

Using Zoom to Record and Upload a Lecture

The following steps were included in the Zoom demonstration video. There are three sections:

1. Setting up the Zoom client software
2. Making a local recording of a lecture or presentation
3. Uploading a local recording

Setting up the Zoom client software

1. Navigate to <https://ouhsc.zoom.us/>
2. If you have never used Zoom or want to ensure you have the latest copy, click the Download Client link at the bottom of the page
3. Click the download link for Zoom Client for Meetings
4. Open the executable file from your Downloads folder
5. Click on the Sign In button to open the Zoom client app
6. Sign in with your OUHSC username and password using the Sign In with SSO link
7. Make sure that it says “ouhsc” in the window for the Zoom domain
8. Note this process may require you to verify your Single Sign-On account an additional time, depending on the web browser used. For this demonstration, Google Chrome is being used
9. Click the link to Open Zoom Meetings

Making a local recording of a lecture or presentation

1. From the Zoom client app you can quickly choose to schedule or begin a new meeting
2. Clicking on New Meeting will allow you to begin lecture recording
3. Choose your audio and video connection method. Computer audio is recommended for basic setups
4. To feature a document for voice-over narration, choose Share Screen and select the document you'd like to feature and Click the Share button in the lower right
5. When you are ready to begin your lecture recording, click the Record button at the bottom of the screen (or at the far-right of the top menu, if beginning a recording from a shared screen).
6. You may switch between the camera or shared documents as needed
7. When finished, click on Stop Recording
8. Click End Meeting, then End Meeting For All
9. This will begin the process of saving the recording to file
10. A window will pop up showing the location of your recording on your computer
11. Modify the name of the “zoom” file, which is MP4 format, as needed

Uploading a local recording

1. Open a web browser and navigate to <https://learn.ouhsc.edu/d2l/loginh/>
2. Navigate to your course

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3. You can upload to an existing Content module or create a new one
4. For this demonstration a new one will be created
5. If you do not wish for students to have access to the folder and video file, you can toggle the visibility off
6. To upload the file, click the Upload/Create button and choose "Video or Audio"
7. Click on the Upload tab and drop in the file or browse to its location on your computer
8. Adjust the Title as needed and click Save
9. If you do not wish to host the video permanently on Brightspace by D2L, contact your college's Tier 1 support to request that the file be moved to MediaSite

List of Tier 1 support by college:

<https://it.ouhsc.edu/tier1/>

Additional Zoom resources and how-to guides:

<https://www.ouhsc.edu/at/Videoconferencing/Zoom/Frequently-Asked-Questions.aspx>

More information on ways to continue teaching a course online:

<https://www.ouhsc.edu/teachanywhere>