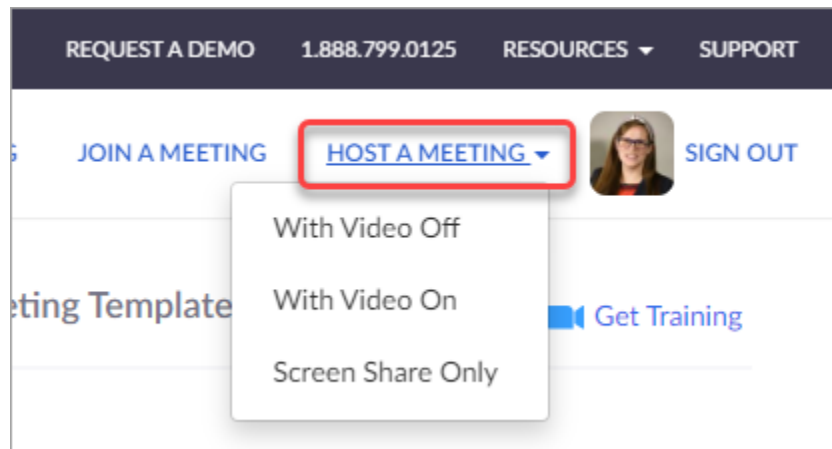# Student Self-Recording Directions

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.

Step 1: Log in to Zoom

a. Navigate to go.udayton.edu/zoom.

b. Click on **Sign In** and sign into your account with your UD credentials.

c. Click on the **Host a Meeting** button in the top right corner.

d. Select the **With Video On** option.

e. A Zoom room will launch. If you have not previously downloaded the Zoom app, you can find instructions here.

> The meeting will open and will automatically begin recording. If you need to set up or prepare first, you may want to click the **Pause** button in the upper left corner. (Don't forget to resume recording before you begin your assignment, though!)

Step 2: Complete Assignment

Depending on the requirements for your assignment, there are several features you may need to use:

- ***Test speaker and microphone:*** You will be prompted to make your audio selection. Before doing so, we recommend 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.
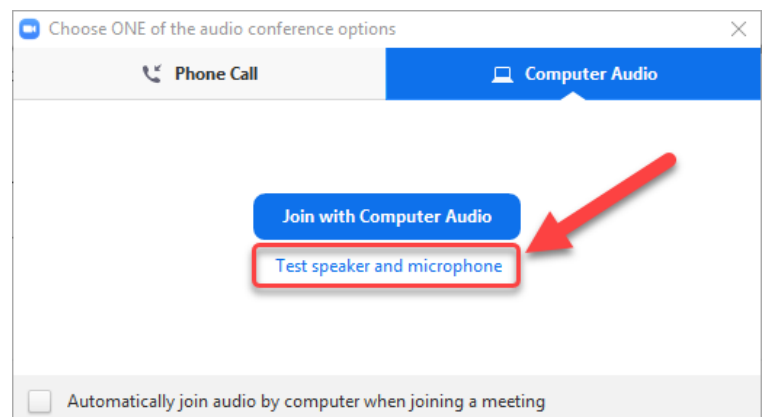
- *Record:* Press the **Record** button in the bottom menu to being recording your presentation. You may pause or stop the recording at any time.
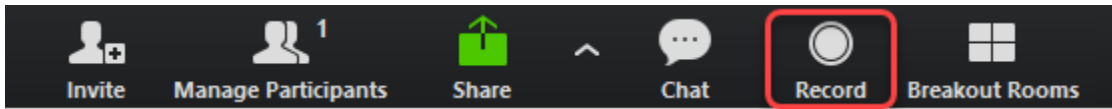
- *Start Video*: Depending on your meeting settings, your video camera may start automatically. If it doesn't, click on the **Start Video** icon in the lower left corner.
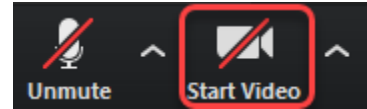

- *Star Microphone***:** Depending on your meeting settings, your microphone may start automatically. If it doesn't, click on the **Unmute** icon in the lower left corner.
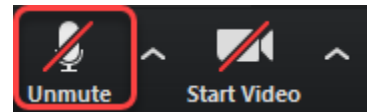

- *Invite***:** If you're completing a group assignment, you can invite the other members of your group to your meeting by clicking **Invite** on the lower menu. Then click **Copy URL** button in the lower left and send the link to your group members via email.

- *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.)
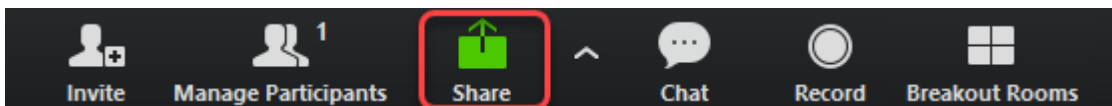

Step 3: Stop Recording and End Meeting
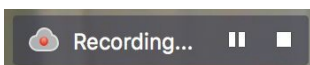
Once you finish your assignment, click the **Stop Recording** button in the upper left corner of the meeting and click **Yes** to confirm. Then click **End Meeting** in the bottom right corner of the window, followed by **End Meeting for All**.

Step 4: Access the Recording Link

a. Return to go.udayton.edu/zoom and log in if necessary:
   go.udayton.edu/zoom

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 to Clipboard**.
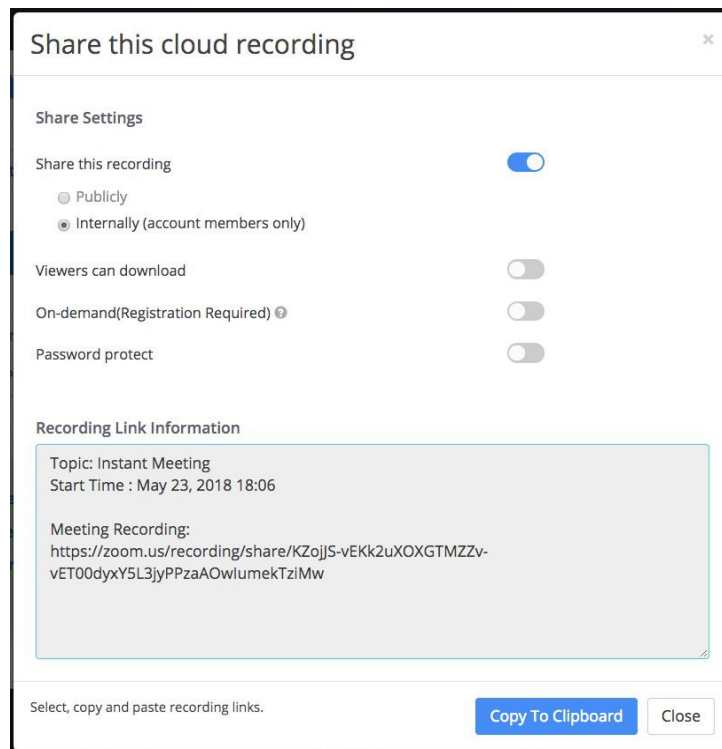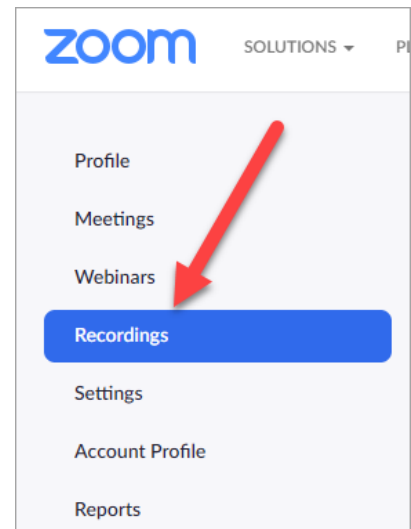
Step 5: Submit Recording Link

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