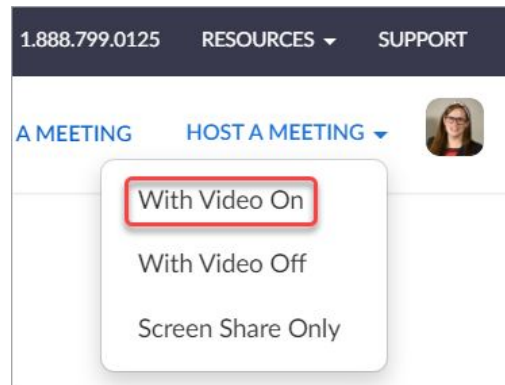


Student Self-Recording Directions

This guide is designed to provide an overview of how to record yourself for a class assignment like giving a presentation or taking an exam. You can also [view a 4 minute video demonstration](#) of this process.

Step 1: Log in to Zoom

- Navigate to go.udayton.edu/zoom.
- Click on **Sign In** and sign into your account with your UD credentials.
- Click on the **Host a Meeting** button in the top right corner.
- Select the **With Video On** option.

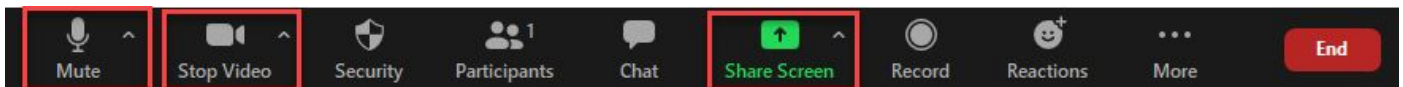


- A Zoom room will launch. If you have not previously downloaded the Zoom app, you can [find instructions here](#).

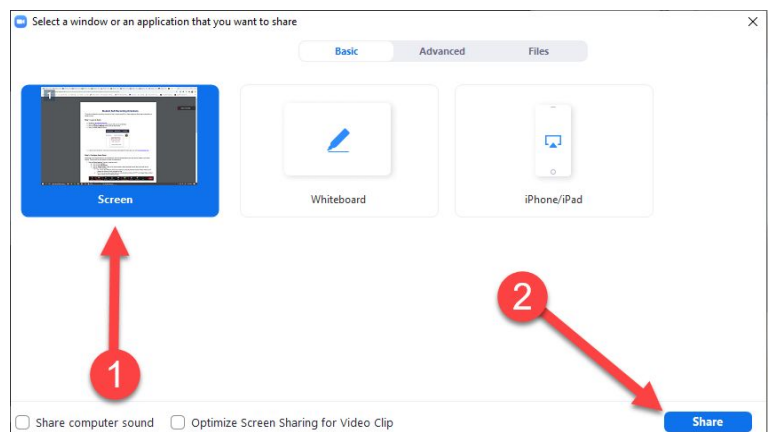
Step 2: Configure Zoom Room

Depending on the requirements for your assessment, there are several features you may need to enable in your Zoom session. These should be done before you begin the assessment.

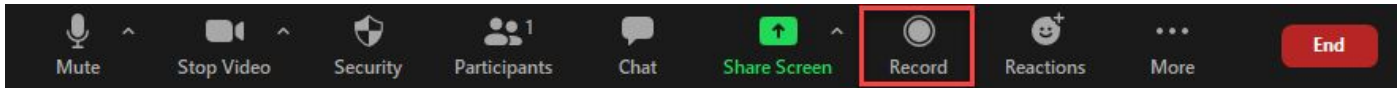
- Turn on Zoom features.** Typically, students should:
 - Turn on their **webcam**
 - Turn on their **microphone**
 - Use the **'Share Screen'** button in the Zoom toolbar to share anything that will need to be seen by the instructor in the recording.



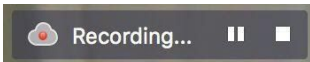
- The safest way to ensure that everything you need to be shared is captured by the recording is to just choose the "Screen" option from the Share menu as shown to the right.
- Press the blue Share button



2. **Record Session.** Once you have everything shared and are ready to begin the assessment you should click the 'Record' button in the Zoom toolbar. **Make sure you select the "Record to Cloud" option if prompted.**
 - a. (Note: The Zoom toolbar may be at the top of your screen if you are sharing something).
 - b. You may need to click on the "More" button in the Zoom toolbar to see the Record button.



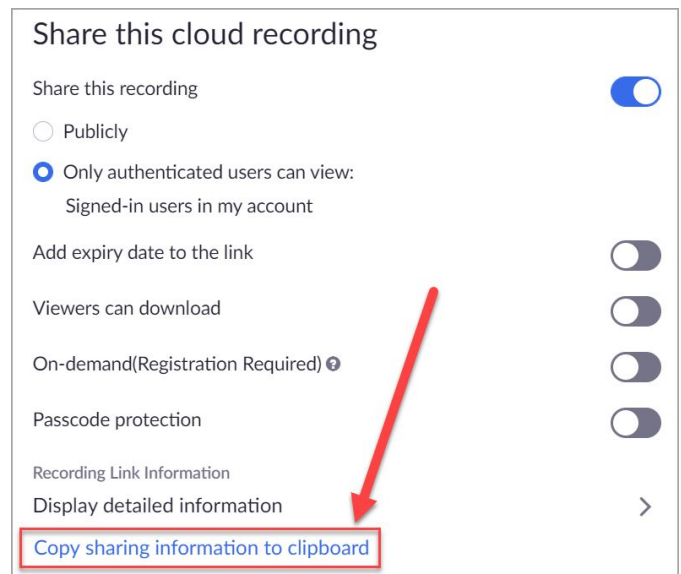
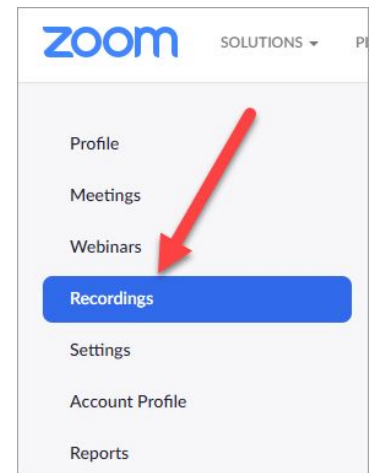
Step 3: Stop Recording and End Meeting



Once you finish your assignment, click the **Stop Recording** button in the upper left corner of the meeting and click **Yes** to confirm. Then click **End Meeting** in the bottom right corner of the window, followed by **End Meeting for All**.

Step 4: Access the Recording Link

- a. Return to go.udayton.edu/zoom and log in if necessary:
- b. Click on the **Recordings** tab in the left menu.
- c. Locate the correct recording. (**Note:** Recordings typically only take a few minutes to convert, but may take up to 24 hours. If your meeting has not finished converting, the recording will show in the list, but you will see a "Processing Recording..." message indicating that it is still processing. If you see this message, come back later to complete the rest of the steps.)
- d. Click **Share** to the right of the meeting recording.
- e. Leave the default settings and click **Copy sharing information to clipboard**.



Step 5: Share Recording

Once you've copied the link to the recording in the previous step, you can share it with your professor. Your professor may have asked you to email them the link, but they may have also asked that you shared the recording link through a tool in Isidore such as Assignments or Tests & Quizzes.