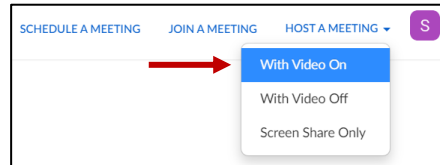


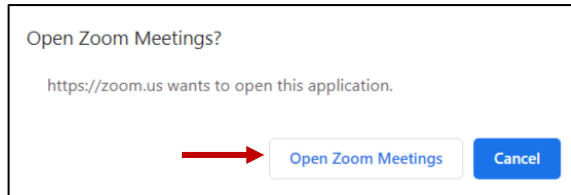
# RECORDING WITH ZOOM

1. Open the Zoom website: <https://zoom.us/> and sign in with Google.

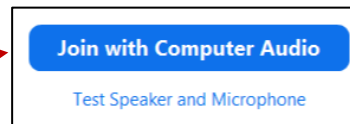
2. Choose to **Host a Meeting** with the **Video On**.



3. Click to **Open Zoom Meetings**.



4. Join with the **Computer Audio**.



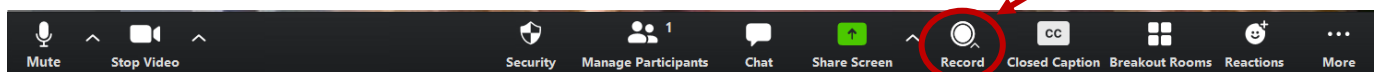
Once in the meeting, you can decide how you want to record. You have 3 options:

- **Whiteboard** (with or without your video – audio will record)
- **Screen Share** (with or without your video – audio will record)
- **Your Web Cam**

**\*NOTE:** If videotaping with your students in the Zoom meeting, you **MUST MINIMIZE** the video panel so **NO STUDENT FACES OR NAMES ARE SHOWN**. It is ok to record student voices IF students choose to speak during the recording. Be sure to inform your students before you begin recording.

## Web Cam:

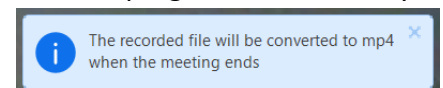
1. Press the Record button at the bottom of the screen. If it isn't visible, hover your mouse over that area to expose the toolbar. Choose to **RECORD ON THIS COMPUTER**.



2. You can **PAUSE** the video during the recording.



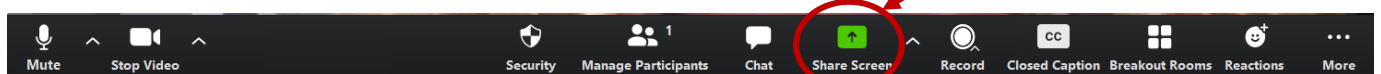
3. When you are finished, press the **STOP** button. You will see a message in the top right corner that says this video will be converted to an mp4 file when the meeting ends.



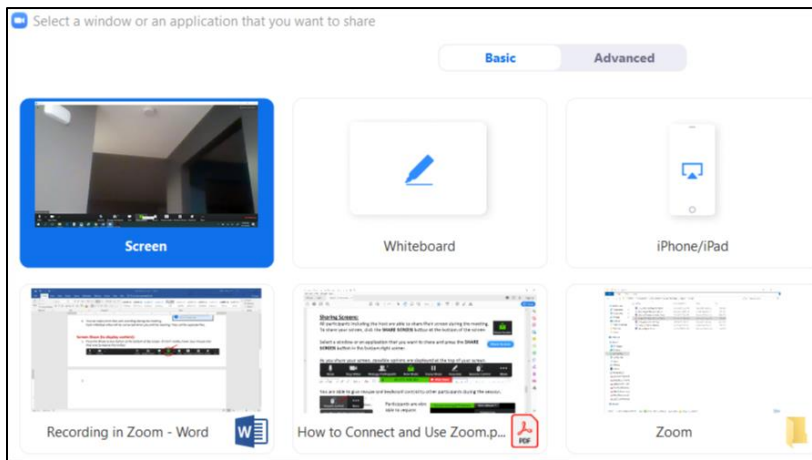
4. You can make more than one recording during the meeting. Each individual video will be converted when you end the meeting. They will be separate files.

## Screen Share (to display content):

1. Press the **SHARE SCREEN** button at the bottom of the screen. If it isn't visible, hover your mouse over that area to expose the toolbar.



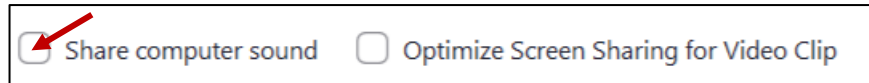
2. Choose the screen from the pop-up window that you would like to share.



**\*NOTE:** If you have multiple tabs open on an Internet browser, the tab that will show is the last tab that was active.

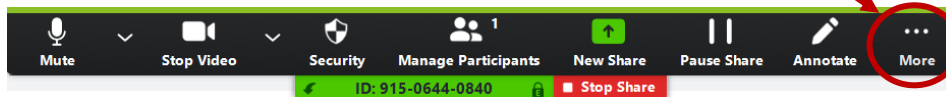
You will be able to select any program or application that is currently open on your computer including Word documents, PDFs, folders, etc.

3. Before you begin the share, you need to decide which audio you would like to record for this video. If you want to record sound on the computer, place a checkmark next to **SHARE COMPUTER SOUND**.

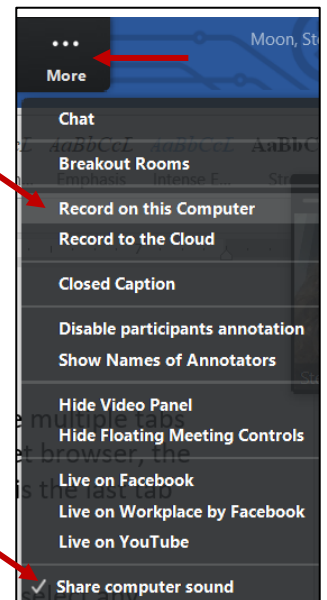


**\*NOTE:** If you forget to turn on the computer sound, you can do it in the toolbar at the top of your screen under **MORE**.

4. Once you select a screen to begin the share, you can navigate to any program or window during the screen recording.
5. To begin recording, click the **MORE** button at the top of your window and choose **Record on this Computer**. You can click on the **MORE** button to pause or stop the recording. The video will be converted to an mp4 file after you close the meeting.



**\*NOTE:** If you do not stop the recording before you end the screen share, it will take you back to the meeting and continue filming using your web cam.

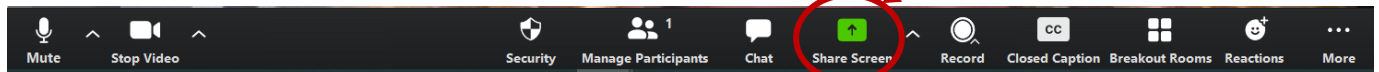


5. You can make more than one recording during the meeting. Each individual video will be converted when you end the meeting. They will be separate files.
6. To end the screen share, click **STOP SHARE** at the top of your screen.

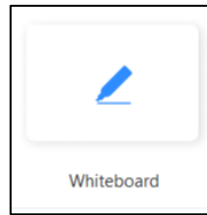


## Whiteboard (with drawing tools):

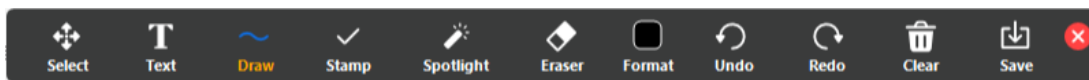
1. Press the **SHARE SCREEN** button at the bottom of the screen. If it isn't visible, hover your mouse over that area to expose the toolbar.



2. Choose the **WHITEBOARD** option.



3. Use your annotation toolbar to draw on the whiteboard. You can also use your stylus which is stored on the side of your laptop.



***\*NOTE:** You can **SAVE** your annotations. Each time you press **SAVE** it will save a screenshot to your computer. These screenshots are immediately accessible. You do not need to end the meeting in order to see them.*

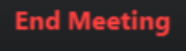
***\*NOTE:** You can leave the whiteboard and navigate to any program on your computer.*

***\*NOTE:** If you close the annotation toolbar, click the Whiteboard button in the toolbar at the top of your screen to expose it.*

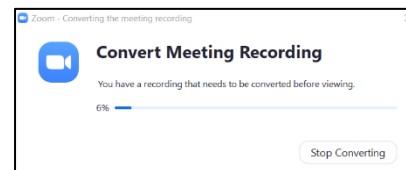
***\*NOTE:** You can give your students access to use the annotation toolbar during your screen recording.*

## Saving Your Videos:

1. End the meeting by pressing the "x" in the top corner or clicking the **End Meeting** button.



2. A pop-up box will show as your videos begin to convert.
3. Once the conversion is complete, you can choose where to save the videos.



***\*NOTE:** I would recommend using the default setting. The program will automatically create a **ZOOM** folder in your **My Documents** folder. Each meeting will have its own date and timestamp. The videos will be stored in the corresponding folder. Once they are saved, you can rename them and/or move them.*

***\*NOTE:** If you choose a different location and save multiple meetings to the same location, the videos will overwrite each other. Each meeting video(s) will be named "Zoom0", "Zoom1", etc. If those videos already exist in the location you choose for saving, the new ones will replace the old ones and you will no longer have the older videos.*

4. Each recording will be saved independently.

