

How to record your presentation via zoom

Please follow the following steps in order to record your presentation.

1. Please make sure that you have the followings:

- a. A headset/headphone with microphone connected to your computer is highly recommended to get the best quality:

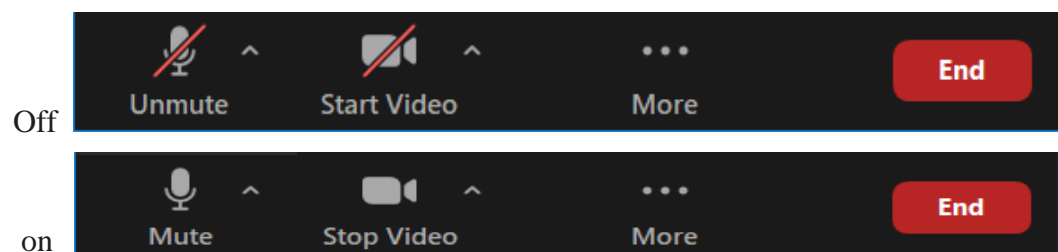


Alternatively, you can use the internal Microphone of your laptop

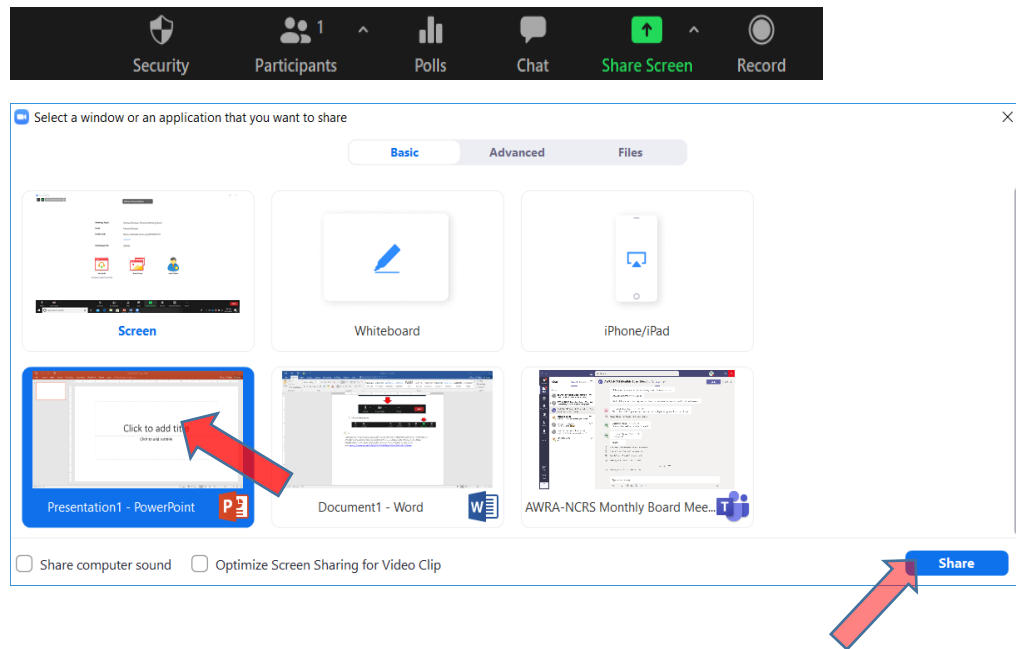
- b. Stable internet connection, we recommend using wired internet if possible. 4G should not be used.
- c. Please make sure that the environment surrounding you while you make your recording is quiet, to avoid any sound interferes to the presentation (e.g. barking dog, phone ring, TV etc.).
- d. Zoom app on your laptop or download for free by following the link: <https://zoom.us/support/download>
- e. Your power point presentation is ready, open on your screen.

2. Join a zoom meeting and follow step a through h to record your presentation:

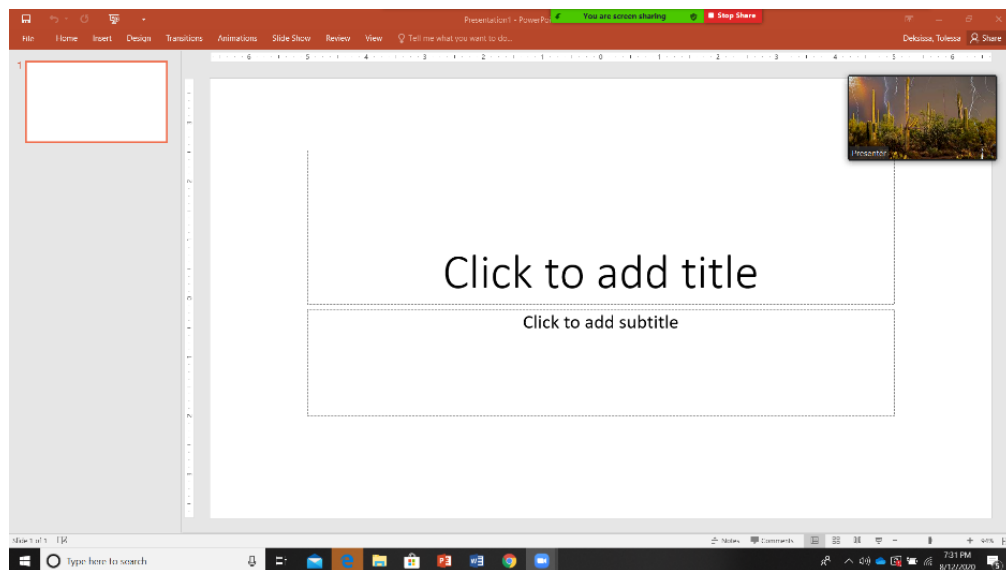
- a. Put-on the camera and webcam on by clicking on unmute audio and start video:



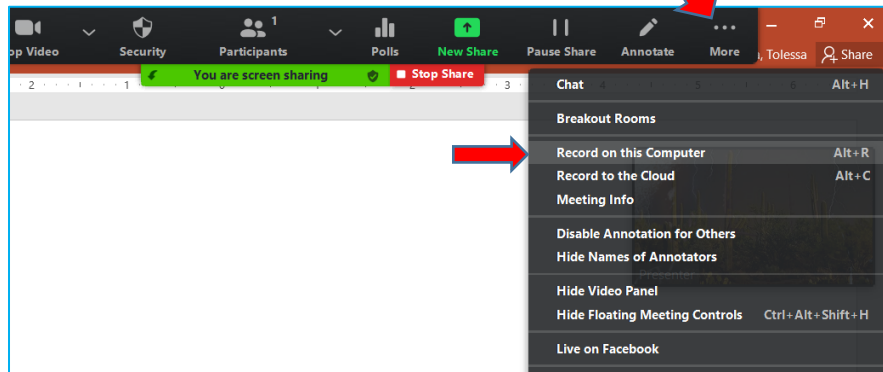
- b. Click on Share Screen, make sure your presentation is ready, and then select your PowerPoint presentation.



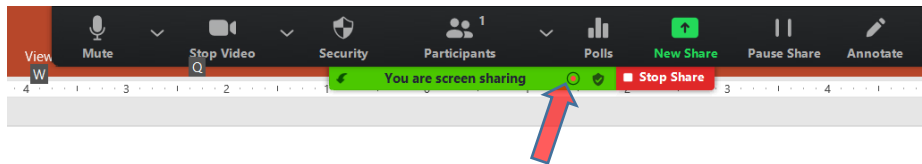
If you record without sharing your screen, it records only the audio. If you share the screen correctly, it should show your PowerPoint in full screen, and your video in small size to the right corner of the screen.



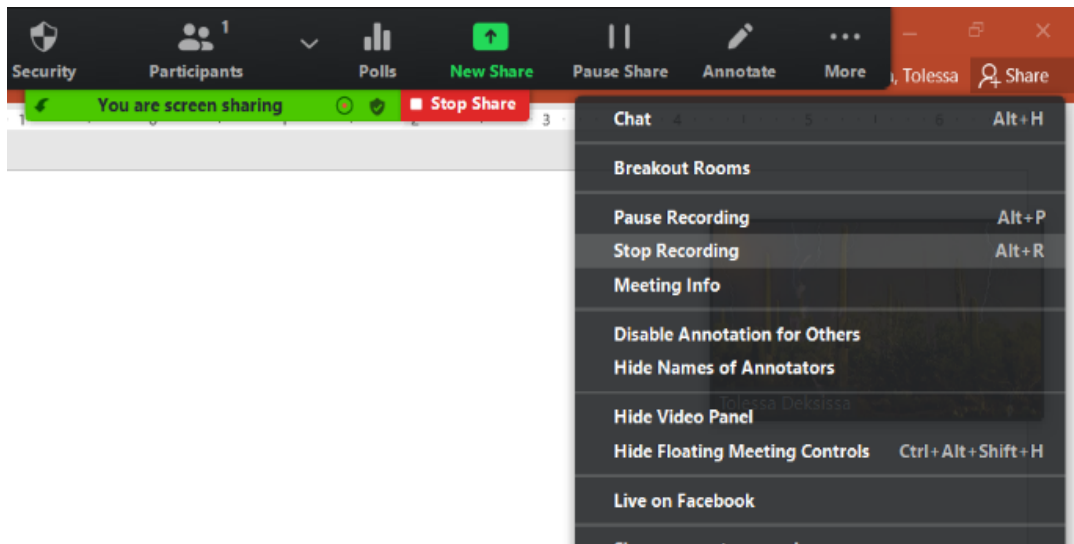
- c. Hover the mouse on the top part of your screen and click on more, and then click on record on this computer as demonstrated below:



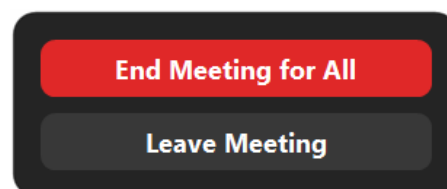
- e. The red dot shows the recording on the process, and you must continue with your presentation:



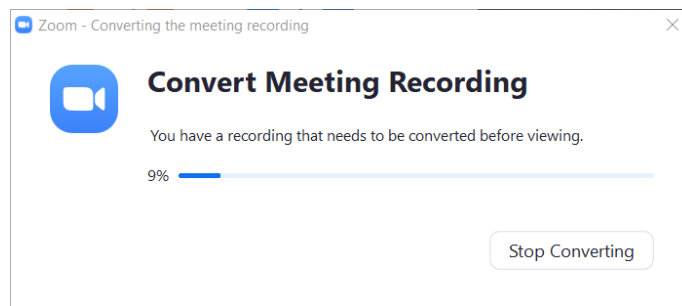
- f. When you finish your presentation, please do not exceed the time given to each speaker, follow step c and click on stop recording.



- g. End the meeting by click on the icon then on the End Meeting for all as follows:

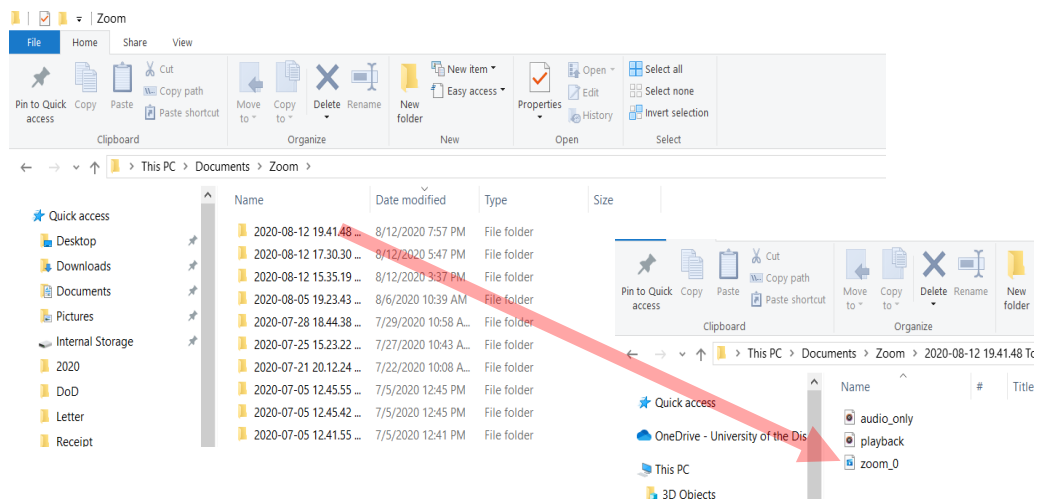


- h. Your recorded video is not available until the automatic conversion of the record is completed, do not stop converting. Do not exit the converter as it stops automatically.



3. Locate the recorded file and submit:

- a. The converted file is automatically saved under the “my documents directory and zoom subdirectory (this PC/Documents/Zoom). The file is located in the subdirector name of the same date as follows. You may sort the files by date modified. When you click on the folder, you will find three files, and the right format of your video is named as zoom_0, zoom_1, or zoom_3, depending on the number of attempts. If you record only one time, the right file name is **zoom_0**.



- b. Rename the recorded video with your first and last name, and e-mail or share with the symposium organizer via google drive by September 20 to both email addresses noted here: Email: tyounos@gmail.com and Email: tdeksissa@udc.edu.