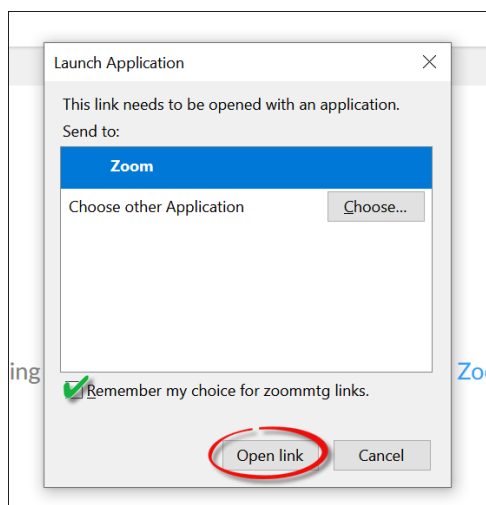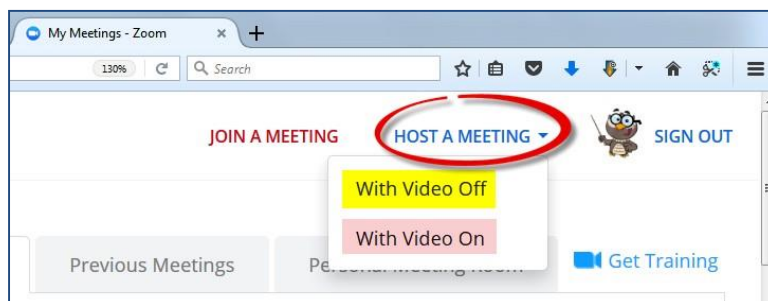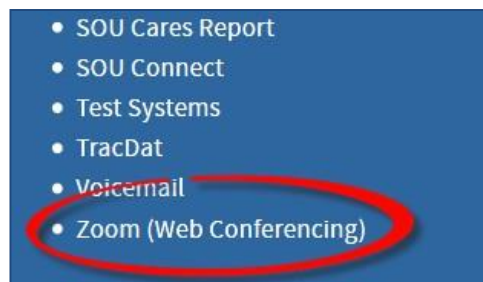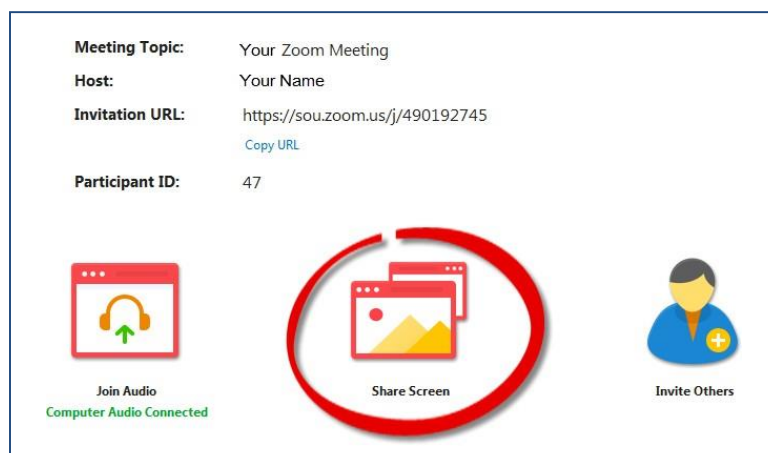# Record a Presentation in Zoom

Launch Zoom

1. Log into **Inside SOU**.
2. Scroll down the **Online Services** section on the right and select **Zoom (Web Conferencing)**.
3. Once Zoom opens, click on **HOST A MEETING** in the upper right corner.
   a. Choose "With Video Off" to display your screen only.
   b. Choose "With Video On" to record yourself speaking or to display an inset image of you speaking alongside what you choose to share on your screen.
4. Launch Zoom.
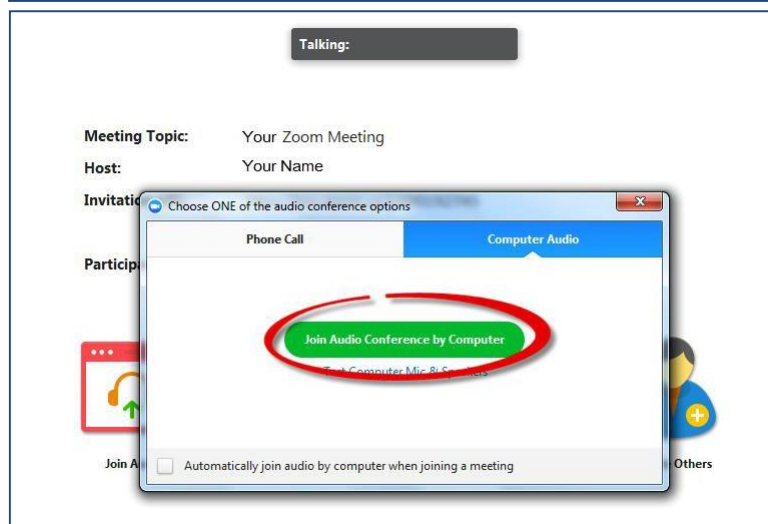
5. Select **Join audio by computer**.

Set Up Your Presentation

1. You can record a presentation or a series of steps in a web-based process.
   a. To record a presentation, open the application you're using, then open the file you'll be presenting.
   b. To record the steps to a web-based process, open a new browser tab for the page where you intend to begin presenting.
2. Return to Zoom and access your meeting interface. (If your Zoom app pops up, click on the link labeled "Back to Meeting" to display your meeting controls.)

3. Click on **Share Screen**.

4. Locate and select the tile that represents the screen that you want to record.
5. Click on **Share Screen** in the lower right corner.

Record Your Presentation

1. Once you are ready to begin recording, hover over the collapsed menu bar at the top of your screen that displays the meeting ID number in a green bar and a "Stop Share" link in a red bar.
2. In the toolbar that expands, select the "**More**" option on the right to display additional menu options and select **Record**. (Note: Alt+R will also begin the recording.)
3. Make your presentation, speaking while you move through your slides or the process you are demonstrating.
4. When you're finished, click on Alt+R to stop recording.
5. Click on **Stop Share**.
6. Click on **End Meeting** in the lower right corner.
7. Click on **End Meeting for All** to render the recording.
8. Your recording will be converted to an .mp4 file as shown below.
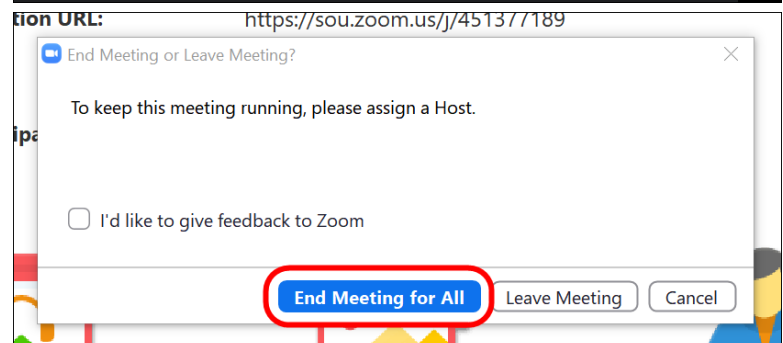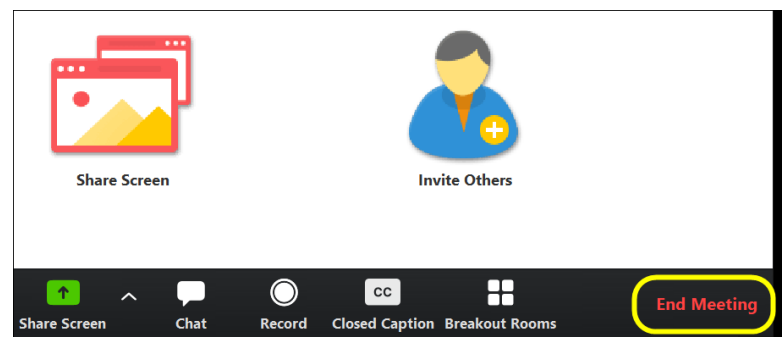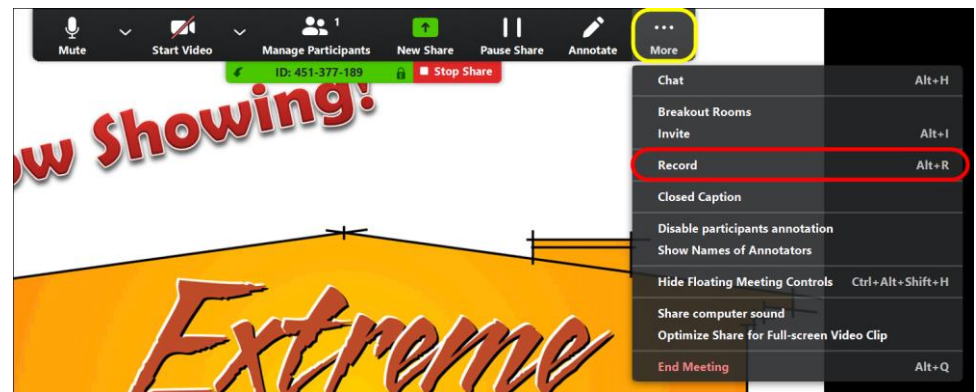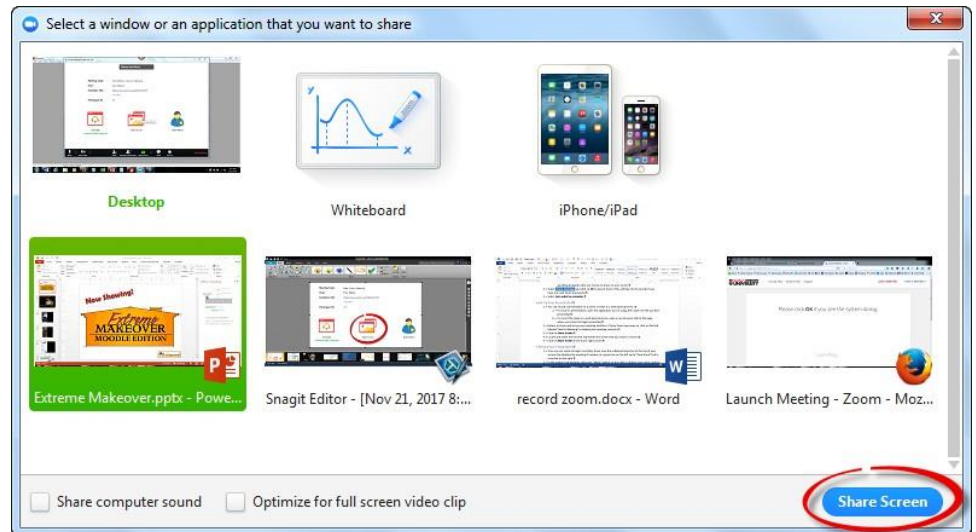
9. Zoom will ask you if you want to store the file in a Zoom folder named for the date and time (click on **OK**) or in a new folder that you create (click on the link and create a new folder, then click on **OK**).

Review Your Presentation

1. Go to your computer's file storage area and locate a folder labeled **Zoom**.
2. Open the Zoom folder, then open the subfolder it contains dated today to view three files:
   - audio_only.m4a,
   - playback.m3u, and
   - zoom_0.mp4.
3. Open **zoom_0.mp4** and review your presentation.
4. If you're happy with your work, you can upload it to your SOU Google drive or YouTube channel to share it with others.
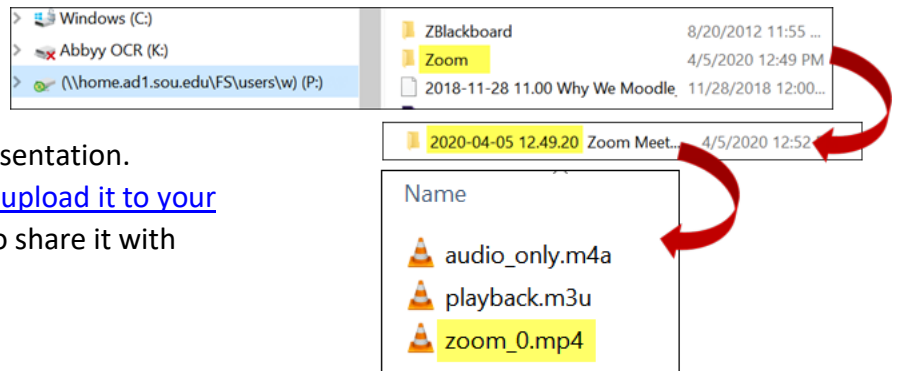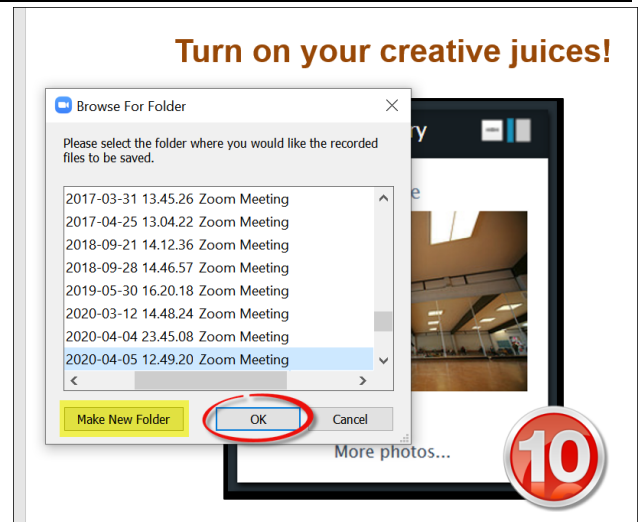
Helpful Tips

- **Any recording that will be shared with students must be captioned**. Uploading your .mp4 file to YouTube will auto-generate captions that you can easily edit (and you'll be surprised at how well it interprets what you say from the get-go!). Here's how.
- Rename your recorded file to reflect the content of your presentation.
- Zoom doesn't record if you shift between platforms (that is, if you shift from showing something on the Internet to sharing a Word document), so plan to create more than one recording if you need to display files that are on your computer as well as resources posted on the web.
- See also pedagogical recommendations for using Zoom.