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.

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; JOIN A MEETING	G HOST A MEET		IGN OUT	
	With Video Off			
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- 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.

Choose ONE of the audio conference op	tions ×
📞 Phone Call	💻 Computer Audio
	Computer Audio er and microphone
Automatically join audio by computer	r when joining a meeting

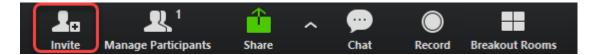
• **Record**: Press the **Record** button in the bottom menu to being recording your presentation. You may pause or stop the recording at any time.



- **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: <u>go.udayton.edu/zoom</u>
- 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.

Share this cloud recording	2
Share Settings	
Share this recording	
Publicly	
 Internally (account members only) 	
Viewers can download	
On-demand(Registration Required) 😡	
Password protect	
Recording Link Information Topic: Instant Meeting Start Time : May 23, 2018 18:06 Meeting Recording: https://zoom.us/recording/share/KZojjS-vEKk2uX0	DXGTMZZv-
vET00dyxY5L3jyPPzaAOwlumekTziMw	

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.

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