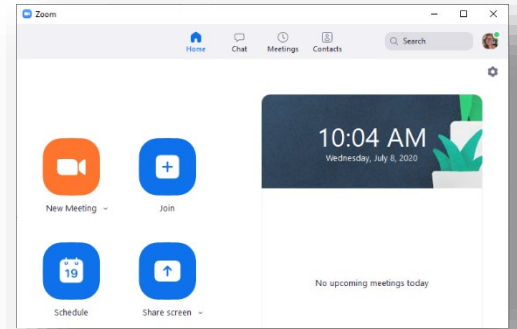
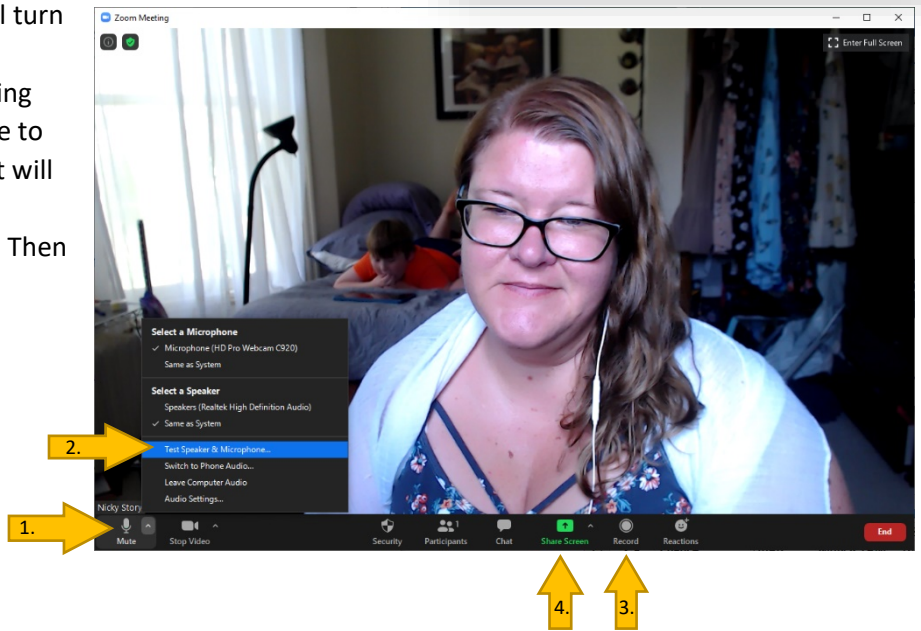


To use Zoom to record for class. You must have a webcam on your computer.

- If the Zoom application is not installed on your computer, go to <http://zoom.us>, sign up for a free account, or login with your account. Click “Host a meeting”, with video on. It will then ask you to download and run Zoom.
- If Zoom is already installed on your computer, open the application, then sign up for a free account, or if you have a pro account, log into that. Once logged in. Click “New Meeting”, click “Join with Computer Audio”.

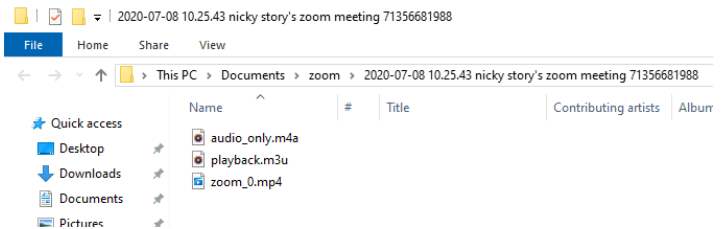


- Once installed and you have a meeting open. Make sure you can see yourself and that you test your audio.
  1. Click the arrow menu button next to the “Mute” button in the bottom left corner, then click
  2. “Test Speaker and Microphone”. Make sure it’s all working!
  3. Click Record. (recording button will turn into a pause/stop button)
  4. Share screen – if you have something like a powerpoint or website or image to share for the presentation/sermon. It will ask you want window you want to share, select the appropriate one. Then click share, and begin your sermon/presentation.

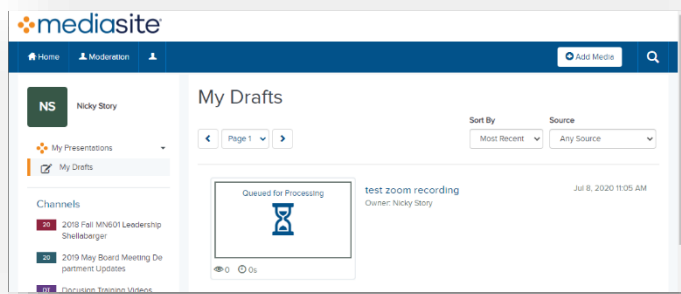
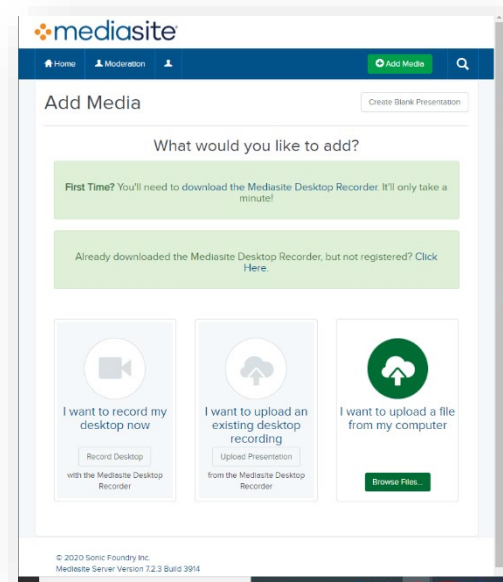


Once you are done, click stop. Zoom will save the file to a zoom folder once your meeting is ended. To find out where your video is being saved – which is very important - end the zoom meeting, then click on the settings (the gear) button in the upper right corner. Then click on “recording” and it will tell you the location in the top right corner.

- Once your video is done processing, it should open the folder automatically. The zoom\_0.mp4 if the video file you created! This is what you can upload to Mediasite for your classwork.



- Go to <http://media.dbq.edu/mediasite/mymediasite> - login, make sure your account is verified, contact Nicky if you have problems with this...
- Click “Add Media” (green button in the upper right), then “I want to upload a file from my computer” (bottom right option). Find your zoom\_0.mp4 file that you just created.
- Name your presentation, then click “Create Presentation”. Your presentation will now upload and process. Click on “My drafts”



- Sometimes processing can take a few hours. Once it's complete – it should show a preview in the window that used to say “queued for Processing...” once you see a preview. Click on the name of the presentation. (if it takes longer than a few hours, contact Nicky Story ([NStory@dbq.edu](mailto:NStory@dbq.edu)))
- Click “watch in new window”, make sure it looks good to you.
- If you need to edit (trim beginning or end... edit something out of the middle...) click “Edit Video”.
- To share change the “Who can view?” to “Everyone”. Then click “Share Presentation”, copy the address. Go to <http://udonline.dbq.edu>, go to your class discussion board. Start a new topic. Give it a subject, paste address into the message part of the page. You will need to do the keyboard shortcut: Ctrl + v

