

Lecture Recording Using Zoom

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The Academic Technology team recommends Zoom as the campus solution for video conferencing and lecture recording. The platform is user friendly, enabled from your desktop or laptop, and generates files in .MP4 format that can be uploaded to Mediasite or D2L.



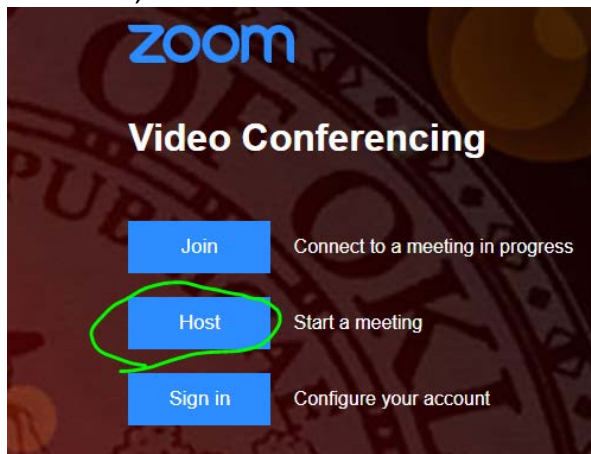
Best Practices

Because online instruction is different than an in-person lecture, it is recommended that instructors “chunk” lectures into a series “mini-lectures” lasting no longer than 10-15 minutes, each focusing on one key concept. Research shows that average adult attention increases up to 7 minutes and begins to decline after 10 minutes. Limiting audio lectures to this time-frame with a focus on one concept will ensure your students get the best of your knowledge and instruction.

Step-by-Step Instructions:

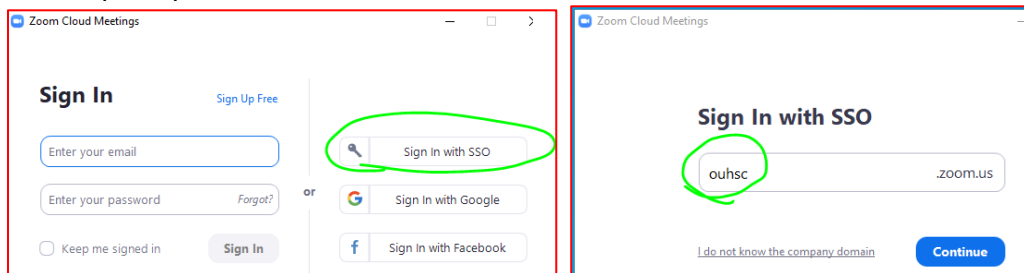
Opening Zoom

1. Go to ouhsc.zoom.us
2. Click **Host**, see inset below.

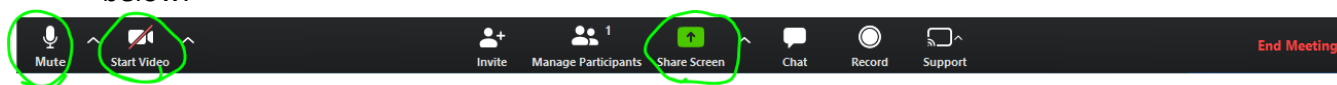


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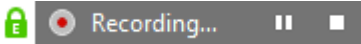
- a. If this is your 1st time using zoom it will download the file. Click **run** or **open** the downloaded file.
- b. If a prompt appears to Open Zoom Meetings click **Open Zoom Meetings**.
- c. If a prompt appears to Sign In click **Sign In with SSO** and type **ouhsc** in the next prompt, see inset below.



3. Click **Join with Computer Audio**,
 - a. Be sure to test your speaker and microphone.
4. By clicking the appropriate buttons along the bottom of the screen **Unmute** your audio, **Start Video** (optional – if you want to record your camera), and **Share Screen**, see inset below.



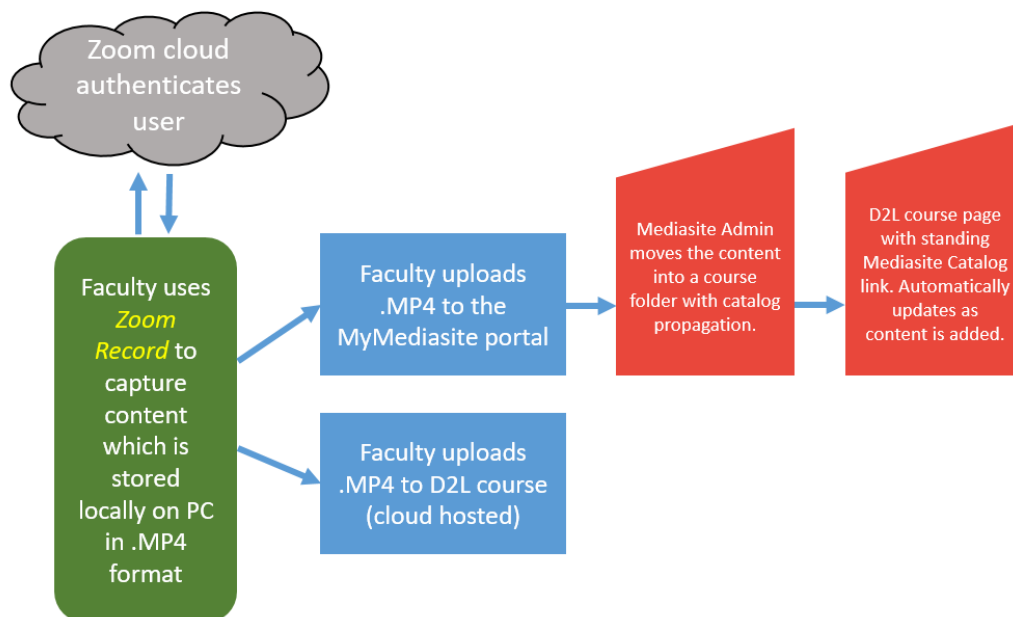
Recording

1. On the bottom of the window click **Record**
 - The button will change to:
 - Stop recording will end the recording and begin a new one when record is clicked again.
 - Pause recording will suspend the recording without ending it.
 - In the upper left of the window it will show:
2. Click **End Meeting** on the bottom right and **End Meeting for All** in the prompt.
 - A window will pop up as it processes your recording, it will close automatically.
 - If a prompt appears click **Open**

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Upload to OUHSC Teach Anywhere

Zoom Local Record Process to *Teach Anywhere*



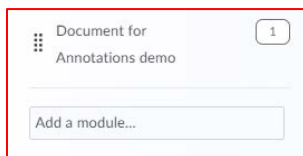
1. Navigate to:

On a PC	On a Mac
Open file explorer and go to: C: -> Users --> [your username] ---> Documents ----> Zoom	Open Finder: Macintosh HD -> Users --> [your username] ---> Documents ----> Zoom

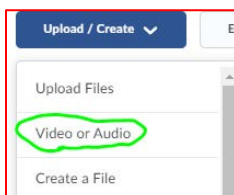
2. Open the folder that name matches the date and time you started the recording.
3. Inside that folder you will find **zoom_[#]**.
 - The number [#] increments starting at **0** for each recording you do during the meeting.
4. Rename the corresponding **zoom_[#]** file to **[Course Abv. & #]-[Date as MMDDYY]-[description]**
5. Move that file to:
 - If posting to Mediasite or MyMediasite
 - Follow the instructions your [Tier 1](#) provides
 - If posting to D2L:
 1. Navigate to your course in D2L
 2. Click on the **Content** link in the nav bar

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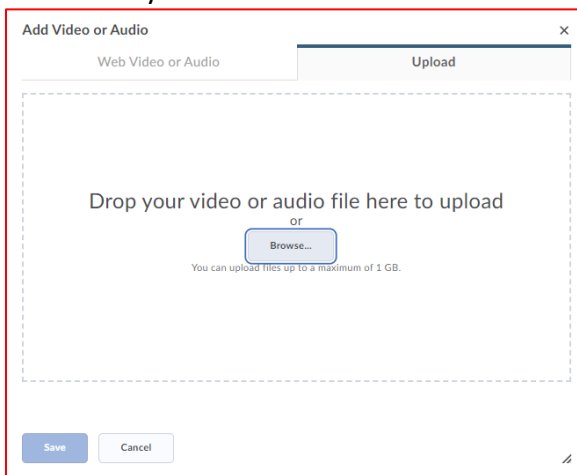
3. Click on **Add a module....** -or- click on an existing one.



4. Click on the **Upload/Create** drop-down
 - o Select **Video or Audio**



5. Click the **Upload** tab
 - o **Browse** to your file



Additional Resources

- <https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>
- <https://www.ouhsc.edu/at/Videoconferencing.aspx>
- <https://www.ouhsc.edu/at/Desire2Learn/Faculty.aspx>
- <https://www.ouhsc.edu/amds/Lecture-Capture>