

Faculty Guide for Pre-Recording a Lecture Using Zoom

Use this guide to:

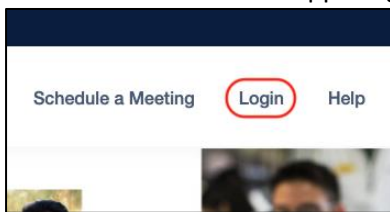
- Record lectures or other content using Zoom
- Share the final recording files you create

Gather your content

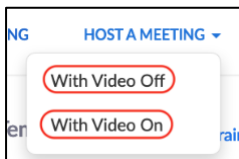
1. Review the TEE [Zoom Guide for Presenting Yourself on Video](#)
2. Gather your slides and any other content you want to present (e.g., apps, videos, music, images, etc.)

Launch your Zoom app



1. Login to [UCSF MyAccess](#)
Note: For best performance, do not use UCSF's VPN when using Zoom
2. In the list of favorite MyAccess apps, click **Zoom** to access the Zoom site
Note: Do this if Zoom is not already in your list of favorite MyAccess apps:
 - a. At the top, click the blue **Manage Favorites** button
 - b. At the bottom, click the star next to **Zoom**
 - c. At the top, click the blue **Save Favorites** button
3. On the Zoom site in the upper right, click the blue **LOGIN** button



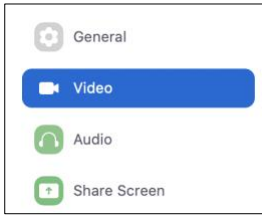
4. If needed, follow the instructions in the TEE [Zoom Guide for Updating the Zoom App](#)
5. On the Zoom site in the upper right, put your cursor over the **HOST A MEETING** menu, then click either **With Video Off** or **With Video On** to launch your Zoom app and host a meeting



Select optimal recording settings

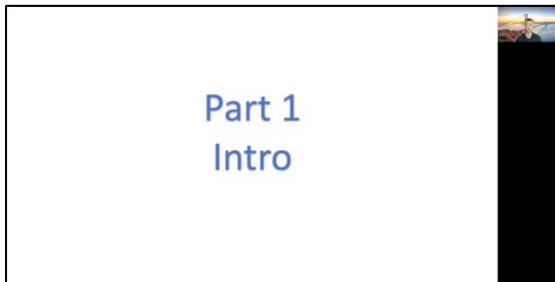
1. In your Zoom app in the upper left, click the  green shield, then in the **Meeting Information** window that appears, click the  **Settings** icon to access the Zoom app **Settings**

2. Click the items in the left menu to change the Zoom app **Settings** to optimize recording quality

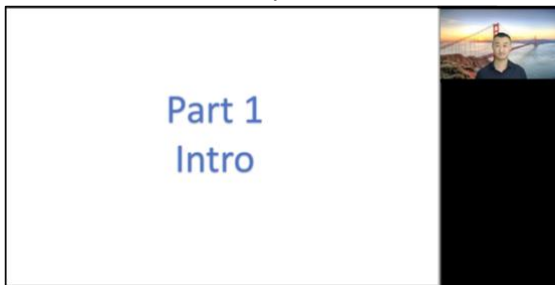


3. Here are some **Video** settings you might want to enable (click the check boxes to enable the settings):
 - a. **HD** (this is a **Camera** setting): If you are planning to share your camera video full-screen with no other content, you might want to enable this. Enabling HD (High Definition) will improve the quality of your camera video slightly, but will also make the recording file larger.
4. Here are some **Recording** settings you might want to enable:
 - a. **Record video during screen sharing**: If you plan to share your screen **and** your camera video simultaneously, you **must** enable this. If you don't enable this, your camera video will not show up in the final recording.

Note: The video will be more engaging if you include the shared screen and your camera video.
 - b. **Place video next to the shared screen in the recording**: If you enable this, in the final recording, your camera video will appear in the upper-right corner, next to whatever you share on your screen. If you share full-screen slides, for example, this means your camera video will **not** cover any part of your slides.

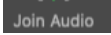





Note: To make your video more engaging, make your thumbnail camera video as large as you can to increase the size of your final camera video in the final recording.

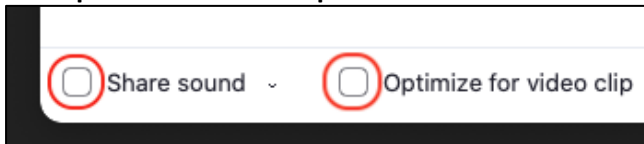



- c. **Optimize for 3rd party video editor**: Only enable this if your final recording will be edited using a video editing app

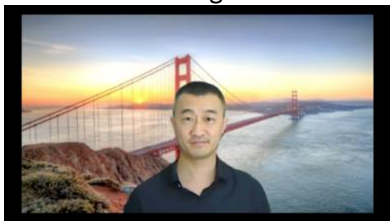
Set up your content for recording

1. In your Zoom app in the lower left, click the  button (if applicable), then click the  button to share your mic audio

2. In the lower left, click the  button to share your camera video
Note: If needed, click the upward-pointing arrow to the right of the **Unmute/Mute** and **Start/Stop Video** buttons to change your settings
3. In the lower middle, click the  button, then select the screen or app you want to share
Note: In most cases, it's best to share your entire screen, not a specific app. If you share a specific app, you will need to stop sharing each time you need to select another app to share.
4. If you plan to share a video or music, in the lower left of the **Share Screen** menu, click the **Share sound** and **Optimize for video clip** checkboxes



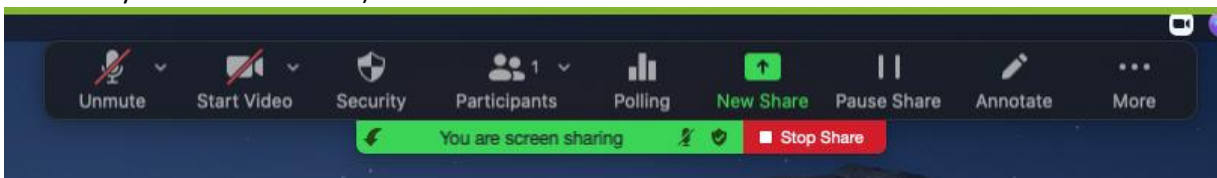
5. In the lower right, click the  button to start your **Share Screen**
6. Finish setting up your screen for the recording
 - a. If needed, maximize the apps, documents, and windows you want to share
 - b. Close or minimize all unnecessary apps, documents, and windows
 - c. If you share your camera video and **don't** share a screen, your camera video will be fullscreen in the final recording



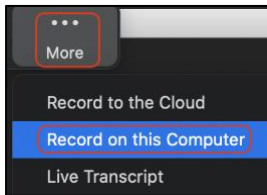
- d. If you share your camera video **and** share a screen, in the Zoom app **Recording** settings, make sure you enable **Record video during screen sharing**, then decide whether or not you want to enable **Place video next to the shared screen in the recording** (see the **Select optimal recording settings** section of this guide for details)
Note: Consider creating a test recording so you can adjust your Zoom app **Recording** settings if needed

Record your content

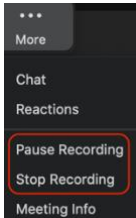
1. After you've set up your content for recording, put your cursor near the top middle of your screen to reveal the Zoom toolbar that automatically hides when you share a screen
Note: Notice the buttons available in the toolbar, especially the **Annotate** button (in case you want to annotate your shared content)



- When you are ready to start recording, on the toolbar, click the **More** button to reveal the **More** menu, then click **Record on this Computer**

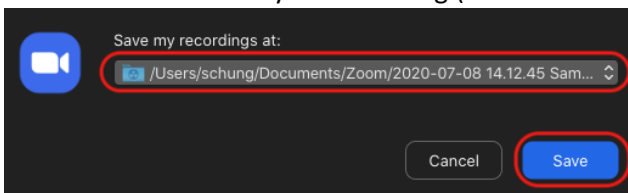


- To stop or pause your recording, reveal the **More** menu again, then click **Pause Recording** or **Stop Recording** as needed



Note: Each time you start and stop a recording, you will end up with a new recording file. If you don't want to start a new recording file, pause and resume your current recording as many times as needed.

- When you are finished recording, reveal the **More** menu, then click **End**, then select **End Meeting for All**
- A **Converting meeting recording** window will pop up—wait for the conversion to complete
- Note:** The longer the recording, the longer the conversion will take
- Once the conversion is complete, you might see a pop-up window that asks where to save your recording
- Choose where to save your recording (remember where you saved it), then click the **Save** button



Share your recording files

- Find the recording files on your computer
 - Open your **Documents** folder, then find the **Zoom** folder (or do a system search for it)
- In the **Zoom** folder, you will see one folder for each meeting you recorded
 - The title of each meeting folder will follow this pattern:
Meeting date + Meeting time + Title of meeting + Meeting ID (e.g., **2021-07-07 12.02.03 TEE TEST RECORDING MEETING 98234323428**)
- Open the meeting folder that contains the files you want to share
- You will see several files in the meeting folder:
 - Video recordings end with **.MP4**
 - Audio recordings end with **.M4A**
 - Chat logs end with **.TXT**
- If needed, re-name the files you want to share (but don't change the **.MP4** or **.M4A** or **.TXT** file extensions)
- Here are some ways to share your files:
 - Upload them to a shared [Box](#) or [Office 365](#) folder

- b. Email them as attachments if the files are small enough (currently 25MB)
7. Let people know where to find your shared files

Get More Information and Support

- To learn more about Zoom, check out [Zoom's Help Center](#), [IT's Zoom site](#), [ETS's Zoom site](#), and the [TEE Zoom Guides](#)