# Recording Asynchronous Lectures on Zoom

Before the Recording

- Course materials
  - Collect all the lecture materials you want to present
  - If you are using multiple documents, consider combining them into a single document
  - If you want to share a video, it is recommended having students watch the video on their own, rather than making it part of the Zoom recording
- Computer
  - Close any applications with popup notifications like Outlook
  - Log in to all applications and websites you want to record
  - If possible, use a wired internet connection with an ethernet cable
- Audio and video
  - Test your audio and video
    - Open Zoom
    - Login using SSO
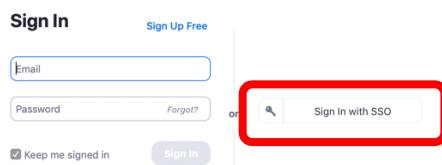
   - Click on the gear icon in the upper right corner
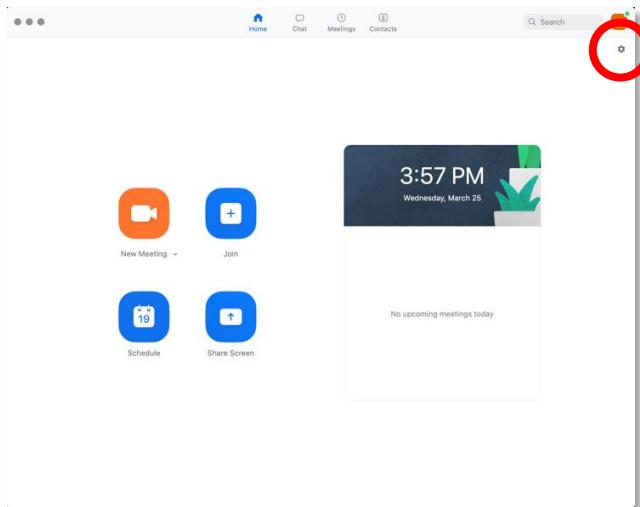
- On the left, click on "**Video**" to check the camera settings
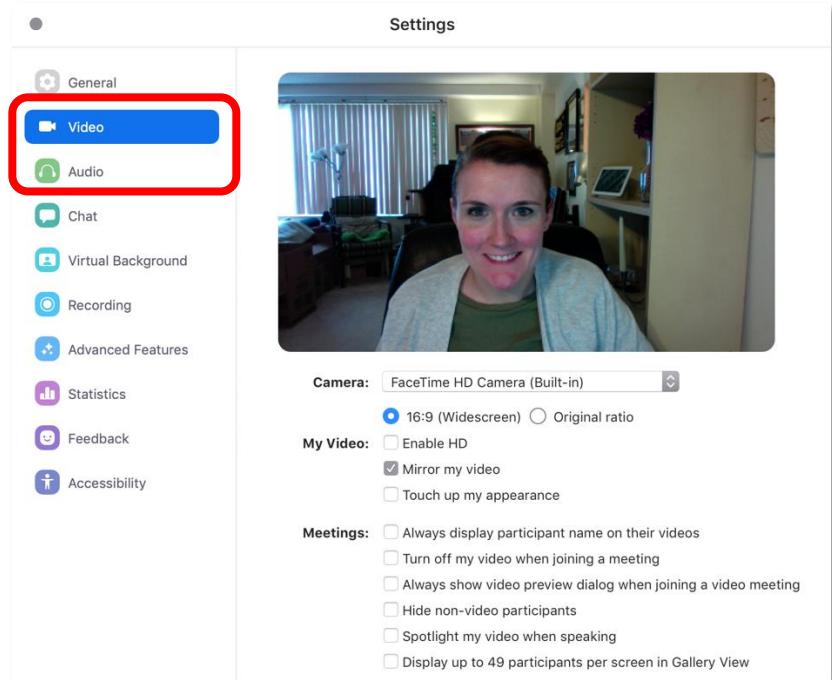
- Then click "**Audio**" to check sound input (microphone) and sound output (speakers)
  - If you are able, use an external microphone, such as a headset, to record your voice
- As much as you are able, reduce the amount of sound in the room where you are recording, such as turning off fans

Recording Setup
- Open the Zoom application
- Click "**New Meeting**"
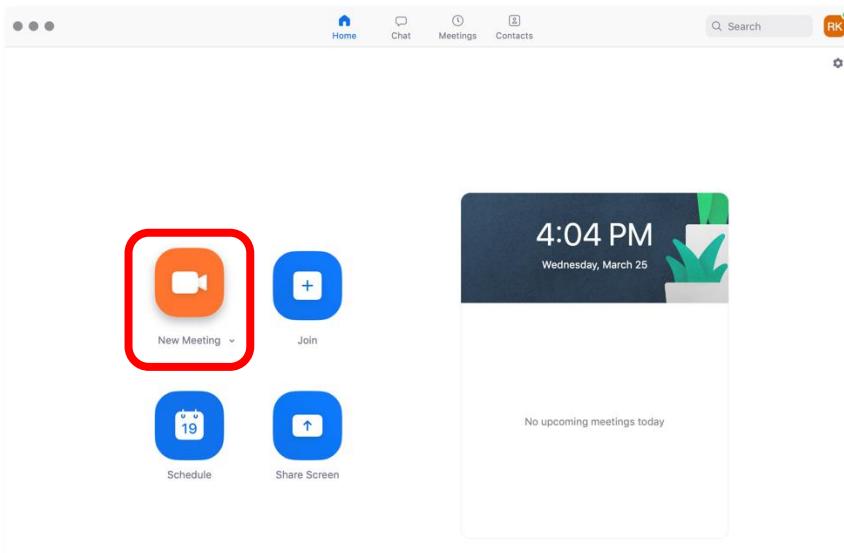
- Click the "**Share**" button in the toolbar
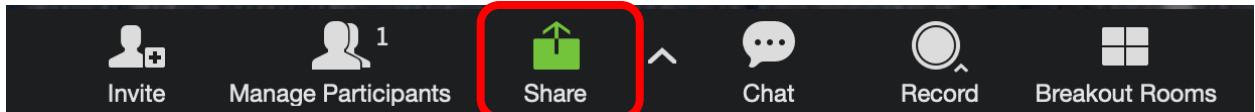
  - o A screen will pop up giving you options about what to share
  - o You can choose to select only the materials, for example a PowerPoint, or share your whole desktop
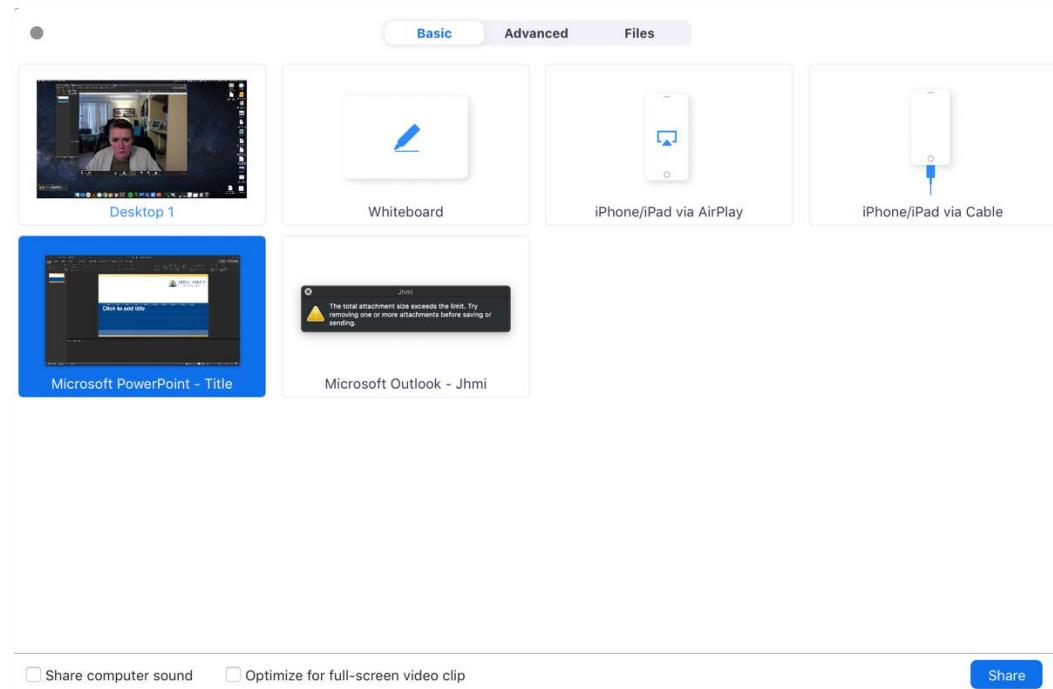
    - ▪ If you are going to be sharing multiple documents, websites, etc., it is recommended that you share your entire desktop
    - ▪ If a document is minimized, it may not show up in the options to be shared. Close the share popup, maximize the document, and in Zoom, click the "**Share**" button again.

- Once you have all the materials setup, click the "**Record**" button in the toolbar
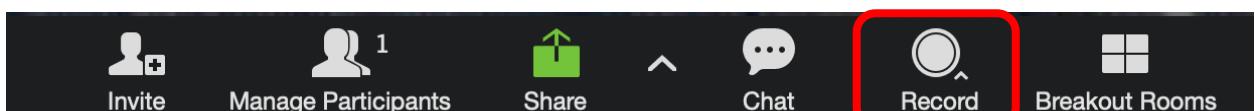

  - o You should see a recording indicator
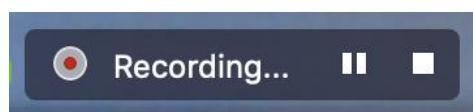
Recording

- Begin your lecture recording as you would in the classroom setting
- You can pause the recording to take a break or review notes by clicking the "**Pause**" button
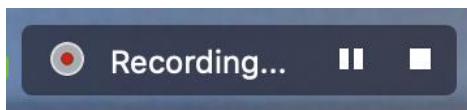
- Clicking the "**Stop**" button will stop the recording. When you click "**Record**" again, it will create a new file

After the Recording

- The Zoom recording will be saved on your computer
  - The default location to save for both Mac and PC is in a folder called "Zoom" in your documents folder
- In the folder, there will a combined video and audio file called an mp4
  - There may be other file types saved including audio only, chat files, etc.
- Upload the mp4s you want shared with students to OneDrive
- The Office of Online Education will format the files and send for upload to Mediasite