

Student Self-Recording Directions

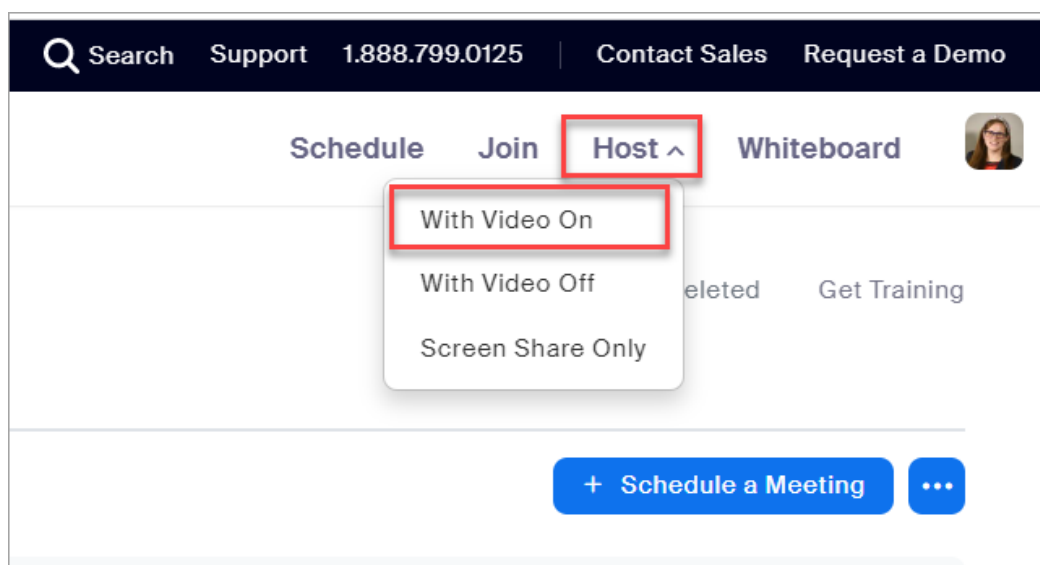
This guide is designed to provide an overview of how to record yourself for a class assignment like giving a presentation, recording a dialogue, or taking an exam.

Step 1: Log in to Zoom

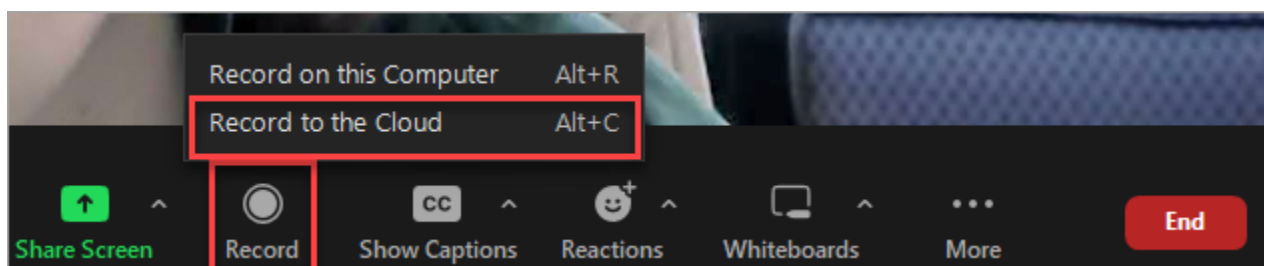
1. Navigate to go.udayton.edu/zoom.
2. Click on **Sign In** and sign into your account with your UD credentials.
3. Set up your meeting.

Option 1: Launch an Immediate Meeting

- If you are ready to start your session immediately and don't need to coordinate with others, you can launch a meeting immediately by clicking on the **Host** button in the top right corner. Choose the **"With Video On"** option.

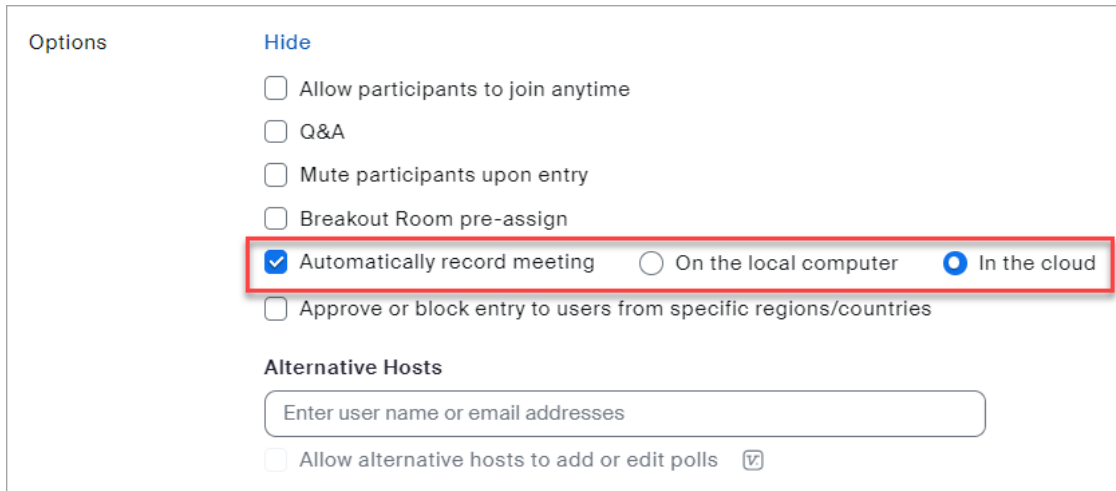


- A Zoom room will launch. If you have not previously installed Zoom, do so from the [Zoom download center](#).
- Ensure your webcam and mic are working properly. Share your screen as necessary per your professor's instructions.
- When you are ready, press the **Record** button and choose the option to record to the cloud. Once you are recording, you can press the Pause button as needed - just don't forget to resume recording whenever necessary.



Option 2: Schedule a Meeting for Later & Invite Others

- If you are wanting to schedule a meeting for later, click the **Schedule a Meeting** button.
- Set the meeting time.
- If you want to ensure your meeting automatically records, click on the **Show** button next to **Options** to expand the option to record. Choose the “automatically record” option and make sure it records to the Cloud.



Options Hide

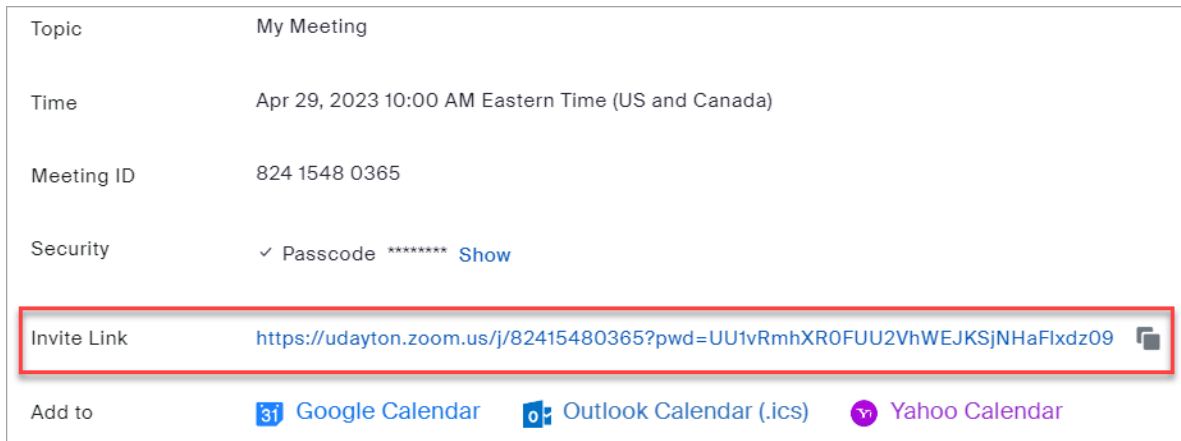
- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Breakout Room pre-assign
- Automatically record meeting On the local computer In the cloud
- Approve or block entry to users from specific regions/countries

Alternative Hosts

Enter user name or email addresses

Allow alternative hosts to add or edit polls

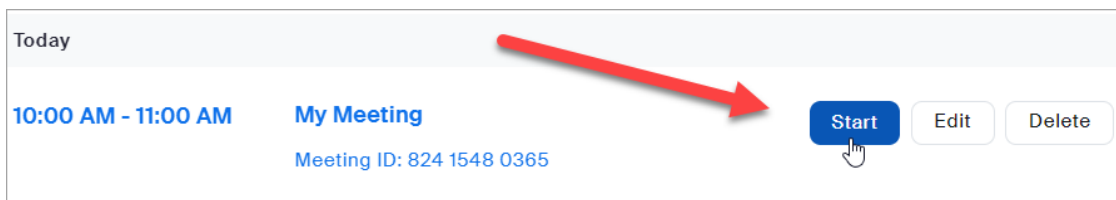
- Press **Save** to save your meeting settings.
- When the page refreshes, you will see the meeting details, including a link to the meeting.



Topic	My Meeting
Time	Apr 29, 2023 10:00 AM Eastern Time (US and Canada)
Meeting ID	824 1548 0365
Security	✓ Passcode ***** Show
Invite Link	https://udayton.zoom.us/j/82415480365?pwd=UU1vRmhXROFUU2VhWEJKSjNHFlxdz09

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

- If you need to invite others to your meeting, you can copy that link and send to others.
- When the time comes for your meeting, log in to Zoom at go.udayton.edu/zoom and press the **Start** button next to the meeting.



Today

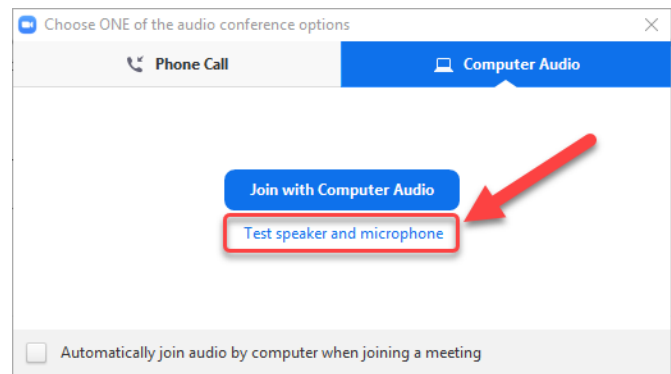
10:00 AM - 11:00 AM **My Meeting** [Start](#) [Edit](#) [Delete](#)

Meeting ID: 824 1548 0365

Step 2: Complete Assignment

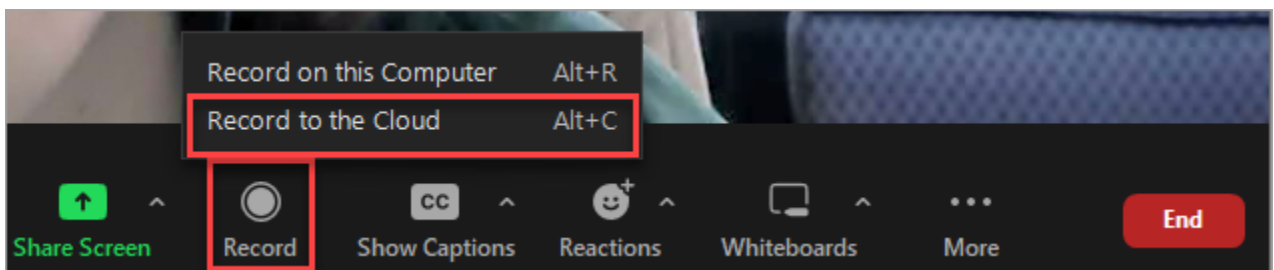
Refer to the instructions for your assignment and adhere to those guidelines. Depending on what your assignment entails, below is an overview of some of the features you may need to use in Zoom.

- **Test speaker and microphone:** You may be prompted to make your audio selection. Before doing so, test your audio by clicking the **Test speaker and microphone** link to ensure you can hear and be heard.



- **Join Audio:** We recommend using the **Join Audio with Computer Audio** option.

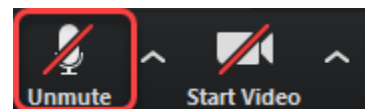
- **Record:** Press the **Record** button in the bottom menu to begin recording your presentation. You may pause or stop the recording at any time.



- **Start Video:** Depending on your meeting settings, your video camera may start automatically. If it doesn't, click on the **Start Video** icon in the lower left corner.



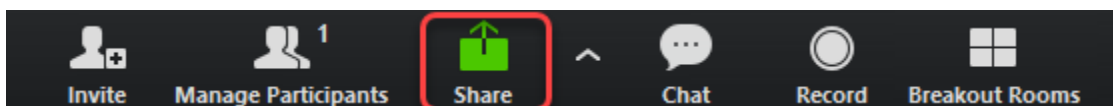
- **Star Microphone:** Depending on your meeting settings, your microphone may start automatically. If it doesn't, click on the **Unmute** icon in the lower left corner.



- **Invite:** If you're completing a group assignment, you can invite the other members of your group to your meeting by clicking **Invite** on the lower menu. Then click **Copy URL** button in the lower left and send the link to your group members via email.

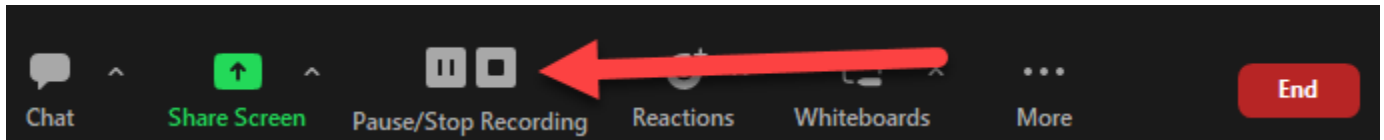


- **Share Screen:** If you need to show visuals (like a PowerPoint presentation), click **Share Screen** in the lower menu. This will allow you to share your entire screen or a particular application (e.g. Word, Excel, etc.)



Step 3: Stop Recording and End Meeting

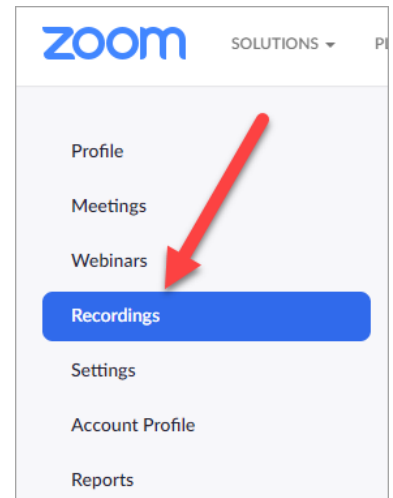
Once you finish your assignment, click the **Stop Recording** button in the Zoom features bar.



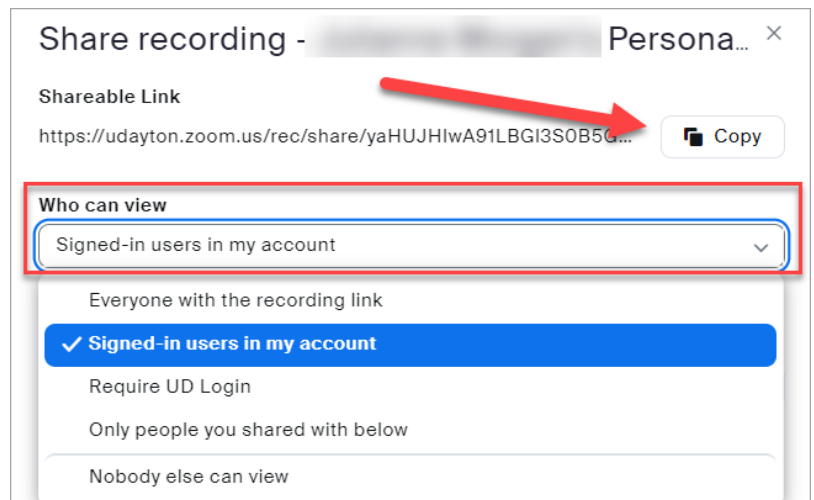
Then click **End Meeting** in the bottom right corner of the window, followed by **End Meeting for All**

Step 4: Access the Recording Link

- Return to go.udayton.edu/zoom and log in if necessary.
- Click on the **Recordings** tab in the left menu.
- 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.)
- Click **Share** to the right of the meeting recording.
- Choose the sharing settings you want for this recording, but make sure to select an option that will allow your instructor or peers to view the recording.



- **Signed-in users to my account:** This is the default setting. Anyone who clicks on the Zoom link will be required to sign in in order to view the recording.
- **Everyone with the recording link:** This option will allow anyone with the link to be able to see the recording. This option will make it easiest for others to view the recording, but is also the least secure.
- **Require UD login:** This option is essentially the same as "signed-in users to my account."
- **Only people you shared with below:** This option allows you to specify only certain people who can see the recording. You could add your instructor's email address. The users you specify will have to sign in in order to see the recording.
- **Nobody else can view:** This recording is totally private and no one will be able to view it.



For most use cases, "Signed in users" or "Everyone with the recording" are the best options. Occasionally, sharing with specific individuals may be needed.

- Press the **Copy** button next to the shareable link.

Step 5: Submit the Recording Link

Review how you are supposed to submit the assignment, then paste the recording link into a text box or upload a document with the link pasted inside, and submit.