64 GB)" with a SHARE and MORE button next to them.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Intersession II - Tuesday Sessions	810-659-886	Mar 24, 2020 01:42 PM	4 Files (2.64 GB)	Share... More ▾

6. Click on MORE, and then choose DOWNLOAD.
7. All of the files for this recording will download as a ZIP file to your computer, typically to your DOWNLOADS folder.
8. Copy this ZIP file to OneDrive and share it with us so we can edit it.

Contact us with questions, to get help or assist!

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