Using Zoom to Record a Presentation Video

Zoom is not only an excellent tool for online video meetings and webinars, it can also be used as a powerful tool for recording video presentations. You can initiate a Zoom meeting without any other participants and you still have all of Zoom's presentation tools at your disposal, as well as the ability to record. Best of all, all these features are available with your University of Manchester Zoom account.

Be sure to turn off phones and notifications that could cause distractions during recording.

If you wish to use a webcam to record yourself during the presentation, plug in the webcam before opening Zoom.

It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.
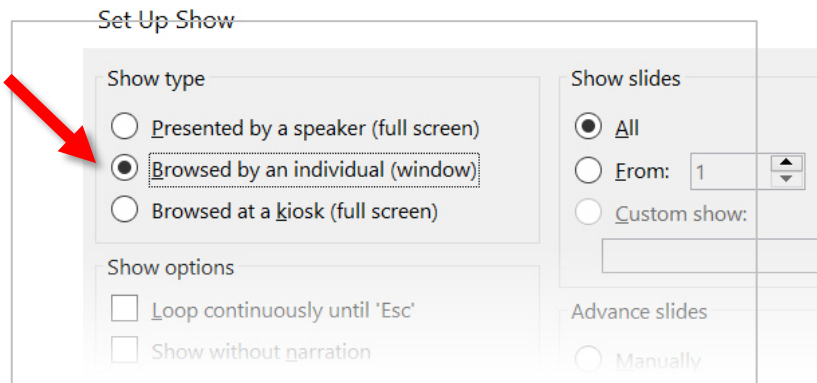
IF YOU WILL BE USING POWERPOINT:

1. Open the Powerpoint file   2. Click **Slide Show**   3. Click **Set Up Slide Show**
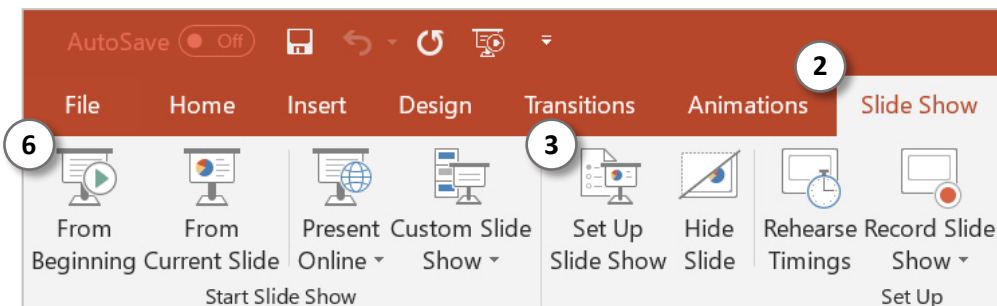
4. Under **Show Type**, click **Browsed by an individual (window)**
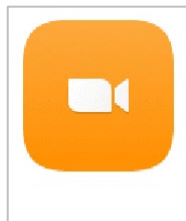
    This will allow you to present in slideshow view without being in fullscreen mode. Fullscreen mode can make recording with Zoom more difficult.

5. Click **OK**

6. Click **Play from Start** or **From Beginning** to begin the slideshow.

GETTING READY IN ZOOM
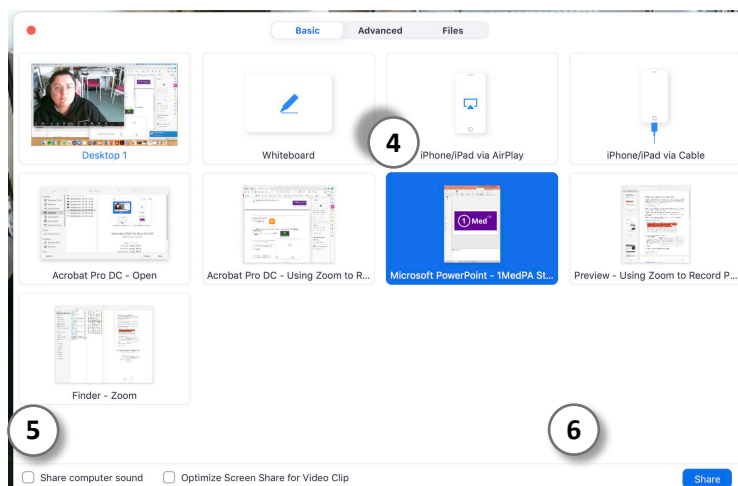

1. Open the Zoom app
2. Click **New Meeting**

Zoom will begin a session. If asked to choose an audio conference option, click **Join with Computer Audio**

3. At the bottom of the Zoom window, click **Share Screen**

4. In the Share window, click the window you wish to use in the recording.

5. If your presentation includes sound, check the box for **Share computer sound**

6. Click **Share**

The window that is being shared/ recorded will have a green outline.

7. You can reposition and resize the webcam video window as needed.

The webcam feed will be recorded regardless of whether it is positioned within the green recording border.
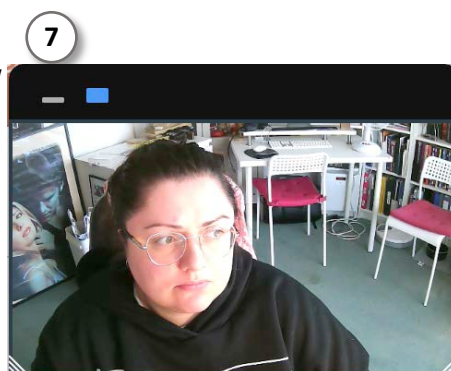
When a window is being "shared" in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.

ID: 974-2180-4568   Stop Share

RECORDING IN ZOOM

1. To begin recording, click **...More** in the Zoom control bar at the top of the screen.
2. Click **Record** in the dropdown menu that appears.
   (Alternatively, press Alt+R (Windows) or ⌘+Shift+R (Mac))
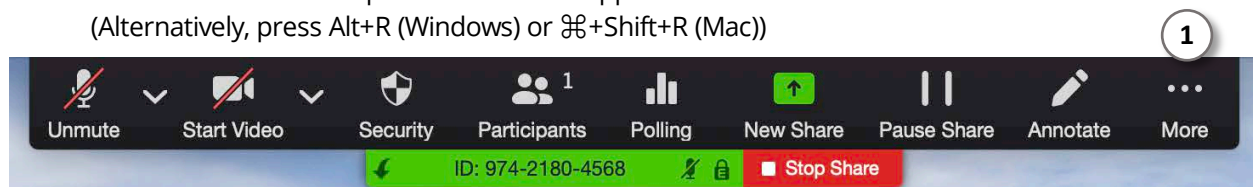

If you are muted, click **Unmute** in the window that appears.

You are now recording and ready to give your presentation.

Ensure that you are recording into the Zoom cloud.

You can pause recording at any time by clicking **...More**, then **Pause Recording**, or pressing **Alt+P** (⌘+Shift+P on Mac)

If you are unable to control Powerpoint or Zoom with your keyboard, first click the Powerpoint or Zoom window to focus your keyboard commands on that window.
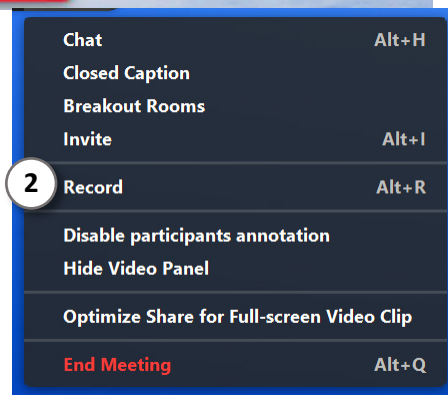
3. You can change the window being recorded by clicking **New Share** in the Zoom bar at the top of the screen, and selecting the window you wish to record.
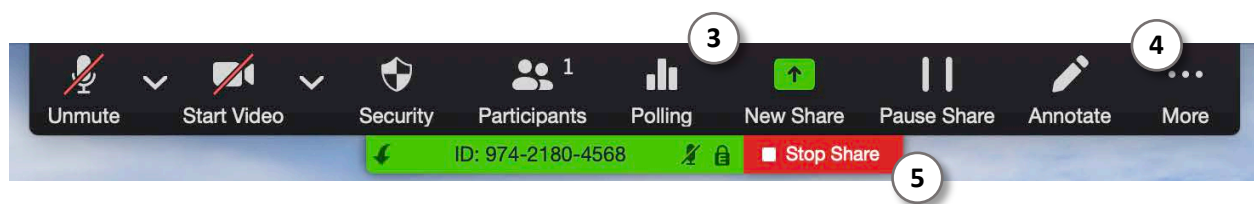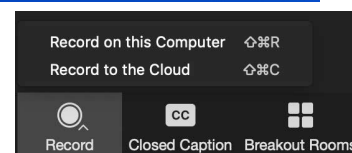
4. When you are finished, click **...More** and click **Stop Recording** in the Zoom control bar at the top of the screen. (Alternatively, press Alt+R (Windows) or ⌘+Shift+R (Mac))

5. Click **Stop Share** in the Zoom bar at the top of the screen.

6. Click **End Meeting** then click **End Meeting for All**

Zoom will prepare your video recording file. When it is finished, you may select the location to save the video file. It is recommended that you save the video file to the Cloud.

You can find your Cloud recordings, within your account, under 'Recordings' in the website zoom.us. You can preview the recording by clicking on the file name and then image. You can share your recordings with your eLearning team through emailing telim@manchester.ac.uk with the cloud link.