HOW DO I PRE-RECORD LECTURES FOR MY STUDENTS?

TIPS AND TRICKS

- ☐ Use a microphone to minimize surrounding noise.
- ☐ Use your webcam if you want students to see you during your recording.
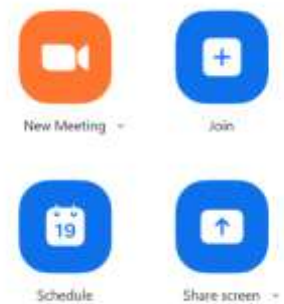- ☐ Use the record feature to create a lecture.

GET STARTED

Get a Zoom account, if you do not already have one.
Web: https://tech.rochester.edu/services/zoom

START AN INSTANT MEETING

Log on to the Zoom client and hit the **New Meeting** button.

RECORD YOUR SESSION

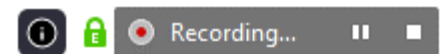Record your session by clicking on the **Record** button.

A recording notice will appear at the top left of the window.

Click the **Pause** (two lines) button to temporarily stop recording.
Click the **Stop** (square) button to finish recording.

End the Meeting to allow Zoom to process the recording.

SHARE YOUR SCREEN

Share anything on your computer by clicking **Share Screen**.

A secondary window will appear asking you which screen or application you wish to share. Choose and then hit Share.

To finish sharing, click the **Stop Share** tab.

ENDING THE MEETING

Be sure to click **End Meeting** to close the meeting completely. This is required to stop the recording process, even if you already hit stop recording.

When you end the meeting, the recording will process. The amount of time this takes depends on how long your meeting session lasted. Once complete, you will have a recording file. Rename the resulting zoom_0.mp4 file so that you can find it easily later. Follow the instructions to share a video recording with your class.